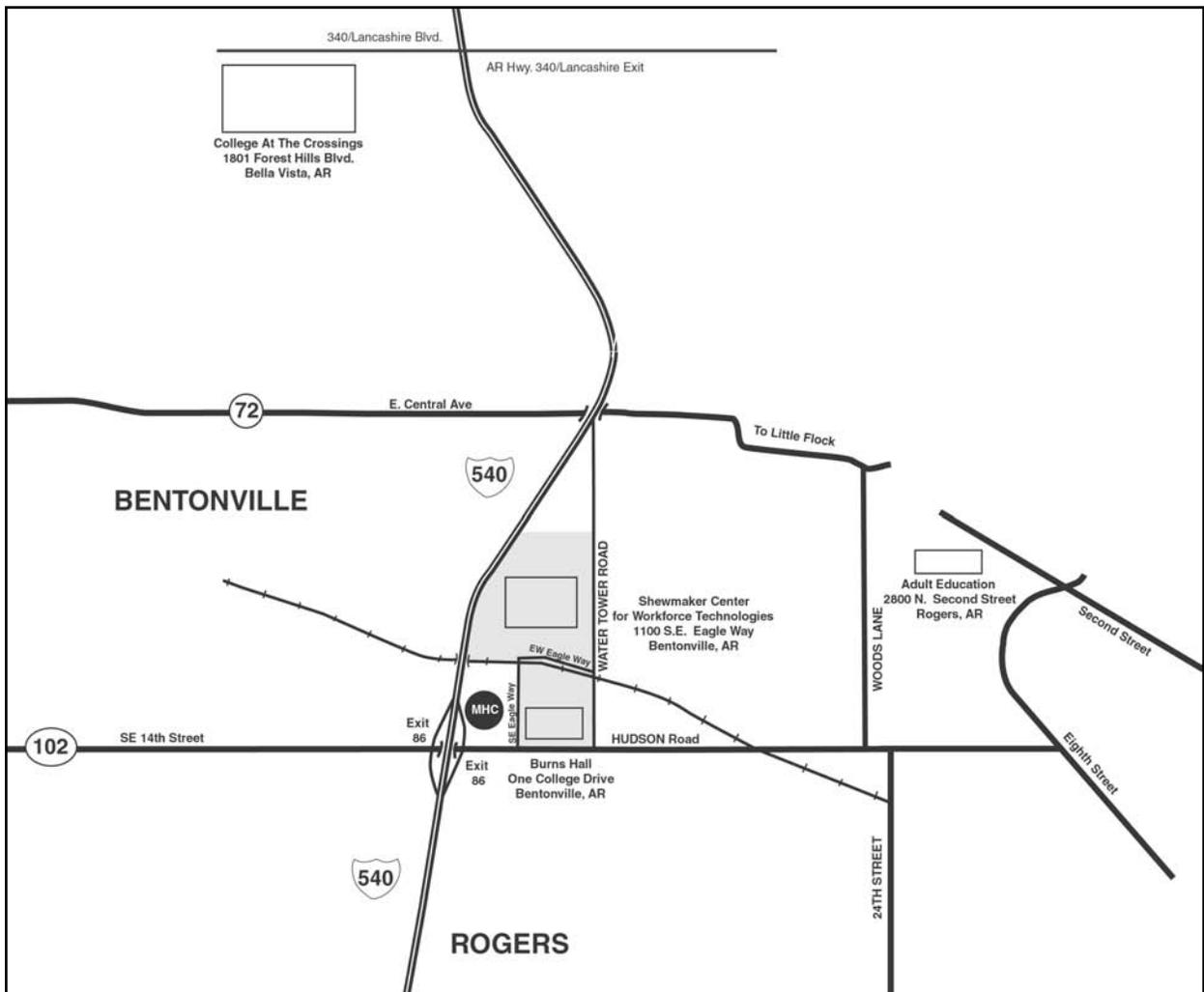
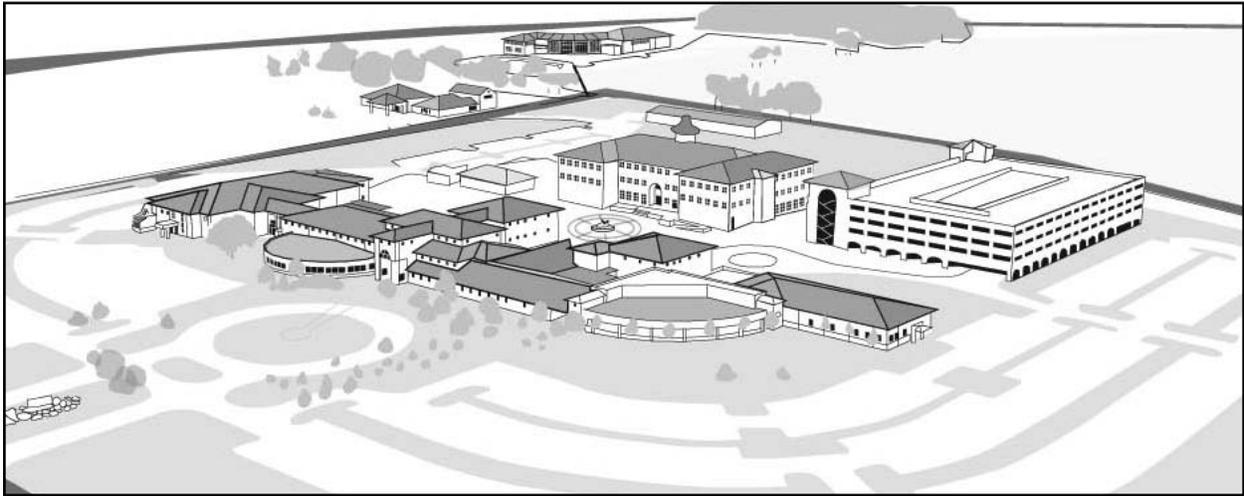
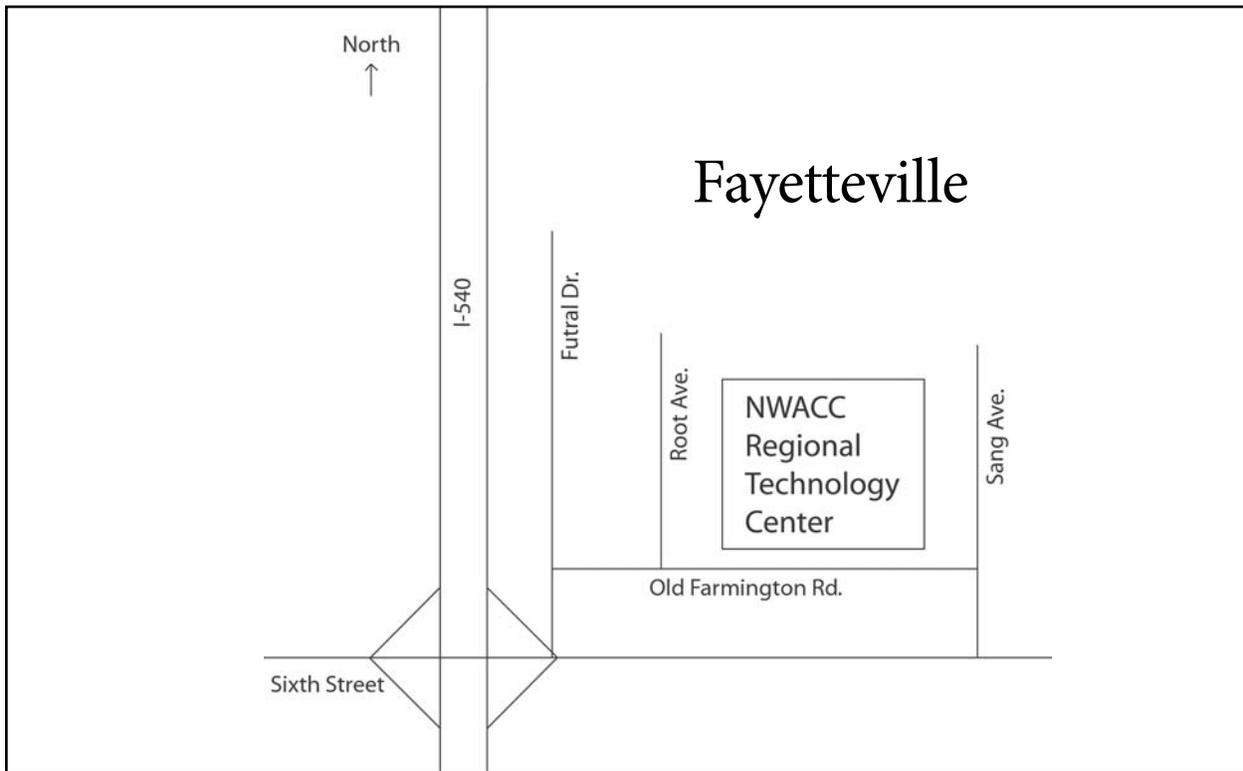
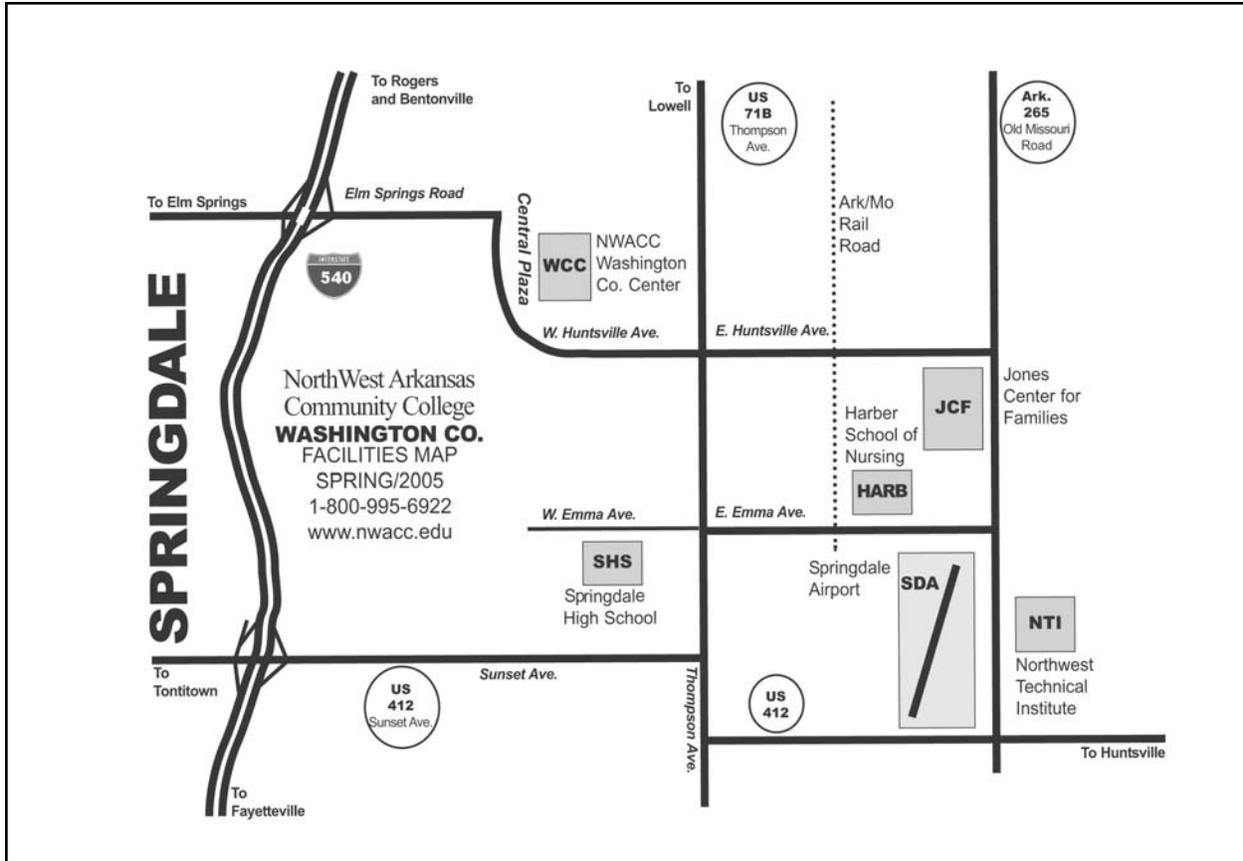


**NORTHWEST ARKANSAS  
COMMUNITY COLLEGE  
Catalog 2007–2008**

# NWACC TAKES CLASSES TO THE COMMUNITY





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# ACADEMIC CALENDAR

## FALL 2007

August 20 - First Day of Classes

September 3 - Labor Day - College Offices Closed

November 21-24 - Thanksgiving Break Faculty and Students

November 22-24 Thanksgiving Break for All Staff - College  
Offices Closed

December 5 - Last Day of Classes

December 6-12 - Final Exams

## SPRING 2008

January 14 - First Day of Classes

January 21 - Martin Luther King Day - College Offices Closed

May 1 - Last Day of Classes

May 2-8 - Final Exams

May 9 - Commencement

## SUMMER 2008

May 26 - Memorial Day - College Offices Closed

May 27 - First Day of Classes

July 4 - Independence Day - College Offices Closed

August 4 - Last Day of Classes

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

IN THIS SECTION:

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



# GREETINGS FROM THE PRESIDENT

## Welcome!

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

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

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

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

Sincerely,



Becky Paneitz, Ph.D.  
President



# THE COLLEGE

## History, Role, and Scope

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

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

Day, evening, and weekend classes are offered at the Burns Hall, as well as at locations throughout the service district. At the College's new Shewmaker Center for Workforce Technologies, a 44,000 square-foot-facility on Southeast Eagle Way, west of Burns Hall, customized programs are offered to area businesses. The College's Adult Education Program, which serves over 3,000 students a year, is located at a new facility in Rogers. Opened in Bella Vista in the Fall of 2004 was College at the Crossings. The new Regional Technology Center, an area secondary education center, opened August 2005.

In serving a dynamic region of the state, NorthWest Arkansas Community College recognizes the importance of providing varied and abundant opportunities for learning.

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.

In order to comply with state law 6.60.501-504, all students born on or after January 1, 1957, must submit acceptable proof of immunization against two measles, one mumps, and one Rubella during their first semester of enrollment at NWACC. Effective July 31, 2003, students must have two dates of immunization against the measles. Immunization records must be on file in the Student Records Office by the conclusion of the fourth week of classes. If a student cannot produce acceptable immunization documentation for two measles, one mumps, and one rubella, the student must obtain a new vaccination.

No financial aid will be disbursed until proof of immunization is on file. A student cannot register for a second semester without proof of immunizations. To be acceptable, immunization documentation must meet ALL of the following criteria:

- Clearly show the student's name.
- Show the month and year the student was vaccinated for two measles, one mumps, and one Rubella.
- Bear the signature of a doctor or public health department representative.

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

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

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

The college reserves the right to deny admission, readmission or registration for a violation of the Student Code of Conduct, failure to make academic progress as outlined in the college catalog, or for the inability of the college to provide services, courses or programs needed to meet educational objectives. If NWACC is unable to provide services, assistance will be provided to help find an appropriate learning environment.

## Admission Classifications

### 1. New Student Admission:

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

#### Requirements:

- Submit an admissions application online or in person at the Admissions Office in the Student Center or at the Washington County Center.
- Placement test scores (COMPASS, ACT or SAT) are required prior to registration.
- Students born on or after January 1, 1957, must submit proof of two measles, one mumps and one Rubella immunizations no later than 30 days after classes begin.
- An official complete high school transcript or GED test scores are required before classes begin.

### 2. Special Admission:

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

**Requirements:**

- Submit admissions application online or in person at the Admissions Office in the Student Center or at the Washington County Center.
- Placement test scores (COMPASS, ACT or SAT) are required prior to registration.
- Students born on or after Jan. 1, 1957, must submit proof of two measles, one mumps, and one Rubella immunizations no later than 30 days after classes begin.

**Limitations:**

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

**3. Transfer Admission:**

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

**Requirements:**

- Submit admissions application and fee to the Admissions Office in the Student Center or at the Washington County Center.
- Students born on or after January 1, 1957, must submit proof of two measles, one mumps, and one Rubella immunization no later than 30 days after classes begin.
- Official college transcript(s) and placement test scores are required for college transfer students under these conditions:

Students registering for courses which require proof of prerequisites must submit the appropriate documentation.

Students applying for financial aid must submit official college transcripts from all previous colleges attended prior to registration.

Students planning to earn a degree from NWACC must submit official transcripts before applying for graduation.

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

**Conditions:**

- 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 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 appeal to the Executive Vice President for Learning. The decision of the Vice President is final.

**4. Concurrent Enrollment Admission:**

A student admitted under "concurrent enrollment" admission is one who is currently enrolled in high school, grades 9-12, and enrolling for classes on the NWACC campus. The student must have a high school cumulative GPA of 3.0 on a 4.0 grading system. Students who wish to take courses that do not require a standardized placement score must have a high school GPA of 2.5.

**How to Apply for Admissions and Register for Concurrent Classes on NWACC Campus****Requirements:**

- Meet with your high school counselor/home school primary instructor to review your transcript and discuss the courses you would like to take at NWACC.
- Complete an Application for Admission.
- Complete the Concurrent Student Registration form. Obtain all required signatures.
- Obtain a current high school transcript showing an overall GPA of 3.00 or higher, on a 4.00 scale. For ninth grade students, courses in the previous two years should be included.

- e. Achieve college level placement test scores (COMPASS, ACT or SAT) in the subject area in which you would like to take a class. An ACT score of 19 or higher is required on the relevant sub-texts for math, English, and reading or a SAT score of 460 or above and math score of 460 or higher. If the appropriate ACT and/or SAT scores are not available, students can take NWACC's COMPASS placement test program.
- f. Contact the Concurrent Enrollment Advisor at 479-619-2294 for advising appointment.

**Conditions:**

- a. Students may not be simultaneously enrolled at NWACC and in a General Education Development (GED) program.
- b. Students will not be eligible to participate in institutionally or federally funded financial aid programs.
- c. Concurrently enrolled high school students will be expected to earn a grade of "C" or better, in each college course attempted, in order to continue concurrent enrollment. Students may retake a course while still in high school when a grade of "C" or below is received if a 2.0 cumulative NWACC GPA is maintained along with a 3.0 cumulative high school GPA.
- d. Concurrent students are limited to enrolling in seven (7) credit hours, including college courses taken on the NWACC campus and at high school (Step Ahead).
- e. An appeal to the NWACC Vice President for Learning 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.

**5. International Student Admission:**

International students interested in enrolling must contact the Director of International Student Services at 619-4234 for information regarding admission requirements. A student admitted as an "International Student" is one who is not a citizen or permanent resident of the United States and is applying for an I-20 from NWACC to obtain a student (F-1) visa.

**Requirements:**

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

**Conditions:**

- a. Applications should be submitted as early as possible, but no later than one month prior to the first day of classes to be considered for admissions or register for classes. The time it takes the Bureau of Citizenship and Immigration Services (BCIS) to process a student visa is unpredictable.
- b. Students will not be eligible to participate in federally funded financial aid programs.
- c. Placement test scores (COMPASS, ACT or SAT) are required prior to registration.
- d. Students born on or after January 1, 1957 must submit proof of two measles, one mumps, and one Rubella immunization.
- e. Proof of health insurance with repatriation must be provided.
- f. Provide proof of tuberculosis test.

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

International students who hold a valid visa other than a F-1 visa must contact the Director of International Student Services. You must meet all college admission procedures in addition to the following requirements:

- a. Present your current passport and visa.
- b. Complete the NWACC assessment and enrollment process as described under "Resident Aliens."

### Requirements:

- a. Provide proof of resident alien status by one of the following ways: resident alien card, "green card"; a copy of the letter from the U.S. Citizenship and Immigration Services that approves your residency status. An employment authorization card is not sufficient. Students who are in the process of obtaining permanent residency must contact the Director of International Admissions at (479) 619-4234.
- b. An application for admission and payment of processing fee.
- c. Submit all official transcripts from all U.S. secondary and post-secondary educational institutions you have attended. The issuing institution must send the transcript directly to the NWACC Student Records Office. Official college transcripts from foreign institutions translated in English are not required unless you are requesting transfer credit.
- d. If you do not have prior U.S. college-level math and English or appropriate ACT scores, you will be required to take the NWACC's Compass assessment test prior to enrollment.
- e. Discuss course selection, based on your assessment results, with an NWACC counselor. Course selection may be restricted because of Compass assessment test results.
- f. Enroll in classes approved by a counselor.
- g. If you were born on or after January 1, 1957, you must submit proof of two measles, one mumps, and one Rubella immunization no later than 30 days after classes being.
- h. Must meet language and computation competencies

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

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

International students who hold a valid visa other than an F-1 visa must contact the Director of International Student Services. You must meet all college admission procedures in addition to the following requirements:

- a. Present your current passport and visa.
- b. Complete the NWACC assessment and enrollment process as described under "Resident Aliens."
- c. Provide proof of tuberculosis test.

### Conditional Admissions

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

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

### Requirements:

- a. An application for admission is required prior to registration.
- b. Placement test scores (COMPASS, ACT or SAT) are required prior to registration.
- c. An official eight-semester high school transcript indicating successful completion of the core requirement during the first month of enrollment.
- d. Students who receive an Arkansas High School Diploma or are graduates of home schooling or private high schools must make a subscore of 19 in the English and Mathematics portion of the ACT or the equivalent score on the SAT or COMPASS in order to be unconditionally admitted.

- e. All students graduating after May 1, 2002 are bound by the conditional admission requirements. Students who are enrolled in certificate of proficiency programs are exempt from these requirements.

**Limitations:**

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

**Conditions:**

- a. A student seeking an Associate of Arts, an Associate of Science degree or has not declared a degree and has not successfully completed the core curriculum must complete 6 hours of English Composition I and II, college algebra or a higher level math class, and 3 or 4 credit hours of science or social/behavioral science. All 12 (13) credit hours of core academic courses must be successfully completed with a cumulative grade point average of 2.0 within the first 30 semester hours (excluding developmental courses) of enrollment with NWACC.
- b. A student seeking an Associate of Applied Science degree or technical certificate who failed to successfully complete the core curriculum must complete 6 credit hours of English Composition I & II, 3 credit hours of college algebra or a higher level math class, and 3 credit hours of introduction to data processing or a higher level computer class (other technical courses may be substituted for college algebra and introduction to data processing with the approval of the Vice President for Learning). All 12 credit hours of the core academic/technical courses must be successfully completed with a cumulative grade point average of 2.0 within the first 30 semester hours (excluding developmental classes) of enrollment with NWACC.

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

For information about COMPASS testing, contact (479) 619-4317 or <http://www.nwacc.edu/student-services/testing.php>

Northwest Arkansas Community College  
Testing Services  
(479) 619-4317

## Registration Procedures

### Registration

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

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

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

### Counseling/Advising

Counselors/advisors are available to work with students in our Learner Development Center. See Learning Support Services Section for more information.

### Scheduling Classes

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

| COURSE PLACEMENT CHART |                          |  |
|------------------------|--------------------------|--|
| ACT SCORES             | COMPASS SCORES           | COURSE PLACEMENT   |
| <b>Math</b>            | <b>Pre-Algebra</b>       |  |
| 01 - 13                | 01 - 38                  | MATH 0013 Pre-Algebra (Non-Credit)   |
| 14 - 14                | 39 - 99                  | MATH 0053 Beginning Algebra (Non-Credit)   |
|                        | <b>Algebra</b>           |  |
| 17 - 18                | 41 - 64                  | MATH 0103 Intermediate Algebra (Non-Credit) <b>OR</b><br>MATH 1003 Math for AAS Geneneral Education (Non-Transferable)   |
| 19 - 23                | 65 - 99                  | MATH 1204 College Algebra <b>OR</b><br>MATH 1103 Survey of College Math  |
|                        | <b>College Algebra</b>   |  |
| 24 - 28                | 46 - 99                  | MATH 1213 Trigonometry <b>OR</b><br>MATH 2043 Survey of Calculus <b>OR</b><br>MATH 2053 Finite Math <b>OR</b><br>MATH 2213 Survey of Mathematical Structures I |
|                        | <b>Trigonometry</b>      |  |
| 29 +                   | 46 - 99                  | MATH 2554 Calculus I   |
|                        | <b>ESL Reading</b>       |  |
|                        | 01 - 37                  | Adult Education, Non-Native Students (479-986-6911, Martha Cortez)   |
|                        | 38 - 91                  | CIEP 0086 College Intensive English Program (Non-Credit)   |
|                        | 92 - 99                  | Standard Reading and Writing Testing   |
| <b>Reading</b>         | <b>Standard Reading</b>  |  |
| 01 - 13                | 01 - 60                  | READ 0003 Preparing for College Reading (Non-Credit) <b>OR</b><br>CIEP 0086 (Non-Native Students, Non-Credit)  |
| 14 - 18                | 61 - 81                  | READ 0033 College Reading (Non-Credit)   |
| 19 +                   | 82 - 99                  | No Reading Course Required   |
| <b>English</b>         | <b>Standard Writing</b>  |  |
| 01 - 09                | 01 - 13                  | ENGL 0041 Foundations of Writing (Non-Credit) <b>OR</b><br>CIEP 0086 (Non-Native Students, Non-Credit)   |
| 10 - 12                | 14 - 41                  | ENGL 0053 Beginning Writing (Non-Credit) <b>OR</b><br>CIEP 0086 (Non-Native Students, Non-Credit)  |
| 13 - 18                | 42 - 74                  | ENGL 0063 Intermediate Composition (Non-Credit) <b>OR</b><br>CIEP 0063 (Non-Native Students, Non-Credit)   |
| 19 - 24                | 75 - 99                  | ENGL 1013 English Composition I  |
| <b>Honors Courses</b>  |                          |  |
| 25 composite           | 85+ on reading & writing | See LDC advisor for course availability  |

## Student Course Load

For all semesters, students are considered full-time if they are enrolled in 12 or more credit hours; those enrolling in 9 to 11 credit hours are considered three-quarter time; those enrolling in 6 to 8 credit hours are considered half-time, and those enrolling in 1 to 5 credit hours are considered less than half-time students.

If students wish to enroll in more than 18 semester hours of credit for a fall or spring semester or more than 14 hours of credit in one summer term they must, before enrolling, receive written permission from the Vice President for Learning or the Dean of the department of the class that places the student over the maximum course load.

## 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.

Adult Education classes are taught at the Adult Education Center on North 2nd Street Rogers (479-986-6911), on-site at various local industries, and at other locations throughout Benton County.

### **Adult Basic Education**

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

### **GED Preparation**

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

### **English as a Second Language**

#### **Literacy and Beginning Levels**

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

#### **Intermediate and Advanced Levels**

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

### **ESL Technology**

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

# MONEY MATTERS

## Tuition and Fees

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

## Student Residence Status for Tuition and Fee Purposes

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

Moving to a higher-tuition residency on or before the “official day” of the semester (11th class day for Fall and Spring semesters) will immediately change a student’s residency for the current semester. Moving after the “official day” will not result in any residency change for the current semester, but may change a student’s residency for proceeding semesters.

A student must notify the Admissions Office of any corrections to residency no later than the end of the semester in question. A student’s residency will not be lowered for previous semesters.

## In-District Residents

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

Legal residence in the Bentonville or Rogers school district is required for at least six continuous months prior to the first day of classes of each semester or term. Mere physical presence in the Bentonville or Rogers school districts is not sufficient to establish residency or demonstrate future intent. In-District residents pay tuition of \$58.00 per credit hour.

## Out-of-District Residents

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

and that the student demonstrates by good faith acts the intent to make Arkansas his or her permanent home.

Legal residence in Arkansas is required for at least six continuous months prior to the first day of classes of each semester or term. Mere physical presence in the state of Arkansas is not sufficient to establish residency or demonstrate future intent. Out-of-District residents pay tuition of \$90.00 per credit hour.

## Contiguous County Residents

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

Legal residence in a contiguous county is required for at least six continuous months prior to the first day of classes of each semester or term. Mere physical presence in a contiguous county is not sufficient to establish residency or demonstrate future intent. Contiguous county residents pay tuition of \$90.00 per hour

## Out-of-State Residents

Students are considered Out-of-State if they have not lived within the State of Arkansas or contiguous counties for six continuous months prior to the first day of classes of each semester or term, but are citizens of the United States.

Out-of-State residents pay tuition of \$127.00 per credit hour.

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

## International Residents

Students are considered an international student if they are not U.S. citizens or legal residents and have met all requirements as enforced by the Bureau of Citizenship and Immigration Services. International students pay tuition of \$127 per credit hour PLUS a \$15 per credit hour international fee.

# TUITION SCHEDULE

## Total Tuition per Credit Hour

| Credit Hours<br>Enrolled | In-District<br>Residents | Out-of-District<br>Residents &<br>Contiguous Counties | Out-of-State<br>Residents | International<br>Residents |
|--------------------------|--------------------------|---|---------------------------|----------------------------|
| 1                        | \$58                     | \$90  | \$127                     | \$127                      |
| 2                        | 116                      | 180   | 254                       | 254                        |
| 3                        | 174                      | 270   | 381                       | 381                        |
| 4                        | 232                      | 360   | 508                       | 508                        |
| 5                        | 290                      | 450   | 635                       | 635                        |
| 6                        | 348                      | 540   | 762                       | 762                        |
| 7                        | 406                      | 630   | 889                       | 889                        |
| 8                        | 464                      | 720   | 1016                      | 1016                       |
| 9                        | 522                      | 810   | 1143                      | 1143                       |
| 10                       | 580                      | 900   | 1270                      | 1270                       |
| 11                       | 638                      | 990   | 1397                      | 1397                       |
| 12                       | 696                      | 1080  | 1524                      | 1524                       |
| 13                       | 754                      | 1170  | 1651                      | 1651                       |
| 14                       | 812                      | 1260  | 1778                      | 1778                       |
| 15                       | 870                      | 1350  | 1905                      | 1905                       |
| 16                       | 928                      | 1440  | 2032                      | 2032                       |
| 17                       | 986                      | 1530  | 2159                      | 2159                       |
| 18                       | 1044                     | 1620  | 2286                      | 2286                       |
| 19                       | 1102                     | 1710  | 2413                      | 2413                       |

*Note: The above chart is for **tuition** only. Please review page 96 for the list of administrative fees.*

**Per credit hour fees:**

- Learning Support \$4.50
- Technology Fee 5.00
- International fee 15.00

**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
- The following documents may be used to furnish proof of residency:
  - Current Arkansas driver's license\*
  - Personal property tax assessment with current legal residence listed
  - Bona fide rental property lease agreement\*\*  
If lease agreement is between individuals, it must be notarized.
  - Real estate contract with current legal residence listed
  - Vehicle registration

- P.O Box rental receipt with verified physical address and date of rental.
- Letter from County Clerk with date registered to vote and physical address.
- Completed and signed "Employer Residency Verification" form, available at the Admissions office (or certified letter from employer covering the same information).

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

**Dependent Students**

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

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

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

## Fees

### Application for Admission Processing Fees

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

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

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

\$35.00 for new International students

### Administrative Fees

Application Fee:

|   |           |
|---|-----------|
| New Student   | \$10.00   |
| Re-applying Student                                     | \$5.00    |
| International Student                                   | \$35.00   |
| Returned Check Fee (per returned check)                 | \$25.00   |
| Calculator Rental Fee (per semester)                    | \$15.00   |
| Learning Support Fee (per credit hour)                  | \$4.50    |
| Technology Fee (per credit hour)                        | \$5.00    |
| International Fee (per credit hour)                     | \$15.00   |
| Distance Learning Fee<br>(per distance learning course) | \$22.00   |
| Distance Learnign - Hybrid                              | \$11.00   |
| Infrastructure Fee (per major semester)                 | \$50.00   |
| Infrastructure Fee (Per summer semester)                | \$20.00   |
| Testing Center Services and Fees                        | Per Exam  |
| BCPT Biological Concepts Proficiency                    | \$10.00   |
| CAAP Collegiate Assessment of Academic<br>Proficiency   | No Charge |
| CAAP for Non-NWACC Students                             | \$25.00   |
| CLEP Examination Fee                                    | \$55.00   |
| CLEP Proctor Service Fee                                | \$25.00   |
| COMPASS Placement Test (per package)                    | \$10.00   |
| DSST/Dantes Examination Fee                             | \$60.00   |
| DSST Proctor Service Fee                                | \$25.00   |
| HAPS Human Anatomy & Physiology Society<br>Exam         | \$10.00   |
| HOBET Health Occupations<br>Basic Entrance Test         | \$20.00   |
| PROCTOR SERVICE for Exams From Other<br>Institutions    | \$25.00   |

### Testing fees effective July 1, 2005

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

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

## Group Examinations

Nursing Challenge Test (per test session) \$50.00

Insurance Fees (per year)

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

EMT Basic Insurance Fee 89.25

Paramedic Insurance Fee 89.25

Physical Therapist Assistant Insurance Fee 21.75

Respiratory Therapy Insurance Fee 21.75

Nursing Liability Insurance Fee 21.75

## Payment Policy

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

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

## Methods of Paying Tuition and Fees

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

### 1. By Mail

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

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

### 2. In Person

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

### 3. By Credit Card via Phone

Students may use a credit card to pay by phone. NWACC accepts Discover, MasterCard, Visa, and American Express ONLY. Please call (479) 619-4291,

619-4318, or 619-2243 during regular business hours (8:00 a.m. to 6:00 p.m. Mon.-Thurs. and 9:00 a.m. to 4:30 p.m. Fridays) to pay by phone.

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

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

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

#### **5. By Third Party**

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

#### **The letter of authorization should contain the following information:**

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

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

#### **6. By scholarship**

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

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

#### **7. By Waiver**

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

#### **The types of waivers are:**

##### **Golden-Age Waiver**

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

##### **In-District Teacher Waiver**

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

##### **Book Vouchers**

Book Vouchers are available for students receiving an external scholarship, financial aid, or being paid for by a Third Party (see above). Book vouchers are issued by the NWACC Cashiers Office located in the Student Center. Please refer to the NWACC Schedule of Credit Classes or visit the Cashiers Office web page at [www.nwacc.edu](http://www.nwacc.edu) for the dates book vouchers are available for a given semester.

#### **Student Payment Plans**

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

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

FACTS gives students a convenient, interest-free way to budget education expenses. Instead of having to pay the tuition at the beginning of each term or going into debt, a student may budget tuition and other expenses over several payments per term. Because FACTS is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by FACTS on the unpaid balance. The only cost is a \$25 per term non-refundable enrollment fee to enroll in a payment plan, or \$2.00 if a student selects to make full payment.

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

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

### Returned Checks

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

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

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

Classes with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of tuition and fees during the drop 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 drop periods (see Academic Calendar). An official drop is completed when the "drop-add" form has been properly processed by the Student Records Office. If tuition and fees were paid in cash or by check, a refund check will be produced and mailed in approximately 4 to 6 weeks for Fall & Spring terms and approximately 2 - 3 weeks for Summer terms after the registration period ends.

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

*All refund checks will be mailed to students.*

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

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

### Financial Aid

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

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

## Financial Aid Eligibility Requirements

To be considered for financial aid a student must:

- Must be enrolled as a regular student working toward a degree or certificate or in an eligible certificate program at NWACC.
- Maintain satisfactory academic progress according to the NWACC's Satisfactory Academic Progress policy.
- Have a high school diploma or GED certificate.
- Have a valid social security number.
- You must certify that you will use federal student aid only for educational purposes. You must also certify that you are not in default on a federal student grant.
- You must register with the Selective Service (if required).
- You might not be able to receive federal student aid if you've been convicted under federal or state laws of selling or possessing illegal drugs.

## Types of Financial Assistance

### Grants

- **Federal Pell Grant (PELL)** -It is available to undergraduate students with financial need. The Pell Grant does not have to be repaid as long as the student does not withdraw from classes.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** –It is awarded to undergraduates who demonstrate exceptional financial need. Funds depend on availability at the college. The SEOG does not have to be repaid as long as the student does not withdraw from classes.
- **Arkansas Workforce Improvement Grants are funded by the state of Arkansas.** To be eligible, students must be 24 years of age or older, Arkansas resident, show some need after all other financial aid is applied (excluding loans) and have completed the Free Application for Federal Student Aid (FAFSA) by July 15. Grant that does not have to be repaid as long as student does not withdraw from classes.
- **Arkansas Academic Challenge-Scholarship Program** to promote academic achievement and encourage academically prepared

Arkansas high school graduates to enroll in the state's colleges and universities. High School seniors may apply online at [www.arkansaschallenge.com](http://www.arkansaschallenge.com).

## Loans

- **The Federal Stafford Student Loan** must be repaid after student graduates from college or ceases to be enrolled at least half time. Students must be enrolled in at least six credit hours to receive a student loan.
- **Federal Parents' Loan (PLUS)** -Loan must be repaid. The Federal PLUS program is available to parents of dependent undergraduate students enrolled in at least half time. The loan is to assist with educational expenses. Parents may borrow up to the Cost of Attendance minus any other financial aid received.
- **Scholarships** - Awards based on academic achievement and a variety of factors. Scholarship information is available in the Financial Aid Office or on the web at [www.nwacc.edu](http://www.nwacc.edu) under Financial Aid.
- **The Federal Work-Study Program**-Does not have to be repaid. Work-Study program allows eligible students to work on and off campus. Students work for no more than 20 hours per week. Financial aid packages combine these types of assistance to help students meet educational costs. The total amount received is based on the individual financial situation of the student/family and the student's enrollment pattern.

## Award Letters

The student will receive an award letter from the Financial Aid Office outlining the aid that is available. Awards (Pell & SEOG) are based on full-time enrollment. Financial Aid reserves the right to adjust a student's financial aid award for any discrepancies or errors found. These adjustments can be made retroactively. If the student has any questions regarding his/her award, please contact the Financial Aid Office.

## Distance Education Courses

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

## Satisfactory Academic Progress Policy

To receive federal financial aid funds at NWACC, Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or certificate program at NWACC. Academic progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

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

- successfully complete at least 67% of all attempted credit hours and
- maintain an overall grade point average of at least 2.00 and attempt no more than 95 credit hours\*

A student will be placed on Financial Aid Probation if they

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

A student will be placed on Financial Aid Exclusion if they

- attempt 95 or more credit hours\*
- fail to successfully complete 67% of credit hours attempted or
- have a GPA of less than 2.0 for the semester, while on Financial Aid Probation

\*The only exception to the 95 hours is students accepted into the AAS in Respiratory Therapy program. They can attempt up to 123 hours.

**How does Financial Aid Probation affect my financial aid?** Students on Financial Aid Probation may still receive federal (PELL, SEOG, ACG, student loans and work-study) and state (AWIG) funds. Your course completion rate, GPA and number of attempted hours will be monitored closely to ensure you are meeting the minimum standards each semester.

**How can I be removed from Financial Aid Probation?** A student will be removed from Financial Aid Probation and placed in Good Standing when their cumulative GPA and course completion rate meets the minimum standards.

Students will remain on Financial Aid Probation until their cumulative GPA and course completion rate meets the minimum standards and as long as their semester GPA and course completion rate meets the minimum standards.

**How does Financial Aid Exclusion affect my financial aid?** Students on Financial Aid Exclusion are not eligible to receive federal (PELL, SEOG, ACG, student loans and work-study) or state (AWIG) funds.

**How can I be removed from Financial Aid Exclusion?** For condition 1, the only way to be removed from Financial Aid Exclusion is to have a Financial Aid Appeal approved.

For condition 2, a student may be removed from Financial Aid Exclusion one of the following ways:

- Students may be reinstated to Good Standing once their cumulative GPA and course completion rate meets minimum standards.
- Students may be reinstated to Financial Aid Probation by successfully completing a minimum of 6 credit hours at NWACC on their own with grades of "C" or better and no withdrawals.
- Students may file a Financial Aid Appeal.

### How do I file an Appeal?

- Obtain a Satisfactory Academic Progress Appeal Form from our office or print it from our website at <http://www.nwacc.edu/LSS/FA/forms.php>.
- Complete all requirements listed on the Appeal Form.
- Submit Appeal form and all requirements to the Financial Aid Office.

Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee which normally meets weekly. Their decision is final and the student will be notified in writing.

All hours attempted from all previously attended institutions are considered regardless if financial aid was received while attempting them.

It is the student's responsibility to notify the Financial Aid Office of any grade changes.

Financial Aid Exclusion does not mean a student will be prohibited from attending NWACC. Students may attend NWACC, but they cannot receive any federal financial aid.

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

### Federal Title IV Aid Recipient Withdrawals

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

### Veterans Affairs

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

#### Satisfactory Academic Progress Chart

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

NorthWest Arkansas Community College is approved annually by the Arkansas State Approving Agency (SAA) for the training of eligible veterans and/or their dependents. Compliance audits concerning student's educational progress and administration of federal funds are performed annually by the State Approving Agency and the Education Liaison Representative (ELR) offices. No payment of educational benefits will be made for auditing a course or for a course which is not used in computing graduation requirements. After the veteran has registered for classes, the student's course information will be transmitted to the VA regional office for processing of the claim. Veteran students are responsible to pay in full all account balances owed to NWACC, or set up a payment plan (e-cashier) with FACTS Tuition Management Company according to the published payment dates for all semester/terms. Veterans are responsible for notifying the Coordinator of Veteran's Affairs if a class is dropped or if the student withdraws completely from the college, to avoid an overpayment by the VA regional office. Students may stop by the Office of Veteran's Affairs or call (479) 619-4324 if they have questions regarding their benefits, eligibility, file status or VA regulations.

# ACADEMIC POLICIES AND PROCEDURES

## Academic Load

A normal academic course load for a student during the regular academic semester is 15 semester hours. The minimum full-time load is 12 semester hours, and the maximum load is 18 hours. A student who wishes to take additional hours must request permission from the Vice President for Learning, but in no case may the regular semester total exceed 21 hours. 14 semester hours is the maximum allowed during a summer term without special permission.

Factors such as academic background, grade point average and family and work responsibilities should be carefully considered when the course load is being determined.

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

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

## Definition of a Credit Hour

The unit of credit awarded at NorthWest Arkansas Community College is the semester credit hour which is the equivalent of a subject pursued one period per week during one semester for a minimum of fifteen weeks. A lecture course valued at three credit hours will meet three periods per week for 55 minutes each period, two periods per week for 1 hour and 15 minutes each period or once each week for 2 hours and 45 minutes. Courses involving both lecture and laboratory, such as science and art, meet for six clock-hours a week for 4 and 3 credit hours respectively.

## Student Class Standing

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

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

## Official Enrollment

Any student who attends a class on a regular basis must be officially enrolled and registered in the

College. No student may attend a class if his or her name does not appear on the official class roster issued by the Registrar.

## Class Attendance Policy

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

## Grading Policy

### Grading Symbols

NWACC uses the following grading symbols:

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

### Grade Point Average (GPA)

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

1. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.

A = 4 quality points

B = 3 quality points

C = 2 quality points

D = 1 quality point

F = 0 quality points

FA = 0 quality points

(W, I, IP, and AU not considered in determining GPA).

2. Add these grade points to arrive at the total grade points earned during a term.

3. Divide this grade point total by the total number of credit hours pursued that term. The cumulative grade point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account.

**Sample Computation:**

| Course       | Grade | Hours    |   | Quality |   | Grade Points |
|--------------|-------|----------|---|---------|---|--------------|
|              |       | Enrolled | x | 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, if different from college policy, which is the last class day of the semester immediately following the one in which a student received an "I" (summer terms count as one "semester")
- 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**

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

**Grade Changes (other than incomplete)**

Grades may be changed only under very unusual circumstances. A written petition by the student must be submitted to the Associate Vice President for Learning. The Associate Vice President for Learning will then consult with the instructor and appropriate department head or division chair prior to reaching a decision. Any grade change (other than "I") must be changed within the first two weeks of the following semester, excluding summer sessions. A grade that has been allowed to stand unchallenged for a period of five years is final.

**Audit**

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

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

**Repeating Courses**

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

**Withdrawal Policy**

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

If a student determines that a class should be dropped, they may drop/withdraw online or fill out an official Drop Form at the Student Records Office. The grade of “W” will not appear on a student’s transcript if the class is dropped on or before the 11th day of classes during the fall or spring semester, or on or before the 2nd day of classes in the summer sessions. 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 Committee is authorized 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 is the committee authorized to 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, or the Committee will not consider the appeal. A separate form must be used for each course.

### **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 prior to the term in which academic clemency is requested.
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 appeals committee will review the student’s request and approve or deny the petition.

## Academic Standing

### Warning and Suspension

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

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

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

### Academic Warning

Any student whose NWACC cumulative grade point average falls below the required 2.0 cumulative GPA mark will be placed on academic warning. The student will receive notification from Student Records, and students are strongly encouraged to meet with an academic advisor in the Advising Center. Students will be limited to 13 credit hours. Academic warning students will also be advised to repeat classes in which a grade of "D" or "F" was earned.

If the student's semester GPA, at the end of the academic warning semester, is at least a 2.0 GPA but the cumulative GPA is still below 2.0, the student will continue on academic warning. The academic warning status will be removed when the cumulative GPA is at 2.0 or above.

A student may remain on academic warning indefinitely but will not be able to graduate until he/she meets the required 2.0 cumulative GPA for graduation.

### Academic Suspension

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

Students readmitted on academic warning follow the same guidelines as other students under the academic warning status, with the exception of the amount of credit hours they can take during their readmitted semester. Readmitted students are limited to 7 credit hours in their first semester back.

Students placed on academic suspension for a second time will not be allowed to enroll in classes for 1 academic year.

### Transfer Students

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

### Readmitted Students

Students who left NWACC on academic warning and return will be admitted on academic warning. Students suspended from NWACC may be readmitted after their suspended term(s) on academic warning.

### Appeals

Students who have been placed on academic suspension may appeal. Extraordinary circumstances may have contributed to academic deficiencies. Appeals must be submitted to the Executive Vice President for Student Learning.

### 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 of 4.00 while enrolled for 12 or more semester hours. Students receive a letter of recognition signed by the President.

#### Dean's List

Students completing 9 or more semester hours whose grade point average is 3.50 or above during the current semester will be placed on the Dean's List for distinguished scholastic recognition. Students receive a letter of recognition signed by the Vice President for Learning.

#### Golden Eagle Award

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

#### Trustees Scholarship

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

## College Records and Transcripts

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

Transcript information may be transmitted to another college or university upon the student's signed request.

## Records on Hold

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

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

Contact the Student Records Office for more information. Appeals to this policy should be made to the Associate Vice President for Learner Services.

## Change of Address or Name

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

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

## Student Records & Confidentiality

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

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

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

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

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

The exceptions include:

1. Releases to NWACC faculty and staff with a legitimate educational need to know.
2. Releases in accordance with a lawful subpoena or court order.
3. Releases to representatives of agencies or organizations from which financial aid has been received.
4. Releases to officials of other educational institutions in which the student intends to enroll.
5. Releases to others specifically exempted from the prior consent requirement (certain federal and state officials, organizations conducting studies on behalf of the college accrediting organizations).
6. Releases of directory information.
7. Releases to parents of a dependent student.
8. Releases in an emergency where the information is necessary to protect health or safety of the student or others.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Graduation

### General Degree Requirements

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

1. Completion of at least 15 semester hours in residence at NorthWest Arkansas Community College. (Certain professional degree programs may have more specific and/or extensive residency requirements.)
2. Presentation of a cumulative grade point average of 2.0 out of a possible 4.0 in all courses submitted for graduation. A student may repeat a course for credit as often as he/she wishes, but no course will be counted more than once for graduation.
3. Filing formal application for graduation for the fall, spring, or summer semesters.
4. Settlement of all financial obligations to satisfy the Business Office.
5. Participation in the Arkansas Assessment of General Education outcomes assessment in compliance with Arkansas Act 98 of 1989. (CAAP)

### Graduation Audit

Graduation checks are completed by the Student Records Office one month prior to graduation. A student may present 62 or more semester hours of course work for degree credit. All degree requirements must be satisfied by the courses presented. The grade point average for graduation will then be computed on the basis of grades earned for those semester hours. A notation on the transcript will indicate that the GPA was computed on the basis of the hours presented and not on all hours completed.

Graduation degree audit GPAs reflect only courses on the student's degree plan and completed at the end of the semester preceding the current semester. Cumulative GPAs include calculation of all course work taken at NWACC and are shown on the student's transcript. The graduation GPA will most likely be different from the cumulative GPA because all course quality points (including developmental) are computed in the cumulative GPA which comes out on an official transcript. The graduation GPA does not appear on the transcript but is sent to the student through the postal service at the conclusion of the graduation audit.

## 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. Therefore, participation in commencement is expected of all graduates. Those who face circumstances that will not allow them to attend commencement should request the Vice President for Learning to grant their degrees in absentia upon completion of all coursework.

### Magna or Summa Cum Laude Designations

Degree-seeking students who have completed 24 hours or more with NWACC by the end of the semester preceding the commencement 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 2004-2005, the completion or graduation rate for students who entered NorthWest Arkansas Community College in the fall of 2001 as first-time, full-time degree-seeking students was 22.2%. Out of this same cohort of students, 18% transferred to another Arkansas college or university and 17.3% were still attending NWACC in Spring 2005.

Current or prospective students interested in obtaining further information should contact the Vice President for Learner Support Services (Published in Compliance with the Student Right to Know and Campus Security Act: Public Law 101-542, Sec. 103 et. Seq.).

## LEARNING SUPPORT SERVICES

### Pauline Whitaker Library (Main Campus) Regional Technology Center Library (Fayetteville)

The NWACC libraries provide the learning/teaching resources needed by the students, faculty, administration, and staff of NWACC. These resources also may be used, on the premises, by the local community. The Library collection now includes approximately 39,500 volumes of books, 27,500 electronic books, 5,900 videotapes, DVDs, and CDs, 75 journal titles in print plus access to the full-text of 5,000 journals online, and selected computer software. The library web page offers access to 22 subscription databases and selected web resources arranged by subject. Listening/viewing stations, copiers, and a microfiche reader/printer are available. All NWACC students, faculty, administration, and staff must present an NWACC ID card for checkout of library materials.

The library's electronic library system, developed by Sagebrush Corporation, makes it easy to search the collection and easy to check out materials. The system is accessible from any computer with an Internet connection via My NWACC Connection located on the NWACC homepage at [www.nwacc.edu](http://www.nwacc.edu) or the library web pages at [www.nwacc.edu/library](http://www.nwacc.edu/library).

Librarians work closely with faculty to integrate research skills into course work across the curriculum. They also provide intensive assistance to individuals in the library as well as off-campus through "Ask the Librarian," an e-mail reference service on the Library's web page.

The Information Literacy Online Lab at [www.nwacc.edu/infolit](http://www.nwacc.edu/infolit) was designed to help students, faculty, and staff to develop or improve their information literacy skills, to think critically and creatively about a variety of information sources, and to make efficient, effective, and ethical use of those sources.

The Library is a member of AMIGOS/OCLC, a regional and national bibliographic network, which provides interlibrary loan and cataloging services.

Also housed in the Pauline Whitaker Library is the Professional Development Center where faculty and staff can develop or refine their computer skills with a variety of software programs, preview videos, or browse books and current journals in higher education.

### The Learning Lab - "Support For Success"

On the first floor of Burns Hall, the Learning Lab offers individualized and technological assistance outside the classroom to aid students' efforts to achieve

academic success. An open computer lab contains IBM compatible computers with Internet access, laser printing, word processing, and multimedia computer instruction to guide students effectively in their academic pursuits. An independent or group study environment is also maintained with reference materials, large study tables, and a private tutoring room.

NWACC's Tutor Program is administered through the Learning Lab and certified through the College Reading and Learning Association, a national organization. In the Spring 2007 semester, 67% of our tutors had become certified through the College Reading and Learning Association, almost half at the Master's level. Qualified peer and faculty tutors are available in areas of math, science and other selected courses. Tutoring occurs during scheduled times each semester in the Learning Lab and at the Washington County Center in Springdale. Tutoring is open to all students at no cost.

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

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

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

### Writing Center

The Writing Center at NWACC, located in Burns Hall room 1108, is staffed by the composition faculty who consider the Writing Center an integral part of the composition program. However, since writing occurs throughout the college community, they invite all who want to improve their writing to come to the Writing Center for individual instruction. The composition faculty offer their expertise to read, react and direct writers during the writing process. They strive to develop in the writer the skills to recognize good writing and to apply those skills to his/her writing.

## Academic Advising

At NWACC, academic advising plays a significant role in the total process of educating students for life. The advisor assists students with course and career planning and reviews individual student academic progress. The advisor serves as a facilitator to assist students in maximizing their educational potential. The advising relationship is dependent on effective communication and the exchange of information. The student is responsible for requesting assistance from an academic advisor. Initially, students will meet with an advisor at the Advising Center, located in the Student Center, or the Washington County Center in Springdale, to define their career and educational goals. A program of study will be explored and reviewed. It is the student's responsibility to follow the degree plan and check the college catalog for course prerequisites/co-requisites. Students will also be given a faculty contact for further information regarding the specific degree program. Ideally, students seek out advising once a semester for these purposes.

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

## Online Advising

NWACC offers current and prospective students two different means of web-based advising. Both are easily accessible to students. Online Advising is available 24 hours a day, 7 days a week on the web at [www.nwacc.edu/LDC/onlineadvising/askyouradvisor.php](http://www.nwacc.edu/LDC/onlineadvising/askyouradvisor.php). An academic advisor monitors the site daily and responds to inquiries Monday through Friday from 8:00 am to 4:30 pm.

Online advising is also available through AOL Instant Messaging. IM advising is available Monday – Friday, 9 am – 4 pm. The instant message service is monitored by NWACC staff from the Admission and Advising offices. Download America Online® Instant Messenger™ by going to [www.aim.com](http://www.aim.com). Look at the right side of the webpage for "Get a Screen Name". Setup your account & screen name by following the directions on their website. You will need to create your own personal username and password. Once online, send an Instant Message to AskNWACC.

## Peer Advising

Peer advisors are available to assist students in the Advising Center or the Washington County Center in a variety of capacities. Peer advisors are work-study eligible NWACC students who are interested in helping their fellow classmates. Peer advisors help students build class schedules, orient new students to campus, acquaint students with online resources, and contact students periodically to follow up on their collegiate experience.

Peer advisors respond to student questions at [peer-advisor@nwacc.edu](mailto:peer-advisor@nwacc.edu) or (479) 619-2214.

## Counseling Services

Counselors are available on a very limited basis to students in the Learner Development Center for brief and limited assistance. Counselors assist with life adjustment issues and may also refer students to appropriate community counseling or mental health agencies. For an appointment, call (479) 619-4324.

## Online Orientation

All first time students must complete online orientation, after submitting an application for admission and placement scores. The online orientation program is designed to acquaint students with important concepts related to college. After completing the online orientation, students come to campus to receive one-on-one academic advisement and register for classes. The online orientation is located on the web at <http://www.nwacc.edu/orientation/index.php>.

For more information, contact the Advising Center at (479) 619-4324 or the Washington County Center at (479) 936-5131.

## Transfer Services

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

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

course requirement in their selected majors or programs.

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

For additional information, locate the Learner Development Center on the second floor of the Student Center. Call the Advising Center at 479-619-4324 or the Transfer Resource Center at 479-619-4135 or find information on the web at <http://www.nwacc.edu/LDC/transferservices/index.php>

In December of 2006, the 86th General Assembly of the Arkansas House of Representatives passed Bill 2398:6-61-131. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

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

Degrees offered locally or online:

Bachelor of Science in Education degree from University of Arkansas in Early Childhood – all courses offered on the NWACC campus.

Bachelor of Science in Business Administration degree in General Business from the Walton College of Business (U of A) – all courses on the NWACC campus

Bachelor of Science degree in Medical Technology from University of Arkansas Medical Sciences-junior level labs at NWACC with CD lecture-fourth yr in NWA hospitals.

Bachelor of Science degrees in business or computers from Regis University - online

Degree completion degrees for working adults offered locally or online:

Bachelor of Science in Education degree in Human Resource Development from University of Arkansas by distance education and weekend classes

Bachelor of Science degree in Business from Harding University – evening courses only

Bachelor of Science degrees in Business, Computer, and Technical related fields from Franklin University – online with bridge courses taken at NWACC (many Associate of Applied Science degrees transfer well into these majors)

Bachelor of Science degree in Business and Computers from John Brown University ADVANCE program –evening classes only (many Associate of Applied Science degrees transfer well into these programs)

### **Arkansas National Bank (ANB) Career Center**

The ANB Career Center is available at no cost to all future and current students and graduates of NWACC. The ANB Career Center is located on the 2nd floor of the Student Center, rooms 230-B and 230-C.

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

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

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

To learn more about how the ANB Career Center can help you, log on to the VCC or contact the Director of the ANB Career Center at 479-619-4236.

## Service-Learning

Service-Learning is an academically-based program here at NWACC, which allows students to engage within their community and is tied to a specific course. Through “guided reflections” the students are able to apply “real life” experiences to learning objectives. This program reaffirms our college’s connectedness to the community of Northwest Arkansas, as well as to our larger society, by honoring students’ service efforts in ways that enable them to simultaneously further their education through applied-learning. Service-Learning can be used in any subject area so long as it is appropriate to the overall learning objective. A list of participating instructors along with other important information is located at <http://service-learning/index.php>.

For more information, please contact the ANB Career Center at 479-619-4345.

## Services for Students with Disabilities

Faculty and staff of NWACC strive diligently to ensure all academic and programmatic services of the college are accessible for individuals with disabilities. The Office of Disability Services facilitates services for students with disabilities. Academic accommodations are often made available to enrolled students who have documented disabilities. In order to procure accommodations, students are required to obtain admission to the college and submit a completed Intake Form to the Office of Disability Services located in the Global Communities Center. Students must also supply appropriate medical, psychological, and/or educational documentation diagnosing the disability and detailing academic functional limitations associated with the disability. The final step is to meet with a representative of the Office of Disability Services to discuss eligibility and specific academic accommodations. Students should complete this process as soon as possible after admission to NWACC.

For more information, stop by the Global Communities Center, call 619-4324 or visit the Office of Disabilities webpage: <http://www.nwacc.edu/LSS/disabili.php>.

## Veterans Affairs

Military service veterans and the survivors of deceased or one hundred percent (100%) disabled veterans should contact the Office of Veteran’s Affairs located in the Advising Center. 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) 619-4324.

## Testing Services

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

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

COMPASS testing is offered on a walk-in basis during open Testing Center hours. Below is the process to register for COMPASS:

Sign up at the Testing Center located in the Student Center.

Pay the \$10.00 test fee to the Cashier.

Bring your paid receipt and a photo ID with you to the Testing Center.

If you live in Washington County, you may take the COMPASS test at the Washington County Center by appointment. Contact (479) 927-3330 for information.

## 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. All campus communications and activities are monitored through the SIC.

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 personnel at <http://dev.nwacc.edu/LDC/campusactivities/MonitorPostings.php>. Items posted in NWACC facilities without authorization are subject to removal.

## Campus Activities

The Office of Campus Activities is responsible for coordinating, supporting and implementing extracurricular programs and activities presented throughout the academic year. Activities are planned and implemented by students through their leadership involvement with the Student Ambassador and Activity Board (SAAB) and the registered student organizations. For more information, contact the Director of Student Activities at (479) 619-2224 or go to <http://dev.nwacc.edu/LDC/campusactivities/index.php>.

## Student Leadership Opportunities

The Student Ambassador and Activity Board (SAAB) members represent the student body by acting in an advisory capacity for the administration, faculty, and staff. Members also assist the Learner Development Team with guided tours for first time students. In addition,

tion, members are responsible for planning campus activities and working with various clubs and organizations. Individual members of the student board are viewed as part of an organization of student leaders at NWACC.

For more information, contact the Director of Student Activities at (479) 619-2224.

### **Student Organizations**

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

Annual registration of the group as a student organization is required. Information on becoming a registered student organization may be obtained from the Director of Student Activities at (479) 619-2224. Student organizations are subject to change each academic year.

There are currently 13 registered student organizations at NWACC. To become registered, new groups must obtain and complete an application packet. Continuing student organizations must complete an update form annually in order to maintain status as a registered student organization. Certain criteria must be met in order to be a recognized organization.

If you would like to start or join a student organization, contact the Director of Student Activities at (479) 619-2224.

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

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

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

### **National Honor Societies**

#### **Phi Theta Kappa**

Phi Theta Kappa is the International Honor Society of the Two Year College. The initial requirement for PTK membership is a GPA of 3.5 and 12 hours of completed college credit courses. Since the founding in

1918, the purpose of Phi Theta Kappa has been to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship, for scholars, and for stimulation of interest in continuing academic excellence.

For additional information, contact Director of Student Activities at (479) 619-2224.

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

Gamma Beta Phi Society is a national honor and service organization for college and university students. It is non-secret, non-profit, and co-educational; membership does not exclude a student from membership in any other organization. Members are given the opportunity to participate in a variety of service projects for the college and the community. NWACC chapter members are able to transfer their membership to state and national four-year colleges and universities that have a Gamma Beta Phi chapter. The initial requirement for Gamma Beta Phi membership is a grade point average of 3.0 or above and completion of 12 hours of transfer credit.

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

### **Intramural Program**

NWACC offers a comprehensive intramural program for students of all ages. The Intramural Sports Department offers team sports activities such as soccer, flag football, basketball, softball, and baseball. Students must actively be enrolled in one or more classes each semester to be eligible to participate. Some sports activities are located off campus in the northwest Arkansas area and a small registration fee may be needed to participate.

If you are interested in signing up for one or more sports activities or would like additional information, call (479) 619-4138. The Health, Physical Education, and Intramural Department are located in Burns Hall, Room 1454.

### **Fitness Center Memberships**

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

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

### **Public Safety Department**

The Public Safety Department participates in delivering the NWACC mission and strives to create a safe environment conducive to student learning. The Public Safety Department employs contemporary security measures to reduce and prevent crime on our campus and also works closely with neighboring Police Agencies. Crime and violence prevention is our priority and we are dedicated to working with faculty, staff and students to ensure a safe and secure environment.

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

The Public Safety Department can be contacted by telephone, email, and 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 [rnelson@nwacc.edu](mailto:rnelson@nwacc.edu). Persons desiring to make personal contact should come to the Public Safety Department in room 1020, Burns Hall.

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

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

Notification of an emergency can be made by calling the Student Records at (479) 619-4398 from 8 a.m. to 6 p.m. or by calling (479) 619-4229 after regular hours. After speaking with the person requesting contact, the Student Records will determine the best method for contacting the student. After hours the Public Safety Department will make the appropriate contact if it is determined that the request is directly related to educational reasons or presents a health or safety emergency.

### **Reporting Crimes**

Students, faculty and staff are encouraged to report any criminal act to the Public Safety Department immediately at (479) 619-4229. Particular attention should be given to any act of violence such as assault, battery, robbers, etc.

As with other crimes of violence, the prevention of sexual assaults is a priority of the Public Safety Department. Crime prevention information is available at the Public Safety Department office and Officer Escorts are always available for concerned students, faculty and staff.

## CRIME STATISTICS

|                                   | A = On Campus |   |   |   | B = Off Campus |   |   |   | C = College Officials |   |   |   | D = Hate Crimes |  |  |  |
|-----------------------------------|---------------|---|---|---|----------------|---|---|---|-----------------------|---|---|---|-----------------|--|--|--|
|                                   |               |   |   |   |                |   |   |   |                       |   |   |   |                 |  |  |  |
|                                   | 2004          |   |   |   | 2005           |   |   |   | 2006                  |   |   |   |                 |  |  |  |
| Required Reported Offenses        | A             | B | C | D | A              | B | C | D | A                     | B | C | D |                 |  |  |  |
| Murder                            | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Sex Offenses (forcible)           | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| By acquaintance                   | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| By stranger                       | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Sex offenses (non-forcible)       | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| By acquaintance                   | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| By stranger                       | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Robbery                           | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Aggravated assault                | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Burglary                          | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Motor vehicle theft               | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Additional Offense (not required) |               |   |   |   |                |   |   |   |                       |   |   |   |                 |  |  |  |
| Theft (larceny)                   | 10            | 0 | 0 | 0 | 5              | 0 | 0 | 0 | 14                    | 0 | 0 | 0 |                 |  |  |  |
| Arson                             | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Required Reported Arrests         |               |   |   |   |                |   |   |   |                       |   |   |   |                 |  |  |  |
| Liquor law                        | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Drug abuse                        | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Weapon Possession                 | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Additional Arrests (not required) |               |   |   |   |                |   |   |   |                       |   |   |   |                 |  |  |  |
| DWI/DUI                           | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |
| Public intoxication               | 0             | 0 | 0 | 0 | 0              | 0 | 0 | 0 | 0                     | 0 | 0 | 0 |                 |  |  |  |

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

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

C = College Officials: Offenses reported to College officials other than the Public Safety Department and not investigated by the Public Safety Department.

D = Hate Crimes: Offenses listed under A, B, and C that meet the definition of hate crime as defined in the "Hate Crimes Statistics Act". Please see the website at <http://www.nwacc.edu/publicsafety/index.php>.

## SPECIAL LEARNER PROGRAMS

### Academic Advancement Programs

NWACC works with area public high schools to provide seamless education, K-14 and beyond. Five of these opportunities are College and Career Connections Program, Concurrent Enrollment (including Step Ahead), Advanced Placement, Youth Apprenticeship and Upward Bound.

### College and Career Connections Program

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

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

For more information regarding courses and degrees, contact the College and Career Connection Coordinator in Admissions at 479-619-4386.

### Concurrent Enrollment and Step Ahead

Concurrent enrollment provides enrichment and academic acceleration for high school students who demonstrate the ability to do satisfactory college-level work while still enrolled in high school. In some cases, students may take concurrent classes on their own high school campus through NWACC's Step Ahead program. Registration for Step Ahead classes is coordinated with the high school counselors. High school students wishing to take classes on the NWACC campus will register through the Concurrent Enrollment Program.

### 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) 619-2270.

### 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 |
|-------------------------|-------------------|-------------------|
| English Lang. & Comp    | ENGL 1013         | 3                 |
| English Lit. & Comp.    | ENGL 1023         | 3                 |
| Art History             | ARHS 2913 or 2923 | 3                 |
| Amer. Govt. & Politics  | PLSC 2003         | 3                 |
| American History        | HIST 2003 or 2013 | 3                 |
| European History        | WCIV 1013         | 3                 |
| Psychology              | PSYC 2003         | 3                 |
| Biology                 | BIOL 1544         | 3                 |
| Chemistry               | CHEM 1054 or 1104 | 3                 |
| Physics B               | PHYS 2014         | 3                 |
| Calculus AB             | MATH 2043         | 3                 |

### Youth Apprenticeship

A Youth Apprenticeship student coming from a state approved Youth Apprenticeship program in an accredited high school may receive a total of three (3) hours of credit for 500 hours of work. This work experience must be during the first year the student is pursuing a related postsecondary AAS degree at NWACC, and the work must be at one of the approved Youth Apprenticeship work-sites.

If the Youth Apprentice continues in the program and continues with the approved Youth Apprenticeship work experience, three (3) hours of tuition will be waived at the beginning of the fourth semester of coursework toward the degree.

## NWACC Honors Program

Honors students have a unique opportunity to experience an enriched program of study at NWACC. They will meet bright students like themselves, work with exceptional faculty members, and be introduced to scholars, thinkers, and other professionals who make a difference in their communities.

### Criteria for acceptance into Honors Program:

Submit the following documents to Honors Program Coordinator:

1. Letter requesting entrance into the program
2. Reference letter of support for applicant
3. Essay explaining reasons for wanting to participate in honors program
4. 3.5 GPA from high school or after 12 credit hours at NWACC
5. Test scores: ACT min. cum. 25; OR COMPASS 85 (reading and writing)

### Requirements to Receive an AA Honors Degree:

To graduate with an honors AA degree, students will be required to complete 12 credit hours of core honors courses, (within the 12-credit hour requirement, honor students are encouraged to take the 3-credit Honors Seminar), and the additional credit hours necessary to complete the Associate of Arts Degree. Graduating honors students will also be required to hold the cumulative GPA to receive one of the following distinctions: Cum Laude, Magna Cum Laude, or Summa Cum Laude graduate.

### Suggested Honors Curriculum:

#### First Semester

|      |       |                                   |
|------|-------|-----------------------------------|
| ENGL | 1013H | English Composition I Honors      |
| WCIV | 1003H | Western Civilization I Honors     |
| PHIL | 2003H | Introduction to Philosophy Honors |
| BIOL | 1544H | Principles of Biology Honors      |

#### Second Semester

|      |         |                                     |
|------|---------|-------------------------------------|
| ENGL | English | Composition II Honors               |
| WCIV | 1013H   | Western Civilization II Honors      |
| PSYC | 2003H   | General Psychology Honors <b>OR</b> |
| SOCI | 2013H   | General Sociology Honors            |
| PHIL | 2033H   | World Religions Honors <b>OR</b>    |
| HUMN | 1033H   | Humanities Honors <b>OR</b>         |
| ARHS | 1003H   | Art Appreciation Honors <b>OR</b>   |
| MUSI | 1003H   | Music Appreciation Honors           |

#### Third Semester

|      |       |   |
|------|-------|---|
| MATH | 1204H | College Algebra                               |
| HIST | 2003H | History of the American People to 1877 Honors |
| ENGL | 2213H | World Literature I Honors                     |
| MATH | 2554H | Calculus I Honors <b>OR</b>                   |
| PHYS | 2034H | College Physics II Honors                     |
| PSYC | 2003H | General Psychology Honors <b>OR</b>           |
| SOCI | 2013H | General Sociology                             |

#### Fourth Semester

|      |       |  |
|------|-------|--|
| HIST | 2013H | History of the American People Since 1877 Honors |
| ENGL | 2223H | World Literature II Honors                       |
| CHEM | 1124H | College Chemistry II Honors <b>OR</b>            |
| PHYS | 2034H | College Physics II                               |
| BOTY | 1614H | Plant Biology Honors Special                     |

### Topics: 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). Instructors are expected to incorporate innovative teaching strategies to meet this learning goal. Examples of such strategies include: having the students learn how to offer a forum; and then plan, organize, and offer such an event as a group/class project to the college and general communities; use of new technologies in individual projects, such as power point learning modules, Service Learning Projects, and oral interviews; including outside speakers/presenters into the curriculum so that varied expertise can facilitate the learning experience; use of critical thinking evaluation tools, such as out-of-class essay examinations, reflective essays, and other non-traditional evaluative assignments; incorporating sophisticated reading/writing assignments into the curriculum distinct from those required in a regular section of the same course; cross-disciplinary approaches to the chosen topic for a given semester.

## College Credit for Prior Work or Learning

The Prior Learning Assessment program provides adult learners who have been in the workforce for a number of years a non-traditional alternative for earning college-level credit for learning through life experiences. Through this program, NWACC is providing a means through which college-level learning obtained outside the formal classroom experience can be documented through assembly of a portfolio and this portfolio is evaluated for college credit. This process offers students an alternative to coursework which would only duplicate their prior experiential learning and knowledge. It would also allow the student to develop an understanding of where to begin in building on their existing knowledge.

### What Steps do I Need to Take?

1. Students wanting to receive PLA credit must first read through the Prior Learning Assessment Policies and Procedures. After reading through the PLA Policies and Procedures, the student must take an online PLA Pretest. These can be found on the PLA website at [www.nwacc.edu/pla](http://www.nwacc.edu/pla).
2. Upon completion of the PLA pretest, complete the Self-Inventory of Knowledge and skills. (See website).
3. Review the information completed on the Self-Inventory of Knowledge and Skills form (All necessary forms can be found on the PLA website) and match what you know with the proper NWACC course(s). To be absolutely sure about the required learning outcomes/objectives for each class, you may request to receive a copy of the course syllabus by filling out the course syllabus request form. After reviewing the SIKS form and the course syllabus and feel you already have the knowledge and skills required for the course(s), make an appointment with the PLA coordinator.
4. The PLA Coordinator will meet with you to review the Self-Inventory of Knowledge and Skills form, the course syllabus and your transcripts. If the PLA Coordinator concurs, the coordinator will grant you permission to enroll in the PLA Portfolio Development class. The PLA Coordinator may refer you to

the area Dean of the course if there are any requirements that are yet uncertain to the coordinator.

5. Enroll in the PLA Portfolio Development course and complete satisfactorily. (PLA course is pass/fail). Prerequisite: ENGL 0133 with a grade of "C" or better.
6. Develop a portfolio for each course for which you are requesting PLA credit.
7. Submit portfolio(s).
8. Portfolio(s) will be reviewed by appropriate faculty assigned by the Dean of the subject area. Credit will only be awarded for an entire course. No partial credit for courses will be granted.
9. Complete an interview with the faculty evaluator to clarify and support information submitted in the portfolio.

### Standards for Awarding Credit Through Prior Learning Assessment:

1. To petition for credit through Prior Learning Assessment (PLA), students must enroll in the three credit hour course, ENGL 0133 PLA Portfolio Development. As an outcome of this course, students assemble an experiential learning portfolio petitioning for at least three credits of college level coursework. The portfolio will include an autobiographical essay (Learning Autobiography), a PLA course essay petitioning credit for a particular course, and documentation to support the petition. (Petitioners who can demonstrate portfolio capabilities can request exemption from ENGL 0133 PLA Portfolio Development.)
2. Each PLA document submitted must address the outcomes/content of a specific course description for a specific NWACC course.
3. Non-degree seeking students may not petition for PLA credits. An exception to this policy will need approval of the division Dean.
4. The learning experience demonstrated and verified through PLA must have the academic equivalence of college-level learning. Developmental, remedial, or self-help courses are not comparable to college-level courses.

5. The learning experience for a PLA petition must have taken place following the student's graduation from high school.
6. Learning must be clearly differentiated from experience in the writing of the PLA essay. Credit is not awarded for experience alone but for demonstrating knowledge and the application of that knowledge.
7. There must be adequate documentation to verify the authenticity and appropriateness of the learning experience being assessed.
8. The student must be able to demonstrate college-level writing skills throughout the PLA process. Correct use of standard English including grammar, spelling, punctuation, and organization in written work is essential, therefore successful completion of Composition I (ENGL 1013) is a prerequisite.
9. According to NWACC requirements, credits earned through PLA do not fulfill residency requirements nor do they meet eligibility for financial aid or loan deferment.
10. Students who do not pass a NWACC Challenge Exam for a specific course may not petition for credit through the PLA process for the same course.
11. NWACC does not guarantee that another college or university will accept PLA credit in transfer. Students interested in transferring to another college should check with that school about their transfer policies.

**Specific NWACC Academic Degree Requirements**

1. A maximum of 30 semester credit hours can be granted through the PLA process. All 30 credits may be petitioned from NWACC course equivalences.
2. Students may use the PLA option, testing, or transfer coursework to fulfill AA/AS degree requirement. Six credits (2 courses) in a certificate program may be completed through the PLA process.
3. Courses petitioned through PLA must not duplicate transfer credit or any other coursework used to fill degree requirements.
4. Transfer of prior awarded credit for PLA must be approved by the Division Dean.

**Portfolio Grading and Credit Transcription**

1. Students receive a Pass/No Pass (P or NP) grade for the ENGL 0133 PLA Portfolio Development course. This grade is not calculated in the student's grade point average (GPA).
2. After each petition for credit (portfolio document) is assessed, students will receive a notification letter indicating the results of the assessment. The student's transcript designates the course title and number of credits awarded. "Verified" (V) will be noted on the student's transcript for awarded credit for successful petition(s).
3. The PLA fee is for the assessment of the portfolio document not for the "purchase of credit"; therefore, the assessment fee is not refunded if the petition for credit is denied.
4. Fees for subsequent portfolio assessment will be determined by the PLA fee schedule in effect at the time of the submission of a portfolio. Submission is defined as the date payment is made. The PLA fee is on a per credit hour basis and should be submitted with each subsequent portfolio. A portfolio document will not be submitted for assessment until the fee is paid.

**Assessment Fee and Administrative Fee for Credit Hours Awarded**

| Credit Hours | Admin Fee | Assessment Fee |
|--------------|-----------|----------------|
| 1-3 Credits  | \$75.00   | \$75.00        |
| 4-6 Credits  | \$150.00  | \$75.00        |
| 7-9 Credits  | \$225.00  | \$75.00        |

**Communication with the Prior Learning Assessment Program**

1. The PLA Coordinator will serve as an advisor for students enrolled in the ENGL 0133 PLA Portfolio Development course regarding portfolio preparation, development and submission. Students will be advised on an individual basis. The PLA Coordinator will function as a liaison between students enrolled in ENGL 0133 and faculty, communicating regularly with departments regarding PLA portfolio requirements

2. The Writing Lab will provide assistance to review essay drafts and documentation at the request of the student before the final submission goes to the Faculty Evaluator.
3. A student may continue to petition for portfolio credit at their own pace after they complete ENGL 0133. The ENGL 0133 does not have to be repeated in order for a student to submit a subsequent portfolio. All portfolios must be submitted by the graduation application deadline.
4. Students who are asked by an evaluator to submit an addendum to their portfolio content must do so within four (4) weeks of the postmarked date of the notification letter. The addendum should address information indicated by the evaluator. If the student fails to submit the addendum by the end of the four (4) weeks, the PLA credit will not be awarded.
5. A PLA portfolio for which the credit has been denied can not be rewritten and resubmitted using the same course description and/or content.
6. Students who wish to appeal a denial of their portfolio credit assessment should direct their concerns to the Dean of the appropriate division. The appeal must be in writing and received within four (4) weeks of the date of the denial notification. In the appeal letter the student should address the areas of weakness noted by the evaluator and indicate why he/she feels the credit should have been awarded. The Dean will discuss the appeal with the evaluator and make the decision concerning the appeal. The student may be required to present additional information to demonstrate and verify learning. If the Dean upholds the initial denial of credit, a student may present an additional appeal to the Executive Vice President for Learning. The decision of the Executive Vice President for Learning on a PLA denial of credit is final.
7. After each portfolio has been assessed for credit and electronically copied and filed, then a notification of credit letter is sent. The original PLA portfolio will be returned to the student by mail.

### **Confidentiality of the Portfolio**

During the PLA development and assessment process, a student's work may be viewed for academic purposes only. Those who may view portfolio work include the portfolio staff, ENGL 0133 faculty, faculty evaluators, and accrediting association members. If the student signs a PLA Release Authorization Form, specified parts of his/her portfolio document may be used for educational purposes such as viewing by other students and for teaching by faculty. At that time, all personally identifiable and/or proprietary information is removed from the portfolio. Students must not include in any portfolio materials that violate the legal and moral right to privacy of any individual or organization.

### **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 (Last Revised 9/24/03).

#### **Conditions for Granting CLEP credit:**

- If a course is completed and CLEP credit is later granted for the same course, both the grade and
- 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 following page

### **DANTES: Subject Testing**

Students may request academic credit by obtaining a minimum score on certain DANTES Subject Tests. See DANTES table for more information.  
<http://www.nwacc.edu/LDC/testingcenter/index.php> or call 479-619-4317.

| 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               | 60                                  | 4                  |  |
| Chemistry  | CHEM 1104 & 1124        | 55                                  | 8                  |  |
| College Mathematics                              | MATH 1103               | 56                                  | 3                  |  |
| Pre-Calculus                                     | MATH 1213               | 56                                  | 3                  |  |
| College Algebra                                  | MATH 1204               | 54                                  | 4                  |  |
| English Composition (with or without essay)      | ENGL 1013               | 56                                  | 3                  |  |
| English Composition (with or without essay)      | ENGL 1013 & 1023        | 60                                  | 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                 |  |
| English Composition (with or without essay)      | ENGL 1013 & 1023        | 65                                  | 6                  |  |
| Human Growth & Development                       | PSYC 2103               | 63                                  | 3                  |  |
| Information Systems & Computer Applications      | CISQ 1103               | 70                                  | 3                  |  |
| Introductory Business Law                        | BLAW 2013               | 50                                  | 3                  |  |
| Introductory Psychology                          | PSYC 2003               | 55                                  | 3                  |  |
| Introductory Sociology                           | SOCI 2013               | 59                                  | 3                  |  |
| Principles of Accounting                         | ACCT 2013 & 2023        | 54                                  | 6                  |  |
| Principles of Macroeconomics                     | ECON 2013               | 54                                  | 3                  |  |
| Principles of Marketing                          | BUTR 2013               | 50                                  | 3                  |  |
| Principles of Microeconomics                     | ECON 2023               | 54                                  | 3                  |  |
| Trigonometry                                     | MATH 1213               | 55                                  | 3                  |  |
| US History I                                     | HIST 2003               | 50                                  | 3                  |  |
| US History II                                    | HIST 2013               | 50                                  | 3                  |  |
| Western Civilization I                           | WCIV 1003               | 60                                  | 3                  |  |
| Western Civilization II                          | WCIV 1013               | 60                                  | 3                  |  |

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

### Dantes Subject Standardized Tests (DSST)

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

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

## 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. Application for this credit should be made through the NWACC Director of Veteran Affairs. The veteran affairs office is located at the Learner Development Center in Burns Hall.

## Elective Credit

Opportunities for elective credit may be granted through four options beyond classes listed in the College catalog. Students who wish to consider these options for elective credit applicable toward an Associate of Arts (A.A.) degree or Associate of Science (A.S.) should consult with the appropriate Division Chairperson or the Vice President for Learning.

1. Elective credit granted through distance learning. Up to 12 hours of elective coursework taken through a form of independent distance learning at any accredited institution may be granted, providing the courses are freshman/sophomore level, and the student meets the residency and all other requirements for graduation from NWACC.
2. Elective credit granted through Interdisciplinary Study. Up to 9 semester hours of elective credit may be granted for interdisciplinary honors study. The student arranges a project with at least two faculty members and the Executive Vice President for Learning. Students must have completed 30 hours with a cumulative grade point average of 3.0 or higher.
3. Elective credit granted through Public Service. Up to 6 semester hours of elective credit may be granted through active participation in public service arranged with local agencies, faculty and the Executive Vice President for Learning. Students must have completed 30 hours with a cumulative grade point average of 3.0 or higher to participate.
4. Elective credit granted through Cooperative Education and Internships. Up to 6 hours of elective credit may be granted for a cooperative vocational academic project supervised by a local employer, a faculty member and the Vice President for Learning. Students may also receive up to 6 hours of elective credit for approved internships. Participating students

must have previously completed 15 hours with a cumulative grade point average of 2.5 or higher.

## Independent Study

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

## Distance Learning

NorthWest Arkansas Community College offers courses via distance learning delivery technologies for those students who cannot take classes on campus for a variety of reasons (for example: work schedule, health, physical distance from campus). These courses use a variety of technologies and methods to facilitate communication and interaction among the instructor and students. All classes (except compressed interactive video on campus and all sections of interactive video Step Ahead classes) are charged a \$22 per class fee. More information can be found at <http://www.nwacc.edu/disted>.

## Compressed Interactive Video

The compressed video classes use an interactive videoconferencing system with monitors and cameras at multiple sites to 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 in another location. The students at the first site can see, hear, and speak with their instructor at the second. Papers, texts, and other materials are transferred from one site via mail, FAX, or carrier. Compressed video courses are identified with "CV" in the section code of the course schedule.

## Self-Directed Study

Self-directed study classes are independent study classes where students work on their own, guided by the instructor of the class and supported by materials provided by the instructor and college. The students must complete regular assignments and communicate with the instructor on a regular basis by phone, e-mail, FAX, or in person. A printed guide is generally included in self-directed study classes with a schedule of assignments, readings, and other pertinent information. A class web page is available. Self-Directed Study classes are identified with "S" in the section column of the course schedule.

## Web-Based Courses

Web-based classes are those that are offered either primarily or completely via the World Wide Web. They utilize a course management system that is available to anyone with a compatible web browser (see <http://www.nwacc.edu/disted/tutorial/wcttut2.php> for details). The majority of materials are web-based. Textbooks are used, as with any class, although some texts may be in online form (on the World Wide Web). Testing procedures are at the discretion of the instructor but may include proctored testing in addition to online testing. Proctored testing can occur either on the NWACC Campus or via an off-campus proctor approved in advance by the instructor for the course. Web-Based courses are identified with “W” in the section column of the course schedule.

## Hybrid Courses

Hybrid Courses are courses that have both on-campus meeting times and use online course work. Usually, a Hybrid course will have about half the on-campus meeting times as a regular course. Like the Web-Based classes, Hybrid courses utilize a course management system that is available to anyone with a compatible web browser (see <http://www.nwacc.edu/disted/tutorial/wettut2.php> for details). Hybrid courses are identified with “HY” in the section column of the course schedule.

## Online Degrees (A.A. and A.G.S.)

NWACC now offers two degrees that students can complete online: The Associate of Arts and the Associate of General Studies. In some areas of the degree there may be a limited number of courses to choose from to complete the degree requirements. In addition, Science courses taken online are not recommended for Science and Health Professions majors. See your advisor about whether those courses would be appropriate or not for your degree or career plans. Some courses will require proctored examinations at a location you approve with your instructors.

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

**Associate of General Studies:** A two-year terminal degree requiring an academic core of courses, and a technical core in a specific area determined by the student and advisor.

Please see <http://www.nwacc.edu/disted/nwded-laa.php> for additional information about both degree plans.

## ACCESS Arkansas

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

**ACTA - Arkansas Consortium for Teaching Agriculture**

The Arkansas Consortium for Teaching Agriculture offers regular classes via Distance Learning, including compressed interactive video. For classes delivered by compressed interactive video to the NWACC campus students register for ACTA classes through NWACC, pay NWACC tuition, and receive NWACC credit. For Web-Based and other DL delivery, students will enroll with the institution offering the course.

## Academic and Student Support for Online Students

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

## Environmental and Spatial Technology (EAST)

NWACC, with EAST Initiative assistance, will develop a unique integration of EAST pedagogy into the two-year college curricula.

Overall program objectives for implementing EAST technology :

- Prepare learners for life after college
- Engage learners in critical thinking process through hands-on contact with content so to work directly with community and business “stakeholders” in designing/delivering service projects.
- Develop/refine learner's critical thinking skills through collaboration on project-based teams
- Improve communication skills
- Establish network of internal and external educational partners within community

### Potential course applications of EAST at NWACC:

- Infuse EAST pedagogies in Math for AAS,

First Year Experience (FYE), Physics for Elementary Teachers, and other offerings from various disciplines

- Link EAST with specific Honors Courses
- Coordinate EAST with Service Learning projects
- Develop Interdisciplinary Special Topics, and embed EAST pedagogies in current NWACC course offerings

**Opportunities which EAST opens for NWACC students**

- Environment which is technology-relevant and powerful
- Access to emerging technologies in area industries
- Community connections and outreach for EAST "graduates" and community partners

## ASSOCIATE DEGREE PROGRAMS

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

### Student Learning Outcomes

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

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

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. Professionalism is valued by employers and appreciated by all. 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 that students are expected 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. For some of the outcomes, a specific set of courses has been established to help students accomplish them. Other 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 will be developed across the curriculum. Whether or not there is a specific curriculum, all of the general education outcomes are addressed to some

degree in most courses. For example, students will be expected to write outside of English class or use algebra outside of math class. NWACC faculty have identified the following general education outcomes that communicate what students will gain from their degree:

#### 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 the pluralistic society in which we live, being aware 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 appropriate level of education and describe the main ideas and supporting details. 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 computa-

tional, 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, being proficient means being able 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 evaluate effectively the reliability and relevance of that information.

| <b>Measures of Student Achievement</b>                   |   |
|--|---|
| Students are prepared to work                            | Employment statistics<br>Employer surveys & Internship evaluations<br>Licensure exams & technical credentials |
| Students are prepared to transfer                        | UA transfer study<br>Measures specific to knowledge domains<br>Graduate survey                                |
| Students develop higher order thinking skills            | CAAP critical thinking test<br>CAAP scientific reasoning test   |
| Students gain greater awareness of cultural perspectives | Graduation survey   |
| Students can write                                       | CAAP writing test<br>CAAP- ACT comparison<br>Comp I & II essay evaluation                                     |
| Students can read at the appropriate level               | CAAP reading test<br>CAAP- ACT comparison<br>Graduate Survey  |
| Students can communicate their ideas orally              | Graduate Survey   |
| Students can use math                                    | CAAP math test<br>CAAP- ACT comparison<br>Math final exam questions<br>Graduate Survey                        |
| Students can use computers proficiently.                 | CISQ 1103 pre and post testing<br>Graduate survey   |
| Students can locate and evaluate information             | Graduate survey   |

The CAAP is the standardized test used for the Arkansas Assessment of General Education (AAGE). It is central to NWACC's general education assessment. Comparing the NWACC year 2003-04 graduates mean scores to the mean of other Arkansas two-year students and students nationally shows that NWACC students tend to be above average.

| <b>CAAP Test</b>  | <b>NWACC</b> | <b>Arkansas 2-year</b> | <b>National</b> |
|-------------------|--------------|------------------------|-----------------|
| Writing           | 63.2         | 62.8                   | 62.3            |
| Mathematics       | 56.3         | 55.6                   | 56.1            |
| Reading           | 62.9         | 61.4                   | 60.4            |
| Critical thinking | 61.7         | 61.4                   | 60.5            |
| Science Reasoning | 60.7         | 59.0                   | 59.0            |

## DEGREE OPTION TABLE

|   | AA                          | AS                          | AS                    | AS                       | AS                    | AS                 | AAT   |   |
|---|-----------------------------|-----------------------------|-----------------------|--------------------------|-----------------------|--------------------|-------|---|
| General Education                         | (Schools of Arts & Science) | (Schools of Arts & Science) | (Engineering Schools) | (Schools of Agriculture) | (Schools of Business) | (Aviation Schools) |       |   |
| English Composition                       | 6                           | 6                           | 6                     | 6                        | 6                     | 6                  | 6     | Writing   |
| Speech                                    | 3                           | 3                           | 3                     | 3                        | 3                     | 3                  | 3     | Oral Communications   |
| Computer based course                     | 3                           | 3**                         | 3**                   | ***                      | 3                     | 3                  | 3     | Computer proficiency  |
| Mathematics                               | 3-4                         | 3-4                         | 10-11                 | 3-4                      | 6****                 | 7                  | 4-9   | Math  |
| <b>Knowledge Domains</b>                  |                             |                             |                       |                          |                       |                    |       |   |
| Arts & Humanities                         | 9                           | 6                           | 6                     | 6                        | 6                     | 3                  | 6     | Insight into humanity, cultural perspectives and creativity   |
| Natural Science                           | 8                           | 16                          | 8                     | 16                       | 8                     | 8                  | 8-16  | Natural principles and processes, scientific method and reasoning, relevance to current issues      |
| Social & Behavioral Science: Western Civ. | 12                          | 6                           | 6                     | 6                        | 9                     | 3                  | 12-18 | Insight into human behavior and interactions, cultural perspectives, openness and critical thinking |
| US History or Government                  | 3                           | 3                           | 6                     | 6                        | 3                     | 3                  | 3     | More informed citizen, relevance to current issues  |
| <b>Degree Specific Domains</b>            |                             |                             |                       |                          |                       |                    |       |   |
| Education Core                            |                             |                             |                       |                          |                       |                    | 3     | Intro. to Education   |
| Wellness & PE                             | 3                           | 3**                         | 3**                   |                          |                       |                    |       | Wellness assessment, knowledge and motivation   |
| Agriculture Core                          |                             |                             |                       | 5                        |                       |                    |       | Overview of the discipline and career opportunities   |
| Business Core                             |                             |                             |                       |                          | 21                    |                    |       | Fundamental knowledge, skills and perspectives  |
| Aviation Core                             |                             |                             |                       |                          |                       | 27                 |       | Technical knowledge and skills  |

\*Math majors should follow the school of engineering pattern

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

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

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

## The Associate of Arts and Associate of Science Degrees

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

### Arts and Humanities

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

### Natural Science

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

### Social and Behavioral Science

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

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

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

### Associate of Arts Degree Plan

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

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

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

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

(Choose 1 Class for 3 hours)

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

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

|      |      |                                  |
|------|------|----------------------------------|
| FREN | 2003 | Intermediate Foreign Language I* |
| GERM | 2003 | Intermediate Foreign Language I* |
| SPAN | 2003 | Intermediate Foreign Language I* |
| HUMN | 1003 | Exploring Humanities             |
| PHIL | 2003 | Introduction to Philosophy       |
| PHIL | 2033 | World Religions                  |
| PHIL | 2103 | Introduction to Ethics           |
| PHIL | 2203 | Logic                            |

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

|  |      |                                |
|--|------|--------------------------------|
| COMM   | 1313 | Fundamentals of Communications |
| College Algebra or Above (Choose 1 class for 3 or 4 hours) |      |                                |
| MATH   | 1204 | College Algebra                |
| MATH   | 1103 | Survey of College Mathematics  |
| MATH   | 1213 | Plane Trigonometry             |
| MATH   | 1285 | Precalculus                    |
| MATH   | 2043 | Survey of Calculus             |
| MATH   | 2053 | Finite Math                    |
| MATH   | 2103 | Discrete Math                  |
| MATH   | 2554 | Calculus I                     |
| MATH   | 2564 | Calculus II                    |
| MATH   | 2574 | Calculus III                   |
| MATH   | 2914 | Differential Equations         |

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

|      |       |  |
|------|-------|--|
| BIOL | 1544  | Principles of Biology I                  |
| BIOL | 1014  | General Biology II*                      |
| BIOL | 1544H | Principles of Biology, Honors*           |
| BIOL | 2214  | Anatomy & Physiology I*                  |
| BIOL | 2224  | Anatomy & Physiology II*                 |
| BIOL | 2533  | Cell Biology*                            |
| MBIO | 2014  | General Microbiology*                    |
| BOTY | 1614  | Plant Biology                            |
| BOTY | 2404  | Survey of Plant Kingdom*                 |
| BOTY | 2534  | Environmental Biology                    |
| CHEM | 1024  | Basic Chemistry*                         |
| CHEM | 1054  | Chemistry in the Modern World            |
| CHEM | 1075  | Fundamentals of Chemistry*               |
| CHEM | 1104  | College Chemistry I*                     |
| CHEM | 1124  | College Chemistry II*                    |
| CHEM | 2614  | Organic Physiological Chemistry*         |
| GEOL | 1114  | General Geology                          |
| GEOL | 1134  | Environmental Geology                    |
| PHSC | 2004  | Physical Science*                        |
| PHSC | 1073  | Survey of Meteorology                    |
| 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              |
| ANTH | 1013  | Introduction to Biological Anthropology* |
| ANTH | 1011L | Biological Anthropology Lab*             |
| ASTR | 2004  | Survey of the Universe                   |
| HORT | 2004  | Principles of Horticulture               |
| HORT | 1103  | Plants in the Home Environment           |

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

**Western Civilization** (Choose 1 Class for 3 hours)

|      |      |                         |
|------|------|-------------------------|
| WCIV | 1003 | Western Civilization I  |
| WCIV | 1013 | Western Civilization II |

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

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

|      |       |  |
|------|-------|--|
| ANTH | 1013  | Introduction to Biological Anthropology* |
| ANTH | 1011L | Biological Anthropology Lab*             |
| ANTH | 1023  | Introduction to Cultural Anthropology    |
| CMJS | 2013  | Introduction to Criminal Justice         |
| ECON | 2013  | Macroeconomics                           |
| ECON | 2023  | Microeconomics                           |
| GEOG | 1003  | Physical Geography                       |
| GEOG | 1123  | Human Geography                          |
| GEOG | 2103  | Emerging Nations                         |
| GEOG | 2203  | Developed Nations                        |
| PHIL | 2103  | Introduction to Ethics                   |
| PLSC | 2203  | State & Local Government                 |
| PLSC | 2803  | International Relations*                 |
| PSYC | 2003  | General Psychology                       |
| PSYC | 2103  | Human Growth & Development*              |
| SOCI | 2013  | General Sociology                        |
| SOCI | 2033  | Social Problems                          |
| SOCI | 2043  | Marriage and Family                      |

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

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

**Computer Based Course** (3 hours)

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

**Associate of Science Degree Plan**

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

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

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

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

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

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

|      |      |                               |
|------|------|-------------------------------|
| COMM | 1313 | Fundamentals of Communication |
|------|------|-------------------------------|

**Science & Mathematics** (19 hours combined)

College Algebra or Above (3 or 4 hours minimum)

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

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

|      |       |                                  |
|------|-------|----------------------------------|
| ASTR | 2004  | Survey of the Universe*          |
| BIOL | 1544  | Principles of Biology I          |
| BIOL | 1014  | General Biology II*              |
| BIOL | 1544H | Principles of Biology I, Honors* |
| BIOL | 2214  | Anatomy & Physiology I*          |
| BIOL | 2224  | Anatomy & Physiology II*         |
| BIOL | 2534  | Cell Biology*                    |
| MBIO | 2014  | General Microbiology*            |
| BOTY | 1614  | Plant Biology                    |
| BOTY | 2404  | Survey of Plant Kingdom*         |
| BOTY | 2534  | Environmental Biology            |
| CHEM | 1024  | Basic Chemistry*                 |
| CHEM | 1054  | Chemistry in the Modern World    |
| CHEM | 1075  | Fundamentals of Chemistry        |
| CHEM | 1104  | College Chemistry I*             |
| CHEM | 1124  | College Chemistry II*            |
| ENSC | 2003  | Environmental Management         |
| ENSC | 2001L | Environmental Management Lab     |
| ENSC | 2204  | Introduction to Soil Science     |
| GEOL | 1114  | General Geology                  |
| GEOL | 1134  | Environmental Geology            |
| PHSC | 2004  | Physical Science*                |
| PHYS | 1024  | Physics & Human Affairs          |
| PHYS | 1064  | Introduction to Physics          |
| PHYS | 2014  | College Physics I*               |
| PHYS | 2034  | College Physics II*              |
| PHYS | 2054  | Advanced College Physics I*      |
| PHYS | 2074  | Advanced College Physics II*     |

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

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

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

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

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

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

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

**Associate of Arts in Teaching**

The AAT is designed to deliver the first two years of teacher education curriculum leading to licensure with an emphasis in one of the following: (1) middle school math and science, (2) middle school language arts and social science, or (3) early childhood education (program pending approval Summer, 2005). Successful completion of the AAT degree provides efficient transition into teacher education programs leading to teacher licensure. Students must pass the CAAP exam and the Praxis I prior to graduation.

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

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

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

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

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

**Associate of Arts in Teaching Degree Plan****Common College Core:****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*    |

**Mathematics**

|      |      |                  |
|------|------|------------------|
| MATH | 1204 | College Algebra* |
|------|------|------------------|

**Science** (Choose 8 hours)

|      |       |                                    |
|------|-------|------------------------------------|
| BIOL | 1544  | Principles of Biology I* OR        |
| BIOL | 1544H | Principles of Biology I, Honors*   |
| PHYS | 1034  | Physics for Elementary Teachers OR |
| PHSC | 2004  | Introduction to Physical Science   |

**Fine Arts/Humanities** (Choose 6 hours from below)

|      |       |   |
|------|-------|---|
| ENGL | 2213  | Survey of World Literature to 1650 OR       |
| ENGL | 2213H | Survey of World Literature to 1650 Honors   |
| ENGL | 2223  | Survey of World Literature from 1650 OR     |
| ENGL | 2223H | Survey of World Literature from 1650 Honors |
| ARHS | 1003  | Art Appreciation* OR                        |
| MUSI | 1003  | Music Appreciation*                         |

**Communications** (Choose 1 class for 3 hours)

|      |      |                                |
|------|------|--------------------------------|
| COMM | 1313 | Fundamentals of Communications |
|------|------|--------------------------------|

**Social Science** (Choose 3 class for 9 hours)

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

**State Minimum Core Sub-total 36 hours****Education**

|      |      |  |
|------|------|--|
| CIED | 1001 | Practicum, Introduction to Education*          |
| CIED | 1002 | Introduction to Education*                     |
| ETEC | 2003 | Educational Technology (K-12 Computing Skills) |

**Total Common Core 42 hours****Specialization Tracks****Associate of Arts in Teaching Middle School Mathematics/Science****Mathematics** (Choose 1 class for 3-4 hours)

*College Trig, PreCalculus, Survey of Calculus OR higher*

|      |      |                    |
|------|------|--------------------|
| MATH | 1213 | Plane Trigonometry |
| MATH | 1285 | Pre-Calculus       |
| MATH | 2043 | Survey of Calculus |

**Math for Teachers** (6 hours)

|      |      |                    |
|------|------|--------------------|
| MATH | 2213 | Math Structures I  |
| MATH | 2223 | Math Structures II |

**Science** (Choose 1 class)

|      |      |                                    |
|------|------|------------------------------------|
| GEOG | 1103 | Physical Geography                 |
| GEOG | 1123 | Human Geography                    |
| GEOL | 1114 | General Geology                    |
| GEOL | 1134 | Environmental Geology              |
| PHSC | 1073 | Survey to Meteorology              |
| PHYS | 1034 | Physics for Elementary Teachers OR |
| PHSC | 2004 | Introduction to Physical Science   |

**Social Science** (6 hours)

|      |      |                     |
|------|------|---------------------|
| HIST | 2053 | History of Arkansas |
| PSYC | 2003 | General Psychology  |

**Total hours for AAT Math/Science 60-63 hours****Associate of Arts in Teaching Middle School Mathematics/Science, Language Arts/Social Sciences****Language Arts** (9 hours)

|      |      |                                      |
|------|------|--------------------------------------|
| ENGL | 2223 | Survey of World Literature from 1650 |
| ENGL | 2313 | Survey of American Literature I      |
| ENGL | 2323 | Survey of American Literature II     |

**Social and Behavioral Science** (9 hours)

|      |      |  |
|------|------|--|
| WCIV | 1013 | Western Civilization II                    |
| HIST | 2013 | History of American People 1877 to Present |
| PSYC | 2003 | General Psychology                         |

**Geography** (3 hours)

|      |      |                       |
|------|------|-----------------------|
| GEOG | 1003 | Physical Geography OR |
| GEOG | 1123 | Human Geography OR    |
| GEOG | 2203 | Developed Nations     |

**Total Hours for AAT Language Arts/Social Science 63 hours****Associate of Arts in Teaching P-4****Mathematics** (6 hours)

|      |      |                    |
|------|------|--------------------|
| MATH | 2213 | Math Structures I  |
| MATH | 2223 | Math Structures II |

**Geography** (3 hours)

|      |      |                       |
|------|------|-----------------------|
| GEOG | 1003 | Physical Geography OR |
| GEOG | 1123 | Human Geography OR    |
| GEOG | 2203 | Developed Nations     |

**P-4 Preparation**

|      |      |  |
|------|------|--|
| HLSC | 1002 | Wellness Concepts                          |
| CHED | 2003 | Child Development <b>Directed Elective</b> |
| CHED | 1003 | Foundations of Early Childhood Education   |

**Social Science** (6 hours)

|      |      |                     |
|------|------|---------------------|
| HIST | 2053 | History of Arkansas |
| PSYC | 2003 | General Psychology  |

**Total Hours for AAT P-4 63 hours**

\*Music Appreciation does not meet UofA BSE requirements

\*Check the College Catalog for Prerequisites/Co-requisites

**Non-Traditional Licensure Program (NTL)**

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

**Associate Degree in General Studies**

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

**Associate General Studies Degree Plan****General Studies Core Courses****English Composition** (Choose 2 classes for 6 hours)

|      |       |                           |
|------|-------|---------------------------|
| ENGL | 1013  | Composition I OR          |
| ENGL | 1013H | Composition I, Honors AND |

|      |       |                           |
|------|-------|---------------------------|
| ENGL | 1023  | Composition II OR         |
| ENGL | 1023H | Composition II, Honors OR |
| ENGL | 2013  | Technical Writing         |

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

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

**Social/Behavioral Science (3 hours)**

|      |      |                                    |
|------|------|------------------------------------|
| XXXX | XXX3 | Social/Behavioral Science Elective |
|------|------|------------------------------------|

**Math (3-4 hours)**

Any COLLEGE LEVEL math course

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

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

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

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

**Total Hours Required 60 hours**

**AGS Disclaimer**

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

**Degree Options**

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

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

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

The following updated list of NWACC courses was approved February 2004 by ADHE to meet this 35-hour core requirement:

**English Composition**

|      |       |                        |   |
|------|-------|------------------------|---|
| ENGL | 1013  | Composition I OR       | 3 |
| ENGL | 1013H | Composition I, Honors  | 3 |
| ENGL | 1023  | Composition II OR      | 3 |
| ENGL | 1023H | Composition II, Honors | 3 |

**Speech/Communications**

|      |      |                               |   |
|------|------|-------------------------------|---|
| COMM | 1313 | Fundamentals of Communication | 3 |
|------|------|-------------------------------|---|

**College Level Math**

|      |      |                        |   |
|------|------|------------------------|---|
| MATH | 1204 | College Algebra        | 4 |
| MATH | 1213 | Plane Trigonometry     | 3 |
| MATH | 1285 | Pre-Calculus           | 5 |
| MATH | 2043 | Survey of Calculus     | 3 |
| MATH | 2053 | Finite Mathematics     | 3 |
| MATH | 2554 | Calculus I             | 4 |
| MATH | 2564 | Calculus II            | 4 |
| MATH | 2574 | Calculus III           | 4 |
| MATH | 2103 | Discrete Math          | 3 |
| MATH | 2914 | Differential Equations | 4 |

**Science with lab**

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

**U.S. History or Government**

|      |       |  |   |
|------|-------|--|---|
| HIST | 2003  | History of American People to 1877         | 3 |
| HIST | 2013  | History of American People 1877 to Present | 3 |
| HIST | 2003H | History of American People to 1877, Honors | 3 |
| HIST | 2013H | Hist. Amer. People 1877 to Present, Honors | 3 |
| PLSC | 2003  | American Government                        | 3 |

**Social Science Courses**

|      |         |                                       |   |
|------|---------|---------------------------------------|---|
| ANTH | 1013/11 | Intro. to Biological Anthropology     | 3 |
| ANTH | 1011    | Intro. to Biological Anthropology Lab | 1 |
| ANTH | 1023    | Introduction to Cultural Anthropology | 3 |
| CMJS | 2013    | Introduction to Criminal Justice      | 3 |
| ECON | 2013    | Macroeconomics                        | 3 |
| ECOM | 2023    | Microeconomics                        | 3 |
| GEOG | 1003    | Physical Geography                    | 3 |
| GEOG | 1123    | Human Geography                       | 3 |
| GEOG | 2103    | Emerging Nations                      | 3 |
| GEOG | 2203    | Developing Nations                    | 3 |
| WCIV | 1003    | Western Civilization I                | 3 |
| WCIV | 1013    | Western Civilization II               | 3 |

|       |      |  |   |
|-------|------|--|---|
| PSYC  | 2003 | General Psychology                         | 3 |
| PSYC  | 2103 | Human Growth & Development                 | 3 |
| SOCI  | 2013 | General Sociology                          | 3 |
| SOCI  | 2033 | Social Problems                            | 3 |
| SOCI  | 2043 | Marriage and Family                        | 3 |
| *HIST | 2003 | History of American People to 1877         | 3 |
| *HIST | 2013 | History of American People 1877 to Present | 3 |
| *PLSC | 2003 | American National Government               | 3 |
| PLSC  | 2203 | State and Local Government                 | 3 |
| PLSC  | 2803 | International Relations                    | 3 |

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

**Fine Arts / Humanities**

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

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

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

NWACC does not offer any upper division courses so we offer no true "majors". The Associate of Arts and Associate of Science degrees described above consist of just over 60 credit hours of "transfer" courses. A transfer course may count as a requirement or as an elective credit in a particular bachelor's program. How the courses transfer depends on the college and the major. NWACC has prepared almost 250 transfer program-to-program guides to assist students in choosing NWACC courses that will transfer to specific bachelors programs in the region. The guides are comprised of general education and survey courses traditionally taken during the first two years of college. Most, but not all of the transfer guides lead to earning an Associate degree at NWACC. Following these guides helps assure that the NWACC courses taken will transfer and meet the

requirements of a particular degree offered at a particular college. You are not limited to the special transfer guides. Advisors can help you select the freshman and sophomore level courses to transfer to almost any program. The Learner Development Center can provide the most current advice and listing of transfer guides or you may access transfer information at <http://www.nwacc.edu/LDC/transferservices/program-toprogram.php>. Associate of Applied Science degrees are not designed for transfer to a four-year university; however, there are a few exceptions. See an academic advisor for details.

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

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

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

|   |      |   |                |
|---|------|---|----------------|
| <b>Fine Arts/Humanities</b>                     |      |   | <b>6 hours</b> |
| (Choose 1 of the following classes for 3 hours) |      |   |                |
| ENGL  | 2113 | Survey of British Literature I*         | 3              |
| ENGL  | 2123 | Survey of British Literature II*        | 3              |
| ENGL  | 2213 | Survey of World Literature to 1650*     | 3              |
| ENGL  | 2223 | Survey of World Literature from 1650*   | 3              |
| ENGL  | 2313 | Survey of American Lit to Civil War*    | 3              |
| ENGL  | 2323 | Survey of American Lit since Civil War* | 3              |
| (Choose 1 of the following classes for 3 hours) |      |   |                |
| ARHS  | 1003 | Art Appreciation                        | 3              |
| ART   | 1003 | Introduction to Studio Art              | 3              |
| COMM  | 1003 | Film Arts*                              | 3              |
| DRAM  | 1003 | Introduction to Theater                 | 3              |
| GERM  | 2003 | Intermediate German I*                  | 3              |
| SPAN  | 2003 | Intermediate Spanish I*                 | 3              |
| FREN  | 2003 | Intermediate French I*                  | 3              |
| HUMN  | 1003 | Exploring the Humanities                | 3              |
| MUSI  | 1003 | Music Appreciation                      | 3              |
| PHIL  | 2003 | Introduction to Philosophy              | 3              |

**Speech/Communication** **3 hours**  
 COMM 1313 Fundamentals of Communications 3

**Mathematics (Prerequisites: College Algebra)** **6 hours**  
 MATH 2043 Survey of Calculus\* 3  
 MATH 2053 Finite Math\* 3

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

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

**U.S. History or Government** **3 hours**  
*(Choose 1 of the following classes for 3 hours)*

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

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

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

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

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

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

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

*(Can demonstrate computer proficiency by testing or enrollment in course below)*

|      |      |                                      |   |
|------|------|--------------------------------------|---|
| CISQ | 1103 | Introduction to Computer Information | 3 |
|------|------|--------------------------------------|---|

**Total Hours** **65**

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

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

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

The College offers this Associate of Science degree option in Business Administration for those students wishing to complete the first two years of the baccalaureate program at this institution. This degree plan allows the student to complete the basic general education and pre-business degree program requirements. Please see the division dean or Business Department faculty if you have questions. Courses should be completed in the listed sequence along with prerequisites. Please check the catalog for prerequisite courses before enrolling in classes designated with an asterisk(\*). Students desiring to transfer to other four-year institutions as a business major should coordinate their plans with the senior institution and a local academic advisor.

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

*(Choose 2 classes for 6 hours)*

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

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

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

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

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

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

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

|      |      |                                |   |
|------|------|--------------------------------|---|
| COMM | 1313 | Fundamentals of Communications | 3 |
|------|------|--------------------------------|---|

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

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

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

|      |       |                                 |   |
|------|-------|---------------------------------|---|
| ASTR | 2004  | Survey of Universe              | 4 |
| BIOL | 1544  | Principles of Biology I         | 4 |
| BIOL | 1544H | Principles of Biology I, Honors | 4 |
| BIOL | 1014  | General Biology II*             | 4 |
| BIOL | 1014H | General Biology II*, Honors     | 4 |
| MBIO | 2014  | General Microbiology            | 4 |
| BOTY | 1614  | Plant Biology                   | 4 |
| BOTY | 2404  | Survey of Plant Kingdom*        | 4 |
| CHEM | 1024  | Basic Chemistry*                | 4 |
| CHEM | 1054  | Chemistry in the Modern World   | 4 |
| CHEM | 1074  | Fundamentals of Chemistry       | 4 |
| CHEM | 1104  | College Chemistry I*            | 4 |
| CHEM | 1124  | College Chemistry II*           | 4 |
| GEOL | 1114  | General Geology                 | 4 |
| GEOL | 1134  | Environmental Geology           | 4 |
| PHYS | 1024  | Physics and Human Affairs       | 4 |
| PHYS | 2014  | College Physics I*              | 4 |
| PHYS | 2034  | College Physics II*             | 4 |
| PHYS | 2054  | Advanced College Physics I*     | 4 |
| PHYS | 2074  | Advanced College Physics II*    | 4 |

**8 hours****U.S. History or Government***(Choose 1 of the following classes for 3 hours)*

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

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

|      |      |                                       |   |
|------|------|---------------------------------------|---|
| ANTH | 1023 | Introduction to Cultural Anthropology | 3 |
| GEOG | 1123 | Human Geography                       | 3 |
| SOCI | 2013 | General Sociology                     | 3 |
| SOCI | 2033 | Social Problems                       | 3 |
| WCIV | 1003 | Western Civilization I                | 3 |
| WCIV | 1013 | Western Civilization II               | 3 |

**Business Core****21 hours**

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

**Electives****6 hours**

|      |      |          |   |
|------|------|----------|---|
| XXXX | XXX3 | Elective | 3 |
| XXXX | XXX3 | Elective | 3 |

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

**Total Hours****62**

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

**Pre-Health Professions Coursework**

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

Additional information for these programs is available in the Learner Development Center or visit <http://www.nwacc.edu/LDC/trasferservices/Pre-professionalAlliedHealth.php>. Detailed course guides are available with professional program admittance information.

It is important to always consult with the school you plan to attend. NWACC may not have been notified of curriculum changes and requirements.

**Medical Technology****University of Arkansas Medical Sciences, Little Rock: University Partner**

See: <http://www.nwacc.edu/LDC/trasferservices/UniversityPartners>.  
ph: 1-800-981-4427

**Program Prerequisites:**

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

\*Fine Arts/Humanities 6 hrs

(3 credits from each of the two depts.)

\*American History/Government 3 hrs

\*Social Sciences Courses 6 hrs

**Radiologic Technology****UAMS/AHEC-NW, Fayetteville, AR**

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

**Program Requirements:**

|      |      |                               |       |
|------|------|-------------------------------|-------|
| MATH | 1024 | College Algebra               | 4 hrs |
| BIOL | 2214 | Anatomy & Physiology I        | 4 hrs |
| BIOL | 2224 | Anatomy & Physiology II       | 4 hrs |
| ENGL | 1013 | English Composition I         | 3 hrs |
| ENGL | 1023 | English Composition II        | 3 hrs |
| PLSC | 2003 | American National Govt. OR    | 3 hrs |
| HIST | 2003 | Hist of Amer People 1877 OR   |       |
| HIST | 2013 | Hist of Amer People from 1877 |       |
| PSYC | 2003 | General Psychology            | 3 hrs |
| SOCI | 2013 | General Sociology             | 3 hrs |
| COMM | 1313 | Fundamentals of Comm          | 3 hrs |
| CISQ | 1103 | Introduction to Comp Info     | 3 hrs |

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

**Dental Hygiene****University of Arkansas, Fort Smith**

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

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

**Missouri Southern State University, Joplin**

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

|                                       |      |                            |       |
|---------------------------------------|------|----------------------------|-------|
| BIOL                                  | 2214 | Anatomy & Physiology I     | 4 hrs |
| BIOL                                  | 2224 | Anatomy & Physiology II    | 4 hrs |
| ENGL                                  | 1013 | English Composition I      | 3 hrs |
| CHEM                                  | 1024 | Basic Chemistry            | 4 hrs |
| MBIO                                  | 2014 | General Microbiology       | 4 hrs |
| PSYC                                  | 2003 | General Psychology         | 3 hrs |
| SOCI                                  | 2013 | General Sociology          | 3 hrs |
| HIST                                  | 2003 | History of American People | 3 hrs |
| HIST                                  | 2013 | History of American People | 3 hrs |
| COMM                                  | 1313 | Fundamentals of Comm       | 3 hrs |
| HLSC                                  | 1002 | Wellness                   | 3 hrs |
| One hour of physical education course |      |                            |       |
| PLSC                                  | 2003 | American National Govt.    | 3 hrs |
|                                       |      | Fine Arts Course           | 3 hrs |

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

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

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

**Diagnostic Medical Sonography****University of Arkansas Medical Sciences/AHEC - Fayetteville, Arkansas**

For the latest information, call (501) 686-6510. All courses must be completed with a "C" or better. Admittance is very competitive. See an advisor.

|   |                |                         |       |
|---|----------------|-------------------------|-------|
| ENGL                                    | 1013           | English Composition I   | 3 hrs |
| ENGL                                    | 1023           | English Composition II  | 3 hrs |
| Fine Arts/Humanities (3 hours for each) |                |                         |       |
| COMM                                    | 1313           | Fund. Of Communications | 3 hrs |
| MATH                                    | 1204 or higher |                         |       |
| BIOL                                    | 2214           | Anatomy & Physiology I  | 4 hrs |
| BIOL                                    | 2224           | Anatomy & Physiology II | 4 hrs |
| PHYS                                    | 1064           | Introduction to Physics | 4 hrs |
| HIST                                    | 2003/2013      | American History OR     | 3 hrs |
| PLSC                                    | 2003           | American National Govt. |       |
| PSYC                                    | 2003           | General Psychology      | 3 hrs |
| SOCI                                    | 2013           | General Sociology       | 3 hrs |
| CISQ                                    | 1103           | Intro. To Comp. Info    | 3 hrs |

10 hrs of electives

\*MATH 1204, BIOL 2214/2224, and CISQ 1103 must be current within 7 years

**University Partnerships with NorthWest Arkansas Community College****Bachelor degrees offered on the NWACC campus**

NorthWest Arkansas Community College, through partnerships with two universities, offers three bachelor's degrees on campus.

1. Bachelor of Science in Education degree from the University of Arkansas
  - BSE in Elementary Education (Pre-K thru 4th grade)
  - Earn an Associate of Science degree from NWACC
  - Apply and be accepted to U of A College of Education and Health Professions
  - Take U of A classes on NWACC campus taught by U of A faculty

- Finally, earn your BSE and be recommended for licensure
- 2. Bachelor of Science in Business Administration from the University of Arkansas, BSBA in General Business Complete an Associate's of Science (WCOB) Degree (or equivalent) in Business
  - Satisfy all upper division course prerequisite sites
  - Earn a cumulative grade point average of 2.50
  - Apply and be accepted to the U of A Walton College of Business
  - Take U of A classes on NWACC campus
- 3. Bachelor of Science degree from University of Arkansas for Medical Sciences, BS in Medical Technology
  - Earn an Associate of Science degree from NWACC
  - Apply and be accepted to UAMS College of Health Related Professions
  - Take classes using CDs and NWACC laboratory classes
  - Final year of internships at local hospitals
  - Earn your BS in Medical Technology

|   |   |
|---|---|
| <p><b>Franklin University</b><br/> <i>Community College Alliance</i><br/>         201 South Grant Avenue<br/>         Columbus, OH 43215<br/>         1-888-341-6237<br/>         www.alliance.franklin.edu</p> <p><i>“Your bachelor's degree is as close as your computer”</i></p>   | <p><i>Online classes</i><br/> <b>Bachelor of Science degrees offered in 12 Majors:</b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Applied Management</li> <li>• Business Administration</li> <li>• Computer Science</li> <li>• Digital Communication</li> <li>• Health Care Management</li> <li>• Human Resources Management</li> <li>• Information Technology</li> <li>• Management</li> <li>• Management Information Sciences</li> <li>• Marketing</li> <li>• Public Safety Management</li> </ul> |
| <p><b>John Brown University</b><br/> <i>Advance</i><br/>         Northwest Center<br/>         3889 Willowood Avenue<br/>         Springdale, AR 72762<br/>         800-JBU-GRAD<br/>         www.jbu.edu/advance</p> <p><i>“Our students bring a world of experience to the classroom and everyone benefits.”</i></p>            | <p><i>Evening classes</i><br/> <b>Bachelor of Science degree in:</b></p> <ul style="list-style-type: none"> <li>• Business Information Systems</li> <li>• Organizational Management</li> </ul> <p><b>Bachelor of Science in Education degree in:</b></p> <ul style="list-style-type: none"> <li>• Early Childhood Education (P-4)</li> </ul>  |
| <p><b>University of Arkansas</b><br/> <i>College of Education &amp; Health Professions</i><br/>         100 Graduate Education Bldg.<br/>         Fayetteville Arkansas 72701<br/>         479-575-4690<br/>         www.uark.edu/hrd</p> <p><i>“Learn people skills applicable to many career and leadership positions.”</i></p> | <p><i>Weekend classes</i><br/> <b>Bachelor of Science in Education degree in:</b></p> <ul style="list-style-type: none"> <li>• Human Resource Development</li> </ul>  |

# ASSOCIATE OF APPLIED SCIENCE DEGREES

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

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

## **Business and Computer Information Division**

- Business Management
- Accounting Technology Option
- General Business Option
- Banking and Finance Option
- Retail Option
- Retail Option with Marketing Analyst Program Certification
- Computer Aided Drafting and Design
- Architectural Design Option
- Civil Design Option
- Landscape Design Option
- Computer Information
- Information Management and Applications Option
- Computer Programming Option
- Computer Networking Option

## **Career and Technical Programs Division**

- Aviation Technology Maintenance
- Hospitality (Certificate Program)
- Early Childhood

## **Communication & Art Division**

- Graphic Design

## **Health Professions Division**

- EMT-Paramedic
- Fire Science
- Nursing
- Physical Therapist Assistant
- Respiratory Therapy

## **Science, Mathematics, Regulatory, and Technology Division**

- Electronics Technology
- Environmental and Regulatory Science
- Safety and Health and Hazardous Material option
- Environmental Management option

## **Social and Behavioral Sciences Division**

- Criminal Justice
- Homeland Security
- Paralegal Studies
- Paraeducator Technical Certificate Program

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

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

The Associate of Applied Science Degree is designed for employment purposes and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance and only from the institution to which they wish to transfer.

# DEGREE PROGRAMS BY DIVISION

## DIVISION OF BUSINESS AND COMPUTER INFORMATION

### Associate of Applied Science Degree in Business Management

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

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

An advisory committee of area business representatives and business faculty continually evaluate the course content of each option. Adjustments are made to keep the content relevant to the needs of employers and employees in the area.

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

### Accounting Technology A.A.S.\* Degree Option

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

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

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

#### General Business Required Courses 21 hours

|      |      |                                 |   |
|------|------|---------------------------------|---|
| ACCT | 2013 | Principles of Accounting I      | 3 |
| ACCT | 2023 | Principles of Accounting II     | 3 |
| BLAW | 2013 | Legal Environment of Business I | 3 |
| CISM | 1503 | Spreadsheet Analysis (Excel)    | 3 |

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| ECON | 2013 | Macroeconomics OR                   | 3 |
| ECON | 2023 | Microeconomics                      | 3 |
| OSIM | 1103 | Business Communications             | 3 |
| BUTR | 2033 | Acquisition & Mgmt of Human Capital | 3 |

#### Additional Requirements 27 hours

|      |      |   |   |
|------|------|---|---|
| ACCT | 2043 | Computerized Accounting                         | 3 |
| ACCT | 2053 | Cost Accounting                                 | 3 |
| ACCT | 2083 | Managerial Accounting                           | 3 |
| CISM | 1303 | Operating Systems (Windows) OR                  | 3 |
| PROG | 1003 | Beginning BASIC Programming OR                  | 3 |
| CISM | 1203 | Internet Resourcing                             | 3 |
| OSIM | 2303 | Records Systems Management OR                   | 3 |
| CISM | 1403 | Database Management (Access)                    | 3 |
| BLAW | 2023 | Legal Environment of Business II OR             | 3 |
| BLAW | 2003 | Business Ethics                                 | 3 |
| BUTR | 2043 | Acquisition & Management of Financial Resources | 3 |
| BADM | 2513 | Business Organization and Mgmt                  | 3 |
| OSIM | 2103 | Business Presentations (PowerPoint)             | 3 |

#### Total Hours 63/64

\*Terminal non-transfer degree

### General Business Option

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

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

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

#### General Business Required Courses 21 hours

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

#### Additional Requirements 27 hours

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| ACCT | 2053 | Cost Accounting OR                  | 3 |
| ACCT | 2083 | Managerial Accounting               | 3 |
| CISM | 1303 | Operating Systems (Windows) OR      | 3 |
| OSIM | 1013 | Administrative Office Mgmt OR       | 3 |
| CISM | 1203 | Internet Resourcing                 | 3 |
| CISM | 1403 | Database Management (ACCESS)        | 3 |
| BLAW | 2003 | Business Ethics OR                  | 3 |
| BLAW | 2023 | Legal Environment of Business II    | 3 |
| BADM | 2513 | Business Organization & Management  | 3 |
| INTB | 1003 | Intro. to International Business OR | 3 |
| MGMT | 1003 | Intro. to Business                  | 3 |
| BADM | 2523 | Small Business Management OR        | 3 |

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| MGMT | 1013 | Free Enterprise (SIFE)              | 3 |
| BUTR | 2013 | Markets and Consumers               | 3 |
| CISM | 1603 | Word / Information Processing I OR  | 3 |
| OSIM | 2103 | Business Presentations (PowerPoint) | 3 |

**Total Hours** **63/64**

*\*Terminal, non-transfer degree*

### Banking and Finance Option

The Associate of Applied Science Degree option in Banking and Finance is offered in cooperation with the Center for Financial Training ([www.cftonline.org](http://www.cftonline.org)) and is designed to prepare individuals for entry to mid-level management positions within the area of banking and financial services.

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

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

#### General Business Required Courses 21 hours

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

#### Additional Requirements 6-9 hours

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| BADM | 2413 | Business Math                       | 3 |
| CISM | XXXX | Computer Applications Elective OR   | 3 |
| OSIM | 2103 | Business Presentations (PowerPoint) | 3 |
| CFT  | 7740 | Marketing Financial Services OR     | 3 |
| BUTR | 2013 | Markets and Consumers               | 3 |

#### CFT Courses\*\* 18-21 hours\*\*\*

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| BFIN | 2743 | Marketing for Bankers (CFT 7740)    | 3 |
| BFIN | 2533 | Money & Banking (CFT 1350)          | 3 |
| BFIN | 2663 | Law & Banking Principles (CFT 3660) | 3 |
| BFIN | 2003 | Consumer Lending (CFT 7008)         | 3 |
| BFIN | 2373 | Principles of Banking (CFT 1370)    | 3 |

**Total Hours** **63/64**

*\*Terminal non-transfer degree.*

*\*\*Center for Financial Training courses will be used and credits transferred to NWACC. Graduates may seek certification through CFT, subject to CFT approval.*

*\*\*\*Other courses as approved by Division Dean to meet credit requirements.*

### 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.

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

|      |      |  |   |
|------|------|--|---|
| CISQ | 1103 | Intro to Computer Information OR<br>Computer Proficiency | 3 |
| ENGL | 1013 | Composition I  | 3 |
| ENGL | 1023 | Composition II   | 3 |
| MATH | 1204 | College Algebra  | 4 |
| PSYC | 2003 | General Psychology OR                                    | 3 |
| XXXX | XXX3 | Other Social/Behavioral Science Elective                 | 3 |

#### General Business Required Courses 21 hours

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

#### Additional Requirements 27 hours

|      |      |                                 |   |
|------|------|---------------------------------|---|
| OSIM | 2103 | Business Presentations          | 3 |
| BADM | 2733 | Web Business Strategy & Mktg OR | 3 |
| CISM | 1203 | Internet Resourcing             | 3 |
| BADM | 2513 | Business Organization & Mgmt    | 3 |
| CISM | 1403 | Database Management—ACCESS      | 3 |
| BLAW | 2003 | Business Ethics                 | 3 |
| INTB | 2063 | International Management OR     | 3 |
| INTB | 2033 | International Marketing         | 3 |
| MGMT | 1033 | Retail Management               | 3 |
| CISQ | 2013 | Business Statistics             | 3 |
| BUTR | 2013 | Markets and Consumers           | 3 |

**Total Hours** **63-64**

*\*Terminal, non-transfer degree*

### Retail Degree Option (with Marketing Analyst Program Certification)

The Associate of Applied Science degree option in Retail with the Marketing Analyst Program certificate prepares students for management and supervisory positions with excellent prospects for employment in the field of retail. The Marketing Analyst Program meets the area's growing need for entry level analysts with advanced computer and Retail Link© skills for Wal-Mart and the supplier community through Corporate and Continuing Education. The Marketing Analyst Program courses XMRK 5001, 5002, 5003, 5004, and 5005 substitute for OSIM 1103, CISM 1503, CISM 1403, MGMT 1033, and CISQ 2013 respectively.

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

|      |      |  |   |
|------|------|--|---|
| CISQ | 1103 | Intro to Computer Information OR<br>Computer Proficiency | 3 |
| ENGL | 1013 | Composition I  | 3 |
| ENGL | 1023 | Composition II   | 3 |
| MATH | 1204 | College Algebra  | 4 |
| PSYC | 2003 | General Psychology OR                                    | 3 |
| XXXX | XXX3 | Other Social/Behavioral Science Elective                 | 3 |

#### General Business Required Courses 21 hours

|      |      |                                 |   |
|------|------|---------------------------------|---|
| ACCT | 2013 | Principles of Accounting I      | 3 |
| ACCT | 2023 | Principles of Accounting II     | 3 |
| BLAW | 2013 | Legal Environment of Business I | 3 |

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| XMRK | 5002 | Computer Skills I                   | 3 |
| ECON | 2013 | Macroeconomics OR                   | 3 |
| ECON | 2023 | Microeconomics                      | 3 |
| XMRK | 5001 | Communication Skills                | 3 |
| BUTR | 2033 | Acquisition & Mgmt of Human Capital | 3 |

**Additional Requirements 27 hours**

|      |      |                                 |   |
|------|------|---------------------------------|---|
| OSIM | 2103 | Business Presentations          | 3 |
| BADM | 2733 | Web Business Strategy & Mktg OR | 3 |
| CISM | 1203 | Internet Resourcing             | 3 |
| BADM | 2513 | Business Organization & Mgmt    | 3 |
| XMRK | 5003 | Computer Skills II              | 3 |
| BLAW | 2003 | Business Ethics                 | 3 |
| INTB | 2063 | International Management OR     | 3 |
| INTB | 2033 | International Marketing         | 3 |
| XMRK | 5004 | Retail Fundamentals             | 3 |
| XMRK | 5005 | Merchandising & Data Analysis   | 3 |
| BUTR | 2013 | Markets and Consumers           | 3 |

**Total Hours 63-64**

*\*Terminal, non-transfer degree*

**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 & 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, Landscape Design, and Civil 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 in Architectural Design, Landscape Design, and Civil Design. Our staff of licensed and experienced design professionals teach all NWACC certificate program disciplines to ensure that students are prepared with the training needed for job advancement or transition into the workplace.

NWACC CAD students develop technical skills for design using the latest software and training methods. This training includes a solid base of mathematics, physical sciences, communication skills, and practical experience with modern equipment and techniques. Employed CAD designers will find many opportunities to acquire the formal training needed to further advance in a present job or to prepare for another career.

An advisory committee works with NWACC to make the CAD program as relevant and up-to-date as possible. These civic-minded representatives of local businesses, industry, government, professional and public service agencies assist the College in the identification of needs and the development of new areas within our existing programs.

**Associate of Applied Science in Computer Aided Design**

The Associate of Applied Science degree in Computer Aided Design (CAD) is the result of community interest to have a diversified CAD program. Our state-of-the-art facilities utilize the latest AutoCAD software to prepare individuals interested in entry-level design positions. All CAD graduates can feel assured of excellent job opportunities after completion of our two-year AAS options or certificate programs.

**Architectural Design Option and Architectural Design Certificate\*\***

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 15-16 hours**

|  |      |  |   |
|--|------|--|---|
| CISQ   | 1103 | Intro to Computer Information              | 3 |
| ENGL   | 1013 | English Composition I                      | 3 |
| ENGL   | 1023 | English Composition II                     | 3 |
| ENGL   | 2013 | Technical Writing                          | 3 |
| MATH   | 1204 | College Algebra OR                         | 4 |
| MATH   | 1103 | Survey of College Math                     | 3 |
| XXXX   | XXX3 | Soc./Behavioral Science Elective           | 3 |
| <i>CAD Required Courses 20 hours (**Architectural Design Certificate Program Requirements)</i> |      |  |   |
| DRFT   | 2113 | AutoCAD I/Architecture                     | 3 |
| DRFT   | 2154 | AutoCAD II                                 | 4 |
| DRFT   | 2253 | Architectural Design                       | 3 |
| DRFT   | 2233 | 3D Building Modeling & Documentation-REVIT | 3 |

|      |      |  |   |
|------|------|--|---|
| DRFT | 2283 | Advanced REVIT                             | 3 |
| DRFT | 2282 | Modeling & Presentation I (3D Studio VIZ)  | 2 |
| DRFT | 2292 | Modeling & Presentation II (3D Studio VIZ) | 2 |

**Additional Requirements 28-31 hours**

|      |      |  |   |
|------|------|--|---|
| DRFT | 2483 | HVAC & Electrical Design OR                          | 3 |
| DRFT | 2554 | Blueprint Reading & Production                       | 3 |
| DRFT | 2403 | Site Planning & Land Development                     | 3 |
| ART  | 1313 | Design I OR  | 3 |
| DRFT | 2464 | Blueprint Reading – General Structures               | 3 |
| DRFT | 2333 | Advanced 3D Modeling                                 | 3 |
| DRFT | 1234 | Engineering Graphics I                               | 4 |
| OSIM | 2103 | Business Presentations (PowerPoint) OR               | 3 |
| ART  | 2333 | Color Studies (Photoshop)                            | 3 |
| COMM | 2503 | Small Group Communication OR                         | 3 |
| DRFT | 2474 | Blueprint Reading-Large Scale & Specialty Structures | 4 |
| CISM | 1503 | Spreadsheet Analysis (Excel)                         | 3 |
| DRFT | 2953 | CAD Internship                                       | 3 |

**Total Hours 63-67 hours**

*\*Terminal, non-transfer degree*

**Landscape Design Option and Landscape Design Certificate\*\***

The Associate of Applied Science degree option in Landscape Design prepares individuals for professional practice in a wide variety of Landscape design work environments.

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

|      |      |                                  |   |
|------|------|----------------------------------|---|
| CISQ | 1103 | Intro. To Computer Information   | 3 |
| ENGL | 1013 | English Composition I            | 3 |
| ENGL | 1023 | English Composition II OR        | 3 |
| ENGL | 2013 | Technical Writing                | 3 |
| MATH | 1204 | College Algebra OR               | 4 |
| MATH | 1103 | Survey of College Math           | 3 |
| XXXX | XXX  | Soc./Behavioral Science Elective | 3 |

**CAD Required Courses 20 hours**

*(\*\*Landscape Design Certificate Program Requirements)*

|      |      |                                  |   |
|------|------|----------------------------------|---|
| DRFT | 2113 | AutoCAD I – Architecture         | 3 |
| DRFT | 2163 | Landscape Design                 | 3 |
| BOTY | 1614 | Plant Biology                    | 3 |
| DRFT | 2523 | Garden & Plant Design            | 3 |
| DRFT | 2154 | AutoCAD II                       | 4 |
| DRFT | 2403 | Site Planning & Land Development | 3 |

**Additional Requirement 29-30 hours**

|      |      |  |   |
|------|------|--|---|
| BOTY | 2404 | Survey of the Plant Kingdom            | 4 |
| HORT | 1103 | Plants in the Home                     | 3 |
| HORT | 2004 | Principles of Horticulture             | 4 |
| DRFT | 2263 | Civil Engineering Fundamentals         | 3 |
| DRFT | 2253 | Architectural Design                   | 3 |
| OSIM | 2103 | Business Presentations (PowerPoint) OR | 3 |
| ART  | 2333 | Color Studies (Photoshop)              | 3 |
| COMM | 2503 | Small Group Communication OR           | 3 |
| DRFT | 2454 | Blueprint Reading & Production         | 4 |
| CISM | 1503 | Spreadsheet Analysis (Excel)           | 3 |
| DRFT | 2953 | CAD Internship                         | 3 |

**Total Hours 64-66**

*\*Terminal, non-transfer degree*

**Civil Design Option and Civil Design Certificate\*\***

The Associate of Applied Science degree option in Civil Design will prepare individuals for an entry-level position as a CAD tech for Structural or Civil Engineering firms.

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

|           |      |                                    |   |
|-----------|------|------------------------------------|---|
| CISQ      | 1103 | Intro. To Computer Information     | 3 |
| ENGL      | 1013 | English Composition I              | 3 |
| ENGL      | 1023 | English Composition II OR          | 3 |
| ENGL      | 2013 | Technical Writing                  | 3 |
| MATH      | 1204 | College Algebra OR                 | 4 |
| MATH      | 1103 | Survey of College Math             | 3 |
| XXXX XXX3 |      | Social/Behavioral Science Elective | 3 |

**CAD Required Courses 20 hours**

*(\*\*Civil Design Certificate Program Requirements)*

|      |      |  |   |
|------|------|--|---|
| DRFT | 2263 | Civil Engineering Fundamentals               | 3 |
| DRFT | 2403 | Site Planning & Land Development             | 3 |
| DRFT | 2113 | AutoCAD I-Engineering                        | 3 |
| DRFT | 2154 | AutoCAD II OR                                | 4 |
| DRFT | 2474 | Blueprint Reading-Lge Scale Spec. Structures | 4 |
| DRFT | 2163 | Landscape Design                             | 3 |
| ENSC | 2204 | Introduction to Soil Science                 | 4 |

**Additional Requirements 29-30 hours**

|      |      |  |   |
|------|------|--|---|
| DRFT | 1234 | Engineering Graphics I                     | 4 |
| DRFT | 2433 | (LDD) Land Development Desktop I           | 3 |
| DRFT | 2443 | (LDD) Land Development Desktop II          | 3 |
| DRFT | 2333 | Advanced 3D Modeling                       | 3 |
| DRFT | 2282 | Modeling & Presentation I (3D Studio VIZ)  | 2 |
| DRFT | 2292 | Modeling & Presentation II (3D Studio VIZ) | 2 |
| OSIM | 2103 | Business Presentations (Power Point) OR    | 3 |
| ART  | 2333 | Color Studies (Photoshop)                  | 3 |
| COMM | 2503 | Small Group Communication OR               | 3 |
| DRFT | 2454 | Blueprint Reading & Productions            | 4 |
| CISM | 1503 | Spreadsheet Analysis(Excel)                | 3 |
| DRFT | 2903 | CAD Internship                             | 3 |

**Total Hours 64-66**

*\*Terminal, non-transfer degree*

**Associate of Applied Science Degree in Computer Information Systems**

The Associate of Applied Science Degree in Computer Information Systems provides a curriculum that will help students update their technical skills for personal/professional use or earn a degree that will enable them to increase their job opportunities.

The Associate of Applied Science degree in Computer Information Systems offers students three different options: Information Management and Applications, Computer Programming, and the Computer Networking. These options allow students to tailor their degree to the specific area in which they are interested.

With the assistance of area business representatives and computer information faculty, these options are

built around a common core of general education and basic business and computer courses. These options, and the courses offered, are under continuous review by faculty and an advisory committee to ensure that NWACC is offering the computer skills that are in demand for today's workforce.

### Information Management and Application 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.

In Spring 2007 this degree, with the option in Information Management and Applications, was developed by consolidating the degree options previously offered in Information Systems Applications, Web Technologies, and Office System Support. If you were pursuing one of the previous options and have questions about how this consolidation affects you and/or the courses you have taken, please contact the Chair of the Computer Information Department or the Dean of the Business and Computer Information Division.

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

|      |      |                                    |   |
|------|------|------------------------------------|---|
| CISQ | 1103 | Intro to Computer Information      | 3 |
| ENGL | 1013 | English Composition I              | 3 |
| ENGL | 1023 | English Composition II             | 3 |
| MATH | 1204 | College Algebra OR                 | 4 |
| MATH | 1003 | Math for A.A.S. General Educ.      | 3 |
| PSYC | 2003 | General Psychology OR              | 3 |
| XXXX | XXX3 | Social/Behavioral Science Elective | 3 |

#### General Business Required Courses Choose 15 hours

|      |      |                                 |   |
|------|------|---------------------------------|---|
| ACCT | 2013 | Principles of Accounting I      | 3 |
| ACCT | 2023 | Principles of Accounting II OR  | 3 |
| ACCT | 2043 | Computerized Accounting         | 3 |
| BLAW | 2013 | Legal Environment of Business I | 3 |
| ECON | 2013 | Macroeconomics OR               | 3 |
| ECON | 2023 | Microeconomics                  | 3 |
| OSIM | 1013 | Administrative Office Mgmt.     | 3 |
| OSIM | 1103 | Business Communications         | 3 |

#### Info Mgmt. & Appl Required 33 hours

#### Info Management & Applications Choose 18 hours

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| CISM | 1203 | Internet Resourcing                 | 3 |
| CISM | 1303 | Operating Systems (Windows)         | 3 |
| CISM | 1403 | Database Management (ACCESS)        | 3 |
| CISM | 1503 | Spreadsheet Analysis—EXCEL          | 3 |
| CISM | 1603 | Word/Information Processing I       | 3 |
| OSIM | 2103 | Business Presentations (PowerPoint) | 3 |
| OSIM | 2303 | Records Systems Management          | 3 |
| OSIM | 2703 | Business Application Integration    | 3 |

#### Computer Support Courses Choose 9 hours

|      |      |                                   |   |
|------|------|-----------------------------------|---|
| CISM | 1213 | Web Page Design                   | 3 |
| CISM | 2213 | Advanced Web Page Design          | 3 |
| CISM | 2503 | Advanced Spreadsheet (Excel)      | 3 |
| CISM | 2603 | Word/Information Processing II    | 3 |
| OSIM | 2403 | Desktop Publishing                | 3 |
| OSIM | 2503 | Computer Support & Project Mgmt** | 3 |
| PROG | 1003 | Intro to Programming Logic        | 3 |
| PROG | 1103 | VISUAL Basic Programming          | 3 |
| NTWK | 2013 | Networking & Information Systems  | 3 |
| NTWK | 2053 | Microcomputer Hardware Support    | 3 |

#### Management of Business Choose 6 hours

|      |      |                                   |   |
|------|------|-----------------------------------|---|
| BADM | 2523 | Small Business Management         | 3 |
| BUTR | 2033 | Acquisition/Mgmt of Human Capital | 3 |
| INTB | 1003 | Intro. to International Business  | 3 |

#### Total Hours 63-64

\*Terminal, non-transfer degree

### Computer Programming Applications Option

The Associate of Applied Science degree option in Computer Programming Applications is designed to prepare individuals for careers in computer programming or analysis.

The A.A.S. Degree in Computer Information Systems with the option in Computer Programming Applications was revised in Spring 2007. If you were pursuing this degree option prior to the revision and have questions about how it affects you and/or the courses you have taken, please see the Chair of the Computer Information Department or the Dean of the Business and Computer Information Division.

#### General Education Required Courses 16 hours

|      |      |                                    |   |
|------|------|------------------------------------|---|
| CISQ | 1103 | Intro to Computer Information      | 3 |
| ENGL | 1013 | English Composition I              | 3 |
| ENGL | 1023 | English Composition II OR          | 3 |
| ENGL | 2013 | Technical Writing                  | 3 |
| MATH | 1204 | College Algebra                    | 4 |
| XXXX | XXX3 | Social/Behavioral Science Elective | 3 |

#### General Business Required Courses 12 hours

|      |      |                                 |   |
|------|------|---------------------------------|---|
| ACCT | 2013 | Principles of Accounting I      | 3 |
| BLAW | 2013 | Legal Environment of Business I | 3 |
| ECON | 2013 | Macroeconomics OR               | 3 |
| ECON | 2023 | Microeconomics                  | 3 |
| OSIM | 1103 | Business Communications         | 3 |

#### General Business Elective Courses 12 hours

|       |      |   |   |
|-------|------|---|---|
| ACCT  | 2023 | Principles of Accounting II                           | 3 |
| CISM  | 1203 | Internet Resourcing—(Recommended for Web Development) | 3 |
| CISM  | 1303 | Operating Systems (Windows)                           | 3 |
| CISM  | 1313 | Operating Systems (Unix)                              | 3 |
| CISM  | 1503 | Spreadsheet Analysis—EXCEL                            | 3 |
| CISM  | 2503 | Advanced Spreadsheet (Excel)                          | 3 |
| CIS** | 2243 | Networking OR   | 3 |
| NTWK  | 2013 | Networking & Information Systems                      | 3 |
| CIS** | 2123 | System Analysis                                       | 3 |

**Computer Required Courses 24 hours**

|                                    |      |                                   |   |
|------------------------------------|------|-----------------------------------|---|
| <i>Programming Core (12 Hours)</i> |      |                                   |   |
| CISM                               | 1403 | Database Management (ACCESS)      | 3 |
| CIS**                              | 2023 | Program Design OR                 | 3 |
| PROG                               | 1003 | Introduction to Programming Logic | 3 |
| PROG                               | 1103 | VISUAL Basic Programming          | 3 |
| PROG                               | 2903 | Programming Project (Capstone)    | 3 |

**(Track A) Application Development Required Courses 12 hours**

|      |      |                             |   |
|------|------|-----------------------------|---|
| PROG | 1203 | C++ Programming             | 3 |
| PROG | 1403 | JAVA Programming            | 3 |
| PROG | 1503 | COBOL Programming           | 3 |
| PROG | 2303 | Web Server-Side Programming | 3 |
| PROG | 28xx | Advanced Programming Topic  | 3 |

**(Track B) Web Dev. Required Courses 12 hours**

|      |      |                             |   |
|------|------|-----------------------------|---|
| ART  | 1313 | Design I                    | 3 |
| CISM | 1213 | Web Page Design             | 3 |
| CISM | 1223 | Photoshop                   | 3 |
| CISM | 2213 | Advanced Web Page Design    | 3 |
| PROG | 1303 | Web Client-Side Programming | 3 |
| PROG | 2303 | Web Server-Side Programming | 3 |
| NTWK | 2243 | Securing E-Commerce         | 3 |

**(Track C) Database Dev.-Courses Choose 12 hours**

|      |      |                               |   |
|------|------|-------------------------------|---|
| CISM | 1423 | Database Concepts             | 3 |
| CISM | 1433 | SQL Concepts                  | 3 |
| CISM | 2403 | Advanced Database Management  | 3 |
| CISM | 2413 | Database Integration with VBA | 3 |
| PROG | 1303 | Web Client-Side Programming   | 3 |

**Total Hours: 64**

\*Terminal, non-transfer degree

\*\*Courses offered through Northwest Technical Institute

**Computer Networking A.A.S.\* Degree Option**

The Associate of Applied Science in Computer Information with an option in Computer Networking prepares students for support positions in the fast growing field of network information systems and CISCO networking.

This degree, with the option in Computer Networking, was revised in Spring 2007. If you were pursuing this degree option prior to the revision and have questions about how it affects you and/or the courses you have taken, please see the Chair of the Computer Information Department or the Dean of the Business and Computer Information Division.

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

|      |      |                                    |   |
|------|------|------------------------------------|---|
| CISQ | 1103 | Intro to Computer Information      | 3 |
| ENGL | 1013 | English Composition I              | 3 |
| ENGL | 2013 | Technical Writing                  | 3 |
| MATH | 1204 | College Algebra                    | 4 |
| XXXX | XXX3 | Social/Behavioral Science Elective | 3 |

**General Business Required Courses 12 hours**

|      |      |                                  |   |
|------|------|----------------------------------|---|
| ACCT | 2013 | Principles of Accounting I       | 3 |
| BLAW | 2013 | Legal Environment of Business I  | 3 |
| CISM | 1303 | Operating Systems (Windows)      | 3 |
| OSIM | 2503 | Computer Support & Project Mgmt. | 3 |

**Networking Required Courses 36 hours****Networking Core 24 hours**

|      |      |   |   |
|------|------|---|---|
| CISM | 1313 | Operating Systems (Unix)                    | 3 |
| NTWK | 2013 | Networking and Information Sys. (CCNA 1)    | 3 |
| NTWK | 2023 | Network Administration I                    | 3 |
| NTWK | 2053 | Microcomputer Hardware Support              | 3 |
| NTWK | 2083 | Network Hardware Support (CCNA 2)           | 3 |
| NTWK | 2203 | Command Line Scripting                      | 3 |
| NTWK | 2213 | Switching Basics & Interim.Routing (CCNA 3) | 3 |
| NTWK | 2233 | Information Assurance                       | 3 |

**Networking Electives Choose 12 hours**

|      |      |   |   |
|------|------|---|---|
| NTWK | 2093 | Networking Internship                   | 3 |
| NTWK | 2113 | Network Security                        | 3 |
| NTWK | 2223 | Wan Implementation and Support (CCNA 4) | 3 |
| NTWK | 2243 | Secure E-Commerce                       | 3 |
| NTWK | 2253 | Computer Forensics                      | 3 |
| CISM | 1203 | Internet Resourcing                     | 3 |
| OSIM | 1103 | Business Communications                 | 3 |

**Total Hours 63-64**

\*Terminal, non-transfer degree

**Cisco Network Academy Training**

Students completing courses covering the following four areas will have the preparation necessary for success on the Cisco Certified Networking Associate Exam (CCNA).

- Networking and Information Systems (CCNA 1)
- Network Hardware Support (CCNA 2)
- Switching Basics and Intermediate Routing (CCNA 3)
- WAN Implementation and Support (CCNA 4)

See NTWK course descriptions for specific details.

**Certified Information Systems Security Professional/Security Certified Program Training**

Students completing courses covering the following four areas will have the preparation necessary for success on the Certified Information Systems Security Professional Training or Security Certified Program Exams.

- Information Assurance
- Secure Electronic Commerce
- Network Security
- Computer Forensics

See NTWK course descriptions for specific details.

# DIVISION OF CAREER AND TECHNICAL PROGRAMS

## Mission

The mission of the Division of Career and Technical Education (CTE) at NorthWest Arkansas Community College is to provide northwest Arkansas the benefits of an emerging, well-educated workforce by providing quality career and technical education for both secondary and post-secondary students.

The centerpiece of this division is NWACC's Regional Technology Center, located at 2350 Old Farmington Road in Fayetteville. The RTC serves 16 area high schools by providing access to quality career and secondary level programs that vary from aviation to dental assisting. Students take their core general education classes at their home schools and travel to the RTC for technical classes and optional college general education classes. RTC students can earn industry recognized certifications and begin working toward an associates degree of applied sciences in several different disciplines. Skills USA is a technical student organization which build leadership skills and provide students with opportunities for prizes and scholarships through state and national competitions.

Three postsecondary programs are integrated with the respective secondary programs under the CTE Division. Aviation is located at the NWACC Regional Technology Center. Hospitality meets at the RTC and at several industry sites in the service area and the Early Childhood Education program is highlighted by the licensed daycare housed at the RTC that serves as the lab for ECE students. In the following table are the CTE programs and the various certifications available.

## Associate of Applied Science Degree and Certifications

### Aviation Technology (Maintenance)

The aviation program prepares students for careers in aviation related fields. The aviation career field continues to expand offering opportunities both locally and across the country. As a result of looming retirements for the majority of the existing workforce, the demand for educated, FAA-certified people is forecast to increase significantly. The cost of the aviation training program requires careful planning. Timely application for financial aid and consideration of an alternative funding source is of utmost importance.

| CTE Programs                     | Level                       | Certificates and Degrees  |
|----------------------------------|-----------------------------|---|
| Aviation                         | Secondary<br>Post-secondary | Aviation Maintenance<br>Aviation Management                             |
| Automotive Collision             | Secondary                   |   |
| Computer Repair/Networking       | Secondary                   | Net+, A+  |
| Cosmetology                      | Secondary                   | Licensed Cosmetologist  |
| Criminal Justice                 | Secondary                   | Emergency Telecommunications<br>Certificate,<br>AAS in Criminal Justice |
| Early Childhood Education        | Secondary<br>Post-secondary | CCOT, CDA, AAS in ECE   |
| Graphic Communication (printing) | Secondary                   |   |
| Hospitality & Culinary Arts      | Secondary<br>Post-secondary | ProStart, ServSafe, Technical<br>Certificates & AS in Food Service      |
| Medical Professions              | Secondary<br>Post-secondary | Licensed Dental Assistant, CNA,<br>PCA+                                 |
| Pre-engineering                  | Secondary                   | College credit from Rochester<br>Institute of Technology                |
| Welding                          | Secondary                   | Welding Certification   |

## Associate of Applied Science in Aviation Technology (Maintenance)

Completion of the program qualifies a student to test for a FAA Mechanics License with Powerplant and Airframe ratings.

### Aviation Technology General Courses (17 hours)

|      |      |                                    |   |
|------|------|------------------------------------|---|
| AVTG | 1001 | Introduction to Aviations (GAP100) | 1 |
| AVTG | 1011 | Mathematics                        | 1 |
| AVTG | 1021 | Basic Physics                      | 1 |
| AVTG | 1031 | Aircraft Drawings                  | 1 |
| AVTG | 1041 | Weight and Balance                 | 1 |
| AVTG | 1051 | Fluid Lines and Fittings           | 1 |
| AVTG | 1064 | Basic Electricity                  | 4 |
| AVTG | 1071 | Cleaning and Corrosions Control    | 1 |
| AVTG | 1083 | Materials and Processes            | 3 |
| AVTG | 1091 | Ground Operation and Servicing     | 1 |
| AVTG | 1101 | Forms and Records                  | 1 |
| AVTG | 1111 | General Review                     | 1 |

**Aviation Technology Airframe courses (29 hours)**

|      |      |   |   |
|------|------|---|---|
| AVTA | 1011 | Welding   | 1 |
| AVTA | 1023 | Assembly and Rigging                                    | 3 |
| AVTA | 1032 | Wood Structures/Aircraft Covering/<br>Aircraft Finishes | 2 |
| AVTA | 1047 | Sheet Metal and Non-Metallic Structures                 | 7 |
| AVTA | 1053 | Airframe Electrical                                     | 3 |
| AVTA | 1062 | Ice and Rain Control Fire Protection                    | 2 |
| AVTA | 1071 | Aircraft Instrument Systems Position an<br>Warning      | 1 |
| AVTA | 1081 | Communication and Navigation (Avionics)                 | 1 |
| AVTA | 1092 | Cabin Atmosphere  | 2 |
| AVTA | 1102 | Hydraulics/Pneumatics                                   | 2 |
| AVTA | 1111 | Aircraft Landing Gear                                   | 1 |
| AVTA | 1121 | Aircraft Fuel Systems                                   | 1 |
| AVTA | 1133 | Airframe Inspection/Review                              | 3 |

**Aviation Maint. Power Plant Courses (29 hours)**

|      |      |   |   |
|------|------|---|---|
| AVTP | 1012 | Propellers  | 2 |
| AVTP | 1021 | Engine Lubrication Systems/ Cooling Systems         | 1 |
| AVTP | 1032 | Induction /Airflow / Exhaust and<br>Reverse Systems | 2 |
| AVTP | 1041 | Engine Instrument Systems                           | 1 |
| AVTP | 1051 | Engine Fire Protection Systems                      | 1 |
| AVTP | 1063 | Engine Fuel Systems/Fuel Metering Systems           | 3 |
| AVTP | 1072 | Ignition and Starting Systems                       | 2 |
| AVTP | 1082 | Engine Electrical Systems/Auxiliary<br>Power Units  | 2 |
| AVTP | 1097 | Reciprocating Engines                               | 7 |
| AVTP | 1105 | Turbine Engines/Unducted Fans                       | 5 |
| AVTP | 1113 | Engine Inspection and Review                        | 3 |

**General Education Requirements (15-16 hours)**

|      |      |  |        |
|------|------|--|--------|
| CISQ | 1103 | Introduction to Computer Information OR<br>Computer Literacy | 3      |
| ENGL | 1013 | English Composition I  | 3      |
| ENGL | 1023 | English Composition II OR                                    |        |
| ENGL | 2013 | Technical Writing  | 3      |
| MATH | 1204 | College Algebra OR   |        |
| MATH | 1103 | Survey of College Math OR                                    |        |
| MATH | 1003 | Math for AAS General Education                               | 3 or 4 |
| XXXX | XXX  | Social Science elective                                      | 3      |

**Total Credit Hours (90-91 hours)**

**Aviation Maint. General Certificate of Proficiency**

This credential alone does not qualify the student for FAA approved maintenance license, but will enhance the student's qualifications for other aviation support systems.

**Required Technical Courses (17 hours)**

|      |      |                                |   |
|------|------|--------------------------------|---|
| AVTG | 1001 | Introduction to Aviation       | 1 |
| AVTG | 1011 | Mathematics                    | 1 |
| AVTG | 1021 | Basic Physics                  | 1 |
| AVTG | 1031 | Aircraft Drawings              | 1 |
| AVTG | 1041 | Weight and Balance             | 1 |
| AVTG | 1051 | Fluid Lines and Fittings       | 1 |
| AVTG | 1064 | Basic Electricity              | 4 |
| AVTG | 1071 | Cleaning and Corrosion Control | 1 |
| AVTG | 1083 | Materials and Processes        | 3 |
| AVTG | 1091 | Ground Operation and Servicing | 1 |
| AVTG | 1101 | Forms and Records              | 1 |
| AVTG | 1111 | General Review                 | 1 |

**Airframe Maintenance Technical Certificate**

Completion of the program qualifies a student to test for a FAA Airframe Maintenance License.

**Aviation Technology General Courses (17 hours)**

|      |      |                                   |   |
|------|------|-----------------------------------|---|
| AVTG | 1001 | Introduction to Aviation (GAP100) | 1 |
| AVTG | 1011 | Mathematics                       | 1 |
| AVTG | 1021 | Basic Physics                     | 1 |
| AVTG | 1031 | Aircraft Drawings                 | 1 |
| AVTG | 1041 | Weight and Balance                | 1 |
| AVTG | 1051 | Fluid Lines and Fittings          | 1 |
| AVTG | 1064 | Basic Electricity                 | 4 |
| AVTG | 1071 | Cleaning and Corrosion Control    | 1 |
| AVTG | 1083 | Materials and Processes           | 3 |
| AVTG | 1091 | Ground Operation and Servicing    | 1 |
| AVTG | 1101 | Forms and Records                 | 1 |
| AVTG | 1111 | General Review                    | 1 |

**Aviation Technology Airframe courses (29 hours)**

|      |      |  |   |
|------|------|--|---|
| AVTA | 1011 | Welding  | 1 |
| AVTA | 1023 | Assembly and Rigging                                     | 3 |
| AVTA | 1032 | Wood Structures/ Aircraft Covering/<br>Aircraft Finishes | 2 |
| AVTA | 1047 | Sheet Metal and Non-Metallic Structures                  | 7 |
| AVTA | 1053 | Airframe Electrical                                      | 3 |
| AVTA | 1062 | Ice and Rain Control Fire Protection                     | 2 |
| AVTA | 1071 | Aircraft Instrument Systems Position<br>and Warning      | 1 |
| AVTA | 1081 | Communication and Navigation (Avionics)                  | 1 |
| AVTA | 1092 | Cabin Atmosphere   | 2 |
| AVTA | 1102 | Hydraulics/Pneumatics                                    | 2 |
| AVTA | 1111 | Aircraft Landing Gear                                    | 1 |
| AVTA | 1121 | Aircraft Fuel Systems                                    | 1 |
| AVTA | 1133 | Airframe Inspection/Review                               | 3 |

**Total Hours 46 hours**

**Power-plant Maintenance Tech. Certificate**

Completion of the program qualifies a student to test for a FAA Power-plant Maintenance License.

**Aviation Technology General Courses (17 hours)**

|      |      |                                   |   |
|------|------|-----------------------------------|---|
| AVTG | 1001 | Introduction to Aviation (GAP100) | 1 |
| AVTG | 1011 | Mathematics                       | 1 |
| AVTG | 1021 | Basic Physics                     | 1 |
| AVTG | 1031 | Aircraft Drawings                 | 1 |
| AVTG | 1041 | Weight and Balance                | 1 |
| AVTG | 1051 | Fluid Lines and Fittings          | 1 |
| AVTG | 1064 | Basic Electricity                 | 4 |
| AVTG | 1071 | Cleaning and Corrosion Control    | 1 |
| AVTG | 1083 | Materials and Processes           | 3 |
| AVTG | 1091 | Ground Operation and Servicing    | 1 |
| AVTG | 1101 | Forms and Records                 | 1 |
| AVTG | 1111 | General Review                    | 1 |

**Aviation Maint. Power Plant Courses (29 hours)**

|      |      |  |   |
|------|------|--|---|
| AVTP | 1012 | Propellers                                       | 2 |
| AVTP | 1021 | Engine Lubrication Systems/Cooling Systems       | 1 |
| AVTP | 1032 | Induction/Airflow/Exhaust and<br>Reverse Systems | 2 |
| AVTP | 1041 | Engine Instrument Systems                        | 1 |
| AVTP | 1051 | Engine Fire Protection Systems                   | 1 |
| AVTP | 1063 | Engine Fuel Systems/Fuel Metering Systems        | 3 |
| AVTP | 1072 | Ignition and Starting Systems                    | 2 |
| AVTP | 1082 | Engine Elec. Systems/Auxiliary Power Units       | 2 |
| AVTP | 1097 | Reciprocating Engines                            | 7 |
| AVTP | 1105 | Turbine Engines/Unducted Fans                    | 5 |
| AVTP | 1113 | Engine Inspection and Review                     | 3 |

**Total Hours 46 hours**

## Early Childhood Education A.A.S. \* Degree Program

**Mission:** The Early Childhood Program is committed to providing excellent, research-based educational experiences and modeling best practices for all learners (including the young child and the adult learner).

The Early Childhood Program provides courses that allow students to:

Acquire the lower-division early childhood and child development foundations needed for completion of the AAS degree at NorthWest Arkansas Community College and employment in quality child care centers;

Develop broad perspectives of the discipline by gaining an understanding of the underlying continuity of human development, understanding the relationship between child development and later development and success in life, and understanding the importance of the role of the early childhood professional in today's society;

Comprehend the value of critical thinking in analyzing current trends and issues impacting children and their families by developing a socio-cultural view of child development, critically evaluating research as it pertains to children and their families, drawing sound conclusions from research in order to better inform their professional decisions;

Communicate with colleagues, families, and the broader community about children's issues.

### First Semester (15 hours)

|      |      |  |   |
|------|------|--|---|
| ENGL | 1013 | English Composition I                    | 3 |
| PSYC | 2003 | General Psychology                       | 3 |
| CISQ | 1103 | Intro to Computer Information            | 3 |
| CHED | 1003 | Foundations of Early Childhood Education | 3 |
| AHSC | 1023 | First Responder                          | 3 |

### Second Semester (16 hours)

|      |      |                              |   |
|------|------|------------------------------|---|
| ENGL | 1023 | English Composition II       | 3 |
| PSYC | 2103 | Human Growth and Development | 3 |
| CHED | 2033 | Child Development            | 3 |
| BIOL | 1544 | Principles in Biology I      | 4 |
| CHED | 1033 | Creative Experiences         | 3 |

### Third Semester (18-19 hours)

|      |      |  |   |
|------|------|--|---|
| CHED | 1004 | Child Guidance/Lab                       | 4 |
| CHED | 2023 | Curriculum for Early Childhood Education | 3 |
| CHED | 1024 | Infant and Toddler Development           | 4 |
| BIOL | 1014 | General Biology II/Lab                   | 4 |
| MATH | 1204 | College Algebra OR                       | 4 |
| MATH | 1003 | **Math for AAS General Education OR      | 3 |
| MATH | 1103 | Survey of College Math                   | 3 |

### Fourth Semester (15 hours)

|      |      |                     |   |
|------|------|---------------------|---|
| HLSC | 2103 | Nutrition in Health | 3 |
|------|------|---------------------|---|

|      |      |                              |   |
|------|------|------------------------------|---|
| SOCI | 2043 | Marriage and Family          | 3 |
| CHED | 2043 | Child Development Practicum  | 3 |
| CHED | 2053 | Administration of Child Care | 3 |
|      |      | Related Elective             | 3 |

### Total Hours 64-65

*Related Electives are: SCWK 2133 Social Work; SOCI 2033 Social Problems; SCWK 2633 Child Welfare Upon showing appropriate documentation, students who have obtained CDA certification will receive credit for CHED 2043, Child Development Practicum. CDA-certified students will also have waived a 3-hour elective. \*Terminal, non-transfer degree. \*\*MATH 1003 is non-transferable*

## 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. For information contact the Early Childhood Education Coordinator.

## Hospitality Management and Culinary Arts

**Mission:** The Hospitality Management and Culinary Arts Program is committed to provide training and skills necessary to all levels of the service industry through teaching and practical application.

The hospitality industry is one of the fastest growing industries in Arkansas. Growth in this industry cluster has developed through proliferation of new hotels, restaurants, recreation/travel venues, schools, hospitals, A & P Commissions, Convention & Visitor Bureaus and other entities.

The Hospitality Management and Culinary Arts Program provides several options for students including:

## Certificate of Proficiency in Hospitality Management

### RECOMMENDED SEQUENCE

| Course Offerings:  | Contact Hours |
|--|---------------|
| HMG1 1603 Introduction to Hospitality Mgmt   | 3             |
| COMM 2323 Interpersonal Communications   | 3             |
| HGMT 2694 Hospitality Internship   | 4             |
| <i>Student should choose 2 classes (6 hours) from the following 4 classes:</i>                             |               |
| FDSC 2503 Food Safety and Sanitation   | 3             |
| <i>Food Safety and Sanitation course provides an optional National Certification of ServSafe</i>           |               |
| HRMN 2003 Hotel Operations   | 3             |
| HFDB 2513 Food & Beverage Management   | 3             |
| <i>Food and Beverage Management course provides an optional National Certification of ServSafe Alcohol</i> |               |
| HMKT 2013 Arkansas Tourism   | 3             |

### Total Hours 16

## Culinary Arts Technical Certificate

### RECOMMENDED SEQUENCE

| <b>Course Offerings:</b>   |      |                                  | <b>Contact Hours</b> |
|--|------|----------------------------------|----------------------|
| HMGT   | 1603 | Introduction to Hospitality Mgmt | 3                    |
| FDSC   | 2503 | Food Safety and Sanitation       | 3                    |
| <i>Food Safety course provides optional ServSafe Certification</i>             |      |                                  |                      |
| HFDM   | 2513 | Food and Beverage Management     | 3                    |
| <i>Food and Beverage Mgmt provides optional ServSafe alcohol certification</i> |      |                                  |                      |
| HFDM   | 2533 | Food Production I                | 3                    |
| HFDM   | 2543 | Food Production II               | 3                    |
| HMGT   | 1613 | Culinary Arts I                  | 3                    |
| HMGT   | 1623 | Culinary Arts II                 | 3                    |
| FDSC   | 2513 | Food Science and Nutrition       | 3                    |
| BADM   | 2513 | Business Organization and Mgmt   | 3                    |
| FDSC   | 2523 | Baking                           | 3                    |

### General Education Requirements:

|                               |      |                        |           |
|-------------------------------|------|------------------------|-----------|
| ENGL                          | 0043 | Foundations of Writing | 3         |
| MATH                          | 0013 | PreAlgebra             | 3         |
| <b>Total Credits Required</b> |      |                        | <b>36</b> |

## Associate of Science in Agriculture, Food & Life Sciences

### Course Offerings: Contact Hours

#### First Semester (16 hours)

|      |      |                                  |   |
|------|------|----------------------------------|---|
| HMGT | 1053 | Introduction to Hospitality Mgmt | 3 |
| ENGL | 1013 | Composition I                    | 3 |
| MATH | 1204 | College Algebra                  | 3 |
| MBIO | 2014 | General Microbiology             | 4 |
| FDSC | 2503 | Food Safety and Sanitation       | 3 |

#### Second Semester (16 hours)

|      |      |                              |   |
|------|------|------------------------------|---|
| ENGL | 1023 | Composition II               | 3 |
| HUMN | 1093 | Exploring the Humanities     | 3 |
| CHEM | 1024 | Basic Chemistry              | 4 |
| HFDB | 2513 | Food and Beverage Management | 3 |
| FDSC | 2513 | Food Science and Nutrition   | 3 |

#### Third Semester (16 hours)

|      |      |                       |   |
|------|------|-----------------------|---|
| ARHS | 1003 | Art Appreciation      | 3 |
| SOCI | 2013 | General Sociology     | 3 |
| HFDM | 2533 | Food Production I     | 3 |
| HMGT | 1613 | Culinary Arts I       | 3 |
| BIOL | 1544 | Principles of Biology | 4 |

#### Fourth Semester (16 hours)

|                    |      |   |           |
|--------------------|------|---|-----------|
| SOCI               | 2033 | Social Problems                         | 3         |
| HFDM               | 2543 | Food Production II                      | 3         |
| HMGT               | 1623 | Culinary Arts II                        | 3         |
| HIST               | 2003 | History of American People 1877-Present | 3         |
| HMGT               | 2694 | Internship                              | 4         |
| <b>Total Hours</b> |      |   | <b>64</b> |

# DIVISION OF COMMUNICATION AND ART

## Art Department

### 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. Approximately 85% of the NWACC graduates are employed in the field of Graphic Design.

All Graphic Design courses must be passed with a grade of C or better. An internship is required for graduation. Students must participate in a minimum of 100 hours of supervised work in a graphic design related position with a local company prior to graduation.

Basic skill proficiency in reading, writing, and mathematics is a part of acceptance into this program. Your proficiency may affect the sequence of courses in which you can enroll and may also extend the time required to complete this program. For details see the Academic Placement section, page 33.

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

Graduates of the program will receive an Associate in Applied Science Degree in Graphic Design.

### Major Emphasis: Graphic Design

(not all courses are available each semester; consult catalog to aid in planning)

#### General Education Required Courses Hours

|   |       |                                |   |
|---|-------|--------------------------------|---|
| ENGL  | 1013  | English Composition I OR       | 3 |
| ENGL  | 1013H | English Composition I, Honors  | 3 |
| ENGL  | 1023  | English Composition II, OR     | 3 |
| ENGL  | 1023H | English Composition II, Honors | 3 |
| ENGL  | 2013  | Technical Writing OR           | 3 |
| COMM  | 2303  | Public Speaking                | 3 |
| MATH  | 1204  | College Algebra OR             | 3 |
| MATH  | 1103  | Survey of College Math OR      | 3 |
| MATH  | 1003  | Math for AAS General Education | 3 |
| Social Science Elective (Select from Social Science courses in the catalog) |       |                                |   |

#### Art History Required Courses

|      |      |   |   |
|------|------|---|---|
| ARHS | 2913 | Art History I* OR                             | 3 |
| ARHS | 2923 | Art History II*                               | 3 |
| ARHS | 2823 | The History of Photography and Graphic Design | 3 |

#### Graphic Design and Art Required Courses

|             |      |                                       |    |
|-------------|------|---------------------------------------|----|
| ART         | 1303 | Introduction to Drawing*              | 3  |
| ART         | 1313 | Design I*                             | 3  |
| ART         | 2803 | Introduction to Photography           | 3  |
| ART         | 2363 | Graphic Design I                      | 3  |
| ART         | 2003 | Advanced Drawing                      | 3  |
| ART         | 2103 | Introduction to Painting OR           | 3  |
| ART         | 2123 | Introduction to Watercolor            | 3  |
| ART         | 2113 | Advanced Painting OR                  | 3  |
| ART         | 2133 | Advanced Watercolor OR                | 3  |
| ART         | 2364 | Advanced Graphic Illustration         | 4  |
| ART         | 1323 | Design II OR                          | 3  |
| ART         | 2013 | Figure Drawing OR                     | 3  |
| DRFT        | 2233 | 3-D Building Modeling & Documentation | 3  |
|             |      | REJET                                 | 3  |
| ART         | 2373 | Graphic Design II                     | 3  |
| ART         | 2333 | Color Studies                         | 3  |
| ART         | 2383 | Graphic Design III                    | 3  |
| ART         | 2393 | Advanced Graphic Design I**           | 3  |
| ART         | 295V | Graphic Design Internship**           | 3  |
| ART         | 2403 | Advanced Graphic Design II OR **      | 3  |
| ART         | 2813 | Advanced Photography OR               | 3  |
| CISM        | 1213 | Web Page Design OR                    | 3  |
| ART         | 2903 | Web Animation                         | 3  |
| Total Hours |      |                                       | 63 |

\*Should be the first classes taken in this degree

\*\*Should be the last class taken in this degree

# DIVISION OF HEALTH PROFESSIONS

## Associate of Applied Science and Certificate Programs

The following programs offer either a certificate or an Associate of Applied Science degree:

| NWACC Program                | Certificate or AAS   | Examination for Certification or Licensure |
|------------------------------|----------------------|--|
| EMT - Basic                  | 8 credit hour course | Certification                              |
| EMT- Paramedic               | AAS                  | Certification                              |
| Physical Therapist Assistant | AAS                  | Licensure                                  |
| Respiratory Therapy          | AAS                  | Registry/Licensure                         |
| Fire Science                 | AAS                  |  |
| Patient Care Assistant Plus* |                      |  |
| Certified Nurse Assistant**  |                      |  |
| Dental Assistant**           |                      |  |

\*Currently under development. See description below.

\*\*For complete information on these programs, see the Regional Technology Center section of the Catalog.

### 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 certified at the Basic EMT level. This is the entry level of certification for EMS providers. Graduates may be eligible to obtain employment in local industries, EMS agencies, hospitals, clinics or volunteer at local 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 Allied Health.

Students requesting financial aid should contact the financial aid department at NWACC.

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.

Students must meet NWACC admission criteria and the criteria for the EMT-Basic admission before applying for the EMT-Basic 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 Certification Examination. This includes a criminal background check. Conviction of certain crimes will disallow you from taking the National Registry Exam. The EMT-Basic Course is offered in the Spring and Fall semesters. A cumulative grade point average of at least 2.0 is required in order to complete the EMT-Basic course. EMTA 1013 First Responder is a prerequisite for this program.

EMT 1008 Basic Credit Hours 8

Students must submit a completed EMT Basic Program application packet to the Allied Health Secretary to be considered for acceptance.

For more information, contact the program director at (479) 619-4251 or e-mail jsnarr@nwacc.edu.

### Fire Science Administration and Technology

#### A.A.S. Degree Program

The Fire Science Administration and Technology Program at NWACC is designed to prepare students to enter the fire service, promote to a position of leadership within a fire department, and/or continue their education toward a bachelors degree. The program consists of 67-68 credit hours of course work in fire science technology, fire science administration, emergency medical services, occupational safety, and general education.

Graduates work primarily in the fire service, but there are also employment opportunities in private fire protection, safety and stop-loss, insurance agencies, inspection and investigation.

Practical skills training will accompany the Firefighter I and II and EMT-Basic 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 Fire Science core course work with a grade of "C" or better.

The Allied Health/Fire Science scholarship is currently available for tuition assistance for the Firefighter I and II courses.

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 to be considered for acceptance. Students must also meet NWACC admission criteria. For more information, contact the Program Director at

(479) 619-4276, visit [www.nwacc.edu/academics/alliedhealth](http://www.nwacc.edu/academics/alliedhealth) or email [jsprott@nwacc.edu](mailto:jsprott@nwacc.edu).

**Fall Semester- 1st Year (15-16 hours)**

|      |      |  |   |
|------|------|--|---|
| ENGL | 1013 | English Comp. I                        | 3 |
| EMTA | 1013 | First Responder                        | 3 |
| MATH | 1103 | Survey of College Math* OR             | 3 |
| MATH | 1003 | Math for AAS General Education * OR    | 3 |
| MATH | 1204 | College Algebra                        | 4 |
| FIRE | 1003 | Intro. to Fire Science                 | 3 |
| FIRE | 1013 | Fire Suppression: Tactics & Strategies | 3 |

**Spring Semester-1st Year (14 hours)**

|      |      |  |   |
|------|------|--|---|
| FIRE | 1033 | Fire Officer Leadership                | 3 |
| FIRE | 1023 | Fire Service Hydraulics & Water Supply | 3 |
| EMTA | 1008 | Emergency Medical Tech.-Basic          | 8 |

**Summer Semester-1st Year (6 hours)**

|      |      |   |   |
|------|------|---|---|
| CISQ | 1103 | Intro. To Computer Information Elective | 3 |
|      |      |   | 3 |

**Fall Semester – 2nd Year (12 hours)**

|      |      |                                |   |
|------|------|--------------------------------|---|
| ENGL | 1023 | English Composition II* OR     | 3 |
| ENGL | 2013 | Technical Writing              | 3 |
| FIRE | 1043 | Fire Prevention & Inspection   | 3 |
| FIRE | 2023 | Fire Department Administration | 3 |
| COMM | 1313 | Fund. Of Comm. OR              | 3 |
| COMM | 2303 | Bus. & Prof. Speaking          | 3 |

**Spring Semester – 2nd Year (12 hours)**

|      |      |   |   |
|------|------|---|---|
| FIRE | 2033 | Building Construction for the Fire Services | 3 |
| FIRE | 2063 | Fire Service Instructional Methodology      | 3 |
| PSYC | 2003 | General Psychology OR                       | 3 |
| SOCI | 2013 | General Sociology                           | 3 |
|      |      | Elective                                    | 3 |

**Summer Semester-2nd year (8 hours)**

|      |      |                |   |
|------|------|----------------|---|
| FIRE | 1104 | Firefighter I  | 4 |
| FIRE | 1114 | Firefighter II | 4 |

**Total Hours 67-68**

\*College Algebra and English Comp. II should be taken if planning to transfer to a 4-year institution.

## Paramedic Certificate Program (EMT-Paramedic)

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. Students who meet or exceed the entry-level requirements for paramedic usually find employment prior to graduation. 100% 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 basic accord to the federal government standards.

Financial aid can be requested from our financial aid department.

Upon successful completion of this program, the student will have obtained a certificate in Paramedic Science. Students may opt to continue their education and obtain an associate in applied science by completing the necessary course work.

Students will be assessed didactically as well as clinically and in the lab.

Students must meet NWACC admission criteria and the criteria for admission to the Paramedic program before applying.

All ESL students seeking admission into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test in mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is recommended for ESL students seeking entrance into Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in health professions scoring below a level 4 are required to meet with the Program Director for advisement and assistance in finding resources to enhance this necessary skill.

The Arkansas Department of Health's Division of Emergency Medical Services states that students must be 18 years of age and be certified as an EMT in order to meet their requirements to take the Paramedic certification examinations. The Paramedic program begins the summer semester of each school year. A student must be currently certified in EMT Basic 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.

Deadline for the completed Paramedic Program application to be received by the Allied Health Secretary is the first Monday of March.

For more information, contact the program director at (479) 619-4251, visit [www.nwacc.edu/academics/alliedhealth](http://www.nwacc.edu/academics/alliedhealth) or e-mail [jsnarr@nwacc.edu](mailto:jsnarr@nwacc.edu).

**Paramedic Program Prerequisites (11 hours)**

|      |      |  |   |
|------|------|--|---|
| EMTA | 1023 | First Responder                        | 3 |
| EMTA | 1008 | EMT Basic Emergency Medical Technology | 8 |

**First Semester – Summer (6 hours)**

|      |      |                                    |   |
|------|------|------------------------------------|---|
| EMTA | 1001 | Cardiac Dysrhythmias               | 1 |
| EMTP | 1003 | Paramedic Pharmacology             | 3 |
| EMTP | 1012 | Human Systems & Patient Assessment | 2 |

**Second Semester – Fall (17 hours)**

|      |      |                            |   |
|------|------|----------------------------|---|
| EMTP | 1011 | Emergency Respiratory Care | 1 |
| EMTP | 1026 | Paramedic Clinical I       | 6 |
| EMTP | 1111 | EMS Environment I          | 1 |
| EMTP | 1123 | Medical Emergencies I      | 3 |
| EMTP | 1206 | Emergency Cardiac Care     | 6 |

**Third Semester – Spring (14 hours)**

|      |      |                            |   |
|------|------|----------------------------|---|
| EMTP | 1022 | Shock & Fluid Therapy      | 2 |
| EMTP | 1031 | EMS Environment II         | 1 |
| EMTP | 1032 | Traumatology               | 2 |
| EMTP | 1204 | Paramedic Clinical II      | 4 |
| EMTP | 1233 | Medical Emergencies II     | 3 |
| EMTP | 1402 | Paramedic Field Internship | 2 |

**Total Hours (including prerequisites) 48 hours**

*\*College Algebra and English Comp. II should be taken if planning to transfer to a 4-year institution.*

**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 AAS degree may be taken prior to the paramedic certificate program or after the program.

The A.A.S. in Paramedic Science requires 24-25 credit hours of general education/science core classes and 48 credit hours of Paramedic classes for a total of 76 credit hours.

The following courses (taken prior to or after completion of the Paramedic courses) are required in addition to the courses required for the Paramedic Certificate Program:

|      |      |                                |   |
|------|------|--------------------------------|---|
| AHSC | 1001 | Medical Terminology            | 1 |
| BIOL | 2214 | Anatomy & Physiology I         | 4 |
| BIOL | 2224 | Anatomy & Physiology II        | 4 |
| CISQ | 1103 | Introduction to Computer Info. | 3 |
| ENGL | 1013 | English Composition I          | 3 |
| ENGL | 1023 | English Composition II OR      | 3 |
| ENGL | 2013 | Technical Writing              | 3 |
| MATH | 1204 | College Algebra OR             | 4 |
| MATH | 1003 | Math for AAS                   | 3 |
| PSYC | 2003 | General Psychology             | 3 |
| XXXX | XXX3 | Elective                       | 3 |

**Total Hours 75 or 76 hours**

*(Note: College Algebra is recommended for those transferring to a 4-year institution.)*

**Patient Care Assistant+**

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. 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.

Its unique two-phase design allows those new to healthcare and the licensed CNA entry into the program at the appropriate educational level. In addition, the Alzheimer’s Unit in Phase I and Phase II are offered as stand-alone courses.

Successful PCA+ participants will be eligible to test for CNA licensure through the Arkansas Department of Health, Office of Long Term Care and will receive PCA+ Certification from NWACC Corporate and Continuing Education. Employment opportunities include hospitals, home health agencies, assisted living organizations, and long-term care facilities.

This project is funded, in part, by a grant awarded under the President’s Community Based Job Training Grants, as implemented by the U.S. Department of Labor’s Employment and Training Administration. For program and financial aid information, contact the CBJTG office at (479) 619-4165; to obtain current information for class schedules, contact (479) 936-5175.

**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 and within the physical therapy plan of care. Under the supervision of a physical therapist 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, assess-

ing patient progress toward the physical therapy goals, 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 Allied Health Department is the first Monday in March. Additionally, consult with the PTA Program Director regarding policies and information related to the licensure examination. The PTA degree program consists of 28 hours of general education courses and 43 hours of PTA core courses for a total of 71 credit hours in the AAS degree. All required general education courses must be passed with a grade of C or better.

Student 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.

All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics,

reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is recommended for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

Graduates of the PTA Program receive an Associate in Applied Science in Physical Therapist Assistant. The three-year average first-time pass on the National Physical Therapist Assistant Examination is 100% with 100% employment rate in the field of physical therapy within 6 months of graduation.

For more information, contact the Physical Therapist Assistant Program Director at (479) 619-4253, visit [www.nwacc.edu/academics/pta](http://www.nwacc.edu/academics/pta) or e-mail [rcrider@nwacc.edu](mailto:rcrider@nwacc.edu).

**NOTE: The following General Education prerequisite (28 hour) courses must be completed before the student may begin taking program courses.**

|      |      |                               |   |
|------|------|-------------------------------|---|
| MATH | 1204 | College Algebra OR            | 4 |
| MATH | 1003 | Math for AAS                  | 3 |
| BIOL | 2214 | Anatomy & Physiology I        | 4 |
| BIOL | 2224 | Anatomy & Physiology II       | 4 |
| PSYC | 2003 | General Psychology            | 3 |
| ENGL | 1013 | English Composition I         | 3 |
| ENGL | 1023 | English Composition II OR     | 3 |
| ENGL | 2013 | Technical Writing             | 3 |
| AHSC | 1001 | Medical Terminology           | 1 |
| CISQ | 1103 | Introduction to Computer Info | 3 |
| PHYS | 1064 | Introduction to Physic OR     | 4 |
| PHYS | 2014 | College Physics I             | 4 |

**Summer Semester (6 hours)**

|      |      |                                      |   |
|------|------|--------------------------------------|---|
| PHTA | 2102 | Clinical Kinesiology                 | 2 |
| PHTA | 2103 | Clinical Kinesiology Lab             | 3 |
| PHTA | 2101 | Basic Principles of Physical Therapy | 1 |

**Fall Semester (17 hours)**

|      |      |                                  |   |
|------|------|----------------------------------|---|
| PHTA | 2252 | Life Span Development            | 2 |
| PHTA | 2231 | Theory & Treatment Technique     | 1 |
| PHTA | 2232 | Theory & Treatment Technique Lab | 2 |
| PHTA | 2201 | Physical Therapy Procedures I    | 1 |
| PHTA | 2202 | Physical Therapy Procedures II   | 2 |
| PHTA | 2271 | Clinical Experience I            | 1 |
| PHTA | 2213 | Pathophysiological Conditions    | 3 |
| PHTA | 2222 | Communication & Documentation    | 2 |
| PHTA | 2241 | Gait Analysis Training           | 1 |
| PHTA | 2242 | Gait Analysis Training Lab       | 2 |

**Spring Semester (14 hours)**

|      |      |                                    |   |
|------|------|------------------------------------|---|
| PHTA | 2301 | Physical Therapy Procedures II     | 1 |
| PHTA | 2302 | Physical Therapy Procedures II Lab | 2 |
| PHTA | 2321 | Therapeutic Exercise               | 1 |
| PHTA | 2333 | Therapeutic Exercise Lab           | 3 |
| PHTA | 2342 | Neurophysiology                    | 2 |
| PHTA | 2341 | Neurophysiology Lab                | 1 |
| PHTA | 2332 | Special Topics                     | 2 |
| PHTA | 2352 | Clinical Experience II             | 2 |

**Summer Semester (6 hours)**

|      |      |                        |   |
|------|------|------------------------|---|
| PHTA | 2403 | Clinical Internship I  | 3 |
| PHTA | 2413 | Clinical Internship II | 3 |

*NOTE: Either a 3 or 4 hour College Algebra course will be accepted. College Algebra and College Physics I are recommended for those planning to transfer to a 4-year institution. Students may take BIOL 0112 Introduction to Life Science or BIOL 1544 Principles of Biology for the A&P I pre-requisite.*

*Clinical Placement may be subject to a criminal background check, drug screening and other clinical facility policies.*

**Respiratory Therapy A.A.S. Degree Program**

Respiratory Therapists (RT) deal with one of the critical life-sustaining functions of the human body: breathing! RTs work with patients who have been diagnosed with disorders ranging in severity from the non-acute and chronic lung diseases to life-threatening emergencies. RTs might treat newborns, trauma victims, drowning victims and patients suffering from asthma, bronchitis, coronary heart disease, emphysema and pneumonia.

Respiratory Therapists work primarily in hospitals, but employment opportunities are also available in home health agencies, nursing homes, physician offices, sales, and home equipment companies.

A student must meet NWACC admission criteria and the criteria for admission to the RT Program before applying. All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is recommended for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific

Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

The deadline for the completed RT Program application packet to be received in the Allied Health Department is the first Monday in June.

Students will be required to demonstrate proficiency in both the respiratory therapy and general education courses. Students must complete all required course work with a grade of "C" or better. The Respiratory Therapy Program is designed to prepare students for advanced level respiratory therapy. The program consist of 28 or 29 credit hours in general education and 53 credit hours in respiratory therapy course work. Clinical placement is subject to criminal background checks, drug screening and other clinical facility policies.

For more information, contact the Program Director at (479) 619-4250, visit [www.nwacc.edu/academics/alliedhealth](http://www.nwacc.edu/academics/alliedhealth) or email [aclark@nwacc.edu](mailto:aclark@nwacc.edu).

*NOTE: The following General Education prerequisite (21 or 22 hours) courses must be completed before the student may begin taking program courses.*

|      |      |                           |   |
|------|------|---------------------------|---|
| BIOL | 2214 | Anatomy & Physiology I    | 4 |
| BIOL | 2224 | Anatomy & Physiology II   | 4 |
| CISQ | 1103 | Intro to Computer Info    | 3 |
| MATH | 1204 | College Algebra OR        | 4 |
| MATH | 1003 | Math for AAS              | 3 |
| ENGL | 1013 | English Composition I     | 3 |
| ENGL | 1023 | English Composition II OR | 3 |
| ENGL | 2103 | Technical Writing         | 3 |
| AHSC | 1001 | Medical Terminology       | 1 |

**Fall Semester – 1st Year (14 hours)**

|      |      |                              |   |
|------|------|------------------------------|---|
| RESP | 2102 | Concepts in Respiratory Care | 2 |
| RESP | 2123 | Pulmonary Diseases           | 3 |
| RESP | 2103 | Cardiopulmonary A & P        | 3 |
| RESP | 2112 | Cardiopulmonary Diagnostics  | 2 |
| RESP | 2104 | Respiratory Care Science     | 4 |

**Spring Semester – 1 Year (13 hours)**

|      |      |  |   |
|------|------|--|---|
| MBIO | 2014 | Microbiology                             | 4 |
| RESP | 2214 | Equipment & Procedures                   | 4 |
| RESP | 2222 | Pharmacology for Respiratory Care        | 2 |
| RESP | 2232 | Assessment and Diagnosis                 | 2 |
| RESP | 2201 | Home and Rehabilitative Respiratory Care | 1 |

**Summer Semester-1st Year (7 hours)**

|      |      |   |   |
|------|------|---|---|
| RESP | 2306 | Clinical Practicum                      | 6 |
| RESP | 2501 | Dysrhythmias for Respiratory Therapists | 1 |

**Fall Semester-2nd Year (13 hours)**

|      |      |                             |   |
|------|------|-----------------------------|---|
| RESP | 2414 | Mechanical Ventilation I    | 4 |
| RESP | 2433 | Pediatrics and Perinatology | 3 |
| RESP | 2423 | Clinical Practicum II       | 3 |
| PSYC | 2003 | General Psychology          | 3 |

**Spring Semester-2nd Year (13 hours)**

|      |      |                           |   |
|------|------|---------------------------|---|
| RESP | 2514 | Mechanical Ventilation II | 4 |
| RESP | 2503 | Professional Development  | 3 |
| RESP | 2523 | Clinical Practicum III    | 3 |
| RESP | 2533 | Critical Care             | 3 |

## Nursing

### The Nursing Program is approved by the Arkansas State Board of Nursing

The Associate of Applied Science (AAS) in Nursing Program, (also known as Associate Degree Nursing or ADN) offers a technical, competency-based education that prepares students to provide direct care to clients having common, recurring health problems with predictable outcomes. Graduates will function within the guidelines for Associate Degree Nursing as defined by the following National League for Nursing (NLN) competencies: direct care provider, manager of client care, and member within the profession of nursing. The Nursing Program prepares the graduate to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to function as a Registered Nurse in providing client care at the beginning staff level position. Ninety-one percent of graduates over the last five years have been successful in passing the NCLEX-RN. Subsequently, graduates report a nearly one hundred percent employment rate. Employers consistently rank NWACC Registered Nurses as above average in meeting professional standards of care.

Any individual having been found guilty of a misdemeanor or felony may be ineligible to write the NCLEX exam for licensure as a Registered Nurse. The Director of Nursing Education can provide further information.

### Admission Procedure

Applicants must be high school graduates or have completed the high school level General Education Development (GED) Test.

All ESL students seeking admissions into program tracks in Health Professions are required to complete the COMPASS ESL Listening Test. The ESL listening test is a component of the COMPASS test which is a college placement and diagnostic test for mathematics, reading and writing skills in addition to the ESL placement component. Interested students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. A level 4 score is recommended for ESL students seeking entrance in Health Professions Programs at NWACC. The level 4 score indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. All ESL students seeking career paths in Health Professions scoring below a level 4 are required to meet with the Program Director in their specific

Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.

Applications are available each year in mid-January for admission consideration into the Nursing course sequence for summer or fall of that year.

Completed applications are due by the March 1 deadline.

Contact:

Elaine Holloway, RN, MSN  
 Director of Nursing Education  
 One College Drive  
 Bentonville, AR 72712

(479) 619-4255 E-mail: [nursing@nwacc.edu](mailto:nursing@nwacc.edu)

Website: [www.nwacc.edu/academics/nursing](http://www.nwacc.edu/academics/nursing) Consult with nursing faculty at a Pre-Nursing Advisement Session concerning appropriate curriculum planning. The Advisement Session schedule can be found at [www.nwacc.edu/academics/nursing](http://www.nwacc.edu/academics/nursing).

### The Nursing Program offers two tracks:

#### Traditional Track (Begins each Fall)

#### Access Nursing (Begins each Summer for 4 consecutive semesters)

### Nursing Student Selection

#### Traditional Track

Students are accepted students into the Traditional Track course sequence each Fall. The applicant must complete the following minimum criteria by the end of the Spring semester in order to be considered eligible for admission into the Fall semester:

- A. General Education Pathway-15 hours with a cumulative GPA of 2.5 including:
  1. College Algebra or Survey of College Mathematics or higher level math i.e. MATH 1213, MATH 2043, etc.
  2. At least one of the three required science courses of Anatomy & Physiology I, Anatomy & Physiology II (no older than 5 years), and Microbiology
  3. At least 7 credit hours of the required general education courses: English Composition I, English Composition II, General Psychology, Human Growth and Development, a 3-hour computer course, and a college transferable elective OR

- B. Assessment Score Pathway-Less than 15 hours of college credit:
1. Certain scores on ACT or COMPASS assessment tests; see the Director of Nursing Education for eligibility under this pathway
  2. A student being admitted under these criteria must follow the first year and second year Nursing curriculum as outlined under the Nursing Curriculum Requirements.

### Access Nursing

Access Nursing is funded by a grant awarded under the President's Community Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. This grant builds the college's capacity to meet the needs of the healthcare industry by graduating more registered nurses, improving the productivity of the current nursing population and increasing numbers of bilingual health-care professionals in Benton and Washington counties. Students, regardless of ethnicity, who meet program requirements, are eligible to apply, but Access Nursing especially seeks students fluent in both English and Spanish. According to the "Jobs for Veterans Act", veterans will also be given preference for admission.

To be eligible for Access Nursing, the student must have completed all the required general education courses with at least a "C" or better prior to beginning the Nursing sequence have an overall Grade Point Average (GPA) of 2.5 or better. In addition, the Nursing Program strongly recommends that Access Nursing students be willing to limit outside employment to 12-15 hours per week or less.

**After the application deadline**, all applicants contact the Nursing Office to schedule mandatory testing (TEAS-Test of Essential Academic Skills). Testing is scheduled in the month of March. Applicants accrue points based on the number of pre/co-requisite courses completed, course grades, and the TEAS score. They are then placed in ranked order. Selection for admission is made by the Nursing Admissions Committee in descending order of scores until the class is filled. A letter informing the applicant of the Committee's decision is mailed in late May for Access Nursing and by mid-June for the Fall class. An alternate list is maintained for filling positions that are declined. The alternate list is on file only until the immediate class selection process is completed. The alternate list is not maintained as a waiting list.

### Admission by Transfer

Students who have been enrolled in nursing courses in another nursing program and are seeking transfer into the NWACC Nursing Program should contact the Director of Nursing Education. Official transcripts with course descriptions will be evaluated for transferable nursing course credit. Each student will be evaluated on an individual basis. Admission by transfer is subject to space availability.

A student who has successfully completed a Fundamentals/Foundations course at another nursing program is eligible to apply to NWACC's Nursing Program. All eligible students will enter the second semester of the Program (regardless of how many nursing course have been completed in the previous program) enrolling in NURS 9206 Nursing Care of Adult I and NURS 9203 Nursing Care of the Older Adult. The following shall apply to all eligible students:

- A. No more than 4 semesters shall have elapsed since the completion of the Fundamentals/ Foundations course. If more than 4 semesters have elapsed, the student is not eligible for entry into the second semester. He/she may apply for entry into NURS 9108 Fundamentals of Nursing.
- B. Every transferring student will be subject to application requirements:
  - having an overall GPA of 2.5
  - taking the TEAS test
  - accruing points for grades in the required general education courses
- C. Transfer students will be required to furnish a letter of recommendation from the previous nursing program stating they are in good standing and eligible to return to that program.
- D. Residency requirements for graduation from the Nursing Program will include at least two semesters in the Nursing Program at NWACC.

**Readmission by Consent of the Nursing Department**

Contact the Director of Nursing Education for information.

**Additional Program Fees**

In addition to general College expenses (tuition, fees), Nursing Students have the following estimated needs (Expenses are subject to change.):

- Graduation Expenses (includes NCLEX-RN fees) \$800.00
- Liability Insurance \$30.00
- Miscellaneous (stethoscope, scissors, name pin, etc.) \$80.00-\$200.00
- Textbooks \$800.00

**Nursing Curriculum Requirements**

**Traditional Track**

**Prerequisite Semester (7 or 8 hours)**

|      |      |  |   |
|------|------|--|---|
| BIOL | 2214 | Anatomy & Physiology I*  | 4 |
| MATH | 1204 | College Algebra OR<br>Higher level Math (Math 1213, Math 2043, etc.)<br>OR | 4 |
| MATH | 1103 | Survey of College Math   | 3 |

**Fall Semester of First Professional Year (15 hours)**

|      |      |                          |   |
|------|------|--------------------------|---|
| BIOL | 2224 | Anatomy & Physiology II* | 4 |
| PSYC | 2003 | General Psychology       | 3 |
| NURS | 9108 | Fundamentals of Nursing  | 8 |

**Spring Semester of First Professional Year (16 hours)**

|      |      |                           |   |
|------|------|---------------------------|---|
| MBIO | 2014 | Microbiology              | 4 |
| ENGL | 1013 | English Composition I     | 3 |
| NURS | 9203 | Nursing Care Older Adults | 3 |
| NURS | 9206 | Nursing Care of Adults I  | 6 |

**Summer Term (6 hours)**

|      |      |                                 |   |
|------|------|---------------------------------|---|
| XXXX | 0003 | Elective (College Transferable) | 3 |
| PSYC | 2103 | Human Growth & Development      | 3 |

**Fall Semester of Second Professional Year (14 hours)**

|      |      |   |   |
|------|------|---|---|
| ENGL | 1023 | English Composition II                            | 3 |
| NURS | 9305 | Nursing Care of Adults II                         | 5 |
| NURS | 9306 | Nursing Care of Childbearing/ Childrearing Family | 6 |

**Spring Semester of Second Professional Year (13 hours)**

|      |      |   |   |
|------|------|---|---|
| CISQ | 1103 | Intro to Computer Information                       | 3 |
| NURS | 9404 | Nursing Care of Persons with Psychosocial Stressors | 4 |
| NURS | 9406 | Nursing Care of Adults III                          | 6 |

**Total Program: 71 or 72 hours**

\*Anatomy & Physiology credit must be no older than 5 years.  
(Consult with Director of Nursing Education if not current)

\*\*Non-transferable credit

\*\*\*Or pass the CISQ Challenge Exam available in the Testing Center  
Access Nursing students must complete all general education courses prior to beginning the nursing sequence.

**Advanced Placement Opportunity**

LPNs are offered an opportunity to earn credit for NURS 9108 Fundamentals of Nursing, NURS 9206 Nursing Care of Adults I, and NURS 9203, Nursing Care of Older Adults, and NURS 9203 Nursing Care of Older Adults, by successful completion of NURS 9304 LPN to RN Transition. Departmental examinations are available for certain other required courses. More information is available and arrangements can be made through the Nursing Program office. CLEP examinations are available for specified general education hours and can be taken at the NorthWest Arkansas Community College Testing Center.

**LPN to RN Transition (Option #1)- Spring Entry \***

The Following Courses must be completed prior to Spring entry:

- MATH 1204 College Algebra OR
- MATH 1103 Survey of College Mathematics\*\* (higher level Math (Math 1213, Math 2043, etc.)
- BIOL 2214 Anatomy & Physiology I\*
- BIOL 2224 Anatomy & Physiology II\*
- PSYC 2003 General Psychology

This sequence will be followed once the LPN is accepted into the Nursing Program under Option #1:

**Spring Semester of First Professional Year (16 hours)**

|      |      |                              |   |
|------|------|------------------------------|---|
| MBIO | 2014 | General Microbiology         | 4 |
| ENGL | 1013 | English Composition          | 3 |
| NURS | 9203 | Nursing Care of Older Adults | 3 |
| NURS | 9206 | Nursing Care of Adults       | 6 |

**Summer Term (6 hours)**

|      |      |                            |   |
|------|------|----------------------------|---|
| XXXX | 0003 | College Level Elective     | 3 |
| PSYC | 2013 | Human Growth & Development | 3 |

**Fall Semester of Second Professional Year (14 hours)**

|      |      |   |   |
|------|------|---|---|
| ENGL | 1023 | English Composition II                            | 3 |
| NURS | 9305 | Nursing Care of Adults II                         | 5 |
| NURS | 9306 | Nursing Care of Childbearing/ Childrearing Family | 6 |

**Spring Semester of Second Professional Year (13 hours)**

|      |      |   |   |
|------|------|---|---|
| CISQ | 1103 | Introduction to Computer Information                | 3 |
| NURS | 9404 | Nursing Care of Persons with Psychosocial Stressors | 4 |
| NURS | 9406 | Nursing Care of Adults III                          | 6 |

*\*After Spring 2008, Option #1 will no longer be available.*

## LPN to RN Transition (Option #2\*)

The following courses must be completed prior to entry into NURS 9304:

- MATH 1204 College Algebra OR
- MATH 1103 Survey of College Mathematics (higher level Math – i.e. Math 1213, Math 2043, etc.)\*\*
- Successful completion of NURS 9304 LPN to RN Transition.
- BIOL 2214 Anatomy & Physiology I\*
- BIOL 2224 Anatomy & Physiology II\*
- MBIO 2014 General Microbiology
- ENGL 1013 English Composition I
- PSYC 2003 General Psychology
- PSYC 2103 Human Growth & Development
- XXXX 0003 College Level Elective

This sequence will be followed once the LPN is accepted into the Nursing Program under Option #2.

### 1st Semester (4 hours)

|      |      |                           |   |
|------|------|---------------------------|---|
| NURS | 9304 | LPN/LPTN to RN Transition | 4 |
|------|------|---------------------------|---|

### 2nd Semester (14 hours)

|      |      |  |   |
|------|------|--|---|
| ENGL | 1023 | English Composition II                                 | 3 |
| NURS | 9305 | Nursing Care of Adults II                              | 5 |
| NURS | 9306 | Nursing Care of Childbearing/<br>Childrearing Families | 6 |

### 3rd Semester (13 hours)

|      |      |  |   |
|------|------|--|---|
| CISQ | 1103 | Introduction to Computer Information***                | 3 |
| NURS | 9404 | Nursing Care of Persons with<br>Psychosocial Stressors | 4 |
| NURS | 9406 | Nursing Care of Adults III                             | 6 |

**Total Program: 71 or 72 hours**

\*\* Non-transferable course

\*\*\*Or pass the CISQ Challenge Exam available in the Testing Center

**\*Beginning Fall '07, Option #2 will be known as LPN to RN Transition Track**

## DIVISION OF SCIENCE & MATHEMATICS

### Associate of Science in Agriculture, Food, and Life Sciences Degree

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 developed by a consortium of colleges and universities. The Arkansas Consortium for Teaching of Agriculture (ACTA), is currently 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 affirm 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 Division of Science and Mathematics can give students guidance on course selection for particular majors, but in general, the requirements are as follows:

|  | (Credit Hours)  |
|--|-----------------|
| English Composition 1013 & 1023  | 6               |
| Speech/Communication   | 3               |
| Humanities 6   | 6               |
| Social and Behavioral Science  | 6               |
| U.S. History   | 3               |
| Lab Science or Agriculture related (number and type depends on student's major)                | 16              |
| College Algebra 1204 or higher level math  | 3 or 4          |
| Careers orientation course   | 2               |
| Introductory agriculture-related course (In some area of agricultural, food, or life sciences) | 3               |
| Coursework related to student's intended major or to college-specific requirements             | 14              |
| <b>Total Hours</b>   | <b>62 or 63</b> |

### Associate of Science in Agriculture, Food & Life Sciences

| Course Offerings:                          | Contact Hours     |
|--|-------------------|
| <b>First Semester</b>                      | <b>(16 hours)</b> |
| HMGT 1053 Introduction to Hospitality Mgmt | 3                 |
| ENGL 1013 Composition I                    | 3                 |
| MATH 1204 College Algebra                  | 3                 |
| MBIO 2014 General Microbiology             | 4                 |
| FDSC 2503 Food Safety and Sanitation       | 3                 |
| <b>Second Semester</b>                     | <b>(16 hours)</b> |
| ENGL 1023 Composition II                   | 3                 |
| HUMN 1093 Exploring the Humanities         | 3                 |
| CHEM 1024 Basic Chemistry                  | 4                 |
| HFDB 2513 Food and Beverage Management     | 3                 |
| FDSC 2513 Food Science and Nutrition       | 3                 |

### Third Semester (16 hours)

|           |                       |   |
|-----------|-----------------------|---|
| ARHS 1003 | Art Appreciation      | 3 |
| SOCI 2013 | General Sociology     | 3 |
| HFDM 2533 | Food Production I     | 3 |
| HMGT 1613 | Culinary Arts I       | 3 |
| BIOL 1544 | Principles of Biology | 4 |

### Fourth Semester (16 hours)

|                    |   |           |
|--------------------|---|-----------|
| SOCI 2033          | Social Problems                         | 3         |
| HFDM 2543          | Food Production II                      | 3         |
| HMGT 1623          | Culinary Arts II                        | 3         |
| HIST 2003          | History of American People 1877-Present | 3         |
| HMGT 2694          | Internship                              | 4         |
| <b>Total Hours</b> |   | <b>64</b> |

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

Transfer to other community college member institutions of ACTA will also be facilitated by students working on this degree. In addition, many member institutions offer courses that can be taken for credit towards this degree using long distance education or internet technologies. For more information you can access the ACTA web site at [acta@cavern.uark.edu](mailto:acta@cavern.uark.edu).

### 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 1998 weekly average of \$442 for all industries.

Students interested in the electronics technology field need to have an aptitude for math and science and the ability to keep up with rapidly changing technology. A culminating internship in the program allows students to apply to specific positions in area industries the technical knowledge they have learned in classes and labs.

Graduates of the program will receive an AAS degree in Electronics Technology.

Following is a suggested sequence of courses, which can be individualized with the help of advisors both at NWACC and NTI.

#### First Semester (16 hours)

|      |      |                                 |   |
|------|------|---------------------------------|---|
| CIS  | 1003 | Introduction to Computers** OR  | 3 |
| CISQ | 1103 | Intro to Computer Info Systems* | 3 |
| COM  | 1103 | Technical Writing**             | 3 |
| ELT  | 1103 | DC/AC Current Fundamentals**    | 3 |
| ELT  | 1203 | Digital Fundamentals**          | 3 |
| MATH | 1204 | College Algebra*                | 4 |

#### Second Semester (12 hours)

|      |      |                                |   |
|------|------|--------------------------------|---|
| ENGL | 1013 | English Composition I*         | 3 |
| MGMT | 1003 | Intro to Business* OR          | 3 |
| BUTR | 2033 | Acq. & Mgmt. of Human Capital* | 3 |
| ELT  | 2203 | Solid State Devices I          | 3 |
| ELT  | 2403 | Computer Repair/OSC**          | 3 |

#### Summer Semester (6 hours)

|     |      |                              |   |
|-----|------|------------------------------|---|
| ELT | 3103 | Electronic Troubleshooting** | 3 |
| ELT | 4003 | Internship**                 | 3 |

#### Third Semester (15 hours)

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| ELT  | 2203 | Electronic Communications**         | 3 |
| ELT  | 3213 | PLC**                               | 3 |
| IMT  | 1603 | Motors and Motor Controls           | 3 |
| MATH | 1213 | Plane Trigonometry*                 | 3 |
| XXXX | XXX3 | Social/Behavioral Science Elective* | 3 |

#### Fourth Semester (13 hours)

|      |      |                                    |   |
|------|------|------------------------------------|---|
| PHYS | 1064 | Introduction to Physics*           | 4 |
| ENGL | 2013 | Technical Writing* OR              | 3 |
| ENGL | 1023 | English Composition II*            | 3 |
| XXXX | XXX3 | General Elective* OR               | 3 |
| MATH | 1003 | Math for AAS Gen. Education*       | 3 |
| ELT  | 3313 | Industrial Automation & Robotics** | 3 |

**Total Hours: 62**

\* NWACC courses \*\* NTI courses

For more information, contact Dr. Marvin Galloway, (479) 619-4158.

### Environmental & Regulatory Science A.A.S. Degree Options and Certificate Programs

The Division of Science & Mathematics offers a technical, competency-based Associate of Applied Science Degree in the field of Environmental Regulatory Science. Option I focuses on safety & health and the management of hazardous materials in the workplace. Option II focuses on the management of environmental resources. Graduates of either option may work for employers that include private industry, consulting firms, and public utilities. Graduates may also work in the area of government agencies such as EPA, OSHA, or the Corps of Engineers. Approximately 80% have been successful within one year of graduation, as defined by employment in the field or seeking further higher education in a related discipline. Secondary skills related to wildlife, data collection, mapping and air & water quality may be acquired. Participation in an internship is encouraged and may be required for graduation. To acquaint students with professional development opportunities occurring within the field, students are encouraged to participate in a minimum of two hours of special topics for selected field-related conference meetings & activities prior to graduation.

Students must demonstrate basic skills and proficiency in reading, writing, and mathematics as part of acceptance into this program. Proficiency level may affect the sequence of courses enrolled in, and may also extend the time required to complete the program.

Graduates of option I must have Department of Labor Certifications in HAZWOPER, and OSHA Voluntary Compliance. Graduates of option II must also have the HAZWOPER certification. Both options require at least one certification in sampling and analysis. Students will develop technical skills in governmental regulatory software programs currently utilized by industry. Many of these classes are now available online.

For more information, contact Cindy Hammons, (479) 936-5178

## Option I: Safety & Health, and Hazardous Materials Management

The occupational safety and health degree is designed for people entering the safety and/or environmental department within their company or for those who seek employment in this demanding field. The two-year program is designed to equip the safety/environmental professional with the tools needed to keep his/her company in compliance with current regulatory agencies and to create a safe and healthy work environment for all employees.

### First Semester (15 or 16 hours)

|      |      |  |   |
|------|------|--|---|
| BLAW | 2013 | Legal Environment of Business I            | 3 |
| CISQ | 1103 | Introduction to Computer Information       | 3 |
| ENGL | 1013 | English Composition I                      | 3 |
| MATH | 1204 | College Algebra OR                         | 4 |
| MATH | 1003 | Math for AAS General Education             | 3 |
| OSHA | 2203 | OSHA - Dept. of Labor Voluntary Compliance | 3 |

### Second Semester (17 or 18 hours)

|      |      |  |        |
|------|------|--|--------|
| BOTY | 2534 | Environmental Biology OR                                 | 4      |
| ENSC | 1003 | Environmental Science AND                                | 3      |
| ENSC | 1001 | Environmental Science Lab* OR                            | 1      |
| BIOL | 1544 | Principles of Biology (Available Online)                 | 4      |
| CHEM | 1104 | College Chemistry I OR                                   | 4      |
| CHEM | 1024 | Basic Chemistry OR                                       | 4      |
| CHEM | 1054 | Chemistry in the Modern World (Available Online)         |        |
| ENGL | 1023 | English Composition II OR                                | 3      |
| ENGL | 2013 | Technical Writing  | 3      |
| ENSC | 2204 | Introduction to Soil Science* OR                         | 4      |
| FIRE | 1003 | Introduction to Fire Science OR                          | 3      |
| ENSC | 291V | Environmental Special Problems                           | 1 to 4 |
| OSHA | 2003 | Introduction to Industrial, Occupational Safety & Health | 3      |

### Third Semester (16 hours)

|      |      |  |   |
|------|------|--|---|
| CHEM | 2614 | Organic Physiological Chemistry                          | 4 |
| COMM | 1313 | Oral Communication                                       | 3 |
| ENSC | 2233 | Instrumentation, Sampling and Analysis (Air Quality)* OR | 3 |
| ENSC | 2453 | Internship in Environmental Science                      | 3 |
| ENSC | 2243 | Instrumentation, Sampling and Analysis (Water Quality)*  | 3 |
| ENSC | 2703 | Industrial Hygiene: Workplace Environmental Management   | 3 |
| PSYC | 2003 | General Psychology                                       | 3 |

### Fourth Semester (16 hours)

|      |       |   |   |
|------|-------|---|---|
| ENSC | 2303  | Hazardous Material Control and Emergency Response*    | 3 |
| ENSC | 2301L | Hazardous Material Control and Emergency Response Lab | 1 |
| ENSC | 2413  | Environmental Compliance Documentation                | 3 |
| OSHA | 2403  | Ergonomics*   | 3 |
| OSHA | 2533  | Safety and Health Risk Management Elective            | 3 |

**Total Hours: 64 to 66**

## Option II: Environmental Management

The Environmental Management option emphasizes water and land management and stresses soils, water treatment, and waste management. Students in this program have the outlook of an ecologist, and the orientation of a scientist with diverse skills and the ability to solve problems and work with people.

For more information, contact Larry Suchy, (479) 619-4279.

### First Semester (13 or 14 hours)

|      |      |                                 |        |
|------|------|---------------------------------|--------|
| BLAW | 2013 | Legal Environment of Business I | 3      |
| ENGL | 1013 | English Composition I           | 3      |
| MATH | 1204 | College Algebra OR              | 3      |
| MATH | 1003 | Math for AAS General Education  | 3 or 4 |
| BOTY | 2534 | Environmental Biology OR        | 4      |
| ENSC | 1003 | Environmental Science AND       | 3      |
| ENSC | 1001 | Environmental Science Lab*      | 1      |

### Second Semester (17 or 18 hours)

|      |       |                                      |        |
|------|-------|--------------------------------------|--------|
| CISQ | 1103  | Introduction to Computer Information | 3      |
| CHEM | 1104  | College Chemistry I OR               | 4      |
| CHEM | 1024  | Basic Chemistry                      | 4      |
| ENGL | 1023  | English Composition II OR            | 3      |
| ENGL | 2013  | Technical Writing                    | 3      |
| ENSC | 2204  | Introduction to Soil Science* OR     | 4      |
| ENSC | 290V  | Environmental Special Problems       | 3 or 4 |
| ENSC | 2003  | Environmental Management AND         | 3      |
| ENSC | 2001L | Environmental Management Lab         | 1      |

### Third Semester (16 or 17 hours)

|      |      |  |   |
|------|------|--|---|
| CHEM | 2614 | Organic Physiological Chemistry                          | 4 |
| COMM | 1313 | Oral Communication                                       | 3 |
| ENSC | 2233 | Instrumentation, Sampling and Analysis (Air Quality)* OR | 3 |
| ENSC | 2243 | Instrumentation, Sampling and Analysis (Water Quality)*  | 3 |
| GEOL | 1114 | General Geology OR                                       | 4 |
| HIST | 2903 | Environmental History Elective                           | 3 |

### Fourth Semester (16 or 17 hours)

|      |       |   |   |
|------|-------|---|---|
| ENSC | 2303  | Hazardous Material Control and Emergency Response*    | 3 |
| ENSC | 2301L | Hazardous Material Control and Emergency Response Lab | 1 |
| ENSC | 2413  | Environmental Compliance Documentation                | 3 |
| ENSC | 2813  | Environmental Toxicology OR                           | 3 |
| BOTY | 2404  | Survey of the Plant Kingdom                           | 4 |
| PSYC | 2003  | General Psychology                                    | 3 |
| ENSC | 245V  | Internship in Environmental Sciences                  | 3 |

**Total Hours: 61 to 66**

### Certificate of Proficiency in Safety and Health - Available On-Line

The Certificate of Proficiency Program is designed for students that are already working in a related field of safety and health, requiring a basic understanding of federal/state environmental regulations. This program of study would allow an individual the opportunity to improve their job skills for their current job even if no other additional classes were sought. If a student completes the Certificate of Proficiency and then wants to pursue further study, the Technical Certificate described below could be an option.

|                     |       |   |           |
|---------------------|-------|---|-----------|
| OSHA                | 2003  | Introduction to Industrial, Occupational Safety & Health  | 3         |
| OSHA                | 2203  | OSHA - Dept. of Labor Voluntary Compliance OR             | 3         |
| AVSC                | 2213  | Aviation Safety   | 3         |
| ENSC                | 2303  | Hazardous Materials Control and Emergency Response        | 3         |
| ENSC                | 2301L | Hazardous Materials Control and Emergency Response Lab    | 1         |
| OSHA/ENSC           |       | Related Elective  | 3         |
| CISQ                | 1103  | Intro to Computer Information or proficiency demonstrated | 3         |
| <b>Total Hours:</b> |       |   | <b>16</b> |

### Technical Certificate in Environmental and Regulatory Science

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 and ENSC 2233

|                     |       |   |           |
|---------------------|-------|---|-----------|
| OSHA                | 2003  | Introduction to Industrial, Occupational Safety & Health  | 3         |
| OSHA                | 2203  | OSHA - Dept. of Labor Voluntary Compliance                | 3         |
| OSHA                | 2533  | Safety and Health Risk Management                         | 3         |
| ENSC                | 2233  | Instrumentation, Sampling, and Analysis (Air Quality) OR  | 3         |
| ENSC                | 2243  | Instrumentation, Sampling, and Analysis (Water Quality)   | 3         |
| ENSC                | 2303  | Hazardous Materials Control and Emergency Response        | 3         |
| ENSC                | 2301L | Hazardous Materials Control and Emergency Response Lab    | 1         |
| ENSC                | 2413  | Environmental Compliance Documentation                    | 3         |
| ENSC                | 2703  | Industrial Hygiene: Workplace Environmental Management    | 3         |
| OSHA/ENSC           |       | Related Elective  | 6         |
| CISQ                | 1103  | Intro to Computer Information or proficiency demonstrated | 3         |
|                     |       | Elective  | 3         |
| <b>Total Hours:</b> |       |   | <b>34</b> |

# DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

## Legal Studies Department

### Criminal Justice A.A.S Degree Program

The Associate of Applied Science degree program in Criminal Justice is considered appropriate for persons preparing for employment in many municipal, state and private police agencies as well as persons considering employment in local, state, federal, and private correctional facilities. The Associate degree also is a stepping stone for those students who plan to go on for a bachelor's degree. The objective of the degree program is to provide students with an understanding of the process by which justice is distributed in our society, the function and operation of the criminal justice system (law enforcement, criminal courts and corrections) role of individuals in the allocation of justice.

The associate degree in criminal justice has three tracks: a law enforcement track, prevention and corrections track, and forensic sciences track. Students may choose one of the three tracks as an area of emphasis. This emphasis will be fulfilled by completing the 12 hours of criminal justice electives. All students are required to complete the core courses. Core courses for an associate degree include CMJS 2013, 2023, 2033, and 2043. Additional courses are to be taken from areas of social and behavioral sciences as well as Math and English. The total number of hours required for completion of the associates degree is 63. Students may complete the degree in four semesters if they average 16 hours per semester.

NWACC will award six hours of credit for students who can demonstrate completion of training from Arkansas Law Enforcement Training Academy (ALETA). Three hours will substitute for either Law Enforcement in Society or Criminal Procedures and three hours will apply toward Criminal Justice electives. Financial Aid Scholarships are available for CMJS majors.

For more information about careers in the field of criminal justice or aspects of the criminal justice program, visit the departmental website at: [www.nwacc.edu/academics/criminaljustice/index.htm](http://www.nwacc.edu/academics/criminaljustice/index.htm).

| <b>First Semester</b> |      | <b>(15 hours)</b>                |
|-----------------------|------|----------------------------------|
| ENGL                  | 1013 | English Composition I 3          |
| CMJS                  | 2003 | Law Enforcement in Society 3     |
| CISQ                  | 1103 | Intro. To Computer Information 3 |
| COMM                  | 1313 | Fund. Of Communication OR 3      |
| COMM                  | 2303 | Bus & Professional Speaking 3    |
| PSYC                  | 2003 | General Psychology 3             |

| <b>Second Semester</b> |      | <b>(18-19 hours)</b>           |
|------------------------|------|--------------------------------|
| ENGL                   | 1023 | English Composition II 3       |
| CMJS                   | 2013 | Intro. To Criminal Justice 3   |
| PLSC                   | 2003 | American National Government 3 |
| AHSC                   | 1023 | First Responder 3              |
| SOCI                   | 2013 | General Sociology 3            |
|                        |      | Related Electives 3-4          |

| <b>Third Semester</b> |      | <b>(16-17 hours)</b>              |
|-----------------------|------|-----------------------------------|
| MATH                  | 1024 | College Algebra OR 4              |
| MATH                  | 1003 | Math for AAS General Education* 3 |
| CMJS                  | 2023 | Criminology 3                     |
|                       |      | Related Electives 3-4             |
|                       |      | Criminal Justice Electives 6      |

| <b>Fourth Semester</b> |      | <b>(15 hours)</b>            |
|------------------------|------|------------------------------|
| CMJS                   | 2033 | Criminal Law 3               |
| CMJS                   | 2043 | Criminal Procedures 3        |
| SCWK                   | 2233 | Juvenile Delinquency 3       |
|                        |      | Criminal Justice Electives 6 |

| <b>Related Electives</b> |       |                                  |
|--------------------------|-------|----------------------------------|
| SPAN                     | 1003  | Elementary Spanish I 3           |
| SPAN                     | 0013  | Conversational Spanish I** OR 3  |
| SPAN                     | 0023  | Conversational Spanish II** 3    |
| PSYC                     | 2043  | Abnormal Psychology 3            |
| ANTH                     | 1013  | Intro. Biological Anthropology 3 |
| ANTH                     | 1011L | Intro. Biological Anthropology 3 |

| <b>Criminal Justice Electives</b> |      |   |
|-----------------------------------|------|---|
| CMJS                              | 2053 | Criminal Justice Investigation 3            |
| CMJS                              | 2063 | Probation and Parole 3                      |
| CMJS                              | 2073 | Police Administration 3                     |
| CMJS                              | 2083 | Corrections 3                               |
| CMJS                              | 2093 | Introduction to Forensic Anthropology 3     |
| CMJS                              | 2243 | Fraud Examination 3                         |
| CMJS                              | 2343 | Crime Scene Investigations 3                |
| CMJS                              | 2443 | Criminalistics: Intro to Forensic Science 3 |
| CMJS                              | 2453 | Crime Scene Photography 3                   |
| CMJS                              | 2543 | Criminal Justice Internship 3               |

*Note: 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 Criminal Procedures and three hours will apply toward Criminal Justice electives. (Not all courses are available each semester; consult catalog to aid in planning)*

*\*MATH 1003 is non-transferable.*

*\*\*Conversational Spanish courses are non-transferable Terminal non-transfer degree.*

*Related Electives: Spanish I, 3; Conversational Spanish I or II, 3; Abnormal Psychology, 3; Biological Anthropology, 4; State & Local Government, 3. Criminal Justice Electives: Criminal Investigations, 3; Criminology, 3; Probation & Parole, 3; Corrections, 3.*

## Homeland Security/Emergency Management A.A.S. Degree Program

The Associate of Applied Science Degree Program in Homeland Security/Emergency Management is considered appropriate for individuals currently in an emergency response profession seeking to update skills or for those interested in entering the field of homeland security and emergency management. Those benefiting from the program include first responders, fire fighters, corrections and criminal justice professionals, emergency managers, those in the health care professions and corporate and government workers. The Associate degree also is a stepping stone for those students who plan to go for a bachelor's degree, but is a terminal non-transferable degree.

The objective of the degree is to provide students with an understanding of the fundamental principles of emergency management and an all-hazards approach to disaster planning, the ability to understand the basis of terrorism and its effect on society as well as policies and procedures for countermeasures, and understanding both the historical and evolving concept of homeland security within the broader political and national security system of the contemporary nation-state. The Associate of Applied Science Degree in Homeland Security/Emergency Management (HSEM) is a two year interdisciplinary degree program of 65/66 semester hours including 34/35 general education courses. All students are required to complete new core courses of Introduction to Terrorism, Mass Disaster and Emergency Response, Incident Command System, Principles of Emergency Management, and State and Local Disaster Management. For more information about careers in the field of homeland security/emergency management or other aspects of the degree program contact the Homeland Security Coordinator, Criminal Justice Coordinator, or the dean of Legal and Protective Services.

### Possible Placement Requirements

(these hours will not transfer to a four-year Institution):

|      |      |                               |
|------|------|-------------------------------|
| MATH | 0013 | Pre-algebra                   |
| MATH | 0053 | Beginning Algebra             |
| MATH | 0103 | Intermediate Algebra          |
| READ | 0003 | Preparing for College Algebra |
| READ | 0033 | College Reading               |
| ENGL | 004V | Foundations of Writing        |
| ENGL | 0053 | Beginning Writing             |
| ENGL | 0063 | Intermediate Writing          |

### General Education Required Courses (18-19 hours)

|      |      |                               |
|------|------|-------------------------------|
| ENGL | 1013 | English Composition I         |
| ENGL | 1023 | English Composition II        |
| CISQ | 1103 | Intro Computer Information    |
| COMM | 1313 | Fundamentals of Communication |

|      |      |                                   |
|------|------|-----------------------------------|
| MATH | 1204 | College Algebra OR                |
| MATH | 1003 | Math for A.A.S. General Education |
| PLSC | 2003 | American National Government      |

### General Related HSEM Required Courses (17 hours)

|      |      |                                  |
|------|------|----------------------------------|
| MGMT | 1023 | Leadership Development           |
| CHEM | 1024 | Basic Chemistry                  |
| GEOG | 1123 | Human Geography                  |
| ENSC | 2301 | Lab-Haz. Mat. Cont. & Emer Resp. |
| ENSC | 2303 | Haz. Mat. Cont & Emer Resp.      |
| PSYC | 2003 | General Psychology               |

### HSEM Required Courses (15 hours)

|      |      |                                    |
|------|------|------------------------------------|
| HSEM | 1003 | Introduction to Terrorism          |
| HSEM | 1013 | Mass Disaster & Emergency Response |
| HSEM | 1033 | Principles of Emergency Management |
| HSEM | 1043 | State & Local Disaster Management  |
| HSEM | 1053 | Incident Command System            |

### General (FEMA) Electives (Select 6-7 credit hours)

|      |      |  |                |
|------|------|--|----------------|
| HSEM | 1063 | Disaster Operations & Exercises<br>(FEM 103, 141 & 139)      | 3 credit hours |
|      |      | —Emergency Planning & Response<br>(FEM 140,106,129 & IS 362) | 3 credit hours |
|      |      | —Emergency Management Leadership<br>(FEM 132 & 133)          | 2 credit hours |
|      |      | —National Incident Response<br>(IS 700 & 800)                | 1 credit hour  |
|      |      | —Disaster Assistance Operations<br>(FEM 125, 126, 137 & 136) | 4 credit hours |
|      |      | —Animals in Disaster<br>(FEM 109, 110 & 138)                 | 3 credit hours |
|      |      | —Radiological Emergency Management<br>(FEM 115, 102, & 146)  | 3 credit hours |

Additional FEMA (bundled) courses that do not duplicate existing courses may be selected with instructor approval.

### HSEM & Related Electives

|      |      |  |
|------|------|--|
| ENSC | 2413 | Environmental Compliance Doc.                      |
| ENSC | 2233 | Instrument Sampling & Analysis<br>- Air Quality OR |
| ENSE | 2243 | Instrument Sampling & Analysis<br>- Water Quality  |
| PHIL | 2033 | World Religion                                     |
| MBIO | 2014 | General Microbiology                               |
| HSEM | 1093 | Internship   |
| PSYC | 2043 | Abnormal Psychology                                |

Total Hours

62-65

## Paralegal A.A.S. Degree Program

This program is 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. The NWACC program supports the general prin-

principles of ethical legal practice, professional responsibility, and the prohibition against the unauthorized practice of law by non-lawyers. Students receive extensive training in legal ethics, including the mandate that paralegals work only under the supervision of attorneys and are prohibited by law from giving legal advice to the public.

**Possible Placement Requirements**

(these hours will not transfer to a four-year institution):

|      |      |                               |  |
|------|------|-------------------------------|--|
| MATH | 0013 | Pre-algebra                   |  |
| MATH | 0053 | Beginning Algebra             |  |
| MATH | 0103 | Intermediate Algebra          |  |
| READ | 0003 | Preparing for College Algebra |  |
| READ | 0033 | College Reading               |  |
| ENGL | 004V | Foundations of Writing        |  |
| ENGL | 0053 | Beginning Writing             |  |
| ENGL | 0063 | Intermediate Writing          |  |

**First Semester (16 hours)**

|      |      |                                |   |
|------|------|--------------------------------|---|
| ENGL | 1013 | English Composition I          | 3 |
| CISQ | 1103 | Intro. to Computer Information | 3 |
| COMM | 1313 | Fundamentals of Speech         | 3 |
| LEGL | 1043 | Introduction to Law            | 3 |
| LEGL | 1104 | Legal Research                 | 4 |

**Second Semester (15-16 hours)**

|      |      |  |   |
|------|------|--|---|
| MATH | 1204 | College Algebra OR                             | 4 |
| MATH | 1003 | Math for AAS Majors Math                       | 3 |
| PLSC | 2003 | American National Government OR                | 3 |
| HIST | 2003 | History of the American People to 1877 OR      | 3 |
| HIST | 2013 | History of the American People 1877 to Present | 3 |
| ENGL | 1023 | English Composition II                         | 3 |
| CMJS | XXX  | Criminal Justice Elective                      | 3 |
| LEGL | 2133 | Torts  | 3 |

**Third Semester (16 hours)**

|      |      |                    |   |
|------|------|--------------------|---|
| PSYC | 2003 | General Psychology | 3 |
| LEGL | 2323 | Civil Litigation   | 3 |
| LEGL | 1133 | Legal Writing      | 3 |
| LEGL | 2382 | Legal Ethics       | 2 |
| LEGL | 2553 | Real Estate Law    | 3 |
| LEGL | 2252 | Family Law         | 2 |

**Fourth Semester (15-16 hours)**

|      |      |                           |     |
|------|------|---------------------------|-----|
| LEGL | 2643 | Contracts                 | 3   |
| LEGL | 2753 | Wills, Trusts and Probate | 3   |
| LEGL | 2772 | Business Organizations    | 2   |
| LEGL | 2822 | Trial Practice OR         | 2   |
| LEGL | 29LV | Paralegal Internship      | 1-6 |

*Elective - Select from Group A or B below - Consult catalog 2/3*

*Elective - Select from Group C 3*

**Total hours 62-64**

**GROUP A - Paralegal Electives**

|      |      |                             |   |
|------|------|-----------------------------|---|
| LEGL | 2153 | American Constitutional Law | 3 |
| LEGL | 2162 | Employment Law              | 2 |
| LEGL | 2173 | Evidence                    | 3 |

**GROUP B - Criminal Justice Electives**

|      |      |                           |   |
|------|------|---------------------------|---|
| CMJS | 2033 | Criminal Law              | 3 |
| CMJS | 2043 | Criminal Procedures       | 3 |
| CMJS | 2013 | Intro to Criminal Justice | 3 |
| CMJS | 2023 | Criminology               | 3 |

**GROUP C - General Education Electives**

Foreign language, natural or physical science, history, sociology, Political science, humanities or English

*NOTE: Students can be awarded 5 credit hours for completion of the University of Arkansas Paralegal Certificate Program. These hours will substitute for 3 hours of Torts and 2 hours of the Paralegal Elective (group A).*

*15 hours must be earned at NWACC to graduate*

**Education and Wellness Department**

**Teacher Education**

**The Technical Certificate Program for Paraeducators of Special Needs Learners**

This 30-credit hour technical certificate program is designed to deliver the curriculum for classroom assistants and instructional aides working or those seeking to work in the K – 12. Fifteen (15) hours of college core courses articulate directly into the Associate of Arts in Teaching degree. Fifteen (15) hours include applied courses which will provide a practical approach to working with all students, particularly those with special needs. For more information, contact the Coordinator of Teacher Education, or the Learner Development Center.

**College Core Courses (15 Credit Hours)**

|      |       |  |   |
|------|-------|--|---|
| ENGL | 1013  | Composition I OR                             | 3 |
| ENGL | 1013H | Composition I, Honors                        | 3 |
| CIED | 1001  | Practicum: Introduction to Education*        | 1 |
| CIED | 1002  | Introduction to Education*                   | 2 |
| ETEC | 2003  | Education Technology (K-12 Computing Skills) | 3 |
| PSYC | 2003  | General Psychology OR                        | 3 |
| COMM | 1313  | Fund. Of Communications                      | 3 |

**The Paraeducator Academy (12 Credit Hrs Minimum)**

|      |      |  |   |
|------|------|--|---|
| CIED | 1013 | Teaching Exceptional Learners                                    | 3 |
| CIED | 1023 | Classroom Management for Special Needs Learners (grades 4-12) OR | 3 |
| CHED | 1004 | Child Guidance/Lab (grades K-3)                                  | 4 |
| CIED | 1033 | The Paraeducator's Role in the Classroom                         | 3 |
| CHED | 2033 | Child Development  | 3 |

**Specialization Track: (3 Credit Hours)**

|      |      |  |   |
|------|------|--|---|
| CIED | 2013 | Disability Awareness and Self-Advocacy | 3 |
| CIED | 2023 | Literacy for Special Needs Learners    | 3 |
| CIED | 2033 | Integrated Curriculum for LEP Learners | 3 |
| CHED | 1003 | Foundations and Theories               | 3 |
| CHED | 1033 | Creative Experiences                   | 3 |

**Total hours 30**

# NWACC COURSES BY DIVISION

## Health Professions Division (479-619-4151)

- Allied Health Science
- Emergency Medical Services
- Fire Science Administration & Technology
- Nursing
- Paramedic
- Physical Therapist Assistant
- Respiratory Therapy

## Business and Computer Information Division (479-619-4155)

- Accounting
- Business Administration
- Business Law
- Transfer Courses to Walton College of Business (BUTR)
- Banking and Finance
- Computer Integrated Manufacturing
- Computer Information Systems Management
- Computer Information
- Computer Aided Drafting & Design (CAD)
- Economics
- Finance
- International Business (Inactive)
- Management
- Networking
- Office Systems Integration & Management
- Computer Programming

## Communication and Arts Division (479-619-4331)

- Art
- College Intensive English Program
- Communication/Film
- Drama
- English (Including former Academic Skills Reading and Writing Courses)
- Humanities
- International Languages
  - French
  - German
  - Spanish
- Literature
- Music

## Science, Math, Aviation, Regulatory and Technology Division (479-619-4159)

- Agricultural, Food & Life Science (AFLS)
- Anthropology (ANTH)
- Astronomy (ASTR)
- Biology (BIOL)
- Botany (BOTY)
- Chemistry (CHEM)
- Environmental Sciences (ENSC)
- Food Science (FDSC)
- Geology (GEOL)
- General Engineering (GNEG)

- Human Environmental Sciences (HESC)
- Horticulture (HORT)
- Transfer & Development Mathematics (MATH)
- Microbiology (MBIO)
- Mechanical Engineering (MEEG)
- Occupational Safety & Health (OSHA)
- Physical Science (PHSC)
- Physics (PHYS)

## Social and Behavioral Sciences Division (479-619-4149)

- Criminal Justice
- Education and Wellness
- Curriculum and Instruction
- Educational Technology
- Homeland Security/Emergency Management
- Health Science
- Kinesiology
- Physical Education Activities
- Physical Education
- Legal Assistance/Paralegal
- Geography
- History
- Air Force ROTC (AERO)
- Army ROTC (MILS)
- Philosophy and Religion
- Political Science
- Psychology
- Social Work
- Sociology
- Western Civilization

## Career and Technical Division (479-444-3058)

- Aviation Science (AVSC)
- Aviation Technology Airframe (AVTA)
- Aviation Technology General (AVTG)
- Aviation Technology Powerplant (AVTP)
- Early Childhood Education (CHED)
- Hospitality Food and Beverage (HFDB)
- Hotel Restaurant Management (HRMN)
- Hospitality Management (HMGT)
- Hospitality Marketing (HMKT)

# COURSE TITLES

All courses are listed alphabetically by course prefix. NWACC courses are identified by a four digit number. The first digit indicates the course level; "0" indicates courses that do not lead towards graduation; "1" indicates first year or freshman level courses; "2" indicates second year or sophomore level courses. The final digit indicates the course credit hours. The semester in which a course is scheduled to be offered is indicated by a code following each course name. The codes are F = Fall semester, S = Spring semester and SUM = Summer semester.

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. Click on the links below to view detailed course descriptions.

| <b>Course Prefix</b> | <b>Academic Discipline</b>                                     | <b>Course Prefix</b> | <b>Academic Discipline</b>  |
|----------------------|--|----------------------|---|
| ACCT                 | <a href="#">Accounting</a>                                     | GEOG                 | <a href="#">Geography</a>   |
| ACTA                 | <a href="#">Agriculture Consortium</a>                         | GEOL                 | <a href="#">Geology</a>   |
| AERO                 | <a href="#">Air Force ROTC</a>                                 | GERM                 | <a href="#">German</a>  |
| AFLS                 | <a href="#">Agriculture, Food, &amp; Life Science</a>          | HFDB                 | <a href="#">Hospitality Food &amp; Beverage</a>                                 |
| AHSC                 | <a href="#">Allied Health Science</a>                          | HIST                 | <a href="#">History</a>   |
| ANTH                 | <a href="#">Anthropology</a>                                   | HGMT                 | <a href="#">Hospitality Marketing</a>   |
| ARHS                 | <a href="#">Art History</a>                                    | HLSC                 | <a href="#">Health Science</a>  |
| ART                  | <a href="#">Art</a>  | HMGT                 | <a href="#">Hospitality Management</a>  |
| ASTR                 | <a href="#">Astronomy</a>                                      | HORT                 | <a href="#">Horticulture</a>  |
| AVSC                 | <a href="#">Aviation Science</a>                               | HRMN                 | <a href="#">Hotel Restaurant Management</a>                                     |
| AVTA                 | <a href="#">Aviation Technology Airframe<br/>Maintenance</a>   | HSEM                 | <a href="#">Homeland Security/Emergency<br/>Management</a>                      |
| AVTG                 | <a href="#">Aviation Technology General<br/>Maintenance</a>    | HUMN                 | <a href="#">Humanities</a>  |
| AVTP                 | <a href="#">Aviation Technology Powerplant<br/>Maintenance</a> | INTB                 | <a href="#">International Business</a>  |
| BIOL                 | <a href="#">Biology</a>  | KINS                 | <a href="#">Kinesiology</a>   |
| BADM                 | <a href="#">Business Administration</a>                        | LEGL                 | <a href="#">Paralegal</a>   |
| BFIN (CFT)           | <a href="#">Banking &amp; Finance</a>                          | MATH                 | <a href="#">Mathematics</a>   |
| BLAW                 | <a href="#">Business Law</a>                                   | MBIO                 | <a href="#">Microbiology</a>  |
| BOTY                 | <a href="#">Botany</a>   | MGMT                 | <a href="#">Management</a>  |
| BUTR                 | <a href="#">Business Transfer to WCOB</a>                      | MEEG                 | <a href="#">Mechanical Engineering</a>  |
| CFT (BFIN)           | <a href="#">Banking &amp; Finance</a>                          | MILS                 | <a href="#">Army ROTC</a>   |
| CHED                 | <a href="#">Early Childhood Education</a>                      | MTEC                 | <a href="#">Medical Technology</a>  |
| CHEM                 | <a href="#">Chemistry</a>                                      | MUSI                 | <a href="#">Music</a>   |
| CIED                 | <a href="#">Curriculum &amp; Instruction</a>                   | NTWK                 | <a href="#">Computer Networking</a>   |
| CIEP                 | <a href="#">English for Non Native Speakers</a>                | NURS                 | <a href="#">Nursing</a>   |
| CISM                 | <a href="#">Computer Information Systems</a>                   | OSHA                 | <a href="#">Environmental Regulations, Safety &amp;<br/>Hazardous Materials</a> |
| CISQ                 | <a href="#">Computer Information</a>                           | OSIM                 | <a href="#">Office Systems Integration &amp;<br/>Management</a>                 |
| CMJS                 | <a href="#">Criminal Justice</a>                               | PEAC                 | <a href="#">Physical Education Activities</a>                                   |
| COMM                 | <a href="#">Communication</a>                                  | PHED                 | <a href="#">Physical Education</a>  |
| DRAM                 | <a href="#">Drama</a>  | PHIL                 | <a href="#">Philosophy &amp; Religion</a>                                       |
| DRFT                 | <a href="#">Drafting (CAD)</a>                                 | PHTA                 | <a href="#">Physical Therapist Assistant</a>                                    |
| ECON                 | <a href="#">Economics</a>                                      | PHSC                 | <a href="#">Physical Sciences</a>   |
| EMTA                 | <a href="#">Emergency Medical Technician</a>                   | PHYS                 | <a href="#">Physics</a>   |
| EMTP                 | <a href="#">Paramedic</a>                                      | PLSC                 | <a href="#">Political Science</a>   |
| ENGL                 | <a href="#">English</a>  | PROG                 | <a href="#">Computer Programming</a>  |
| ENSC                 | <a href="#">Environmental Science</a>                          | PSYC                 | <a href="#">Psychology</a>  |
| ETEC                 | <a href="#">Educational Technology</a>                         | READ                 | <a href="#">Reading</a>   |
| FINE                 | <a href="#">Fine Arts</a>                                      | RESP                 | <a href="#">Respiratory Therapy Assistant</a>                                   |
| FIRE                 | <a href="#">Fire Science</a>                                   | SCWK                 | <a href="#">Social Work</a>   |
| FREN                 | <a href="#">French</a>   | SPAN                 | <a href="#">Spanish</a>   |
|                      |  | WCIV                 | <a href="#">Western Civilization</a>  |

# COURSE DESCRIPTIONS

Listings are in alphabetical order by department abbreviation

## Accounting

### ACCT 1013 Basic Accounting - (On Demand).

A survey of the basic concepts of accounting, petty cash, accounts payable, payroll, bank reconciliation, preparation of financial statements, inventory control and depreciation. Designed for the entry-level clerical student or as preparation for ACCT 2013. Suggested prerequisite: BADM 2413.

**ACCT 2013 Principles of Accounting I** - (F, S, SUM). Presents the fundamentals of accounting theory, introduction to accounting concepts, principles and terminology. Emphasizes the double-entry accounting system for sole proprietorships and partnerships. Students should be prepared to use basic mathematics and basic algebra with accuracy and reasonable speed. Suggested Prerequisite: High School Accounting or job related experience.

**ACCT 2023 Principles of Accounting II** - (F, S). Continues the presentation begun in Accounting I with emphasis on the corporate form of business cost accounting and managerial analysis. Prerequisite: ACCT 2013.

**ACCT 2043 Computerized Accounting** with (Quickbooks) - (On Demand). The course emphasizes the application of computers to sound accounting practices. Students will learn to use the computer for the following accounting applications: general ledger, accounts receivable, accounts payable, financial analysis, depreciation, inventory, and payroll. Prerequisite: ACCT 2013.

**ACCT 2053 Cost Accounting** - (S). This course relates the analysis of accounting data for managerial use in planning for the future of a business through budget preparation, implementation of plans to control costs, particularly manufacturing costs using the job order cost system. Prerequisite: ACCT 2023.

**ACCT 2083 Managerial Accounting** - (F). Managerial Accounting covers accounting principles and procedures as an aid in management planning, decision making and control, financial statements, statement analysis, flow of funds, cash analysis, accounting concepts, cost accounting, budgets, capital expenditures and pricing decisions. Prerequisite: ACCT 2023.

## Arkansas Consortium for Teaching Agriculture (ACTA).

The following courses are offered for credit at NWACC by other ACTA member institutions, using distance learning technologies. The courses are offered, as indicated, over a two-year rotation and are taught using Compressed Interactive Video (CIV), at the NWACC Distance Learning classroom. These introductory agricultural related courses are transferable to

senior institutions with four-year agricultural programs. At NWACC these courses serve as electives for various options of the Agriculture, Food & Life Science Associate of Science Degree.

**ACTA- AGME 1613 Fundamentals of Agriculture Systems** -. Introduction to basic physical concepts important to agricultural technical systems: applied mechanics, power and machinery management, structures and electrification, and soil and water conservation. Lecture 3 hours per week. Prerequisite: MATH 1204.

**ACTA- AGRN (or HORT). 1203 Introduction to Plant Science** -. An introduction to basics of agricultural crop plant structure, growth, and production. Lecture 3 hours per week.

**ACTA- AGRN (or ENTO). 2013 Pest Management** -. Introduction to basic principles of pest management as they relate to vertebrate animals, insects, plant disease and weeds. Selected pests are studies with emphasis on current management approaches and alternative pest control. Lecture 3 hours per week. Prerequisite: AGRN (or HORT) 1203.

**ACTA- AGRN 2103 Crop Science** -. Principles of crop growth, development, and utilization, and how these principles relate to production. Emphasis on major agronomic crop species. Lecture 3 hours per week. Prerequisite: AGRN (or HORT). 1203.

**ACTA- FDSC 1103 Food Science Facts and Myths** -. This course is designed to provide students with a general application and understanding of current issues associated with food products and food ingredients. Discussions will concentrate on controversial subjects involving food products, food additives, food safety and preservation techniques based on scientific principles and popular belief. Lecture/discussions/demonstrations, 3 hours per week.

**ACTA- HESC 1013 - Introduction to Clothing Concepts** -. Origins of dress, the evolution of fashion as an economic power, the sociological and psychological aspects of clothing in various cultures, aesthetics of dress, selection and consumption of clothing. Lecture 3 hours per week.

**ACTA- HORT 2303 - Introduction to Turfgrass Management** -. An introductory course in turfgrass management emphasizing turf-grass 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 3 hours per week.

## 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, officer-ship and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. One hour of classroom and two hours of leadership lab per week. Prerequisites: None.

### 2010L, 2020L Evolution of Air Power labs (F, S)

**AERO 2011, 2021** The Evolution of Air and Space Power (F, S). A historical survey of air and space power, from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples illustrate the development of Air Force capabilities and missions. Additional topics: principles of war and tenets of air and space power. One hour of classroom and two hours of leadership lab per week. Prerequisites: Determined by the Professor of Aerospace Studies on an individual basis.

## Agricultural, Food & Life Science

**AFLS 1002** Careers in Agricultural, Food, & Life Science - (F, S). An introductory course to the depth and breadth of career opportunities in agricultural, food and life sciences. Students will use the internet as a resource for career information, and to communicate about career options, job placement, and job opportunities.

## Allied Health Science

**AHSC 1001 Medical Terminology** - (F, S, SUM). A presentation of how medical terms are formed from root words, prefixes, suffixes and combining forms; exploration of rules of pronunciation and spelling; use of drawings, diagrams and definitions that will relate human anatomy to medical terminology.

**AHSC 1011 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. (Note: This course will become EMTA 1001 effective Spring 2006.)

## AHSC 1112 Parenteral Medication

**Administration** - (F). Drug Calculation, IV Drip, Injection, Oral Administration and Drug Memorization are taught. This course is geared for the entry level paramedic student. (Note this course will become EMTA 1012 effective Spring 2006.)

**AHSC 1023 First Responder** - (F, S, SUM). First Responder follows the national standard curriculum guidelines as set forth by the Department of Transportation. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Graduates will receive a Health Care Provider CPR card and a First Responder certificate. \*This course is a prerequisite for the EMT program. (Note this course will become EMTA 1013 effective Spring 2006.)

**AHSC 1111 Intro to Pharmacology** - (F, S). This course covers fundamentals of pharmacology and terminology relating to drug administration. Drug relationships, concentrations, and biological responses to drug administration will be covered. Absorption, distribution, biotransformation, and elimination. Pharmacokinetics, pharmacodynamics, and autonomic pharmacology will be taught. This course is geared for the entry level paramedic students as well as nursing. (Note: This course will be EMTA 10011 effective Spring 2006.)

## Anthropology

**ANTH 1011L** Introduction to Biological Anthropology Laboratory - (F, S). Laboratory exercises illustrating concepts of physical anthropology. Co requisite: ANTH 1013.

**ANTH 1013** Introduction to Biological Anthropology - (F, S). An introduction to the field of physical anthropology using human evolution as a unifying concept. Areas include human genetics, race, speciation, primate evolution and human variation and adaptation. Co requisite: ANTH 1011L.

**ANTH 1023 Introduction to Cultural Anthropology** - (F, S). An introduction to the peoples of the world, the nature of culture and its influence on human behavior, social life, and social organization. The course is designed to demonstrate the interrelationships of ethnology to anthropology and the social sciences, and to survey the various culture areas and culture types of the world. Issues of globalization and globalization's impact on indigenous cultures will be emphasized.

**ANTH 1033 Introduction to Archaeology** - (F, S). Introduction to methods and techniques used to identify and date archaeological cultures, reconstruct past lifeways and describe cultural evolution. Overview of the prehistory of Africa, Western Europe, southwest Asia, and the Americas from earliest dated human cultures to rise of complex civilizations.

## 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 2913, 2923 Art History I, II** - (F, S). Survey and analysis of movements and masterpieces of art from the Stone Age to the present. Art History I introduces the student to art forms from the Stone Age through the Middle Ages. Art History II explores artists and works from the Renaissance to the present. Courses may be taken in sequence or separately.

## Art

**ART 1033 Introduction to Studio Art** - (F, S). Through hands-on experience involving basic visual elements, students apply principles of design to projects in painting, drawing and sculpture.

**ART 1303 Introduction to Drawing** - (F, S). A studio course focusing on projects dealing with the materials and techniques of drawing, including basic concepts of line, perspective and value.

**ART 1313 Design I** (F, S). Students in this course learn to use the elements and principles of design as a basis for all creative work in the visual arts. Students are introduced to the vocabulary of design as well as the use of the computer as a design tool. This course must be taken before any Graphic Design course.

**ART 1323 Design II (Sculpture)** - (F, S). Studio projects offer an opportunity to work in three-dimensional forms, using paper, wire, plaster, wood or clay.

**ART 2003 Advanced Drawing** - (F, S). Further exploration of drawing techniques with emphasis on experimentation and interpretation, Prerequisite: ART 1303 Introduction to Drawing or consent of instructor.

**ART 2013 Figure Drawing** - (F, S). Continuation of advanced drawing with emphasis on human figure studies. Prerequisite: ART 1303 Introduction to Drawing or consent of instructor.

**ART 2103 Introduction to Painting (oil or acrylic)** - (F, S). A basic creative approach to painting that includes color mixing and techniques, still life, landscape and portrait painting.

**ART 2113 Advanced Painting (oil or acrylic)** - (F, S). Enhances the use of materials, procedures, subject matter and approaches to painting. Prerequisite: ART 2103 Introduction to Painting or consent of instructor.

**ART 2123 Introduction to Watercolor** - (F). An exploration of the basic concepts and techniques of watercolor painting.

**ART 2133 Advanced Watercolor** - (S). A creative approach to watercolor painting with an emphasis on experimentation and mixed media. Prerequisite: ART 2123 Introduction to Watercolor or consent of instructor.

**ART 2203 Sculpture** - (S, F). Continuation of three-dimensional design using additive and subtractive techniques. Emphasis is on the studies of the human form. Clay will be the primary medium for exploration. Prerequisite: ART 1323 Design II.

**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. Currently, the class is mainly focused on the use of Adobe Photoshop™. Prerequisite: ART 2363 Graphic 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 1 and either ART 2123 Intro To Watercolor or ART 2103 Intro to Painting

**ART 2373 Graphic Design II: Symbols** (F, S). This course focuses on the development of logos, pictographs, symbols and conceptual symbolism. Projects are realized through traditional and digital techniques. The course emphasizes the use of several field standard software packages. Prerequisite: ART 2363 Graphic Design I

**ART 2383 Graphic Design III: Layout & Prepress** (F, S). This course focuses on the organizational principles and practices of layout design. Projects are realized through traditional and computer techniques. A strong emphasis is given to the use of computers and software for preparing designs for printing. Prerequisite: ART 2363 Graphic Design I

**ART 2393 Advanced Graphic Design I** (Special Problems in Graphic Design) (F, S). This course is an advanced course in the study of graphic design principles and techniques. The areas of focus vary from semester to semester. Prerequisite: ART 2373 Graphic Design II.

**ART 2403 Advanced Graphic Design II** (Special Problems in Graphic Design) (F, S). This course is the same as Advanced Graphic Design I. Students should register for this version of the course if they are taking the class a second time for additional credit. Prerequisite: Art 2393 Advanced Graphic Design I.

**ART 2803 Introduction to Photography** (F, S, SUM). This is an introductory course in the study of photography. The course deals with composing, shooting, developing, printing, presenting, and critiquing black & white photographic film and prints. Students are required to have a working 35mm camera and lens with manual settings for aperture and shutter speed.

**ART 2813 Advanced Photography** (S). This course deals with a more advanced study of black & white film and printing techniques, and introduces students to a variety of other areas of photography including color, alternative processes and digital imaging. Prerequisites: ART 2803 Intro to Photography or instructor's consent.

**ARHS 2823 The History of Photography and Design** - (F, S). A survey of photography and design.

**ART 2833 Video Production/Editing** (F, S). An introduction to Video Pre-production, Production, and Post-production. Digital, portable video cameras along with digital editing equipment and nonlinear digital editing software will be used. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2844 3D Logo Animation** (F, S). An introduction to computer 3D logo animation: Pre-Production, Production, and Post-production with an emphasis on Lightwave3D animation and modeling software. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2854 Interactive CD Authoring** (F, S). An introduction to the production of CD-ROMs for portfolios, marketing, presentations, training and instruction. Focus on Macromedia Director, FlashMX or other interactive authoring software. Prerequisites: Art 1313 Design I or consent of instructor.

**ART 2903 Web Animation** (F, S). An introduction to Web animation, currently focusing on the program Macromedia Flash, which is used to create rich animation content in Web site designing. Prerequisite: ART 1313 Design I or consent of instructor.

**ART 2953 Graphic Design Internship** (F, S). This course requires that students obtain employment in a position relating to graphic design with a local business. Students are helped to prepare their portfolio and résumé, and guided toward possible positions. The students must interview and work out a contractual agreement regarding their duties and responsibilities with their employer. The position must be supervised and expose the student to some aspect of the graphic design profession. This should be one of the final courses taken in this degree program. Prerequisite: Approved written plan and consent of instructor and division chair.

## Astronomy

**ASTR 2004 Survey of the Universe** - (F, S). An introduction to the cosmos and its fundamental properties. Topics include planets and other objects of the solar system, the Sun, normal stars and interstellar medium, birth and death of stars, neutron stars, pulsars, black holes, the Milky Way Galaxy, clusters of galaxies, and cosmology. Daytime and nighttime observing with telescopes and indoor exercises on selected topics will be included. Several night sessions for observing is required. Prerequisites: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra (MATH 0103).

## Aviation Science

("\*") denotes classes that are part of a flight training program that must be accomplished by earning FAA Licenses from external providers. Students earning these licenses may then be granted college credit for the licenses based on the degree credit hours shown here.)

**\*AVSC 1003 Aeronautics** - Beginning with an overview of aviation, the course covers basic aerodynamics, navigation, safety, weather, aircraft performance, flight planning, introduction to aircraft systems, and FAA regulations. All necessary information to complete FAA Private Written Test. Co-requisite AVSC 1022. (CD-ROM based instruction)

**\*AVSC 1022. Aeronautics Lab** - Flight instruction to prepare the student pilot for the FAA Private Pilot Practical Examination. Includes pre-flight check of the aircraft, taxiing, takeoff and landings, and basic flight maneuvers. Emphasis on safety and good decision-making. This course is taught off campus by Drake Aviation Academy. FAA class 2 medical exam is needed prior to flight. Co-requisite AVSC 1003.

**AVSC 1073 Meteorology** - (F). Listed as PHSC 1073

**\*AVSC 1171 Private Pilot Certification** - FAA Private Pilot Practical Examination. Prerequisite AVSC 1003 and AVSC 1022. Instructor permission required.

**\*AVSC 2031 Commercial Pilot Certification** - FAA Commercial Practical Examination. Prerequisite AVSC 2062. Instructor permission required.

**\*AVSC 2052 Commercial Lab I** - Provides Private pilots with approximately 40 hours of flight instruction. Designed to help meet the flight requirements for FAA commercial pilot certificate. Prerequisite AVSC 1171.

**\*AVSC 2062 Commercial Lab II** - Provides 50 hours of instruction in a Single engine airplane, and also provides 15 hours of flight training in a complex airplane. Designed to complete the flight requirements for the FAA Commercial Pilot Certificate. Prerequisites AVSC 2052, AVSC 2071.

**\*AVSC 2071 Instrument Pilot Certification** - FAA Instrument Practical Examination. Prerequisite AVSC 2073, AVSC 2083. Instructor permission required.

**\*AVSC 2073 Instrument Pilot Prep** - Preparation for FAA Instrument Pilot written examination. Navigation, approach charts, regulations pertinent to instrument flight planning, communications, departure, en route, and approach procedures will be stressed. Prerequisite AVSC 1171, Co-requisite AVSC 2083. (CD-ROM based instruction)

**\*AVSC 2083 Instrument Pilot Lab** -Preparation for FAA Instrument Rating practical examination. Prerequisite AVSC 1171. Co-requisite 2073.

**AVSC 2113 Survey of Aviation Science** (Previously History of Aviation) - (F, S). Provides general knowledge of aviation and aerospace studies for all students interested in career opportunities in Aviation Science. Includes historical events in aviation and aerospace development. Examines aviation and aerospace terminology, how aircraft and space vehicles fly, research and development of future systems, government and industry roles in the growth of aviation, and potential aerospace careers. Includes a review of aviation related homeland defense and security issues, field trip(s) and student project. (Concurrent enrollment possible for High School Juniors and Seniors.)

**AVSC 2213 Aviation Safety** - (S). Designed to assist the aviation student in developing an attitude and philosophy for accident prevention. Presentation and analysis of factors and procedures relating to aviation safety, techniques for mishap prevention, human factors, organizational safety procedures and goals, aircraft accident reports, principles of mishap investigation and corrective actions, and current events. Includes a review of aviation security and aviation issues regarding homeland defense. A student project is required. Prerequisite AVSC 1171 or Instructor permission.

**AVSC 2223 Aerodynamics** - (F). A study of advanced aircraft aerodynamics, and performance, including theories of lift generation, stability, control, and lift/drag producing devices. Weight and balance will be studied for its effect on performance and control. Prerequisite AVSC 1171.

**AVSC 2253 Aviation Law** - (On Demand). A survey of significant aviation legal cases. Includes airport and pilot liability, tariffs, Worker's Compensation, manufacturer and repair center liability, and national/international aviation legislation and FAA regulations.

**AVSC 2283 Aviation Management** (F). An introduction to management and operations in the aviation service industry. Provides information on various aspects of airport management, fixed-base operators, and general aviation with a focus on current practices and procedures. A section on airport security and homeland defense is included as part of the aviation management focus.

**AVSC 290V Internship** - (Open enrollment). Provides a cooperative work experience for students in the Aviation Management degree option. Cooperative work experience (paid or un-paid) with area aviation employers. Course content is individualized with students setting objectives in consultation their faculty advisor and their "on-the-job" supervisor. End of course report required. Credit is determined by the number of hours worked by the student. Instructor permission required.

**AVSC 510X Independent Study** - (On demand). A student who wishes to work independently with an instructor on an individual topic may earn 1-3 hours credit including credit for honors work. Permission of the instructor and a written proposal are required in advance of registration.

### **Aviation Technology - General Maintenance**

**AVTG 1001 Introduction to Aviation** - Student orientation, facility familiarization, housekeeping procedures, and safety. Clock hours: 19 lecture, 5 shop; prerequisite: none

**AVTG 1011 MATHEMATICS**: - A review of basic math including algebraic operations, fractions, exponents, roots, and area and volume of geometric figures. Clock hours: 14 lecture, 10 shop; prerequisite: AVTG 1001

**AVTG 1021 BASIC PHYSICS**: -Basic principles of physics for mechanics such as simple machines, heat dynamics, fluid and gas laws, work and power, and air pressure. Clock hours: 21 lecture, 9 shop; prerequisite: AVTG 1001

**AVTG 1031 Aircraft Drawings** -.Students learn to use drawings and blueprints, including orthographic projections, schematics, graphs, charts, and pictorial representations, and to sketch repairs and alterations. Clock hours: 6 lecture, 18 shop; prerequisite: AVTG 1001

**AVTG 1041 Weight and Balance** -Students perform weight and balance checks that require computation of center-of-gravity and ballast. Aircraft are weighed and students research information and record data. Clock hours: 13 lecture, 17 shop; prerequisite: AVTG 1001

**AVTG 1051 Fluid Lines and Fittings** - Students fabricate and install rigid and flexible aircraft fluid lines and install fitting. Clock hours: 16 lecture, 8 shop; prerequisite: AVTG 1001

**AVTG 1064 Basic Electricity**-A thorough introduction to AC and DC electricity. Students learn to calculate and measure volts, amperes, and ohms; to build and analyze circuits; and to use electrical schematics. Clock hours: 56 lecture, 40 shop; prerequisite: AVTG 1001

**AVTG 1071 Cleaning and Corrosion Control** - Chemicals, materials, and procedures used to clean aircraft and to prevent and control corrosion. Clock hours: 12 lecture, 18 shop; prerequisite: AVTG 1001

**AVTG 1083 Materials and Processes** -The following topics are covered: hand tools, hardware, heat-treating, magnetic particle inspection, dye penetrant inspection, chemical etching, visual inspection, and precision measurement. Student's use micrometers, calipers and hand tools, and perform basic heat-treating and non-destructive inspections. Clock hours: 38 lecture, 46 shop; prerequisite: AVTG 1001

**AVTG 1091 - Ground Operation and Servicing** - Students learn safe ground procedures including moving, fueling, and securing aircraft, and shop safety. Clock hours: 16 lecture, 8 shop; prerequisite: AVTG 1001

**AVTG 1101 - Maintenance Forms and Records/Maintenance Publications/Mechanic Privileges and Limitations** - The student is introduced to the use of technical literature, FAA publications, forms and records, microfiche, and Federal Regulations regarding maintenance personnel. Clock hours: 20 lecture, 28 shop; prerequisite: AVTG 1001

**AVTG 1111 - General Review** - Students will review all the subjects pertinent to the General Section. They must also take an achievement exam covering the General Section and pass with 80% before being allowed to take the FAA General written exam. Clock hours: 8 lecture, 16 shop; prerequisite: AVTG 1001 through AVTG 1101

### **Aviation Technology- Airframe Maintenance**

**AVTA 1011 - Welding - Basic gas, arc, and TIG welding.** Clock hours: 18 lecture, 18 shop; prerequisite: AVTG 1001

**AVTA 1023 - Assembly and Rigging** -Basic Aerodynamics, theory of flight and the function and operation of flight control mechanisms. Clock hours: 36 lecture, 36 shop; prerequisite: AVTG 1001

**AVTA 1032 - Wood Structures/Aircraft Covering/Aircraft Finishes** -. Inspection and repair of wood structures, fabric coverings and various fiberglass assemblies and subassemblies. Clock hours 20 lecture, 16 shop; prerequisite: AVTG 1001

**AVTA 1047 - Sheet Metal and Composite Structures** -Basic structural repair techniques for sheet metal, fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing. Clock hours: 68 lecture, 130 shop; prerequisite: AVTG 1001

**AVTA 1053 - Airframe Electrical** -Theory and applications of generators, alternators, motors, wiring and electrical troubleshooting. Clock hours: 30 lecture, 66 shop; prerequisite: AVTG 1001

**AVTA 1062 - Ice and Rain Control Fire Protection** -Aircraft warning systems, ice and rain control systems, detection systems, and fire extinguishing systems. Clock hours: 20 lecture, 16 shop; prerequisite: AVTG 1001

**AVTA 1071 - Aircraft Instruments Systems Position and Warning** -Basic aircraft instruments theory, operation, installation and troubleshooting. Clock hours: 14 lecture, 10 shop; prerequisite: AVTG 1001

**AVTA 1081 - Communications and Navigation (Avionics)** Fundamentals of avionics, their function and the appropriate terminology, functions of communications equipment and navigational equipment. Clock hours: 16 lecture, 8 shop; prerequisite: AVTG 1001

**AVTA 1092 - Cabin Atmosphere** -Theory of air conditioning, heating, oxygen and cabin pressurization systems. Placement of assemblies and interaction of systems will be detailed. Clock hours: 28 lecture, 14 shop; prerequisite: AVTG 1001

**AVTA 1102 - Hydraulics/Pneumatics** -Theory and repair of hydraulic and pneumatic power systems. Clock hours: 21 lecture, 21 shop; prerequisite: AVTG 1001

**AVTA 1111 - Aircraft Landing Gear** -.Theory, operation, service, and repair of landing gear, retraction systems, wheels, tires, brakes, struts, anti-skid systems, and shocks. Clock hours: 18 lecture, 18 shop; prerequisite: AVTG 1001

**AVTA 1121 - Aircraft Fuel Systems** -Airframe fuel systems including tanks, lines, pumps, valves, selectors, and quantity indicating systems. Clock hours: 18 lecture, 18 shop; prerequisite: AVTG 1001

**AVTA 1133 - Airframe Inspection/Review** - Airworthiness inspections of airframes and review of airframe subjects in preparation for FAA testing. Clock hours: 48 lecture, 24 shop; prerequisite: AVTA 1011 through 1121

### **Aviation Technology- Powerplant Maintenance**

**AVTP 1012 - Propellers** -Theory and operation of propellers including ice control, governors, balancing, synchronizing, and propeller lubrication. Includes service and repair of fixed-pitch, constant speed, and feathering propellers. Various propeller configurations (constant speed, variable pitch, etc.) will be covered in detail. Clock hours: 20 lecture, 28 shop; prerequisite: AVTG 1001

**AVTP 1021 - Engine Lubrication Systems/Cooling Systems** -. Lubrication and cooling systems. Students learn to identify and select aircraft lubricants. Projects include adjustment of oil pressure and inspection of oil pumps. Clock hours: 18 lecture, 18 shop; prerequisite: AVTG 1001

**AVTP 1032 - Induction and Engine Airflow Systems, Engine Exhaust and Reverser Systems** -. Engine ice and rain control, baffles, carburetor heat, heat exchangers, superchargers and turbochargers, intake, exhaust and reverser systems, cooling systems, and starters. Clock hours: 21 lecture, 21 shop; prerequisite: AVTG 1001

**AVTP 1041 - Engine Instrument Systems** -. Removal, installation and inspection of reciprocating and turbine engine instruments. Clock hours: 12 lecture, 12 shop; prerequisite: AVTG 1001

**AVTP 1051 - Engine Fire Protection Systems** -. Fire protection systems and components, including inspection, repair and service. Clock hours: 14 lecture, 10 shop; prerequisite: AVTG 1001

**AVTP 1063 - Engine Fuel Systems/Fuel Metering Systems** -. Reciprocating and turbine engine fuel metering systems, including carburetors and injectors. Projects include disassembly and adjustment of carburetors, removal and repair of fuel controls, replacement of fuel pumps, and fabrication of fuel lines. Clock hours: 33 lecture, 33 shop; prerequisite: AVTG 1001

**AVTP 1072 - Ignition and Starting Systems** -. Study of reciprocating engine and turbine engine ignition systems, igniters, spark plugs, magnetos, wiring harnesses, booster coils, and vibrator coils. Students disassemble and assemble magnetos, rebuild harnesses and time magnetos to engines. Students will also check armatures using a growler, generators, alternators, and engine wiring. Clock hours: 21 lecture, 21 shop; prerequisite: AVTG 1001

**AVTP 1082 - Engine Electrical Systems / Auxiliary Power Units** -. Study of reciprocating engine and turbine engine electrical systems. Students will also check armatures using a growler, generators, alternators, and engine wiring. Clock hours: 21 lecture, 21 shop; prerequisite: AVTG 1001

**AVTP 1097 - Reciprocating Engines** -. Theory and operation of reciprocating (piston) engines. Clock hours: 64 lecture, 134 shop; prerequisite: AVTG 1001

**AVTP 1105 - Turbine Engines/Unducted Fans** -. Theory and operation of turbine and turboprop engines. Clock hours: 56 lecture, 100 shop; prerequisite: AVTG 1001

**AVTP 1113 - Engine Inspection and Review** -. Airworthiness inspections of power-plant and review of power-plant subjects in preparation for FAA testing. Clock hours: 48 lecture, 24 shop; prerequisite: AVTP 1012 through 1105

## Biology

**BIOL 0112 (Formerly ACSK 0112) Introduction to Life Science** (F, S). Basic concepts in chemistry and cellular structure and function are presented. This course benefits any student who wishes to refresh their basic understanding of life science.

Successful completion of this course demonstrates prerequisite knowledge of biological concepts necessary for success in Human Anatomy and Physiology (BIOL 2214 & 2224).

**BIOL 1544 Principles of Biology I** - (F, S, SUM). Principles of Biology is an introductory college-level course that surveys various levels of organization from atoms to biomes. The course introduces students to basic principles that provide a background for understanding biological issues in society and a foundation for further study. Topics of study include the scientific method; the chemistry of life; cell structure & function, metabolism, cell reproduction, genetics, DNA structure & function, evolution, basic ecological principles. Three hours lecture and three hours laboratory weekly.

**BIOL 1544H Principles of Biology I, Honors** - (On Demand). Students who wish to continue honors work in biology should consult with the instructor. Prerequisite: Consent of instructor.

**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 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: Both Anatomy and Physiology I and II should be taken at NWACC to count for transfer credit.

**BIOL 2534 Cell Biology** - (On Demand). An introduction to cell structure and function. Three hours lecture and three hours lab weekly. Prerequisite: At least one semester of college biology and one semester of college chemistry.

## Business Administration

**BADM 2413 Business Mathematics** - (On demand). Focuses on calculation in fundamental mathematics, percentages, inventories, depreciation, interests, annuities introduction to statistics, computer math, and the metric system. It is a suggested prerequisite to Basic Accounting. Prerequisite: MATH 0103 Intermediate Algebra.

**BADM 2513 Business Organization and Management** - (F, S). Discussions of the managerial process, examining the managerial functions of planning, organizing, staffing, directing, controlling and their relation to the daily job of the supervisor.

**BADM 2523 Small Business Management** - (F, S). A course specifically designed for a student who wants to start and operate a successful small business. The student will learn to research an idea, its market, and write a business plan to implement the idea into a successful small business. Prerequisites: ACCT 2013 and BADM 2513.

**BADM 2733 Web Business Strategy & Marketing** - (On Demand). A business oriented study of the online business environment and the role of marketing in that environment. Case studies and business examples will be used to complement concepts and provide a real-world context. The course will concentrate on the practical, from creating a unique identity and attracting customers, to managing and promoting a site. No prerequisite.

## Business Law

**BLAW 2003 Business Ethics** - (F). Through case studies students are introduced to the contemporary issues of ethics, morality and social responsibility that face the business community. Prerequisite: BLAW 2013.

**BLAW 2013 Legal Environment of Business I** - (F, S, SUM). A discussion of the legal environment, contracts, dealings with goods, debts and creditors, the judicial system and forms of business organization. This is the introductory course in law for all business students.

**BLAW 2023 Legal Environment of Business II** - (S). A continuation of BLAW 2013 includes the study of property, estate planning, insurance, agency, and the regulatory environment. Prerequisite: BLAW 2013.

## Plant Science

**BOTY 1614 Plant Biology** - (F, S). Consideration of basic flowering plant structure, growth, development, physiology, genetics, and ecology. A brief survey of different plant groups will also be presented. Three hours lecture and three hours laboratory weekly. Prerequisite: none, BIOL 1544 with a grade of "C" or better is strongly recommended.

**BOTY 2404 Survey of the Plant Kingdom** - (F, S). Reproduction, structure and evolution of plant groups. Topics in plant ecology. Three hours lecture and 3 hours laboratory weekly. Prerequisite: BIOL 1544 or BOTY 1614 with a grade of "C" or better, or equivalent.

**BOTY 2534 Environmental Biology** - (F, S). This is a general education course which focuses on the fundamentals of ecology and conservation. Special emphasis will be placed on the ecology of man and his efforts on behalf of and interrelationships with ecosystems. Will satisfy a 4-hour laboratory science requirement towards a B.A. Three hours lecture and 3 hours laboratory weekly.

## Transfer Courses to Walton College of Business

**BUTR 1023 Business Foundations** - (F, S). Presents an integrated view of business organizations by studying the business processes that are common to most businesses, including the acquisition of capital and human resources, purchasing, production, and sales. This course also develops the accounting model that captures information about business processes and reports results through formal financial statements. Prerequisites: COMM 1313 -Fundamentals of Communication, with grade of "C" or better and computer competency requirement satisfied.

**BUTR 1033 Data Analysis and Interpretation** - (F, S). This is an introductory level course covering topics involving estimation of population and sample characteristics, research design and hypothesis testing, as well as measuring and predicting relationships. The course should enable the students to develop an understanding regarding the application and interpretation of basic data analysis techniques with an emphasis on statistical applications. Prerequisites: MATH 2053 Finite Math with grade of "C" or better and computer competency requirement satisfied.

**BUTR 2013 Markets and Consumers** - (F, S). Key decisions required to understand the existence of markets and how buyers within those markets may be accessed profitably. Key concepts include an overview of competitive markets, buyer behavior, developing new markets and products, promotion and distribution channels, pricing and profitability concepts, the sales and collections process, and strategic planning. NOTE:

Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.

**BUTR 2023 Production & Delivery of Goods and Services** - (F, S). This course is designed to provide students with a broad understanding of the production and delivery of goods/services. The course

focuses on concepts and methodologies for managing the flow of material and information throughout the production and delivery of goods/services. Prerequisites: (Grade of "C" or better in all of the following) BUTR 1023, BUTR 1033, ECON 2023, BLAW 2013.

**BUTR 2033 Acquisition and Management of Human Capital** (F,S). Study of the process of acquiring and managing human resources, focusing on the organizational behavior, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees; emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social, human, and environmental dynamics. NOTE: Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.

**BUTR 2043 Acquisition & Management of Financial Resources** (F, S). Key decisions within business processes related to the acquisition and management of capital resources, including decisions regarding what to acquire, how to finance the acquisition, and issues related to the accounting for those capital resources. The identification of key decisions leads to decision models and the identification of information needs. NOTES:

- 1 Students seeking to transfer this course into the Walton College of Business program should take the following courses prior to enrollment in this course: BUTR 1023, BUTR 1033, ECON 2023, and BLAW 2013.
- 2 Prerequisite for AAS Business Management students is ACCT 2013.

## Banking and Finance

**The Center for Financial Training (CFT)** ([www.cftonline.org](http://www.cftonline.org)) will provide these courses. Credits will be transferred by official transcript to NWACC.

**CFT 7008 Consumer Lending.** - This course provides an insider's view of consumer lending offering essential information about the maze of regulations that govern credit practices and reviews loan processing, cross-selling and collections.

**CFT 1370 Principles of Banking.** - Explores nearly every aspect of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

**CFT 1350 Money and Banking.** - Presents a fundamental treatment of how money functions in the U.S. and world economies. Topics include the concept of money supply, the role banks play, various types of financial institutions, monetary and fiscal policies, the Federal Reserve and more.

**CFT 3660 Law and Banking Principles.** - A banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code.

**CFT 7740 Marketing for Bankers.** - Explores what motivates customers to purchase financial services and teaches bankers how to develop a successful marketing plan.

## Early Childhood Education

**CHED 1003 Foundations of Early Childhood Education** - (F, S). An introduction to the field of early care and education of the child, with a focus on birth through age eight. Includes career opportunities, theoretical and historical perspectives, early care and educational settings, developmentally appropriate practices and programs, ethical and professional responsibilities, community and family relationships, and current issues.

**CHED 1004 Child Guidance** - (F). This course provides an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. The emphasis is on self-esteem, problem-solving, positive guidance principles and techniques, and cultural influences. Students spend 20 hours in an early childhood environment; this environment must meet quality standards (Quality-Approved, ABC, public Pre-K, or NAEYC-accredited).

**CHED 1024 Infant and Toddler Development/Lab** (S). Focus will be on developmentally appropriate infant and toddler programs (birth to age 3) including quality care-giving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Students spend 20 hours in an infant/toddler environment observing, learning, and practicing techniques with infants and toddlers; this environment must meet quality standards (Quality-Approved, ABC, or NAEYC-accredited).

**CHED 1033 Creative Experiences** - (F, S). This course provides an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CHED 2023 Curriculum For Early Childhood Education** - (F). A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

**CHED 2033 Child Development** - (F, S). This course is the study of environmental and heredity effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside of the United States. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development.

Practical application of theory is provided through a variety of hands-on experiences and observations.

**CHEM 2043 Child Development Practicum** - (S). This course is a blended course; the lecture is web-based (WebCT), and work-based instruction helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course should be taken when the student nears graduation, because she/he will be expected to demonstrate knowledge and skills learned in other early childhood classes.

**CHEM 2053 Administration of Child Care** - (S). This course emphasizes the practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs, including a study of operating, supervising, and evaluating programs. Additional topics included are philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

## Chemistry

**CHEM 1024 Basic Chemistry** - (F, S, SUM). A one-semester introductory course covering general inorganic, organic, and biochemical concepts. The course is relevant for non-science majors and fulfills the science with lab general education requirement. Because of the breadth of the topics, this course may be appropriate for students in technical programs where a one semester chemistry course is required. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement for College Algebra.

**CHEM 1054 Chemistry and the Modern World** - (F, S, SUM). A one-semester introductory course covering general inorganic, organic, and biochemical concepts. This course is designed especially for non-science majors focusing on the economic, social, health and ecological impact of chemicals in modern society. This course provides understanding of basic chemical concepts through investigating various topics such as environment, ecology, nutrition and health. Three hours lecture and three hours laboratory weekly. Prerequisite: None, though some basic math/algebra will be used in the course.

**CHEM 1075 Fundamentals of Chemistry** - (F, S). Fundamental principles of chemistry for students majoring in Home Economics, Animal Science, and some other agricultural-related disciplines and students in health professions. Includes 4 hours lecture, 1 hour drill, and 2 hours laboratory per week. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement score for College algebra.

**CHEM 1104 College Chemistry I** - (F, S, SUM). The first course of a two-semester sequence designed to provide background for further study in such majors as pre-agriculture, pre-professional, pre-science, pre-engi-

neering 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 bio-hazardous materials. Three hours lecture and three hours laboratory weekly. Prerequisite: CHEM 1024, or CHEM 1075, or CHEM 1104, with a grade of C or better, or equivalent.

## Curriculum and Instruction

**CIED 1001 Practicum. Introduction to Education** - (F, S). This course is a 30-hour early field experience designed to give prospective teachers opportunities to observe and participate in a variety of school settings. Includes a variety of field-based activities to encourage personal reflection. Special focus upon organization of school systems, effective classroom environments, teaching styles and new directions in education. Co-requisite: CIED 1002. Prerequisite: English Composition I

**CIED 1002 Introduction to Education** - (F, S). This course integrates psychological, sociological and philosophical foundations of education with concurrent involvement in field experiences. Encourages prospective teachers to become reflective practitioners by emphasizing organization of school systems, planning and implementation of effective classroom environments, development of teaching styles and new directions in education. Co-requisite: CIED 1001.

**CIED 1013 Teaching Exceptional Learners** - (On Demand). As a core course for the Paraeducator Technical Certificate Program, this course provides an overview of curricular and teaching strategies for the paraeducator (and other educators) when working with pre-K through grade 12 students with differing abilities. Special topics include curricular adaptations, behavioral strategies, special needs, and a survey of the interrelationship of the social, physical, emotional, and intellectual development of exceptional learners.

**CIED 1023 Classroom Management for Special Needs Learners (grades 4-12)** - (On Demand). This course is an introduction to positive classroom management, guidance, and discipline techniques that are developmentally appropriate and culturally sensitive.

**CIED 1033 The Paraeducator's Role in the Classroom** - (On Demand). This course provides the background regarding the roles and responsibilities of paraeducators. Specific topics will include legal and ethical issues and strategies for working effectively with all constituencies including families and teachers.

**CIED 2013 Disability Awareness and Self-Advocacy** - (On Demand). This course increases awareness of various types of disabilities and how to promote advocacy for special needs learners in three areas: advocating for self, developing friends, and developing socialization skills.

**CIED 2023 Literacy for the Special Needs Learner** - (On Demand). This course addresses concepts, methods, and techniques for assisting literacy instruction in a K-12 regular or special needs classroom. Special topics covered are language development, readiness, lesson plans, comprehension, spelling, listening, and reading in the content areas.

**CIED 2033 Integrated Curriculum for Limited English Proficiency (LEP) Learners** - (On Demand). This course covers activities and techniques that are developmentally appropriate for LEP learners across curricular lines. Topics include learning styles, small group instructional strategies, cognitive and metacognitive strategies, and general intervention strategies for LEP students.

### College Intensive English Program

The College Intensive English program supports non-native speakers of English who are seeking general admission to enroll in NWACC's college credit courses. A variety of learning approaches is strengthened by the interaction of students from diverse cultures. The goal is to assess and provide proper placement and curricula to strengthen students' English language skills critical to college success. These courses count as institutional credit hours and are used to figure grade point average (GPA) but do not count toward a degree.

**CIEP 0012 College Intensive English Program** - (On Demand). This is a fulltime curriculum of twelve credit hours designed for nonnative speakers of English. There are eighteen class contact hours each week. The primary focus is to prepare ESL students for general academic success. This integrated course of study includes reading, writing, grammar, and listening and speaking components. Students may not register for additional college courses. Students will meet with their instructor to discuss progress made (as demonstrated by standardized testing and class requirements met) and be advised on appropriate registration for the following semester. PREREQUISITE: High intermediate or advanced English language abilities as demonstrated by appropriate COMPASS ESL test scores.

**CIEP 0056 (Formerly CIEP 0086) Academic English Skills** - (E, S). This integrated course of study includes reading, writing, grammar, and listening and speaking components. Students may register for additional college courses as general placement and advisement recommend. Students will meet with their instructor to discuss progress made (as demonstrated by standardized testing and class requirements met) and be advised on the appropriate registration for the following semester. PREREQUISITE: Advanced English abilities as demonstrated by appropriate COMPASS test scores or approval of CIEP Coordinator.

**CIEP 0053 Intensive English Fundamentals of Writing** - (On Demand). This is a three credit hour course designed for non-native speakers of English with a primary focus on improving written communication skills necessary for academic and/or professional purposes. Students will work extensively on basic sentence structure, punctuation, and vocabulary. This course can replace ACSK/ENGL 0053, Beginning Writing, and the student who succeeds with a "C" or better can proceed to ACSK/ENGL 0063 Intermediate Writing. Students may enroll in additional college courses. PREREQUISITE: Advanced English language abilities as demonstrated by COMPASS ESL Reading score or approval of CIEP Coordinator.

**CIEP 0063- Intermediate Writing (E,S)**-This is a three credit hour course designed for non-native speakers of English (NNS) with a primary focus on the study and practice of sentence structure rules, critical thinking skills, writing as a process, and basic grammar. Students will learn to write academic paragraphs and essays using standard English. Completion of this course with a "C" or better allows a student to proceed to Composition I. Prerequisite: ENGL/CIEP 0053, CIEP 0056/0086, appropriate COMPASS test scores or approval of CIEP Coordinator.

### Computer Information Systems Management

**CISM 1003 Computer Basics** - (E, 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** - (E, 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 1213 Web Page Design** - (F, S). An introduction to basic Web Page Design. Students will learn how to use HTML to design their own web pages. Basic HTML tags for formatting text will be covered as well as more advanced tags allowing the creation of tables, forms, and image maps. (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 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. Prerequisites: CISQ 1103 and CISM 1303.

**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. Prerequisites: CISQ 1103, CISM 1303.

**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 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 1213 and CISM 1303 or Instructor Consent. (Outside lab time will be required.)

**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 1213, 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 28X3 Advanced 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. Prerequisites: CISQ 1103 and CISM 1303; certain topics may require additional prerequisites. (Outside lab time will be required.)

### Computer Information

**CISQ 1103 Introduction to Computer Information Systems** - (F, S, SUM). An orientation to the terminology and applications of computers and the Internet. Commercial software packages used will include Windows, word processing, spreadsheet, business presentations and database applications. This course will satisfy the hands-on computer requirements of most degree plans. Prerequisites: Minimum keyboarding skills of 25 wpm plus minimum score of 25% on the pre-assessment exam and basic hands-on familiarity with a Windows based computer. Students will be given a pre-test during first class meeting. (Outside lab time will be required.)

**CISQ 2013 Business Statistics** - (On Demand). Introduction to probability and statistics. Topics include collecting, presenting and describing data; probability; probability distribution including normal, sampling student-t and F-distributions; decision making through hypothesis testing; and simple linear regression. Prerequisite: MATH 2053 Finite Math. (CISQ 1103 Intro to Computer Information recommended.)

### Criminal Justice

**CMJS 2003 Law Enforcement in Society** - (F, S). The various expectations placed upon the role of the police will be examined with special emphasis upon the police organization's interactions with other components of the criminal justice system. Special attention is focused upon the topics of women in law enforcement, the hiring, promotion, and interactions with minorities, use of force, training issues, national accreditation and the reshaping of the role of the police in a changing society.

**CMJS 2013 Introduction to Criminal Justice** - (F, S). An examination of the history and philosophy of the administration of justice in America. Includes the theories of crime and punishment, rehabilitation, as well as ethics, education and training of professionals in the field.

**CMJS 2023 Introduction to Criminology** - (F, S). A study of the nature and extent of crime, including discussion of the theories of causation, processes of criminal justice, correctional methods and the prevention and treatment of crime. Prerequisites: CMJS 2003 OR CMJS 2013, and SOCI 2013 OR SOCI 2033 OR instructors approval.

**CMJS 2033 Criminal Law and Society** - (F). Principles of criminal law as they developed from early common law to modern United States law. Includes classification of crimes, elements of and parties to a crime, and the study of criminal case law. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2043 Criminal Procedures** - (S). Principles of police work, including arrests, search and seizure, and other criminal procedures affected by constitutional safeguards. Prerequisite: CMJS 2003 OR SOCI 2013 OR instructors approval.

**CMJS 2053 Criminal Investigations** - (On Demand). Survey of the techniques utilized in the location, preservation and presentation of evidence. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2063 Probation and Parole** - (F). Examines the development of the use of probation and parole as correctional techniques. Emphasis is placed on the practical aspects of both probation and parole. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2073 Police Administration** - (On Demand). Focus is placed on the evolution of police management concepts, theories and practices as well as on contemporary issues and approaches. A blend of old and new ideas in regard to motivation, leadership and evaluations are presented to illustrate current issues in police management. Prerequisite: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2083 Corrections** - (S). An overview of the theories, principles and operations of the corrections function within the criminal justice system. Emphasis will be on prisons and prison management. Prerequisites: CMJS 2003 OR 2013 OR instructors approval.

**CMJS 2093 Introduction to Forensic Anthropology** - (S). Application of human identification methods to skeletal/dental tissues. Topics include human osteology, skeletal aging and sexing techniques, trauma analysis, skeletal recovery, and the evolving role of forensic anthropology in medico-legal system

**CMJS 2243 Fraud Examination** - (S). Overview

of the nature of occupational fraud and how it is committed including an introduction to the actions that can be taken to determine the presence of occupational fraud and procedures that can be implemented to deter fraud. Also covered is the proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure.

**CMJS 2343 Crime Scene Investigation** - (F). A comprehensive study of the techniques and procedures used for approaching and protecting the crime scene, survey and documentation, collection of fragile and easily destroyed evidence, detailed search of the scene, package and initial evidence collected, process the scene for latent prints, maintain the chain-of-custody and transport or mail evidence. The legalities of crime scene searches and seizures, from the initial entry into crime scene to the presentation of the physical evidence in the courtroom.

**CMJS 2443 Criminalistics: Introduction to Forensic Science** - (S). Introduction to forensics focusing on the scientific analysis of physical and biological evidence encountered in criminal investigations. Chemical, microscopic, biological, and observational techniques employed in the analysis of material evidence are covered in detail and illustrated within an investigative framework. Topics to be covered include; inorganic remains, fiber, tissue, human identification, fingerprint, tools, and weapons.

**CMJS 2453 Crime Scene Photography** - (On Demand). A comprehensive study of theory, techniques, and procedures used for forensic photography. Topics covered include techniques of various camera uses, the legalities of crime scene photographs, the application of evidence in the court of law, and the proper procedures in the handling and uses of photos in criminal justice.

**CMJS 2463 Child Abuse and Neglect: Perspectives.** - (On Demand) This course is an introductory course in child advocacy covering the history, comparative perspectives, legal framework, responses to child maltreatment and child advocacy. The course is designed for law enforcement, prosecution and child advocacy professionals, and for students majoring in criminal justice, education, social work, sociology, early childhood development, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children might be necessary.

**CMJS 2543 Criminal Justice Internship** - (F, S). A work experience internship in which a student is placed with a public or private law enforcement agency (including NWACC security) for 8 to 10 hours per week in addition to regular meetings with the Criminal Justice Coordinator. Students will keep a journal of their work experiences and deliver a final report upon completion of their placement. Prerequisite: Students must be in their final semester of a Criminal Justice program. Instructor approval is required prior to registration.

## Communication

A national survey conducted by the National Association of Colleges and Employers and published in Job Outlook 2005 listed the following:

The top skills employers seek

Communication skills

Honesty/integrity

Teamwork skills

Interpersonal skills

Enrolling in NWACC's communication classes can help you improve the skills employers demand. In a self-assessment survey completed by students enrolled in communication courses at NWACC, students report improvement in overall communication skills.

**COMM 1003 Film Arts** - (F, S). Film Arts is a transferable Humanities/Fine Arts course in American film, concentrating on the evolution of film and its ideology from the late 1800's to the present.

The course is designed to increase students' understanding of film as an art form and to develop critical analysis skills necessary to interpret mediated information. Prerequisite: ENGL 1013 English Comp I.

**COMM 1013 Mass Communication** - (ON DEMAND). Mass Communication is an introduction to media for the masses, including an examination of radio, television, print, electronic, and computer media and the historical development of these media types.

**COMM 1313 Fundamentals of Communications** - (F, S, SUM). This introductory course in human communication surveys basic communication theories of communication models, interpersonal communication, small group communication, and public communication. Students will deliver a variety of speeches and participate in course related classroom interaction.

**COMM 2303 Public Speaking** - (On Demand). This course is designed to increase understanding of the principles of effective public speaking. Students will study, develop and deliver various types of speeches. Prerequisite: COMM 1313 Fundamentals of Communication or consent of instructor.

**COMM 2323 Interpersonal Communications** - (F, 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** - (On Demand). 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.

### Drama

Each semester, the Drama Department at NWACC produces a full-length play. Participation is open to all NWACC students and no experience is necessary. In addition to the main stage productions, students may participate in performing a children's theatre production each spring through the creative dramatics class. In the past 10 years, NWACC has produced 7 original plays and musicals by local playwrights.

**DRAM 1003 Introduction to the Theatre** - (F, S). Introduction to the theatre is a general survey of the field of theatre, emphasizing the study of various play genre, acting styles, directing techniques, scenery, lighting, and costume design as well as the history of the theatre.

**DRAM 1653 Acting I** - (F). This course examines the principles of acting, including stage directions, use of stage area, coordination of voice and body, and practice scenes from plays. Variable credit of 1-3 hours. May be repeated for a maximum of 3 credit hours.

**DRAM 1753 Creative Dramatics** - (S). This course examines the fundamentals principles of drama as an educational tool in working with children. Acting, music, art, and puppetry will be used. Performances are scheduled off-site at area grade schools in Rogers and Bentonville. All performances are scheduled during the regular class time.

**DRAM 2723 Drama Practicum** - (F, S). Production of a play for public performance. Performers are selected by audition and technical roles assigned. Students must be able to participate in scheduled weekend performances. Variable credit may be taken of 1, 2, or 3 hours each semester. The course may be repeated for a total of 6 credit hours toward a degree at NWACC.

**DRAMA 290V-Special Topics-Independent Study** (On Demand). A student who wishes to work independently with an instructor on an individual topic may earn 1 to 3 hours credit. Permission from instructor and a written proposal are required in advance of registration.

### Computer Aided Design (CAD)

**DRFT 1234 Engineering Graphics I** - (F, S). This course introduces drawing fundamentals, including orthographic projection, geometric design and construction, lettering, dimensioning, sectioning, auxiliaries and sketching. Prerequisite: None Required.

**DRFT 2113 AutoCAD I (Architecture)** - (F, S, SUM). This course explores the various fundamental commands of AutoCAD, Architectural Desktop and REVIT for building design. Students create small projects that develop techniques for drawing productively in both 2D and 3D. This is a first course in CAD design of commercial and residential structures. Prerequisite: None Required.

**DRFT 2113 AutoCAD I (Engineering)** - (On Demand). This course explores the various fundamental commands of AutoCAD for Engineering Design. Students create small projects that develop techniques for drawing productively in both 2D and 3D. This is a first course in CAD design of engineering production documents. Prerequisite: None Required.

**DRFT 2113 AutoCAD I (Landscape Design)** - (F, S). This course explores the various fundamental commands of AutoCAD and REVIT for landscape design. Students create small projects that develop techniques for drawing productively in both 2D and 3D. This is a first course in CAD design of commercial and residential landscapes. Prerequisite: None Required.

**DRFT 2154 AutoCAD II** - (F, S). This course is designed to challenge students with advanced techniques for office productivity using AutoCAD, REVIT & Architectural Desktop. Students create large-scale commercial building designs that use advanced commands and techniques for producing full sets of construction documents. Prerequisite: DRFT 2113 or Experience Required.

**DRFT 2163 Landscape Design** - (F, S). This course is designed to address the procedures and practices applied in both residential & commercial Landscape Design. Students are provided opportunities to draw details using time and quality design techniques. In addition to numerous projects will be lectures on various Landscape design principles and graphic standards for creating construction documents. Prerequisite: DRFT 2113 or Experience Required.

**DRFT 2233 3D Building Modeling & Documentation - REVIT** (F, S, SUM). Fundamentals of Building Information Modeling are explored in relation to commercial and residential building design. Students are introduced to the unique program interface of REVIT and how it compares to traditional design production in AutoCAD. The conclusion of the course will involve a study of custom design techniques and applications as encountered in the Architectural design office environment. Prerequisite: None Required.

**DRFT 2253 Architectural Design** - (F, S). This course is designed to address the procedures and practices necessary for students to further produce a full set of commercial building construction documents. Students are provided opportunities to develop commercial details using time and quality design techniques. In addition to numerous detailing projects will be lectures on various building systems and their application to large-scale construction documents. Prerequisite: DRFT 2113 or Experience Required.

**DRFT 2263 Civil Engineering Fundamentals** - (F). This course will introduce concepts for using AutoCAD in the preparation of Civil Engineering drawings for communication and design. There will be exercises in surveying, mapping, plan and profiles, earthwork, geometrics, coordinate systems, object linking and embedding, and setting up a set of drawings. Many lessons will be given on the proper use of Land Development Desktop for design production in the office environment. This course introduces the concepts of engineering design and establishes the foundation of a professional career. All course topics will relate to various procedures for engineering calculations as applied in business and industry. This is a 2/3 lecture, 1/3 lab type course. Prerequisite: DRFT 2113 or Experience Required.

**DRFT 2282 Modeling & Presentation I (3D Studio VIZ)** - (F). This course explores the introductory level commands of 3D Studio, Lightscape, & Rendering for design presentation. Students create small projects that develop techniques for drawing and presenting 3D drawings productively. This is an introductory course in 3D Rendering of Commercial Buildings. Prerequisite: None Required.

**DRFT 2283 Advanced REVIT** - (S). Students are introduced to advanced techniques associated with the program interface of REVIT. This course is for more experienced users of the REVIT software and will include a thorough explanation on how to customize the software to meet the needs of office production. Prerequisite: DRFT 2233 or Consent of Instructor.

**DRFT 2292 Modeling & Presentation II (3D Studio VIZ)** - (S). This course explores advanced commands of 3D Studio, Lightscape, & Rendering for design presentation. Students create small projects that develop techniques for drawing and presenting 3D drawings productively. This is an advanced course in 3D Rendering of Commercial Buildings. Prerequisite: DRFT 2282.

**DRFT 2333 Advanced 3D Modeling** - (F, S). This course covers drawing techniques for producing wire-frame, surface and solid model components. Special projects are encouraged to develop skills for creating perspectives, renderings and isometric drawings. Prerequisites: DRFT 2113 or Experience Required.

**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 and civil design using the AutoCAD platform. Course instruction will reference the code requirements associated with typical office design work settings. Prerequisite: DRFT 2113 or Experience Required.

**DRFT 2423 Garden & Plant Design** - (F, S). This course will prompt the landscape designer to consider the proposed level of service and maintenance requirements, the sub-grade and climate conditions, cost parameters, and limitations of plant materials used in a variety of landscape design situations. The instructional direction of the course will aim toward providing framework for thinking about appropriate site detail as related to particular climate conditions. Attempts will be made to include field trips that will familiarize the student with quality plant and garden design methods in our regional area. Prerequisite: None Required.

**DRFT 2433 (LDD) Land Development Desktop I** - (F). The emphasis of this course will explore the creation of working drawings for commercial site and large-scale subdivision design. Several professional project examples will be shared during class lectures to give up-to-date training on regional drafting and design standards. This course will involve extensive introduction to the program interface of Land Development Desktop and its various applications in the workplace. Prerequisite: None Required.

**DRFT 2443 (LDD) Land Development Desktop II** - (S). This course will offer advanced training in the software platform of (LDD) Land Development Desktop. This Part II course of the LDD sequence will allow students to learn more about the detailing aspects expected associated with commercial design. Students will be exposed to complete large-scale projects that deal exclusively with aspects of commercial design and detailing. In addition to the Land Desktop training will be instruction of other technologies that include AutoCAD, MAP and Civil 3D. Prerequisite: DRFT 2433.

**DRFT 2454 Blueprint Reading & Production** - (F, S). This course is designed to address the procedures and practices necessary for students to read and produce various types of construction document sets. Students will spend time reviewing professional working drawings to better understand the vocabulary, graphics, and standards used in industry. In addition to the study of professional working documents will be lectures on various building systems and their application to large-scale construction documents. Participants in this course should expect to produce project details that are completed at standards similar to the typical workplace. Prerequisite: None Required.

**DRFT 2464 Blueprint Reading** (General Building Structures) (F, S). The emphasis of this course will explore the creation of working drawings for typical building structures. Our main focus will be on the study of smaller building types that include residences, apartments, small offices, restaurants and various other buildings. We will review construction document sets and discuss typical office procedures for design production. A minimum of four field trips to various office environments will help conclude the course to give students the opportunity to ask questions of our local employers. Prerequisite: None Required.

**DRFT 2474 Blueprint Reading (Large Scale & Specialty Structures)** - (F, S). Our main emphasis for this course will explore specialty building systems that include: Metal Buildings, Large Multi-Story Offices, Hospitals, Precast Structures and many other building types. This course will also include an in-depth look at mechanical and electrical building systems. We will have lessons on the use of various specialty consultants and typical communication procedures that are followed between the bid process and completion of any large-scale architectural project. Prerequisite: None Required.

**DRFT 2483 HVAC & Electrical Design I** - (F). Students are introduced to HVAC and electrical design principles as associated with commercial and residential building systems. This course will introduce concepts in reading and producing mechanical drawings. All course participants will work on group projects and produce drawings with AutoCAD and the new autodesk building systems software. Prerequisites: DRFT 2113 or Experience Required.

**DRFT 2953 CAD Internship** - (F, S). The CAD Internship is intended to assist the student to gain professional skills as required in an Architectural or Engineering design support position. The minimum contact time between the employee (student) and employer is ninety hours. During training, an intern shall be introduced to fundamental skills as practiced in the workplace and outlined in the course syllabus. Prerequisite: DRFT 2154 or Consent of Instructor.

## Economics

(May be taken in either order.)

**ECON 2013 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 2023 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 Services

These courses have no prerequisites:

**EMTA 1001 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. (Note: Formerly AHSC 1011. Will be effective Spring 2006.)

**EMTA 1013 First Responder** - (F, S, SUM). First Responder follows the national standard curriculum guidelines as set forth by the Department of Transportation. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Graduates will receive a Health Care Provider CPR card and a First Responder certificate. \*This course is a prerequisite for the EMT program. (Note: Formerly AHSC 1023. Will be effective Spring 2006.)

**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 certification exam. EMT-Basic is a prerequisite for the Paramedic Program. First responder is a prerequisite for EMT program. Criminal background checks will be performed by the Arkansas Department of Health.

## Paramedic

Prerequisite for these courses: Admission by acceptance into the Paramedic Program only.

**EMTP 1003 Paramedic Pharmacology & Parenteral Medication Administration** - (SUM). This is an introductory course covering the fundamentals of pharmacology and the administration of drugs and fluids. Drug calculations, IV Drip, Injection, Oral Administration and Drug memorization and other skills are taught. This entry level course teaches the student the skills necessary to begin their clinical phase of the paramedic program. Students must be enrolled and accepted into the paramedic program prior to taking this course. (This course replaces EMTA 1011 and EMTA 1012.)

**EMTP 1011 Emergency Respiratory Care - (F).** Management and treatment of respiratory emergencies involving adults and children. Disease process, treatments, and advanced airway management will also be covered.

**EMTP 1012 Human Systems and Patient Assessment - (F).** Presentation of the needs of the patient, skills and knowledge necessary to address these needs, and identification of priorities. Included are a brief introduction, scene survey, primary survey, resuscitation, secondary survey, definitive field management and re-evaluation.

**EMTP 1022 Shock and Fluid Therapy - (S).** An understanding of shock or lack of cellular oxygenation and its management are covered in depth. Course will present a discussion of body fluids, osmosis, pathophysiology of shock, evaluation and resuscitation. The use of MAST and intravenous techniques are introduced and practiced in class prior to the student using these in the clinical areas.

**EMTP 1026 Paramedic Clinical I - (F).** During this course the student will ride on the ambulance with a selected preceptor and practice skills and perform tasks necessary to gain paramedic experience. The student will also matriculate through the hospital ER and perform phlebotomy sticks on patients and observe the physician performing physical exams. IV administrations, drug administration, and other skills will also be performed. (Minimum of 180 hours plus a minimum number of skills to be performed.)

**EMTP 1031 EMS Environment II - (S).** Recognition and management of a mass casualty scene will be taught/demonstrated. Each student will be expected to participate in a mock disaster drill as set forth by the county and to utilize knowledge gained from class and the drill in a final disaster scenario. Rescue operations and stress management in emergency services will also be covered.

**EMTP 1032 Traumatology - (S).** Management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. Material included is based on Prehospital Advanced Trauma Life Support Program by the National Association of EMTs, the training curriculum developed by the American Academy of Orthopedic Surgeons.

**EMTP 1402 Paramedic Field Internship II - (SUM).** Students will perform skills and tasks of a paramedic and be evaluated on independent performance of these skills. Students must pass a written comprehensive exam over material presented during the paramedic program. (200 clinical hours)

**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 1204 Paramedic Clinical II - (S).** During this clinical phase, students will ride on the ambulance with selected preceptors. The student will practice skills and perform tasks necessary to gain paramedic experience and be evaluated on these skills. Students will also work in the Emergency Room, Operating Room, and Obstetrics performing assessments and skills such as endotracheal intubation, emergency childbirth, pediatric assessments, IV and drug administration.

**EMTP 1123 Medical Emergencies I - (S).** 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 1206 Emergency Cardiac Care - (F).** Students will be taught advanced cardiac care including twelve-lead ECG recognition, Advanced Cardiac Life Support, Emergency Cardiac Drug identification and administration, and other cardiac care techniques. Students will be evaluated on their ability to perform didactically as well as in the lab.

**EMTP 1233 Medical Emergencies II - (SUM).** 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.

## 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 0041, 0042, 0043 (Formerly ACSK 0041, 0042, 0043) Foundations of Writing - (F, S).** This is a course to address the punctuation, verb forms, patterning, and usage skills needed by first or second language students. The student may enroll in one, two, or three credit hours. The schedule is planned on an individual student basis, with weekly computer lab time and instructor conference at an arranged time. Home use of a computer tutorial and conferencing by e-mail are possible. This course may be taken along with Composition I or II, or alone, and can be repeated. Enrollment for one credit hour is allowed through the eighth week of the regular semester. No prerequisite.

**ENGL 0043-DL-WWW** is offered through distance learning with instructor consent. It is the same course content as above (ENGL 0043), but the format is different. This course is taught on-line as distance learning.

**ENGL 0053 (Formerly ACSK 0053) Beginning Writing** - (F, S). 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 Composition. Prerequisite: ENGL 0041, 0042, 0043 (Formerly ACSK 0041, 0042, 0043) Foundations of Writing with a C or better, or minimum placement score: ACT-10 or COMPASS 14.

**ENGL 0063 Intermediate Writing (Formerly ACSK 0063 Intermediate Composition)** - (F, S, SUM. on demand). The study and practice of sentence structure rules, critical thinking skills, writing as a step-by-step process, and basic grammar. Students will learn to express ideas and opinions in clear, organized paragraphs and essays. Students will also learn and use word processing as it applies to academic writing. Successful completion allows a student to enter English Composition I. Prerequisite: ENGL 0053 (Formerly ACSK 0053) Beginning Writing with a C or better or minimum placement score: ACT-13 or COMPASS-42.

**ENGL 1013 English Composition I** - (F, S, SUM). Guiding the student through the process of writing with regular practice and analysis of effective writing, this first course of the composition sequence emphasizes the writing of clear, concise, developed academic prose. Generally students are expected to follow the rules of Standard Edited English, to understand paragraph development, and to write a research assignment involving the integration of sources. Prerequisite: minimum placement score (19 ACT, 75 Compass), completion of ENGL 0063 Intermediate Writing (Formerly ACSK 0063 Intermediate Composition), or CIEP 0063 with a C or better.

**ENGL 1013H. English Composition I, Honors** - (F). This course is open to dedicated or enthusiastic students who want to improve their writing skills with a course that includes an emphasis on writing as a thinking skill and a study of style in the English 1013 curriculum. Prerequisite: consent of instructor.

**ENGL 1023 English Composition II** - (F, S, SUM). Although the primary reading text is an anthology of literature, the emphasis in this course continues to be on the student's writing academic prose. The student uses the writing process introduced in Composition I using literature as an academic subject for analysis, interpretation, critical appraisal, and research. Prerequisite: completion of English 1013 with a C or better.

**ENGL 1023H. English Composition II, Honors** - (S). Students who enjoy reading and want to improve their writing skills are encouraged to take this course. Continuing the study of the writing/thinking process begun in Composition I, Honors, this course introduces literature as the subject for academic writing

involving analysis, interpretation, critical appraisal and research. Prerequisite: Consent of instructor.

**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** (FS). 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). Honors sections typically emphasize independent projects and presentations. Students are also encouraged to participate in field trips and cultural experiences related to the course topics. Typically the course includes the generally accepted literary masterpieces of western culture as well as lesser known works from eastern cultures. 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 in the literature as the student learns to read, interpret, and analyze this literature. Prerequisite: ENGL 1013 and 1023 with grades of B or better, or consent of instructor.

**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. Honors sections typically emphasize independent projects and presentations. The student will read literature from Asia,

Africa, 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: ENGL 1013 AND 1023 with grades of B or better, or consent of instructor.

**ENGL 2313 Survey of American Literature to the Civil War** - (F). From Native American tales and songs to the haunting stories of Edgar Allan Poe and the intriguing poetry of Emily Dickinson, students read and discuss what Americans were singing, talking, and writing about during America’s earliest days up till the War Between the States. Students experience American history through the eyes of explorers like Christopher Columbus, religious leaders like William Bradford, settlers like Anne Bradstreet, patriots like Thomas Paine, outspoken women like Abigail Adams, individualists like Henry David Thoreau, slaves like Harriet Jacobs, romantics like Nathaniel Hawthorne, and innovators like Walt Whitman. The multicultural selections in the textbook help students understand the viewpoints of Americans from diverse backgrounds and ethnicity. Prerequisite: English 1013 and 1023 with a grade “C” or better, or consent of instructor.

**ENGL 2323 Survey of American Literature Since the Civil War** (S). Students will read, discuss, and write about fiction, poetry, nonfiction, and drama by major American authors from the post-Civil War era up through the present times such as Mark Twain, Kate Chopin, William Faulkner, Ernest Hemingway, Robert Frost, Henry James, Willa Cather, Langston Hughes, Arthur Miller, and Toni Morrison. In addition, students will examine how literary trends like realism, naturalism, imagism, and post-modernism influenced the writing of the time. Several texts by Americans from diverse backgrounds and ethnicity enhance the student’s awareness of America’s multicultural literary heritage. Prerequisite: English 1013 and 1023 with a grade “C” or better, or consent of instructor.

## Environmental Science

**ENSC 1001L Environmental Science Laboratory** - (F, S). This is designed to be taken concurrently with, and to amplify further, ENSC 1003. Students will be required to participate in an EAST (Environmental And Spatial Technology) project. This environmentally based project will include the use of GIS (Global Information Systems) and other innovative technologies. Class exercises will include laboratory experiments and analysis, field studies, discussion and reports. Three hours laboratory weekly. ENSC 1003 is a corequisite.

**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.

**ENSC 2001L Environmental Management Laboratory** - (F, S). This is designed to be taken concurrently with, and to amplify further, ENSC 2003. Class exercises will include laboratory experiments and analysis, field studies, discussion and reports. Three hours laboratory weekly.

**ENSC 2204 Introduction to Soil Science** - (Yearly). The classification and origin of soils. Study of chemical, physical, and biological properties of soils. Three hours lecture and three hours lab weekly.

**ENSC 2233 Instrumentation, Sampling and Analysis: Air Quality** - (F). Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis on analysis commonly performed by the field technician. The student will demonstrate proper selection of basic monitoring equipment and instrument calibration, sampling, field analysis, and preservation procedures; representative sampling methods; and prepare and evaluate documentation associated with sampling and field analysis. Practical hands-on case studies will be utilized in developing sampling strategies, sampling methods, and analysis of sampling results. The student will be able to prepare a written report of field analysis.

**ENSC 2243 Instrumentation, Sampling and Analysis: Water Quality** - (S). Water sampling, field analysis, preservation and transport to the laboratory for quality assurance is emphasized. Laboratory instrumentation analysis using spectrographic and titrimetric methods along with quality control will be stressed. Two hours lecture and two hours laboratory weekly. Prerequisite: Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) or Environmental Management with Lab (ENSC 2003 & 2001L) & college chemistry (CHEM 1104) or Basic Chemistry (CHEM 1024) with grades of C or better, or consent of instructor.

**ENSC 2301L- Hazardous Materials Control & Emergency Response Lab** (F, S, SUM) Laboratory course for compliance with 29CFR 1910.120 Appendix E for Hazwoper- allows "Hands-on training" in simulated work 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.

**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 Industrial Hygiene - Workplace Environmental Management** (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 245V 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 for up to 4 hours variable environmental science credit. 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 291V Environmental Special Problems** - (F, S). Work on special projects and problems in environmental science or related fields. May be repeated for up to 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.

### Educational Technology

**ETEC 2003 Educational Technology** - (F, S). A criterion-based course designed to provide beginning technology users with conceptual knowledge and skills in the area of fundamental computer technology and traditional educational media.

### Fine Arts

The following courses fulfill the Fine Arts requirement for students who intend to transfer to the University of Arkansas.

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

### Fire Science Administration and Technology

Prerequisite: Admission by acceptance into the Fire Science Administration and Technology Program only.

**FIRE 1003 Introduction to Fire Science** (F). This course will study the philosophy and history of fire science, the review and analysis of fire losses, the introduction to fire protection agencies, career possibilities, the use of protective clothing and equipment, the use and identification of basic fire fighting equipment, and current technological developments.

**FIRE 1013 Fire Suppression - Tactics and Strategies** - (F). This course reviews special methods of teaching tactical concepts relative to extinguishing all classes of fire. Forms of extinguishing equipment and compounds along with fire development are covered.

**FIRE 1023 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.

**FIRE 1033 Fire Officer Leadership** - (S). This course provides the participant with basic skills and tools needed to perform effectively in the fire service environment. Topics of discussion will include group

dynamics, communication, decision making, problem solving and other personnel matters. This course will enable mid-range managers, especially company officers, to be more effective in their roles as leaders.

**FIRE 1043 Fire Prevention and Inspection** - (F). This course provides the student with an overview and understanding of the field of fire prevention including history of fire prevention, code development and enforcement, inspection principles, public fire safety education, and arson suppression. This course follows the objectives outlined in the National Fire Protection Association (NFPA) Standard 1031, Fire Inspector I.

**FIRE 1104 Firefighter I** - (SUM). This course is designed to provide students with the knowledge and skills necessary to become a Firefighter at the first level of certification. This course follows NFPA Standard 1001 - Firefighter Professional Qualifications.

**FIRE 1114 Firefighter II** - (SUM). Continuation of the knowledge and skills necessary for student to be certified as a Firefighter at the second level of certification. Upon successful completion of the course a representative of the Arkansas Fire Academy will test students. Prerequisite: Firefighter I.

**FIRE 2023 Fire Department Administration** - (F). Fire Department administrative functions, including application and implementation in the fire service, personnel selection, training and evaluation and relationship of administration at various levels of the organization, including reporting and budgeting will be covered in this course.

**FIRE 2033 Building Construction for the Fire Service** - (S). This course covers the advantages and disadvantages of major structural materials, wood, masonry, steel and concrete. Fire problems of non-structural elements with emphasis on fire characteristics and safety factors, as well as liabilities of code enforcement.

**FIRE 2063 Fire Service Instructional Methodology** - (S). This course covers the characteristic of a successful instructor, and provides the participant the tools necessary to determine training needs within an organization, develop course material, and present a training class. Use of training aids and devices will be discussed. This course follows the objectives outlined in the National Fire Protection Association (NFPA) Standard 1041, Fire Service Instructor I.

### Food Safety & Sanitation

**FDSC 2503 Food Safety and Sanitation** - (FS). Food Safety and Sanitation introduces the student to principles of sanitation, cleaners, and sanitizers, sanitary equipment and plant design and control of food processing operations. Students will be provided the option of ServSafe Certification should they choose to take the required test. 3 hours per week.

## French

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program [CIEP].)

### **FREN 1003 Elementary French I - (F).**

Introductory course designed for students beginning the college-level study of French. Presentations of vocabulary, grammatical structures, and Francophone culture enable the student to understand, speak, read, and write basic French. No prerequisite.

**FREN 1013 Elementary French II - (S).** This course is a continuation of FREN 1003. The study of vocabulary, grammatical structures, and Francophone culture enables students to strengthen listening, speaking, reading, and writing skills. **PREREQUISITE:** Completion of FREN 1003 with a C or better, or department consent.

**FREN 2003 Intermediate French I - (F).** Further development of language skills in French, with attention to reading, composition, and conversation. It includes readings in French literature, culture, and civilization and extensive grammar review. Class is conducted primarily in French. **PREREQUISITE:** Completion of FREN 1013 with a C or better, three years of recent high-school French, or department consent.

**FREN 2013 Intermediate French II - (S).** This course is a continuation of FREN 2003. It includes readings in French literature, culture, and civilization. Grammar is reviewed and expanded. Class is conducted primarily in French. **PREREQUISITE:** Completion of FREN 2003 with a C or better, or department consent.

## Geography

**GEOG 1003 Physical Geography - (On Demand).** An introductory survey of the various components of the physical environment and the basic interrelationships among them. Topics of study include movements of the earth and seasonal change, interpretation of maps, the elements of weather and climate, and the effects of physical processes upon various types of regions. Emphasis is on developing a broad perspective of the natural world.

**GEOG 1123 Human Geography - (F, S).** An introductory study of the cultural factors that make up Human Geography and their relevance in today's world. From the viewpoint of spatial distributions, students gain a perspective on different aspects such as population growth, language, religion, political systems and economic development. Students acquire a global perspective by comparing selected countries and seeing the impact of change on their cultural landscapes.

**GEOG 2103 Emerging Nations - (On Demand).** Areas such as Latin America, Asia, the Middle East and Africa pose a variety of problems in their development as they confront and are challenged by the physical, human, and economic resources of the modern world. The course emphasizes a general understanding of regional Geography and the factors that distinguish different realms when considering the meaning of "development."

**GEOG 2203 Developed Nations - (On Demand).** A survey of the history and current status of the human, physical, economic and political geographies of what is considered the developed world. Areas studied include Europe, Russia, and the United States and Canada.

## 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. 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.

## German

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program [CIEP].)

**GERM 1003 Elementary German I - (F).**

Introductory course designed for students beginning the college-level study of German. Presentations of vocabulary, grammatical structures, and German culture enable the student to understand, speak, read, and write basic German. No prerequisite.

**GERM 1013 Elementary German II - (S).** This course is a continuation of GERM 1003. Presentations of vocabulary, grammatical structures, and German culture enable the student to strengthen listening, speaking, reading, and writing skills. **PREREQUISITE:** Completion of GERM 1003 with a C or better, or department consent.

**GERM 2003 Intermediate German I - (F).**

Further development of language skills in German, with emphasis on reading, composition, and oral practice. It includes readings in German literature, culture, and civilization. **PREREQUISITE:** Completion of GERM 1013 with a C or better, three years of recent high-school German, or department consent.

**GERM 2013 Intermediate German II - (S).** This course is a continuation of GERM 2003. Grammar is reviewed and expanded. It includes cultural readings. **PREREQUISITE:** Completion of GERM 2003 with a C or better, or department consent.

**General Engineering**

**GNEG 1103 Introduction to Engineering - (F, S).** Intended for potential engineering students in the first year of study this is a course 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.

**Hospitality Food & Beverage**

**HFDB 2513 Food and Beverage Management - (F, S).** This introduction to food and beverage management examines culinary arts and restaurant business development. The course will cover restaurant operations, including beverage services and other management services. The certification test for servers of beverage alcohol is available at the NWACC Bookstore. 3 hours per week.

**History**

**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).** Explores the history of American life, through study of the constitutional, political, social, intellectual and economic development from the period prior to European colonization through 1877. **Prerequisite:** consent of instructor.

**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. **Prerequisite:** consent of the instructor.

**HIST 2053 History of Arkansas - (On Demand).** A presentation of the political, economic, social and cultural development of Arkansas from the arrival of the Native American to the present.

**HIST 2063 The United States and Vietnam - (On Demand).** A survey of the Vietnam War with emphasis on the role played by the United States, as well as an analysis of its impact on American politics and society.

**HIST 2073(H) - History of the American West, Honors, Travel.** The history of the American West from the earliest Native American civilizations to the present day. Specific course content will vary by term. The travel component of the course will reflect and augment course content with a varied itinerary as needed. Possible course topics include: a historiography of the nature and definition of the West, Native American civilizations, exploration and expansion, race relations and conflict between and among inhabitants, social and economic development of the region, and conservation and recreation in the region.

**Health Sciences**

**HLSC 1002 Wellness Concepts - (F, S, SUM).** Interrelationship of mental, emotional, physical, social and spiritual aspects of functioning to optimal health and wellness; implications for education about wellness in the schools and for adult living are provided.

**HLSC 1103 Personal Health and Safety - (On Demand).** Discussion of health and safety problems with emphasis on the promotion of individual health and safety concepts.

**HLSC 2103 Nutrition in Health - (F, S).** The functions of food, body processes and optimum diets in relation to health and physical fitness.

## Horticulture

**HORT 1103 Plants in the Home Environment** - (F, S). A techniques course covering basic home fruit and vegetable production, including organic and sustainable methods, and the use and care of ornamental plants. This is a hands-on course utilizing Master Gardener instructional materials.

**HORT 2004 Principles of Horticulture** - (Yearly). An introductory course including study of basic biological processes and technologies of propagation, production, use of native and introduced horticulture crops, landscape and turf plants. Students will be introduced to various disciplines and business related aspects of horticulture. The aesthetic and nutritional uses of plants will be explored. Previous instruction in Plant Biology or General Botany is strongly recommended. 3 hours lecture and 3 hours laboratory weekly.

**HORT 2303 - Introduction to Turfgrass Management** - (Yearly). An introductory course in turfgrass management emphasizing turfgrass growth, adaptation, and management. Methods for establishment, fertilization, mowing, cultivation, irrigation, and pest management are presented, and their impact on culture of lawns, golf courses, athletic fields, and other managed turf areas discussed. Lecture three hours per week.

## Hospitality Management

**HMG 1603- Introduction to Hospitality Management** (F, S). A survey of the hospitality industry, comprising food, lodging, tourism, recreation and management. Students will learn about the structure, nature and operating characteristics of these different sectors. Includes an analysis of management principles and career opportunities in the hospitality industry. Ethics will also be addressed. 3 hours per week.

**HMG 2694 Hospitality Internship** - (On Demand). On the job training working in the hospitality industry under the supervision of experienced professionals. 4 credit hours.

**HMKT 2013 Arkansas Tourism** - This course examines various activities that constitute tourism, including recreation and leisure, the gaming industry, meetings, conventions and expositions in addition to an overview of tourism. 3 hours per week.

**HRMN 2003 Hotel Operations** - This introduction to the hotel business covers the development and classification of hotel establishments, hotel and rooms division operations; food and beverage operations, marketing, human resources and culture.

## Homeland Security/Emergency Management

**HSEM 1003 Introduction to Terrorism: Perspectives** - This course surveys contemporary terrorism, focusing on international, transnational, and domestic terrorism. Students will examine the roots of terrorism organizations, terrorist motivations, the controversies about defining terrorism, and actions taken by governmental agencies to counter terrorism. Student learning outcomes include an understanding of terrorism against the United States, a general knowledge of criminology and criminal justice as frameworks for analyzing terrorism, a general knowledge and understanding of the historical, psychological, and sociological explanations of terrorism, a general knowledge of the patterns and trends of terrorism, and a better understanding of the theories and policies of counterterrorism.

**HSEM 1013 Mass Disaster and Emergency Response** - This course introduces students to the field of emergency management. Students will be exposed to the terminology and definitions used in emergency and disaster management. Students will examine legal requirements, responsibilities, and laws pertaining to emergency management. Students will develop an understanding of the procedures and requirements in emergency management including identification of hazards and response capabilities, both governmental and private sector. Student learning outcomes include knowledge of emergency operations planning systems, knowledge of emergency management operations, knowledge of long and short term responses to mass disasters, knowledge of the facilities, resources, and equipment used in comprehensive emergency responses, and knowledge of types of disaster relief and responses to various types of possible mass disasters.

**HSEM 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 1043 State and Local Disaster Management** - This course covers fundamental information on the state and local role in disaster assistance process' and programs, including the role of volunteers and volunteer agencies in emergency management. Students are required to complete three FEMA Independent Study Courses online: FEM 128-State Disaster Management, FEM 142-Introduction to Community Emergency Response, and FEM 119-The Role of Voluntary Agencies in Emergency Management. 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 1053 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 1063 HSEM (FEMA) Elective** -This course allows the student to select any three of the 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. (The approved courses are attached to this proposal as Appendix A). The selection allows the student an ability to focus on a desired special area or subject of homeland security and/or emergency management of their choice. The students will meet weekly throughout the semester to discuss their topics in a seminar setting with the instructor and the other students. The student will be tested in the areas selected. Students cannot use the following classes for this course: FEM 119 – The role of Voluntary Agencies in Emergency Management, FEM 142 – Introduction to Community Emergency Response, FEM 128 – State Disaster Management.

Courses Offered Through Distance Learning. Both HSEM 1053 and HSEM 1063 have Distance Learning components as set forth above.

**HSEM 1093 Homeland Security/Emergency Management Internship** -This course is a work experience internship in which a student is placed with a public or private agency or corporation involved in emergency management for 6 to 10 hours per week in addition to regular meetings with the HSEM Coordinator. Students will keep a journal of their work experience and deliver a final report upon completion of their placement. Prerequisite: Students must be in the final semester of the HSEM degree program and receive instructor approval prior to registration.

### Humanities

**HUMN 1003 Exploring the Humanities** - (S). An introduction to the general concept of the humanities and the various disciplines of art, literature, music,

mythology, theatre, film, and how they interrelate. Students will develop critical thinking and writing skills through class discussion, attendance at local performances, and frequent compositions. PREREQUISITE: ENGL 1013.

**HUMN 1013 Exploring Cultural Diversity** -(F). An introduction to the various cultures which contribute to the diversity of the United States, in general, and Northwest Arkansas, in particular, through presentations by representatives of various cultures and the study of fiction, non-fiction, art, music, film, theater, and through research projects. PREREQUISITE: ENGL 1013.

### International Business

**INTB 1003 Introduction to International Business** (On Demand). This foundation course for all business students is designed to introduce the global business world to students interested in the business field.

**INTB 2033 International Marketing** – (On Demand). This course will focus on issues related to overseas marketing and their impact on strategies for successful commerce in a global environment.

**INTB 2063 International Management** – (On Demand). This course will train managers to successfully manage a business from the framework of cross-cultural communications, human resource management, business ethics and strategy development and implementation.

### Kinesiology

**KINS 1013 Careers in Kinesiology** (F). An introduction to the broad field of kinesiology including historical aspects and career perspectives.

### 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**. 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 con-

sent. It is recommended that students have completed English Composition II (ENGL 1023) before enrollment.

**LEGL 2133 Torts** - (F, S). This course covers tort law and includes the topics of negligence, intentional torts, strict and product liability, personal injury litigation, and insurance. Investigation, legal interviewing, pretrial preparation, document production and settlement of tort cases will be included. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2153 American Constitutional Law** - (On Demand). This course deals with The Constitution and its development throughout the history of our nation. The U.S. Supreme Court as a political institution will be examined as well as judicial review, federalism, separation of powers, regulation of commerce, due process, and equal protection. The second half of the course deals with civil liberties and the fundamental rights of the individual.

**LEGL 2172 Employment Law** - (On Demand). This course is a detailed study of employment law, including benefits for the former employee. Topics include the employment at will doctrine: the rights, duties, and liabilities of the employer and employee; discrimination in employment (including the new Americans with Disabilities Act); workers' compensation; and Social Security Administrative law. Students will become familiar with legal documentation related to this field.

**LEGL 2173 Evidence** (On Demand). This course is an analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence. Prerequisite or co-requisite: LEGL 1043 or CMJS 2013 or coordinator's consent.

**LEGL 2252 Family Law** - (F). Family Law covers matters of domestic law, including the formation and dissolution of marriage, marital property, child custody and support, and other related matters. Students will draft appropriate legal documents. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent

**LEGL 2323 Civil Litigation** - (F). This course is an intensive study of civil procedure and includes the study of federal and state rules. Emphasis is placed upon the functions and duties of the paralegal in the litigation process, with special attention paid to the interviewing of clients; drafting of pleadings, writing of motions and discovery documents, and preparing and filing of other legal documents. Prerequisite: Completion of ENGL 1013, LEGL 1043, LEGL 2133, and LEGL 1104 or coordinator's consent.

**LEGL 2382 Legal Ethics** - (F). Legal Ethics covers

professional conduct for attorneys, the client-lawyer relationship, and the confidentiality of information. Special focus is given to the Arkansas Model Rules of Professional of Conduct for attorneys as well as limitations on what the paraprofessional may do. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2553 Real Estate Law** - (F). 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.** This course is a study of the law of commercial law: including contracts, the debtor-creditor, sales, commercial paper and secured transactions. Students will learn how to identify the essential elements of a particular type of commercial transaction and special focus will be given to the acquisition of practical skills in the documentation and drafting of these transactions. Prerequisites: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2753 Wills, Trusts, and Probate** - (S). This class is an intensive study of testate and intestate inheritance, with special focus on the laws of Arkansas, Missouri and Oklahoma. Emphasis is placed on the acquisition of knowledge and skills that a paralegal would need. Students will become familiar with techniques for fact gathering, inheritance and estate tax principles, use of trusts, will drafting, and probate procedures. Prerequisites: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2772 Business Organizations.** 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.** 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.

### Special Topics

**LEGL 29LV**-(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 hours for a 3 hour class, 160 hours for a 4 hours 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. Upon successful completion, a student may take Beginning Algebra. No prerequisite.

**MATH 0053 Beginning Algebra** - (F, S, SUM). This developmental algebra course covers linear equations and inequalities, quadratic, and rational equations, graphing lines in a plane, slope, exponential properties, polynomial operations, factoring, rational operations, and emphasizing interwoven problem solving. Upon successful completion, a student may take MATH 0103, Intermediate Algebra or MATH 1003, Math for AAS General Education. Prerequisite: PreAlgebra (MATH 0013) with a C or better, or appropriate placement scores. (See Developmental Math Placement Chart above).

**MATH 0103 Intermediate Algebra** - (F, S, SUM). This developmental algebra course covers exponents and radicals, systems of linear equations and inequalities, radical, quadratic, and rational equations and compound inequalities in one variable, line graphs and parabolas, function concepts including domain and range, and interwoven problem solving. Graphing calculator use. Upon successful completion, a student may take MATH 1204, College Algebra or MATH 2043, Survey of College Mathematics. Prerequisite: Beginning Algebra (MATH 0053) with a C or better, or appropriate placement scores. (See Developmental Math Placement Chart above).

**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 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 is offered in addition to traditional sections using the standard instructional format. Prerequisite: Beginning Algebra (MATH 0053) with a C or better, or appropriate placement scores. (See Math Placement Chart).

**MATH 1103 Survey of College Mathematics** - (On Demand). Designed to acquaint students with the breadth and practicality of mathematics, this college-level survey course will include the following topics: a review of ratio, proportion and unit analysis; problem solving; set theory; logic; geometry; probability; and statistics. This course is designed for non-transfer students enrolled in certain AAS programs. It is recommended that students intending to earn a baccalaureate degree take College Algebra. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 1204 College Algebra** - (F, S, SUM). An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions, graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities and matrices; and sequences and series. A WWW version of this course is offered as an option, in addition to traditional sections using the standard instructional format and computer-assisted classes. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Math Placement Chart).

**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. A WWW version of this course is offered in addition to

traditional sections using the standard instructional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 1285 Precalculus Mathematics** - (On Demand). This course covers topics in college algebra and plane trigonometry. It is designed for students who will take MATH 2554. Prerequisites: One and one half units of high school algebra with a "C" or better, or appropriate placement scores. (See Math Placement Chart). NOTE: No credit can be given for those who have completed MATH 1204 and/or MATH 1213.

**MATH 2043 Survey of Calculus** - (F, S, SUM). A survey and applications course in calculus designed for students in business, life sciences and social sciences. Topics include limits, differentiation, curve sketching, exponential and logarithmic functions with applications, integration and multivariable calculus. A WWW version of this course is offered in addition to traditional sections using the standard instructional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart). NOTE: Survey of Calculus is NOT a prerequisite for Calculus I (MATH 2554).

**MATH 2053 Finite Mathematics** - (F, S, SUM). A survey and applications course in mathematics designed for business, life science, and social science students. Topics include a review of using a graphing utility, linear models, systems of linear equations, matrices, linear programming; the simplex method; set theory; probability; counting principles; statistics; and finance mathematics. A WWW version of this course is offered in addition to traditional sections using the standard instructional format. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2103 Discrete Math** - (On Demand). This course covers introductory topics in logic, proofs, study of sets, algorithms, graph theory and trees, and probability. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**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 for each strategy 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 insti-

tion. This course will not satisfy the math elective requirement for the Associate of Science degree at NWACC. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2223 Survey of Mathematical Structures II** - (F, S). The fundamental element of this course is the understanding of the underlying concepts of elementary mathematics topics including counting methods, probability, statistics, geometry, measurement, and mathematical systems. Students in the course will prepare and present elementary math lessons and build team technology skills through the completion of an EAST project and/or antoerh 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. This course will not satisfy the math elective requirement for the Associate of Science degree at NWACC. Prerequisite: College Algebra (MATH 1204) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2554 Calculus I** - (F, S, On Demand). The first course in a three-semester sequence designed to provide comprehensive coverage of differential and integral calculus. Topics include limits and continuity, differentiation with applications, integration with applications (including inverse trigonometric, exponential, logarithmic, and hyperbolic functions) and basic differential equations. Prerequisites: Plane Trigonometry (MATH 1213) OR Precalculus Mathematics (MATH 1285) with a C or better, or appropriate placement scores (See Math Placement Chart).

**MATH 2564 Calculus II** - (F, S). A continuation of MATH 2554. Topics include applications of integration, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric curves, and polar coordinates. Prerequisite: Calculus I (MATH 2554) with a C or better.

**MATH 2574 Calculus III** - (On Demand). A continuation of MATH 2564. Topics include parametric curves, vectors and vector-valued functions, surfaces, partial differentiation, multiple integrals and vector calculus. Prerequisites: Calculus I (MATH 2554) AND Calculus II (MATH 2564) with grades of C or better.

**MATH 2914 Differential Equations and Laplace Transforms** (On Demand). Topics in this first course in differential equations will include first and second order ordinary differential equations; Laplace Transforms, systems of ordinary differential equations and eigenvectors. Prerequisite: Calculus III (MATH 2574) with a C or better.

## Microbiology

**MBIO 2014 General Microbiology** - (F, S, SUM). Survey of microorganisms, their role in the ecosystem, their impact on and use by man. The basic structure, growth and metabolism of bacteria and viruses will be examined. Immunological principles and their application to microbiology will also be presented. Emphasis in laboratory on sterile technique and culturing microorganisms on various diagnostic media. Three hours lecture and three hours lab weekly. Prerequisite: One semester of college biology (BIOL 1544) and one semester of any college level chemistry, or Anatomy &\* Physiology I (BIOL 2214) with grades of C or better.

## Mechanical Engineering

**MEEG 2003 Statics** - (F, S). This is an introductory course and will include topics such as equilibrium of particles and rigid bodies, moments of forces, centroids, moments of inertia, analysis of structures, friction, and resultants of force systems in a plane and in space. Students enrolling in this course must also enroll in MEEG 2001D during the same semester. Prerequisite: PHYS 2054 Advanced College Physics I or PHYS 2074 Advanced College Physics II. Corequisite: MEEG 2001D Statics Drill.

**MEEG 2001D Statics Drill.** This drill is offered in tandem with MEEG 2003 and is a required component of the course. Students enrolling in this course must also enroll in MEEG 2003 during the same semester. Corequisite: MEEG 2003 Statics.

## Management

**MGMT 1003 Introduction to Business** - (F, S, SUM). The material of this course is concerned with the structure of business organizations, principles and practices in America. It is designed to serve as a foundation and also as a practical course for all students who plan to enter the field of business.

**MGMT 1013 Free Enterprise** - (F, S). A project driven course aimed at teaching students an understanding of Free Enterprise through the application of economic activities within the community. Emphasis will be placed on teamwork. (Open to all students.)

**MGMT 1023 Leadership Development** - (On Demand). This course will provide emerging and existing leaders the opportunity to explore their concept of leadership and to develop and improve their leadership skills. The course will integrate readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

**MGMT 1033 Retail Management** - (F). Key retail management concepts are reinforced with current, real-world examples that bridge the gap between theory and practice. This interactive class explores buyer behavior, retail strategies, Web retailing, site analysis, retail buying, merchandising, staffing, and promotional strategies. No prerequisite.

## Army ROTC MILS Military Science Courses

All classes have a required laboratory session. The class and laboratories are held at the Army ROTC Building on the University of Arkansas Fayetteville campus.

**MILS 1001 Basic Outdoor Skills and Leadership Introduction** (F & S). Incorporates various outdoor field craft skills involving both classroom and outdoor instruction. Subjects include, small group leadership, rappelling, basic map reading, water safety and first aid. Introduction to safe use of a rifle and basic marksmanship. Introduction to organization, values, and role of the Army. Classroom 1 hour per week. Lab 1 hour per week.

**MILS 2002 Leadership Development** (F & S) - Continuation of basic skills presented in MILS 1001 and MILS 1011. Course focus is on small unit leadership, team building, decision making process, time management, and management skills. Includes an introduction to small unit tactics. Students develop leadership foundations by leading discussions, developing and briefing operation plans using the military decision making model. Cadets continue training in land navigation, first aid, and outdoor field craft. Classroom 2 hours per week. Lab 1 hour per week. Corequisite: lab component. Prerequisite: MILS 1001 and MILS 1011 or approval of Professor of Military Science.

**MILS 3004 Applied Leadership** (F & S) - Development of managerial and leadership abilities, maximizing performance-oriented 'hands-on' training. Students learn advanced infantry tactics and demonstrate their leadership potential using this medium. Students are required to lead in drill and ceremony, physical training, and tactical infantry situations. The training is intended to prepare the student for the ROTC Leadership Development and Assessment Course experienced normally in the summer prior to the senior year or 4th year of ROTC. Lecture 3 hours, laboratory 3 hours per week, plus 3 hours of physical training are conducted weekly. One weekend field training exercise is required per semester. Corequisite: Lab component. Prerequisite: junior standing plus one of the following conditions: completion of ROTC basic camp, veteran status, or completion of basic training with any component of the U.S. Armed Forces.

**MILS 4004 Advanced Leadership** (F & S) -The study of various military organizations and their role in military operations. Discussion of command and staff management in military organizations, executive responsibility of Army commissioned officers, service customs, courtesies, and traditions. The senior year includes the study of personnel management, professional ethics, the military justice system and the Army's training and maintenance management system. Lecture 3 hours, laboratory 3 hours, physical training 3 hours per week. MS IV cadets plan and participate in 1 field training exercise per semester. Corequisite: lab component. Prerequisite: successful completion of MS III course work.

## Medical Technology

**MTEC 5603- Medical Technology Techniques I** (F). Laboratory safety & techniques in phlebotomy, pipetting, use of basic instrumentation and microscopes to analyze urine, and other body fluids. The hematology component includes techniques to evaluate number, function, and morphology of blood cells in blood and bone marrow. Includes testing methods to evaluate blood hemostasis. Successful completion of Anatomy & Physiology II (BIOL 2224) or consent of instructor required. Offered Fall Semester Only.

**MTEC 5611- Medical Technology Techniques II** (S). Laboratory procedures & testing methods to assure the safe and effective transfusion of blood components. Includes methods to manage maternal & neonatal blood compatibilities. Successful completion of Anatomy & Physiology II (BIOL 2224) and consent of instructor required. Offered Spring Semester Only.

**MTEC 5622- Medical Technology Techniques III** (S). Laboratory procedures & techniques for isolating, culturing, and identifying medically significant microorganisms. Successful completion of Microbiology (MBIO 2014) and consent of instructor required. Offered Spring Semester Only.

## Music

**MUSI 1003 Music Appreciation** - (F, S, SUM). A survey of music history with an emphasis on listening to all types of music in order to develop critical listening skills. Includes the works of major composers, media through which music is produced, instruments of the orchestra, voice, elements of music, forms and terminology. Attendance at selected live concerts is required.

**MUSI 1101 Chamber Singers** - (F, S). An auditioned vocal ensemble that performs music from all periods, Medieval to Modern. May be repeated for credit. Consent of instructor is required for admission. Meets three hours each week.

**MUSI 1201 Civic Chorus** - (F, S). The community choir of NWACC. The group performs several times each semester. May be repeated 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** - (F, S, SUM). One-half hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1221 Beginning Class Piano or consent of instructor.

**MUSI 1232 Private Piano** - (F, S). One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1221 Beginning Class Piano or consent of instructor.

**MUSI 1331 Private Voice** - (F, S, SUM). One-half hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1332 Private Voice** - (F, S). One hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1411 Private Guitar** - (F, S, SUM). One half-hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1421 Beginning Guitar Class** - (F, S). A basic course in the fundamentals and techniques of guitar playing. Class will perform as an ensemble. **MUSI 1512 Private Organ** - (F, S, SUM). One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1232 Private Piano or consent of instructor.

**MUSI 1603 Music Theory I** - (S, On Demand). Principles of notation rhythm, meter, triads, dominant sevenths, tonality, major and minor scales, key signatures, intervals, cadences and four-part writing. Meets three hours each week. It is recommended that this be taken in conjunction with MUSI 1621 Aural Skills I.

**MUSI 1613 Music Theory II** - (On Demand). A continuation of MUSI 1603. Meets three hours each week. It is recommended that this be taken in conjunction with MUSI 1631 Aural Skills II. Prerequisite: MUSI 1603 Music Theory I.

**MUSI 1621 Aural Skills I** - (S, On Demand). Development of aural perception through ear training, sight singing, and keyboard harmony. Two hours per week.

**MUSI 1631 Aural Skills II** - (On Demand). Continuation of Aural Skills I. Two hour per week. Prerequisite: MUSI 1621 Aural Skills I or consent of instructor.

**MUSI 1643 Beginning Music Composition** - (On Demand). An introduction to the art of music composition. Class activities will involve listening to selected compositions from music literature, analyzing their structures, and studying the compositional processes used to create the music. Students will then write original compositions using the selected pieces as models. If possible, the student works will be performed in class by the class members.

**MUSI 1653 Basic Musicianship** - (F). Basic study of the principles of notation, rhythm, melody, and harmony in order to experience practical application. Includes study of sight singing, ear training and keyboard skills.

**MUSI 1703 Introduction to MIDI (Musical Instrument Digital Interface)** - (F). An introduction to basic MIDI equipment and to several current software packages. Students will be offered hands-on training in basic digital recording techniques, notation software and sequencing programs.

**MUSI 2001 Civic Symphony Orchestra** - (F, S). The Civic Symphony Orchestra of Benton County is in partnership with the NWACC Music Department. The orchestra is made up of professional musicians, volun-

teers, and students. It performs standard symphony repertory with one concert each semester. Miles Fish, conductor.

**MUSI 2903 Musical Theatre Production** (On Demand). Consists of the production of a Broadway-style musical, with class members participating in all facets of the production. Lead roles selected by audition.

## Networking

**NTWK 2013 Networking and Information Systems** - (F, S). This course provides an introduction to networking and information systems. Topics include hardware, software, networks, introduction to routers, cabling, the OSI model and protocols commonly used in the networking environment. Students will gain hands-on experience in the installation of a local area network including initial router setup. Students completing this course will have the preparation necessary for success in the following industry-recognized certifications: 1st semester of Cisco Certified Networking Associate (CCNA). (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. Students completing this course will have the preparation necessary for success in the following industry-recognized certifications: 2nd semester of Cisco Certified Networking Associate (CCNA). This course includes both theory and over 50% hands-on application of theory in lab components. (Note: Preparation for the CCNA exam should include all four semesters of CCNA training.) Prerequisites: NTWK 2013 and NTWK 2053. (Outside lab time will be required.)

**NTWK 2093 Networking Internship** - (On Demand). A course to provide students with practical experience in computer network environment. Assignments will be at selected local computer network installations and may be paid or unpaid positions. A total of 90 to 120 contact hours required. Evaluation of students' performance will be a cooperative effort between the internship sponsor and a faculty member of the program. Prerequisite: Consent of Instructor.

**NTWK 2103 Web Server Administration** - (S-Even years). A study of implementing a web server in the Windows 2003 and Linux/Unix server environments. Emphasis will be placed on installation of web server software, maintenance of a web server and FTP server environment, monitoring web server performance, generating routine reports on web traffic, and troubleshooting. Prerequisite: NTWK 2013. (Outside lab time will be required.)

**NTWK 2113 Network Security** - (S-Odd years). This course is designed to provide instruction in security for network hardware, software, and data. Topics include: authentication, remote access, attacks and malicious code, security principles and procedures, firewalls, encryption, intrusion detection, and disaster planning & recovery. Prerequisites: NTWK 2013 and NTWK 2023 or Consent of Instructor. (Outside lab time will be required.)

**NTWK 2203 Command Line Scripting (WWW)** - (On Demand). This course teaches IT students and professionals how to manage computer and networking operating systems in a command line environment. The command line environment is essential in efficiently managing today's complex OSs and NOSs. Students will become familiar with command line functions that are advanced in detail and complexity

and learn how to apply these utilities in OS and NOS management. Prerequisites: CISM 1103, NTKW 2013, NTKW 2023 or Consent of Instructor.

**NTWK 2213 Switching Basics and Intermediate Routing** - (F). This course is an advanced course for networking professionals and students who grasp data communication and networking, but would like a more detailed understanding of network methods for analyzing, designing, and managing computer networks. This is the third course in the Cisco Networking Academy CCNA curriculum. CCNA 3 focuses on advanced IP addressing techniques (variable length subnet masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface 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, routing concepts, and networking switching. Prerequisites: CISM 1303, NTKW 2013, NTKW 2083, NTKW 2023 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, WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. 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. Prerequisites: CISM 1303, NTKW 2013, 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 WebCT components. This course will require additional outside lab time. Prerequisite: NTKW 2013 or consent of instructor.

**NTWK 2243 Secure Electronic Commerce** - (F). This course will cover the following topics: Electronic commerce technology, models, and issues; principles and case studies of electronic commerce;

introduction to security architectures for electronic commerce including digital signatures, certificates, and public key infrastructure (PKI); legal and national policy electronic commerce issues; policy and planning. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs and WebCT components. This course will require additional outside lab time. Prerequisite: NTKW 2013 or consent of instructor.

**NTWK 2253 Computer Forensics** - (S). Study of current and developing communication networks. Host-based and network-based instruction detection. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensics tools and analysis. Policy and planning will also be covered. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs and WebCT components. This course will require additional outside lab time. Prerequisite: NTKW 2013 or consent of instructor.

## Nursing

**NURS 9108 Fundamentals of Nursing** - (SUM, F). This introductory course is a competency-based course that introduces the student to the nursing process, the roles of the Associate Degree nurse, nursing behaviors, needs theory, developmental theory, stress and adaptation, the environment, health-illness continuum and legal-ethical issues. Basic principles of pharmacology, nutrition and medication administration are also included. The focus is on technical skills to assist the client to meet biopsychosocial needs. The role of the Associate Degree (A.D.) nurse as direct care provider, utilizing communication skills is emphasized.

The campus lab/clinical component correlate theory and practice. Beginning psychomotor skills are taught in the campus lab. The student is provided the opportunity to develop technical skills by giving direct patient care in long-term care and/or acute care settings. Prerequisites: College Algebra or Survey of College Mathematics, Anatomy and Physiology I. Co requisites: Anatomy and Physiology II, General Psychology.

**NURS 9203 Nursing Care of Older Adults** - (S, F). The content of this course focuses on the unique characteristics of older clients and their biopsychosocial needs and developmental tasks. The student is provided with knowledge to aid understanding of the aging population. The normal aging process and health promotion in the older adult, as well as the theories of aging and other geriatric care issues are addressed. The nursing process is utilized to meet the older adult's needs.

The clinical component exposes the student to observational experiences within the community specifically focused on the older client. Prerequisite: Fundamentals of Nursing. Co requisites: Nursing Care of Adults I, Microbiology, English Composition I.

**NURS 9206 Nursing Care of Adults I - (S, F).**

The content of this course focuses on the theory necessary for care of adults with selected health-related problems. The nursing management of clients with fluid, electrolyte and acid-base imbalances, teaching-learning needs and clients experiencing surgery are explored. Nursing care of clients with gastrointestinal, respiratory and endocrine disorders is also covered. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider, promoting client education.

The clinical component provides the student the opportunity to apply theoretical content in acute care settings. Advanced psychomotor skills are taught in the campus lab and utilized in the clinical setting. Prerequisite: Fundamentals of Nursing. Co requisites: Nursing Care of Older Adults, Microbiology, English Composition I.

**NURS 9304 LPN/LPTN to RN Transition -**

(SUM). 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. Prerequisites: College Algebra, Anatomy and Physiology I and II, Microbiology, General Psychology, Human Growth and Development, English Composition I, and Elective.

**NURS 9305 Nursing Care of Adults II - (S, F).**

This course is a continuation of Nursing Care of Adults I and focuses on the nursing care of clients with musculoskeletal, reproductive, renal-urinary, hematologic, peripheral-vascular, integumentary and eye, ear, nose, throat disorders. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider. Correlation of theory and clinical is provided in acute care settings. Prerequisites: Nursing Care of Older Adults, Nursing Care of Adults I, Human Growth and Development, Elective. Co requisites: Nursing Care of Childbearing /Childrearing Families, English Composition II.

**NURS 9306 Nursing Care of Childbearing / Childrearing Families - (S, F).** The content of this course is based on concepts derived from developmen-

tal psychology and previous nursing courses. It focuses on application of the nursing process in providing care to the childbearing woman and her neonate and to pediatric clients from birth through adolescence and their families. Knowledge of biopsychosocial needs, developmental tasks and cultural variables are incorporated. The emphasis is on integration of the roles of the A.D. nurse as direct care provider and manager of client care.

The clinical component gives the student the opportunity to provide care to hospitalized and ambulatory clients at various locations on the health-illness continuum. The settings will include labor and delivery, postpartum, newborn nursery, pediatric units and selected observational experiences in community settings. Prerequisites: Nursing Care of Older Adults, Nursing Care of Adults I, Human Growth and Development, Elective Co requisites: Nursing Care of Adults II, English Composition II.

**NURS 9404 Nursing Care of Persons with Psychosocial Stressors - (S, SUM).** This course is based on concepts derived from general psychology and focuses on psychosocial responses to stressors. The needs of the client coping with psychosocial stressors, mental illness and substance abuse at various points on the health-illness continuum are addressed utilizing the nursing process. The emphasis is on the role of the A.D. nurse as direct care provider, utilizing active listening skills and therapeutic communication. The clinical component provides the student the opportunity to intervene with clients demonstrating ineffective psychosocial responses in a mental health setting. Prerequisites: Nursing Care of Childbearing / Childrearing Families, Nursing Care of Adults I and II, English Composition II. Co requisites: Nursing Care of Adults III, Introduction to Computer Information.

**NURS 9406 Nursing Care of Adults III - (S, SUM).** This course is a continuation of I and II, and focuses on the nursing care of clients with cardiac and neurological disorders, cancer and the critically ill. There is also a focus on development of basic management skills to provide nursing care for groups of clients. Finally, the student will explore the transition from student to practicing nurse. The emphasis is on the role of the A.D. nurse, as manager of client care and member within the profession of nursing. Prerequisites: Nursing Care of Childbearing/Childrearing Families, Nursing Care of Adults I and II, English Composition II. Co requisites: Nursing Care of Persons with Psychosocial Stressors, Introduction to Computer Information.

**NURS 2301 Nursing Trends and Issues I-(F)** (elective 1 hour). Trends and issues related to contemporary nursing are explored. Social concerns including economic, legal, bioethical/ethical and political points of view having an impact on nursing and health care are examined. Prerequisite: Fundamentals of Nursing,

Nursing Care of Adults I, Nursing Care of Older Adults and LPN/LPTN to RN Transition(if applicable). Co requisites: Nursing Care of Adults II and Nursing Care of Childbearing/Childrearing Families.

**NURS 2302 Nursing Trends and Issues II-(S)** (elective 2 hours). Trends and issues related to contemporary nursing are explored. Economic, legal, bioethical/ethical, political and social points of view having an impact on nursing and health care, as well as, an in-depth analysis of the image of professional nursing are examined through, reading, writing, class discussion, personal interviews and research. . Prerequisite: Fundamentals of Nursing, Nursing Care of Adults I, Nursing Care of Older Adults, LPN/LPTN to RN Transition(if applicable),Nursing Care of Adults II and Nursing Care of Childbearing/Childrearing Families. Co requisites: Nursing Care of Persons with Psychosocial Stressors and Nursing Care of Adults III.

### **Environmental Regulations, Safety & Hazardous Materials**

**OSHA 2003 Introduction to Industrial, and 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 Department of Labor Voluntary Compliance - (F, S).** This is an in-depth OSHA standards course for the general industry. Students will review the current OSHA standards contained in 29 CFR 1910. Course is taught by instructors certified by the Occupational Safety and Health Administration. Students will receive the 30-hour OSHA training completion card upon course completion. Available Online.

**OSHA 2533 Safety and Health Risk Management - (S).** Hazards in the workplace and their relationship to loss of property and/or life. An introduction to the concepts, principles, and methods of risk analysis, as used in a systematic approach to risk and assessment for workers in business and industry in and the public sector. Performance measurement standards will be stressed such as safety effectiveness measurement scales, inter-modular measures, organic measures and future performance measures. The auxiliary functions of a safety department will be examined and explained. Available Online.

### **Office Systems Integration & Management**

**OSIM 1003 Keyboarding - (F, S, SUM).** A prerequisite to all office and computer courses, keyboarding is designed for students with no previous keyboard

training. It includes correct techniques of keying, the touch system, drills to develop speed and accuracy and basic document formatting and ten-key pad. (Outside lab time will be required.)

**OSIM 1013 Administrative Office Management - (S-odd years).** This course integrates human resources management and office technology with concise, non-technical coverage of office systems and automation, office productivity, with continuing emphasis on professionalism, confidentiality, and customer service. Development of an ergonomic work environment is presented as well as priority setting and decision making. (Outside lab time will be required.)

**OSIM 1103 Business Communications - (F, S, SUM on demand).** A presentation of the principles of effective oral and written communications. Provides a discussion of verbal and nonverbal communication, resume and interview preparation, business letter writing, dictation skills, business reports, presentations and case studies. Prerequisite: CISQ 1103. (Outside lab time will be required.)

**OSIM 2103 Business Presentations - (F, S).** Learn to use PowerPoint software to prepare attention-getting business presentations with the aid of a computer or computer-generated materials. Students will learn to prepare materials and to combine these tools with effective speaking and presentation techniques for the optimum attention of the audience. Prerequisites: CISQ 1103 and COMM 1313 or OSIM 1103. (Outside lab time will be required.)

**OSIM 2203 Electronic Office Applications - (S-odd years).** This course provides practical, hands-on learning about typical office equipment for greater efficiency in a business office. Skill will be developed using a variety of office equipment including: computer, keypad data entry, phone system, fax machine, photocopier, scanner, and transcription equipment. The use of e-mail, using Internet for research, identifying innovations in office equipment and maintaining office equipment are included. Prerequisites: CISQ 1103 and OSIM 1103. (Outside lab time will be required.)

**OSIM 2303 Records Systems Management - (F-even years).** This course combines specific concepts of records management with an understanding of the impact efficient records management has on an organization's success. The simplified filing standards procedures developed by the Association of Records Managers and Administrators are learned. This criteria is used to create, classify, store, retrieve, package, retain, transfer, dispose of, or archive records. The basics of database software will be used for some assignments. Prerequisite: CISQ 1103 or CISM 1603. (Outside lab time will be required.)

**OSIM 2403 Desktop Publishing - (S-even years).** Students learn to use PageMaker desktop publishing software. The course provides an overview of the sub-

ject followed by discussions and application activities to learn necessary skills. Previous knowledge of basic word processing concepts is assumed. Prerequisites: CISQ 1103 and CISM 1603. (Outside lab time will be required.)

**OSIM 2503 Computer Support and Project Management** - (S-odd years). An advanced course covering a wide range of topics to prepare the student for an entry-level position in user support. Topics include: product evaluation, installing end user computer systems, training end users, preparing documentation, help desk operation, troubleshooting, and computer facilities management. Prerequisites: CISM 1303, CISQ 1103 or equivalent, OSIM 1103 or ENGL 2013 (recommended) (may be co-requisite).

**OSIM 2703 Business Application Integration** - (S-even years). This course introduces students to the useful possibilities of integration between word processing, spreadsheet, database, presentation, graphics, e-mail, and web applications. Prerequisites: CISQ 1103 (required), CISM 1303 recommended. (Outside lab time will be required.)

### Physical Education Activities

**PEAC 1001 Aerobics I** - (On Demand). Basic principles of cardiovascular fitness are practiced and discussed.

**PEAC 1031 Step Aerobics** - (On Demand). A continuation of cardiovascular training. Emphasis on endurance and strength through the use of the step in aerobic training.

**PEAC 1041 Aerobic Kickboxing**- (F, S). Aerobic Kickboxing is an exciting, new, effective exercise for persons with varying degrees of conditioning. The class format includes a warm up, stretching, instruction on proper techniques involved in kickboxing, and an invigorating aerobic segment. Also included is a segment on techniques using gloves and heavy kickboxing bags. The class concludes with a cool down and stretching.

**PEAC 1231 Beginning Bowling** - (F, S). Instruction and participation in bowling.

**PEAC 1241 Beginning Volleyball** - (On Demand). The basic rules and skills of volleyball are taught in a "hands-on" learning environment.

**PEAC 1251 Beginning Racquetball** - (On Demand). Instruction and participation in racquetball.

**PEAC 1351 Beginning Golf** - (F, S, SUM). Instruction and participation in golf.

**PEAC 1391 Fitness Walking** - (On Demand). Instruction and participation in vigorous walking for cardiovascular development and improvement. Techniques of correct walking are stressed.

**PEAC 1401 Lifetime Fitness** - (S, F, SUM). This course will explore physical activity based on individual needs. The course will be self-paced with guidance of

the instructor. Introduction to Physical Education will provide you with the opportunity to promote a healthy lifestyle through the increase of flexibility, muscular strength and endurance, cardio respiratory fitness, and body composition. Upon the selection of a physical activity, you will choose a goal that you want to achieve by the end of the semester. The instructor will be the only one that will know your goal, unless you choose to share your goal with others. The instructor will help set up a program where you have the opportunity to succeed. For any physical fitness program to succeed you must set goals and stay focused on the task.

**PEAC 1431 Beginning Tennis** - (On Demand). Instruction and participation in tennis.

**PEAC 1501 Recreational Fitness** - (On Demand). Instruction in selected team and individual sports with an emphasis on lifetime fitness.

**PEAC 1621 Fitness Concepts** - (F, S). Acquaints students with basic knowledge, understanding and value of physical activities as related to optimal wellness.

**PEAC 1631 Beginning Self Defense** - (F, S). The fundamental techniques of dealing with assailants.

**PEAC 1661 Weight Training** - (On Demand). Instruction in and practice of the basic skills of weight training with an emphasis on muscular strength and endurance.

**PEAC 1901 Country/Western Line Dancing** - (On Demand). Introduction and participation in the techniques of line dancing.

**PEAC 2251 Disc Golf** - (F, S). Instruction & participation in disc games. (Disc golf and ultimate Frisbee)

**PEAC 2351 Intermediate Golf** (F, S). A continuation of the study and practice of golf fundamentals with emphasis on advanced skills. Prerequisite: PEAC 1351 or instructor consent.

**PEAC 2631 Intermediate Self -Defense** - (On Demand). A continuation of the study and practice of self-defense with emphasis on advanced skills. Prerequisite: PEAC 1631 OR instructor consent.

### Physical Education

**PHED 2122 Coaching of Baseball** - (On Demand). Discussion and participation of pre-season and in-season training methods, skill development and administration principles in the coaching of baseball.

### 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 2033 World Religions** - (F). An examination of different religious beliefs, with an emphasis on Christianity, Judaism, Islam, Hinduism and Buddhism.

**PHIL 2103 Introduction to Ethics** - (On Demand). An examination of the basic concepts of ethics including moral relativism vs. objectives, moral realism, Kantian ethics, virtue ethics, individual liberty vs. paternalism, and the application of theory to issues such as abortion, capital punishment, euthanasia, etc.

**PHIL 2203 Introduction to Logic** - (On Demand). An introduction to the process and discipline of logical thought. Includes both traditional and modern methods of deductive and inductive inference.

## Physical Science

**PHSC 1073 Survey of Meteorology** - (On demand). A course in atmospheric science that examines thermal patterns, atmospheric moisture, air pressure, global patterns, frontal and air mass properties, weather extremes, and climatic challenges. Students will become aware of and work with surface weather observations. Internet based resources will be stressed.

**PHSC 2004 Introduction to Physical Science** - (Yearly). A laboratory course designed for non-science majors. Includes study of the scientific method and its application to our understanding of the world around us and the universe in which we live. Three hours lecture and three hours laboratory weekly. Prerequisite: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra.

## Physical Therapist Assistant

*Prerequisite for all PHTA courses: 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 2102 Clinical Kinesiology** - (SUM) 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 & innervation), and types of muscle contraction. Application of biomechanical and kinesiological principles is utilized to analyze common motor tasks.

**PHTA 2103 Clinical Kinesiology Lab** - (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 structure.

**PHTA 2201 Physical Therapy Procedures I** - (F). This course is designed to provide the PTA student with an understanding and clinical application of thermal, light, electrical, and mechanical agents commonly used in the physical therapy setting.

**PHTA 2202 Physical Therapy Procedures I Lab** - (F). Lab skills to accompany PHTA 2201.

**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** - (F). 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 transfer training techniques and treatment protocols for specific diagnosis. Upon completion of this 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, 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 2321 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 2333 Therapeutic Exercise Lab - (S).** Lab skills to accompany PHTA 2321.

**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 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 2341 Neurophysiology Lab - (S).** Lab skills to accompany PHTA 2342.

**PHTA 2342 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 data collection within the physical therapy plan of care.

**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. Will satisfy a 4-hour physical science requirement toward a B.A. degree. Lecture and laboratory.

**PHYS 1034 Physics for Elementary Teachers - (F, S).** PET is a one-semester introduction to physics course with curriculum and instruction designed as an activity-based, hands-on course for K-8 elementary education students and open to all education majors. The course emphasizes a student-oriented pedagogy in order to develop various physics concepts and the nature of science. Topics covered include motion, forces, energy, light, heat, electricity, and magnetism.

**PHYS 1064 Introduction to Physics - (F, S).** A survey of the principles of physics including mechanics, heat, sound, electricity, light, modern physics and nuclear radiation. Lecture and laboratory. Prerequisite: MATH 1204 or MATH 1003 with a grade of "C" or better.

**PHYS 2014 College Physics I - (F, On demand).** A non-calculus survey of the basic principles of physics including mechanics, heat, sound, electricity, light and modern physics. Lecture and laboratory. Prerequisites: MATH 1204, MATH 1213 with grades of "C" or better.

**PHYS 2034 College Physics II - (S).** Continuation of PHYS 2014. Topics include intermediate level principles of mechanics, heat, sound, electricity, light, relativity, quantum mechanics and atomic and nuclear struc-

ture. Lecture and laboratory. Prerequisites: PHYS 2014 and MATH 1213 with grades of "C" or better.

**PHYS 2054 Advanced College Physics I** - (F, On Demand). Introduction to the principles of mechanics, wave motion and thermal physics using calculus. Lecture and laboratory. Prerequisite: MATH 2554 with a grade of "C" or better.

**PHYS 2074 Advanced College Physics II** - (On Demand). Continuation of Advanced College Physics I. Topics covered include electricity and magnetism, light and optics. Lecture and laboratory. Prerequisite: PHYS 2054 with a grade of "C" or better; Corequisite: MATH 2564.

## Political Science

**PLSC 2003 American National Government** - (F, S, SUM). The organization, functions, institutions, and problems of the federal government will be studied including the United States Constitution, Congress, the Presidency and federal bureaucracy, and the judicial system. Additional study will be given to political parties, public opinion, interest groups, voting and elections, Supreme Court decisions, and other political aspects and activities of government.

**PLSC 2203 State and Local Government** - (S). The organization and functions of state and local governments will be studied with focus on state constitution, and the executive, legislative, and executive branches. Other aspects of government and politics including political parties, interest groups, voting and elections will also be studied. Attention and study will also be given to Arkansas government, its institutions, and politics.

**PLSC 2803 Introduction to International Relations** - (On Demand). Analysis of the nature of foreign relations with special emphasis given to contemporary problems such as the international community, balance of power, international conflict and cooperation.

**PLSC 2903 Political Science Internship** (On Demand). Student will work in internship positions that relate to government and/or politics. They will perform tasks as assigned by the organization for which they are interning. These can include office work, dealing with constituents, telephone contacts, research, and other tasks needed by the organization. Credit hours vary (1-3 credit hours) depending on the amount of time the student works in the internship position.

## Computer Programming

**PROG 1003 Introduction to Programming Logic** - (F). An introductory lab course on computer program design and development. The student will write computer programs as tools for problem solving. Programs will be written using hierarchy, flow charts and programming codes. Programs will be tested and

debugged. Prerequisite: CISQ 1103 and MATH 0103 (may be co-requisite). (Outside lab time will be required.)

**PROG 1103 VISUAL BASIC Programming** - (S). This course will provide an introduction to Windows programming using the Visual Basic programming language. Students will gain knowledge of object-oriented programming fundamentals. Specific features of the Visual Basic language covered include variables, controls, input and output, data types, flow-of-control constructs, arrays, strings, multiple forms, methods and classes, database connectivity, exception handling, and file I/O. Prerequisites: PROG 1003 or equivalent programming experience and MATH 1204 College Algebra (may be co-requisite). (Outside lab time will be required.)

**PROG 1203 C++ Programming** - (F-even years). The student will gain even greater proficiency in high-level programming, including the manipulation of data structures and the basics of Object Oriented Programming. Prerequisite: PROG 1103 or prior equivalent programming experience. (Outside lab time will be required.)

**PROG 1303 Web Client-Side Programming** - (F-odd years). This course will introduce the student to basic programming logic, techniques and languages used to create dynamic pages for the World Wide Web. Covered topics may include client side scripting, Java Applets, DHTML, XML and/or other basic topics of dynamic WWW pages depending on developments occurring on the WWW. Prerequisite: CISM 1213. (Outside lab time will be required.)

**PROG 1403 JAVA Programming** - (F-odd years). The student will gain greater knowledge in the use of high-level programming languages including the use of objects, the creation of Java applications and applets and Windows programming techniques. Specific features of the Java language covered include variables, input and output, data types, various flow-of-control constructs, arrays, strings, methods and classes, GUI components, exception handling, and file I/O. The use of Java to enhance the World Wide Web and Object-Oriented Programming concepts will be covered. Prerequisites: PROG 1103, PROG 1203 strongly encouraged. (Outside lab time will be required.)

**PROG 1503 COBOL Programming** - (S-even years). COBOL (Common Business Oriented Language) is a high-level programming language used extensively in programming business applications. In this course students are expected to design, document, and write structured programs using COBOL. Emphasis will be placed on structure and correct design using typical business applications. Prerequisite: PROG 1003 or prior programming experience.

**PROG 2203 C++ Programming II** - (S-odd years). The second course in the C++ sequence is intended to continue the study of high-level programming concepts and to increase the skills necessary to program competently. Object Oriented Programming topics will be emphasized. Prerequisite: PROG 1203. (Outside lab time will be required.)

**PROG 2303 Web Server-Side Programming** - (S-even years). This course will cover the creation and manipulation of server-side scripting and database manipulation to create responsive web pages. PHP, ASP, PERL, C++ or other languages being used for scripting may be used. Students will learn to manipulate form data, create log-in scripts, manipulate databases and use cookies among other dynamic WWW techniques. Prerequisite: CISM 1403, CISM 1213, PROG 1303 (recommended) or PROG 1003. (Outside lab time will be required.)

**PROG 28X3 Advanced Programming Topics** - (On Demand). This course will cover a varying advanced programming topic. The topic will cover new developments in the changing environment of computer information. This course may be repeated when topics vary. Prerequisites: PROG 1203 or consent of instructor. (Outside lab time will be required.)

**PROG 2903 Programming Project (Capstone)** - (F, S). This course will apply system simulation techniques; application of prior programming learning to business systems using an appropriate simulation language; systems design and development; extensive use of computers. (Transfer credit not accepted. This course will require work outside the classroom). Prerequisites: Required General Education and General Business courses must be completed. The Programming core courses must also be completed.

## Psychology

**PSYC 1003 The Successful First Year Student** - (F, S). Designed for students new to college, this course will help them make a successful transition to the demands of college. Students will learn about the culture and resources of college and will develop skills in reading, writing, speaking, studying, test-taking and using technology. They will also learn about their individual learning styles and personality characteristics, and will develop educational and career plans and goals. Students will also develop a support system with course faculty and fellow students. The course is open to all beginning college students.

**PSYC 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 2043 Abnormal Psychology** - (F, S). An introduction to the causes and treatment of abnormal and aberrant behavior and developmental disorders, with special emphasis on society and the causes of criminal behavior. Prerequisite: PSYC 2003 or consent of instructor.

**PSYC 2103 Human Growth & Development** - (F, S, SUM). Survey of human development ranging from conception through old age, with an emphasis on the physical, emotional, cognitive, moral and social growth of human beings. This course includes study of developmental psychological theory and research methods. Prerequisite: PSYC 2003 or consent of instructor.

## Reading

Reading and Writing courses formerly taught in the Academic Skills Division (course numbers beginning with 00) have been renamed to accommodate the assimilation into the English Department. These courses count as institutional credit and are used to figure grade point average (GPA) but do not count toward a degree.

**READ 0003 Preparing For College Reading** - (F, S). Designed for both first and second language students, the class will focus on improving comprehension through frequent practice with text and software at the appropriate reading level and will emphasize vocabulary building, finding main idea and recognizing supporting details. Successful completion of this course will allow entry into READ 0033 (Formerly ACSI 0033). No prerequisite.

**READ 0033 College Reading** - (F, S, Summer). An upper level reading course designed to help students gain skills they can apply to college textbook and everyday reading requirements. Vocabulary, comprehension, and thinking and study strategies are emphasized along with an introduction to the library. Successful completion allows entry into reading-intensive college level studies. Prerequisite: READ 0003 (Formerly ACSI 0003) Preparing For College Reading with a C or better, or minimum placement score: ACT-14 or COMPASS-61.

## Respiratory Therapy

Prerequisite: Admission by acceptance into the Respiratory Therapy Program only.

**RESP 2102 Concepts in Respiratory Care** (F). Designed to familiarize the student with a variety of aspects associated with respiratory therapy and general health care. Emphasis will be placed on current issues and debates, as well as the future of the profession. Discussion will focus on the personal, social, and economic effects of illness, health care and hospitalization.

**RESP 2103 Cardiopulmonary A & P** (F). Focuses on the anatomy and physiology of the car-

diopulmonary 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 2201 Home and Rehabilitative Respiratory Care (S).** A discussion of respiratory therapy in sites other than in hospitals.

**RESP 2214 Equipment & Procedures (S).** This is a laboratory course that is designed to provide the student with an understanding of the function, maintenance, and use of respiratory therapy equipment. Emphasis will be placed on administration of therapeutic gases, humidity and aerosol therapy, lung expansion therapy, and bedside ventilatory assessment.

**RESP 2222 Pharmacology for Respiratory Care (S).** A discussion of drugs and families of drugs used in respiratory therapy. Emphasis will be placed on drugs administered by respiratory therapists. Cardiac, anesthetic, antimicrobial, and paralytics will also be discussed.

**RESP 2232 Assessment and Diagnosis (S).** Focuses on the skills required to establish a care plan and evaluate the patient's response to therapy. Emphasis will be placed on physical examination of the patient.

**RESP 2306 Clinical Practicum I (SUM).** Students practice clinical skills that have first been demonstrated in the laboratory setting. Students will be under the direct guidance of supervisors and clinical instructors employed as respiratory therapists in the clinical affiliates. Emphasis will be on non-critical respiratory care.

**RESP 2414 Mechanical Ventilation I (F).** A laboratory course designed to provide the student with practical experience in initiating, monitoring, and managing mechanical ventilation. Focuses on the rationale, concepts, principles and contraindications of mechanical ventilation.

**RESP 2423 Clinical Practicum II (F).** A continuum from RESP 2306. Emphasis will be on critical care and mechanical ventilation.

**RESP 2433 Pediatrics & Perinatology (F).** A laboratory course designed to provide the student with practical experience in initiating, monitoring, and

managing oxygen therapy, aerosol therapy, CPAP, and mechanical ventilation in children. Emphasis is placed on common cardiopulmonary disorders of the neonate and pediatric patient and the respiratory therapeutics used in managing such disorders.

**RESP 2501 Dysrhythmias for Respiratory Therapists. (SUM).**

This is an introductory course designed for respiratory therapists. It covers the recognition and interpretation of cardiac dysrhythmias. The course also covers basic cardiac anatomy, normal cardiac cell functions and properties, electrical activity of the heart and ECG wave forms followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g., atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments. The recognition of rhythm changes during respiratory therapy procedures is stressed.

**RESP 2503 Professional Development (S).** This course is designed to prepare the respiratory therapy student to interact with prospective employers in a professional manner. It is also designed to prepare the student for the National Board for Respiratory Therapy exams.

**RESP 2514 Mechanical Ventilation II (S).** A laboratory course building on RESP 2414. Emphasis will be placed on new modes of mechanical ventilation, special procedures, and weaning from mechanical ventilation.

**RESP 2523 Clinical Practicum III (S).** A continuum from RESP 2423. Emphasis will be placed on managing and weaning the mechanically ventilated patient, pediatrics, and neonatal care. Students will also be exposed to pulmonary diagnostics, home care, sleep studies, and cardiopulmonary rehabilitation.

**RESP 2533 Critical Care (S).** Focuses on special techniques, case studies, and pathological complications associated with the critically ill patient. Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Neonatal Resuscitation Protocol will also be covered in this course.

## Social Work

**SCWK 2133 Introduction to Social Work - (F, S).** Survey of the social work field and consideration of people, problems and the programs that link them together.

**SCWK 2233 Juvenile Delinquency - (F, S).** A study of the nature, extent, and causes of juvenile delinquency. Primary emphasis is placed on the role of social and environmental factors in the origin of these activities. An examination of the nature of law as it pertains to delinquent behavior, both historically and in contemporary society, and the role of police, courts, corrections, and juvenile institutions are included.

**SCWK 2633 Problems of Child Welfare** - (On Demand). Study of the needs of deprived children with attention to methods and standards of care.

## Sociology

**SOCI 2013 General Sociology** - (F, S, SUM). A general introduction to the basic concepts, theories, and perspectives of sociology. Topics include the nature of society and the foundations of social interaction and social life, including social groups, culture, social class, social institutions and social change. Emphasis is placed on current research in sociology, globalization, diversity and multiculturalism.

**SOCI 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 2053 American Minorities** - (On Demand). An sociological examination of the nature of inequality, the causes and consequences of prejudice and discrimination, the varying patterns of majority-minority interactions and relationships in society, and an analysis of patterns of dominant-minority group relations ranging from assimilation to genocide. Race and ethnic relations from a global view will be examined, especially globalization and its impact on indigenous populations, and indigenous resistance to globalization, and global justice movements. Prerequisite: SOCI 2013 or consent of instructor.

## Spanish

International language courses are considered electives and can contribute appropriate elective credit to most degree plans of the college. Otherwise, credit from international language courses is deemed transfer credit and will be accepted by all Arkansas four-year colleges. Most four-year institutions require 9-12 hours of international language study as part of their BA, BFA, and BS degrees. However Conversational Spanish I and II will not normally transfer degree credit to a university to satisfy international language requirements. Students with prior language experience should follow pre-requisite guidelines and contact the International Languages Department for questions regarding placement. (The information above does not pertain to the College Intensive English Program CIEP)

**SPAN 0013 Conversational Spanish I** - (F, S). An introduction to the language of the contemporary Hispanic world. Emphasis is placed on the develop-

ment of basic listening comprehension and conversational skills. Students will also practice basic reading and writing skills in Spanish. Course involves discussion of local and global Hispanic cultures. Some classes meet regularly with a group of native Spanish speakers for a language and culture exchange. No prerequisite.

**SPAN 0023 Conversational Spanish II** - (On Demand). A continuation of Conversational Spanish I. Emphasis is placed on continued development of basic conversational skills, with additional practice in listening comprehension and basic reading and writing. PREREQUISITE: Completion of SPAN 0013 with a C or better, or consent of instructor.

**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 2003 Intermediate Spanish I** - (F, S). Students will be expected to apply their prior knowledge of Spanish and expand on their skills in speaking, reading, writing, and comprehension concerning past, present and future events. It includes readings in Spanish literature, culture, and civilization. Class is conducted in Spanish. PREREQUISITE: Completion of SPAN 1013 with a C or better, three years of recent high-school Spanish, or department consent.

**SPAN 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.

## Western Civilization

**WCIV 1003 History of Western Civilization I** - (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.

**WCIV 1013 History of Western Civilization II** - (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.

\*From time to time, the various departments will offer SPECIAL TOPICS courses and INDEPENDENT STUDY courses.

**IN THIS SECTION:**

- Enrollment Procedures
- Programs of Study
- College Credit
- Student Information



# NORTHWEST ARKANSAS COMMUNITY COLLEGE'S REGIONAL TECHNOLOGY CENTER (RTC)

2350 Old Farmington Road  
 Fayetteville, AR 72701  
 (479) 444-3058  
<http://rtc.nwacc.edu>

The RTC provides high school students and adults throughout Northwest Arkansas access to high quality career and technical programs of study, concurrent college credit while in high school, and the opportunity to earn nationally recognized certifications. The RTC is operated by the NorthWest Arkansas Community College (NWACC), and is also a Secondary Area Center supported by the Arkansas Department of Workforce Education.

The RTC technical programs help students pursue career choices so they will be better informed when entering post secondary programs of study or the workforce. Students have the opportunity to earn career and technical expertise that can be applied directly to the workplace. The RTC offers high school students a personalized learning environment with smaller classes that focus on integrated learning more relevant in today's world.

Concurrent enrollment courses are available during the regular school day at the RTC during the fall and spring semesters. A concurrent enrollment course is a college level course offered by an institution of higher education which upon completion would qualify for credit in both the institution of higher education and a public high school. High school students are held to the same rules and regulations adopted by NWACC for all post secondary students taking the same course. Typical concurrent courses offered during the regular school hours in the fall and spring semesters include: College Algebra, College Biology, Composition I & II, Computer Information, and Western Civilization. Other academic courses may be offered during the evenings in the fall and spring semesters. Class schedules for each semester are available at the RTC site and online at [www.nwacc.edu](http://www.nwacc.edu).

NWACC's RTC receives tuition for students in technical programs of study which result in no direct charges to students or their families.

Some RTC technical classes are available at sites other than the Fayetteville campus. Some classes are being delivered in Western Benton County in Gentry, AR. The RTC currently contracts with beauty colleges in Fayetteville and Rogers for cosmetology.

## Enrollment Procedures:

Students interested in attending the Career / Technical Education Program(s) offered by the RTC need to meet the following criteria:

- Be enrolled in grades 10 – 12 and reside in one of the school districts that the RTC serves.
- Be available for an interview with the RTC instructor before admission to a program of study.
- Be making satisfactory progress toward graduation and have excellent attendance habits.
- Have written consent from his/her parent or guardian.
- Have approval from local high school principal or counselor.

When the above qualifications have been met, the student will need to schedule an appointment with their local high school counselor to schedule his/her classes at the RTC. The student will need to obtain and complete all the forms in the RTC enrollment packet.

These forms WILL NOT be accepted unless completed in full with signatures of the student, parent, or guardian (if student is under 18 years of age) and the signature of his/her local high school counselor or principal. High school counselors should contact Student Learner Services at (479)444-3058 ext 112 for help or information on the enrollment process.

## Partnership Schools

|              |                      |                |
|--------------|----------------------|----------------|
| Bentonville  | Gravette             | Prairie Grove  |
| Decatur      | Greenland            | Rogers         |
| Elkins       | Huntsville           | Siloam Springs |
| Farmington   | Lincoln              | Springdale     |
| Fayetteville | Pea Ridge            | West Fork      |
| Gentry       | Boston Mountain Coop |                |

## Programs of Study:

Aviation Maintenance Technology (AMT)\*  
 Early Childhood Education  
 Collision Repair Technology  
 Computer Information  
 Computer Repair/Networking\*  
 Cosmetology\*  
 Criminal Justice  
 Culinary Arts/ProStart\*  
 Graphic Communications  
 Hospitality Management and Culinary Arts  
 Medical Professions/Certified Nursing (CNA)\*  
 Medical Professions/Dental Assisting  
 Pre-Engineering  
 Welding

\*Indicates programs for which selected industry certifications are available. Italicized Programs of Study represent Post Secondary Programs housed at the RTC.

## Collision Repair Technology

### Program Overview

Today's high tech vehicles require competent collision repair from well-trained professionals. The auto collision repair program provides the basic knowledge to repair damaged vehicles through a typical cycle of towing, estimating damage, metal straightening, filling, masking, painting, detailing, and delivering to the customer. Through job shadowing visits to auto repair businesses, students observe real-world insight into professional operations and career opportunities. Career opportunities include metalworking technician, painter, estimator, bookkeeper, parts sales, and paint company representative, among others.

### Course Offerings

#### Non-Structural Analysis and Repair

Students restore damaged auto bodies and parts to repair dents, weld, work with plastic materials, use wrenches and cutting torches, and bolt or weld replacements into position. Students file, grind, and sand repaired surfaces using power and hand tools, then refinish repaired surfaces by painting and sanding them.

#### Structural Analysis and Repair

Students inspect, measure, and repair automobile bodies using manufacturer recommended methods and techniques. ASE and I-CAR tasks and procedures are promoted and incorporated throughout training. Such

as plastic body part repair, painting and refinishing according to manufacturer recommendations. Students gain entry-level skills in job safety, basic application techniques, tools and equipment usage.

### Painting and Refinishing

Provides the student with entry level training in job safety, refinishing, basic application techniques, tools and equipment and the skills necessary to prepare a vehicle for the refinishing process.

## Aviation Maintenance Technology

### Program Overview

The Aviation Maintenance Technician (AMT) program prepares the student for a career in the aviation field, and is one of the most versatile programs available for any student that may be interested in other industrial maintenance fields. Welding, sheet metal, composite structures, non destructive testing (such as magnetic particle, eddie current, and ultra sound), hydraulics, ignition systems, and fuel systems are just a few of the many technical subjects that a student will experience. The successful student earns their FAA Airframe and Powerplant ratings in only two years (five semesters including one summer semester) while earning 75 credits.

The Aviation Technologies Center Program is composed of three major parts:

|                    |                |            |
|--------------------|----------------|------------|
| General Section    | 462 Clock Hrs  | 17 Credits |
| Powerplant Section | 750 Clock Hrs  | 29 Credits |
| Airframe Section   | 750 Clock Hrs. | 29 Credits |

A choice of day and night classes is available for the working student. Adult classes begin at 7:30 am until 1:30 pm and our night classes are from 5:30 pm until 11:30 pm. In addition, the program for high school students is provided in conjunction with the normal school day. The Federal Aviation Regulations have the following requirements for a person to receive an A&P certificate. They must be at least 18 years of age and be able to read, write, speak, and understand the English language. Therefore, classes are taught in English.

An A&P certificate is required for most employees performing maintenance on aircraft in the United States and many other countries in the world. Manufacturers, commuter air carriers, airlines, factory service centers, and local fixed base operators all over the nation and the world have need for the qualified technicians.

## Computer Information

### Program Overview

#### Introduction to Computer Information Systems (CISQ 1103)

An orientation to the terminology and application of computers and the Internet. Commercial software packages will include Windows, word processing, spreadsheet, business presentations and database applications. This course will satisfy the hands-on computer requirements of most degree plans. (Outside lab time will be required.)

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.

**Credit hours:** 3

### Computer Repair/Networking

#### Program Overview

Because the computer is a workplace constant, professional opportunities abound for computer systems installation, repair and maintenance. Students construct, troubleshoot, service and repair computer systems, related components and software, and install and maintain local area networks. The program subscribes to the ExplorNet commitment for providing cutting edge techniques in computer diagnostics, troubleshooting, configuration and repair. Through job shadowing, students gain real-world experience in computer related jobs. Career opportunities include help desk, PC and network support technician, network system and server administrator, telecom engineer, wiring technician, web developer, and government and software specialist.

### Course Offerings

#### Computer Diagnostics

This introduction to computer repair includes basic and advanced hardware identification and configuration, troubleshooting techniques, troubleshooting tools, shop safety and an introduction to Windows, Linux, and Macintosh operating systems. Completion of this course is the first step towards obtaining Comp TIA's A+ certification.

## Computer Operating Systems

This is an in-depth study of all software-related issues in computer repair and networking, basic and advanced operating system setup and configuration, including Windows and Linux. Custom setup and configuration study leads to advanced diagnostic and troubleshooting skills, including customer service and shop setup, customer satisfaction, digital photography, web design, and further preparation for obtaining the Comp TIA's A+ certification.

### Networking

Computer networking setup, configuration and maintenance with Microsoft, Linux, and Novell includes theory (such as the OSI model) and hands-on labs featuring both actual setups and simulations. This course prepares students to pursue the Comp TIA's Net+ certification.

## Cosmetology

### Program Overview

Cosmetology offers profitable career opportunities for those trained in personal grooming. Students master the theoretical and practical knowledge to best serve their clients and clinical experience allows students to apply their theoretical knowledge. After successfully completing a set number of courses and documented clinical hours, students can work with the public under the direct supervision of licensed instructors. Cosmetology students must pass a state board licensing exam after completing all educational requirements and prior to professional employment. Career opportunities include hair styling, manicuring, beauty supply salesperson and demonstrator, shop manager, field supervisor, nail technician, color specialist hair analyst, make-up artist, and manufacturer and sales representative.

### Course Offerings

|                                  |                  |
|----------------------------------|------------------|
| Hygiene and Sanitation           | 80 clock hours   |
| Related Science                  | 120 clock hours  |
| Hairdressing                     | 1000 clock hours |
| Manicuring                       | 100 clock hours  |
| Cosmetic Therapy                 | 100 clock hours  |
| Salesmanship and Shop Management | 100 clock hours  |

## Criminal Justice

### Program Overview

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.

College bound students can earn college credits through an articulation agreement with the NWACC Criminal Justice Degree Program. Career opportunities include crime scene technician and photographer, evidence/property and fingerprint technician, corrections officer, private secretary, emergency telecommunications, police, state police and deputy sheriff officer, prosecuting attorney and many others.

Courses prepare students to seek employment in law enforcement or private security upon graduation from high school. For college bound students, the RTC experience complements the transition to two-year or four-year degree programs. Through an articulation agreement with NWACC, students can earn three college hours, while enrolled in the RTC program. Students must complete the first three courses listed below to become a completer upon graduation from high school.

### Introduction to Criminal Justice

This required core course presents an overview of the criminal justice system emphasizing search and seizure, arrests, court procedures, crime prevention, criminal justice careers, study of particular crimes, emergency response, traffic control, patrol procedures, and crime scene investigation.

### Law Enforcement 1

Students learn safety and the care and use of tools and equipment in police work. Additional topics include the use of force, physical fitness, the elements of a crime, the use of force continuum, and first aid skills.

### Law Enforcement 2

This advanced course covers illegal drugs, crimes against children, search warrants, arrest warrants, search and seizure laws, and the constitutional rights of persons placed under arrest. The course stresses writing skills.

### Criminal Law

This advanced course requires students to obtain and execute search warrants, explain conditions for conducting searches and seizures, the elements of probable cause, search techniques, and juvenile law. Students learn to gather necessary information from the start of a criminal investigation until an arrest is made.

### Emergency Communications Operator

A separate seven-week program in emergency communications offers national certification upon completion of all requirements.

## Culinary Arts / Prostart

### Program Overview

The food service industry offers fast-paced, hands-on, people-centered career opportunities. Americans spend \$350 billion annually in the nation's 815,000 eating establishments which are constantly seeking experienced cooks, chefs and managers. This program offers a firm foundation in food preparation, customer service, food and beverage service, and management skills. Students may earn nationally recognized certification and participate in state and national culinary and management competitions. Career opportunities include restaurant manager, chef/executive chef, owner/entrepreneur, server, host/hostess, teachers, concessionaire, grocery store/deli manager, event planner, caterer, banquet manager, hotel food and beverage manager, food supplier/distributor, food scientist, institutional menu planner, food journalist and food stylist, among others.

### Course Offerings

#### Introduction to Culinary Arts

This semester course introduces students to the culinary arts profession emphasizing the development of basic competencies using menus and recipes, standardization and kitchen procedures. Students learn skills for employability, customer relations, menu planning, recipes use, weights and measures, conversions, budgeting, safety and sanitation, and organizing for efficiency and lab procedures.

#### Culinary Arts I

This course is an in-depth study of the professional kitchen and culinary applications.

#### Culinary Arts II

This course is an advanced study of culinary arts applications, service and presentation.

#### ProStart I – Certificate Course

This two-year industry-based course prepares students for careers in the restaurant and food service industry. Students may earn nationally recognized certification after completing the classroom curriculum, documenting 400 paid-mentored work hours, and passing the Year 1 and 2 National Exams. Credit can be articulated with post secondary hospitality programs around the country. Students earning a certificate are eligible for a \$2,000 scholarship from the National Restaurant Association Educational Foundation.

## Hospitality Management and Culinary Arts

This NorthWest Arkansas Community College Certificate of Proficiency in Hospitality Management is approved by the Arkansas Department of Education.

### Course Offerings

#### Introduction to Hospitality Management

#### Interpersonal Communications

#### Food and Beverage Management

#### Food Safety & Sanitation with an option for a ServSafe Certification.

For further information see Associates Degree Programs page 75.

### Graphic Communications

#### Program Overview

Graphic Communications directly affects our life everyday. The Graphic Communications program prepares students for multiple careers within the field. Students gain an overview of the Graphic Communications industry, safety first aid, offset printing, orientation, measurements, art and electronic digital imaging, reproduction photography, screen printing, heat transfer, digital image assembly, plate making and bindery and finishing. Job shadowing/field trip visits to local businesses allow students to observe real-world applications of what they have learned and practiced. Career opportunities include graphic designer/web-page designer, illustrator prepress operator, bindery technician, finishing technician, owner/entrepreneur printing systems, and salesperson manager.

### Course Offerings

#### Fundamentals of Graphic Communications/Beginning-level Printing

Students learn the history of printing and become proficient in type composition and presswork as they develop an ability to judge the quality of print materials and an appreciation of good printing.

#### Reproduction Photography

Building on entry level skills and knowledge, this course examines reproduction photography/screen printing. The student will study screen print history, theory, and produce "hands-on" assignments related to screen printing. Students will use the computer and laser printer to design and produce film positives and heat transfer images. Students will also learn film exposure and processing techniques, materials, opera-

tions, safety, screen printing vocabulary, tools used in screen printing and constructing a screen capable of producing an image.

#### Offset Press Operations

This course provides an overview of offset duplicator operation through tasks and simulations, including safety practices, duplicator make-ready, color copier, black/white copier, press operations (1250 press, 1450 press, and 1960 press), maintenance and cleanup, and offset plate making, exposure and development, procedures and methods.

#### Electronic Imaging

The class is a basic electronic layout course for students majoring in Graphic Communications and other students whose major subject area is associated with the printing industry. The student will use computers (Macintosh), Adobe In Design Software, and laser printers to merge text, graphics, and data to produce finished documents for reproduction.

#### Finishing and Binding

The student will be exposed to finishing and binding tasks that have been recommended by industry for job entry. Paper math, paper cutting, padding, stitching, folding, scoring, slitting, and safety are covered in the lecture and lab.

#### Digital Image Assembly and Plate Making

This course covers basic image assembly and construction and plate-making techniques, including assembly construction techniques for single and multi-color work, step and repeat, imposition layout and daylight contacting. The mechanics of layout is a learning activity.

## Medical Professions / Certified Nursing Assistant (CNA)

### Program Overview

Medical Professions offer expanding career opportunities in response to the growing needs of a rapidly aging population. The curriculum includes general anatomy and health information as well as CPR, first aid and certified nursing assistant (CNA) certification. Career opportunities include certified nursing assistant, emergency medicine, nursing, physical therapy, occupational therapy, medicine, dentistry, veterinary medicine, nutrition and dietetics.

### Course Offerings

#### Introduction to Medical Professions

*Grades 11 & 12 (Grade 10 with prior approval) 9 week class.*

This course provides basic information and skills for careers in health care fields. Topics include student organizations with parliamentary procedure, medical history, health care systems, qualities of health care worker, communication and job seeking skills, and legal and ethical issues.

#### Medical Terminology

*Grades 11 & 12 (Grade 10 with prior approval) 9 week class*

This course gives an overview of medical terms and their root words, prefixes, suffixes, and combining forms, emphasizing pronunciation, spelling, drawings, diagrams, and definitions to relate to human anatomy and physiology.

#### Anatomy and Physiology

*Grades 11 & 12 18 week class*

Prerequisite: Introduction to Medical Professions and Medical Terminology. This course focuses on anatomical/physiological systems of the body as well as the disease process of those systems and advanced medical terminology.

#### Medical Procedures

*Grades 11 & 12 18 week class*

Prerequisite: Introduction to Medical Professions, Medical Terminology and Anatomy and Physiology. Students develop specific health care competencies in safety, infection control, vital signs, nurse assistant skills, charting and abbreviations.

#### Medical Professions: Career Specialization – CNA

*Grades 11 & 12 18 week class*

Prerequisite: Introduction to Medical Professions, Medical Terminology, Anatomy and Physiology and Medical Procedures

This course provides training in personal care of patients and clinical training in area health care facilities. Upon successful completion of the course students are eligible to take the Certified Nurse Assistant (CNA) certification exam.

## Medical Professions / Dental Assisting

### Program Overview

Dentistry, a sub specialty of medical professions, includes many disciplines and specialties. The public's increased awareness of dental health insures many employment opportunities. The Fayetteville Youth Dental Program and the Dental Assisting Program helps train students in basic dental sciences and offers much needed dental care to qualifying students. Career Opportunities include chair side dental assistant, dental equipment technician, laboratory dental assistant, dental laboratory technician, office assistant, dental hygienist, dental sales representative, and dentist.

### Course Offerings

#### Introduction Medical Professions Dental

*Grade 11 & 12*

This course provides basic information and skills related to the dental field, including infection control, basic dental anatomy and related materials. Students apply dental theory and skill in laboratory scenarios.

#### Medical Procedures- Dental

*Grade 11 & 12*

Building on skills learned in the introductory course, students develop familiarity and skills specific to the dental field, including safety, charting, abbreviations, instruments, and equipment.

#### Anatomy and Physiology- Dental

*Grade 11 & 12*

This course emphasizes human anatomical and physiological systems with emphasis on head and neck anatomy. Students assess the disease process and inter-connected body systems through an expanded range of dental terminology. Dental Radiography is included in this section.

#### Introduction to Medical Professions Extended – Dental

*Grades 12*

This course continues practical application of dental theory and skill through chair-side assisting with the dentist and patient in the clinical setting. Also contains an intensified study of infection control and radiology techniques.

#### Medical Procedures Extended-Dental

*Grade 12*

This expanded study of dental procedures emphasizes restorative procedures, radiology techniques, endodontic procedures, oral surgery, x-ray techniques, and laboratory procedures.

#### Medical Clinical Internship and Specialization-Dental

*Grade 12*

Students become involved at the clinical level in the routine maintenance of equipment, and in leadership through working with their fellow students.

## Pre-Engineering

### Program Overview

The pre-engineering program has been developed by Project Lead the Way, a national program initiated in the 1980's to increase the number of students entering college engineering programs and successfully graduated. A multifaceted approach to rigorous college preparatory classes empowers secondary students to evaluate their interests and abilities in diverse areas of problem-solving, design and development of ideas, technical writing, research and communication. Students can participate in the national 6-week BEST robotics project to solve an engineering problem by developing and building a robot capable of performing specific tasks. College credit is available to those who meet rigorous curriculum and testing standards. Career opportunities include computer aided design, biotechnical engineering, mechanical engineering, civil engineering, electrical and computer engineering, engineering technology, and technology teacher.

### Course Offerings

#### *Foundation Courses:*

- Principles of Engineering
- Introduction to Engineering Design
- Digital Electronics

#### *Specialization Courses:*

- Computer Integrated Manufacturing
- Biotechnical Engineering
- Civil Engineering and Architectural
- Aerospace Engineering
- Capstone Course:
  - Engineering Design and Development

## Welding

### Program Overview

The welding program prepares students to work in a wide variety of jobs in the welding profession. Students will gain an overview of the welding industry, safety and first aid, orientation, measurements, blue print reading, gas tungsten arc welding, gas metal arc welding, shielded metal arc welding and plasma arc cutting, as well as other areas of specialty. Students with certifications in structural and pipe welding enjoy great success in finding manufacturing and industry

jobs as well as shop and field work. Career opportunities include certified welder, pipe-fitter, business owner, structural fabricator, and lead welder positions.

**Safety Equipment:** Students are responsible for providing their own safety equipment: safety glasses, welding helmet, welding gloves, steel toed boots, and appropriate clothing such as long sleeved shirts and long pants.

### Course Offerings

#### Gas Tungsten Arc Welding

This course demonstrates the use of an arc between a tungsten electrode (non-consumable) and the weld pool, as used with shielding gas.

#### Gas Metal Arc Welding

This course demonstrates the use of an arc between a continuous filler metal electrode and the weld pool using shielding from an externally supplied gas.

#### Shielded Metal Arc Welding

Shielded metal arc welding demonstrates the use of an arc between a covered electrode and the weld pool.

#### Metal Fabrication

Metal Fabrication provides an introduction to the welding industry and various welding processes.

### Technical Student Organization

SkillsUSA is a national organization of high school and college students and industry professionals in technical, skilled, service and health occupations. It enjoys strong support from community, state, and national leaders in industry because they recognize the need for developing future leaders. Students receive advice and information from experienced adults in the business world through speakers, tours, contests, and other activities that promote leadership, teamwork, citizenship, and character development. The association works to build and reinforce self-confidence, positive work attitudes and strong communication skills by emphasizing a total quality work ethic, life-long education, and pride in the dignity of work. Students learn to accept responsibility through a better understanding of the free enterprise system and involvement in community service activities. Opportunities to compete in local, state, and national competitions and the elected offices provide students with the real-world experience needed to be successful in their chosen professions.

**IN THIS SECTION:**

Customized Learning Solutions  
Workforce Development Training  
Workforce Certificate Programs  
Student Information



**CORPORATE  
LEARNING**

## DIVISION OF CORPORATE LEARNING

NWACC's Corporate Learning Division provides learning experiences to allow residents of northwest Arkansas to continue to grow professionally, personally and academically. The majority of classes and programs 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 weeks in length. Registration is continuous, and new classes are added to our schedule daily. The schedule may be reviewed at: <http://www.nwacc.edu/cce>

### Customized Learning Solutions

NWACC Corporate Learning works with individuals, teams, and organizations to create competitive advantage through strategic learning. What sets us apart is our strategic approach to learning – based upon a data-driven needs assessment process, and focus on results.

**Data-driven needs assessment.** NWACC Corporate Learning uses a variety of validated surveys and questionnaires to assess current and desired skill levels – providing a baseline of current performance and a benchmark for future attainment.

**Targeted Results.** NWACC Corporate Learning helps clients to develop measurable objectives for each learning program – providing a means to measure the effectiveness of the training. Depending on the nature of the learning program, these results might include reduced turnover, higher levels of customer service, improved performance and productivity, improved error rates, time to competency, improved satisfaction with team culture, or other measures.

**Flexibility.** NWACC Corporate Learning has a variety of course delivery options for clients: instructor-led onsite training (at NWACC, the employer's location, or other offsite locations), web-based multimedia training, webinars, and blended learning approaches.

NWACC Corporate Learning also partners with some of the world's leading training companies including Achieve Global and Extended DISC®.

Achieve Global is the world leader in helping organizations translate business strategies into business results by developing the skills and performance of their people. Top-performing organizations all have one critical thing in common: motivated individuals who are connected to a clear strategic vision and prepared to achieve. AchieveGlobal 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.

Extended DISC® System is designed to provide decision-makers with information about individuals; their behavioral style, strengths, development areas, skills, opinions, perceptions and expectations.

The information can be collected:

- by online applications
- by pc -based applications
- by paper questionnaires

Please more information on customized learning solutions, please contact us at 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 9365175.

**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 9365175.

### Institute for Corporate and Public Safety

**Institute for Corporate and Public Safety:** The Institute of Corporate and Public Safety (ICPS) combines the resources of NWACC and Corporate and Continuing Education in partnership with major corporate partners Wal-Mart Stores, Inc., Tyson Foods, Inc., and J.B. Hunt Transport, Inc. Through funding and affiliation with the Department of Homeland Security and the Rural Domestic Preparedness Consortium, the ICPS designs and delivers emergency preparedness training courses and provides consulting services. For more information, contact 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 936-5175.

**Retail Programs:** These unique programs meet the area's growing need for entry level analysts with advanced computer, ProSpace®, and Retail Link® skills for Wal-Mart and the supplier community. For more information, contact 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 designed for the general population, senior citizens and children. Classes are held on campus and at other locations throughout the community. For more information, contact 936-5175.

### Classes for Seniors

Low cost personal enrichment classes, trips and seminars for the retirement community are offered at our location in Bella Vista. (Please see following section on College at the Crossings.)

### Kids' College

Kid's College is a summer enrichment program for area youth in grades 3-9. The program, taught on-campus, provides a safe, dynamic learning environment where instruction is interactive and hands-on. Program information is made available in April. For more information, contact 936-5175.

## Corporate Learning Policies and Procedures

### Registration

Registration for non-credit classes may be completed using the following methods. A printable registration form may be downloaded at [www.nwacc.edu/cce](http://www.nwacc.edu/cce).

1. BY MAIL: Mail your completed registration form to the address on the registration form. Make check or money order payable to NWACC or use a Visa, MasterCard or Discover credit card. Include your card number, card expiration date and signature on the form.
2. BY PHONE: Call us at (479) 936-5175 and use your Visa, MasterCard or Discover card.
3. BY FAX: Fax your registration form to (479)

9365198 with your credit card number, card expiration date and signature on the form.

4. IN PERSON: Visit us from 8:30 a.m. to 4:30 p.m. Monday through Friday at the Shewmaker Center, 1100 Southeast Eagle Way, Bentonville (at the back of campus). Pay by check or credit card. (A drop box is conveniently located in the Shewmaker Center for after-hours drop-off registration forms and payment. Please do not leave cash in the drop box.)

Fees must be paid at the time of registration, which must be completed no later than three days prior to the class start. Many classes have limited enrollment, so register early to avoid disappointment.

## Refund and Transfer Policy

### Requested Refunds

#### For classes less than 12 weeks in length:

A 100 percent refund will be issued for drop requests received by 5 p.m. three or more business days prior to the first class meeting. (Ex.: if a class starts on Tuesday, Jan. 11, the refund request must be received by Thursday, Jan. 6 to qualify for a 100 percent refund.)

#### For classes meeting 12 or more weeks:

A 100 percent refund will be issued for drop requests received three or more business days prior to the first class meeting (see example above).

A 50 percent refund will be issued for drop requests received prior to the third class meeting. After the third meeting of class, there will be no refunds issued.

A Drop/Transfer Form must be completed and signed by the student in order for a refund to be issued. No refunds will be granted by telephone request. The signed Drop/Transfer Form may be mailed, faxed to 479-936-5198 or presented in person. Forms may be obtained by calling 479-936-5175. Allow three weeks for receipt of your refund check.

### Refunds for Cancelled Classes

In the event of a class cancellation, students will receive a 100 percent refund. Allow two to three weeks for the refund check to arrive.

Although the CL Office will attempt to contact you in the event a class cancels, it is your responsibility to check on the status of your class prior to attending. You may do so by calling 479-936-5175 or logging onto [www.nwacc.edu/cce](http://www.nwacc.edu/cce).

## Transfers

A student may request a transfer to another available class provided that a Drop/Transfer Form signed by the student is received by the CL Office no later than three days prior to the first class meeting. The form may be mailed, faxed to 479-936-5198 or presented in person. Forms may be obtained by calling 479-9365175. Transfers will be processed based on seat availability in the desired class. There is no guarantee that the class a student is being transferred into will make. Should the class not make, the student will be issued a refund.

Companies sending an employee to a class will have the option to transfer the registration to another employee if the original attendee cannot attend. Transfers will not be issued after the first class meeting is underway.

## CEUs/ Certificates/Transcripts

### Work-Related Courses

All workforce development courses award Continuing Education Units (CEUs), based on satisfactory performance in the course. One CEU is defined as 10 contact hours of participation in an organized continuing education teaching environment. Satisfactory performance may be based on classroom activities, tests, outside assignments and attendance.

### Certificates

Certificates of completion are awarded for most Continuing Education classes. Certificates can be replaced through Continuing Education upon a payment of \$5 per certificate request. Requests for replacement certificates must be in writing from the student.

### Program Certificates

Students who successfully complete all courses in a workforce certificate program are eligible to receive a Workforce Development Certificate. Those certificates may be obtained by contacting the CL Office and a review will be done and the program certificate sent. (See Workforce Development Certificates section.).

### Transcripts

Requests for Continuing Education transcripts may be made in the campus Registrar's Office, or with the CL staff secretary.

## CL Workforce Certificate Programs

The following certification programs have been developed with industry input to assure that applicable knowledge and skills sets are taught. Companies look

to certification on resumes because: it sets a standard of performance; it measures individual achievement against established standards; and it documents results.

Students earn a program Certificate of Completion upon completing all classes in the program. Any of the classes listed within a certificate program may also be taken as stand-alone classes provided any stated prerequisites are met. The number of hours listed is actual in-class contact hours, unless otherwise indicated.

## Computer Support Specialist-Level I

### Program Length: 96 Contact Hours

**Curriculum Description:** This program is designed to give entry-level computer help desk and support professionals the skills needed to succeed in a modern help desk environment. From technical skills to tools to succeed in securing a job and moving ahead quickly. For individuals already employed in the computer support industry, this certificate will give them the skills needed to advance their career more quickly. All students are encouraged to take additional courses leading toward industry certifications by CompTIA and Microsoft. Students may undertake the entire curriculum for certification, or individual courses for continuing education purposes.

### Who Should Enroll

- Persons interested in a technical help desk career
- Computer Support Staffers
- Any person desiring to gain working knowledge and skills in Help Desk Support and Technology

**Prerequisites:** Solid beginner computer operating skills.

| Courses  | Course Hours |
|--|--------------|
| Intro to MS Office<br>(test-out or prior credit accepted)        | 36 hours     |
| Intro to Windows, File Mngt & the Web<br>(prior credit accepted) | 12 hours     |
| Help Desk Technology, Tools & Techniques                         | 18 hours     |
| Intro to Computer Hardware, Software & Networking                | 15 hours     |
| Customer Service and Communication Concepts                      | 12 hours     |
| Optional Certification Courses                                   | Course Hours |
| A+ Hardware Troubleshooting and Repair                           | 60 hours     |
| A+ OS Software Troubleshooting                                   | 45 hours     |
| Network+   | 45 hours     |
| MCDST 70-271   | 45 hours     |
| MCDST 70-272   | 45 hours     |

## Computer Job Skills Certificate

**Program Length: 128 Contact Hours**

**Curriculum Description:** A great preparation for entering the office environment job market! Learn keyboarding, how to use an operating system, and how to use word processing and spreadsheet applications using MS Office products. The Internet and PowerPoint are also covered, as are job search and resume writing skills. No previous computer skills are required.

### Who Should Enroll

Anyone who would like to learn the skills to advance into an entry-level office environment job.

**Prerequisites:** There are no prerequisites for this program, other than the ability to read and speak English.

|                     |           |
|---------------------|-----------|
| Computer Job Skills | 128 hours |
|---------------------|-----------|

## Medical Office Assistant

**Program Length: 94 Contact Hours**

**Program Description:** Get in on the ground level of one of the fastest growing industries in the nation! Designed to prepare students for entry-level employment in the medical office, this program includes information on HIPAA regulations, medical recordkeeping, office communications and procedures and more!

### Who Should Enroll

Anyone who has an interest in entering the health information profession.

**Prerequisites:** Open to anyone with a general interest in the subject area.

| Courses                              | Contact Hours |
|--------------------------------------|---------------|
| Medical Terminology                  | 24 hours      |
| Excelling in the Workplace           | 16 hours      |
| Medical Recordkeeping                | 24 hours      |
| Office Communications and Procedures | 30 hours      |

## Medical Billing & Coding Prof. Certificate

**Program Length: 229 Contact Hours**

**Curriculum Description:** The medical industry is experiencing tremendous demand for individuals with knowledge of medical office operations, billing and coding. According to the US Department of Labor Occupational Outlook Handbook, Medical Billing/Coding is one of the ten fastest-growing professions in the United States. Change your life today. Start down the road to success with this outstanding opportunity to join the ranks of working medical professionals.

### Who Should Enroll

Medical Records Clerks, Secretaries or Office Assistants who would like to step up their careers

Anyone who has an interest in entering the health information profession

**Prerequisites:** The Medical Coding Certificate is open to anyone with a general interest in the subject area. Medical Terminology must be completed before ICD-9 Coding or CPT Coding can be taken.

| Courses                            | Contact Hours |
|------------------------------------|---------------|
| Medical Terminology                | 24 hours      |
| ICD-9 Coding                       | 45 hours      |
| CPT Coding                         | 45 hours      |
| Excelling in the Workplace         | 16 hours      |
| Medical Billing                    | 18 hours      |
| Medical Recordkeeping              | 24 hours      |
| Office Communications & Procedures | 30 hours      |
| Introduction to Accounting         | 27 hours      |

## Patient Care Assistant+

**Program Length: 154 contact hours**

**Curriculum Description:** Gain skills that will open the door to other medical professions. PCA+ not only prepares students for the Certified Nursing Assistant exam but also provides students with additional skills that area hospitals value. Employment opportunities include hospitals, home health agencies, assisted living organizations and long-term care facilities. This project is funded, in part, by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. For program and financial aid information, contact the CBJTG office at (479) 619-4165. To obtain information for class schedules, contact Corporate and Continuing Education at (479) 936-5175.

### Who Should Enroll

- Anyone interested in starting a career in medical professions
- CNAs who are looking for the next step in their career paths

**Prerequisites:** High School diploma or GED

| Courses  | Contact Hours |
|--|---------------|
| Excelling in the Workplace                       | 16 hours      |
| PCA+ Phase I<br>(current CAN may be substituted) | 90 hours      |
| PCA+ Phase II                                    | 48 hours      |

## Certified Bookkeeper

### Program Length: 80 Contact Hours

**Program Description:** The American Institute of Professional Bookkeepers (AIPB) has established the Certified Bookkeeper (CB) credential, a high professional standard for working bookkeepers. Certification ensures that a bookkeeper has the proven knowledge and skills needed to carry out all key accounting functions through the adjusted trial balance, including basic payroll for companies of up to 100 employees. To obtain certification through AIPB, students must successfully pass the national exams and provide documentation of 2 years of bookkeeping experience. Experience can be gained and submitted before or after passing the exams. Textbooks and one round of exams are included in the tuition.

### Who Should Enroll

- Persons interested in beginning a career in accounting
- Small business owners who maintain their books
- Experienced bookkeepers seeking nationally recognized credentials

**Prerequisites:** Two years experience with double-entry accounting or an introductory accounting course covering double-entry accounting is required.

**Recommendations:** For increased marketability in northwest Arkansas, courses in QuickBooks and Microsoft Excel are recommended. Persons with no prior office experience are encouraged to take the non-credit Office Communication and Procedures class.

| Courses              | Course Hours |
|----------------------|--------------|
| Certified Bookkeeper | 80 hours     |

## Supervision (AMA) Certificate

### Program Length: 75 Contact Hours

**Curriculum Description:** Learn contemporary methodologies that will allow you to stand out as an effective supervisor. These courses show you how to increase performance by tackling issues and enhancing opportunities that can impact that performance. Earn your Certificate in Supervision from the American Management Association after successfully completing five of the seven courses offered.

### Who Should Enroll

The AMA Certificate in Human Resource Management program is open to all who have an interest in learning more about the subject presented.

**Prerequisites:** Anyone who has a general interest in the subject area may enroll.

### Five of the following seven courses: Contact Hours

|   |          |
|---|----------|
| Performance Appraisals: How to Achieve Top Results      | 15 hours |
| How to Recruit, Interview and Select the Right Employee | 15 hours |
| The Complete Training Course for Managers               | 15 hours |
| First-Line Supervision                                  | 15 hours |
| Coaching for Top Performance                            | 15 hours |
| How to Be an Effective Supervisor                       | 15 hours |
| Delegating for Business Success                         | 15 hours |

## Human Resource Management (AMA) Certificate

### Program Length: 75 Contact Hours

**Curriculum Description:** Develop a fundamental understanding of human resources and prepare to meet the needs of specific employee groups as well as organizational objectives. In the process, you'll improve your management, facilitation and communication skills to enhance the HR function overall and position yourself for career growth. Earn your Certificate in Human Resources Management from the American Management Association after successfully completing five of the six courses offered.

### Who Should Enroll

The AMA Certificate in Human Resource Management program is open to all who have an interest in learning more about the subject presented.

**Prerequisites:** Anyone who has a general interest in the subject area may enroll.

| Five of the following seven courses:                                      | Contact Hours |
|---|---------------|
| Fundamentals of Human Resources   | 15 hours      |
| Performance Appraisals: How to Achieve Top Results                        | 15 hours      |
| How to Recruit, Interview and Select the Right Employee                   | 15 hours      |
| Compensation: How to Develop Effective Reward Programs                    | 15 hours      |
| Fair, Square & Legal: A Manager's Guide to Safe Hiring, Managing & Firing | 15 hours      |
| The Complete Training Course for Managers                                 | 15 hours      |

## Administrative Assistant Certificate

### Program Length: 91 Contact Hours

**Curriculum Description:** Gain professional recognition and personal confidence as an administrative

assistant. The Administrative Assistant Certificate is designed to equip learners with skills and competencies needed to be an efficient, productive member of an office support team. Earn your certificate by completing all four courses.

**Who Should Enroll**

Persons who are interested in transitioning to an office career, furthering their skills or gaining credentials.

**Prerequisites:** Excel Level 1 and Word Level 1.

| <b>Courses</b>                       | <b>Contact Hours</b> |
|--------------------------------------|----------------------|
| Introduction to Accounting           | 27 hours             |
| QuickBooks for Small Business        | 18 hours             |
| Office Communications and Procedures | 30 hours             |
| Excelling in the Workplace           | 16 hours             |

**HVAC (Heating, Ventilation, and Air Conditioning) Program**

**Program Length: 14 months**

This program provides training to students wishing to improve their skills or seeking a career in HVAC-R. The instruction is formatted in blocks (10 weeks each) requiring classroom with “hands-on” lab experience (on-the-job hours not required). The program focuses on residential and light commercial applications. A successful completion offers a two-year HVAC-R Certificate and the opportunity to take the N.A.T.E. Certification. For more information, call 479 936-5162.

| <b>Courses</b>   | <b>Contact Hours</b> |
|--|----------------------|
| Block 1: Theory of Heat<br>Safety-tools and equipment          | 54 hours             |
| Block 2: Basic Automatic Controls<br>Trouble Shooting          | 54 hours             |
| Block 3: Electric Motors<br>Air-Conditioning –humidity/heating | 54 hours             |
| Block 4: Air-Conditioning<br>Air-Conditioning Controls         | 54 hours             |
| Block 5: All-Weather systems<br>Chilled Water-A/C systems      | 54 hours             |
| Block 6: Domestic Appliances<br>Commercial Refrigeration       | 54 hours             |

**Marketing Analyst Certificate**

This program has selective admissions requirements.

Contact [jthulin@nwacc.edu](mailto:jthulin@nwacc.edu) for information.

**Program Length: 8 months**

**Curriculum Description:** Learn to combine advanced computer skills and Retail Link© with an

understanding of today’s cutting-edge retail business practices to obtain an entry level position as a Marketing Analyst within the Wal-Mart/supplier community.

| <b>Courses</b>  | <b>Contact Hours</b> |
|---|----------------------|
| Practical Retailing Solutions                         | 12 hours             |
| Computer Skills I (Excel)                             | 45 hours             |
| Computer Skills II (Access)                           | 45 hours             |
| Business Communication Skills in a Retail Environment | 45 hours             |
| Retail Fundamentals                                   | 45 hours             |
| Merchandising & Data Analysis                         | 45 hours             |

**Six Sigma Quality Certifications**

**Green Belt Level Program Length: 40 contact hours**

**Curriculum Description:** Six Sigma is a philosophy of doing business with a focus on eliminating defects through fundamental process knowledge. Its methods integrate principles of business, statistics, and engineering to achieve tangible results. This program provides understanding of the quality philosophy of Six Sigma, identify the phases of the “DMAIC” process for implementing a Six Sigma Program; understand their role in the Six Sigma process and its importance to the future success of their company.

| <b>Courses</b>                            | <b>Contact Hours</b> |
|---|----------------------|
| Blended E-learning self-paced instruction | 20 hours             |
| Instructor-led labs and lectures          | 20 hours             |

**Project Completion:** An actual work environment Green Belt level project pre-approved by company and instructors.

**Black Belt Level Program Length:** 100 contact hours

**Curriculum Description:** This course utilizes classroom instruction combined with E-learning to integrate Six Sigma tools with Lean management principles. The course materials provide an in-depth look at the DMAIC problem solving methodology, as well as project development support. The instructors focus on practical applications in business and industrial environments in their use of data analysis. The student will gain expertise in leading Six Sigma projects in the workplace and evaluating project impact. **Project Completion:** An actual work environment Black Belt level project pre-approved by company and instructors.

| <b>Courses</b>                            | <b>Contact Hours</b> |
|---|----------------------|
| Blended E-learning self-paced instruction | 40 hours             |
| Instructor-led labs and lectures          | 60 hours             |

“Real World” project completion.

## Apprenticeship: Electrical Program

**Program Length:** 4 years

**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 hours (148/year) as well as on-the-job training hours (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 Electrician Exam, administered by the State of Arkansas.

**Prerequisites:** 18 years of age. Employed with an electrical contractor in the state of Arkansas.

## Apprenticeship: Plumbing 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 hours (160/year) as well as on-the-job training hours (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:** 18 years of age. Employed with a company who has an employee with a Master Plumbing License in the State of Arkansas who supervises the student's work.

## Small Business Series

**Curriculum Description:** The program provides small business owners and managers with the skills they need to make their daily administrative operations more efficient and productive. From marketing with desktop publishing and PowerPoint to accounting with QuickBooks, this program provides hands-on training with software applications. The series of courses may be taken individually or as a complete program.

| Courses  | Contact Hours |
|--|---------------|
| Time & Contact Management with Outlook   | 9 hours       |
| Creating a Customer Database with Access                                       | 12 hours      |
| Excel Spreadsheet Basics, Formulas, and Charting for Small Business Management | 12 hours      |
| Desktop Publishing with Word   | 12 hours      |
| Introduction to MS Word  | 36 hours      |
| Small Business Accounting  | 24 hours      |
| QuickBooks for Small Business  | 18 hours      |
| Planning the Entrepreneurial Venture   | 38 hours      |

## College At The Crossings

Located in Bella Vista at the Highlands Crossing Center, the College At The Crossings (CATC) is a comprehensive facility providing a full range of credit, non-credit, and continuing education classes and customized training programs to residents, businesses, and nonprofits in Bella Vista and surrounding areas.

Begun in 2004 as a senior program, this center continues to provide high quality and low cost personal enrichment classes, trips and seminars for the retirement community. Classes cover a variety of subjects including arts and crafts, languages, computers and applications, literature and writing, and the social and physical sciences. Generally, classes meet for a total of 12 contact hours in a three week period of time. For more information about classes or customized training programs at the CATC, or to receive a schedule of classes, please call 479-855-1903.

## Institute of Corporate and Public Safety

### About ICPS

The Institute of Corporate and Public Safety (ICPS) combines the resources of NWACC and Corporate and Continuing Education in partnership with major corporate partners Wal-Mart Stores, Inc., Tyson Foods, Inc., and J.B. Hunt Transport, Inc. The purpose of the Institute is to facilitate a private sector/public safety cooperation through combined resources, communication, and training.

ICPS was created as a result of The Department of Homeland Security (DHS)/Office for Domestic Preparedness' (ODP) 2004 Competitive Training Grant Program (CTGP). Applicants were invited to submit training proposals that enhance state and local prevention, preparedness, and response capabilities. Over 217 applications were received in 2004, and the Department selected 14 programs for funding including NWACC's Institute of Corporate and Public Safety.

ICPS has partnered with Wal-Mart Stores, Inc., J.B. Hunt Transportation, Inc., and Tyson Foods, Inc. to work together in a joint effort to develop, refine, and initiate a series of DHS certified training courses designed to overcome the training gap between the private and public sectors. The expertise of these major U.S. corporations assist in ensuring the curriculum is designed to meet the needs of the private sector, thus ensuring the preparedness of our nation's critical infrastructure. Current course offerings include two instructor-led courses and one online course that is available free of charge to all participants. The ICPS course schedule and the online awareness course can be found at <http://icps.nwacc.edu/>.

ICPS has accepted an invitation to become a charter member of the Rural Domestic Preparedness Consortium. As one of five academic institutions, ICPS is tasked with creating and designing emergency preparedness training courses specifically designed to meet the needs of Rural America.

## ICPS Charge

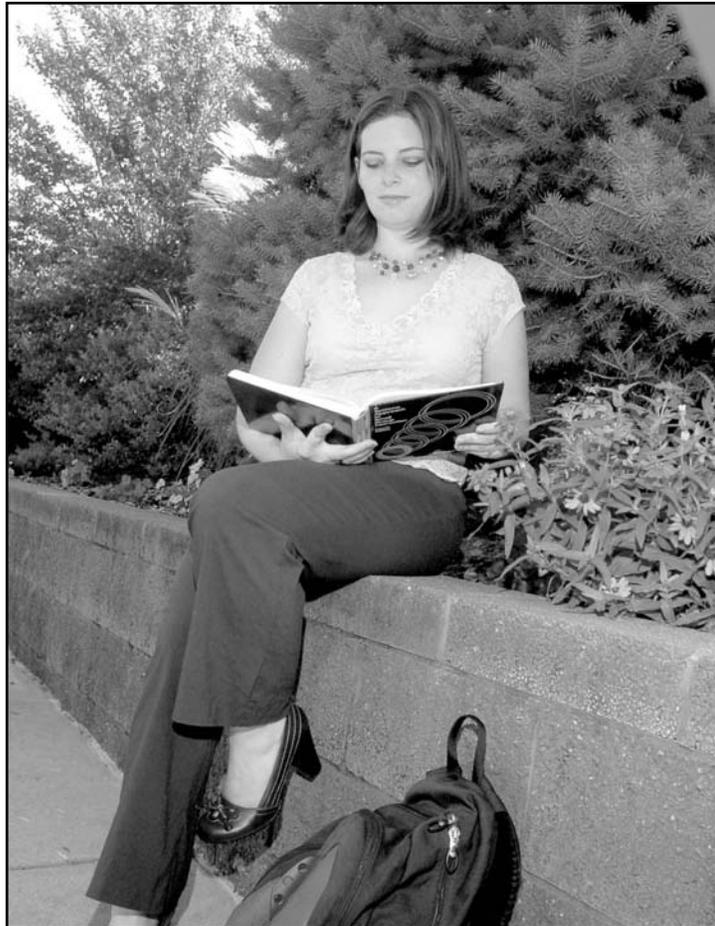
To bridge the training gap between the private and public safety sectors, while enhancing safety and addressing America's preparedness challenges.

### Departmental Goals

1. To deploy a training cooperative that builds sustainable preparedness in rural areas and between the public and private sectors.
2. To deliver cross-disciplinary courses that focus on facilitating improved cooperation between the private and public sectors in rural areas.
3. To develop a training program that ensures continuous improvement through the compilation of best practices.
4. To assist communities identify vulnerabilities, evaluate and enhance preparedness, and manage responses to crisis situations.
5. To bridge gaps between private sector and public safety providers by identifying site vulnerabilities and developing a response system that ensures communication and cooperation among all partners on all levels.



**IN THIS SECTION:**  
Student Policies and Procedures



# STUDENT POLICIES AND PROCEDURES

## Student Conduct, Responsibilities and Rights

### Facilitation of Learning Environment- Mutual Respect and Responsibility

A primary factor in Northwest Arkansas Community College preserving its reputation as a high-caliber community of learners is the maintenance of mutual respect between faculty and students, and the inherent responsibilities of both. In order to foster this collegial learning environment, both faculty and students have rights and responsibilities as spelled out in the following tenets.

#### Tenets of Student, Faculty Rights and Responsibilities:

- Students have the right to expect instructors to meet class regularly and to follow the college calendar.
- Faculty have the right to expect students to attend class regularly.
- Students have the right to expect instructors to be prepared and organized for class.
- Faculty have the right to expect students to be equally prepared and organized.
- Students have the right to expect faculty to hold scheduled office hours.
- Faculty have the right to expect students to keep appointments made with the instructor, and to use scheduled office hours as a time to discuss any concerns about the class with the instructor.
- Students have the right to 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 and Faculty have the right to expect respect from one another, and the responsibility to show respect.
- Faculty have the responsibility to model behavior which illustrates the value of higher education.
- Students have the responsibility of keeping an open mind so that they may learn the value of higher education.

### Student Conduct Violations

Observation of the preceding tenets should prevent most problems that disrupt a welcoming, conducive environment for learning as well as protect the rights of all participants. However, to further clarify, the following student behaviors and acts, whether intentional or unintentional, are considered detrimental to the mission of a learning-centered postsecondary institution, and are deemed to be "Student Conduct Violations." This is not an all-inclusive inventory of the types of actions that would rise to the level of a Student Conduct Violation, but rather a list of some typical examples.

1. Violations of academic honesty, i.e., cheating and plagiarism.  
These violations can result in grading sanctions (see subsequent Academic Honesty section) as well other disciplinary actions imposed by the Associate Vice President for Learner Services or the Judicial Committee due process.
2. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled college activities; including public service functions and other authorized activities of the college.
3. Theft, alteration or forgery of college documents, records, or evidence of identification or use of same with intent to defraud.
4. Abuse of any person on college premises or at any college-sponsored or supervised event, or conduct that threatens or endangers the physical or emotional health or safety of any such person.
5. Theft of or damage to any college property or the property of any member of the college community on campus.
6. Deliberate disobedience or failure to comply with directions of college officials acting in proper performance of their duties, such as requests to desist from specified activities, or to leave the campus.
7. Use by any student organization of the College name, or a claim to speak or act on behalf of the College or a college-related organization without due authorization.

8. Disorderly, lewd, indecent, or obscene conduct or language on campus or at a college-sponsored event.
9. Improper or indecent dress, including the failure to wear shoes and/or shirts in campus buildings or on college-owned or controlled property which constitutes a safety or health risk to the college community.
10. Acts against civil or criminal law in instances where the student conduct code is violated. Violators of public law may be referred to civil authorities for appropriate action and may be subject to disciplinary action through the Judicial Committee.
11. Deliberate destruction of, damage to, malicious misuse of, or abuse of college-owned or controlled property.
12. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs, prescription drugs and/or chemicals on college-owned or controlled property or at college-sponsored events.
13. Participation in, or organization of, any unauthorized activity to interrupt the functions of the college.
14. Unauthorized entry to or use of college facilities, including buildings and/or grounds.
15. Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons on college-owned or controlled property or at college-sponsored events.
16. Demonstrations which interfere with the rights of other members of the learning community or with the normal functions of the college.
17. Deliberate creation of a hostile learning environment for other students, faculty, or administrative staff.
18. Failure to identify oneself upon request of a college official.
19. Drunkenness or being under the influence of drugs on college-owned or controlled property or college-sponsored events.

20. Unauthorized gambling on college-owned or controlled property or college events.
21. Smoking or using tobacco products in classrooms or in any college facility.
22. Repeated disregard for college parking and/or smoking policies.
23. Sexual harassment of other students, faculty, or staff persons.

### **Enforcement and Reporting of Student Conduct Violations**

College representatives, i.e. any administrator, officer, faculty, or staff member of the College can direct students to cease any activities that disrupt the orderly operations of the college or are in direct violation of college policies and/or procedures. At their discretion, any college employee can report said actions to the Associate Vice President for Learner Services for consideration of whether these actions rise to the level of a conduct violation, and if disciplinary actions are appropriate. The preferred method of reporting is in writing, but in situations that demand immediate attention, such as an individual who is 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.

### **Disciplinary Actions**

Disciplinary measures shall be applied to any student whose conduct adversely affects the College's pursuit of educational objectives defined as:

1. The opportunity of all members of the learning community to pursue educational goals.
2. The maintenance of a learning environment conducive to intellectual and educational development.
3. The protection of College property and the safety, health, and welfare of all members of the learning community.

The decision as to whether a specific student behavior rises to the level of a conduct violation and the type of disciplinary actions imposed resides with the Associate Vice President for Learner Services or his/her designated agents. Types of disciplinary actions/penalties include, but are not limited to:

1. Remand case to the College Judicial Committee.
2. Letter of warning.
3. Restitution of College property, denial of certain privileges, or restriction of activities.

4. Disciplinary probation which prohibits the student from representing the College or participating in student activities; and subjects the student to immediate suspension of found in violation of prohibited conduct during the period of his/her probation.
5. Suspension – Interruption of the student’s educational activities at the College for a definite, stated period.
6. Dismissal – Interrupts and terminates the student’s educational activities at the College for a definite period of time. (One semester or more.)
7. Expulsion – Termination of enrollment at the College that is final. The Judicial Committee may review the action at a later time, but not less than two years after the date on which expulsion occurred.

### Procedures

Upon receiving a report of a possible conduct violation, the Associate Vice President for Learner Services shall decide on evidence seen or reported if, indeed, a student conduct violation has occurred. In this deliberation, the Associate Vice President for Learner Services will also gauge whether the activity disrupts the orderly operation of the College and/or impinges upon or invades the rights of others in the College community. If, in the judgment of the Associate Vice President for Learner Services, a conduct violation has, in fact, occurred, an appropriate disciplinary action will be imposed. The student will be informed in a timely manner of the decision of the Associate Vice President for Learner Services, and of any disciplinary action imposed.

In the case of a student perceived as a clear and present danger to self or others, the Associate Vice President for Learner Services is authorized to immediately take appropriate action depending on the situation; up to and including, but not limited to suspending or dismissing a student, and having that individual escorted from the College campus.

In most cases, students found in violation of the student conduct code have the right to appeal the decision to the College Judicial Committee.

### Judicial Committee

#### Composition:

Membership on the Judicial Committee consists of a chairperson and a minimum of seven other faculty/staff members, all appointed by the College President and one student, recommended by the Associate Vice President for Learner Services.

#### Purpose and Jurisdiction:

The Judicial Committee provides a structured, educational environment for problem resolution and disciplinary actions involving students in the college community. The conduct of the Judicial Committee and related procedures protects students’ rights to due process, and provides a forum to appeal decisions of violations and penalties handed down by the Associate Vice President for Learner Services related to student misconduct. In all hearings before the Judicial Committee, specific rights are assured during every step of the process. These rights include notification of charges, time and date of hearing, an opportunity to present evidence before an impartial committee, examination and rebuttal of all evidence and testimony used to make a decision, and written notice of the committee’s decision. Proceedings of the Judicial Committee are protected by the Family Educational and Rights to Privacy Act and the Buckley Amendment of 1974.

The jurisdiction of the Judicial Committee includes group and individual cases involving alleged violations of College policy and regulations, student conduct code violations, student academic dishonesty, and requests for re-admission from suspension due to non-academic reasons.

#### How Cases Come to Committee:

Referrals of alleged violations to the Judicial Committee are accepted from any College employee or student during the semester the alleged violation occurred, or the regular academic semester (Fall or Spring) following the alleged violation. These referrals are submitted to the Vice President of Learner Services. The Judicial Committee also hears appeals of parking citations and direct appeal by students found in violation of the student conduct code by the Associate Vice President for Learner Services.

## Judicial Committee Due Process

The Judicial Committee proceedings facilitate opportunities for learning and behavior change while adhering to basic fundamentals of due process. The following procedural guidelines are established for conducting hearings:

The person against whom the allegation has been filed or who is filing an appeal (herein called the "Respondent" is notified by the Chair of the Judicial Committee that an allegation has been filed, or that an appeal has been received. It is preferable that allegations and/or appeals are filed within the semester the alleged incident occurred, but at the latest one academic semester (Fall or Spring) after the alleged incident occurred.

An allegation or appeal must be filed in writing, and must contain the following information –

- a. The cause of the allegation or appeal.
- b. The corrective action desired, and,
- c. Sufficient information to justify the allegation or appeal.
- d. A pre-hearing conference will be held with the Respondent and the Judicial Committee Chair. The purpose of this meeting is to offer an opportunity to discuss the situation one-on-one and to seek an acceptable resolution, hopefully precluding the need to take the matter to the entire Judicial Committee. When the pre-conference hearing is for an appeal of any type, failure to respond or appear to the request for the pre-hearing conference results in an automatic violation of College policy and results in an automatic denial of the appeal.
- e. In the event the pre-hearing conference does not resolve the situation, a hearing date with the Judicial Committee will be scheduled within fifteen (15) working days after the pre-hearing conference for fall and spring semesters. During the summer semester, the interim between pre-conference meeting and hearing date may be extended. Notice of the hearing date and time is given to all affected parties.
- f. The Respondent and the Complainant, (the individual who filed the allegation or remanded the alleged student conduct violation to the Associate Vice President for Learner Services) must appear in person and present their respective cases to the Judicial Committee. Witnesses may be called.
- g. The Respondent is entitled to be accompanied by counsel during Judicial Committee hearings. Choice of counsel is left to the Respondent's discretion, and may be a student, an attorney, faculty, or a staff member. In case an attorney is chosen as counsel, five (5) working days advance notice must be given to the Chair of the Judicial Committee. Respondent's counsel may question the Complainant, Respondent, or witnesses, but not members of the Judicial Committee. Questioning by Respondent's counsel may be halted at the discretion of the Judicial Committee. Always bear in mind the Judicial Committee is not a court of law, but rather an educational board discussing internal College issues.
- h. The Respondent shall be entitled to refuse to answer questions in exercise of his/her Fifth Amendment rights.
- i. The Respondent shall be entitled to a written decision of the case from the Judicial Committee Chair within five (5) working days following the hearing.
- j. Upon evaluation of the evidence and information presented before the Judicial Committee, decisions are rendered upon whether (a) a student conduct violation occurred, and, (b) the appropriate type of disciplinary action. For those submitting an appeal of the Associate Vice President for Learner Services' decision on student conduct violations, two decisions are rendered also: The first being if (a) the Judicial Committee agrees that a student conduct violation indeed occurred, thus either upholding or denying the appeal. The second is the (b) type of disciplinary action applied will be evaluated. Disciplinary actions imposed by the Associate Vice President for Learner Services can be reduced, upheld, or increased. Types of disciplinary actions that can be imposed by the Judicial Committee include, but are not limited to:

**A letter of warning.**

Restitution of College property, denial of certain privileges, or restriction of activities, disciplinary probation which prohibits the student from representing the College or participating in student activities and subjects the student to immediate suspension if found in violation of additional prohibited conduct during the period of his/her probation.

**Suspension** – Interruption of the student’s educational activities for a definite stated period.

**Dismissal** – Interrupts and terminates the student’s educational activities for a definite period of time (one semester or more.)

**Expulsion** – Termination of enrollment that is final. The Judicial Committee may review the action at a later time, but not less than two years after the date on which expulsion occurred.

- k. The Respondent or Complainant may appeal in writing the decision of the Judicial Committee to the Executive Vice President for Learning. Appeals to the Executive Vice President for Learning must be filed within five (5) working days after the written decision of the Judicial Committee is received. Generally one or more of the following conditions must be evident for an appeal to be granted:
- Clearly show that the hearing was unfair.
  - Show that relevant evidence had not been reviewed.

**Submit new evidence**

Upon reviewing the case, the Executive Vice President for Learning may affirm, modify or reverse the original decision or request a new hearing.

1. The decision of the Executive Vice President for Learning will be given to all parties in writing within ten (10) working days. The decision of the Executive Vice President for Learning is final.

**Academic Honesty**

Ensuring students understand the core value of academic honesty is an overarching goal of all faculty and staff at NWACC. Academic honesty means stu-

dents 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. (Criminal Misrepresentation/Cheating)
8. Submitting as one’s own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission or the instructor, work that has been previously offered for credit in another course.

10. Sabotage of another student's work.
11. Falsification or forgery of or on any College form or document.
12. Submission of altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
13. Any willful act of dishonesty that interferes with the operation of the academic process.
14. Facilitating or assisting in any act of academic dishonesty.
15. Plagiarism (subsequently defined)

### Plagiarism

Plagiarism results when a student presents the words or ideas of someone else as if they were his/her own. If the words of someone other than the writer are reproduced without acknowledgment of the source, or if someone else's ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred.

Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying or downloading or buying of information with the intent of passing it off as original with the writer. Intentional plagiarism is a very serious form of academic dishonesty that can lead to suspension from the College. Unintentional plagiarism is the misrepresentation of information through ignorance or carelessness.

It is the responsibility of all Northwest Arkansas Community College students to understand what plagiarism is, and to learn the proper methods of documentation so as to avoid this form of academic dishonesty.

### Academic Grading Sanctions Due Process

When an instructor believes that a student has committed an act of academic dishonesty:

1. The instructor will document clear and convincing evidence that the student has committed an act of academic dishonesty documentation may include:
  - Written detailed (date and activity) description of the behavior witnessed by the instructor or other parties.
  - 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 is 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 may choose from the following sanctions:
  - Warning and/or admonishment to student
  - Revision of assignment, quiz or exam
  - Rewrite and/or retest
  - Alternative assignment.
 If the infraction is significant, the instructor may choose from the following sanctions:
  - "F" on the assignment, quiz or exam
  - "Zero" on the assignment, quiz or exam
  - "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.
  - 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 grade book to be submitted to the dean when grades are due, and the situation is considered resolved.
  - 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 Associate Vice-

- President for Learning or that the student has refused to sign the form.
8. If the matter cannot be resolved at the meeting between the instructor and student, the student must within 10 working days contact the department chair and/or division dean for a mediation meeting. At said mediation meeting, the department chair and/or division dean weighs carefully both faculty and student perspectives and renders a decision (a) whether a violation of academic honesty occurred and (b) type of grading sanction. The instructor agrees to abide by the department chair and/or division dean's decision. .
  9. If the student wishes to appeal the mediation meeting decision, this must be done in writing to the Associate Vice President for Learning. Included in this written appeal should be a synopsis of details/events leading to the appeal and outcome deemed acceptable to the student.
  10. At the discretion of the Associate Vice President for Learning, an ad hoc committee to hear the appeal is convened.
  11. This ad hoc committee consists of three faculty members. These three members are chosen by the Associate Vice President. The Associate Vice President of Learning will consult with the appealing student to name one faculty member to the committee of the student's choosing.
  12. The ad hoc committee reviews the claims of student and instructor along with any evidence presented to determine whether the act constitutes a violation of academic honesty and appropriateness of grading sanction imposed. Findings and recommendations are reported to the Associate Vice President of Learning.
  13. After consideration of this information, the Associate Vice President of Learning makes a decision and delivers the decision to all parties in writing.
  14. If the student disagrees with the decision of the Associate Vice President of Learning, he or she may appeal to the Executive Vice President of learning. The Executive Vice

President's decision is final, subject to the approval of the President of the College.

15. If at any step in the process a violation of academic honesty is found then either a copy of the violation of academic honesty form or a memorandum for record is filed in the office of the Associate Vice President of Learning detailing the violation and sanction(s) applied.
16. Since violations of academic honesty are also conduct violations, referrals may be made to the Associate Vice President for Learning Support after grading sanctions are imposed to assess if additional disciplinary actions are warranted.

### **Other Academic Grievance/Appeals Due Process**

Recognizing that both students and faculty have rights regarding academic matters, Northwest Arkansas Community College sets forth the following grievance procedure. This procedure serves the purpose of providing the student with redress and due process, protecting faculty rights to freedom of instruction, providing a mechanism for problem solving and achieving an equitable resolution to academic grievances as quickly as possible. An academic grievance will only be accepted during the semester the alleged incident occurred or the regular academic semester (Fall or Spring) following the alleged incident. This procedure also allows for grievances concerning equal access issues or the provision of educational accommodations for students with disabilities. The following steps are to be followed for appeals related to academic matters such as differences of opinions on grades (other than violations of academic honesty violations), assignments, attendance, or classroom procedures:

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate lead faculty, department head, or division chair will be contacted to mediate the problem within ten (10) working days after the request for mediation is received. The student, faculty member, and lead faculty/department head/division chair are to meet together to

thoroughly discuss the problem and attempt to reach a solution.

3. If a resolution has not been reached as a result of the mediation conference, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal must then be submitted to the Associate Vice President of Learning within twenty-four (24) hours (exclusive of weekends and holidays) after the conclusion of the mediation conference. The Associate Vice President of Learning will first review all proceedings to determine if previous steps in the process have been properly followed. The Associate Vice President of Learning then will notify the significant parties that an academic grievance/appeal has been filed and supplies a copy of the grievance/appeal to all parties. The Associate Vice President of Learning will then arrange a meeting with the student, faculty member, and division chair/department head/lead faculty. At this meeting the issues of the grievance/appeal will be thoroughly discussed in an attempt to find resolution.
4. If resolution is not achieved, the Executive Vice President for Learning will make a decision and inform all parties in writing within ten (10) working days. The decision of the Executive Vice President for Learning in regard to academic grievances/appeals shall be final.

### **Parking Policy**

- A. NorthWest Arkansas Community College (NWACC) strives to provide adequate parking for students, faculty, staff 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 and while on campus. Failure to comply may result in the issuance of a citation and/or towing of the vehicle. Students receiving citations may file an appeal to the Chairperson of the Judicial Committee. Faculty/Staff may appeal directly

to the Director of Public Safety.

#### **1. Students**

All enrolled students must have a NWACC-issued hangtag, valid for one academic year, displayed for any motor vehicle parked on the main campus. Hangtags are issued to the student (connected to student ID number) rather than for a particular vehicle's license number. This allows greater flexibility in choosing the vehicle to drive to campus. Students are strongly encouraged to utilize the parking garage. Ample parking is always available in the garage as the vast majority of the 800+ garage parking slots are available only for students.

#### **2. Faculty/Staff**

Faculty/staff personnel must fill out the application for a parking hangtag or decal, valid for one academic year. For identification purposes the hang tag or decal is issued to the individual and must be displayed on any vehicle parked on campus. Full time Faculty/staff also have the option of purchasing a reserved numbered parking space in either the parking garage or the Burns Hall parking area.

#### **B. Parking Areas**

Some areas and spaces are posted to indicate restricted parking for certain individuals or vehicles. 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 24 hours a day, seven days a week.

##### **1. Student**

Student parking is available in designated student parking areas at Burns Hall and all levels of the parking garage other than those spaces designated as handicapped, reserved and numbered, visitor, or service vehicle. Student parking in the Burns Hall lot may be used by faculty and staff when their parking areas are full.

##### **2. Faculty/Staff**

Faculty/Staff parking areas will be designated

in the Burns Hall parking area. Faculty/Staff reserved and numbered parking will also be designated in the Burns Hall area and the parking garage. Faculty/staff may park in the Burns Hall student parking areas when their parking areas are full. On the rare occasion that all spaces in the Burns Hall lot are full, faculty/staff may park in the parking garage; however, the Department of Public Safety must be notified immediately.

### 3. Visitor

Visitor parking for individuals or groups will be designated in the Burns Hall area and parking garage. Limited time parking for visitors will be in the circle drive in front of Burns Hall and will be strictly enforced.

### 4. Service/Vendor Vehicles

Vendor or service vehicles will have a designated parking area in the Burns Hall area.

### 5. Handicapped

Handicapped parking will be located in the most convenient building access areas at both Burns Hall and the parking garage. State issued handicapped placards or tags as well as NWACC-issued hangtags are required.

### 6. Motorcycle Parking

Motorcycle and/or scooters will park in designated areas only at Burns Hall or the parking garage.

## 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 24/7. These rules and regulations are designed to provide orderly parking for students, faculty/staff and visitors, and 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 handicapped 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 10 business days of issuance. An appeal form may be obtained at the DPS office or the Learner Development Center and submitted to the chairperson of the Judicial Committee or Director of DPS.

- Violations for which drivers may receive citations include but are not limited to the following:
- \$25.00 Fines
- Parking in Faculty/Staff designated space without appropriate hang tag
- Parking in parking garage without appropriate hang tag
- Parking in a visitor or limited-time space without approval
- Parking on the lawn
- Parking in manner that impedes traffic flow
- Failure to yield right of way
- Hazardous or reckless driving
- Failure to obey traffic control device
- Leaving the scene of an accident
- Parking in crosswalks
- Backing into any parking spaces.
- Parking motorcycle in space not designated specifically for motorcycle parking
- \$50.00 Fine plus possible towing expense
- Parking in fire lane or by fire hydrant
- Parking in reserved and numbered space without appropriate hang tag
- \$100.00 Fine plus possible towing expense
- Unauthorized parking in handicapped space
- \*\*Other fines will be determined by the Judicial Committee.

## E. Vehicle Towing

NWACC reserves the right to tow from its property any vehicle without a current parking permit, vehicles parked in numbered reserved parking spaces without appropriate tag, vehicles parked in a fire lane or by a fire hydrant, or vehicles parked in handicapped spaces without appropriate tag 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. Drivers and/or owners of towed vehicles will be responsible for towing and/or storage charges where applicable.

## Procedures

### A. Parking Hangtags

#### 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. Replacement hangtags may be paid for at the cashier's office and picked up at the Department of Public Safety Office.

#### 2. Faculty/Staff

Faculty/staff personnel must fill out an application for a parking hangtag or decal prior to the beginning of each fiscal year. Forms are located on the college website. The hangtag or decal is issued to the individual and must be displayed on any vehicle parked on campus. Full time faculty/staff also have the option of purchasing a reserved numbered parking space in either the parking garage or the Burns Hall parking lot. Loss of hangtags must be verified by the Department of Public Safety, and will be replaced for a fee. Replacement hangtags may be picked up at the cashier's desk.

#### 3. Visitors

Visitors may pick up temporary parking permits from the Department of Public Safety in Burns Hall. Event planners may secure tem-

porary parking permits for non-employee or student groups and mail those permits to participants prior to the event.

### B. Citation Appeal Process

Students receiving tickets/citations issued by NWACC's Department of Public Safety have the right to appeal if they feel the citation is unjustified. Student citation appeals are administered under the auspices of NWACC's Judicial Committee. The appeal process must be initiated in the semester in which the ticket was received. To initiate the process, an appeal form, obtained from the Department of Public Safety, the Learner Development Center, satellite campus secretary, or from the web page [www.nwacc.edu/appeal](http://www.nwacc.edu/appeal) must be filled out completely and submitted to the Chairperson of the Judicial Committee.

After reviewing the appeal form, the Chair of the Judicial Committee will arrange a pre-conference hearing with the student receiving the citation. The purpose of this meeting is to offer an opportunity to discuss the situation one-on-one and to seek an acceptable resolution hopefully precluding the need to take the matter to the entire Judicial Committee.

If a resolution is not reached during the pre-conference hearing then a meeting with the Judicial Committee will be scheduled within 15 working days during the fall and spring semesters. Appeals to the full Judicial Committee over a summer semester will be heard during the following fall semester. Failure to respond to the request for the pre-hearing conference results in the automatic denial of the appeal.

Faculty and staff members also have the right to appeal citations. Appeals must be filed in the semester received with completed forms submitted to the Director of Public Safety. The Director arranges and conducts a meeting with the faculty/staff member filing the appeal to seek a solution to the issue leading to the citation.

Bentonville Campus Parking Map here if available

## Public Laws

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 Associate Vice President for Learner Services 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.

## Professional Preparation Programs, Codes of Ethical Conduct

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 NWACC students, persons enrolled in the Allied Health, Nursing, Law Enforcement and other professional preparation programs are expected to possess and demonstrate qualities of professional conduct, integrity and ethical behavior, which reflect 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.

## Discipline Records

A transcript records only information of an academic nature and disciplinary action which denies the student the privilege of continuing in or returning to the College. Other discipline records are kept for five

(5) years by the Associate Vice President for Learner Services. These are confidential and not made available to otherwise unauthorized persons except upon consent of the student.

The College will abide by all federal and state regulations regarding the privacy of student records and comply with the Family Education Right to Privacy Act and the Buckley Amendment of 1974 regarding access procedures.

## Student Complaints

Improving institutional effectiveness is a priority for the NWACC Board of Trustees, administration, staff and faculty. Student complaints and concerns are taken seriously and appropriate corrective solutions are pursued in a timely fashion. Any student who has a bonafide complaint should contact the Associate Vice President for Learner Services or the Associate Vice President for Learner Services. Suggestion boxes are also, located throughout the College facilities to collect students' suggestions and concerns. The associate vice president(s) review complaints to determine the appropriate institutional procedure necessary to address and/or correct the concern. The vice president(s) have an open door policy and are happy to visit with students regarding their concerns; however, in order for a student's concern to become a formal complaint, it must be submitted in writing, delivered to the appropriate administrative office and contain the following information:

- A. The cause for the complaint,
- B. the corrective action desired, and
- C. sufficient information upon which to base a decision or formulate a solution.

In extenuating circumstances or if the student prefers, the complaint may be verbal.

When appropriate, student complaints will be addressed through the College's due process procedure or the academic appeals procedure. Written complaints will be responded to in writing within ten (10) working days, by the appropriate Associate Vice President. If any disciplinary action is imposed, it will be taken in accordance with relevant Board policies and administrative procedures. Written complaints will only be addressed and acted upon during the semester the precipitating event occurred or prior to the end of the next academic semester (Fall or Spring).

The College will abide by all federal and state regulations regarding the privacy of student records and comply with the Family Education Right to Privacy Act and the Buckley Amendment of 1974.

## Non-students in NWACC Facilities

Action may be taken against any and all persons who have no legitimate reason for their presence in NWACC facilities. Although such persons are not subject to College sanctions, they will be subject to the relevant sections of the penal code of Arkansas.

## Harassment Policy

### Purpose:

This policy is established to prevent harassment of the employees and the students of NorthWest Arkansas Community College.

### Policy:

NorthWest Arkansas Community College does not tolerate any form of harassment related to a person's race, color, sex, religion, national origin, age, or disability, whether it is harassment of:

1. an employee by another employee,
2. a student by another student,
3. an employee by a student,
4. a student by an employee,
5. an employee by a non-employee/  
non-student, or
6. a student by a non-employee/non-student.

It is the goal of this policy to stop harassment before it becomes actionable harassment. Therefore, all unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability is prohibited even though the conduct does not arise to the level of creating a tangible job detriment for an employee being harassed or a tangible educational detriment for a student being harassed.

The College shall take all reasonable steps to stop all forms of harassment brought to the College's attention and to protect the person being harassed from further harassment or retaliation. If an employee or student engages in harassment, he/she will be subject to discipline up to and including termination. If a non-employee/non-student engages in harassment, the right of such non-employee/non-student to come onto College property may be limited or terminated.

It is the express duty of all supervisory employees of the College to report all observed conduct that appears to constitute harassment of an employee or student. However, any employee or student may report harassment.

### Definition:

Harassment is generally defined as any unwanted, unwelcome, or offensive conduct related to a person's race, color, sex, religion, national origin, age, or disability that is offensive, disparaging, or degrading to the person or which makes the person's work or education environment hostile.

Sexual harassment may include a wide range of behaviors from the actual coercing of sexual relations or favors to the forcing of sexual attention, such as sexist comments or jokes, including verbal, written or physical conduct, on an unwilling person, whether male or female. Harassment does not have to be sexual in nature in order to be sexual harassment if the harassment is based on the person's gender.

Harassment on the basis of race, color, religion, national origin, age, or disability (i.e. all forms of harassment other than sexual harassment) may include, but is not limited to, slurs, jokes, and other verbal, written, or physical conduct.

It is the express policy of NorthWest Arkansas Community College that no person may use internal College mail, U.S. Postal Service mail, any form of express mail, facsimile transmission, e-mail, telephones, College bulletin boards, or the walls of any College office or classroom to communicate, disseminate, or display any form of harassing communication or harassing material.

Students who are enrolled in classes offered through NorthWest Arkansas Community College may be expected to participate and cooperate in classroom, laboratory, clinical, or tutorial situations requiring close proximity or physical contact with other students or instructors. Physical contact may occur in a variety of learning environments such as laboratory or clinical settings that require a student physically to come in contact with an instructor or another student as part of the teaching/learning process. Such required activities will not be considered sexual harassment. Students who may be uncomfortable with specific learning situations are urged to consider which programs or classes they wish to take.

Administrators, counselors, and faculty are available for any questions a student may have about a specific learning situation.

## Information and Training About Harassment

The College shall make information about this Harassment Policy available to employees and students by publishing the policy in the employee handbook and student handbook and by posting notices throughout the College. Employees and students may also seek advice about whether particular conduct is prohibited by this Policy by posing questions to the Director of Human Resources or the Associate Vice President for Learner Services.

In addition, the College shall hold periodic training sessions with the employees and cover this Harassment Policy in such sessions. Furthermore, the College shall provide specialized training for all supervisory employees on identifying and handling harassment situations.

## Procedure To Resolve Harassment

### A. Introductory Matters

One purpose of this procedure is to try to solve minor problems before they become serious problems. Therefore, persons who are subjected to unwanted, unwelcome, or offensive behavior which does not rise to the level of harassment as defined above or by law may still use this procedure to get the behavior stopped.

The purpose of this procedure is to determine if the behavior has occurred and, if it has occurred, to arrange for the behavior to stop. However, information obtained from this procedure may be used in a disciplinary proceeding.

For purposes of convenience, the person who complains about harassment shall hereafter be referred to as the "Complainant", and the person about whom the complaint is made shall hereafter be referred to as the "Respondent".

### B. Reporting Harassment

Any form of harassment or suspected harassment may be reported to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Services. Employees who experience an event of harassment at a time other than standard business hours may report the harassment by phone or in person to the college Public

Safety Officer on duty in Burns Hall on the college campus. The college Public Safety Officer who receives such a report shall (1) record information about the event and the identities of the persons involved, (2) take action to stop the event if it is ongoing, and (3) prepare a report for delivery to the office of the Director of Human Resources or to the office of the Associate Vice President for Learner Services on the next business day.

In order to assure that action is taken quickly to resolve any harassment, the harassment should be reported as soon as possible. A delay in reporting harassment may make it difficult for the College to investigate or resolve the harassment.

### C. Informal Procedure

**Confronting the Harasser:** Anyone who is subjected to harassment or to unwanted, unwelcome, or offensive behavior should (but is not required to) first try to resolve the problem with the person engaging in the harassment or behavior by informing such person that the harassment or behavior is not wanted. If the harassment or behavior continues, then the Complainant should submit a complaint as provided below.

**Mediation Meeting:** After receiving a Complaint as provided below, the Associate Vice President for Learner Services or the Director of Human Resources, as the case may be, shall, before beginning an investigation, determine if both the Complainant and the Respondent are willing to engage in mediation. This determination should be made as quickly as possible, and a failure by either party to agree to mediation within one (1) working day of first being contacted about mediation shall be deemed an election not to participate in mediation. If either party is not willing to engage in mediation, then the investigation shall be undertaken.

On the other hand, if both the Complainant and the Respondent are willing to use mediation, the Associate Vice President for Learner Services or Director of Human Resources should, within ten (10) working days of

receiving the complaint, hold a mediation meeting attended by both the Complainant and the Respondent. The Associate Vice President for Learner Services or Director of Human Resources shall assist both parties in reaching an understanding, which resolves the problem with a focus on changing current and future behavior. College counselors and staff trained to help with such problems may be called on to assist with the mediation. The mediation meeting may be adjourned from time to time by the Associate Vice President for Learner Services or Director of Human Resources if progress, in the opinion of the Associate Vice President for Learner Services or Director of Human Resources, is being made. If the Complainant and the Respondent agree to a resolution of the matter with the concurrence of the Associate Vice President for Learner Services or Director of Human Resources, then the procedure ends. If not, then the Associate Vice President for Learner Services or Director of Human Resources shall undertake the required investigation.

#### D. Formal Procedure

**Complaint:** A Complainant should submit in writing any complaint of harassment or of unwanted, unwelcome, or offensive behavior, which complaint shall be expressed in reasonable terms and shall contain:

- a. The cause for the complaint (i.e. the time, date, possible witnesses, and detailed description of the event).
- b. A reasonable corrective action desired.
- c. Sufficient information upon which to base a decision. In extenuating circumstances or if the Complainant prefers, the complaint may be verbal, not written. In case of a verbal complaint, the person receiving the complaint shall create a document detailing the complaint.

**Submitting Complaint:** A student Complainant should submit his/her complaint to the Office of the Associate Vice President for Learner Services. An employee Complainant should submit his/her complaint to the Office of the Director of Human Resources. A Complainant who is both a student and

an employee may submit his/her complaint to either office. In addition, a student or an employee may submit his/her complaint to any supervisory employee of the College, who shall thereafter submit the complaint to the office of the Associate Vice President for Learner Services, or the office of the Director of Human Resources, whichever is appropriate. The submitting of a harassment complaint shall not be considered a violation of the chain of command procedure.

**Instruction to Respondent:** Upon the Associate Vice President for Learner Services or Director of Human Resources' first contact with the Respondent, the Respondent shall be instructed (1) that if any of the alleged conduct or behavior is ongoing, then it is to end immediately and (2) that no retaliatory action may be taken against the Complainant for filing the complaint.

**Report of Proceedings:** The Associate Vice President for Learner Services or Director of Human Resources shall within one (1) working day of receiving a complaint report that fact to the College President. The Associate Vice President for Learner Services or Director of Human Resources shall, until a written report on the investigation is submitted, advise the College President every ten (10) working days about the status of the mediation or investigation.

**Investigation:** The Director of Human Resources or the Associate Vice President for Learner Services shall act as an investigator unless his/her objectivity is impaired, in which case, the College President may appoint an alternate investigator. The investigator shall interview the Complainant, the Respondent, any witnesses identified by the Complainant and Respondent, and any other persons deemed appropriate by the investigator. The investigator's written report, with appropriate documentation and recommendations, shall be submitted to the College President and shall address the following issues:

- a. Whether the Complainant has been subjected to harassment or unwanted, unwelcome, or offensive conduct or behavior.
- b. If the conduct or behavior is ongoing, how the conduct or behavior can be stopped.
- c. If the conduct or behavior has stopped, whether the conduct or behavior can be expected to reoccur.
- d. How the conduct or behavior can be prevented in the future.
- e. Whether the matter should be referred to the appropriate person for possible disciplinary action.

- f. Anything else that is relevant to the particular case.

### **President's Decision**

Within ten (10) days after receiving the investigator's report, the President shall review the findings as provided herein or designate a Vice President of the College to perform the review. The President or Vice President shall prepare a written statement relating to the investigation and recommendations containing her/his decision and the reasons for the decision. The President's or Vice President's decision shall be considered final.

### **Disciplinary Action**

If any disciplinary action is taken, it will be taken in accordance with relevant Administrative Procedures. Those are Procedure 2-7-3 for employees and the appropriate procedure in Section 4 for students.

### **Unfounded Accusations**

The College will not retaliate against any Complainant in a bona fide harassment case even though the accusations are subsequently determined to be unfounded.

### **Drug and Alcohol Abuse Prevention Information**

NorthWest Arkansas Community College recognizes the responsibility to provide a healthy environment where students may learn and prepare themselves as fully functioning individuals. Substance abuse threatens the College mission as an institution of higher education, and interferes with the learning process.

### **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 materials are 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 referral 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 their use in the

school or at the workplace are subjects of immediate concern in our society. 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 \*E0-89-2, 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 NWACC 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.

1. NorthWest Arkansas Community College will not differentiate between drugs users and drug sellers. Any student or employee who possesses or in any way transfers a controlled substance to another person or sells 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.
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 or a sentence by a judge or jury in any federal court, state court, or any 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 (10) days after receiving notice from the employee or other-

- wise 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.

### **Health Risks of Alcohol and Drugs**

One of the important cornerstones in creating a drug-free community is education. By becoming familiar with the specific effects and dangers of drugs, each individual is better able to make informed, responsible decisions. More information on the health effects of drugs and alcohol can be found in the printed literature distributed by the College.

### **Use of Bulletin Boards**

Bulletin boards are placed throughout the NorthWest Arkansas Community College buildings. Anyone wishing to post material on bulletin boards or walls should first obtain approval from the Associate Vice President of Learner Services 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.

### **Student Publications**

No student or group of students may use the name of the College for any publication or activity without the approval of the Dean of Learner Development or his or her designee. 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 Dean of Learner Development. The Dean may restrict the time and location of any such distribution and require distributors to collect discarded literature.

### **Canvassing and Solicitation**

No student or group of students may use the name of the College for any publication or activity without the approval from the Office of the Associate Vice President of Learner Services or a designated student services administrator. This applies to printed materials, tickets, posters, advertising and solicitations of any type.

The distribution of handbills, pamphlets and other literature on the grounds or in the buildings of the College is prohibited without the permission of the Executive Vice President of Learning. The Executive Vice President may restrict the time and location of any such distribution and require distributors to collect all discarded literature.

Without prior approval from the Associate Vice President of Learner 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 Learner Services. 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.

### **Closing Due to Weather Conditions**

Closing of NWACC classes and administrative offices may be necessary from time to time due to bad weather and/or emergency situations. Decisions on any

closings or subsequent openings are made by the President or the President's designee.

Announcements of decisions to close and/or open normally will be announced at approximately 5:30 a.m. for daytime activities and 2:00 p.m. for evening activities through the local media, the Student Information Line (619-4377) and the College Web Page.

Unless announced otherwise, NWACC will be open at regularly scheduled times. This policy may differ from bad weather/emergency policies of public schools 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 offices may be open.

Sometimes the College will open at a time that does not correspond with a regularly scheduled class period. In that case, students should report to their next class that begins after the College opens.

Students and employees are encouraged to make decisions regarding reporting to class or to their respective work stations based upon their own individual set of circumstances. The College values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.

The decision to cancel or delay classes held at the Regional Technology Center in Fayetteville will be made to coincide with the decision of the Fayetteville Public School System, due to buses operating from that facility. Students should consult the district website, [www.fayar.net](http://www.fayar.net), or local media for announcements.

**IN THIS SECTION:**  
Faculty And Staff Listing



# ADMINISTRATORS AND ADMINISTRATIVE SUPPORT STAFF

**Rebecca Paneitz** .....President  
B.S. University of Arkansas at Monticello, M.A.  
University of Arkansas at Little Rock, Ph.D. Colorado  
State University

**Rachel Ackerman** .....Assistant Librarian  
B.P. Miami University (Ohio), M.L.S. Kent State  
University

**Beatriz Aguirre** .....Custodial Worker

**Benjamin Aldama** .....Director of Adult Education  
B.A. Baylor University, M.A. Amber University

**Ricardo Alegria** .....Custodial Worker

**Jean Anderson** ..Executive Director of Organizational  
Development/Executive Assistant to President  
B.A. University of Northern Iowa, M.B.A. Baker  
University

**Robert Arnold** .....DP Network Tech III

**Chip Ates** .....Executive Vice President of Learning  
B.S. Oakwood College, M.S. Oklahoma State  
University, Ph.D. University of Texas at Austin

**Adriana Baeza** .....Custodial Supervisor II

**Aimee Barker** .....Secretary I, Admissions & Records  
A.A. NorthWest Arkansas Community College

**Harold L. Bass** .....Public Safety Officer II

**Gary Bates** .....Lab Assistant  
M.S. University of Arkansas Fayetteville

**Michelle Behrends** .....RTC Dental Clerk

**Pamela Belcher** .....Professional Development  
Coordinator  
A.A. Independence Community College, B.S. Kansas  
State University

**Pat F. Bosecker** ...Administrative Assistant II, Learner  
Services

**Kristy Bowling** ...Maintenance Worker I, PT Campus  
Security

**Ruth A. Brenneman** ....Accounts Receivable Teller I

**Clint Brooks** .....Director of Distance Learning  
B.A., M.Ed. University of Arkansas, Fayetteville

**Debi L. Buckley** .....Vice President of Finance and  
Administration  
B.S. Wayland University, M.Ed. Texas A & M  
University, J.D. University of Arkansas

**John A. Burden** .....Director of Learning Lab  
B.A., M.A. Western Kentucky University

**Audrey Burge** ..... Assistant Registrar/Banner  
B.A. Our Lady of the Lake University

**Daveine Burgess** .....Accountant, General Ledger  
A.A., A.S. NorthWwest Arkansas Community College

**Carol A. Burke** .....Academic Lab Assistant

**Jennifer Burton** .....Administrative Assistant I,  
Technology Services

**Paula Carolla** .....Financial Aid Officer I – AATC

**Mike Carron** .....Graphic Designer  
B.A. College of the Ozarks, A.A. Art Institute of Dallas

**Tay Sha Carter** ...Director of Retention and Advising  
Services  
B.S. University of Science & Arts of Oklahoma, M.Ed.  
University of Arkansas

**Kathleen Casserly** .....Program Coordinator, WCC  
B.S. University of Dayton

**Laura Cates** .....Inst. Research Coordinator  
A.A.S. NorthWest Arkansas Community College, B.S.  
Missouri Southern St. College

**Gloria Chambers** .....Purchasing Specialist I

**Christi Charles** .....Accounts Receivable Teller

**Susan Collie** .....Director of Personnel Services  
B.S.E. University of Arkansas

**Theresa Collins** .....Accounts Receivable Teller I

**Mary Ann Commet** .....RTC Child Care Assistant

**Jim Corbin** .....Business & Industry Liaison  
B.S. East Tennessee University

**Michelle Cordell** Director of Enrollment Management  
& Financial Aid  
B.S. Lyon College, M.A. Webster University

**Christy Cordero** .Secretary II, Department of Nursing

**Martha Cortes** .....Secretary I, Adult Education

**Derek Crews** Associate Vice President of Corporate &  
Continuing Education  
Ed.D. Nova Southeastern University

**Keyla Cruz** ..Secretary II, Student Information Center

Natalie Culbertson .....Secretary II, AATC  
**E. Jo Davis** ..Secretary I, Social & Behavioral Sciences

**John Deans** ....Computer Information Lab Supervisor  
Computer Technician Specialist Diploma, NTI

**Norma Dees** .....Director of Marketing  
BFA, Mississippi University for Women

**Deborah DeVille** .Administrative Assistant I, Physical  
Plant and Security

**Sharon Distefano** .....Administrative Assistant II

**Susan Dochterman** ...Administrative Assistant to the  
President

**William Downing** Executive Director of Construction

**Josh Duncan** .....Administrative Assistant I, Upward  
Bound

**J. Steve Earney** .....Associate Vice President for  
Information Technology Services  
B.B.A. University of Arkansas at Monticello, M.B.A.  
University of Central Arkansas

**Linda Fast** .....Purchasing Manager  
A.A.S. Arkansas State University Mt. Home

**Rebecca Ford** ....Secretary I, Computer Information  
A.A.S. North Arkansas Community College

**Andrea Foster** .....RTC Child Care Assistant

**Stephanie Foster** .....RTC Child Care Assistant

**Juanita Franklin** ..Secretary II, New Student Relations

**Christopher Friend** .....Maintenance Worker II

**Monte Gagliardi** ...Dean of Health Care Professions  
M.S. NorthWest Missouri State University, Ed.D.  
University of Arkansas

**Marvin L. Galloway** ..Dean of Science & Mathematics  
B.S. Ouachita Baptist University, M.S. Western Illinois  
University, Ph.D. University of Arkansas

**Simon Garza** .....Safety Officer

**Steven Gates** .Vice President of Advancement & Govt.  
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**Frank P. Troseth** .....Physics/Astronomy  
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## ASSOCIATE FACULTY

NorthWest Arkansas Community College values the expertise and contributions of its many part-time faculty members. The following are associate faculty who were contracted to teach in 2006-07.

\* Indicates those who have earned academic rank.

|                       |                     |                            |                        |
|-----------------------|---------------------|----------------------------|------------------------|
| Alexander, Barbara    | Correll, Margaret   | Grudek, Robert (Bob)       | Laney, Pamela          |
| Allen, Edward         | Courtwright, Julie  | Gutierrez, Sonia           | Langford, Cliff        |
| Amos, Julianne        | Crockett, Walter    | Halliburton, Charles       | Liberatore, Eric       |
| * Anderson, Donald    | Cummins, Rebecca    | Harbaugh, Sheryll          | Lindsey, Cheria        |
| Androes, Dixie        | Cung, Niki          | Harness Hartman, Christine | Line, Mary             |
| Arnhart, Thomas       | Curry, Sharon       | Harold, Bonita             | Long, Leland           |
| Austin, Deborah       | Darter, Georgieann  | Harper, Jeff               | Looney, Megan          |
| Baker, Allen          | * Davis, Judieth    | Haslem, Robert             | Louton, Kate           |
| Bates, Gary           | Davis, Laura        | Havens, Richard            | Lowrey, Paul           |
| Bender, Duane         | Davis, Meredith     | Haworth, Kathleen          | Luffman, James         |
| Bensing, Amy          | Dean-Weir, Lyndall  | Highfill, Mary             | Macedo, Grace          |
| Blankenship, David    | Diesel, John        | Hitte, Cecelia             | Malloy, Sarah          |
| Booth, Rebecca        | Disney, Virginia    | Hixson, Kenneth            | Mandrell, Bill         |
| Boyd, Molly           | Ditmore, Michael    | Hollingsworth, Lorene      | Marsellis, Rob         |
| Brady, Homer          | Duffy, Jason        | Holloway, Ginger           | Marshall, Anita        |
| Breeding, Brant       | Duffy, Timothy      | Holt, Cheri                | Martin, Nancy          |
| Brooks, John          | Dunning, William    | Hook, Holly                | Mason, Linda           |
| Burkes, Rebecca       | Earp, Doug          | Horton, Michael J.         | Mayes, Andy            |
| Burman, Ricco         | Ellington, Mindy    | Hoye, Jo Anne              | Mayes, Rick            |
| Caldwell, Tanner      | Elsea, April        | Hughey, David              | McAlister, George      |
| Callahan, Clara       | Farrell, Kisha      | Iles, Mitchell             | McAtee-Snelgrove, Lori |
| Canoy, Michael        | Finck, James        | Ireland, Tim               | McCauley, Scott        |
| Carson, Gary          | Foc, Teri           | Jackson, Jeffrey           | McClain, Michael       |
| Casserly, Jim         | Ford, Carolyn       | Johnson, Aaron             | McCrary, Mark          |
| Champene, Aaron       | Formanek, Arthur    | Johnson, Eddie             | McGinty, James         |
| Chesne, Sabrina       | Fountain, David     | Johnson, Sharon W.         | McGrath, Terrence      |
| Chun, Lois            | Frankenfeld, Robert | Johnston, Dana Kerry       | McKay, Edrene          |
| Clark, Bill           | Freund, Peter       | Jones, Jacqueline          | Melton, Julia          |
| Clark, Lee            | Garrison, Gloria    | Jones, Kerry               | Merseal, Dennis        |
| Clark, Thomas         | Geidl, Jason        | Jones, Suzanne             | Miller, Gina           |
| Cole, Ruston          | George, Deborah     | Kane, Marie                | Misenheimer, Carolyn   |
| Coleman, John         | Geske, Robert       | Kee, Deb                   | Mitchell, Jackie       |
| Collie, Timothy       | Gibbs, Michael      | Kell, Herbert              | Montgomery, Ron        |
| Collins Houser, Debra | Gill, Diana         | Kennedy, April             | Morgan, Brenda         |
| Colvin, Susan         | Glur, Peggy         | Kerr, Stephanie            | Morris, John           |
| Cook, Jennifer        | Gomez, Rocio        | Kirkconnell, Kilby         | Murphy, Amber          |
| Cook, Virginia        | Gore, John          | Koster, Daniel             | Neal, Rick             |
| Cooper, Carol         | Goring, Paul        | Krueger, Carl              | Nelson, Barbara        |
| Corbett, Tyler L.     | Gosnell, Jan        | Lafayette, Amy             | Nelson, Ellen          |
| Cordell, Roy          | Graham, Amber       |                            | Nelson, Jean           |

|                     |                      |                    |                     |
|---------------------|----------------------|--------------------|---------------------|
| Nicometo, Bruce     | Smith, Marcia        | Peace, Don         | Snell, Nancy        |
| Oldfather, John     | Smith, Mark          | Pettigrew, Angela  | Stegall, Carrie     |
| Peace, Angela       | Smith, Nancy         | Pilant, Kathy      | Judith Stoppel      |
| Pettigrew, Kathy    | Snell, Carrie        | Pinkleton, James   | Stoll, Dave         |
| Pilant, James       | Staten, Wendy        | Pitts, Bryan       | Sturtevant, Brian   |
| Pinkleton, Bryan    | Stegall, Judith      | Pope, Deb          | Sullivan, Kelly     |
| Pitts, Deb          | Stoppel, Dave        | Proebsting, Elayne | Tagmore, Patty      |
| Pope, Elayne        | Stoll, Brian         | Pruitt, Eric       | Tarr, Karen         |
| Proebsting, Eric    | Sturtevant, Kelly    | Pullen, Ron        | Thomas, John        |
| Pruitt, Ron         | Sullivan, Patty      | Pumford, Brian     | Thurman, Melody     |
| Pullen, Brian       | Tagmore, Karen       | Rath, Neal         | Treat, Dennis       |
| Pumford, Neil       | Tarr, John           | Rea, Gerald        | Treitler, Shawn     |
| Rath, Gerald        | Thomas, Jimmie       | Reese, Katie       | Trusty, Linda       |
| Rea, Katie          | Thomas, Melody       | Rice, Isiah        | Tyler, Glynn        |
| Reese, Isiah        | Thurman, Dennis      | Richardson, Cerisa | Tymeson, James      |
| Rice, Cerisa        | Treat, Shawn         | Rickard, Michael   | Valdez, Angela      |
| Richardson, Michael | Treitler, Linda      | Riffle, Robert     | VanWinkle, Rodney   |
| Rickard, Robert     | Trusty, Glynn        | Riley, Brent       | Vickery, Cathy      |
| Riffle, Brentt      | Tyler, James         | Rivera, Willis     | Voorhees, Lisa      |
| Riley, Willis       | Tymeson, Angela      | Roberson, Nestor   | Voyak, John         |
| Rivera, Nestor      | Valdez, Rodney       | Rouse, Jill        | Walker, Stephen     |
| Roberson, Jill      | VanWinkle, Cathy     | Runkles, Michael   | Warrick, Mike       |
| Rouse, Michael      | Vickery, Lisa        | Runnels, Henry     | Watkins, Brant      |
| Runkles, Henry      | Voorhees, John       | Russell, Douglas   | Watson, Andy        |
| Runnels, Douglas    | Voyak, Stephen       | Russell, Alicia    | Weiss, Bob          |
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| Russell, Kelli      | Warrick, Brant       | Sams, Kerri        | Westphol, Chaqueta  |
| Russell, Kerri      | Watkins, Andy        | Samuel, Cara       | White, Maryann      |
| Sams, Cara          | Watson, Bob          | Schneider, Evelyn  | Wilson, Sandra      |
| Samuel, Evelyn      | Weiss, Roberta       | Schoonmaker, Anna  | Wise, Craig         |
| Schneider, Anna     | Weston, Chaqueta     | Schrieber, Bill    | Wood, Steven        |
| Schoonmaker, Bill   | Westphol, Maryann    | Schwader, John     | Workman, Lori       |
| Schrieber, John     | White, Sandra        | Sealy, JoAnn       | Wright Brown, Stacy |
| Schwader, JoAnn     | Wise, Steven         | Senkevech, Ramsey  | Wunderle, Salena    |
| Sealy, Ramsey       | Wood, Lori           | Sever, Lisa        | Wynne, Jim          |
| Senkevech, Lisa     | Workman, Stacy       | Shafer, Ziva       | Yager, Richard      |
| Sever, Ziya         | Wright Brown, Salena | Siebert, Ruth      | Young, Skip         |
| Shafer, Ruth        | Wunderle, Jim        | Simpson, Ted       | Young, Jeff         |
| Shields, Gwynda     | Wynne, Richard       | Sixkiller, Celine  | Young, Paige        |
| Siebert, Ted        | Yager, Skip          | Skinner, Kristine  |                     |
| Simpson, Celine     | Young, Jeff          | Slaughter, Gail    |                     |
| Sixkiller, Kristine | Young, Paige         | Smith, Marty       |                     |
| Skinner, Gail       | Nicometo, Jean       | Smith, Eric        |                     |
| Slaughter, Marty    | Oldfather, Bruce     | Smith, Marcia      |                     |
| Smith, Eric         | Omundson, John       | Smith, Mrak        |                     |



# NWACC MISSION STATEMENT AND STRATEGIC INITIATIVES

NorthWest Arkansas Community College is a comprehensive, public two-year college that serves and strengthens the community through learning for living.

## Strategic Initiatives

### Our Vision and Values

NorthWest Arkansas Community College intends to be a nationally recognized two-year comprehensive institution that excels in providing community, transfer, and workforce education in a learning-centered environment. In pursuit of this vision, NWACC will:

- Cherish academic, professional and personal integrity;
- Facilitate continuous learning for students and stakeholders;
- Value human resources over other resources;
- Develop the potential of the individual to achieve excellence;
- Anticipate and respond to needs by encouraging innovative ideas and technologies;
- Respect differences and view them as strengths; and advance knowledge through individual and team challenges.

### Reaching to the future, NWACC has established 5-year initiatives:

NorthWest Arkansas Community College will be a premier educational provider in northwest Arkansas by developing a responsive educational delivery system customized to the needs of learners and receiver organizations.

#### NWACC will:

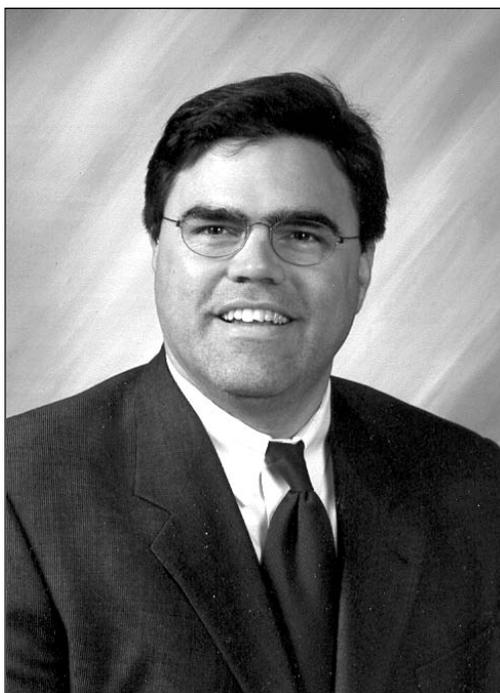
- Become a primary choice educational provider in northwest Arkansas by developing a responsive educational delivery system customized to the needs of learners and receiving organizations.
- Forge a systematic linkage with K-12 and university partners to achieve “seamlessness” in curriculum, technology, student support and service delivery.
- Provide expanded access to educational opportunities for the population in general, but espe-

cially for under-served learners in all age groups who are disconnected from education by choice or circumstance.

- Enhance partnerships with business and industry through innovative approaches to design and delivery using the principle of co-creation for opportunity.
- Develop into a hub and function as a catalyst for comprehensive regional planning and development encompassing all sectors of the community.
- Build a new image and increase community awareness of programs and services offered through NWACC.
- Align the organizational infrastructure of NWACC with growth through a review of development needs and opportunities, internal capability and resources, additional facilities and changes required to achieve strategic goals.
- Enhance NWACC's capacity to achieve its initiatives by diversifying its resource base.
- Balance demand for quality services with available resources to manage growth.

**In this Section:**

College Board of Trustees  
College Foundation



Mr. Mark Lundy, serves as  
Chair of the NWACC  
Board of Trustees.

---

# BOARD OF TRUSTEES

Members of the Board of Trustees of NorthWest Arkansas Community College are elected by position in groups of three each even year at the general election. Current members are:

Mr. Mark Lundy, Chair



Les Carnine



Joan Clifford



Johnny Haney



Krista Khone



Coleman Peterson  
Vice Chair



Alex Vasquez



Robert Teague



Joe Spivey

# NORTHWEST ARKANSAS COMMUNITY COLLEGE FOUNDATION

The mission of the NorthWest Arkansas Community College Foundation is to assist in meeting NorthWest Arkansas Community College's financial needs to the extent that foundation funds are available; to support college activities, projects and endeavors not adequately funded from other sources; and to solicit, accept, hold, invest and administer any gifts, bequest or property of any sort the income or principal thereof to benefit NorthWest Arkansas Community College.

2005-2006

## Officers

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Dan Dykema  
Tony Bornhoft

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Mark Lundy, Chair, NWACC Board of Trustees  
Dr. Becky Paneitz, President, NorthWest Arkansas Community College  
Jill Wagar, Director of Development, NorthWest Arkansas Community College Foundation

# ACCREDITATION AND INSTITUTIONAL MEMBERSHIP

Northwest Arkansas Community College was granted in February 2000 continued accreditation for 10 years by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602 (1-800-621-7440).

In addition to institutional accreditation, several of NWACC's programs have received accreditation from professional organizations:

- The Advanced Respiratory Program is accredited through: Commission on Accreditation of Allied Health Education Programs, 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, (312) 553-9355 and Committee on Accreditation for Respiratory Care, 1248 Harwood Rd, Bedford, TX 76021-4244, (817) 283-2835.
- 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 through the Commission on Accreditation of Allied Health Education Programs 35 E. Wacker Sr., Suite 1970, Chicago, IL 60601-2208, (312) 533-9355 by the Committee on Accreditation for EMS Professions - CoAEMSP, 1248 Harwood Rd., Bedford, TX 76021-4244, (800) 874-5615.
- 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.

## **Institutional memberships include the following:**

American Association of Community Colleges

American Association of Community Colleges Trustees

Arkansas Association Advising Network

Arkansas Association of Collegiate Registrars and Admission Officers

Arkansas Association of Developmental Education

Arkansas Association of Institutional Research

Arkansas Association of Student Financial Aid Administrators

Arkansas Association of Two-Year Colleges

College and University Personnel Association

League of Innovation

National Academic Advising Association

National Association of Colleges and University Business Officers

National Association of International Educators

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Council of Marketing and Public Relations

National Council for Research and Planning

National Council for Student Development

National Institute for Staff and Organizational Development

International Association of Chiefs of Police

International Association of Campus Law Enforcement Administrators

Southwest Association of Student Financial Aid Administrators

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Phone: 479-619-4325  
Phone: 479-619-4149  
Web: [www.nwacc.edu](http://www.nwacc.edu)

## **Library**

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Phone: 479-619-4244  
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## **Nursing**

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## **Writing Center**

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Phone: 479-986-6929  
Web: [www.nwacc.edu/academics/english/pages/writingctr.html](http://www.nwacc.edu/academics/english/pages/writingctr.html)

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