NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

# 2019-2020
# COURSE CATALOG

# COURSE CATALOG 2019-2020

MAXIMIZE POTENTIAL - EXCEED EXPECTATIONS

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

Students who enter NWACC in the academic year of this catalog generally may expect to follow the graduation requirements set forth in this catalog. Since the College reserves the right to change graduation requirements, students should meet with their College advisor regularly to be certain they are aware of any changes in graduation requirements. The current and historical catalogs are available on the website.

**NORTHWEST ARKANSAS COMMUNITY COLLEGE**

One College Drive, Bentonville, Arkansas 72712

(479) 986-4000

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# GREETINGS FROM THE PRESIDENT

**WELCOME!**

Welcome to NorthWest Arkansas Community College. Your education is an investment that will provide you with many opportunities for the future. A degree or certificate from NWACC can be a springboard to an advanced degree at any college or university, or to an exciting career.

Our mission is to empower lives, inspire learning, and strengthen community through accessible, affordable, quality education.

We promise to be responsive to your needs and celebrate your achievements.

While you attend classes at NWACC, remember that our faculty members and staff share your goals for educational success. We are dedicated to providing a learning environment that is designed to help you be successful. We are especially proud of the small classes and personal attention every student receives. We encourage you to join clubs and organizations at the College, participate, make new friends and have fun.

You are preparing for a world filled with new opportunities. I believe you will have a rewarding experience here at NWACC.

Thank you for choosing NorthWest Arkansas Community College.

Sincerely,

Evelyn E. Jorgenson, Ph.D.
President

# THE COLLEGE

NorthWest Arkansas Community College (NWACC) provides quality and affordable higher education to empower lives and strengthen communities within northwest Arkansas and the surrounding areas. We offer a full range of certificates and associate degrees that can lead to careers within math, science, health, business, culinary, communications, music, and more.

With over 55 degrees and certificates, NWACC students can choose their own path. Your path may include engaging in classes for a number of months to gain a certificate in your field, take courses for two years to enter into a high-demand trade, or take core courses that transfer to four-year universities.

**No matter the path you follow, your journey begins at NWACC. There's a place for you here.**

## MISSION

Empower Lives, Inspire Learning and Strengthen Community, through Accessible, Affordable, Quality Education.

## VISION

Positively changing the lives of those we serve.

# STRATEGIC INITIATIVES

## HISTORY

NWACC was founded by voters in the Bentonville and Rogers Public School Districts on August 15, 1989, when they passed by a 65-percent margin a 3-mill property tax to support the new institution. NWACC opened its doors to 1,200 students in August 1990 and has in excess of approximately 8,000 college credit students (Fall 2018), making it one of the largest and fastest growing two-year college in Arkansas. An additional 6,000 students are served by through non- credit courses throughout the service area.

## STRATEGIC GOALS

The NWACC 5-Year Strategic Plan has five (5) goals shown below. These goals are currently under review.

**Learner Community:** Provide and continuously strengthen quality programs and processes that support student achievement and success.

**Taxpayer Community:** Strive to be effective and ethical stewards of taxpayer dollars by maximizing resources and containing costs to allow affordable tuition rates for our students.

**College Community:** Provide an open and transparent environment where students, staff, faculty, and alumni feel welcome, safe, valued, connected and informed.

**Pre-K through Grade 16 Community:** Develop, expand, and enhance collaborative partnerships with local K-12 and university partners.

**Business and the Broader Community**: Enhance partnerships with and provide support to local business, industry and the general public by offering innovative approaches to curriculum, training and other relevant services.

## CONCLUSION

The NorthWest Arkansas Community College 5-Year Strategic Plan is a living, breathing document compiled to grow with the institution.

# ACCREDITATION & INSTITUTIONAL MEMBERSHIP

In February 2000, the Higher Learning Commission, 30 North LaSalle Street, Chicago, IL 60602, (312) 263-0456, granted NorthWest Arkansas Community College continued accreditation through 2010. In July 2006, NorthWest Arkansas Community College adopted the Higher Learning Commission's Academic Quality Improvement Program (AQIP) accreditation model, which automatically extended the College's full NCA accreditation through 2013. NorthWest Arkansas Community College's accreditation was reaffirmed in 2013 by the Higher Learning Commission, and has been extended until the year 2020.

In addition to institutional accreditation, several of NWACC's programs have received accreditation from professional organizations:

- The Business and Computer Programs are accredited by the Accreditation Council for Business Schools & Programs (ACBSP).
- The Respiratory Therapy Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021 (817) 283-2835.
- The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314 (800) 999-2782 ext. 3245.
- The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation for EMS Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33756, (727) 210-2350.
- The EMS Programs are approved through the Arkansas Department of Health, EMS Division, 4815 West Markham, Slot 38, Little Rock, AR 72205-3867, (501) 661-2262.
- The Fire Science Administration and Technology Program is accredited by the International Fire Service Accreditation Congress (IFSAC), IFSAC/Oklahoma State University, 1723 West Tyler, Stillwater, OK 74078-8075, (405) 744-8303.
- The Nursing A.A.S. Degree Program is approved by the Arkansas State Board of Nursing, University Tower Bldg., 1123 South University Suite 800, Little Rock, AR 72204-1619, (501) 686-2700.
- The Nursing A.A.S. Degree Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, (404) 975-5000.
- The Health Information Management (HIM) Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 200 East Randolph Street, Ste. 5100, Chicago, IL 60601, (312) 235-3255.
- Early College Experience, high school-based program is accredited by the National Alliance of Concurrent Enrollment Partnerships, 179 East Franklin Street #578, Chapel Hill, NC 27514, (919) 593-5205.

# INSTITUTIONAL MEMBERSHIPS

Memberships include the following:

- Accreditation Council for Business Amazon
- Accreditation Commission for Education in Nursing (ACEN)
- Prime for College Purchasing American Assn for Paralegal Education American Assoc. of Collegiate Registrars and admissions officers
- American Association for Paralegal Education
- American Association for Respiratory Care American Association of Community Colleges American Bar Association
- American Culinary Federation American Hotel & Lodging Educational American Institute of CPAs
- American Mathematical Association of Two-Year Colleges
- American Physical Therapy Association American Society of Safety Engineers American Student Government Association Amigos Library Services
- APSAC-American Professional Society
- Arkansas Association for the Assessment of Collegiate Learning
- Arkansas Association of Campus Law Enforcement Arkansas Chapter of College & University Professors Arkansas Association of Collegiate Registrars and Admissions Officers
- Arkansas Affiliate of the Association on Higher Education and Disability
- Arkansas Association of Chiefs of Police
- Arkansas Association of College & University Business Officers
- Arkansas Association of Student Financial Aid Administrators
- Arkansas Association for Developmental Education
- Arkansas Bar Association
- Arkansas Board of Nursing to this list
- Arkansas Board of Physical Therapy
- Arkansas Chapter of NIGP: The Institute for Public Procurement
- Arkansas Coalition Against Domestic Violence
- Arkansas College Media Association
- Arkansas Community Colleges
- Arkansas Council for Women In Higher Education
- Arkansas Economic Developers Arkansas Federation of Music Clubs Arkansas Hospitality Association
- Arkansas Institutional Research Organization
- Arkansas Nurses Association
- Arkansas State Chamber of Commerce
- Arkansas Tutoring Association
- Arklink Library Consortium, Inc.
- Association Of Higher Education Facilities Officers
- Associated Collegiate Press
- Association for Career and Technical Education Association of College & University Educators Association of Community College Trustees Association of Latino/a Professionals in Finance & Accounting
- Association on Higher Education & Disability Bella Vista Property Owners Association Bentonville/Bella Vista Rotary Club Bentonville/Bella Vista Area Chamber Bentonville/Bella Vista Chamber of Commerce Board of Certified Safety Professionals
- Center for Computer-Assisted Legal
- Central ACCE Consortium
- Colleges and Universities Personnel Association Community Colleges International Development Council of North Central Two-Year Colleges Council on Hotel Restaurant & Institutional Education
- Downtown Bentonville
- EAST Initiative
- Fayetteville Chamber of Commerce Grant Professionals Association Great Plains Honors Council
- Instructional Technology Council International Association of Culinary International Crime Scene Investigator League for Innovation
- National Association for Community College Entrepreneurship
- National Association of Emergency Medical Technicians
- National Association of Student Financial Aid Administrators
- National Alliance of Concurrent Enrollment Partnerships
- National Assoc. of EMS Educators
- National Association of College and Universities Business Officers
- National Association of Student Personnel Administrators
- National Business Education Association National Career Development Association National College Testing Association National Collegiate Honors Council
- National Council for Public/Private Partnerships National Environmental Health Association National Fire Protection Association
- National Institute for Staff & Organization Development
- National Institute of Governmental Purchasing National Restaurant Association Education National Restaurant Association Solutions National Social Science Association
- National Council for Marketing and Public Relations
- NOARK Human Resource Association Northwest Arkansas Nursing Education Nurse Administrators of Nursing Education Organization for Associate Degree Nursing Organization of American Historians
- NWACC Paralegal Studies Program is approved by the American Bar Association
- Public Relations Society of America
- Research Chefs Association
- Rogers Recreation Association
- Rogers-Lowell Chamber of Commerce Siloam Springs Chamber of Commerce Skills USA Club Management Institute
- Society of Corporate Compliance & Education
- Southern Association of College and University Business Officers
- Springdale Chamber of Commerce
- Teachers of English to Speakers of Other Languages
- The Council for Adult & Experiential Learning
- The Higher Learning Commission
- The National Society of Leadership
- Western Interstate Commission for Higher Education

## AFFIRMATIVE ACTION POLICY

Under Executive Order 11246 as amended, all education institutions with federal contracts totaling $50,000 or more and having fifty or more employees must have a written Affirmative Action Plan, documenting good faith efforts to end discriminatory practices in employment. The NWACC Affirmative Action Plan is recorded in the Board Policy Manual, and copies are available.

The College recognizes several other pieces of federal legislation which prohibit discrimination. These include Title VI of the Civil Rights Act of 1964, which prohibits discrimination against students or others on the grounds of race, color, or national origin in all institutions receiving federal monies by way of a grant, loan, or contract; Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination in employment (including hiring, upgrading salaries, fringe benefits and other conditions of employment) on the basis of race, color, religion, national origin, or sex, in all institutions with fifteen or more employees; the Equal Pay Act of 1963 as amended, which prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex for employees in all institutions; Title IX of the Education Amendments of 1972 (Higher Education Act) which affects many issues dealing directly with students, i.e., admissions, financial aid, and which provides that no person shall be discriminated against because of sex in any education program or activity that receives financial assistance. It is the policy of NorthWest Arkansas Community College that no student or staff member may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. NWACC does not condone racial discrimination in any activities conducted upon College premises. Members of the faculty are requested to be sensitive to this issue, when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments and assigning student work. The College faculty, administration and staff are committed to providing an equal educational opportunity for all students.

## STATEMENT OF NON-DISCRIMINATION

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

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

For more information or to report allegations of discrimination in employment, contact: Beverly Hill, Employee Relations Manager, Burns Hall 1128, (479) 619-2679 or email bhill3@nwacc.edu.

For more information or to report allegations of discrimination or disability grievances regarding students under ADA/Section 504 contact: Justin White, (479) 619-4123 or jwhite35@nwacc.edu.

For sexual harassment/sex discrimination under Title IX, contact: Teresa A. Taylor, IX Coordinator, Center for Health Professions 3048, (479) 619-4188 and/or ttaylor19@nwacc.edu, or titleix@nwacc.edu.

## NOTICIA DE LA PÓLIZA DE NO DISCRIMINACIÓN

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

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

Para mayor información o para hacer una denuncia de discriminación en el empleo, comuniquese con: Beverly Hill, Employee Relations Manager, Burns Hall 1128, (479) 619-2679 or email bhill3@nwacc.edu.

Para mayor información o para hacer denunica de discriminación con respecto a un/una ADA/504, comuniquese con: : Justin White, (479) 619-4123 or jwhite35@nwacc.edu.

Para mayor información o para hacer una denuncia de discriminación con respect el Titulo IX, comuniquese con: Teresa A. Taylor, IX Coordinator, Center for Health Professions 3048, (479) 619-4188 and/or ttaylor19@nwacc.edu, or titleix@nwacc.edu.

Find the most current Statement of Non-Discrimination Information on their website.

*Find the most current NWACC Harassment and Discrimination Policy (5007.2), refer to the NWACC policy database.*

# ACADEMIC CALENDAR

## FALL 2019

*08/24/19 - 12/20/19*

August 24: First Day of Classes
September 3: Labor Day (College Closed)
Nov. 27 - Dec. 1: Thanksgiving Break (Faculty & Students)
Nov. 28 - Dec. 1: Thanksgiving Break (College Closed)
December 13: Last Day of Classes
December 14 - 20: Final Exams

## SPRING 2020

*01/13/20 - 05/09/20*

January 13: First Day of Classes
January 20: Martin Luther King Day (College Closed)
March 16 - 20: Spring Break (Faculty & Students)
May 1: Last Day of Classes
May 2 - 8: Final Exams
May 9 (*tentative*): Commencement Ceremony

*Refer to the Academic Calendar for the current and up-to-date Individual Part of Term Dates.*

# ADMISSIONS

## ADMISSIONS POLICY

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

The college follows an open door admission policy, which means any person who has graduated from an accredited high school or successfully completed a General Educational Development (GED) examination is eligible for admission. Certain academic programs are monitored and regulated by national accrediting organizations. These organizations publish and maintain a list of applicable technical standards that outline and identify the minimum job performance requirements with a particular job field. (Please see the "Exceptions" section of this policy for technical standards).

1. For admission to NorthWest Arkansas Community College the following requirements must be met:
   A. Proof of completion from high school or home school, General Equivalency Diploma (GED), or other high school equivalency.
   B. Demonstrate language competencies and placement score requirements.
   C. Completion of Arkansas core curriculum requirements in accordance with Act 1290 of 1997 (A.C.A. $6-60-208), as amended by ACT 520 of 1999 requires students graduating from high school May 1, 2002 and after to have completed the core curriculum for unconditional college admission. All students graduating after May 1, 2002 from Arkansas public high schools, out of state high schools, home schooling, private schools and Arkansas High School Diploma recipients shall be evaluated for the purpose of being granted conditional or unconditional admission status.
2. Northwest Arkansas Community College reserves the right to deny admission, readmission or registration to any student who has not complied with College policy or procedures, including the Student Code of Conduct, has a record of misconduct, or has not made academic progress. Admission may also be denied when the college is unable to provide the services, courses or programs needed to assist the student to realize their educational objectives.
3. Students may be admitted under special admission requirements.
4. Admission to the College does not insure admittance to a particular course or program of study. Students may be required to take prerequisites and/or developmental courses before enrolling in certain classes or programs. These requirements will be listed with the courses of study. Certain procedures governing admissions may also be applied in instances of statutory requirements and/or requirements by a licensing, registering or certifying board.
5. Students not completing Arkansas core curriculum requirements are eligible for conditional admissions to the college in accordance with ACT 520 of 1999.
6. NorthWest Arkansas Community College requires applicants for admission to report if they have been convicted of a felony and/or have status as a registered sex offender. Applicants must also report dismissal from a post-secondary institution for disciplinary reasons.
7. Concurrent/Dual Enrollment Admissions: High School students in 9th to 12th grade may enroll in NWACC college courses following Arkansas Department of Higher Education guidelines on concurrent and dual enrollment. *For the most current details, refer to NWACC Concurrent Enrollment Policy (3030)*.

Completion of Arkansas core curriculum requirements in accordance with Act 1290 of 1997 (Arkansas Code $6-60-208), as amended by ACT 520 of 1999, requires students graduating from high school May 1, 2002 and after to have completed the core curriculum for unconditional college admission.

### DEFINITIONS

Admissions policies are established for the following student types:

**Provisional Student**: An individual who has completed an application and is in the process of registration. Provisional students may not have access to fee- based student resources. Conduct issues will be referred to the Behavioral Review Team for admission decisions.

**Student:** An individual who is registered in a class as of the first day of the term. Students will have access to fee-based resources. Conduct issues will be referred to the Student Conduct department for resolution.

**Inactive Student:** A student becomes inactive when she/he is no longer registered in credit classes. Inactive students may not have access to fee-based student resources. Conduct issues that occur after a student becomes inactive will be referred to the Behavioral Review Team.

**First-Time Student:** A student who has graduated from high school or who has successfully completed the General Education Development (GED) test or received an Arkansas High School Diploma and has never attended a college or university will be classified as a new student with all appropriate rights of admissions and placement.

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

**Concurrent Student:** A concurrent student is concurrently enrolled in high school, grades 9-12 and enrolling for classes at Northwest Arkansas Community College.

**International Student:** A student who is not a citizen or a permanent resident of the United States or does not possess a valid social security number. Exceptions include citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, the Republic of Palau, or any other territory of the United States of America.

**Special Student:** A student admitted under Special admission is one who is 18 (eighteen) years old of age or older and has neither graduated from high school nor completed the GED or received an Arkansas High School Diploma. A special admission student will not be eligible to participate in federally funded financial aid programs and may enroll in 12 (twelve) hours of classes each semester while considered in special student status.

**Returning Student:** A student in good standing at Northwest Arkansas Community College who is returning after not being registered in successive spring and fall semesters.

**Visiting Student:** A visiting student is one who had previously been enrolled or is currently enrolled at another institution, but will

enroll at NWACC for one semester to transfer credit back to their home institution.

**Concurrent Student:** A concurrent student is concurrently enrolled in high school, grades 9-12 and enrolling for classes at Northwest Arkansas Community College.

**International Student:** A student who is not a citizen or a permanent resident of the United States or does not possess a valid social security number. Exceptions include citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, the Republic of Palau, or any other territory of the United States of America.

**Special Student:** A student admitted under Special admission is one who is 18 (eighteen) years old of age or older and has neither graduated from high school nor completed the GED or received an Arkansas High School Diploma. A special admission student will not be eligible to participate in federally funded financial aid programs and may enroll in 12 (twelve) hours of classes each semester while considered in special student status.

**Unconditional Admissions:** A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status. There is no grade point average requirement for unconditional admission to public two-year colleges.

**Conditional Admissions:** A student admitted conditionally is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

### APPLICANT RESPONSIBILITIES

A. When applying to an Allied Health Professions program, the applicant will be required to sign a statement indicating that they have read, understand and can successfully meet the outlined technical standards in order to complete admission to the Applied Sciences Technical Standard programs.

B. If the applicant is registered sex offender, has any previous felony convictions and/or disciplinary dismissals from an institution of higher education; the applicant is required to notify the Dean of Students Office and in some cases the NWACC Department of Public Safety.

C. Upon acceptance to NWACC, all students are required to obtain an NWACC issued student identification card to use campus services. Students participating in online course delivery will not be required to obtain an identification card as a condition of registration, but may need and identification card to use certain on-campus services and resources.

### DEAN OF STUDENTS RESPONSIBILITY

The Dean of Students in conjunction with the Behavioral Review Team, will review applications and make decisions as to whether an applicant with a felony conviction, registered sex offender status, or disciplinary dismissal from an institution of higher education will be admitted with our without restrictions.

### EXCEPTIONS

**Applied Sciences Technical Standards**: Northwest Arkansas Community College is committed to providing a quality educational experience that prepares students to enter the workforce or further their education. As such, students considering certain NWACC degrees should review the appropriate technical standards associated with their chosen course of study prior to beginning their coursework. Although these standards serve to delineate the necessary physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Admission to NWACC's Nursing, Emergency Medical Services, Physical Therapy Assistant, Respiratory Therapy and Fire Science programs is conditional on the candidate's having the ability to satisfy these technical standards, with our without reasonable accommodation, and results from a process that examines and values all of the skills, attitudes, and attributes of each candidate on a case-by-case basis.

*Find the most current NWACC Admissions Policy (4003), refer to the NWACC policy database.*

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

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

## ADMISSIONS CLASSIFICATIONS

### FIRST-TIME COLLEGE STUDENT

Students who has earned a high school diploma or GED and have never attended college.

1. **Complete the online application.** NWACC has a general admission policy, which means you can apply year-round. However, it is best to apply early to get the best choices for classes.
2. **Apply for Financial Aid (if applicable).** If you have not done so yet, complete your FAFSA and add NWACC to your FAFSA to begin the financial aid process. NWACC's code is 030633.
3. **Set-up your account with My NWACC Connection.** Once you have been accepted to NWACC, you will receive an email with your NWACC username and password. Complete the set-up instructions from the email. You are required to complete your admission process via your account.
4. **Submit Required Documentation**. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You can submit your documents one of three ways:
   - Upload the document via your NWACC Connection
   - Bring the document to the Enrollment Support Center located on at the Bentonville Campus, 2nd floor of the Student Center.
   - Mail the document to NWACC, Student Records, One College Dr., Bentonville, AR 72712

     **Test scores** for ACT, Accuplacer, or COMPASS (scores should be no more than 5 years old). If you need to take the Accuplacer exam, visit the NWACC Testing Center (you must pay a $10 fee prior to taking the exam).

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

     **Previous Transcripts** If you have graduated from an Arkansas high school, we will retrieve your transcripts

through a state database. We will contact you if we are unable to retrieve the transcript. Outside of the state of Arkansas, submit your high school transcript.

**Proof of 2 Measles, Mumps and Rubella (MMR) Immunizations** All applicants born after 01/01/1957 are required to provide proof of MMR Immunizations. Some foreign-born students may be required to submit tuberculosis screening. For Arkansas residents, NWACC will attempt to retrieve immunization records from a state-wide database.

5. **Orientation.** We highly suggest new students attend an orientation session to meet with an academic advisor to assist in degree planning and registering for classes.
   a. Make sure you have submitted an admissions application and you are able to log into your NWACC Connection. If you are having trouble logging in, contact the IT Help Desk at (479) 619-4376.
   b. Make sure you have taken a Placement Exam (ACT or Accuplacer) and submit those scores. If you are unsure, proceed to step 3 and you will receive notification if you are missing placement test scores.
   c. Visit our event sign up website to schedule your Advising and Registration session. Select a date and sign-up.

**Complete prior to the start of the semester:**

Obtain your student ID and parking hangtag at two convenient locations:

- Bentonville location - Becky Paneitz Student Center, Student Information, located on the first floor, *or*
- Washington County location

Purchase your textbooks and class supplies at the Campus Bookstore - Barnes and Noble, located on the first floor in the Becky Paneitz Student Center.

Check your official NWACC email regularly through NWACC Connection

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

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

*Students born before 01/011957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may log in to My NWACC Connection to set up a payment plan.*

## TRANSFER COLLEGE STUDENT

Bring the skills and expertise you have gained in your previous higher education coursework and continue developing at NWACC. Whether you'd like to complete a degree, prepare to transfer, or build on a current degree, NWACC can meet you where you are and help you continue along your educational path.

*Note: Courses taken concurrently with high school courses do not count as previously attending college.*

1. **Complete the online application.** NWACC has a general admission policy, which means you can apply year-round. However, it is best to apply early to get the best choices for classes.
2. **Apply for Financial Aid (if applicable).** If you have not done so yet, complete your FAFSA and add NWACC to your FAFSA to begin the financial aid process. NWACC's code is 030633.
3. **Set-up your account with My NWACC Connection.** Once you have been accepted to NWACC, you will receive an email with your NWACC username and password. Complete the set-up instructions from the email. You are required to complete your admission process via your account.
4. **Submit Required Documentation**. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You can submit your documents one of three ways:
   - Upload the document via your NWACC Connection
   - Bring the document to the Enrollment Support Center located on at the Bentonville Campus, 2nd floor of the Student Center.
   - Mail the document to NWACC, Student Records, One College Dr., Bentonville, AR 72712

     **Test scores** for ACT, Accuplacer, or COMPASS (scores should be no more than 5 years old). If you need to take the Accuplacer exam, visit the NWACC Testing Center (you must pay a $10 fee prior to taking the exam).

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

     **Official College Transcripts** Submit official college transcripts from previous institutions to determine which courses will transfer to NWACC. Bring your unofficial transcript to your advising appointment.

     **Proof of 2 Measles, Mumps and Rubella (MMR) Immunizations** All applicants born after 01/01/1957 are required to provide proof of MMR Immunizations. Some foreign-born students may be required to submit tuberculosis screening. For Arkansas residents, NWACC will attempt to retrieve immunization records from a state-wide database.
5. **Advising Appointment.** We strongly recommend meeting with an advisor and register for classes
6. **Class Registration.** Register for classes online or on campus to complete your certificate or degree.

**Complete prior to the start of the semester:**

Obtain your student ID and parking hangtag at two convenient locations:

- Bentonville location - Becky Paneitz Student Center, Student Information, located on the first floor, *or*
- Washington County location

Purchase your textbooks and class supplies at the Campus Bookstore - Barnes and Noble, located on the first floor in the Becky Paneitz Student Center.

Check your official NWACC email regularly through NWACC Connection

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

*Students born before 01/011957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may log in to My NWACC Connection to set up a payment plan.*

## RETURNING COLLEGE STUDENT

Regardless of why you had to leave, NWACC can help you come back. Follow these simple steps to re-enroll and keep working towards your higher education goals.

1. **Complete the online application.** NWACC has a general admission policy, which means you can apply year-round. However, it is best to apply early to get the best choices for classes.
2. **Apply for Financial Aid (if applicable).** If you have not done so yet, complete your FAFSA and add NWACC to your FAFSA to begin the financial aid process. NWACC's code is 030633.
3. **Set-up your account with My NWACC Connection.** Once you have been accepted to NWACC, you will receive an email with your NWACC username and password. Complete the set-up instructions from the email. You are required to complete your admission process via your account.
4. **Submit Required Documentation**. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You can submit your documents one of three ways:
   - Upload the document via your NWACC Connection
   - Bring the document to the Enrollment Support Center located on at the Bentonville Campus, 2nd floor of the Student Center.
   - Mail the document to NWACC, Student Records, One College Dr., Bentonville, AR 72712

     **Test scores** for ACT, Accuplacer, or COMPASS (scores should be no more than 5 years old). If you need to take the Accuplacer exam, visit the NWACC Testing Center (you must pay a $10 fee prior to taking the exam).

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

     **High School Transcripts** If you have graduated from an Arkansas high school, we will retrieve your transcripts through a state database. If the transcript cannot be located, students will receive notification and will need to submit the records to the Enrollment Support Center.

     **Official College Transcripts** Submit official college transcripts from previous institutions to determine which courses will transfer to NWACC. Bring your unofficial transcript to your advising appointment.

     **Proof of 2 Measles, Mumps and Rubella (MMR) Immunizations** All applicants born after 01/01/1957 are required to provide proof of MMR Immunizations. Some foreign-born students may be required to submit tuberculosis screening. For Arkansas residents, NWACC will attempt to retrieve immunization records from a state-wide database.
5. **Advising Appointment.** We strongly recommend meeting with an advisor and register for classes

**Complete prior to the start of the semester:**

Obtain your student ID and parking hangtag at two convenient locations:

- Bentonville location - Becky Paneitz Student Center, Student Information, located on the first floor, *or*
- Washington County location

Purchase your textbooks and class supplies at the Campus Bookstore - Barnes and Noble, located on the first floor in the Becky Paneitz Student Center.

Check your official NWACC email regularly through NWACC Connection

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

*Students born before 01/011957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

*Check with the NWACC Financial Aid Office for the status of your Financial Aid. Once you have registered for classes, you may log in to My NWACC Connection to set up a payment plan.*

## VISITING COLLEGE STUDENT

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

1. **Complete the online application.** NWACC has a general admission policy, which means you can apply year-round. However, it is best to apply early to get the best choices for classes.
2. **Set-up your account with My NWACC Connection.** Once you have been accepted to NWACC, you will receive an email with your NWACC username and password. Complete the set-up instructions from the email. You are required to complete your admission process via your account.
3. **Submit Required Documentation**. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You can submit your documents one of three ways:
   - Upload the document via your NWACC Connection
   - Bring the document to the Enrollment Support Center located on at the Bentonville Campus, 2nd floor of the Student Center.
   - Mail the document to NWACC, Student Records, One College Dr., Bentonville, AR 72712

     **Test scores** for ACT, Accuplacer, or COMPASS (scores should be no more than 5 years old). If you need to take the Accuplacer exam, visit the NWACC Testing Center (you must pay a $10 fee prior to taking the exam).

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

**Unofficial Copy of College Transcripts** Submit unofficial college transcripts from previous institutions for prerequisite verification. We suggest you bring your unofficial transcript to your advising appointment.

**Proof of 2 Measles, Mumps and Rubella (MMR) Immunizations** All applicants born after 01/01/1957 are required to provide proof of MMR Immunizations. Some foreign-born students may be required to submit tuberculosis screening. For Arkansas residents, NWACC will attempt to retrieve immunization records from a state-wide database.

4. **Advising Appointment.** We strongly recommend meeting with an advisor and register for classes.
5. **Class Registration.** Register for classes online or on campus to complete your certificate or degree.

**Complete prior to the start of the semester:**

Obtain your student ID and parking hangtag at two convenient locations:

- Bentonville location - Becky Paneitz Student Center, Student Information, located on the first floor, *or*
- Washington County location

Purchase your textbooks and class supplies at the Campus Bookstore - Barnes and Noble, located on the first floor in the Becky Paneitz Student Center.

Check your official NWACC email regularly through NWACC Connection

**Important Information and Limitations Regarding Visiting Student Status:**

- Visiting Students will be classified as “non-degree seeking”.
- Visiting Students will not be eligible to participate in federally funded financial aid programs.
- Visiting Students are limited to enrolling in a maximum of 18 college credit hours per semester.
- Students admitted under the visiting student classification who decide to seek full degree at NWACC, must apply and complete the requirements for a transfer student before applying for graduation.
- Visiting students are not eligible to register during “priority registration period”.

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

*Students born before 01/011957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

## CONCURRENT STUDENT

High school students may earn college credit at Northwest Arkansas Community College by enrolling in concurrent and dual programs. Believing that student learning should not be bound by time, space, role, or organizational efficiency, Northwest Arkansas Community provides opportunities for students to earn college credit while still in high school.

***Concurrent and Dual Enrollment*** provides the opportunity for students ninth to twelfth grade to earn college credits while still in high school. Students may be able to have the college credit count toward high school graduation as well and, in some cases, take a college class on their own high school campuses through Northwest Arkansas Community College's Early College Experience program.

***Concurrent Enrollment*** is the enrollment of a high school student in a college course taught on a high school campus (or in selected cases on the college campus or by distance/digital technology) for high school credit and college-level credit (Arkansas Code 6-18-223). Concurrent enrollment allows students to obtain credit toward a high school diploma at the same time they earn college credit.

***Dual Enrollment*** is the enrollment of a high school student in postsecondary education for college level credit exclusively. (Arkansas Code 6-60-202)

*Find the most current NWACC Concurrent/Dual Enrollment Policy (3010), refer to the NWACC policy database.*

To be eligible, students must meet the following requirements:

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

Admissions and Enrollment Process for Eligible:

1. **Obtain On Campus Concurrent Student Enrollment Packet** from your High School Counselor’s Of-ice or from NWACC Office of Admissions and Advising (packet includes general concurrent information, requirements, registration form, and placement score chart/information. Contact the Concurrent Enrollment Advisor at 479-619-4324 (Bentonville) or 479-927-3330 in (Washington County Center) for an advising appointment.
2. **Meet with High School Counselor/Home School Counselor** to review your transcript and discuss the courses you would like to take at NWACC.
3. **Complete the Concurrent Registration Form** with your counselor or primary home school instructor. Verify you have all required signatures before proceeding with the application process. ***The counselor/principal must complete and sign the Concurrent Registration form to include requested course(s) as well as verify High GPA.***
4. **Complete the NWACC Application for Admission online.** Select the Concurrent student application. There is a $10.00 application fee.
5. **Submit ACT, ASPIRE 10, Accuplacer Classic and Accuplacer Next Generation.** College level placement test scores must be achieved in the subject area(s) in which you would like to take a class. For information on appropriate college level placement scores see placement chart in NWACC College Catalog or contact a Concurrent Enrollment Advisor at NWACC. If a prospective concurrent student has not taken a placement test, they may contact the NWACC Testing Center at (479) 619-4354 (Bentonville Campus) or (479) 479) 927-3330 (Washington County Center) for information Testing Center hours.

## INTERNATIONAL COLLEGE STUDENT

International students/scholars must adhere to all Northwest Arkansas Community College admission policies and may be required to provide additional documentation as a condition of admission.

***International Students*** are born outside the United States of America and have been granted F or J Visa statuses and hold a Certificate of Eligibility for Nonimmigrant Student/Scholar also known as Form 1-20 or DS- 2019 sponsored through Northwest Arkansas Community College.

Other Related Student Categories:

***Resident Aliens*** are born outside the United States of America and have been granted a Temporary Resident Status by the United States Citizenship and Immigration Services (USCIS).

***Visiting Students*** are International students who currently hold any valid Visa not sponsored by Northwest Arkansas Community College.

*Find the most current NWACC International Admission Policy (4014.1), refer to the NWACC policy database.*

**First-Time International College Student:** Students outside of the United States who wish to attend NWACC as an F-1 international student.

**Transferring International College Student:** International students on an F-1 Visa at another United States institution who wish to transfer to NWACC.

**Visiting International College Student:** International students on a U.S. Visa who do not need sponsorship on F-1, and wish to enroll in NWACC classes for one or more semesters.

International students interested in enrolling must contact the International Programs Center, come to the Office of International Programs at Bentonville Campus, Becky Paneitz Student Center, Ste. 225, call (479) 986-4019, or email internationaladmissions@nwacc.edu for information regarding admission requirements. International students must adhere to all NWACC admission policies and may be required to provide additional documentation as a condition of admission.

International students are non-U.S. citizens who are born outside the United States. These individual have been granted an entry visa by the Federal Government and hold immigration documentation allowing collegiate studies. NWACC is capable of issuing F-1, F-2, J-1, and J-2 Visas.

All International Transcripts must be translated into English and certified by a serving member of NACES (National Association of Credential Evaluation Services) before they are turned into the Enrollments Support Center at NWACC. Course descriptions may be required as well.

Other Related Student categories include:

- Refugees/Asylees: A person who has been forced to leave their country in order to escape war, persecution, political turmoil, or natural disaster. These individuals are eligible for enrollment without restrictions.
- Temporary Protected Status: Granted to eligible citizens of designated countries during the period for which a country has been designated for TPS by the United States of America.

Exceptions:

- Legal Permanent Residents are non-U.S. Citizens who have been granted Permanent Resident Status by United States Citizenship and Immigration Services and are not considered as international students.
- DACA/DREAMers: The Deferred Action for Childhood Arrivals and Dream Act recipients are not considered International Stu dents due to their legal status with the United States Government.

International Students/Scholars F-1/J-1 Student Visa: Requirements:

The following items must all be submitted to NWACC before an I-20/DS-2019 are issued:

- Submit International Application,
- Submit Required Documentation. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You can submit your documents one of three ways:
  - Upload the document using Username: international and Password: nwacc1989
    - Copy of Passport
    - Completed financial statement form
    - Submit proof of financing (bank statements must be within 6 months)
    - High school or college transcript/diploma (Credential Translation Services)
    - Proof of English Verification (English Verification Check Form)

Once all admission items listed above are received and validated, we will award an acceptance letter and transfer form.

Take the NWACC acceptance letter and transfer form to a current primary designated school official or a designated school official to your former U.S. institution (commonly known as your International Student Advisor).

- They will not transfer your SEVIS record to NWACC unless you submit this.
- NWACC SEVIS Code: NOL214F10971000

Once the former U.S. Institution transfers your records to NWACC, we can award you a “Transfer Pending” I-20.

In order to receive your I-20 and acceptance letter, you must provide one of the three options:

- Complete an international mail request with UEMS
- Pick them up in person
- Request mail inside the United States (Provide U.S. address)

If you need to travel by airplane to our college, you may book your flight via NWACC's Student Universe Travel Service.

- Please use your new NWACC.EDU email address to sign up and receive student discounts.
- If it requests verification of student status, then upload your acceptance letter and I-20 form or Visa.
- Student Universe Instructions

## INTERNATIONAL STUDENT CONDITIONS

- Applications should be submitted as early as possible. The time it takes the United States Citizenship and Immigration Services (USCIS) to process a student visa is unpredictable. Check website for more information.
- Students will not be eligible to participate in federally funded financial aid programs.
- Placement test scores (Accuplacer, ACT, SAT) are required prior to registration.
- Submit proof of immunization against measles, Mumps and Rubella (MMR and Tuberculosis Information) no later than 30 days after classes begin.
- All F-1/F-2/J-1/J-2 international students, scholars, spouses, and dependents are required to maintain, and provide documentation of, College approved health insurance coverage during student

status. Health insurance coverage must include repatriation of evacuation.

- Provide proof of tuberculosis test. Visit the Enrollment Support Center to obtain the Tuberculin Skin Testing for Arkansas Department of Health Form. Return completed form to the Enrollment Support Center. Test must be completed in the US.

International Students who do not Require a Student/Scholar Visa - F-1 or J-1 (International students other than a F-1/J-1 status must con-tact the International Programs Office.).

- You must meet all college admission procedures in addition to the following requirements:
  1. Provide proof of Legal Permanent Residency status by one of the following ways: Legal Permanent Resident Card, "green card"; a copy of the letter from the U.S. Citizenship and Immigration Services that approves your residency status. An employment authorization card is not sufficient. Students who are in the process of obtaining permanent residency must contact the Director of International Programs at (479) 619-2224 or internationaladmissions@nwacc.edu.
  2. Complete the NWACC assessment and enrollment process as described under "Legal Permanent Residents."
  3. Provide proof of tuberculosis test. Visit the Student Record's Office to obtain the Tuberculin Skin Testing for Arkansas Department of Health Form. Return completed form to the Student Record's Office. Test must be completed in the US.

Legal Permanent Residents - Permanent Residence:

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

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

All Foreign Born Students:

- Submit proof of immunization against measles, Mumps and Rubella (MMR and Tuberculosis Information) no later than 30 days after classes begin during the first semester at NWACC.

**Conditional Admissions**

Arkansas State Act 1290 of 1997 requires students graduating from high school May 1, 2002 and after to have completed the core curriculum for unconditional college admission. All students graduating after May 1, 2002 from Arkansas public high schools, out of state high schools, home schooling, private schools and Arkansas High School Diploma recipients shall be evaluated by the Office of Admissions for the purpose of being granted conditional or unconditional admissions status. Students admitted conditionally will be provided with notification of their admission status via their official NWACC email following the complete review of their high-school transcript.

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

- Limitations:
  - The student may enroll for a maximum of 15 semester credit hours.
- Requirements for Conditionally Admitted Students:

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

  1. 6 hours of English Composition I and II
  2. College algebra or a higher level math class
  3. 3 or 4 credit hours of science or social/behavioral science
  4. All 12 (13) credit hours of core academic courses must be successfully completed with a cumulative grade point average of 2.0 within the first 30 semester hours (excluding developmental courses).

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

- 6 credit hours of English Composition I & II
- 3 credit hours of college level Mathematics
- 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.

## SPECIAL STUDENT

Students who are 18 years of age or older and have neither graduated from high school nor completed a GED or received an Arkansas high school diploma.

1. **Complete the online application.** NWACC has a general admission policy, which means you can apply year-round. However, it is best to apply early to get the best choices for classes.
2. **Set-up your account with My NWACC Connection.** Once you have been accepted to NWACC, you will receive an email with your NWACC username and password. Complete the set-up instructions from the email. You are required to complete your admission process via your account.

**Submit Required Documentation**. To protect the privacy of your information and to comply with U.S. Department of Education regulations, we can no longer accept documents by email. You

can submit your documents one of three ways:

- Upload the document via your NWACC Connection
- Bring the document to the Enrollment Support Center located on at the Bentonville Campus, 2nd floor of the Student Center.
- Mail the document to NWACC, Student Records, One College Dr., Bentonville, AR 72712

**Test scores** for ACT, Accuplacer, or COMPASS (scores should be no more than 5 years old). If you need to take the Accuplacer exam, visit the NWACC Testing Center (you must pay a $10 fee prior to taking the exam).

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

**High School Transcripts** - If you have graduated from an Arkansas high school, we will retrieve your transcripts through a state database. We will contact you if we are unable to retrieve the transcript. Outside of the state of Arkansas, submit your high school transcript

**Proof of 2 Measles, Mumps and Rubella (MMR) Immunizations** All applicants born after 01/01/1957 are required to provide proof of MMR Immunizations. Some foreign-born students may be required to submit tuberculosis screening. For Arkansas residents, NWACC will attempt to retrieve immunization records from a state-wide database.

4. **Advising Appointment.** We strongly recommend meeting with an advisor and register for classes

**Complete prior to the start of the semester:**

Obtain your student ID and parking hangtag at two convenient locations:

- Bentonville location - Becky Paneitz Student Center, Student Information, located on the first floor, *or*
- Washington County location

Purchase your textbooks and class supplies at the Campus Bookstore - Barnes and Noble, located on the first floor in the Becky Paneitz Student Center.

Check your official NWACC email regularly through NWACC Connection.

**Important Information and Limitations regarding Special Admittance status:**

- Students may enroll for classes until they have completed 12 credit hours. After the 12 credit hours have been completed, the student must submit proof that they have received a high school diploma or GED in order to continue enrollment at NWACC. Re-enrollment will not be permitted until documentation is submitted.
- Students admitted under "Special" 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 be enrolled in GED programs and be a special admission student at the same time, as long as it isn't the same course. (For example, a student cannot study mathematics at Adult Education and be enrolled in mathematics as a special admission student.)

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

*Students born before 01/011957 or those taking exclusively online classes do not have to submit immunizations records. Some foreign-born students may be required to submit tuberculosis screening. Check with your: high school, doctor, previous colleges you have attended, immunization records from your local Health Department.*

## VACCINATION REQUIREMENT

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

1. Full-time students with less than 30 completed college credits and all foreign born students:
   - Must submit acceptable proof of immunization against two measles, two mumps and two Rubella no later than 30 days after classes begin during their first semester at NWACC.
2. Full-time students with 30 or more completed college credits:
   - Must submit acceptable proof of immunization against one measles, one mumps and one Rubella no later than 30 days after classes begin during their first semester at NWACC.

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

## PLACEMENT TEST

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

For information about placement testing, contact the NorthWest Arkansas Community College Testing Center at (479) 619-4354 or on their website. NWACC reserves the right to change placement requirements.

# NorthWest Arkansas Community College
## 2019 Placement Chart

| ACT | Accuplacer Classic | Accuplacer Next Generation | |
|---|---|---|---|
| **MATH** | | | |
| **MATH** | **ARITHMETIC** | **ARITHMETIC** | **Corresponding Course Placement** |
| 1-17 | 0-63 | 200+ | MATH 0013 Pre-Algebra* **OR** MATH 0023 Developmental Mathematics* **OR** MATH 0011 Foundations for Workforce*+ MTCM 1003 Communication & Math **OR** MATH 0012 Foundations of Quantitative Reasoning* + MATH 1313 Quantitative Reasoning |
| Students may want to take the Accuplacer for placement but it is not required | 64+ | QAS score required for placement | MATH 0053 Beginning Algebra* **OR** MATH 0063 Algebra I* **OR** MATH 0214 Foundations of Algebra for STEM* **OR** MATH 0012 Foundations of Quantitative Reasoning* + MATH 1313 Quantitative Reasoning **OR** MTCM 1003 Communication & |
| **MATH** | **ELEM ALGEBRA** | **QAS** | **Corresponding Course Placement** |
| | | 0-235 | MATH 0013 Pre-Algebra* **OR** MATH 0023 Developmental Mathematics* **OR** MATH 0011 Foundations for Workforce*+ MTCM 1003 Communication & Math **OR** MATH 0012 Foundations of Quantitative Reasoning* + MATH 1313 Quantitative Reasoning |
| Students may want to take the Accuplacer for placement but it is not required | 40-54 | 236+ | MATH 0053 Beginning Algebra* **OR** MATH 0063 Algebra I* **OR** MATH 0214 Foundations of Algebra for STEM* **OR** MATH 0012 Foundations of Quantitative Reasoning* + MATH 1313 Quantitative Reasoning **OR** MTCM 1003 Communication & |
| 18 | 55-81 | 246+ | MATH 0103 Intermediate Algebra* **OR** Math 0073 Algebra II* **OR** MATH 1003 Survey of Technical Math (this course may not be transferable) |
| 19-20 | 82+ | 250+ | MATH 1203R College Algebra with Review **OR** MATH 1313 Quantitative Reasoning |
| 21+ | 86+ | 254+ | MATH 1203 College Algebra **OR** MATH1285 PreCalculus |
| **MATH** | **COLLEGE MATH** | **AAF** | **Corresponding Course Placement** |
| 24-28 | 86+ | See Math Department for Placement** | MATH 1213 Trigonometry **OR** MATH 2043 Survey of Calculus **OR** MATH 2053 Finite Math **OR** MATH 2213 or 2223 Survey of Math Structures I or II |
| 29+ | 103+ | See Math Department for Placement** | MATH 2554 Calculus I |
| **ENGLISH ACADEMIC LITERACY WRITING AND READING** | | | |
| **ENGLISH** | **SENTENCE SKILLS** | **WRITING** | **Corresponding Course Placement** |
| 1-18 | 50-82 | 200-259 | ENGA 0063 Intermediate Writing* and ENGA 0033* College Reading and ENGL 1013 Composition I ALP **OR** ENGA 0091 Academic Literacy Lab with ENGL 1013 Composition 1 ALP (course selection dependent on Reading test score). Placement in ENGA or ENGC will be determined by the Write Placer score. |
| 19+ | 83+ | 260+ | ENGL 1013 English Composition I |
| 24+ | 110+ | 290+ | ENGL 1013H English Composition I- Honors |
| **READING** | **READING** | **READING** | **Corresponding Course Placement** |
| 1-18 | 50-77 | 200-251 | ENGA 0033 College Reading* and ENGA 0063* Intermediate Writing and ENGL 1013 Composition I ALP **OR** ENGA 0091 Academic Literacy Lab with ENGL 1013 Composition 1 ALP (course selection is dependent on Sentence Skills test score OR Next-Gen Writing test score) |
| 19+ | 78+ | 252+ | No Reading class required |
| **ENGLISH/ENGC WRITING AND READING** | | | |
| **For all International Students or Linguistically Diverse Students who self-select or are placed by Writing Sample Scores** | | | |
| **ENGLISH** | **SENTENCE SKILLS** | **WRITING** | **Corresponding Course Placement** |
| 1-18 | 50-82 | 200-259 | ENGC 0063 Intermediate Writing* and ENGC 0033* College Reading and ENGL 1013 Composition I **OR** ENGC 0091 Academic Literacy with ENGL 1013 Composition 1 (course selection dependent on Reading test score) Placement in ENGA or ENGC will be determined by the Write Placer score. |
| 19+ | 83+ | 260+ | ENGL 1013 English Composition I |
| **READING** | **READING** | **READING** | **Corresponding Course Placement** |
| 1-18 | 50-77 | 200-251 | ENGC 0033 College Reading* and ENGC 0063* Intermediate Writing and ENGL 1013 Composition I **OR** ENGC 0091 Academic Literacy with ENGL 1013 Composition 1 (course selection is dependent on Sentence Skills test score OR Next-Gen Writing test score) |
| 19+ | 78+ | 252+ | No Reading class required |

*Asterisks (*) denote preparatory courses that are designed to prepare students for success in college level courses.*

*Asterisks (**) denote courses that students must have a score in this particular test section and meet with that particular department for placement.*

*SAT: 570 Math for placement into College Algebra, 620 for placement into Trigonometry, and 660 for placement into Calculus I.*

See your advisor for other math course placements.

*EBRWSAT: SAT Reading/Writing score of 490 accepted for placement in Composition I.*

*QAS = Quantitave Reasoning, Algebra and Statistics*

*AAF=Advanced Algebra and Functions*

*Updated: 9/27/2019*

# MONEY MATTERS

## TUITION AND FEES

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

### RESIDENCY REQUIREMENTS FOR FEE ASSESSMENT

NWACC determines a student's legal residency for tuition at the time of admissions to the college. For all residency classifications, students must be a legal resident on the first day of class for that semester, as well as meeting the six-month residency requirement.

**In-district** refers to someone living within the Bentonville/Rogers school district.

**Out-of-District or Contiguous** refers to someone living in Arkansas, but not within the Bentonville/Rogers school district. Students who are current residents in Adair and and Delaware counties in Oklahoma, and Barry and McDonald counties in Missouri.

**Out-of-State** residents refers to someone who has not lived in Arkansas for six consecutive months prior to the first day of class but are citizens or legal residents of the U.S.

Students without a social security number (SSN) or Individual Taxpayer Identification Number (ITIN) on file will be classified as out-of-state residents and will be charged the out of state tuition rate, in accordance with Federal Law 8 U.S.C. Section 1623.

**International** residents refers to an international student if they are not a U.S. citizen or legal resident and have met all requirements as enforced by the Immigration and Naturalization Service.

### TO RECLASSIFY YOUR RESIDENCY

Need to change your residency to adjust your tuition rate? Complete the Tuition Change Form and provide the appropriate documentation to the Enrollment Support Center. Documentation must contain the following:

- Student name
- Student's physical address (no PO Box) with a date at least six (6) months prior to the first day of class (note: changing mailing address does not establish legal residency)
- Updates to SSN/ITIN information, require presenting your social security card/individual taxpayer identification number card

*Residency reclassifications received **prior** to the "official day" of the semester (tenth class day fall/spring; fifth class day for summer) will update a student's residency for the current semester. Residency reclassifications received **after** the "official day" will be updated for the next semester. A student's residency will not be lowered for previous semesters.*

### FEES AND TUITION

Paying for college is an important aspect of realizing your academic goals. Our affordable tuition helps you keep costs low as you pursue your education.

***Tuition Per Credit Hour (based on residency)***

| | |
|---|---|
| In District | $75.00 |
| Out-of-District | $135.00 |
| Out-of-State | $150.00 |
| International | $195.00 |

***Administrative Fees***

| | |
|---|---|
| Transcript Fee | $5.00 |
| *(plus processing fee and any expedited delivery charges)* | |
| Payment Plan | $30.00 |
| Returned Check Fee *(per check)* | $25.00 |
| Calculator Rental Fee *(per semester)* | $15.00 |

***General Student Fees (Per Credit Hour)***

| | |
|---|---|
| Learning Support | $10.00 |
| Technology Fee | $12.25 |
| Facility Maintenance | $2.00 |
| Library Resource Fee | $2.00 |
| Student Health & Safety | $3.00 |
| International fee | $15.00 |

***General Student Fees (Per Semester)***

| | |
|---|---|
| Registration | $10.00 |
| Infrastructure Fee | $55.00 |
| Infrastructure Fee *(Summer Only)* | $22.50 |

***Course Fees (List is not exhaustive, please refer to course descriptions for further course fee details)***

| | |
|---|---|
| Distance Learning Fee | $43.00 |
| Hybrid Distance Learning Fee | $22.00 |
| Behavioral Sciences | $35.00 |
| Business/Computer Information Lab Fees | $35.00 |
| Communication Arts Lab Fees | $35.00 |
| Music Studio Fee | $27.75 |
| Music Private Lessons Fee | $30.00 - $70.00 |
| Construction Technology Lab Fee | $75.00 |
| Culinary Program Lab Fee | $265.00 |
| Math/Physics/Engineering Science Lab Fees | $50.00 |
| Horseback Riding Fee | $50.00 |
| Digital Materials Fee *(Varies, refer to course Description)* | |

**Testing Center Services and Fees-Per exam**

| | |
|---|---|
| BCPT Biological Concepts Proficiency | $10.00 |
| CLEP Examination Fee (Beginning July 1st) | $89.00 |
| CLEP Proctor Service Fee | $35.00 |
| Placement Test (per attempt) | $10.00 |
| DSST/Dantes Examination Fee | $85.00 |
| DSST Proctor Service Fee | $35.00 |
| HAPS Human Anatomy & Physiology Society Exam | $10.00 |
| PROCTOR SERVICE for Exams From Other Institutions | $35.00 |
| Rescheduling Non-NWACC Exam | $15.00 |

For updates and additional information, please visit the NWACC Testing Center.

**Insurance Fees - Per year**
(Note: All insurance costs are subject to change.)

| | |
|---|---|
| EMT Basic Insurance Fee | $15.00 |
| Paramedic Insurance Fee | $15.00 |
| Physical Therapist Assistant Insurance Fee | $15.00 |
| Respiratory Therapy Insurance Fee | $15.00 |
| Nursing Liability Insurance Fee | $15.00 |

## PAYMENT POLICY

Students must have one of these payment arrangements in place by the payment due date of your class registration may be canceled. If you are unable to attend, it is up to you to drop your courses. The only way to get a 100% credit of tuition and fee charges is to drop your courses by the add/drop deadline. If you remain registered past the add/drop deadline, you are no longer eligible for a 100% credit of tuition and mandatory fees. **Once classes begin, non-attendance or non-payment does not release the student from their responsibility and may result in failing grades being awarded.**

### STUDENT OBLIGATION

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

- Financial Aid: If your federal or institutional financial aid is either not received by NWACC or you later lose eligibility to retain financial aid for the semester, you assume responsibility for paying all student obligations for this term.
- Third Party: If your third-party sponsor (military, employer, governmental agency, etc.) fails to pay NWACC, you assume responsibility for paying the amount the sponsor originally promised to pay on your behalf.
- Hold on Student Account: A "HOLD" will be placed on your records if your student obligations remain unpaid, which will prevent your ability to register for future semesters, add classes for the current term, receive grades and test scores, and receive official/unofficial transcripts.
- Collection Information: NWACC or its designated collection agency may use an automated calling system and pre-recorded voice or text messages to contact you by phone regarding any outstanding account to any current or future phone number you have provided to the college, including any number to a cellular phone or wireless device.
- Credit Reporting: Delinquent debts may be reported to a credit bureau and referred to collection agencies and pursued through legal action against you. You agree to pay all reasonable costs and expenses of collecting unpaid charges, including collection agency fees (which may be based on a percentage up to a maximum of 25% of the debt), attorney fees and court costs. This Agreement shall be construed in accordance with Arkansas law and you consent to the jurisdiction of the District Court of Benton County, Arkansas, or the Federal District Court of Western Arkansas regardless of your domicile at the time of such suit.

### METHODS OF PAYING TUITION AND FEES

Current students can pay on-line by accessing TouchNet through My NWACC Connection: LaunchPad > EagleNet > Treasurer's Office > TouchNet. You can also pay at the Treasurer's Office with cash, check, or credit/debit card.

***Credit/Debit Card payments are no longer accepted by telephone.***

1. **By Mail**

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

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

2. **In Person**

   Pay in person at the Treasurer's Office located on the second floor of the Student Center. Office hours: Monday- Thursday 8:00 a.m.- 4:30 p.m. and Friday 8 a.m.-12:00 p.m. An after-hours drop box is located at the Treasure's Office Window. When using the after-hours drop box, be sure to include the student's name or student ID with any after- hours payments. DO NOT deposit CASH into the after- hours drop box.

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

3. **Online with TouchNet**

   Students and authorized users can pay online through a checking or savings account or with a debit/credit card (Visa, MasterCard, Discover, American Express). Online payment plans are also available for Spring, Summer, and Fall terms (see information in the Payment Plan section below).

4. **Authorized Users**

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

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

   As an authorized user, you will be able to make a payment or enroll in a payment plan (if your student meets the plan's criteria). You may also view billing statements and payment history if your student has granted it. If multiple students have made you an authorized user, you will see a list of those students when you log in. You may either select a student to see individual information, or you may pay for all the students at once.

5. **Third-Party Billing**

   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 invoice the employer or

agency must be received in the Treasurer's' Office by the student's 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 Treasurers' Office must have a letter of authorization to invoice the employer or agency fore each semester. *NOTE: An individual may not be invoiced as a third party.*

The letter of authorization to invoice should contain the following:

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

If the letter of authorization is not received by the published payment due date, the student will be responsible for the balance in full. Any charges not approved or paid by the third party will be placed back onto the student's account, as well as all charges are the responsibility of the student.

**6. By Scholarship**

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

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

**7. By Waiver**

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

The types of waivers are:

**Early College Experience Instructor Tuition Waiver**
Early College Experience (ECE) instructors at partner high schools, each spouse, and dependent children may earn a tuition waiver for up to three (3) credit hours per family for the semester they are the instructor of record for an Early College Experience class at the high schools offered by NWACC.

*Please refer to NWACC ECE Instructor Waiver Policy (5005.4) for additional details.*

**Employee Waiver**
All Northwest Arkansas Community College employees, their spouses, and their dependent children are eligible to receive a tuition waiver. Full-time employees may receive up to twelve (12) credit hours per semester and part- time employees may receive up to three (3) credit hours per semester. Eligible employees must meet the following criteria:

1. The employee must be employed on the first day of classes and remain employed by NWACC in a budgeted position that is scheduled to continue through the last day of classes for the requested semester.
2. The employee and/or spouse or dependents must meet the requirements for admission into the class/classes and not have a past-due balance for tuition or fees.
3. Differential tuition programs will receive scholarships as defined in the Exceptions section of the policy.

*Please refer to NWACC Employee Waiver Policy (5005.2) for additional details.*

**GED®/ESL Waiver**
Students receiving a GED® from NWACC Adult Education Department or completing 40 hours of advanced English as a Second Language courses may qualify for a 3 credit hour tuition waiver to take a credit course from NWACC. Students should inquire about the waiver at the Adult Education Center.

**Golden Age Waiver**
Students who are 60 (sixty) years of age and older at the time of registration may be eligible for a tuition and general fee waiver (Golden Age Tuition Waiver). Qualified students that meet admission requirements may be admitted as degree or non-degree seeking.

The Golden Age Tuition Waiver is available to residents of the state of Arkansas and may not be used in conjunction with other financial aid or College policies which reduce tuition and fees.

Registration using the Golden Age Tuition Waiver is limited to the last three week days prior to the beginning of the semester. Students who do not wish to register on a space available basis during the "Golden Age" registration period may pay tuition and fees and register during priority registration.

*Please refer to NWACC Policy 4008.2 Golden Age Waiver for additional details*

**In-District Teacher Waiver**
Northwest Arkansas Community College will waive up to three hours of credit course tuition per term for students who are currently employed as full-time Arkansas certified teachers in the Bentonville or Rogers School districts.

*Please refer to NWACC Policy 4008.4 In-District Teacher Waiver for additional details.*

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

Therefore, for documented members of the above named tribes, NorthWest Arkansas Community College will waive additional tuition charges applied to non- residents of Arkansas. To qualify for this waiver, students must submit a notarized photocopy of the Degree of Indian Blood Card that documents tribal membership in one of the specified tribes.

## BOOK CREDIT

Book credit is available for students receiving an external scholarship or financial aid. Book credit is obtainable at the Barnes & Noble Bookstore located in the Student Center. Please refer to the NWACC Schedule of Credit Classes or visit the Cashiers Office web page at www.nwacc.edu for the dates book credits are available for a given semester.

## SEMESTER PAYMENT PLAN DETAILS

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

Therefore, your payment amount may vary each month. The student or the authorized user will be notified each time the payment amount changes.

- Partial payments do not automatically enroll you in a payment plan.
- You must select the payment method, pay the $30 nonrefundable fee, and sign the agreement to be enrolled in the payment plan.
- Installments are due on the dates specified in the payment plan user agreement. Payment plan recalculations stop 10 days prior to an installment processing. Activity posted on an account during this time will not be reflected in the current monthly payment, but will be included in the recalculation in the following month(s).
- If you have a balance from past terms or semesters, please contact the Treasurer's Office.

### RETURNED PAYMENTS

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

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

The following actions will occur:

- The student account will be assessed a $25 returned payment fee.
- A "HOLD" will be placed on the student's records until the student, authorized user, or third party pays the amount of the returned payment, plus the $25 returned item fee with either: cash, money order, or valid credit/debit card.
- The NWACC Treasurer's Office will notify the student by email and by letter if a check payment is returned on a student account.
- If payment is not made to the college within 10 business days, the matter may be referred to the Benton County Prosecutor's Office.
- If a student has had more than one check returned, the college will refuse to accept checks.

### EFFECT ON TUITION AND FEES OF ADDING OR DROPPING CLASSES

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

### CANCELLED CLASSES

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

### REFUNDS

Students may be eligible for a refund if they officially drop from classes within the specified refund periods (see Academic Calendar). An official drop is completed when the "drop-add" form has been properly processed by the or the student drops online.

If tuition and fees were paid by cash, check, e-check, or credit/ debit card, a refund will generate after the registration period ends (approximately 4-6 weeks for Fall & Spring terms and approximately 2-3 weeks for Summer terms). Refunds can be deposited electronically into your bank account if you have established an e-Refund account through TouchNet. Students without a bank account on file will receive a refund by check, which may be delayed up to 2 weeks. Mailed refund checks will be sent to the current mailing address on file with the Enrollment Support Center. You can setup a refund profile to receive funds electronically through My NWACC Connection.

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

After the official census date of the semester, electronic refunds are processed every Tuesday and refund checks are processed every Wednesday. For more information review the NWACC Treasurer's Office.

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

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

Questions concerning tuition and fee appeals (credit/ refund of tuition and fees after the 80% drop period) may be brought to the Enrollment Support Center.

### SCHOLARSHIPS

Awards are based on financial need, academic achievement, and a variety of factors. Scholarship information is available on NWACC Scholarships or the Scholarship Coordinator at (479) 619-4316.

## OFFICE OF FINANCIAL AID

The Financial Aid Office administers Title IV aid that includes the Pell grant, Federal Direct Loan Program, Federal Supplemental Educational Opportunity Grant, and the Federal Work-Study Program. In addition, our office processes state financial aid administered by the Arkansas Department of Higher Education. Our official form of communication with students is by their NWACC email address. The Enrollment Support Center is located on the second floor of the Student Center. We can be reached at (479) 619-4000 or by email at enrollmentsupport@nwacc.edu

### APPLYING FOR FINANCIAL AID

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

### FINANCIAL AID

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

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

Loans: Borrowed money that must be repaid with interest.

Scholarships: Gift aid with eligibility based on academic achievements, skills or merit.

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

*Please refer to NWACC Financial Aid Policy (4007) for additional details.*

### FEDERAL AID

The U.S. Department of Education awards about $150 billion a year to more than 14 million students. Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Most awards are based on financial need. Federal student aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans and the Federal Work Study program. Visit Federal Student Aid for more information about these programs and how to apply.

### ARKANSAS STATE AID

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

### SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Regulations state a student must be enrolled as a regular student in an eligible degree program and maintain Satisfactory Academic Progress (SAP) in order to receive Federal Student Aid. A regular student is someone who is enrolled for the purpose of obtaining a degree or certificate in an eligible program at NWACC. All hours attempted at or transferred in to NWACC will be counted as part of a student's Satisfactory Academic Progress regardless if they have received Federal Aid for the hours or not. A student maintains Satisfactory Academic Progress by meeting minimum qualitative and quantitative requirements as outlined in NWACC Satisfactory Academic Progress Policy.

## VETERANS RESOURCES

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

The Veteran's Administration regulations *38 CFR Section 21.4253 (d)(4)* require all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution. Students who earn grades below SAP will be placed on VA benefit probation. Failure to achieve SAP during the next regular semester (fall or spring) will result in suspension of the student's VA benefits. Students may still register and attend classes on their own resources. When SAP has been achieved, the VA benefits will be restored. Students who have been placed on benefit probation should contact the Director of Veterans Resources at NWACC for assistance in choosing classes for the next semester.

NorthWest Arkansas Community College is approved annually by the Arkansas State Approving Agency (SAA) for the training of eligible veterans and/or their dependents. Compliance audits concerning student's educational progress and administration of federal funds are performed annually by the State Approving Agency and the Education Liaison Representative (ELR) offices. No payment of educational benefits will be made for auditing a course or for a course which is not used in computing graduation requirements. After the veteran has registered for classes, the student's course information will be transmitted to the VA regional office for processing of the claim. Veteran students are responsible to pay in full all account balances owed to NWACC, or set up a payment plan with TouchNet according to the published payment dates for all semester/terms. Veterans are responsible for notifying the Director of Veterans Resources if they stop attending or participating, class is dropped or if the student withdraws completely from the college, to avoid an overpayment by the VA regional office. Students may stop by the Office of Veterans Resources or call (479) 619-2273 if they have questions regarding their benefits, eligibility, file status or VA regulations.

*Refer to NWACC Treasurer's Office for the most current information pertaining to NWACC Fees and Tuition, Residency Requirements, Payment Due Dates, Paying your Fees, Refunds, and/or Student Financial Responsibilities.*

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

NWACC enforces all prerequisites as published in the current NWACC catalog. Students must provide proof of prerequisites, in the form of test scores, successful "C or better" completion of the prerequisite course, or submission of transfer work on a transcript to the Enrollment Support Center.

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

## COURSE LOAD

A full-time academic load at Northwest Arkansas Community College during a regular term (Spring or Fall semester during the academic year) is 12-18 (twelve to eighteen) credit hours. 6-7 (six to seven) credit hours is considered full time for a Summer term. Students wishing to register for more than the allowed credit hours are required to obtain the signed approval of the Chief Academic Officer or designee. Summer registration is limited to a maximum of 10 (ten) hours.

Within each semester (Fall, Spring and Summer) many sessions may be offered starting and stopping at different times. Students are advised to limit their enrollment in these shorter sessions especially during the summer term.

*For the most current and up to date information, refer to NWACC Course Load Overload for Students Policy (3006).*

### DEFINITION OF A CREDIT HOUR

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

### STUDENT CLASS STANDING

Freshman: A student who has passed fewer than 30 semester hours of course work.

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

### OFFICIAL ENROLLMENT

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

### REGISTRATION PROCEDURES

Students should register for classes according to instructions and deadline dates published prior to the beginning of each semester. Students are financially and academically responsible for all classes in which they enroll. If a student registers for classes online or through the Enrollment Support Center, he/she will be charged tuition and fees and receive grades for the classes unless an official drop/withdrawal form has been processed or the student drops or withdraws online. Students with past due obligations to the college may not register for classes until such obligations are resolved to the satisfaction of the college. NWACC may drop students from class for nonpayment of tuition and fees. Students must make full payment of tuition and fees by the payment due date or set up a payment plan. While NWACC does drop for non-payment, do not assume you will be automatically dropped. Monitor your class registration via EagleNet located in My NWACC Connection.

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

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

After registration officially ends for a term (see dates published in the NWACC Academic Calendar), students will not be allowed to register in courses that have already started.

## FUTURE TERM REGISTRATION CANCELLATION

When early registration dates for future terms precede the payment deadline for a current term, students with unpaid balances may register for a future term. In such cases, the student will have until the payment due date of the future term to pay their past due balance in its entirety. Failure to make payment in full by the payment due date may result in an administrative drop from class(es).

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

The Cashiers' Office attempts to notify students when they are at risk for administrative enrollment cancellation for non-payment.

*For the most current and up to date information, refer to NWACC Future Term Registration Cancellation Policy (4005).*

## ADMINISTRATIVE DROP/WITHDRAWAL POLICY

NorthWest Arkansas Community College (NWACC) students are expected to participate in class throughout the semester. NWACC faculty are required to track student participation in course activities in the college designated system.

- If an instructor chooses to use attendance as part of grading, the specific attendance policy will be distributed with other course information at the beginning of the semester.
- Faculty are required to document student participation in classroom activities used to determine administrative withdrawal. These class activities may or may not be used as part of grading. Requirements for class participation to determine administrative drop (removed from course with 80% refund), mid-term withdraw (W) and end of term reporting (FP grade) will be included in the course syllabus and distributed with other course information at the beginning of the semester.

### COURSE COMMENCEMENT AND DROP FOR NON-PARTICIPATION AT CENSUS

- Students should establish participation in required course activities before the census date.
- Students who do not establish participation before the census date will be administratively dropped from the class with an 80% refund. There will be no reinstatement of students who have been administratively dropped for failure to establish participation in course activities.

### EARLY PROGRESS REPORTING AND ADMINISTRATIVE WITHDRAWAL FOR NON-PARTICIPATION

- Faculty will report students' academic progress prior to midterm. Students who are not actively participating should be administratively withdrawn with no refund resulting in a final grade of WN on their transcript. This may affect their financial aid.

### DEFINITIONS

*Course commencement* requires active participation in course activities. Presence in the classroom or logging into the on-line course system is not sufficient to establish participation. Course commencement establishes a student's eligibility for financial aid and inclusion in the official course roster.

*Census date* is set by the college and typically marks the end of the add/drop period. On this day, the college takes a "snapshot" of all students' enrollment and is used for both state reporting and financial aid eligibility. It is generally the end of the eleventh day of classes for a 16-week course and the end of the fifth day for courses in shorter parts of term.

*Early Progress Reporting* occurs prior to midterm. Reporting dates will be indicated on the college academic calendar.

*WN* is the grade given for an instructor initiated withdrawal.

*For institutional policy, refer to NWACC Administrative Drop/ Withdrawal (3009).*

## GRADING POLICY

Northwest Arkansas Community College uses grading symbols that correlate to quality points used in calculating grade point averages. Any grade change that occurs after the student receives his/her grade report from the Student Records office must be approved by the Vice President for Student Learning.

A – excellent, 4 quality points

B – good, 3 quality points

C – average, 2 quality points

D – lowest possible passing grade, 1 quality point

F – failing

FP – failure to participate

I – incomplete *

IP – in progress (for courses that extend beyond the normal semester dates) *

W – withdrawal *

WA – withdrawal – appeal *

WN – instructor initiated withdrawal *

AU – Audit, No credit *

CR – Credit *

TA *

TB *

TC *

S - Satisfactory *

U – unsatisfactory *

V – Verified Prior Learning Credit *

*Not included in computation of the grade point average

*Starting with the Fall 2012 semester, transfer work will appear as CR or TA, TB, TC

### PARTICIPATION AND FINAL GRADES

Grades of FP (failure to participate) will be issued to those students failing to participate in class activities and failing to officially withdraw from their course(s). Students will be assigned a grade of "FP" if they do not officially withdraw from the course and failed to participate in course activities through the end of the period. FP is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. Students who complete the course but fail to achieve the course objectives will be awarded the grade of F (failing). The student may be required to repay all or a portion of the financial aid received for the semester. Federal regulations mandate that the Financial Aid Office determine the percentage of the semester the student completed. This calculation will establish the amount of financial aid funds that must be returned to the Department of Education.

### 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, multi ply the number of quality points for the assigned letter grade by the number of credit hours for the course.
   A= 4 quality points
   B= 3 quality points
   C= 2 quality points
   D= 1 quality point
   S= 0 quality points
   U= 0 quality points
   F= 0 quality points
   FP = 0 quality points
   W, WA, WN, I, IP, and AU are not considered in GPA.
2. Add these grade points to arrive at the total grade points earned during a term.
3. Divide this grade point total by the total number of credit hours pursued that term. The cumulative grade point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account.

**Sample Computation:**

| Course | Grade | Hours Enrolled | x | Quality Points | = | Grade Points |
|---|---|---|---|---|---|---|
| English | B | 3 | x | 3 | = | 9 |
| History | A | 3 | x | 4 | = | 12 |
| Math | C | 3 | x | 2 | = | 6 |
| Psychology | C | 3 | x | 2 | = | 6 |
| Biology | D | 3 | x | 1 | = | 4 |

37 (grade points) divided by 16 (hours enrolled) = 2.31 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.

a. Stipulate the specific date by which the requirements must be completed.

b. Be signed by the student, the instructor and the appropriate division or department head with copies given to the registrar.

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

### IN PROGRESS GRADES

An IP (In Progress) grade may be assigned for course work unable to be completed in a normal semester or term.

### GRADE CHANGES (OTHER THAN INCOMPLETE)

Grades may be changed only under very unusual circumstances. A grade change request must be initiated by the student to the instructor. If approved the instructor submits the grade change form for approval to the Academic Dean. Any grade change (other than "I") must be changed within the first two weeks of the following semester, excluding summer.

### AUDIT

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

A grade of AU is given for audit enrollment. No graduation or transfer credit is awarded. A student may change a course from credit to audit or from audit to credit through the withdrawal period for each course.

### REPEATING COURSES/IMPROVING GPA

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

## WITHDRAWAL POLICY

A grade of "W" will not appear on a student's transcript if the class is dropped during the refund period designated in the academic calendar. A student who withdraws from a class after the above mentioned refund period will receive a letter grade of "W" on the official transcript if the drop is made within the specified withdrawal time period (see academic calendar).

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.

Drop/withdrawal from class should be completed by the student online or in person by completing an official drop form.

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.

c. Jury duty or direct involvement by the student with legal action or military responsibilities.

d. Called to active military duty

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

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

*For the most current information, refer to NWACC Withdrawal from a Credit Course Policy (4004).*

## REFUND APPEAL

Under certain circumstances, students may be eligible for a tuition refund appeal. If the student's learning experience was disrupted by one of the following extenuating circumstances, they may be eligible to submit a request for appeal:

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

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

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

## ACADEMIC GRADE APPEAL

Recognizing that both students and faculty have rights regarding academic matters, Northwest Arkansas Community College (NWACC) sets forth the Academic Grade Appeal Policy. This policy is to serve the purpose of providing the student with due process and resolution while protecting faculty rights to freedom of instruction and to provide a mechanism for problem solving and achieving an equitable resolution to academic grade appeals as quickly as possible.

The purpose of the Academic Grade Appeal Policy is to provide equitable and orderly processes to resolve appeals concerning grades by students at NWACC while protecting faculty rights to freedom of instruction without retaliation.

*For institutional policy, refer to NWACC Academic Grade Appeal Policy (3008.1).*

## STUDENT COMPLAINTS

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

The purpose of the Student Complaint and Grievance Policy is to provide equitable and orderly processes to resolve complaints and grievances by students at Northwest Arkansas Community College.

Complaint is defined as a difference or dispute between a student and an employee of NWACC that is related to services rendered.

Harassment complaints are covered by a separate policy and procedure.

*For institutional policy, Student Due Process Procedures and required forms, refer to NWACC Student Complaints Policy (4012.2).*

## ACADEMIC COMPLAINT AND GRIEVANCE

### PROCEDURE

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

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

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

### INFORMAL RESOLUTION

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

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

#### First Step: Complaint Resolution

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

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

#### Second Step: Department Level Mediation

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

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

#### Third Step: Formal Grievance

If the complaint is still unresolved, the student may obtain an Academic Grievance form from the division dean's office within 5 working days. The Academic Grievance form must be completed and returned to the dean's office within five (5) working days of receiving the form.

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

Within ten (10) working days of receipt of the Academic Grievance form from the faculty member, the division dean will make an inquiry into the merits of the complaint. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the grievance.

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

#### Fourth Step: Grievance Hearing

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

The Chief Academic Officer may at his/her discretion either hear the appeal himself/herself or appoint an ad hoc hearing committee consisting of five impartial faculty members. The dean will promptly provide the CAO's office with all relevant documents pertaining to the grievance. The Chief Academic Officer or committee will meet with the grievant and grievee within ten working days of receipt of the written request for a hearing and will render a written decision to the grievant, the grievee, and the dean within ten working days of the conclusion of those meetings. The decision of the Chief Academic Officer or the committee will be final. A copy of the grievance and the decision of the Chief Academic Officer or the committee will be placed in the student's official file.

If the faculty member is exonerated, no complaint or grievance will go into that faculty member's personnel files at either the division office or the Human Resources office.

### BURDEN OF PROOF

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

### EXTENSION OF TIME

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

Effect of student's or faculty member's failure to appeal within time limits: If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the complaint will be deemed settled on the basis of the last decision rendered.

Effect of administrative failure to respond within the time limits: Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified

time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

### FALSE/MALICIOUS COMPLAINT

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

### NON-RETALIATION

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

## 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 students do their own work and do not represent others' work as their own. To help clarify, the following principles defining academic honesty from Charles Lipson's book, *Doing Honest Work in College* (University of Chicago Press, 2004, pg. 3) are provided:

- "When you say you did the work yourself, you actually did it."
- "When you rely on someone else's work, you cite it. When you use their words, you quote them openly and accurately, and you cite them, too."

Violations of Academic Honesty are actions which subvert or compromise the integrity of the educational process. Included is any act by which students gain or attempt to gain an academic advantage for themselves or another by misrepresenting their or another's work or by interfering with the completion, submission, or evaluation of another's work. These include, but are not limited to accomplishing or attempting any of the following acts:

1. Any alteration of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an exam.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying or otherwise obtaining information about an examination not yet administered.
6. Any collaboration on laboratory work, take-home examinations, homework or other assigned work when instructed to work separately.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Sabotage of another student's work.
11. Falsification of or forgery on any College form or document.
12. Submission of altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
13. Any willful act of dishonesty that interferes with the operation of the academic process.
14. Facilitating or assisting in any act of academic dishonesty.
15. Plagiarism (subsequently defined).

*Refer to the NWACC Student Handbook for the most current and up to date information.*

## 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.

*Refer to the NWACC Student Handbook for the most current and up to date information and Academic Grade Sanctions Due Process.*

## 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 returning Northwest Arkansas Community College students who have not been enrolled in any institution of higher education for a period of three years prior to the term for which academic clemency is requested.

2.Academic clemency will cover all credits attempted during the term or terms for which clemency is granted.

3.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.

4.Academic clemency may be granted for up to four (4) previous terms at NWACC where the semester GPA was below 2.0.

5.Academic clemency may be is limited to a one time use by Northwest Arkansas Community College students.

6.Academic clemency is final and irreversible.

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.

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 Enrollment Support Center. An academic clemency appeal committee will review the student's request and approve or deny the petition.

*For the most current information, refer to NWACC Academic Clemency Policy (4001).*

## ACADEMIC STANDING

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 credit hours completed and cumulative and/or semester grade point average. A student's academic standing determines re-enrollment status and establishes conditions associated with re-enrollment or denial of re-enrollment.

**Note: The Academic Standing Policy is not the same as the Financial Aid Satisfactory Academic Progress Policy.**

*For the most current information, including definitions, exceptions, and procedures, refer to NWACC Academic Standing Policy (4013).*

## HONORS

### PRESIDENT'S LIST

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

### DEAN'S LIST

Students completing 6 or more semester hours whose grade point average is between 3.5 and 4.0 in the fall/spring semester during the current semester will be placed on the Dean's List for distinguished scholastic recognition. Students receive a letter of recognition via email signed by the Associate Vice President for Learning/Chief Academic Officer.

## COLLEGE RECORDS

Official NWACC student transcripts and personal records are confidential information, which are in protective custody in the Student Records Office. Digital copies of records are considered original transcripts may be released to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, without student consent.

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

*For the most current information, refer to NWACC College Records and Transcripts Policy (4009.1).*

### RECORDS ON HOLD

Students with records placed on hold for any reason are not permitted to complete the following actions pending removal of the hold:

- Drop or add a class within the semester.
- Enroll in courses in subsequent semesters.
- Obtain a transcript or other academic record.
- Receive a diploma or certificate.

In the event of extenuating circumstances beyond the control of the student, exceptions may be granted by the Chief Academic Officer, Chief Student Affairs Officer, or the Chief Finance and Administration Officer.

*For the most current information, refer to NWACC Student Records on Hold Policy (4009.4).*

### CHANGE OF ADDRESS OR NAME

Students are expected to keep the Enrollment Support center 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 Enrollment Support Center as quickly as possible.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NWACC complies with the Family Educational Rights and Privacy Act (FERPA), which affords eligible students certain rights with respect to their educational records. These rights include:

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

   A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student shall be advised of the correct official to whom the request should be addressed.

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

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

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Note: FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

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

   The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College.

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

   ***Directory Information*** defined by the College, may be released without a student's written consent and may be subject to public disclosure.

The College designates the following as directory information:

- Student's name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph
- Dates of attendance
- Degree(s) awarded
- Enrollment status
- Major field of study
- Previous institution(s) attended

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

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

*For the most current information, including definitions, exceptions, and procedures, refer to NWACC FERPA Policy (4009.3).*

## GRADUATION

NWACC awards diplomas three times per year; at the end of the fall, spring, and summer semesters. Commencement is held annually in May. Diplomas are mailed to the graduates following verification of the completion of all degree or certificate requirements by the Student Records Office.

*For the most current information, refer to NWACC Time of Official Graduation Policy (4002.2).*

### GRADUATION APPLICATION

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

### COMMENCEMENT

Although students may graduate three times during the school year (fall, spring and summer), 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.

### CALCULATION OF GPA FOR GRADUATION

The grade point average (GPA) for graduation includes all classes completed at Northwest Arkansas Community College. Students who have earned at least a 3.5 on 24 (twenty four) or more credit hours of coursework completed at Northwest Arkansas Community College are eligible to apply for graduation with honors.

*For the most current information, refer to NWACC Calculation of Grade Point Average (GPA) for Graduation Policy (4002.1).*

### MAGNA OR SUMMA CUM LAUDE DESIGNATIONS

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

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

### STUDENT RIGHT TO KNOW: GRADUATION RATE

In 2018-19, the completion or graduation rate for students who entered NorthWest Arkansas Community College in the Fall of 2015 as first-time, full-time, degree seeking students was 23%. Out of this same cohort of students, an additional 19% transferred to another college or university and 10% were still attending NWACC in Fall 2018. For more information see NWACC Institutional Research.

## GENERAL DEGREE REQUIREMENTS

At NorthWest Arkansas Community College, the following degree requirements apply to any degree granted by the College

1. Completion of at least 15 semester hours at NorthWest Arkansas Community College for degree completion (certain professional programs may have more specific and/or extensive requirements).
2. Completion of at least 25% of the required hours at NorthWest Arkansas Community College certificate completion (certain professional programs may have more specific and/or extensive residency requirements).
3. Cumulative grade point average of 2.0 out of a possible 4.0 in all courses submitted for graduation (some degree programs, governed by law and or accrediting bodies require higher than a 2.0 GPA for graduation).
4. A student may attempt a course for credit two (2) times without intervention as often as he or she wishes, but no course will be counted more than once for graduation.
5. Satisfactory settlement of all financial obligations.
6. Some degree programs, governed by law and or accrediting bodies, require a minimum score on a standardized testing instrument for graduation.
7. Catalog year: The student may fulfill the graduation requirements listed the catalog year at the time they enter the institution or any catalog year in which the student is continuously enrolled. Continuous enrollment means the student has no enrollment gap of two or more major semesters. Students returning to NWACC after two or more major semesters must meet the requirements of the catalog in effect at time of re-enrollment.

*For the most current information, including exceptions, refer to NWACC General Degree and Other Certificate Requirements Policy (3003).*

## PAULINE WHITAKER LIBRARY

### GENERAL OVERVIEW

The Northwest Arkansas Community College Pauline Whitaker Library and Information Commons support student success and seek to be centers of intellectual activity, a resource where learners can access information through traditional and cutting-edge technologies, and develop invaluable information literacy skills to prepare them for lifelong learning.

The Library and Information Commons are an academic unit of Northwest Arkansas Community College. The Pauline Whitaker Library maintains collections in various media, including print, VHS, DVD, CD, databases, eBooks, and streaming media in support of NWACC's academic programs. Physical collections number approximately 31,000 items. The library subscribes to approximately 125 databases, including eBooks and streaming media, and launched a discovery tool in 2015 that searches the library's catalog and multiple databases at once. The Library also provides on-site access to numerous required course materials, both print and media.

There are 112 public computers in the Library and Information Commons, including a hands-on classroom for Information Literacy Instruction, and 79 laptops, tablets, and iPads, as well as audio/visual equipment, that check out for 7 days at a time.

*For a full list of equipment and services visit the NWACC Library.*

The library participates in the ArkLink Consortium Borrowing program, which allows current NWACC students use and checkout privileges at other participating Arkansas academic libraries. A list of participating institutions can be found at ArkLink.

The majority of the bibliographic record for most disciplines can be discovered through NWACC library's databases and OCLC's Worldcat. Once items are identified through these bibliographic tools, and if the library does not own the item, users may request an interlibrary loan of materials through the library's fully automated ILL service. Most items are delivered to the user within one week. Journal literature usually arrives very quickly and can be delivered electronically. ILL services are almost always provided to faculty, staff and students free of charge. Users may be asked to share in the cost of the purchase of dissertations and theses, and when the lending library charges to fulfill a request.

The library offers a program of Information Literacy instruction, which consists of general orientation classes to familiarize students and faculty with the resources and services of the library, and teaching the critical thinking skills necessary to find, filter, evaluate and use information ethically. Advanced classes focus on specific disciplines and assignment- oriented instruction. The library instruction classroom is a hands-on-learning environment with 24 student computers and an instructor's computer, Smart Board, and projector. Library Instruction can also be delivered online, synchronously and asynchronously, with online tutorials, both general and subject and database specific. The library also subscribes to the product LibGuides—an online interactive subject guide to the library's resources across multiple disciplines. Individual LibGuides can be created for specific classes and assignments.

*For a full list of current LibGuides, visit the NWACC Library.*

### Hours of Operation

The library is open 7 days a week, 65 hours a week during the semesters. 24 hour access is available for the library's online catalog, subscription databases, and online journals at library's website.

Off-campus access to the subscription databases and online journals is provided through a proxy server. Access to information about the holdings of other institutions can be found with the Worldcat.org service.

### Facilities and Equipment

The library holds just over 31,000 physical items arranged by Library of Congress Call Number System, plus over 200,000 eBooks, and over 16,000 streaming films in general and special topic areas, such as Health Professions. All of these materials are findable with our library Discovery tool onsite or remotely. The public space consists of the library proper, at just under 9,000 square feet, and the Information Commons, at 3000 square feet. There are 112 public pc's and Mac's across both spaces, including a 24 seat hands-on classroom with a smart board and projector for library instruction. When the classroom is not being used for Information Literacy Instruction, it is accessible as a general student workspace. All Mac's are equipped with the Adobe Suite software and video editing software to support NWACC multimedia coursework. The library subscribes to 125 databases, providing access to millions of popular and scholarly articles, and numerous online reference works. Students, faculty, and staff also have access to 7 group study rooms, 3 copier/printer/scanners, and 57 laptops and Surface tablets, and 22 iPads that checkout for one week. The library also provides cameras, audio equipment, lighting kits, and various playback technologies in support of media production, and employs a Multimedia Coordinator to assist faculty, staff, and students with training on the equipment. Wireless internet access is available throughout the campus.

## OFFICE OF STUDENT SUCCESS & TUTORING CENTER

The Office of Student Success serves as a "hub" with a focus on student success. Services include Tutoring and Success Coaching. Tutoring Services are available by drop-in and online. Drop-in services are available at the Tutoring Center, Student Center, Room 215 and the Washington County Center in Springdale. Tutors provide tutoring in various subjects and student needs. Online tutoring is also available through "Brainfuse." It is accessible through NWACC Student Success Tutoring Online Tutoring section, which includes many free online resources and chatroom tutoring support.

*For more information on all tutoring resources, refer to NWACC Student Success Tutoring.*

The center also provides Success Coaching services. Success Coaching is available for all students and those who may experience academic difficulty, including those on Academic Watch, Probation Warning, and Suspension.

Success Coaches provide one-on-one sessions which may cover: time management, stress management, study skills, note-taking strategies, test-taking strategies. To make an appointment with a Success Coach, email sucess@nwacc.edu.

*For more information on these services and others, refer to NWACC Student Success Coaching.*

## WRITING CENTER

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

Students may drop in for a consultation, make an appointment for a live consultation, or use the online service for assistance with any writing assignment.

See NWACC Writing Center for directions for services, hours of

operation, and links to writing resources. Additionally, the Writing Center presents weekly workshops on writing topics with times and dates posted on the website.

## ACADEMIC ADVISING

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

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

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

Academic Advising is by appointment only. Students can schedule appointments online.

*For more information, refer to NWACC Academic Advising, or contact the Academic Advising at (479) 986-4000.*

### NEW STUDENT ORIENTATION

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

At Orientation, students receive academic advisement and are given the opportunity to start registering for classes. To sign-up for an orientation, refer to NWACC Campus Events on Campus.

*For more information, contact Enrollment Services (479) 986-4000.*

## TRANSFER AND TRANSITION SERVICES

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

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

In most cases, students can attend NWACC and earn an associate's degree before transferring to a four- year institution without losing time, money, or college credits. There are several associate degrees offered at NWACC that are designed for students who intend to transfer to a four-year college or university. Refer to the advising section of this catalog to learn about transfer degree options.

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

### REVERSE TRANSFER

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

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

### TRANSFER FAIRS/EVENTS

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

### DEGREE COMPLETION PROGRAMS

Online and degree completion programs are excellent options for students who need alternate times and/or locations - offered locally and/or online. The degree completion and online opportunities make obtaining a bachelor's degree possible for people who are unable to relocate or attend regular classes.

Note: Some programs may have age and/or work experience requirements.

Transfer Act 182 of 2009 (Roger Phillips Act)

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

- Creating a seamless transfer of college coursework for students who have completed a two-year degree before moving to a four-year degree granting institution;
- Eliminating requirements for additional 1000 or 2000-level

college credit hours at the receiving public institutions of higher education unless they are: 1) required by the academic major; 2) required prerequisites for other course work; or 3) required for certification or accreditation for the major.

## RESOURCES FOR STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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

Procedures to report a disability-related grievance are outlined on NWACC 504/ADA Grievance Process.

*For more information, please refer to NWACC Disability Resource Center.*

## VETERANS RESOURCES

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

*For more information and resources, refer to NWACC Veteran Resources, or call (479) 619-2273.*

## 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 placement testing.

Placement testing does not require an appointment and is available during open Testing Center hours, Monday - Friday.

Placement testing requires a $10 fee. Your fee can be paid in the following manner:

1. To pay with credit or debit card, payment can be completed online by visiting NWACC TouchNet Marketplace.
2. To pay with cash, you must sign in at the Enrollment Support Center. Once the fee is assessed, pay the testing fee at the Treasurer's Office.

Once the test fee is paid by either method, bring your receipt and a photo ID with you to the Testing Center.

For additional information about testing services, contact NWACC Testing Center or call (479) 619-4354.

*For additional information, refer to NWACC Testing Center Policy (4015).*

## STUDENT INFORMATION CENTER (SIC)

The SIC is the information and directory center of the college. Bulletin boards, and restroom postings are placed throughout NWACC facilities. Anyone wishing to post material must first obtain approval from the SIC. Items posted in NWACC facilities without authorization are subject to removal. All Student ID's and parking hang tags are made at the SIC. The SIC also maintains all game room and recreation equipment that may be checked out and used by students. To check out equipment students must present their student ID to the SIC attendant. The SIC also maintains the NWACC Food Pantry. Application for food pantry assistance may be obtained at the SIC.

## STUDENT LIFE

Office of Student Life is responsible for coordinating, supporting and implementing co-curricular programs and activities presented throughout the academic year. Activities are planned and implemented by students through their leadership involvement with the Student Ambassador and Government Association (SAGA) and the many certified clubs on campus. For information regarding involvement, see NWACC Student Activities and Leadership or contact the Director of Student Life at studentlife@nwacc.edu.

## STUDENT LEADERSHIP OPPORTUNITIES

### STUDENT GOVERNMENT & AMBASSADOR ASSOC. (SAGA)

NWACC SAGA members are the governing body for the NWACC student body. SAGA members promote and maintain an active communication between the administration, faculty, staff, and students; promote unity among the students of NorthWest Arkansas Community College; promote an environment which permits the development of character and intellectual growth; ensures the personal freedom and general welfare of the student body; and are the voice for students in all campus affairs. NWACC SAGA members also serve as ambassadors of NWACC in a variety of structured and informal formats. Members assist the Student Services Team with new student orientation and registration and provide guided tours for first time or potential students. In addition, members plan all student activities on campus and work with all

student clubs and organizations. Individual members of the student board are viewed as part of an organization of student leaders at NWACC. SAGA members are elected by the student body. For information regarding NWACC Student Ambassador and Government Association, contact the Director of Student Life at studentlife@nwacc.edu or (479) 986-6682.

### STUDENT LEADERSHIP POSITION RESTRICTIONS

Students with a felony conviction, registered sex offender status, or disciplinary dismissal from a postsecondary institution may or may not be eligible to fill student leadership roles or be a member of any NWACC student club or organization. Student leadership roles may include, but are not limited to the following: NWACC Student Organizations, Student Ambassador and Government Association, NWACC Eagle View, Learning, Improvement, Fun, and Empowerment (LIFE) Program, and Leadership positions in NWACC registered Student Clubs and Organizations.

### 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, critical thinking skills, teamwork, communication skills, and further developing learning. Information on becoming a registered student organization may be obtained from the Director of Student Life at studentlife@nwacc.edu or (479) 986-6682. Student organizations are subject to change each academic year. There are many registered student organizations at NWACC. If you don't see one you like then you can create your own. To become registered, new groups must obtain and complete an application packet. Continuing student organizations must complete an update form annually in order to maintain status as a registered student organization. Certain criteria must be met in order to be a recognized organization. If you would like to start or join a student organization, contact the Director of Student Life at studentlife@nwacc.edu. For the most current information, refer to NWACC Clubs and Organizations.

### NWACC EAGLE VIEW STUDENT NEWSPAPER

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

*For more information regarding policy and procedures, refer to the NWACC Student Leadership Position Restrictions Policy (4010.2).*

## NATIONAL HONOR SOCIETIES

### PHI THETA KAPPA

Phi Theta Kappa Phi Theta Kappa is the International Honor Society of the Two Year College. The initial requirement for Phi Theta Kappa membership is a GPA of 3.5 and 12 hours of completed college credit courses. Since the founding in 1918, the purpose of Phi Theta Kappa has been to recognize and encourage scholarship among two -year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship, for scholars, and for stimulation of interest in continuing academic excellence. For additional information, contact Director of Student Life at (479) 986-6682 or studentlife@nwacc.edu.

### GAMMA BETA PHI SOCIETY

Gamma Beta Phi Society Gamma Beta Phi Society is a national honor and service organization for college and university students. It is non-secret, non-profit, and co-educational; membership does not exclude a student from membership in any other organization. Members are given the opportunity to participate in a variety of service projects for the college and the community. NWACC chapter members are able to transfer their membership to state and national four year colleges and universities that have a Gamma Beta Phi chapter. The initial requirement for Gamma Beta Phi membership is a grade point average of 3.0 or above and completion of twelve (12) hours of transfer credit. For membership information, contact the chapter advisor Marvin Galloway at (479) 619-4158.

### SIGMA KAPPA DELTA (SKD)

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

## INTRAMURAL AND SPORTS CLUB PROGRAMS

NWACC offers a comprehensive program for all students interested in sports opportunities and activities. The program was initiated in 1998, for college students who want to continue off campus competitive sports activities while taking classes at NWACC. The Intramural and Sports clubs Programs offer several men's, women's and coed team sports in soccer, basketball, baseball, bowling, fast pitch softball and volleyball. Other team sports activities such as flag football, golf, slow pitch softball, disk golf, tae kwon do and horseback riding are offered on demand. Participants must be actively enrolled as students, either credit or non-credit, at NWACC in order to participate in these activities.

If you are interested in participating in one of the existing activities, or if you are interested in organizing a new sports club, contact John Luedtke, Director of Health, Physical Education and Intramural Sports Clubs, jluedtke@nwacc.edu (479) 619-4138.

### FITNESS CENTER MEMBERSHIPS

The NWACC Fitness Center is located on the 2nd floor of Burns Hall in Room 2325. Student memberships are only $49 a semester! Our fitness center has machine weights & free weights to maintain or increase your muscular strength and endurance. Several cardiovascular machines are also available to work on your aerobic fitness. Shower and locker facilities are located close to the center. For more information on semester memberships, contact John Luedtke, Director of Health, Physical Education and Intramural Sports Clubs, jluedtke@nwacc.edu (479) 619-4138.

### NURSING MOTHERS LOUNGE

Private space for the purpose of lactation is available to nursing mothers who are employees, students, or guests. Reservations are required. Please contact the Office of Human Resources by calling (479) 619-3155.

*For institutional policy, refer to NWACC Policy 5007.8 Lactation.*

## PUBLIC SAFETY DEPARTMENT

The Public Safety Department participates in delivering the NWACC mission and strives to create a safe environment conducive to student learning. The Department of Public Safety is staffed with both certified police officers and Security Officers. Campus Police Officers are duly commissioned law enforcement personnel whose

police authority is derived from Arkansas state statute #25-17-304 which grants them the same powers as any municipal, county or state police agency. Currently officers are assigned to NWACC locations in both Benton and Washington Counties. The Public Safety Department employs contemporary security measures to reduce and prevent crime on our campus and also works closely with neighboring Police Agencies. Crime and violence prevention is our priority and we are dedicated to working with faculty, staff and students to ensure a safe and secure environment.

*For institutional policy, refer to NWACC Department of Public Safety Policy (9003).*

### REPORTING CRIMES OR EMERGENCIES ON CAMPUS

The Department of Public Safety (DPS) office is located in the Center for Health Professions 1042, with satellite offices throughout the NWACC campus. DPS can be contacted at departmentofpublicsafety@nwacc.edu, (479) 619-4229 or by using one of the emergency telephones located throughout the campus (on campus, dial 4229), or in person twenty-four (24) hours a day, seven (7) days a week. E-mail should be addressed to the Director of Campus Safety at stosh@nwacc.edu.

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

### REPORTING CRIMES

Students, faculty and staff are encouraged to report any criminal act to the Public Safety Department immediately at (479) 619-4229, Center for Health Professions 1042. Any act of violence should be reported immediately to DPS.

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

### PARKING

In accordance with A.C.A. 25-17-307 and the Board of Trustees, NWACC has the authority to establish rules and regulations for the registration, operation, and parking of all vehicles including fines and penalties. The established rules and regulations are binding on all employees, students and all others utilizing any and all lands owned or controlled by NWACC.

*For the most current and up to date information, refer to NWACC Parking Policy (9004) in the NWACC policy database.*

### 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 Enrollment Support Center 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.

### CLERY ACT ANNUAL SECURITY REPORT

The NorthWest Arkansas Community College (NWACC) Annual Security Report is provided to current students, prospective students, staff, and faculty as part of the College's commitment to the safety and well-being of the NWACC community. The Annual Security Report is published every year by October 1st and contains three years of selected campus and non- campus crime statistics, and certain campus security policy statements in accordance with the Clery Act. Enacted in 1990, The Crime Awareness and Campus Security Act was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff, and faculty the information they need to avoid becoming victims of campus crime. The Higher Education Act of 1998 and the subsequent amendments of the implementing regulations significantly expanded institutions' obligations under the Act. The Act was also renamed the "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" (hereafter the "Clery Act").

The NorthWest Arkansas Community College (NWACC) Departments of Public Safety (DPS), and Emergency and Risk Management are committed to providing a risk averse, sustainable, and resilient environment that enhances the learning experience and supports the College's educational mission.

NWACC Clery and Campus Safety Report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f), 34 CFR 668.46).

## STUDENT HANDBOOK

Disciplinary measures will be applied to any student whose conduct adversely affects the NorthWest Arkansas Community College's pursuit of educational objectives.

Violators of public law may be referred to civil authorities for appropriate action and may also be subject to disciplinary action through the NWACC conduct resolution process.

*For the most current and up to date information, refer to NWACC Student Handbook in the NWACC policy database.*

# SPECIAL LEARNER PROGRAMS

## ON-CAMPUS CONCURRENT ENROLLMENT

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

**Who:** Students in 9th–12th grades

**Where:** Any NWACC location

**Must have:** High school GPA
- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to register:** Contact us at concurrent@nwacc.edu.

## HIGH SCHOOL BASED CONCURRENT ENROLLMENT

**(Early College Experience Program)**

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

**Who:** Students in 9th–12th grades

**Must have:** High school GPA
- 3.0 for transfer or general education courses
- 2.0 for career and technical classes leading to an Associate of Applied Science
- Appropriate placement test scores

**How to register:** Visit your high school counseling office.

## CAREER AND TECHNICAL PROGRAMS

**(Early College Experience Program)**

**Who:** Students in 11th–12th grades

**Program and Location:**
- Criminal Justice in Farmington and Bentonville
- Dental Assisting in Farmington and Bentonville
- HVAC in Gravette
- Certified Nursing Assistant and Patient Care Assistant in Farmington, Bentonville, and Don Tyson School of Innovation

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

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

## 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. Score |
|---|---|---|
| Art History | ARHS 1003 | 3C |
| Art History | ARHS 2913 | 4C |
| Art History | ARHS 2913 & 2923 | 5C |
| Biology | BIOL 1014 or 1013 | 3C |
| Biology | BIOL 1544 | 4C |
| Biology | BIOL 1544H | 5C |
| Calculus AB | MATH 2554 | 3C |
| AB Sub-score | MATH 2554 | 3C |
| Calculus BC | MATH 2554 & 2564 | 3C |
| Chemistry | CHEM 1054 | 3C |
| Chemistry | CHEM 1104 & 1124 | 4C |
| Chemistry | CHEM 1104H & 1124H | 5C |
| Computer Science A | PROG 1103 | 3C* |
| Computer Science A | PROG 1003 & 1203 | 5C |
| Environmental Science | GEOL 1134 or GEOG 1103 & 1001L | 3C |
| European History | HIST 1043 | 4C |
| Language & Composition | ENGL 1013 | 3C |
| Language & Composition | ENGL 1013H | 5C |
| Literature & Composition | ENGL 1023 | 4C |
| French Language | FREN 2003 | 3C |
| French Language | FREN 1013, 2003 & 2013 | 4C |
| German Language | GERM 2003 | 3C |
| German Language | GERM 1013, 2003 & 2013 | 4C |
| Spanish Language | SPAN 2003 | 3C |
| Spanish Language | SPAN 1013, 2003 & 2013 | 4C |
| Human Geography | GEOG 1123 | 3C |
| Macroeconomics | ECON 2013 | 3C |
| Microeconomics | ECON 2023 | 3C |
| Music Theory | MUSI 1003 | 3C |
| Music Theory | MUSI 1613 & 1631 | 4C, 5C |
| Psychology | PSYC 2003 | 3C |
| Physics 1: Algebra-Based | PHYS 2014 | 3C |
| Physics B | PHYS 2014 & 2034 | 3C |
| Physics 2: Algebra-Based | PHYS 2034 | 3C |
| Physics 1: Algebra-Based with Cal AB or BC score of 3 | PHYS 2054 | 4C |
| Physics C Mechanics | PHYS 2054 | 3C(*,**), 4C |
| Physics C, E & M | PHYS 2074 | 3C*, 4C |
| Statistics | CISQ 2013 | 3C*** |
| Studio Art: Drawing | ART 1303 | 5C |
| Studio Art: 2D Design | ART 1333 | 5C |
| Studio Art: 3D Design | ART 1323 | 5C |
| US Government and Politics | PLSC 2003 | 3C |
| US Government and Politics | PLSC 2003H | 5C |
| US History | HIST 2003 or 2013 | 3C |
| US History | HIST 2003 & 2013 | 5C |
| World History | HIST 1033 or 1043 | 3C |
| World History | HIST 1033 & 1043 | 5C |

* Students must pass a departmental test receive credit.

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

*** Not all 4-year schools accept certain AP Statistics toward a business degree; the student should check with their transfer institution.

## NWACC HONORS PROGRAM

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

### PROGRAM ELIGIBILITY:

**Program Admission Requirements**

- Must be enrolled in an Honors class, *and*
- Have a 3.5 GPA (if no GPA has been established, student must have a minimum score of 25 ACT, or its placement test score equivalent).

**Conditional Admission:**

- Demonstration of special abilities or completion of significant projects, *and*
- Completion of at least two Honors courses at NWACC with a grade of "A".

**To Apply**

Please see the Application for Admission on the website. Applications to the program are accepted throughout the fall and spring semesters. If you have any questions about the application or program, please contact Sabrina Chesne, Director of the Honors Program. schesne@nwacc.edu, Burns Hall 1118, (479) 619-4207.

**To Become Honors Program Graduate**

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

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

**Honors Course List**

| | |
|---|---|
| Cultural Anthropology, Honors | ANTH 1023H |
| Art Appreciation | ARHS 1003H |
| Survey of the Universe, Honors | ASTR 2004H |
| Principles of Biology I, Honors | BIOL 1544H |
| Plant Biology, Honors | BOTY 1614H |
| College Chemistry I, Honors | CHEM 1104H |
| Public Speaking, Honors | COMM 1003H |
| English Composition I, Honors | ENGL 1013H |
| English Composition II, Honors | ENGL 1023H |
| Survey, Brit Literature to Romanticism, Honors | ENGL 2113H |
| Survey, Brit Literature from Romanticism, Honors | ENGL 2123H |
| World Literature to 1650, Honors | ENGL 2213H |
| World Literature from 1650, Honors | ENGL 2223H |
| Survey, American Literature to Civil War, Honors | ENGL 2313H |
| General Geology, Honors | GEOL 1114H |
| World Civilization to 1500, Honors | HIST 1033H |
| World Civilization from 1500, Honors | HIST 1043H |
| History of American People to 1877, Honors | HIST 2003H |
| History of American People since 1877, Honors | HIST 2013H |
| Arkansas History, Honors | HIST 2053H |
| Exploring Humanities, Honors | HUMN 1003H |
| Intro to Gender Studies, Honors | HUMN 2003H |
| Music Appreciation, Honors | MUSI 1003H |
| Intro to Philosophy, Honors | PHIL 2003H |
| World Religions, Honors | PHIL 2033H |
| College Physics I, Honors | PHYS 2014H |
| Intro to the United Nations, Honors | PLSC 1303H |
| American National Government | PLSC 2003H |
| Introduction to International Relations, Honors | PLSC 2803H |
| General Psychology, Honors | PSYC 2003H |
| General Sociology, Honors | SOCI 2013H |
| Intermediate Spanish, Honors | SPAN 2003H |
| Intro to Theatre, Honors | THTR 1003H |

### MEMBERSHIP BENEFITS

**Challenging Curriculum**

Honors classes are intended to stimulate higher level thinking by offering unique perspectives that will enhance general knowledge and challenge students to consider and appreciate different viewpoints. Because subject matter is studied more in-depth, Honors students find that they get more out of their Honors classes. The Honors Program promotes a learning community environment by linking courses and participating in themed semester projects.

**Scholarships**

Scholarships are available to members of the Honors Program. Intended to offset the costs of tuition and books, Honors Program Scholarships are competitive and are awarded annually. Application deadlines are usually the first week of April in the Spring semester. The NWACC Honors Program also works closely with the Honors Programs of many regional four-year institutions, some of which offer transfer scholarships to NWACC Honors Program Graduates.

**Honors Study Area**

Members of the Honors Program have access to an exclusive study area. Located in the main entrance hallway in Burns Hall 2237, the study area is equipped with a computer station and a larger area with couches, a refrigerator, and other amenities. The area provides a quiet place to study as well as a place to hang out and get to know other program members.

**Opportunities for Travel**

The Honors Program arranges travel opportunities for its students. Students enrolled in the History of the American West Honors, History of the American People to 1877 Honors, and American National Government Honors classes have traveled domestically to Montana, Wyoming, Colorado, and New Mexico during the summer. Additionally, Honors students have participated in international travel through EF Tours to Greece and Italy.

### Priority Registration

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

### Enhanced Learning Experiences

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

### Recognition

Students receive credit for Honors coursework and for being an "Honors Program Graduate" on their transcript. Additionally, graduates are recognized at the annual Academic Awards Ceremony where they are presented with a medallion to be worn at graduation, and are recognized in the graduation program.

### Sense of Community

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

### Small Class Size

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

## OFF-CAMPUS CIVIL SERVICES CLASSES

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

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

Must have:

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

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

Admission, Testing and Registration questions should be directed to the Enrollment Support Center (479) 986-4000.

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

## SERVICE LEARNING

Service Learning is an academically based program at NWACC that allows students to engage, network, and work with the community to complete student- driven and developed service projects. Through the development of individual, team, and/or group projects, students are able to apply what they learn in the classroom with "real life" experiences to meet the course's learning objectives. Service Learning reaffirms the college's connection to the Northwest Arkansas community, as well as to our larger society, by honoring students' service efforts in ways that enable them to simultaneously further their education through applied earning while allowing them to reflect on what they learned and the significance of their service.

Service Learning can be used in any subject area as long as the instructor offers this option and it is appropriate to the overall learning objectives of a specific course. All students who complete Service Learning projects will be recognized as "Service Learning Scholars" on their transcripts (with each semester's completed Service Learning hours listed next to their course grades).

Students who participate in Service Learning projects tend to have a competitive edge when applying for scholarships, for entrance into four-year colleges and universities, and in the job market.

For more information, see NWACC Service Learning or contact Dr. Chris Huggard at SL@nwacc.edu (479) 619-4270.

## NWACC STUDY ABROAD PROGRAM

NWACC encourages you to travel the world through NWACC faculty -led study abroad programs, earn NWACC credit and have the experience of a lifetime!

The program encourages students to expand their education through diverse intellectual perspectives, active participation in a new culture, and critical, firsthand engagement with local and global challenges.

When you study abroad, you:

- Gain international experience
- Increase your cultural sensitivity
- Gain international language skills
- Expand your career choices and opportunities
- Expand your global perspective
- Increase your self-confidence
- Make friends and create a lifetime of memories

### STUDENT ELIGIBILITY

Students must meet the following criteria to be eligible to participate in a study abroad program:

1. Be in good judicial and academic standing at the time of application and remain in good standing prior to departure.
2. Have completed a minimum of 12 credit hours prior to departure.
3. Have a minimum 2.0 cumulative grade point average at the time of application and at the time of departure for each program.
4. Meet all course prerequisites (if applicable)

You can also earn an Associate of Arts degree with a Global Studies emphasis by taking the following electives:

### Program Curriculum

**Directed Electives Required for Global Studies**
(choose 2 intermediate level classes for a total of 6 hours & must be the same language)

| | | |
|---|---|---|
| International Language | | 6 hours |

**Global Area Studies**
(Choose 4 classes for 12 hours) 12 hours

| | | |
|---|---|---|
| ANTH 1023 | Cultural Anthropology | 3 hours |
| HUMN 1013 | Exploring Cultural Diversity | 3 hours |
| GEOG 1123 | Human Geography | 3 hours |
| GEOG 2313 | World Regional Geography | 3 hours |
| ECON 2013 | Macroeconomics | 3 hours |
| CON 2023 | Microeconomics | 3 hours |
| PLSC 2803 | Intro to International Relations | 3 hours |
| SOCI 2033 | Social Problems | 3 hours |
| SOCI 2063 | Global Diversity | 3 hours |
| SOCI 2093 | Caribbean Societies | 3 hours |
| Special Topics Global Course | | 3 hours |
| **Total** | | **18 hours** |

**ECapstone Course**
(3 hours total)

| | |
|---|---|
| GLST 2003 Global Studies | 3 hours |
| GLST 2000 Global Practicum (Travel/Intern) | 0 |

The cost of participating in the study abroad program varies with each program. Please refer to the website for program fees.

### FINANCIAL AID

Most NorthWest Arkansas Community College study abroad programs are designed so that students who are eligible for financial aid can utilize that aid toward their study abroad program. Students should consult with a Financial Aid adviser once they have identified a program of interest to see what aid may be available. The Department of Financial Aid has more information.

Scholarships: Limited scholarships are available for students who qualify.

*For the most current and up to date information, refer to NWACC Risk Management for Study Abroad Policy (9009).*

## COLLEGE CREDIT FOR PRIOR WORK OR LEARNING

NorthWest Arkansas Community College supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. Credit for prior learning provides a means of recognizing alternative educational or experience-based learning that has been attained outside of the traditional college setting. Credit for prior learning may include learning acquired through employment, military training, advanced high school courses, and training sponsored by associations, business, government, and industry. Credit for prior learning is not awarded for experience but for college- level learning which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

*For the most current information, refer to NWACC Credit for Prior Learning Policy (3016).*

### METHODS FOR AWARDING CREDIT FOR PRIOR WORK OR LEARNING

#### Credit by Advanced Placement (AP)

NorthWest Arkansas Community College will accept Advanced Placement (AP) Credit based on a review and evaluation by the Dean of Academic Affairs of the student's score on Advanced Placement course examinations. The Advanced Placement Examinations are prepared by the Educational Testing Service of the College Board Programs. These examinations are administered after the AP course is offered in the upper level of high school. Courses are offered across a broad range of subject matter and are a full year of work at the college level. The AP Examinations "provide an uncommonly rigorous assessment of learning and are internationally recognized as assessment paradigms." College credit will be awarded for approved courses based on the indicated AP Examination score. A list of approved courses can be found on the NWACC website or may be obtained from the Division of Student Services. College credit for additional AP examinations will be evaluated by the Dean of the appropriate Academic Division and recommended to the Chief Academic Officer for approval.

#### Credit by International Baccalaureate (IB)

The International Baccalaureate (IB) program is a comprehensive and rigorous two-year high school curriculum offered in the United States and in 72 countries around the world. The IB program provides students with a balanced education, facilitates geographic and cultural mobility, and promotes international understanding through a shared academic experience. The IB program gives students the opportunity to pursue college-level studies while in upper secondary school and to receive credit for final examinations upon entering NWACC. The IB examinations are offered annually, usually in May, by high schools participating in this program. Students seeking credit for examinations must request that a final, official IB transcript of certificate or diploma results be sent by mail to the Office of the Registrar, One College Drive, Bentonville, AR 72712.

These materials may be requested from International Baccalaureate Americas, 200 Madison Avenue, Suite 2007, New York, NY 10016, (212) 696-4464.

#### Credit by College Level Examination Program (CLEP)

Up to 30 hours of credit may be accepted from CLEP examinations for test scores meeting a satisfactory level on the general examination and selected subject area examinations.

#### Credit by Defense Activity for Nontraditional Educational Support (DANTES/DSST)

NorthWest Arkansas Community College will accept credit for DSST exams based on a review and evaluation by the Dean of the appropriate Academic Division. Students must submit an official score transcript. Credit will only be awarded for courses which count toward certificate or degree requirements.

#### Credit by Examination

Credit by Examination will only be considered if reasonable proof can be provided indicating that the student has substantial education, training, and work experience related to the course for which an exam is requested. Credit will be granted for scores at or exceeding 80% for existing Career and Technical Education courses in the NWACC curriculum as recommended by the Dean of the appropriate Academic Division and approved by the Chief Academic Officer. There will be one opportunity to test out for credit for any given course. Credit by Examination will be awarded only after a student has completed twelve (12) college-level credit hours toward a one-year certificate or A.A.S. degree. The total credit hours granted to any one student through Credit by Examination toward an A.A.S. degree or certificate is 50% of credits required.

#### Credit for GED College Ready Scores

Following the Guidance of the American Council on Education Credit Recommendation Service, NWACC will accept GED scores for college level placement.

Students scoring 165-174 on the GED College Ready exam are eligible to start college-level courses.

Students scoring 175-200 demonstrate skills taught in college level courses and will be awarded the following Prior Learning credits:

- 1 Hour Humanities Elective (Reasoning through Language Arts Test)
- MATH 1203 College Algebra (Mathematical Reasoning Test)
- PSYC 1003 Successful First Year Student (Social Science Test)
- ANTH 1013 Intro to Biological Anthropology (Science Test)

#### Credit by Certification

Credit by Certification will be limited to NWACC Associate of Applied Science degrees and certificate programs that have related industry-standard certification or formal apprenticeship training. Credit by Certification will only be considered after the student has applied for admission and provided a completed Application for Credit by Certification accompanied by documentation of successfully passing a certified training program. Credit by Certification will be awarded in accordance with American Council on Education recommendations as published in the National Guide to Educational Credit for Testing. Programs and/or other recognized accrediting bodies approved by the Chief Academic Officer. Credit by Certification will only be awarded after the student has completed

12 college-level credit hours with a grade of C or better and has a cumulative GPA of 2.0, in coursework specific to the degree being sought at NWACC and appropriate fees have been paid. The total credit hours granted to any one student through Credit by Certification toward an A.A.S. degree or certificate is 50% of credits required. Credit by Certification will be awarded only when it relates specifically to a program of study at NWACC.

Credit by Certification most likely will not transfer to a four-year institution. Transfer of Credit by Certification to a four-year institution is not guaranteed by NWACC. Credit cannot be awarded toward the completion of an Associate of Arts or Associate of Science Degree.

## CLEP CREDIT CHART

| CLEP Examinations Approved and Accepted by NWACC | NWACC Course Equivalent | Minimum Computer-Based Test Scores ** | NWACC Credit Hours |
|---|---|---|---|
| American National Government | PLSC 2003 | 50 | 3 |
| Biology | BIOL 1544 | 50 | 4 |
| Calculus | MATH 2554 | 65 | 4 |
| Chemistry | CHEM 1104 & 1124 | 55 | 8 |
| College Mathematics | MATH 1103 | 56 | 3 |
| Pre-Calculus | MATH 1285 | 56 | 3 |
| College Algebra | MATH 1204 | 54 | 4 |
| College Composition | ENGL 1013 & 1023 | 50 | 6 |
| English Literature | ENGL 2113 & 2123 | 50 | 6 |
| American Literature | ENGL 2213 & 2223 | 50 | 6 |
| Foreign Language French | FREN 1003 & 1013 | 50 | 6 |
| Foreign Language French | FREN 2003 & 2013 | 62 | 12 |
| Foreign Language German | GERM 1003 & 1013 | 50 | 6 |
| Foreign Language German | GERM 2003 & 2013 | 63 | 12 |
| Foreign Language Spanish | SPAN 1003 & 1013 | 50 | 6 |
| Foreign Language Spanish | SPAN 2003 & 2013 | 66 | 12 |
| Human Growth & Development | PSYC 2103 | 63 | 3 |
| Introductory Business Law | BLAW 2013 | 50 | 3 |
| Introductory Psychology | PSYC 2003 | 55 | 3 |
| Introductory Sociology | SOCI 2013 | 59 | 3 |
| Financial Accounting | ACCT 2013 & 2023 | 54 | 6 |
| Principles of Macroeconomics | ECON 2013 | 54 | 3 |
| Principles of Marketing | BADM 2633 | 50 | 3 |
| Principles of Microeconomics | ECON 2023 | 54 | 3 |
| US History I | HIST 2003 | 50 | 3 |
| US History II | HIST 2013 | 50 | 3 |
| Western Civilization I | HIST 1003 | 60 | 3 |
| Western Civilization II | HIST 1013 | 60 | 3 |

*** Transfer of CLEP credit is subject to individual institutional guidelines. For CLEP information visit http://clep.collegeboard.org/*

## DANTES SUBJECT STANDARDIZED TESTS (DSST)

| DSST EXAMS Accepted at NWACC | NWACC Course Equivalent | Minimum Paper-Based Test Scores * | Minimum Computer-Based Test Scores * | NWACC Credit Hours |
|---|---|---|---|---|
| College Algebra | MATH 1203 | NA | 400 | 4 |
| Art of Western World | ARHS 2913 | NA | 400 | 3 |
| Art of Western World | ARHS 2923 | NA | 434 | 3 |
| Human/Cultural Geography | GEOG 1123 | NA | 400 | 3 |
| Intro to Law Enforcement | CMJS 2003 | NA | 400 | 3 |
| Criminal Justice | CMJS 2013 | NA | 400 | 3 |
| Intro to World Religion | PHIL 2033 | NA | 400 | 3 |
| Technical Writing* | ENGL 2013 | NA | 400 | 3 |
| General Anthropology | ANTH 1013 | NA | 400 | 3 |
| History of the Vietnam War | HIST 2063 | NA | 400 | 3 |
| Public Speaking | COMM 1303 | NA | 400 | 3 |

**Verified with department essay.*

## INTERNATIONAL BACCALAUREATE

| EXAM | NWACC COURSE | SCORE |
|---|---|---|
| Anthropology | ANTH 1023 | 4-7 SL or HL |
| Biology | BIOL 1544 | 4-5 HL |
| Biology | BIOL 1544H | 6-7 HL |
| Chemistry | CHEM 1104 & 1124 | 5-7 HL |
| Computer Science | PROG 1003 & 1203 (Pending Dept. Exam) | 4-7 HL |
| Economics | ECON 2013 & 2023 | 5-7 HL |
| English | ENGL 1013 | 4-7 SL or 4-5 HL |
| English | ENGL 1023 | 6-7 HL |
| Geography | GEOG 1123 | 4-7 SL or HL |
| History (World) | HIST 1033 & 1043 | 4,5 HL |
| History (World) | HIST 1033H & 1043H | 6,7 HL |
| History (U.S) | HIST 2003 or 2013 | 4 HL |
| History (U.S) | HIST 2003 & 2013 | 5-7 HL |
| Mathematics | MATH 1285 & 2554 | 5 HL |
| Philosophy | PHIL 2003 | 4-7 SL or 4-5 HL |
| Philosophy | PHIL 2003H | 6-7 HL |
| Physics | PHYS 2014 & 2034 | 6-7 HL |
| Psychology | PSYC 2003 | 4-7 SL or HL |

### Credit by Credential

Students who have a current nationally-recognized credential may be awarded college credit toward an Associate of Applied Science degree in a related program. The credit hours are awarded on the basis of competencies the individual has gained in the process of achieving the national credential. The following guidelines apply to the granting of college credit to students with a current national credential. The individual will:

- Meet all criteria for admissions as specified in the College catalog;
- Make application to the Dean of the appropriate Academic Division for college credit by current credential;
- Provide official documentation of his or her current nationally-recognized credential to the College at the time of the application for credit;
- Complete 12 credit hours of NWACC courses in the related Associate of Applied Science degree before the credit for the credential will be placed on the individual's official NWACC transcript. Specific programs may have additional coursework requirements prior to the award of credit by credential. The individual's credential must remain current and be documented at the time this credit is awarded.

Credit by Examination will be awarded only after a student has completed twelve (12) college-level credit hours toward a one-year certificate or A.A.S. degree. The total credit hours granted to any one student through Credit by Examination toward an A.A.S. degree or certificate is 50% of credits required.

### Credit by Military

Veterans may receive academic credit for military/ educational training earned while serving in the armed forces based on evaluation and recommendation from the American Council on Education (ACE). Veterans requesting credit for military experience must submit an official copy of their ACE transcript to the NWACC Office for Veterans Resources. This information will then be sent to the Dean of the appropriate Academic Division and evaluated. Credit will only be awarded for courses which count toward certificate or degree requirements.

### Other

NWACC may consider other nontraditional learning experiences, such as internships and learning experiences attained through business or industrial training programs, on a case by case basis. The Dean of the appropriate Academic Division will work with the appropriate subject area coordinator and faculty to provide a recommendation to the Chief Academic Officer who will determine if credit for prior learning should be awarded.

### STANDARDS FOR AWARDING CREDIT - CREDIT FROM PRIOR LEARNING

- Academic credit will be awarded only for those courses directly applicable to curriculum requirements and to the student's declared certificate or degree program as outlined in NWACC publications.
- Certain institutional requirements, such as the residency requirement, are not able to be fulfilled through credit for prior learning.
- All work assessed for credit for prior learning must meet or exceed designated scores or competency levels.
- Time limits and credit hour caps may exist and vary by method for awarding credit for prior learning.
- Unless otherwise noted, at least one credit hour must be successfully completed and transcribed into the student's records before any credit for prior learning can be awarded, applicable to the degree program at NWAC.

- If credit for prior learning is applied to degree requirements, transferability to other institutions may be affected. Students should consult an advisor or designated faculty/staff member at the target transfer college for details.
- Prior learning experiences shall be evaluated only if requested by the student.
- Certain fees may be attached with credit for prior learning.
- Minimum credit hour requirements for the degree must be satisfied.

## DISTANCE LEARNING

NorthWest Arkansas Community College maximizes student access to courses and supports student success. Online and hybrid courses use a variety of technologies and methods to facilitate communication and interaction between the instructor and students.

*For institutional policy, refer to NWACC Distance Learning Policy (3015)*.

### ONLINE COURSES

Online courses use a secure course management system that is available using a web browser. Some classes have course materials included online. All NWACC online classes require class participation; they are not self-paced. Some classes may have requirements such as proctored testing or local field trips. Online courses are identified with "W" in the section column of the course schedule, and are charged an additional $43 distance learning fee per class.

### HYBRID COURSES

Hybrid Courses have both on-campus meeting times and online course work. A hybrid course will usually have fewer on-campus meetings than a traditional course. Like fully online classes, hybrid courses will utilize a secure course management system for the online portion of the class. Hybrid courses are identified with "Y" in the section column of the course schedule, and are charged an additional $22 distance learning fee.

### ONLINE DEGREES

NWACC offers three degrees that students can complete online:

*Associate of Arts*: A two-year transfer degree designed to prepare students for Bachelor of Arts programs of study. This degree may be completed in an accelerated format, or the student may select from online course options using the standard A.A. transfer degree plan.

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

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

It is also possible to take online courses for other degrees, but this will vary by the degree plan.

### ACADEMIC AND STUDENT SUPPORT

NWACC offers a wide range of online services for students, including online tutoring, Library resources, advising, registration, and technical support. More information may be found within the NWACC Academic Resources within Canvas.

### ONLINE OUT-OF-STATE STUDENT INFORMATION

Students who reside outside of Arkansas and wish to enroll in distance learning courses or an online program of study should be aware of different requirements related to non-residents. This includes programs that lead to licensure and grievance procedures for other states. More information for Out-of-State Students can be found within Canvas. NWACC Distance Learning can be contacted at online@nwacc.edu.

## EAST/EMPACTS (EDUCATIONALLY MANAGED PROJECTS ADVANCING CURRICULUM, TECHNOLOGY AND SERVICE)

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

Overall program learning outcomes:

- Promote deeper, self-directed learning of course content.
- Engage learners in active , project-based learning through application of course content to real world, community based problems (service learning).
- Develop/refine critical thinking skills of learners through collaboration in service learning projects.
- Improve communication skills through oral and written presentations.
- Develop networking and interpersonal skills through collaboration with various constituencies including peers, faculty, staff, and community contacts.
- Professionalize learners to enhance opportunities for learning, employment and success after graduation.
- Develop network of internal and external educational partners within the community.

Course applications of EAST/EMPACTS at NWACC:

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

# EARLY COLLEGE EXPERIENCE

Part of NWACC's mission is to provide educational opportunities for high school students living within NWACC's service area. NWACC provides several opportunities for students to earn both high school credit in career and technical programs and college credit in general education.

## ON-CAMPUS CONCURRENT ENROLLMENT

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

**Who:** Students in 9th - 12th grades

**Where:** Any NWACC location

**Must have:** High school GPA

3.0 for transfer or general education courses

2.0 for career and technical classes leading to an Associate of Applied Science

Appropriate placement test scores

**How to register:** Contact Bentonville Campus at (479) 986-4008 or the Washington County Center in Springdale at (479) 927-3330 or (479) 936-5131. For the most current and up to date information, see NWACC High School.

## HIGH SCHOOL BASED CONCURRENT ENROLLMENT

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

**Who:** Students in 9th - 12th grades

**Must have:** High school GPA

3.0 for transfer or general education courses

2.0 for career and technical classes leading to an Associate of Applied Science

Appropriate placement test scores

**How to register:** Visit your high school counseling office. High schools request courses each spring to be offered on their campus for the following academic year. For a list of classes at your school visit your high school counselor or find the current NWACC High School Based Concurrent Enrollment Information on their website.

Common course offerings include:

| | |
|---|---|
| ACCT 2013 | Principles of Accounting |
| ENGL 1013 | English Composition I |
| ENGL 1023 | English Composition II |
| ENGL 2213 | Survey of World Literature to 1650 |
| ENGL 2223 | Survey of World Literature from 1650 |
| HIST 1033 | World Civilization to 1500 |
| HIST 1043 | World Civilization since 1500 |
| HIST 2003 | History of the American People to 1877 |
| HIST 2013 | History of the American People since 1877 |
| MATH 1203 | College Algebra |
| MATH 1213 | Plane Trigonometry |
| MATH 2053 | Finite Math |
| PHYS 2014 | College Physics |

## CAREER AND TECHNICAL PROGRAM

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

**Program and Location:**

Criminal Justice in Farmington and Bentonville

Dental Assisting in Farmington and Bentonville

HVAC in Gravette

Certified Nursing Assistant and Patient Care Assistant in Farmington, Bentonville, and Don Tyson School of Innovation

**Must have:** High school GPA

2.0 for career and technical classes leading to an Associate of Applied Science

Appropriate placement test scores

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

## CAREER AND TECHNICAL PROGRAMS OF STUDY

### CRIMINAL JUSTICE

*(High School and College Credit)*

This fast-growing profession offers employment opportunities concentrated in law enforcement, corrections, and private security. Students gain an overview of law enforcement and employment options.

Students will earn both high school and college credit at the same time. Courses prepare students to seek employment in law enforcement or private security upon graduation from high school. Career opportunities include crime scene technician and photographer, evidence/property and fingerprint technician, corrections officer, private secretary, emergency telecommunications, police, state police and deputy sheriff officer, prosecuting attorney and many others.

For college bound students, the Early College Experience complements the transition to two-year or four-year degree programs. Students participating in the Criminal Justice program can earn up to 18 college credit hours in criminal justice and Certificate in Proficiency in Law Enforcement.

### HVAC

*(High School and College Credit)*

The **HVAC Program** provides training to students interested in a career in HVAC, or those currently working in the trade seeking to improve their knowledge. This program provides knowledge and skills relevant to HVAC technicians, and incorporates energy efficiency and green installation techniques. The coursework can help prepare students for the EPA Exam; and we do offer participants the opportunity to take the exam during their time in the program. The courses combine classroom and hands-on lab experience taught by qualified experts in the trade (on the job hours not required). Students earn 12 college credit hours after successful completion of the HVAC Program.

### MEDICAL PROFESSIONS/CERTIFIED NURSING ASSISTANT/ PATIENT CARE ASSISTANT

*(High School and College Credit)*

#### Certified Nursing Assistant (CNA)

The Medical Professions field offers expanding career opportunities in response to the growing needs of a rapidly aging population.

This one-semester course follows the Arkansas Office of Long Term Care Facility Nursing Assistant Training Curriculum. Interested students should have completed Intro to Medical Professions, Medical Terminology, and Human Anatomy and Physiology. This course offers advanced medical procedures, nurse assistant skills,

direct patient care and provides clinical training in area long term care facilities. After successful completion of the class, the student is eligible to take the Nurse Assistant Certification Exam. Students who complete the course successfully will receive 3 hours of college credit from NWACC.

**Career Opportunities:**

Certified Nursing Assistant

Emergency Medical Technician

Nurse, Physical Therapist

Occupational Therapist

Medicine, Dentistry

Veterinary Medicine

Nutrition and Dietetics

### Patient Care Assistant (PCA+)

The PCA Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and that possess the knowledge, skills, and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area hospitals. Prerequisite is Certified Nursing Assistant.

The goal of the PCA program is to meet the individual needs of healthcare providers while ensuring program participants receive training in marketable, competitive and life enhancing skills.

**Career Opportunities:**

Hospitals

Physician Offices

Assisted Living organizations

Long-term care facilities

Long-term acute care facilities

Home health care

Hospice care

### MEDICAL PROFESSIONS/DENTAL ASSISTANT
*(High School and College Credit)*

Dentistry, a sub specialty of medical professions, includes many disciplines and specialties. The public's increased awareness of dental health insures many employment opportunities. The Dental Assisting Program works with the Fayetteville Youth Dental Program, to provide hands-on training for students in basic Dental Sciences, while providing much needed dental care to qualifying students.

Career opportunities include chair side dental assistant, dental equipment technician, laboratory dental assistant, dental laboratory technician, office assistant, dental hygienist, dental sales representative, and dentist. The most current NWACC High School Career and Technical Information provides a complete list of program courses.

### STUDENT ORGANIZATIONS

Career and Technical Students are required by the frameworks to learn about their technical student organization. These organizations provide opportunities for competitions against other students in the state and nation. The competitions usually involve real-world experiences in their chosen profession. Find the most current Arkansas Department of Career Education Information on their website.

# WORKFORCE & ECONOMIC DEVELOPMENT

NWACC's Workforce and Economic Development (WED) provides innovative educational solutions for industry training and personal and professional enrichment. Our strategic training enables community members and organizations to adapt to a rapidly changing global business environment. In addition, WED offers hands-on training and experience-based learning in the skilled-trades to accommodate the rise in demand for skilled workers.

Workforce and Economic Development works with individuals, teams, and organizations to provide strategic training and a competitive, workforce-ready advantage through the upskilling of every level of worker. The types of training that Workforce and Economic Development offers are as diverse as the industry needs represented in NWA today, and our primary goal is to empower the greatest number of people to achieve maximum talent development for the betterment of themselves, their families, and their communities.

## INDUSTRY SOLUTIONS: DEVELOPING TALENT ON DEMAND.

### STRATEGIC VISION

Top-performing organizations have one critical thing in common: motivated individuals who are connected to a clear strategic vision and prepared to achieve. From entry level to highly proficient, WED 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 these gaps.

### DATA-DRIVEN NEEDS ASSESSMENT

For organizations, WED 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. WED is committed to understanding and maintaining knowledge of industry trends and requirements present and future, tailoring available training to comply with industry standards.

### TARGETED RESULTS

WED helps organizations 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.

### NATIONAL TRAINING AND PARTNERSHIPS

WED also provides training on a national scale through our Institute for Corporate and Public Safety, which is funded in part by the Department of Homeland Security, as well as national and international customized training through our affiliation with the Global Corporate College. Likewise, WED hosts Retail and Supplier Education programming that produces Certified Retail Analysts as well as multiple pathways into the global vendor and supplier communities.

Our partnerships include world leaders that help organizations translate business strategies into business results by developing the skills and performance of their people.

### FLEXIBLE PROGRAMS

WED has a variety of course delivery options for client organizations: instructor-led onsite training at the Shewmaker Center for Workforce Technologies on the Bentonville campus, at the employer's location, or at other offsite locations, as well as web-based multimedia training, webinars, and blended learning approaches.

## PROFESSIONAL DEVELOPMENT SOLUTIONS

### CUSTOMIZED LEARNING SOLUTIONS FOR PROFESSIONAL AND PERSONAL

WED offers courses and programs for every type of worker, from entry-level to executive leadership, that allow individuals to build and improve trade skills while maximizing career opportunities and income. Skills may include improved customer service, time management, productivity and preparation for in-demand jobs.

### ACCESSIBLE COURSES

Individuals can take WED courses onsite at the Bentonville campus and online. Online courses may include multimedia training, webinars, and blended learning approaches.

WED courses are non-credit and do not require college admission for individuals. Our accelerated classes begin throughout the year and last from a few hours to several months in length. Registration is continuous, and new course offerings are added frequently.

Feel free to view our schedule of classes online at NWACC Workforce and Economic Development

## DESIGN THINKING

### INTEGRATED DESIGN LAB

As the design and construction industries grow in Northwest Arkansas, WED, Construction, and Visual Arts have partnered to offer students a Technical Certificate in Integrated Design option that provides strong foundations in creative entrepreneurial ideas and design-thinking principles. An emerging trend both nationally and locally across industries is the demand for trained workers with strong design-related skills. Industries today seek potential workers with strong design skills including an ability to articulate an abstract design into an effective and efficiently built product.

Creators in the new state-of-the-art Integrated Design Lab on the Bentonville campus will work in a space that supports sculptures, ceramics, a Fab Lab with 3D printers, a CNC router, laser cutting equipment, and other tools that promote innovation. The IDL is an anchor and a catalyst for regional design, fabrication and construction ecosystems.

## 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 work-force; incumbent workers; transitional workers; and entrepreneurs. Workforce-related career credit 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. Associate of Applied Science degree: Credit program that is awarded for the completion of the Construction Technology program. For more information, contact (479)936-5175.

### PROFESSIONAL DEVELOPMENT CLASSES

These classes cater to individuals seeking to obtain or improve skills in a specific subject area or to complete profession-related CEU requirements. For more information, contact (479) 936-5175.

### 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 eligible to take State licensing exams (Electrical and Plumbing) or become certified in their trade (HVAC).

### RETAIL & SUPPLIER EDUCATION PROGRAMS

These unique programs meet the area's growing need for retail industry professionals to meet the needs of Walmart and the NWA supplier community. These programs include the following:

Certified Retail Analyst Program helps individuals with limited or no analyst experience gain the skills necessary to enter the retail analyst industry and be successful in this field utilizing Walmart's proprietary system, Retail Link. For more information, contact retail@nwacc.edu or call (479) 936-5171 (see Workforce Certificate Programs section, which follows).

Advanced Retail Industry Training is aimed at providing training solutions for existing retail professionals to enable them to keep pace with the rapidly changing industry needs and to improve their retail knowledge and advance in their careers. Some of these include training in ProSpace, Retail Link, Accounting and Deductions, Supply Chain fundamentals, OTIF and Tableau Data Visualization Analytics.

### CONSTRUCTION TECHNOLOGY

This credit program offers an Associate of Applied Science degree. Classes are held on campus and involve classroom work as well as hands-on training. For more information, contact (479) 936-5175.

## WORKFORCE AND ECONOMIC DEVELOPMENT POLICIES AND PROCEDURES

### REGISTRATION AND PAYMENT POLICIES AND PROCEDURES

The registration process for Workforce classes varies depending on the program. Online classes and some seated classes have online enrollment, however the Apprenticeship classes require in-person registration. The Certified Retail Analyst program requires advising and initial in-person registration. Individuals may pay for tuition and fees in full, sign up for a TouchNet Student Payment Plan online, or provide Employer information for invoicing at the time of registration.

#### Registration FAQ's

Registration is not allowed by mail or phone and due to program variation, registration processes may be online or held in person. For questions on registration processes, please contact us at (479) 936-5107.

***In-Person Registration***: Visit us from 8:00 am to 4:00 pm, Monday through Friday, at the Shewmaker Center for Workforce Technologies, at the following location: 1100 SE Eagle Way in Bentonville. During our summer efficiency schedule, the college is closed on Fridays.

***Online Registration***: For business and professional development classes, visit NWACC Workforce and Economic Development, click on "Training Courses", select a training category, then follow the prompts to register and pay online.

#### Retail & Supplier Education Registration Policies and Procedures

Individuals interested in registering for these programs should email retail@nwacc.edu or call (479) 936-5171 to make sure they have met their prerequisites and submitted the required documents prior to registration.

#### Apprenticeship Program Registration Policies and Procedures

All apprentices must have employment sponsorship with a licensed Arkansas Masters of the trade to register into Apprenticeship Programs. Registration is required within 30 days of employment. To attend classes, all apprentices must register and pay associated tuition and fees for the program each year at the Shewmaker Center for Workforce Technologies (Workforce and Economic Development Division) on the NWACC Bentonville campus. Past due balances will need to be reconciled with the Treasurer's office before registration into the program can be processed. If an employer agrees to pay tuition while you are in their employment and employment ends with that employer, it is the student's responsibility to notify the Building Sciences Program Coordinator and relay work status information. It is also the Apprentice's responsibility to notify the Program Coordinator of an employment change or an intent to continue school in the interim, and then make arrangements for payment with the Workforce and Economic Development Registrar, if applicable. Students must notify the Program Director or Coordinator of potential previous experience credit or programs previously attended at the time of registration.

#### Apprenticeship Program Payment Policies and Procedures

The cost for the Apprenticeship Programs is $685 per year for Electrical and $650 per year for Plumbing. Included in this tuition is a $35 fee for application and license for Electrical apprentices, and a $50 fee for Plumbing apprentices. A Payment Plan is available, allowing for a down payment and auto-drafted payments withdrawn on a monthly basis. Early registration allows for smaller monthly payments. The processing fee for the TouchNet Payment Plan is $30 per semester and is non-refundable. Contact the Workforce Registrar for further information at (479) 936-5107. Tuitions and refunds are processed on a pro-rated basis throughout the Apprenticeship term.

#### TouchNet Student Payment Plan

The Student Payment Plan is available each semester for all programs and gives individuals a convenient, interest-free way to budget tuition and fees. TouchNet is available for individuals registering in any class or combination of classes totaling $75 or more at time of registration. Individuals may enroll in a TouchNet Payment Plan at the time of registration or at any time prior to the start date of their class. However, Apprenticeship students will not have a license ordered until payment arrangements are in place. Individuals will receive a confirmation of enrollment in a Payment Plan by e-mail (NWACC) or a receipt/printout at the time of enrollment. Payments are processed via a credit card or automatic bank payments from a student or parent's checking or savings account. The earlier the student enrolls for a payment plan, the more payment options are available to the student. TouchNet is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by TouchNet on the unpaid balance. There is a $30 per registration, non-refundable, enrollment fee. Failed ACH/e-Check payments on the plan will result in a $25 return fee being added to your NWACC account. Failed payments via a credit/debit card will continue to process daily until it is successful in receiving the payment.

#### Third Party Payment

If a third party (employer or a government agency) will be paying tuition and fees on behalf of a student directly to NWACC, a Letter of Authorization or Letter of Intent to bill the employer or agency must be received prior to class start. The Treasurer's office will bill the employer or agency once the authorization or signed Letter of Intent has been received. Any part of the tuition and fees not covered by the third party must be paid at the time of registration by the student or a TouchNet payment plan can be set up for the

remainder of unpaid tuition and fees. Note: An individual may NOT be invoiced as a third party. For questions regarding third party billing, please call the Workforce Registrar's office at (479) 936-5107.

**Payment by Scholarship**

Payment arrangements are due at the time of registration. The student may be reimbursed once scholarship or benefits have been received by cashier. Individuals receiving an EXTERNAL scholarship, must provide an award letter to the Workforce office upon registration. For more information about payments via a scholarship, please contact (479) 936-5107.

**Cancelled Classes**

Individuals who are enrolled in classes that have been cancelled will receive a 100% credit/refund of tuition and fees for the cancelled classes, minus the TouchNet payment fee, if applicable. Although every attempt will be made to contact you in the event a class is cancelled, it is your responsibility to check on the status of your class prior to attending. Due to State mandated regulations for the Apprenticeship programs, classes will be held throughout the yearly term. In the event of college closings or instructor absences, make-up classes will be made available to students.

**Refunds**

Students may be eligible for a refund if they officially drop from classes within the specified refund periods (see specific program refund policies). An official drop is completed when the Enrollment Specialist or Program Director has been properly notified and a drop form has been processed. If tuition and fees were paid in cash, check a check will be mailed to the student. If the student enrolls in a Payment plan, they may choose for the refund to be credited back to their savings or checking account.

*Apprenticeship Program Refund Policy*

Full refunds will be issued, (less $35 registration fee for Electrical and $50 for Plumbing), for drop requests received prior to the first class meeting. After the first class meeting, refunds will be issued on a pro-rated basis. No refunds after April 1st.

**Returned Checks**

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

**Drop/Add/Withdrawals**

A request to drop or add classes must be made no later than 3 business days prior to the first class meeting. This does not include the Apprenticeship Programs. Contact the Program Coordinator or Workforce Registrar for Apprenticeship drop dates and refund amounts. A drop/add request may be made by email. Be specific about the classes and include your name and phone number. Email requests for Apprenticeship programs to: buildingsciences@nwacc.edu. Email requests to workforce@nwacc.edu for Business and Professional Development classes. For Retail and Supplier Education classes, email to retail@nwacc.edu. Drop/adds for the Construction Technology program may be made online through the NWACC Student Portal. For questions on Drop/Add/Withdrawals call (479) 936-5175.

**Retail & Supplier Education Withdrawal Policy**

Refer to the Workforce and Economic Development academic calendar for last date to withdraw from Certified Retail Analyst Program classes.

**Apprenticeship Programs Drop/Add Policy**

Apprentices may drop from the program at any time by notifying the Coordinator's or Registrar's Office. Apprentices who have excessive absenteeism may be subject to being dropped from the program with the potential of no credit given. Apprentices who have been dropped from the program must apply for reinstatement into the program with the Program Advisory Committee.

**Transfers and Substitutions**

Transfers are made based on seat availability. Companies sending employees to a class will have the option to register a substitute and have a previously registered employee removed from the class roster before the class meets for the first time. Request may be made by fax (479) 936-5198 or email cladmissions@nwacc.edu.

**Grading Policy**

Individuals will receive an "S" or "U" grade in each course for satisfactory or unsatisfactory completion, respectively.

An unsatisfactory grade results in no Continuing Education Units being awarded. Individuals who are working toward a career certificate must earn an "S" in all required or elective courses to achieve certificate completion. This applies to Apprenticeship programs, Skilled Trade, Professional Development classes and Certificate Programs.

**Retail & Supplier Education Grading Policy**

Individuals enrolled in the Certified Retail Analyst Program will receive a grade of A, B, C, D, or F, based on a 10-point grading scale, where 90-100=A, 80-89=B, 70-79=C, 60-69=D, and 59 and below=F. A grade of C or better for all classes is required for successful course completion. Individuals are graded based upon course work, exams, projects, participation, and attendance. Individuals must also receive a grade of C or better in the Retail Analytical Techniques class in order to receive certifications a Certified Retail Analyst.

**Apprenticeship Programs Grading Policy**

Grading is based on 70% overall = passing. The overall 70% is based on 70% classroom work, quizzes, exams, lab work, participation, and 30% attendance. Apprentices not making a 70% overall grade may be required to repeat the year and/ or class hours not credited towards their completion. Those wanting to appeal grades can submit a request for review, in writing, to the Program Advisory Committee.

## WORKFORCE AND ECONOMIC DEVELOPMENT PROGRAMS

### CONSTRUCTION TECHNOLOGY

**A.A.S Degree Length**: 60 Credit Hours

**Degree Description:** This degree will focus on training today's building construction professionals seeking initial employment or internal advancement. Designed by local industry advisors, completers of this degree program will gain the skills and credentials needed to enter the vibrant construction industry.

**Required Courses:** (See Associate of Applied Science in Construction Technology in the degree section of this catalog)

### PLUMBING APPRENTICESHIP PROGRAM

**Program Length:** 4 Years – 640 Classroom Hours

**Curriculum Description:** The program provides expert training to students seeking a career in Plumbing. The Apprenticeship program is a 4-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hours (160 contact hrs./year) as well as on-the-job training hours (2000/year). The classes are held one night per week for four hours. The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of

640 classroom hours and 8000 hours of on-the-job training, the student will be eligible to take the Journeyman Plumbing Exam, administered by the State of Arkansas.

**Prerequisites:** Students must be 18 years of age, employed with a company, and placed under the supervision of another employee who holds a Master Plumbing License in the State of Arkansas.

**Required Courses:**

Plumbing Apprenticeship Level 1 - 160 hrs.

Plumbing Apprenticeship Level 2 - 160 hrs.

Plumbing Apprenticeship Level 3 - 160 hrs.

Plumbing Apprenticeship Level 4 - 160 hrs.

### ELECTRICAL APPRENTICESHIP PROGRAM

**Program Length:** 4 Years-576 Classroom Hours

**Curriculum Description:** The program provides expert training to students seeking a career in Electricity. The Apprenticeship program is a four-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hours (144 contact hours/year) as well as on-the-job training hours (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 576 contact hours and 8000 hours of on-the-job training the student will be eligible to take the Journeyman Electrician Exam, administered by the State of Arkansas.

**Prerequisites:** Students must be 18 years of age and employed with an electrical contractor in the state of Arkansas.

### CERTIFIED FIBER OPTIC TECHNICIAN (CFOT)

**Course Length:** 24 Contact Hours

**Curriculum Description:** This introductory class is designed for anyone interested in becoming a Certified Fiber Optics Technician. The training combines theory and 85% hands-on activities to prepare the student to take the CFOT test that is sanctioned by the Fiber Optics Association (FOA). This course includes: how to identify fiber types; the introduction of industry standards governing FTTD and FTTH (Fiber To The Desk and Home); recognizing various connectors used in fiber installation; proper testing of installed fiber cable to existing standards.

Course fee includes all books, study materials, and CD. BICSI recognizes this Course for the following Continuing Education Credits (CECs): 21 RCDD & 12 for INS, Level 2/Technician.

### CERTIFIED FIBER OPTICS SPECIALIST IN TESTING AND MAINTENANCE (CFOS/T)

**Course Length:** 16 Contact Hours

**Prerequisites:** Certified Fiber Optics Technician course.

**Curriculum Description:** This course offers advanced training in the testing and maintenance of fiber optic networks. The program explains the variety of testing standards, equipment, and technological approaches used in fiber optic testing and splicing, and how to choose among them. The course is 75% hands-on, exploring the overall spectrum of testing and maintenance of single and multi- mode fiber optics networks. Subject matter includes:

- ANSI/ TIA/EIA-526-14(7)A
- OTDR fundamentals and uses
- Return Loss Testing
- Attenuation testing using the Power Source and Light Meter

This course prepares you for the Advanced Fiber Optics Certification exam, given at the end of class, and is sanctioned by the Fiber Optics Association (FOA). Prerequisite: CFOT course completion or other fiber optics training course within preceding 6 months, or 1 year fiber optics related experience. There is an exam available to "test out" of the basic CFOT requirement for a $145

Course fee includes all study materials, consumables, manuals, and PC-Based OTDR Simulator. BICSI Recognizes this Course for the Following Continuing Education Credits (CECs): 14 RCDD and 12 for INS, Level 2/Technician.

### CERTIFIED FIBER OPTIC SPLICING SPECIALIST (CFOS/S)

**Course Length:** 16 Contact Hours

**Prerequisites:** Certified Fiber Optics Technician course.

**Curriculum Description:** This program explains the importance of high performance splicing and details the points necessary to achieve these splices. An overview of OTDR functions and trace understanding is also provided. 85% hands-on activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor's discretion during these hands-on sessions along with fiber optics enclosures and splice trays. As a student in this class, you will be responsible for:

- successfully making and testing both mechanical and fusion splices
- correctly and efficiently installing spliced fibers into splice trays and enclosures and achieve a splice loss of less than 0.15 dB for all splices
- demonstrating proficiency in interpretation of splice loss using OTDR splice traces

This course prepares you for the Advanced Fiber Optics Certification exam, given at the end of class, and is sanctioned by the Fiber Optics Association (FOA). Prerequisite: CFOT course completion or other fiber optics training course within preceding 6 months, or 1 year fiber optics related experience. There is an exam available to "test out" of the basic CFOT requirement for a $145 fee.

This program is approved for BICSI CECs (Continuing Education Credits): RCDD 14 CECs and INS, Level 2/Technician CECs – 14.

### CERTIFIED FIBER OPTIC TECHNICIAN OUTSIDE PLANT (CFOS/O)

**Certificate Course Length:** 16 Hours

**Prerequisites:** CFOT course completion within the preceding 12 months or have renewed their FOA membership within that timeframe prior to attending the courses.

**Curriculum Description:** This 2-day specialist course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics cabling. This is an add-on course to the FOA portfolio and can be taken concurrently with the CFOT course. Course topics include:

- how to properly identify OSP fiber cabling types
- recognizing various outside plant closures used in OSP fiber installation
- how to install, prepare, terminate, splice, test and troubleshoot installed OSP fiber cable

This course prepares you to take the CFOS/O exam, given and graded at the end of the class, and sanctioned by the FOA.

Course fee includes study materials, text book, CD and exams. NOTE: The student must pass both the written and hands-on exams to successfully pass this course. This course is accredited by BICSI for CECs: RCDD20, RITP-20, OSP-20, INST2 (Copper/Fiber)-15, Technician-18, Certified Trainer-20. NOTE: This class will meet the prerequisite requirements for the CFOS/T, Specialist in Testing & Maintenance and the CFOS/S, Specialist in Splicing courses.

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROGRAM

**Program Length:** 18 Months - 324 Contact Hours

**Curriculum Description:** This Heating, Ventilation, Air-Conditioning course is conducted over three semesters and utilizes both classroom and hands-on training taught by qualified experts in the trade. Students learn theory, tools and equipment of the trade, energy efficiency and green installation techniques, safety, and trouble-shooting. This course is designed for individuals seeking skills to enter the HVAC industry and for those wanting to expand their knowledge of the trade. Students will have the opportunity to take the EPA exam during the HVAC Level III class during regularly scheduled class hour, at no additional cost. This includes a study text, instruction, and exam. Course must be taken in the order listed.

**Required Course**

| | |
|---|---|
| HVAC-Level I | 108 hrs. |
| HVAC-Level II | 108 hrs. |
| HVAC-Level III | 108 hrs. |

## CERTIFIED RETAIL ANALYST CERTIFICATE

**Program Length:** 360 Contact Hours

**Curriculum Description:** Combine advanced computer skills with an understanding of today's retail business. This competency-based program teaches the fundamentals of retail analysis that lead to sales and market-share growth. It focuses on the development skillsets such as technical, communication, problem solving, as well as critical and strategic thought processes to ensure student success in career endeavors. Well recognized, respected and supported in the Walmart supplier community. Local industry experts, emphasizing practical business application of day in the life analytical applications to ensure you gain the stills to gain employment and succeed.

**Prerequisites:** Incoming students must complete two computer prerequisite classes or provide documentation they have completed the required classes (or equivalent) within the last three years. Students must complete or show proof of completion of CRA Intro to MS Office as well as Advanced Excel & Access for Retail classes. Students must also submit a copy of a college transcript showing a passing grade in College Algebra and English Comp I or have a passing grade on the placement test. For more information, email retail@nwacc.edu or call (479) 936-5171.

**Required Documents:**

- College Transcript (grade of C or better) for College Algebra and English Comp I (or higher level English or math, *or*
- Accuplacer Exam wit the following scores:
- College Algebra score of 82 or higher
- English Comp 1 score of 19 or higher on Reading, 83 or higher on sentence skills and 260 or higher or writing.

**Required Courses**

| | |
|---|---|
| Retail Industry Foundation | 45 hrs. |
| Retail Link Data Management | 45 hrs. |
| Retail Supply Chain & Replenishment | 45 hrs. |
| Retail Strategic Analysis | 45 hrs. |
| Retail Tools Integration | 45 hrs. |
| Retail Analytical Techniques | 45 hrs. |

*For more information, please refer to Workforce and Economic Development Certified Retail Analyst Program.*

## PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION EXAM PREP (36 HOURS)

**Curriculum Description:** This program is designed for project managers, team leaders and executives who want to advance their career as project management professionals. This course covers the updated Project Management Body of Knowledge v6 (PMBOK Guide 6th Edition), the First Quarter 2018 EXAM materials and prepares you for the PMP Certification Exam.

Topics covered include:

- Project characteristics
- Organizational structures and the project manager's role
- Key project management skills
- Project management knowledge areas and process groups
- Project phases and life cycles

Students will learn about the project charter, scope statement, project management plan, and project schedules. Additionally, they will understand the methods for estimating activity durations, project costs, and potential project risks. Team development and contract management techniques are also covered in detail.

The courses are taught by seasoned project management professionals who have a wealth of experience to share about the Project Management Body of Knowledge (PMBOK) and the application of that knowledge in various work settings. Who Should Enroll? Students who desire to take the PMP Exam and receive their certification.

Textbook and materials included in tuition and available first night of class. Certification exam costs are not included and are available through the Project Management Institute.

## APHR™ CERTIFICATION EXAM PREP (HRCI) (24 HOURS)

The Associate Professional in Human Resources™ is a relatively new certification developed by the Human Resource Certification Institute (HRCI). The certification is geared towards individuals planning a career in HR or transitioning into the HR field.

This industry certification program does not require prior work experience making it ideal for those currently in HR support roles or who have HR responsibilities (supervisors, front-line managers), military personnel transitioning to civilian life or spousal employment. Additionally, this could be a perfect HR fundamentals certification for motivated high school graduates and college students.

The course prepares you for the certification exam and is taught by a SPHR certified instructor who has vast knowledge of HR practices. The course is 8 weeks long .

Course topics over the exam content:

- HR Operations
- Recruitment and Selection
- Compensation and Benefits
- Human Resource Development and Retention
- Employee Relations
- Health, Safety and Security

Textbook and materials included in tuition and available first night of class. Certification exam costs are not included. Information regarding certification exam requirements and costs available through HRCI.

### PHR®/SPHR® CERTIFICATION EXAM PREP (HRCI) (36 HOURS)

Prepare for the Professional in Human Resources (PHR) and Senior Professional (SPHR) certification exams.

Prepare for the Professional in Human Resources (PHR®) and Senior Professional (SPHR®) certification exams. Each student will receive the Learning System student kit. The Curriculum is designed by subject matter experts and covers the HR Certification Institute (HRCI) body of knowledge. Course is taught by a SPHR® certified instructor who currently works in the marketplace and the HR field.

Course topics include:

- Organizational strategy
- Performance and Change Management
- HR Competencies
- Workforce Planning
- Risk Management: Safety, Health & Security

Textbook and materials included in tuition and available first night of class. Certification exam costs are not included. Information regarding certification exam requirements and costs available through HRCI.

### LEAN SIX SIGMA GREEN BELT (LSSGB) (120 HOURS)

The Lean Six Sigma training program is designed to train participants to be able to successfully solve complex business issues. This course will be completed in a three week time frame with the 4th week being completion of project and test prep.

Typical Green Belt participants see an easy $50-$100,000 per year savings.

Minitab statistical software is required to assist the LSSGB's delivery of successful solutions to the business.

Course topics include:

- Lean Six Sigma Overview - Green Belt
- Define (Project Charter)
- Measure (Developing an insightful measurement system)
- Analyze
- Improve (Piloting/Testing improvement)
- Control (Explore how to make improvements sustainable)

### TEAMBUILDING

"Ropes Challenge" is considered by many professionals to be a teaching tool ahead of its time! Teamwork is essential; participants complete each session knowing more about each other and group problem solving than they did before their visit.

Challenge Course programs are a part of the larger field of adventure education through which people are motivated to venture out into unfamiliar and challenging territories of life experiences outside their comfort zone.

Growth takes place when people become willing to face the unknown...make an effort to accomplish the new, the unknown and sometimes difficult. Challenge Courses, for the most part, utilize structures (components) constructed of rope, steel cable, and wood. The components are walls, beams, cable & rope traverses, nets, bridges, ladders, platforms, etc.

With Group initiatives, usually a small group of 8-12 participants will be asked to achieve a common goal together. Even though individual participants are asked to achieve an aspect of an initiative, it is the group that carries the end responsibility for success.

Speed or individual excellence is not the goal. Success is determined not by how well individuals or groups perform, but rather by the extent to which they are willing to try something new outside their comfort zone, working together to accomplish the task.

As group members interact in a supportive, caring manner in their attempt to solve a group initiative or offer moral support to a fellow member facing an individual initiative, team building, individual growth, and camaraderie take place.

Risk taking is a key factor in these programs. It is from risk taking that the greatest personal benefit and growth are derived.

A variety of low and high ropes course experiences are offered that provide opportunities to focus on:

- Teambuilding
- Developing Trust
- Growth
- Learning
- Intentional Reflection
- Critical Thinking
- Long-term Solutions
- Sustainable Change
- Emotional Awareness
- Emotional Processes
- Awareness of Assumptions
- Influence of Anxiety
- Personal Responsibility
- Systems thinking
- Managing differences
- Conflict resolution
- Competition vs collaboration
- Plus so much more!

### MS OFFICE 2010 ACCESS® BASIC

This course provides students a hands-on introduction to MS Access 2010. You will learn how efficiently organize data and retrieve information as needed; create and maintain a database; query a database using simple and advanced queries; create forms and reports; and enhance the design of database tables for efficiency.

All course materials included in price.

### MS OFFICE 2010 ACCESS® INTERMEDIATE

This course builds upon the skills and concepts taught in Access 2010 Basic. You will learn how to enhance design by using principles of normalization and table relationships; query multiple tables for data that is used in customized forms and reports; and create data Access pages to share information over an intranet or internet.

All course materials included in price.

### MS OFFICE 2010 ACCESS® ADVANCED

This course teaches advanced database techniques such as SQL. You will also learn how to use crosstab, parameter, and action queries; create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and basic security.

All course materials included in price.

### MS OFFICE 2010 ACCESS® INTERMEDIATE

This course builds upon the skills and concepts taught in Access 2010 Basic. You will learn how to enhance design by using principles of normalization and table relationships; query multiple tables for data that is used in customized forms and reports; and create data Access pages to share information over an intranet or internet.

All course materials included in price.

### MS OFFICE 2010 ACCESS® ADVANCED

This course teaches advanced database techniques such as SQL. You will also learn how to use crosstab, parameter, and action queries; create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and basic security.

All course materials included in price.

### MS OFFICE EXCEL® BASIC 2010

This course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2010. You will learn to enter and edit spreadsheet data; modify a spreadsheet by moving, copying, inserting, and deleting data, cells, and ranges; use basic functions; create charts; apply formatting; print worksheets and use page setup options; and manage worksheets.

All course materials included in price.

### MS OFFICE 2010 EXCEL® INTERMEDIATE

This course builds upon the skills and concepts taught in Excel 2010 Basic. You will learn how to use multiple worksheets and workbooks; start working with more advanced formatting options including styles, themes, and formatting with text functions; learn how to create outlines and subtotals; create and apply cell names; manipulate tables; save workbooks as webpages; insert and edit hyperlinks; and how to share workbooks. This course also covers advanced chart techniques; use of trendlines and spark lines; worksheet auditing and protection; file sharing and merging; workbook templates; and how to use Pivot Tables and Pivot Charts.

All course materials included in price.

### MS OFFICE EXCEL® ADVANCED 2010

This course builds upon the skills and concepts taught in Excel 2010 Intermediate. You will learn to work with advanced formulas, as well as logical and lookup functions such as IF, SUMIF, IFERROR, VLOOKUP, MATCH, and INDEX; learn about data validation and database functions such as DSUM; import and export data; how to query external databases; learn about the analytical features of Excel such as Goal Seek and Solver; run and record macros; SmartArt graphics; and conditional formatting with graphics.

All course materials included in price.

### MS Office 2010 PowerPoint® Basic

This course covers the basic functions and features of PowerPoint 2010. You will learn to create presentations that include text, graphics, WordArt, tables, charts, and diagrams; edit and format slide content; and apply transition effects.

All course materials included in price.

### MS OFFICE 2010 POWERPOINT® ADVANCED

You will learn how to customize PowerPoint by modifying the ribbon and changing application settings; apply themes and templates; work with SmartArt graphics and tables; add multimedia content and interactive elements to slides; learn about presentation distribution options such as PDF, HTML, and online broadcasts; and integrate PowerPoint with Word and Excel.

All course materials included in price.

## WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Economic Development is a comprehensive facility providing a full range of noncredit and continuing education classes, and customized training programs to residents, businesses, and government agencies in NorthWest Arkansas and the surrounding area.

Workforce and Economic Development is a certified Microsoft IT Academy. In addition to Microsoft official curriculum classes, this department provides classes in professional development, including but not limited to Six Sigma, Achieve Global, and AMA curriculum, as well as customized solutions. Classes and programs delivered at the Shewmaker Center for Workforce Technologies can also be delivered on sight at client facility.

Classes and programs can be customized to meet the needs of the corporate and business environment and scheduled to meet the client's needs. For more information about classes or customized training programs, or to receive a schedule of classes, please call (479) 936-5175.

### COURSES CURRENTLY IN DEVELOPMENT

Business Continuity Planning Basics (web-based)

Business Continuity Planning for Rural

Governments Business Continuity Planning for Rural Electric Companies

Business Continuity Planning for Rural Water/Waste Water Facilities

Business Continuity Planning for Rural Natural Gas Providers

Isolation and Quarantine Planning; Private Sector Considerations

Resource Inventory Management (web-based)

Risk and Vulnerability Assessments (web-based)

For more information, contact (479) 936-5175.

# ADULT & COMMUNITY EDUCATION

## ADULT EDUCATION

The Adult Education Program offers non-credit classes that teach/ review academic skills normally associated with the public school secondary curriculum to prepare students for the high school equivalency exam, the General Educational Development (GED®) Arkansas High School 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 whose native language is not English. Digital Literacy is integrated into the ABE, GED®, and ESL classroom instruction. All classes are all open-entry and open-exit. Students may enroll at any time during the year and may attend at any time of day or evening that their particular class is offered. The pace of learning is individualized for each student. The length of attendance is determined by the learner's needs and scheduling constraints. There is no charge for any Adult Education class. NWACC Adult Education classes are taught at the Shewmaker Center for Workforce Technologies on the NWACC main campus, on-site at various local industries, and at other locations throughout Benton County. The contact number for Adult Education is (479) 986-6911.

### ADULT BASIC EDUCATION

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

### GED® PREPARATION

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

### ENGLISH AS A SECOND LANGUAGE

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

#### Intermediate and Advanced Levels

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

### ESL TECHNOLOGY

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

### WAGE™

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

# ASSOCIATE DEGREE PROGRAMS

NorthWest Arkansas Community College offers five degree programs: the Associate of Arts (A.A.) degree, the Associate of Fine Arts (A.F.A) degree, the Associate Degree in General Studies (A.G.S.), the Associate of Science (A.S.) degree, 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 (A.A.) or the Associate of Science in Liberal Arts and Sciences (AS) degree is designed for students who want to transfer to a senior college or university to earn a bachelor's degree. The primary educational outcomes associated with this degree match this purpose. Students are prepared to succeed in four-year college programs. Associate of Applied Science degrees train students for specific careers. The primary educational outcome associated with this degree relates to this purpose. Students are prepared to enter, continue to work or advance within their fields of study. As members of a learning community, students should demonstrate professional behavior in their interactions with others and in their approach to academic work. The development of professionalism is a reflective process that often requires changing behavior. To encourage this process, faculty and staff will model professionalism and establish standards for students to follow.

### KNOWLEDGE

Students gain broad, integrative knowledge of Human Cultures and the Physical and Natural World through a study in the sciences, mathematics, social science, humanities, histories, language, and arts. In each area students learn key concepts and methods of inquiry, examine significant debates and questions, and make evidence-based arguments. Students gain specialized knowledge in a field of study. Students learn discipline and field-specific knowledge and demonstrate applied skills in the field.

### INTELLECTUAL AND PRACTICAL SKILLS

1. Students demonstrate quantitative literacy necessary for their chosen field of study.
2. Students demonstrate that they are able to think critically and creatively.
3. Students demonstrate that they are able to communicate effectively.
4. Students demonstrate computer and information literacy.
5. Students demonstrate that they are able to work in teams, collaborate, and solve problems.

### PERSONAL AND SOCIAL RESPONSIBILITY

Students acquire knowledge and demonstrate their ability to address significant public problems and questions through one or more of the following: Civic Engagement, Intercultural Knowledge, Ethical Reasoning and Action, Foundation and Skills for Lifelong Learning.

### INTEGRATIVE AND APPLIED LEARNING

Students demonstrate their ability to integrate and apply their learning through synthesis and advanced accomplishment across general and/or specialized studies through the application of knowledge, skills, and responsibilities to new settings and complex problems. Examples may include research, projects, practicums, internships, work-assignments, performances, and creative tasks.

## ASSOCIATE DEGREE PROGRAM

### The Associate of Arts and Associate of Science in Liberal Arts and Sciences Degrees

The primary learning outcome of the A.A. and A.S. is to prepare students to be successful in a four-year degree program. These degrees encompass a liberal arts and sciences core. The curriculum does not focus on particular vocational skills; instead the aim is to give students a breadth of knowledge, basic analysis, and communication skills necessary to succeed in a variety of situations. The curricula also provide increased knowledge of self and the world from three basic perspectives or domains: Arts & Humanities, Social & Behavioral Science, and Natural Science. Faculty have identified primary learning outcomes associated with each domain. Remedial/developmental (zero level) courses must be used for placement purposes only and can't be used to fulfill any degree or certificate requirement.

*For institutional policy, refer to NWACC General Degree Requirements Policy (3003) or NWACC Certificate Policy (3003.5), in the NWACC policy database.*

### Arts and Humanities

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

*For institutional policy, refer to NWACC General Degree Requirements Policy (3003) in the NWACC policy database.*

### 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.

*For institutional policy, refer to NWACC General Degree Requirements Policy (3003) or NWACC Certificate Policy (3003.5) in the NWACC policy database.*

## NWACC ASSOCIATE DEGREE PROGRAM

### OUTLINES

*Find the most current Catalog Year Degree Plans online.*

**Associate of Arts Degree Plan**

**Associate of Arts Degree Plan: Option Child Advocacy**

**Associate of Arts Degree Plan: Option Global Studies**

**Associate of Fine Arts Degree Plan: Option Art**

**Associate of Fine Arts Degree Plan: Option Creative Writing**

**Associate of Fine Arts Degree Plan: Option Music**

**Associate of Fine Arts Degree Plan: Option Theatre**

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

**Associate of Science in Liberal Arts and Sciences: Option Art History**

**Associate of Science in Liberal Arts and Sciences: Option Plan Pre-Engineering General Transfer**

**Associate of Science in Liberal Arts and Sciences: Option Pre-Engineering to University of Arkansas**

### ASSOCIATE OF SCIENCE DEGREES IN BUSINESS ADMINISTRATION AND COMPUTER INFORMATION

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

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

NWACC offers this Associate of Science degree option for those students wishing to complete the first two years of the baccalaureate program as offered by the University of Arkansas, Fayetteville, in Business Administration. Students may begin this plan, achieve their A.S. Degree in Business from NWACC and then have a smoother transfer to the University of Arkansas, Walton College of Business.

This Associate of Science degree option in Business Administration transfers seamlessly to the Walton College of Business at the University of Arkansas with Junior Status. Courses should be completed in the required sequence along with completing prerequisites for courses. Students must still meet the GPA requirements of the UA Walton College of Business, to transfer. Current requirements are that a student must have a GPA of 2.5 or greater. Courses should be completed in the required sequence along with completing prerequisites for courses.

**Associate of Science Degree in Business Administration: Option Computer Information Systems**

NWACC offers this Associate of Science degree option for those students wishing to complete the first two years of the baccalaureate program as offered by the University of Arkansas, Fayetteville, in Business Information Systems. Students may begin this plan, achieve their A.S. Degree in Computer Information Systems from NWACC, and then have a smoother transfer to the University of Arkansas, Walton College of Business. Students must still meet the GPA requirements of the UA Walton College of Business, to transfer. Current requirements are that a student must have a GPA of 2.5 or greater.

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

The College offers this Associate of Science degree option in Business Administration for those students wishing to complete the first two years of the baccalaureate program at NWACC. This degree plan allows the student to complete the basic general education and pre-business degree program requirements. This degree also has the option to be earned entirely online. Students transferring should coordinate their plans with the institution they plan to transfer to and an NWACC academic advisor.

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

**Associate of Science Agriculture, Food, and Life Sciences**

The Associate of Science Degree in Agriculture, Food, and Life Sciences is a transfer degree designed for the student who wishes to major in agriculture related disciplines. This degree was originally developed by a consortium of colleges and universities. The Arkansas Consortium for Teaching of Agriculture (ACTA), was comprised of ten community colleges (including NWACC) and three universities within the University of Arkansas System: University of Arkansas Fayetteville (UAF), University of Arkansas at Monticello (UAM), and University of Arkansas at Pine Bluff (UAPB). ACTA member institutions affirmed that this A.S. degree is an appropriate degree for students entering the agricultural, food, and life science fields, because it is a science-based transfer degree that also includes introductory agriculture related courses. The AFLS classes at NWACC transfer to the Environmental Science and Hospitality programs.

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

**Associate Degree in General Studies**

This degree program is designed to allow an individual course of study for students to meet personal employment or enrichment goals. The AGS includes transfer courses, technical courses or a combination of both types. The degree will include general education core courses in conjunction with advisor approved courses that demonstrate mastery of skills and knowledge in at least one specific area or discipline.

### Certificate in General Studies

**NWACC/NTI AGS Partnership**

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

Programs that will articulate:

Ammonia Refrigeration Maintenance Technology

Automotive Service Technology

Automotive Collision Repair

Diesel Technology
Medical Office Assistant
Electronics Technology
Industrial Maintenance Technology
Machine Tool Technology
Surgical Technology

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

## STATE MINIMUM CORE FOR A BACCALAUREATE DEGREE

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

This core totals **35 semester hours** distributed as follows:

| | |
|---|---|
| English Composition | 6 hours |
| Speech Communication | 0-3 hours |
| Math | 3 hours |
| Science | 8 hours |
| Fine Arts/Humanities | 6-9 hours |
| U.S. History or Government | 3 hours |
| Other Social Sciences | 6-9 hours |

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

**English Composition (6 hours)**

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

**College Level Math (3 hours)**

(NWACC has several Math courses that are 4 hours)

| | | |
|---|---|---|
| MATH | 1203 | College Algebra |
| MATH | 1203R | College Algebra with Review |
| MATH | 1103 | Survey of College Mathematics |
| MATH | 1213 | Plane Trigonometry |
| MATH | 1285 | Precalculus Mathematics |
| MATH | 1313 | Quantitative Reasoning |
| MATH | 2043 | Survey of Calculus |
| MATH | 2053 | Finite Mathematics |
| MATH | 2103 | Discrete Math |
| MATH | 2554 | Calculus I |
| MATH | 2564 | Calculus II |
| MATH | 2574 | Calculus III |
| MATH | 2584 | Differential Equations |

**Science with lab (8 hours)**

| | | |
|---|---|---|
| ANTH | 1013 | Intro. to Biol. Anthropology + Lab (1011L) |
| ASTR | 2004 | Survey of the Universe |
| BIOL | 1544 | Principles of Biology I |
| BIOL | 1014 | General Biology II |
| BIOL | 1604 | General Zoology |
| BIOL | 2214 | Anatomy & Physiology I |
| BIOL | 2224 | Anatomy & Physiology II |
| BIOL | 2534 | Cell Biology |
| BOTY | 1614 | Plant Biology |
| BOTY | 2404 | Survey of the Plant Kingdom |
| BOTY | 2534 | Environmental Biology |
| CHEM | 1024 | Basic Chemistry |
| CHEM | 1054 | Chemistry and the Modern World |
| CHEM | 1074 | Fundamentals of Chemistry |
| CHEM | 1104 | College Chemistry I |
| CHEM | 1124 | College Chemistry II |
| CHEM | 2614 | Organic Physiological Chemistry |
| ENSC | 1003 | Environmental Science + Lab (1001L) ** Does not transfer to UA-Fayetteville |
| GEOL | 1114 | General Geology |
| GEOL | 1134 | Environmental Geology |
| MBIO | 2014 | Microbiology |
| PHSC | 2004 | Intro to Physical Science |
| PHYS | 1024 | Physics & Human Affairs |
| PHYS | 1064 | Introduction to Physics |
| PHYS | 2014 | College Physics I |
| PHYS | 2034 | College Physics II |
| PHYS | 2054 | Advanced College Physics I * |
| PHYS | 2074 | Advanced College Physics II * |

**Fine Arts / Humanities**

| | | |
|---|---|---|
| ARHS | 1003 | Art Appreciation |
| ART | 1033 | Introduction to Studio Art |
| ARHS | 2913 | Art History I |
| ARHS | 2923 | Art History II |
| COMM | 1003 | Film Arts |
| COMM | 1303 | Public Speaking |
| THTR | 1003 | Introduction to Theatre |
| ENGL | 2113 | Survey of British Literature to Romanticism |
| ENGL | 2123 | Survey of British Literature from Romanticism |
| ENGL | 2313 | Survey of American Literature to Civil War |
| ENGL | 2323 | Survey of American Literature from Civil War |
| ENGL | 2213 | Survey of World Literature to 1650 |
| ENGL | 2223 | Survey of World Literature from 1650 |
| FLAN | 2003 | Intermediate Foreign Language I |
| HUMN | 1003 | Exploring The Humanities |
| MUSI | 1003 | Music Appreciation |
| THTR | 1003 | Introduction to the Theatre |

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

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

**Social Science Courses**

| | | |
|---|---|---|
| ANTH | 1013 | Intro. to Biological Anthropology |
| ANTH | 1023 | Introduction to Cultural Anthropology |
| CMJS | 2013 | Introduction to Criminal Justice |
| ECON | 2013 | Macroeconomics |
| ECON | 2023 | Microeconomics |
| GEOG | 1003 | Physical Geography |
| GEOG | 1013 | Introduction to Geography |
| GEOG | 1123 | Human Geography |
| GEOG | 2103 | Emerging Nations |
| GEOG | 2203 | Developing Nations |
| GEOG | 2313 | World Regional Geography |
| HIST | 1003 | History of Western Civilization to 1650 |
| HIST | 1013 | History of Western Civilization Since 1650 |
| HIST | 1033 | World Civilization to 1500 |
| HIST | 1043 | World Civilization from 1500 |
| HIST | 2003 | History of American People to 1877 * |
| HIST | 2013 | History of American People 1877 to Present * |

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

| | | |
|---|---|---|
| PHIL | 2003 | Introduction to Philosophy |
| PHIL | 2033 | World Religions |
| PHIL | 2103 | Introduction to Ethics |
| PHIL | 2203 | Introduction to Logic |
| PLSC | 2003 | American National Government * |
| PLSC | 2203 | State and Local Government |
| PLSC | 2803 | International Relations |
| PSYC | 2003 | General Psychology |
| PSYC | 2103 | Human Growth & Development |
| SOCI | 2013 | General Sociology |
| SOCI | 2033 | Social Problems |
| SOCI | 2043 | Marriage and Family |

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

# APPLIED SCIENCE DEGREES & CERTIFICATES

### CERTIFICATE OF PROFICIENCY

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

### TECHNICAL CERTIFICATE

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

### ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

The A.A.S. degree is a vocational-oriented degree with an outcome to prepare students to enter and advance in their specific career field. While the primary aim is to prepare students for work, each degree program has a limited number of general education courses. The College offers Associate of Applied Science degrees in multiple career areas. Find more detailed information about each degree's course requirements by going to the appropriate department or division section of the catalog. At least 15 hours must be completed at NWACC to fulfill graduation requirements.

*Find the most current Catalog Year Degree Plans online.*

### A.A.S. Transfer Disclaimer

The Arkansas Department of Higher Education has requested that all Arkansas institutions offering the Associate of Applied Science (A.A.S.) degree publish the following general disclaimer: The Associate of Applied Science Degree is designed for employment purposes and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions accept some courses in A.A.S. programs,

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

### BUSINESS

Associate of Science in Business Administration, UA-Walton College of Business
- Options
  - Business Transfer
  - Computer Information Systems Transfer

Associate of Science in Business, General Transfer

Associate of Applied Science in Business Management
- Options
  - Accounting Technology
  - Banking and Finance
  - Entrepreneurship
  - General Business
  - Retail Management
  - Logistics Management

Technical Certificate in:
- Accounting Technology
- Entrepreneurship
- General Business
- Retail
- Logistics Management

### CINEMATIC STUDIES

Certificate of Proficiency in Cinematic Studies

### CONSTRUCTION

Associate of Applied Science in Construction Technology

Technical Certificate in Construction Technology

Certificate of Proficiency in Construction Technology

Technical Certificate in Integrated Design

Certificate of Proficiency in Electrical Apprentice

Certificate of Proficiency in HVAC Apprentice

Certificate of Proficiency in Plumbing Apprentice

### COMPUTERS

Associate of Applied Science Computer Aided Design (CAD)
- Options
  - Architectural
  - Mechanical

Associate of Applied Science in Computer Information Systems
- Options
  - Information Management Application
  - Networking
  - Computer Programming

Technical Certificate in:
- Networking
- CAD Architecture Design
- CAD Mechanical Design

Certificate of Proficiency in:
- Computer-Assisted Drafting & Design - Architecture

### CRIMINAL JUSTICE

Associate of Applied Science in Criminal Justice

Technical Certificate in Criminal Justice

Certificate of Proficiency in:
- Crime Prevention & Corrections
- Forensic Science
- Law Enforcement

### EDUCATION

Associate of Applied Science in Early Childhood Education

Technical Certificate in Early Childhood Education

Certificate of Proficiency in Child Development Associate

### ELECTRONICS TECHNOLOGY

Associate of Applied Science in Electronics Technology

Certificate of Proficiency in Electronics Technology

### ENVIRONMENTAL SCIENCES

Associate of Applied Science in Environmental Regulatory Science
- Options
  - Environmental Management
  - Safety, Health and Hazardous Materials

Technical Certificates in:
- Environmental Regulatory Science
  - Science/Green Technology
- Environmental Management & Regulatory Science

Certificate of Proficiency in:
- Environmental Management & Regulatory Science
- Environmental Management/GIS Technician
- Safety and Health

**FINE ARTS**

Technical Certificate in Integrated Design

**FIRE SCIENCE**

Associate of Applied Science in Fire Science Administration and Technology
Certificate of Proficiency in Fire Protection

**FOOD STUDIES**

Associate of Applied Sciences in Food Studies
- Options
  - Baking and Pastry Arts
  - Culinary Arts
  - Artisanal Foods
  - Beverage Arts

Technical Certificates in:
- Baking Arts
- Culinary Arts
- Artisanal Foods
- Beverage Arts

Certificate of Proficiency in:
- Baking and Pastry Arts
- Culinary Arts
- Artisanal Foods
- Beverage Arts

**FUNERAL SCIENCE**

Technical Certificate in Funeral Science

**GENERAL STUDIES**

Associate of General Studies
Certificate in General Studies

**GRAPHIC DESIGN**

Associate of Applied Science in Graphic Design
Technical Certificate in:
- Graphic Design
- Media

Certificate of Proficiency in:
- Graphic Design
- Media

*Note: TC and CP for Graphic Design on same degree plan*

**HEALTH PROFESSIONS**

Associate of Applied Science in Health Information Management
Associate of Applied Science in Nursing
- Options
  - Associate of Applied Science in Nursing, LPN to RN Bridge Program (Online)
  - Associate of Applied Science in Nursing, Paramedic to RN Bridge Program (Online) NEW

Associate of Applied Science Emergency Medical Technology, Paramedic
Associate of Applied Science in Physical Therapy Assistant
Associate of Applied Science in Respiratory Therapy
Technical Certificates in:
- Emergency Medical Technician, Paramedic
- Health Information Management
- Pre-Radiologic Imaging Sciences
- Pre-Health Care Studies
- Dental Assisting

**HORTICULTURE**

Technical Certificate in Horticulture
Certificate of Proficiency in Horticulture

**LEGAL**

Associate of Applied Science in Paralegal Studies

**WORKFORCE READINESS**

Certificate of Proficiency in Workforce Readiness
- Options
  - Construction Industry Safety
  - Culinary Arts
  - Electronic Technology
  - Environmental Management/GIS Technician
  - Environmental & Regulatory Science/Green Technology
  - Funeral Science
  - Justice Studies
  - Pre-Health Sciences

# DEGREE PROGRAMS BY DIVISION

## DIVISION OF BUSINESS AND COMPUTER INFORMATION

### BUSINESS MANAGEMENT

NWACC offers a variety of progressive Associate of Applied Science Degree (A.A.S.) options in business management. In our A.A. S. degree we offer concentrations in Retail, Accounting Technology, Banking, Logistics, Entrepreneurship and General Business. These options are built around a common core of general education courses complemented by basic business and computer-based courses. Each option is then completed with courses that emphasize the specific area of concentration. These programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). An advisory committee of area business representatives and business faculty continually evaluate the course content of each option. Adjustments are made to keep the content relevant to the needs of employers and employees in the area. The Business Department is continually trying to improve its efforts to measure the success of its graduates and programs. Currently students are evaluated via business feedback from our capstone internship program or through evaluation of the student's portfolio prepared for a Entrepreneurship in Action. Our Academic Assurance plan includes Assessment of Student learning at three points during the curriculum to ensure that student cohorts are making significant academic progress toward our program outcomes. Remedial/developmental (zero level) courses must be used for placement purposes only and can't be used to fulfill any degree or certificate requirement.

**Technical Certificate in Accounting Technology**

**A.A.S. Business Management: Option Accounting Technology**

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.

**Technical Certificate in General Business**

**A.A.S. Business Management Option: General Business**

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.

### LOGISTICS MANAGEMENT

**Technical Certificate in Logistics Management**

**A.A.S. Business Management: Option Logistics Management**

**Technical Certificate in Retail**

**A.A.S. Business Management: Option Retail Management**

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

**A.A.S. Business Management: Option Banking and Finance**

CFT courses are not financial aid eligible through NWACC

**Technical Certificate in Entrepreneurship**

**A.A.S. Business Management: Option Entrepreneurship**

### COMPUTER AIDED DESIGN

A CAD designer is a technical specialist who commonly works under the direct supervision of a licensed architect, engineer, or as an independent design professional providing drafting and design services. The primary responsibility of a CAD designer is creating technical drawings as a member of a design team and providing vision for future applications of design technology. The CAD Designer may focus on single or multiple design disciplines that include preparation of construction documents, documenting engineering designs for manufacture, meeting with clients or customers, or implementing new technology training in the workplace. A successful CAD Designer will have a solid understanding of all CAD application methods and, at NWACC, our CAD program incorporates current application methods as part of our CAD instructional approach. In partnership with local businesses, we offer resources and training that are unique to our geographic area.

NorthWest Arkansas Community College offers a comprehensive series of CAD programs that include emphasis in Architectural Design, Civil/Landscape Design and Mechanical Design to meet the educational needs of Northwest Arkansas area residents and employers. The significance of a diversified CAD program is derived from demand for dynamic technological training needs of the area.

Certificate programs are offered to students who wish to specialize in a particular design field or further an education beyond a 4-5 year university program. The NWACC certificate programs are intended to compliment university studies. Our staff of licensed and experienced design professionals teach all NWACC certificate program disciplines to ensure that students are prepared with the training needed for job advancement or transition into the workplace.

NWACC CAD students develop technical skills for design using the latest software and training methods. This training includes a solid base of mathematics, physical sciences, communication skills, and practical experience with modern equipment and applications. Employed CAD designers will find many opportunities to acquire the formal training needed to further advance in a present job or to prepare for another career. An advisory committee works with NWACC to make the CAD program as relevant and up-to-date as possible. These civic-minded representatives of local business, industry, government, professional and public service agencies assist the College in the identification of needs and the development of new areas within our existing programs.

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

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

**Certificate of Proficiency CAD Architecture**

**Technical Certificate in CAD Architectural Design**

**A.A.S. CAD: Option Architectural Design**

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. NOTES: Not all courses are available each semester; check course descriptions for prerequisite requirements.

Honors courses will meet degree requirements where applicable. Fifteen credit hours must be earned at NWACC to graduate. Total Hours: 60-61

## Technical Certificate in CAD Mechanical Design

## A.A.S. CAD: Option Mechanical Design

The Associate of Applied Science degree option in Mechanical Design will prepare individuals for an entry-level position as a CAD technician in the Mechanical Design field.

### COMPUTER INFORMATION SYSTEMS

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

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

With the assistance of area business representatives and computer information faculty, these options are built around a common core of general education and basic business and computer courses. These options, and the courses offered, are under continuous review by faculty and an advisory committee to ensure that NWACC is offering the computer skills that are in demand for today's workforce. These programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## A.A.S. Computer Information Systems Information: Option Management Applications

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, or office managers. These programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## A.A.S. Computer Information Systems Information: Options Programming Applications

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

## A.A.S. Computer Information Systems Information: Option Computer Networking

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

## Technical Certificate in Networking

**Cisco Certified Networking Associate (CCNA) Exam Training**

Students completing the following 4 courses will gain the knowledge to assist them in passing the Cisco Certified Networking Associate exam (CCNA):

- NTWK 2014--Networking and Information Systems (CCNA 1)
- NTWK 2084--Network Hardware Support (CCNA 2)
- NTWK 2214--Switching Basics and Intermediate Routing (CCNA 3)
- NTWK 2224--WAN Implementation and Support (CCNA 4)

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

Students completing the following 4 courses will gain valuable knowledge to assist them in passing the Certified Information Systems Security Professional Training or Security Certified Program exams:

- NTWK 2233--Information Assurance
- NTWK 2243--Secure Electronic Commerce
- NTWK 2113--Network Security

## GRAPHIC DESIGN

The Associate of Applied Science degree in Graphic Design is designed to serve as a degree program for students who wish to acquire skills and knowledge necessary to succeed in an entry level position in the field of Graphic Design. It is structured to prepare individuals to be capable of (1) creative thinking, (2) producing professional quality graphic solutions to an employers needs, and (3) knowledgeable in the means of producing this work, both traditionally and digitally.

Graduates will be ready to be employed in most areas of graphic design including corporate design, layout, and even web design. Employers include advertising agencies, corporations, design firms, printing companies, newspapers, educational institutions and many other businesses that have graphic communication needs.

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

Basic skill proficiency in reading, writing, and mathematics is a part of acceptance into this program. Your proficiency may affect the sequence of courses in which you can enroll and may also extend the time required to complete this program. NWACC's Art scholarship may be available to assist Graphic Design students. For application information, see the Division of Communication and Arts.

**Certificate of Proficiency in Graphic Design**

**Technical Certificate in Graphic Design**

**A.A.S. in Graphic Design**

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

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

**Certificate of Proficiency in Media**

**Technical Certificate in Media**

## INTERNATIONAL LANGUAGE

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

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

## DIVISION OF HEALTH PROFESSIONS INTRODUCTION

Students can find the Health Professions Handbook on the NWACC Health Professions Division webpage.

### English Requirement for Health Professions Programs

All non native English speaking students seeking admission into program tracks in Health Professions are required to complete the ESL Listening Placement Test. The ESL listening test is a component of the placement 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. Each Health Professions program requires a minimum score on the ESL Listening Placement Test in order to be eligible. Please see each individual program for required score. The minimum scores required indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports.

## CERTIFIED NURSING ASSISTANT & PATIENT CARE ASSISTANT

### Certified Nursing Assistant (CNA)

The Certified Nursing Assistant Program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically, basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. The course is taught following the Arkansas Long-Term Care Facility Nursing Assistant Training Curriculum.

The demand for Certified Nursing Assistants is great. Certified Nursing Assistants have employment opportunities in assisted living organizations, long-term care facilities, long-term acute care facilities, home health care, and hospice care. Those students wishing to work in hospitals are encouraged to complete the Certified Nursing Assistant course, obtain CNA certification, and enroll in the Patient Care Assistant + Program to acquire advanced patient care skills.

For more information, contact the Division of Health Professions.

**Note: Admissions to the CNA classes is by application which includes a criminal background check, urine drug screen, and verification of specific immunizations.**

### Patient Care Assistant (PCA+)

The PCA+ Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and that possess the knowledge, skills, and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area The PCA+ Program's goal is to meet the individual needs of healthcare providers while ensuring program participants receive training in marketable, competitive and life enhancing skills. The demand for Patient Care Assistants is great. PCA's have employment opportunities in hospitals, physician offices, assisted living organizations, long-term care facilities, long-term acute care facilities, home health care, and hospice care.

Prerequisites: Students seeking admission to the PCA+ Program must provide proof of Certification as a Nursing Assistant or have completed, within the past year, a Certified Nursing Assistant Training Program approved by the Arkansas Office of Long Term Care.

For more information, contact the Division of Health Professions.

### Certificate of Proficiency Nursing Aide

### Certificate of Proficiency Nursing Assistant

**Note: Admissions to the CNA classes is by application which includes a criminal background check, urine drug screen, and verification of specific immunizations.**

This program does not result in an Arkansas Department of Higher Education approved certificate from NWACC.

## HEALTH INFORMATION MANAGEMENT

### Technical Certificate in Health Information Management Coding

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

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

The certificate requires acquisition of 32 credits in which all can be used toward the associate degree we offer in Health Information Management. The associate degree requires 66 semester credits.

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

Students must submit a completed Health Information Management submit online application along with personal essay and letter of recommendation into the HIM Program Director. For more information, contact the Program Director at (479) 936-5118, or email tcikanek@nwacc.edu.

For more information on Health Information Management as a career, go to American Health Information Management Association.

### A.A.S. Health Information Management

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

Graduates from accredited associate degree HIM programs may be employed throughout the health care industry including hospitals, physicians offices, insurance companies, law firms, ambulatory care settings, consulting firms and healthcare IS/IT vendors to name a few possibilities. The associate degree program consists of 20 credit hours in general education and 46 credit hours in health information management course work. Clinical Requirements: Students are required to complete two non-paid professional practice experiences (Clinical Internship I, and Clinical Internship II) prior to graduation. Before enrolling in coding courses students are required to have completed Anatomy and Physiology I. Anatomy

and Physiology II, Disease Pathology, and Medical Terminology are co-requisites. A student must meet NWACC admission criteria and the criteria for admission to the HIM Program or HIM Coding Certificate program before applying. Students will be required to demonstrate proficiency in Excel and Word along with general education courses. Students must complete all required course work with a grade of C or better. The Health Information Management Program is designed to prepare entry-level health information professionals for the HIM workforce.

**Accreditation**

NorthWest Arkansas Community College HIM Associate Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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

For more information on Health Information Management as a career, go to American Health Information Management Association.

**Note: Clinical placement may be subject to criminal background check, drug screening and other clinical facility policies.**

## DENTAL ASSISTING

Dental Assistants are an integral part of the dental health care team and increase the efficiency of the dentist in the delivery of oral health care. Dental offices will employ two to four dental assistants with specialty offices often employing more. Dental assistants work directly with the dentist providing care to patients. Other dental assistant duties include front office skills such as phone skills and computer proficiency, patient care including dietary counseling, monitoring vital signs, administering and monitoring nitrous oxide, taking impressions, and providing post-operative care and instructions. The demand for quality dental assistants is expected to continue to be above average in the future according to the US Bureau of Labor Statistics.

A student must meet NWACC admission criteria and the criteria for admission into the Dental Assisting Program. Admission criteria, forms, deadlines and other applicable application information is available upon request. For additional information about the Dental Assisting program, contact Glenda Lee at (479) 301-2130 or glee1@nwacc.edu.

Note: Admissions to the CNA classes is by application which includes a criminal background check, urine drug screen, and verification of specific immunizations.

### Certificate of Proficiency in Dental Assistant

### Technical Certificate in Dental Assisting

## EMERGENCY MEDICAL SERVICES

**Emergency Medical Responder**

EMR follows the national standard curriculum guidelines as set forth by the National EMS Education Standards. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Students who successfully complete the Emergency Medical Responder course will receive a Healthcare Provider CPR card and Emergency Medical Responder Certificate of Proficiency. EMR is a prerequisite to the EMT Course.

**Requirements**

| | |
|---|---|
| EMTA 1013 | Emergency Medical Responder |
| **Total Hours** | **3** |

### Certificate of Proficiency in Community Paramedicine

Eligibility/prerequisites to take this program include: Arkansas Paramedic License, have two years of full time service (1000 hours worked in past two years minimum) with a paramedic level ambulance service, and be actively working/involved with a paramedic level ambulance service. Application may be submitted to the Health Professions Secretary. After successful completion of EMTP 1304 and EMTP 1404, the student will be eligible to sit for the National Licensing for Community Paramedic. Arkansas State Health Department - EMS Division, recognizes NWACC Paramedic Program as a National Accredited Paramedic Program and is authorized to conduct community paramedic courses. Fees for sitting for your National Community Paramedic License Board Exam are not covered in this program.

### Certificate of Proficiency Emergency Medical Technician Basic

The EMT-Basic Program is designed to prepare the student to render emergency care to the sick and injured. This program also prepares the student to take the National Registry EMT examination in order to become licensed at the EMT level. This is the entry level of licensure for EMS providers. Graduates may be eligible to obtain employment in local industries, EMS agencies, hospitals, clinics or volunteer at local volunteer fire departments. Those wishing to work in the EMS field as a career are encouraged to obtain a certificate or A.A.S. degree in paramedic science. This is a physically demanding job with dexterity skills. You may obtain the full description of the physical requirements document from the secretary in Health Professions.

No degree is offered with this course, but a certificate in Emergency Medical Technician is offered. Students must pass with a C or higher both EMT I and EMT II to be eligible for the certificate of proficiency.

This course includes both didactic as well as practical hands on skills and a clinical rotation at a local hospital and EMS service. Students who successfully complete this program will be eligible for further assessment by taking the National Registry of EMT basic EMT exam. Passing this exam will allow for licensing in the state of Arkansas.

Students must meet NWACC admission criteria and the criteria for the EMT admission before applying for the EMT program. The Arkansas Department of Health's Division of Emergency Medical Services states that students must be 18 years of age and meet its requirements in order to take the State of Arkansas Licensure Examination. This includes a criminal background check. Conviction of certain crimes will disallow you from taking the National Registry Exam. The EMT Course is offered in the Spring and Fall semesters. EMT applicants must have a reading score of at least 19 on their ACT or at least 82 on the placement test or to have attained a grade of C or above in an English or Reading course along with having a cumulative grade point average of at least 2.0. EMTA 1013 Emergency Medical Responder is a prerequisite for this program.

Students will not be allowed to register for the EMT courses until a completed EMT Program application packet has been submitted to the Health Professions secretary to be considered for acceptance. Students can pick up an application packet in the Health Professions Division or it can be accessed on Health Professions website. The following items, as outlined in the application packet, must be included in order for file to be complete:

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

Students taking Section I and II in the same semester will not be

eligible to take this accelerated format if they fail one of the sections. Enrollment in the traditional two semester section will be required.

**Upon Admission to the EMT course, the following items must be completed:**

- National Criminal Background Check
- Urine Drug Screen

For more information, contact the Division of Health Professions.

### Technical Certificate in Emergency Medical Technician, 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. Most of the graduates have obtained employment within a six month time period after graduation. EMS agencies in Northwest Arkansas continue to hire paramedics from out of state because we cannot graduate enough students to keep up with the ever- increasing demand. Physical skills required for a paramedic include the same skills necessary to become an EMT according to the federal government standards. You may obtain a copy from the Health Professions Secretary.

Financial aid can be requested from our financial aid department.

Upon successful completion of this program, the student will have obtained a certificate in Paramedic Science and be eligible to sit for the State Board and National Registry Paramedic Examination. Students may opt to continue their education and obtain an Associate of Applied Science by completing the necessary course work.

Students will be assessed didactically as well as clinically and in the lab. Students must meet NWACC admission criteria and the criteria for admission to the Paramedic program before applying.

The Arkansas Department of Health's Division of Emergency Medical Services states that students must be 18 years of age and be certified as an EMT in order to meet their requirements to take the Paramedic certification examinations. The Paramedic program begins the summer semester of each school year. A student must be currently licensed in Arkansas as an EMT and meet prerequisite course requirements in order to apply for the Paramedic program.

The Paramedic Certificate program requires 11 credit hours of prerequisites and 37 credit hours of Paramedic courses for a total of 48 credit hours. A grade of C or above in all required courses is necessary to complete the program. Students must pass all capstone exams in order to proceed through the program.

Deadline for the completed Paramedic Program application to be received by the Health Professions Secretary is the first Monday of March.

To be eligible to apply, the following must be completed:

- EMTA 1004 & 2004 or State License
- EMTA 1003 EMT Internship or has been employed as an EMT for two years
- EMTA 1102 Cardiac Dysrhythmias (only offered in Spring)
- BIOL 2214 Anatomy and Physiology I
- BIOL 2224 Anatomy and Physiology II
- AHSC 1001 Medical Terminology

Students without certification or license will need at least three semesters to get through these courses. EMTA 1013 is a prereq for EMTA 1004 & 2004. These students will still need the other general education courses to complete the degree. General Education courses can be done after the Paramedic courses are done.

For more information, contact the Division of Health Professions or visit NWACC Paramedic Program.

This program is accredited through the Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

### A.A.S. Emergency Medical Technology, Paramedic

Students wishing to obtain an associate in applied science degree need to successfully complete the paramedic program and complete the additional A.A.S. requirements listed below. The additional requirements for an A.A.S. degree may be taken prior to the paramedic certificate program or after the program. The A.A.S. in Paramedic Science requires 15 credit hours of general education/ science core classes and 48 credit hours of Paramedic classes for a total of 63 credit hours.

## FIRE SCIENCE

### A.A.S. Fire Science Administration and Technology

The Fire Science Administration and Technology Program at NWACC is designed to prepare students to enter the fire service, promote to a position of leadership within a fire department, and/ or continue their education toward a bachelors degree. The program consists of 60 credit hours of course work in fire science technology, fire science administration, emergency medical services, occupational safety, and general education.

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

Practical skills training will accompany the Firefighter I and II and EMT courses.

Students will be required to demonstrate proficiency in both the fire science courses and in their general education courses. Students must complete all required course work with a grade of C or better.

Graduates of the program will receive an Associate of Applied Science Degree in Fire Science Administration and Technology.

Students must submit a completed Fire Science Program application packet into the Fire Science Program Director. Students must also meet NWACC admission criteria.

For more information, contact the Division of Health Professions or visit NWACC Health Professions Fire Science.

### Certificate of Proficiency in Fire Protection

Upon successful completion, this Certificate of Proficiency will provide students with the essential knowledge and skills required to become an entry-level Firefighter, and test for their Firefighter I and II Certifications.

## PHYSICAL THERAPY ASSISTANT

### A.A.S. Physical Therapist Assistant

The Physical Therapist Assistant (PTA) is a technically educated health care provider who assists the physical therapist in the provision of physical therapy. Under the supervision of a physical therapist and within the physical therapy plan of care the tasks performed by the PTA may include but are not limited to effectively communicating through listening, speaking, reading and writing in English with a variety of patients, assessing patient progress, gathering patient information, performing data collection of muscle strength and patient function, taking vital signs, patient transfer and gait training, manipulation of exercise equipment, exercise instruction, application of various modalities, patient handling and facilitation skills, palpation, and wound care.

PTAs work closely with the patients and other healthcare professionals to help the individual achieve an optimal level of function. Graduation from the PTA Program prepares the student to sit for a state licensure examination. Upon receiving licensure, the graduate is prepared for entry-level employment as a Physical Therapist Assistant.

PTAs may work in private practice therapy offices, hospitals, outpatient clinics, rehabilitation centers, schools, home health agencies, fitness clubs, industrial health centers, nursing homes, pediatric centers, community health centers, colleges or universities. PTAs work with persons of all ages. Physical therapy services may be offered to individuals with musculoskeletal, neuromuscular, cardiopulmonary or integumentary conditions. A few specific areas may include children with disabilities such as cerebral palsy, and individuals with diagnoses such as stroke, spinal cord injury, traumatic brain injury, fracture, carpal tunnel, heart attack, or multiple sclerosis.

A student must meet NWACC admission criteria and the criteria for admission to the PTA Program before applying to the PTA Program. A copy of the selection process and criteria is made available to the student on the PTA website or upon request. The deadline for the completed PTA Program application packet to be received in the Health Profession Division is March 1st. The PTA degree program consists of 27 hours of general education courses and 50 hours of PTA core courses for a total of 77 credit hours in the A.A.S. degree. All required general education courses must be passed with a grade of C or better for students to be considered eligible for acceptance into the PTA program.

Students may be required to go to health care institutions outside Northwest Arkansas for clinical internships at the student's expense. Clinical placement is subject to criminal background checks, drug screening and other clinical facility policies. Students must carry health insurance if admitted into the PTA Program in order to attend clinical education.

Graduates of the PTA Program receive an Associate of Applied Science in Physical Therapist Assistant. The two-year average for ultimate pass rate on the National Physical Therapist Assistant Examination is 100% and 100% employment rate in the field of physical therapy within 6 months of graduation.

For more information, contact the Division of Health Professions or visit the NWACC Physical Therapist Assistant Program.

**NOTE:** General Education prerequisite courses MUST be completed by the end of the spring semester in the year the student is applying to the PTA Program. For example, students applying to enter the PTA Program in June must complete the prerequisite courses by the end of May. Clinical Kinesiology must be taken at NWACC, there will be no course substitutions for this course. It is recommended that you take this course the Spring you are applying to the program. Students must have also completed and turned in a PTA Program Application by March 1st. The PTA program accepts 14-18 students each June.

Admission is made using a rank system. Only the top ranked 14-18 students will be offered a position in the program.

There are options available for students wanting to complete all prerequisite courses in one year. Please see the Health Professions Advisor for information about the Biological Concepts Test and BIOL 0112 Introduction to Life Sciences.

*Clinical Placement may be subject to a criminal background check, drug screening and other clinical facility policies.*

*Contact the PTA Program Director for advising after reviewing the NWACC PTA webpage.*

## RESPIRATORY THERAPIST

### 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, rehabilitation facilities, physician offices, sales, and home equipment companies. For more information on Respiratory Therapy as a career, go to American Association for Respiratory Care.

A student must meet NWACC admission criteria and the criteria for admission to the RT Program before applying. The deadline for the completed RT Program application packet to be received in Health Professions is July 1st. The application period begins on March 1st annually.

Students will be required to demonstrate proficiency in both the respiratory therapy and general education courses. Students must complete all required course work with a grade of C or better. The Respiratory Therapy Program is designed to prepare students for advanced level respiratory therapy. The program consists of 28 or 29 credit hours in general education and 53 credit hours in respiratory therapy course work. Clinical placement will be subject to criminal background checks, drug screening and other clinical facility policies.

Students are advised that the Respiratory Therapy program at NWACC is strenuous in nature. Students are not allowed to take additional course work that is not directly related to their degree plan while in the Respiratory Therapy program. Students who have completed all the general education courses required for the Respiratory Therapy degree prior to being accepted will not have a full load of 12 credit hours or more each semester. The Respiratory Therapy program is very intense and requires approximately 30-35 hours per week of theory/labs/clinicals. This does not include prep time or study time. The hours ascribed to each semester while in the Respiratory Therapy program are considered by the program to be full time.

For more information, contact the Program Director at (479) 619-4252 or visit NWACC Health Professions.

The Respiratory Therapy Program (CoARC #200491) is accredited by the Commission On Accreditation For Respiratory Care, 1248 Harwood Road Bedford, TX 76021-4244, (817)283-2835

## NURSING

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

**The Nursing Program is approved by the Arkansas State Board of Nursing and nationally accredited by ACEN.**

The mission of the Northwest Arkansas Community College Associate Degree Nursing Program is framed from the mission of the College. The Nursing Program's mission is to serve and strengthen Northwest Arkansas by offering a nursing education program that prepares graduates for eligibility to take the NCLEX-RN, educates students to provide safe, quality, patient-centered nursing care in current health care settings, and provides a nursing knowledge base for lifelong learning, either through continuing nursing education or a formal degree program. Students must complete all required course work with a grade of "C" or better.

Any individual having been found guilty of a misdemeanor or felony may be ineligible to write the NCLEX exam for licensure as a Registered Nurse. The Arkansas State Board of Nursing can provide further information. Clinical Placement is subject to a criminal background check, drug screening and other clinical facility policies.

Students are advised that the Nursing Program at NWACC is strenuous in nature. Students are not allowed to take additional course work that is not directly related to their degree plan while in the Nursing program. Students must complete all general education course requirements prior to being accepted into the program, therefore, students will not have a full load of 12 credit hours or more each semester. The Nursing program is very intense and requires approximately 30-35 hours per week of theory/labs/clinicals. This does not include prep time or study time. The hours ascribed to each semester while in the Nursing program are considered by the program to be full time.

**Admission to Nursing Program and Requirements**

The Nursing Program offers three tracks:

Track I: Traditional (upon acceptance) begins each Fall for 4 semesters with the summer semester off: Fall, Spring, Fall, Spring;

Track II: Accelerated (upon acceptance) begins each summer for 4 consecutive semesters: Summer, Fall, Spring, Summer;

LPN-RN and Paramedic-RN (upon acceptance) begins each spring for 3 consecutive semesters: Spring, Summer, Fall.

Applications are taken once a year for each track offered for the Nursing degree.

Applications for Track I are available each year April 1st - May 1st.

Applications for Track II are available each year November 1st - December 1st.

The application for LPN-RN and Paramedic-RN is available each year August 1st - September 1st.

Applicants must be high school graduates or have completed the high school level General Education Development (GED®) Test.

An assessment test is required as part of the application process. The test given by the NWACC Nursing Department is the HESI A2 exam for Track I and Track II. The LPN-RN applicants will take the HESI LPN-ADN Exam and Paramedic to RN will take the HESI EMS-AND exam. The Nursing Department will notify eligible applicants once HESI dates and times have been finalized.

**Selection**

Selection for all Nursing tracks are based on the grades of the completed general education courses, HESI testing, and an interview. The Nursing department will only consider the first two attempts of the general education courses for points. Anything that shows on your transcript is an attempt. For more information on the selection criteria and process please refer to NWACC Nursing.

**Contact:** Health Professions Division Advisor, One College Drive, Bentonville, AR 72712, (479) 986-6684 HPadvisor@nwacc.edu

**Pre-Nursing session**

It is mandatory that you attend a pre-nursing session within 1 year prior to application. Pre-Nursing Advising Sessions are scheduled throughout the year.

**Track Eligibility/Curriculum Requirements**

Track I and Track II Applicants must complete the following minimum criteria by the end of the semester in which they are submitting an application in order to be considered eligible for admission. All required general education courses must be completed with a grade of C or better.

Must have a cumulative NWACC GPA of 3.0 and complete the minimum General Education courses required for the A.A.S. Nursing degree that include:

1. College Algebra, English Composition, and General Psychology.
2. All required science courses of Anatomy & Physiology I, Anatomy & Physiology II (no older than 5 years), Microbiology, and Pharmacological Basis of Nursing.

The following classes must be completed prior to starting nursing classes.

1. English Composition II (ENGL 1023)
2. Human Growth and Development (PSYC 2003)
3. Electronic Health Records (AHSC 1123)

### AAS Nursing Option: LPN-RN Bridge Program (Online)

### AAS Nursing Option: Paramedic-RN Bridge Program (Online)

These programs are for students who have a current unencumbered LPN or Paramedic license.

**LPN-RN and Paramedic-RN Eligibility/Curriculum Requirements**

Applicants must complete the following minimum criteria by the end of the summer semester prior to submitting an application order to be considered eligible for admission. All required general education courses must be completed with a grade of C or better.

Must have a cumulative NWACC GPA of 3.0 and complete the minimum General Education courses required for the A.A.S. Nursing degree that include:

1. College Algebra, English Composition, and General Psychology
2. All required science courses of Anatomy & Physiology I, Anatomy & Physiology II (no older than 5 years), Microbiology, and Pharmacological Basis of Nursing.
3. The following classes must be completed prior to starting nursing classes.
    a. English Composition II (ENGL 1023)
    b. Human Growth and Development (PSYC 2003)
    c. Electronic Health Records (AHSC 1123)

**Admission by Transfer**

Students who have been enrolled in nursing courses at another institution's nursing program and are seeking transfer into the

NWACC Nursing Program should contact the Nursing Department Administrative Assistant for a Transfer Application.

In order to be eligible to transfer into the Nursing program at NWACC, students must meet the following criteria:

1. Applicant must have been accepted and successfully completed one full semester of a Nursing program at another institution.
2. Provide official transcripts from all other institutions attended.
3. Submit course descriptions of nursing classes completed.
4. Submit letter of good standing from previous Nursing program (included with application). Students failing academically from a previous Nursing program are not eligible for transfer into the NWACC Nursing program.
5. Applicants must either be a current student enrolled at NWACC or have completed the NWACC application for admission, and have a working NWACC student account.
6. Overall GPA of 3.0
7. Must have all the general education courses required by the NWACC Nursing degree.

   No more than one year shall have elapsed since the completion of the Fundamentals/ Foundations course. If more than one year has elapsed, the student is not eligible for transfer into the Nursing program. He/ she may apply for general admission into the NWACC Nursing program. Residency requirements for graduation from the Nursing Program will include at least 12 hours in the Nursing Program at NWACC. A minimum of 15 overall hours at NWACC is required for Graduation. Acceptance is contingent on available seating.

**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 (graduation fee, school pin, state licensure & NCLEX fees) $700.00
- Liability Insurance $30.00
- Uniforms, shoes, and miscellaneous clinical equipment $380.00-$500.00
- Textbooks $1,200.00
- Records Review and Immunization Tracker package through
- Castle Branch (yearly background check and urine drug screen), T- spot (yearly) CPR certification, immunizations, and physical exam $500.00
- Current physical exam $35.00-60.00
- Computerized testing fees (HESI) approximately $100.00 per semester
- Trip to Children's Hospital approximately $200.00
- Docucare for 2 years $99.00
- Fundamentals Nursing Kit approximately $230.60
- HURST REVIEW $350.00
- Cost of medical health insurance coverage (varies for each individual)

Students can earn a technical certificate while pursing the A.A.S. in Nursing, Physical Therapy Assistant, Respiratory Therapist, Health Information Management, and Paramedic.

### Technical Certificate in Pre -Health Care Studies

## PRE-RADIOLOGIC IMAGING SCIENCES

### Technical Certificate in Pre-Radiologic Imaging Sciences

The Technical Certificate in Pre-Radiologic Sciences consists of the remainder of the pre-requisites required for the UAMS Radiologic Imaging Sciences program. Once the Technical Certificate has been completed, the student has all the requirements for admission to the UAMS RIS program.

### Certificate of Proficiency in Pre-Radiologic Imaging Sciences

The Certificate of Proficiency in Pre-Radiologic Sciences that consists of courses designed prepare students to enter the Radiologic Imaging Sciences program at the University of Arkansas for Medical Sciences. The Certificate of Proficiency consists of entry level pre-requisites for the UAMS Radiologic Imaging Sciences program. Once the Certificate of Proficiency has been successfully completed, students may apply for early acceptance into the UAMS Radiologic Imaging Sciences program.

## Electronics Technology A.A.S. Degree Program

The Electronics Technology Degree Program is intended for students currently employed in or re-entering the electronics field. The courses, offered in partnership with Northwest Technical Institute (NTI), allow students to upgrade their technical skills or to acquire the additional general education necessary to advance into supervision or management.

The electronics industry is characterized by rapid technological advances and has grown faster than most other industries over the past 30 years. Much of the continuing growth in this industry is expected to be among the professional specialty occupations. Electronic semiconductor processors and electrical and electronic assemblers will also grow faster than the industry average. Highly skilled technical personnel should be able to take advantage of the increasingly sophisticated level of manufacturing technology as industries become more integrated and manufacturing processes more advanced. Employment of electronics production workers and managers is expected to grow more slowly than average.

In general, earnings in the electronics industry are high, although this is partly because many of the lower wage production jobs have been automated or exported to other countries. Average weekly earnings of all production and nonsupervisory workers in the industry were higher than the weekly average for all industries.

Students interested in the electronics technology field need to have an aptitude for math and science and the ability to keep up with rapidly changing technology. A culminating internship in the program allows students to apply the technical knowledge they have learned in classes and labs to specific positions in area industries. Graduates of the program will receive an A.A.S. degree in Electronics Technology.

NOTES: Not all courses are available each semester; check course descriptions for prerequisite requirements.

** Designates NTI course work. NTI courses must not be 30 or more credit hours for the entire degree. Total Hours 60-61

## Certificate of Proficiency Electronics Technology

**Environmental & Regulatory Sciences**

The Division of Science & Mathematics offers an Associate of Applied Science (A.A.S.) in Environmental and Regulatory Science. This degree is designed for the student desiring entry level positions in environmental management, safety, health, or green technology jobs. There are two options available for this technical, competency-based degree. Option I focuses on safety & health and the management of hazardous materials in the workplace. Option II focuses on the management of environmental resources and GIS technology and software. Certificates of proficiency and technical certificates for pursuing education advancement in applied areas of environmental and regulatory science are also available. Completed course work may lead to educational requirements for professional certification such as CSP, CET, or CHMM for those already employed in the environmental and safety fields. Participation in field work and internship may be required for completion of degree or certificates. This program is a good foundation for students wishing to transfer to a four-year institution with the desire to complete a Bachelor of Science Degree in Environmental Science or health-related field. To acquaint students with professional opportunities within the field, students are encouraged to participate in local safety and health conferences and student section of ASSE prior to graduation.

In addition to college credit, students can receive additional certifications in some classes.

**Examples:** 40-Hour HAZWOPER certification, OSHA 30- Hour General Industry certification, and EPA certificate for environmental management.

For more information, contact Cindy Hammons, at (479) 936-5178 or (800) 995-6922, or chammons@nwacc.edu.

## A.A.S. in Environmental and Regulatory Science - Safety, Health and Hazardous Materials Management (ONLINE)

In 2007, Arkansas Department of Higher Education approved the curriculum for Option I (Safety & Health, and Hazardous Materials Management) for online delivery and (A.A.S.) degree in Environmental and Regulatory Science became the first A.A.S. online degree for NWACC. This curriculum meets the guidelines developed jointly by the American Society of Safety Engineers (ASSE) and the Board of Certified Safety Professionals (BCSP). These guidelines define academic requirements for safety degrees and other routes of academic preparation for the profession. The guidelines reflect the tasks and functions performed by safety practitioners. The Safety & Health, and Hazardous Materials Management Option I Curriculum is designed to provide occupational safety and health training to both pre-service and in-service safety practitioners. The courses may be completed via internet delivery or at our Bentonville, AR campus. The flexibility of online courses allows you to continue your education while meeting employment, community and family responsibilities.

## Certificate of Proficiency in Safety and Health

The Certificate of Proficiency Program is designed for students that are already working in a related field of safety and health, requiring a basic understanding of federal/state environmental regulations. This program of study would allow an individual the opportunity to improve their job skills for their current job even if no other additional classes were sought.

**Certificate Courses 16 Hours**

## A.A.S. in Environmental and Regulatory Science: Option Environmental Management

The Environmental Management option emphasizes water and land management and stresses soils, water treatment, and waste management.

## Technical Certificate in Environmental Regulatory Sciences/Green Technology

## Technical Certificate in Environmental Management & Regulatory Sciences

The Technical Certificate also requires a firm base of understanding of federal/state regulations. This certificate, however, is more specifically geared to employees who do on-site exposure sampling, handle hazardous materials, respond to emergency release of chemicals in the workplace, or address other workplace related environmental issues. If a student completes the Technical Certificate and then wants to pursue further study, the Associate of Applied Science (A.A.S.) in Environmental and Regulatory Science could be an option. All courses are available online except ENSC 2301L, ENSC 2233.

## Certificate of Proficiency in Environmental Management/ GIS Technician

The Certificate of Proficiency is designed for students interested in learning skills related to creating and maintaining environmental related Geographical Information Science (GIS) data. ESRI software, specifically the ArcGIS Suite (Arc Catalog, Arc Map, Arc Toolbox) are used to perform GIS data collection, conversion/editing, GIS map production, and spatial database management.

**Certificate of Proficiency in Environmental Management and Regulatory Sciences**

Students can also earn the following certificates.

**Certificate of Proficiency for Workforce Readiness**

**Technical Certificate in Horticulture**

**Certificate of Proficiency in Horticulture**

**Certificate of Proficiency in Workforce Readiness Horticulture**

**Technical Certificate in Funeral Science**

**Certificate of Proficiency in Funeral Science**

**Certificate of Proficiency in Pre-Health Sciences**

The purpose of the Certificate of Proficiency in Pre- Health Sciences is to prepare students for employment and further success in licensure. This certificate fosters development of a skill set fundamental to health care as identified by area health professionals. The core required courses form the foundation for all the health professions A.A.S. degrees offered by the college. The human anatomy and physiology courses provide a crucial knowledge base for all members of health professions. The computer and English composition courses develop important skills necessary for the workplace. The electives offer options for students based on career interest and are required for health professions A.A.S. degrees. Successful completion of the certificate will result in an individual with basic proficiency suitable for a variety of non-licensed positions in the health care field.

## LEGAL STUDIES DEPARTMENT

### Criminal Justice Program

The Associate of Applied Science degree program in Criminal Justice is considered appropriate for persons preparing for employment in many municipal, state and private police agencies as well as persons considering employment in local, state, federal, and private correctional facilities. While the Associate degree may be a stepping stone for those students who plan to go on for a bachelor's degree, it is designed as a standalone two year terminal degree program. The objective of the degree program is to provide students with an understanding of the process by which justice is distributed in our society, the function and operation of the criminal justice system (law enforcement, criminal courts and corrections) role of individuals in the allocation of justice.

The associate degree in criminal justice has four tracks: a law enforcement track, prevention and corrections track, forensic sciences track and a child advocacy track. Students may choose one of the four tracks as an area of emphasis by selecting the appropriate certificate.

NWACC will award six hours of credit for students who can demonstrate completion of training from Arkansas Law Enforcement Training Academy (ALETA). Three hours will substitute for either Law Enforcement in Society or Criminal Procedures and three hours will apply toward Criminal Justice electives. Financial Aid Scholarships are available for CMJS majors.

NWACC, in partnership with the Criminal Justice Institute, is able to offer A.A.S. degrees in Crime Scene Investigation and Law Enforcement Administration to actively employed law enforcement personnel. Please contact the Criminal Justice Coordinator for details of these programs. CMJS 9983 and CMJS 9993 may be awarded at the discretion of the Criminal Justice Coordinator and the approval of the Division Dean as a general course substitution for a Criminal Justice Elective or Related

Elective to those students having taken other relevant courses (or substantial academic training courses) not listed on the degree plan.

For more information about careers in the field of criminal justice or aspects of the criminal justice program, visit NWACC Criminal Justice.

**Associate of Applied Science in Criminal Justice**

**Technical Certificate in Criminal Justice**

**Certificate of Proficiency in Criminal Justice**

**Certificate of Proficiency in Crime Prevention and Corrections**

**Certificate of Proficiency in Forensic Science**

**Certificate of Proficiency in Justice Studies**

**Certificate of Proficiency in Law Enforcement**

### Criminal Justice Certificates

Each Certificate requires eighteen credit hours within the specialized area of study and may be a part of an A.A.S. degree or a stand-alone program of study.

### Criminal Justice Institute

Under a Memorandum of Understanding, active duty law enforcement personnel may obtain Certificates and/or an A.A.S. degree in Crime Scene Investigation or Law Enforcement Administration by obtaining Criminal Justice hours through the Criminal Justice Institute and general education hours through NorthWest Arkansas Community College. Those students who are currently employed in law enforcement may obtain information regarding these programs by contacting the Criminal Justice Institute or by contacting Jerry Rose, NWACC Criminal Justice Coordinator at (479) 619-4344.

**Associate of Applied Science in Paralegal Studies**

This program is an American Bar Association approved paralegal program designed for paralegal professionals who assist attorneys in the research, investigation, document preparation, trial coordination, case management and writing responsibilities of a law firm, corporate legal department, or government law office or judicial agency. Students interested in the program need excellent writing and communication skills, the ability to accept responsibility and take direction, and an aptitude for organizing legal ideas and factual materials. As less than 30% of all paralegal programs have ABA approval status, this is a mark of distinction and shows that the program meets high standards in the areas of faculty, student achievement, curriculum and the overall student services of the college.

The NWACC program supports the general principles of ethical legal practice, professional responsibility, and the prohibition against the unauthorized practice of law by non-lawyers. Students receive extensive training in legal ethics, including the mandate that paralegals work only under the supervision of attorneys and are prohibited by law from giving legal advice to the public.

## CHILD ADVOCACY STUDIES

**Certificate of Proficiency in Child Advocacy Studies**

After earning the Certificate of Proficiency, the additional hours must be completed to earn a Technical Certificate.

**Technical Certificate in Child Advocacy Studies**

## ROTC

The University of Arkansas Reserve Officers Training Corps offers classes in both Army and Air Force ROTC through NWACC. Students sign up through NWACC and attend classes held on the campus of the University of Arkansas in Fayetteville.

## EDUCATION AND WELLNESS DEPARTMENT

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

### Mission

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

The Early Childhood Program provides courses that allow students to:

- Acquire the lower-division early childhood and child development foundations needed for completion of the A.A.S. degree at NorthWest Arkansas Community College and employment in quality child care centers; Develop broad perspectives of the discipline by gaining an understanding of the underlying continuity of human development, understanding the relationship between child development and later development and success in life, and understanding the importance of the role of the early childhood professional in today's society; Comprehend the value of critical thinking in analyzing current trends and issues impacting children and their families by developing a sociocultural view of child development, critically evaluating research as it pertains to children and their families, drawing sound conclusions from research in order to better inform their professional decisions; Communicate with colleagues, families, and the broader community about children's issues.

- In addition, the A.A.S. Degree in Early Childhood Development is designed to meet the competencies required for the Birth through Pre-Kindergarten Teaching Credential which is required by Act 187 passed by the Arkansas Legislature during the 2009 session. This degree will allow a graduate to apply for the Birth through Pre-Kindergarten Teaching Credential from the Division of Early Care and Education of the Department of Human Services. It qualifies the graduate to serve as a lead teacher in a nonpublic school classroom or in a Head Start classroom while continuing to pursue a Bachelor's degree from another institution of higher education. The student will also be qualified to serve as a para-professional in a public school pre-kindergarten classroom. NOTE: It will not allow the graduate to be the lead teacher in a public school pre-kindergarten classroom.

## Technical Certificate in Early Childhood Education

**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.

## Certificate of Proficiency in Child Development Associate (CDA)

The following sequence of courses provides preparation for assessment for the Child Development Associate Credential (CDA). Students must be employed in an approved early childhood program and working at least 30 hours per week with children of the appropriate age for CDA credential sought.

**Early Childhood Education Project (ECEP/ PDR)**

In partnership with the University of Arkansas, the Early Childhood Program at NWACC offers a variety of early childhood workshops throughout the year. There is no fee to attend, but participants must be present for all hours in order to receive the certificate of completion. For more information about ECEP and/or to request a training go to ecep.uark.edu Several ECEP workshops are embedded in credit courses, which means that students can earn PDR (formally TAPP) credit, as well as college credit.

**Physical Education Activity Classes (PEAC)**

Participation in physical education activity classes (PEAC) involves moderate to strenuous physical activity and some health risks. Students that have current or prior health issues should consult with a personal physician and bring a release from a medical doctor to the PEAC instructor. The NWACC Waiver of Liability Form will also be signed by all students participating in PEAC courses.

**Education Majors**

Due to recent on-going changes in the education course requirements for Education Majors, students need to contact an advisor to set up their schedule, as program requirements vary by institutions. Contact NWACC Student Advising at (479) 986-4008 or Dr. A.J. Shirey at ashirey@nwacc.edu.

# DIVISION OF CULINARY STUDIES

As a Center for the Study of Food, Brightwater offers the insights and skills needed to positively impact our food system. In addition to gaining cooking proficiency, students will regularly participate in activities and training on culinary nutrition, growing and sourcing food, food waste and recovery, whole-animal butchery, food entrepreneurship, and seasonal cooking. Brightwater is the first culinary school to integrate a food-systems approach and inquiry-based learning to cooking, local farming, sustainability, and community development.

## ARTISANAL

Brightwater's Artisanal Foods program was created to revitalize the significance of authentic craftsmanship. Sadly, within the food industry today the word artisan has lost almost all of its meaning, but fortunately, with our experiential-learning approach, Brightwater will help fully immerse our students in their artistry. By spending time in the garden, students will learn the value of crafting their victuals with quality, seasonal ingredients. Taking a true "farm-to- table" perspective back to the kitchen, our students will be empowered to create exceptional food. Our passionate and extensively trained instructors will guide our students to be masters of small-batch specializations. They will gain a historical, scientific, and technical understanding in how to fashion each product successfully. It is Brightwater's goal for its artisanal foods students to impact the industry by reviving the lost crafts in culinary arts.

## BAKING AND PASTRY

Brightwater's Baking and Pastry program gives our students the foundation they need to build their careers confidently. With a focus on old world methods and techniques, our classes will enrich our baking and pastry students with a respect for taking the time to craft with excellence. Understanding that baking and pastry is both an art and a science, our instructors will emphasize precision along with creativity. Our state of the art equipment, such as a 50 lb. grain mill, chocolate tempering machine, industrial ice cream maker, and four steam-injected deck ovens, will give Brightwater students the ability to recognize what "from scratch" truly means. Whether the goal is patisserie, baking, cake decorating, or confectionaries, Brightwater strives to develop students that are passionate about the artisanal process of their profession.

## CULINARY ARTS

Brightwater's Culinary Arts program develops our students to be professional culinarians, while inspiring them to think about food in an exploratory way. Each student will be immersed in the culinary world by experiencing every aspect of the food system from crop to cuisine. They will have the opportunity to go beyond the classroom by engaging with chefs, farmers, and other food entrepreneurs working in various positions within the local community. By valuing an inquiry-based learning approach, our instructors will not only help our students to master specific culinary techniques, but will also challenge them to apply those skills in their own innovative way. Brightwater strives to encourage our students to be influencers in society by seeing food as a more than just food, but as a connector to culture, art, the environment and our own community.

**AAS in Food Studies: Option in Artisanal Food**

**Technical Certificate in Artisanal Food**

**Certificate of Proficiency in Artisanal Food**

**AAS in Food Studies: Option in Baking & Pastry Arts**

**Technical Certificate in Baking Arts**

**Certificate of Proficiency in Baking & Pastry Arts**

**AAS in Food Studies: Option in Beverage Arts**

**Technical Certificate in Beverage Arts**

**Certificate of Proficiency in Beverage Arts**

**AAS in Food Studies: Option in Culinary Arts**

**Technical Certificate in Culinary Art**

**Certificate of Proficiency in Culinary Art**

# CONSTRUCTION TECHNOLOGY AND APPRENTICESHIP

In this degree program you will gain the skills and credentials you need to enter the vibrant construction industry.

NWACC's Associate of Applied Science Degree Program in Construction Technology will focus on training today's building construction professionals seeking initial employment or internal advancement.

Designed by local industry advisors, completers of this degree program will gain the necessary skills to plan, direct, coordinate, and budget for commercial building projects. You will understand the necessary skills to manage small and large construction projects. You will learn about the materials of construction, residential and commercial methods, how to estimate projects, surveying techniques, project scheduling, codes and laws that apply to the construction industry.

Training locally and placing locally, the NWACC Construction Technology program will partner with industry to meet the employment demands of Northwest Arkansas.

**Associate of Applied Science in Construction Technology**

**Technical Certificate in Construction Technology**

**Certificate of Proficiency in Construction Technology**

**Technical Certificate in Integrated Design**

NWACC's Workforce apprenticeships are ideal for those who enjoy working with their hands, problem solving and learning the mechanics behind the systems that keep buildings up and running.

We offer three apprenticeship pathway options including heating, ventilation and air conditioning (HVAC), plumbing and electrical.

Our HVAC and plumbing programs are specifically sanctioned by the state of Arkansas Department of Labor, Office of Apprenticeship Training. Plumbing and electrical programs also require state licensure. A student is required to work in either trade under a licensed professional.

**Certificate of Proficiency in Electrical Apprentice**

**Certificate of Proficiency in HVAC Apprentice**

**Certificate of Proficiency in Plumbing**

# NWACC COURSES BY DIVISION

## HEALTH PROFESSIONS DIVISION (479) 619-4153

Allied Health Science Emergency Medical Sciences Dental
Fire Science Administration & Technology
Health Information Management
Nursing
Paramedic Science
Physical Therapist Assistant
Respiratory Therapy

## BUSINESS AND COMPUTER INFORMATION DIVISION

### Business Department (479) 986-6914

Accounting
Business Administration
Business Transfer to WCOB
Business Law
Banking and Finance
Economics
Entrepreneurship
International Business
Management
Transportation & Logistics

### Computer Info Department (479) 986-6914

Computer Aided Design
Computer Information Systems Management
Computer Information
Computer Programming
Networking
Office Systems Integration & Management
Walton College of Business ISYS Transfer

## COMMUNICATION AND ARTS DIVISION

### Academic Literacy and English (479) 986-6952

Composition I
English Academic Literacy
Literature

### Humanities, English and Languages (479) 986-6953

Arabic
Chinese
Composition II
Creative Writing
French
German
Humanities
Italian
Spanish

### Performing Arts and Communication (479) 619-4126

Applied Music Lessons
Communication and Film
Music
Theatre

### Visual Arts and Media (479) 986-6710

Art
Art History
Graphic Design
Journalism

## SCIENCE AND MATHEMATICS DIVISION (479) 619-4142

Agricultural, Food & Life Science
Anthropology
Astronomy
Biology
Botany
Chemistry
EMPACTS
Environmental & Regulatory Sciences
Geology
Geosciences
General Engineering
Horticulture
Mathematics
Math and Communication
Microbiology
Mechanical Engineering
Safety & Health Regulations
Physical Science
Physics

## SOCIAL AND BEHAVIORAL SCIENCES DIVISION (479) 619-4149

Air Force ROTC Army ROTC Anthropology
Anthropology
Child Advocacy Studies
Criminal Justice
Curriculum and Instruction: K-12 Teacher Ed
Early Childhood Education
Early Childhood Teaching Credential
English for Bilingual Students
Geography
Global Studies
Health Science
History
Physical Education Activities
Legal Studies
Philosophy and Religion
Political Science
Psychology
Social Work
Sociology

## WORKFORCE TECHNOLOGY DIVISION

### Construction (479) 936-5175

Construction Technology

### Food Studies (479) 631-8600

Artisanal Food
Baking
Culinary Arts

# COURSE PREFIX AND TITLES

All courses are listed alphabetically by course prefix. NWACC courses are identified by a four digit number. The first digit indicates the course level; “0” indicates courses that do not lead towards graduation; “1” indicates first year or freshman level courses; “2’ indicates second year or sophomore level courses. The final digit indicates the course credit hours. The semester in which a course is scheduled to be offered is indicated by a code following each course name. The codes are F = Fall semester, S = Spring semester, SUM = Summer semester and on demand = as needed.

Some of the courses listed may not transfer to all four year institutions. Therefore, it is the responsibility of the student planning to transfer to check with an advisor as to the transferability of specific courses.

| Course Prefix | Academic Discipline |
|---|---|
| ACCT | Accounting |
| AERO | Air Force ROTC |
| AFLS | Agriculture, Food, & Life Science |
| AHSC | Allied Health Science |
| ANTH | Anthropology |
| ARAB | Arabic |
| ARHS | Art History |
| ART | Art |
| ASTR | Astronomy |
| BIOL | Biology |
| BLDG | Building Sciences |
| BADM | Business Administration |
| BLAW | Business Law |
| BOTY | Botany |
| BUTR | Business Transfer to WCOB |
| CHED | Early Childhood Education |
| CHEM | Chemistry |
| CHIN | Chinese |
| CIED | Curriculum & Instruction |
| CINE | Cinematic Studies |
| CISM | Computer Info Systems Management |
| CISQ | Computer Information |
| CMJS | Criminal Justice |
| COMM | Communication |
| CST | Construction Technology |
| DNTA | Dental |
| DRFT | Computer Aided Design (CAD) |
| ECON | Economics |
| ECTC | Early Childhood Teaching Credential |
| EMTA | Emergency Medical Sciences |
| EMTP | Paramedic Science |
| ENGA | English Academic Literacy |
| ENGC | English for College and Career |
| ENGL | English |
| ENSC | Environmental and Regulatory Science |
| ENTR | Entrepreneurship |
| FDST | Food Studies |
| FIRE | Fire Science Administration & Technology |
| FREN | French |
| GEOG | Geography |
| GEOL | Geology |
| GEOS | Geosciences |
| GERM | German |
| GLST | Global Studies |

| Course Prefix | Academic Discipline |
|---|---|
| GNEG | General Engineering |
| HIM | Health Information Management |
| HIST | History |
| HLSC | Health Science |
| HORT | Horticulture |
| HSEM | Homeland Security/Emergency Mgmt. |
| HUMN | Humanities |
| HVAC | Heating Ventilation & Air Conditioning |
| INTB | International Business |
| ITAL | Italian |
| JOUR | Journalism |
| LEAD | Leadership Fundamentals |
| LEGL | Legal Studies |
| MATH | Mathematics |
| MTCM | Math and Communication |
| MBIO | Microbiology |
| MEEG | Mechanical Engineering |
| MGMT | Management |
| MILS | Army ROTC |
| MPAX | EAST/EMPACTS |
| MTCM | Comm. & Math for the Workforce |
| MUSI | Music |
| MUAP | Applied Music Lessons |
| NTWK | Networking |
| NURS | Nursing |
| OSHA | Safety & Health Regulations |
| OSIM | Office Systems Integration & Mgmt. |
| PEAC | Physical Education Activities |
| PHIL | Philosophy & Religion |
| PHSC | Physical Science |
| PHTA | Physical Therapist Assistant |
| PHYS | Physics |
| PLSC | Political Science |
| PROG | Computer Programming |
| PSYC | Psychology |
| RESP | Respiratory Therapy |
| SCWK | Social Work |
| SOCI | Sociology |
| SPAN | Spanish |
| THTR | Theatre |
| TRLG | Transportation & Logistics Mgmt. |

## ACCOUNTING

**ACCT 2013 Principles of Accounting I**
(F, S, SUM) Presents the fundamentals of accounting theory, introduction to accounting concepts, principles and terminology. Emphasis will be placed on financial accounting beginning with sole proprietorships and ending with corporations. Students should be prepared to use basic mathematics and basic algebra with accuracy and reasonable speed. Prerequisite: ENGL 1013 and MATH 0103 or higher (excluding MATH 1313) or appropriate math placement score.

**ACCT 2023 Principles of Accounting II**
(F, S) Continues the presentation begun in Accounting I with emphasis on the corporate form of business cost accounting and managerial analysis. Prerequisite: ACCT 2013

**ACCT 2043 Computerized Acct with Payroll**
(F,S) This course emphasizes the application of computers to Generally Accepted Accounting Principles and payroll practices, utilizing a current accounting software package (currently QuickBooks). Students will use the computer for the following accounting applications: general ledger, accounts receivable, accounts payable, financial analysis, depreciation, inventory, and payroll. This course also provides a study of payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures and recordkeeping requirements. Prerequisite: ACCT 2013 Principles of Accounting I. CISQ 1103 or Computer Proficiency strongly recommended.

**ACCT 2193 Federal Income Tax Individuals**
This course is an introduction to the basic operation of the federal income tax laws and concepts for individuals, corporations, estates, and trusts. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits.

**ACCT 2203 Accounting Practicum**
(F, S) This capstone course emphasizes the application of Generally Accepted Accounting Principles and practices to processing a variety of accounting transactions and reports in both manual and computerized formats. Students will complete practice sets covering a complete accounting cycle for a merchandising business, in both manual and computerized formats. Study of accounting information systems and preparation for a national certification exam will be included. Prerequisites: ACCT 2023 Principles of Accounting II and ACCT 2043 Computerized Accounting with Payroll.

## 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 1010L Heritage and Values of the United States Air Force Lab**
(F, S) A survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Leadership Lab mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

**AERO 1011 Heritage and Values of the United States Air Force**
(F, S) AERO 1011 A survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Leadership Lab (AERO 1011L and 1021L) mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

**AERO 1021 Heritage and Values of the United States Air Force**
(F, S) A survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Leadership Lab (AERO 1011L and 1021L) mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

**AERO 2010L Team and Leadership Fundamentals Lab**
(F, S) This course focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate. Leadership Lab mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

**AERO 2011 Team and Leadership Fundamental**
(F, S) This course focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. the purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate. Leadership Lab (AERO 2011L and 2021L) mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

**AERO 2021 Team and Leadership Fundamental**
(F, S) This course focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate. Leadership Lab (AERO 2011L and 2021L) mandatory for cadets. One hour of classroom and two hours of leadership lab per week.

## 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 1213 Certified Nursing Assistant (CNA)**
(F, S, SUM) The Certified Nursing Assistant Program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically, basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. The course is taught following the Arkansas Long-Term Care Facility Nursing Assistant Training Curriculum. Note: A criminal background check, urine drug screen and completion of the required immunizations will be required prior to the clinical rotation for students enrolled in the CNA Program. Successful

completion of the Certified Nursing Assistant course results in the student being eligible to take the certification test in the state of Arkansas. Prerequisites: Score of 19 or higher on the ACT or 78 or higher on the Reading placement test, or approval of the course coordinator.

**AHSC 1223 Patient Care Assistant + (PCA+)**
(F, S, SUM) The PCA+ course expands the student's knowledge of healthcare gained in AHSC 1213 and introduces advanced patient care skills, professional development training, and an introduction to the Electronic Health Record through didactic instruction, hands on lab and clinical training at area hospitals. Addressing patient care needs/techniques unique to acute care hospitals is the focus. Successful students will receive CPR Certification and a Certificate of Proficiency.

Note: A criminal background check, urine drug screen and completion of the required immunizations will be required prior to the clinical rotation for students enrolled in the PCA+ Program.

Prerequisites: A score of 19 or higher on the ACT, Reading or 78 or higher on the Reading Placement Test and AHSC 1213 of proof of certification as a Nursing Assistant or having successfully completed, within the past year, a Certified Nursing Assistant Training Program approved by the Arkansas Office of Long Term Care or approval of the course coordinator.

**AHSC 2223 Health Professions Direct Elective**
(F, S, SUM) This course meets the directive elective requirement for the Pre Health Care Studies Technical Certificate, which is designed to meet the general education courses needed for the Associate of Applied Science degrees offered in the Health Professions division at NWACC. Due to the specific requirements for the AAS degrees and financial aid eligibility requirements, students will be required to meet with the Health Professions Advisor for elective approval.

## ANTHROPOLOGY

**ANTH 1013 Introduction to Biological Anthropology**
(F, S) An introduction to the field of physical anthropology using human evolution as a unifying concept. Areas include human genetics, race, speciation, primate evolution and human variation and adaptation. Co-requisite: ANTH 1011L.

**ANTH 1011L Intro to Biological Anthropology Laboratory**
(F, S) Laboratory exercises illustrating concepts of physical anthropology. Co-requisite: ANTH 1013.

**ANTH 1023 Introduction to Cultural Anthropology**
(F, S) An introduction to the peoples of the world, the nature of culture and its influence on human behavior, social life, and social organization. The course is designed to demonstrate the interrelationships of ethnology to anthropology and the social sciences, and to survey the various culture areas and culture types of the world. Issues of globalization and globalization's impact on indigenous cultures will be emphasized.

**ANTH 1033 Introduction to Archaeology**
(F, S) Introduction to methods and techniques used to identify and date archaeological cultures, reconstruct past lifeways and describe cultural evolution. Overview of the prehistory of Africa, Western Europe, southwest Asia, and the Americas from earliest dated human cultures to rise of complex civilizations.

## ARABIC

**ARAB 1003 Elementary Arabic I**
(F) Introductory course in understanding, speaking, reading, and writing standard Arabic. Emphasis on learning the alphabet and Arabic script.

**ARAB 1013 Elementary Arabic II**
(S) A continuation of ARAB 1003. Further development of basic skills in aural comprehension, speaking, reading, and writing of standard Arabic. Prerequisite: ARAB 1003 with a C or better, or department consent.

**ARAB 2003 Intermediate Arabic I**
(On Demand) This course is a continuation of Arabic 1013. Further development of listening and speaking skills, reading comprehension, writing ability, and knowledge of Arab culture. Emphasizes Arabic morphology. Prerequisite: Completion of ARAB 1013 with a C or better, or department consent.

**ARAB 2013 Intermediate Arabic II**
(On Demand) This course is a continuation of Arabic 2003. Further development of listening and speaking skills, reading comprehension, writing ability, and knowledge of Arab culture. Emphasizes Arabic morphology.

## 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 1003H Art Appreciation, Honors**
(S) An in-depth exploration to the visual arts. Discussions and activities centered on art theory and an introduction to art history, plus demonstrations, films, slides, and field trips. Please refer to the NWACC Honors Program section in the current catalog for more information.

**ARHS 1013 Creative Thinking and Practice**
(F) A survey course that explores the definitions, classifications, aesthetics, criticism, and controversies in contemporary art and visual culture. Activities include reading, writing, discussion, and museum visits. Recommended prerequisite or Co-requisite ENGL 1013.

**ARHS 2823 The History of Photography and Design**
(F, S) A survey of photography and design from 1685 to the present. It is recommended that ENGL 1013 be taken prior to enrolling in this course.

**ARHS 2913 Art History I**
(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. .

**ARHS 2923 Art History II**
(F, S) Art History II explores artists and works from the Renaissance to the present. Courses may be taken in sequence or separately. It is recommended that ENGL 1013 be taken prior to enrolling in this course.

## ART

**ART 1033 Introduction to Studio Art**
(F, S) Through hands-on experience involving basic visual elements, students apply principles of design to projects in painting, drawing and sculpture.

**ART 1303 Drawing I**
(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 3D Design**
(F, S) Studio projects offer an opportunity to work in three-dimensional forms, using paper, wire, plaster, wood or clay.

**ART 1333 2D Design**
(On Demand) This studio course introduces the basic concepts of design such as line, shape, value, texture, and color and their relationships. Using a variety of two-dimensional materials, composition will be explored.

**ART 2003 Drawing II**
(F) Further exploration of drawing techniques with emphasis on experimentation and interpretation. Prerequisite: ART 1303 or consent of instructor.

**ART 2013 Figure Drawing I**
(F, S) Continuation of advanced drawing with emphasis on human figure studies. Prerequisite: ART 1303 or consent of instructor.

**ART 2033 Figure Drawing II**
(S) Advanced study of the figure with emphasis on figure structure and expression, and its relationship to pictorial form in drawing. Prerequisite: ART 2013 or instructor consent.

**ART 2103 Painting I**
(F, S) A basic creative approach to oil painting that includes color mixing and techniques, still life, landscape and portrait painting.

**ART 2113 Painting II**
(S) Enhances the use of materials, procedures, subject matter and approaches to painting. Prerequisite: ART 2103 or consent of instructor. Recommended (not required) ART 1303 and ART 1333.

**ART 2123 Watermedia I**
(F, S) An introductory course focusing on the basic materials and techniques associated with watercolor, gouache, and acrylic painting. This skill-building course will encompass aspects of composition and design through observation and imagination. Traditional and experimental techniques will form a foundation for more personally expressive work. Prerequisite: ART 1303. Recommended: ART 1333 or Portfolio review and consent of instructor.

**ART 2133 Watermedia II**
(F, S) Further exploration of watercolor, gouache, acrylic painting, and mixed media with emphasis on composition, design, and experimentation. Masterworks and other sources of inspiration will be studied. Idea development and personal expression will be emphasized. Prerequisite: ART 1303 and ART 2123. Recommended: ART 1333 or Portfolio review and consent of instructor.

**ART 2203 Sculpture**
(S) Continuation of three-dimensional design using additive and subtractive techniques. Prerequisite: ART 1323 or consent of instructor.

**ART 2273 3D Animation**
(On Demand) A course in 3D animation, using the industry standard software. Students will learn the basics of modeling, textures, lighting, movement, etc. Prerequisite: ART 1313 or instructor consent.

**ART 2313 Computer Applications for Fine Art**
(On Demand) A course in 3D animation, using the industry standard software. Students will learn the basics of modeling, textures, lighting, movement, etc. Prerequisite: ART 1313 or instructor consent.

**ART 2333 Color Studies**
(F, S) In this course, students investigate color qualities and relationships through research and studio problems, using both traditional and digital techniques and experiments. The class focuses on the use of Adobe Photoshop. Prerequisite: ART 1313.

**ART 2343 Color Theory**
(F, S) A studio exploration of the theories, problems and applications of color. Prerequisite: ART 1313 or ART 1333.

**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 ART 1313. Prerequisites: ART 1303 and ART 1313.

**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 and either ART 2123 or ART 2103.

**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.

**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.

**ART 2393 Advanced Graphic Design I**

(F, S) This course is an advanced course in the study of graphic design principles and techniques. The areas of focus vary from semester to semester. Prerequisite: ART 2373.

**ART 2403 Advanced Graphic Design II**

(F, S) This course is the same as Advanced Graphic Design I. Students should register for this version of the course if they are taking the class a second time for additional credit. Prerequisite: ART 2393.

**ART 2433 Digital Illustration**
(S) Students in this course will create illustrations in both traditional and digital formats. Drawing, composition, and visual problem-solving skills will be explored with an emphasis on representation and expression using traditional sketching and more than one computer application. Prerequisites: ART 2363 and either ART 2123 or ART 2103.

**ART 2503 Ceramics I**
(On Demand) A studio course designed to cover the making of pottery, from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures, to produce finished ceramic ware. An appreciation of the ceramics of the past and present will be included. Six hours laboratory.

**ART 2603 Prof Practices in Fine Art**
(S) This final course in the AFA degree in visual art focuses on the professional practices of a studio artist including portfolio and artwork presentation, writing an artist statement, self-promotion, culminating in group exhibition. There are no prerequisites required, but the course should ideally be taken the last semester of coursework in the AFA degree.

**ART 2803 Photography I**
(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 Photography II**
(F, S) This course deals with a more advanced study of photographic arts and image making, including darkroom and digital processes, as well as some alternative processes. Prerequisites: ART 2803 or ART 2863 or instructor's consent.

**ART 2833 Video Production/Editing**
(F, S) An introduction to Video Development, Pre-Production, Production, and Post-Production. Digital, portable video cameras, DSLR cameras, digital editing equipment and software will be used. Students will need to supply their own camera. Prerequisite: ART 1313 or consent of instructor.

**ART 2843 Printmaking I**
(On Demand) The purpose of this course is to expose students to the world of printmaking. Through an exploration of a variety of processes, the students will acquire understanding in hands-on skills within the multiple facets of the medium of printmaking. This studio experience will involve creative projects in the fundamental techniques, of relief, intaglio, and monotype. Prerequisites: Recommended ART 1303.

**ART 2853 Printmaking II**
(S) A continued investigation of the technical and conceptual aspects found in the medium of printmaking. Study will center on in -depth explorations of one or more printmaking processes: relief, intaglio, serigraphy, monotype. Prerequisite: ART 2843 or consent of instructor. Recommended ART 1303.

**ART 2863 Digital Photography**
(F) This is an introductory course in digital photography, including composing, lighting, exposing, printing, editing, critiquing, presenting, and more. Students are required to have a digital SLR camera with adjustable manual settings for aperture and shutter speed.

**ART 2863G Digital Photography**
(SUM) This is an introductory course in digital photography, including composing, lighting, exposing, printing, editing, critiquing, presenting, and more. Students are required to have a digital SLR camera capable of shooting in RAW format, with adjustable manual settings for aperture and shutter speed.

**ART 2883 Special Topics**
(On Demand) This art course may be offered in a subject not specifically covered by the art courses listed in the catalog.

**ART 2903 Web Application Design**
(F, S, On Demand) An introduction to the design and implementation of rich, interactive applications for use online or mobile devices. Prerequisite: ART 2363 Graphic Design I or consent of instructor.

**ART 2953 Graphic Design Internship**
(F, S) This course requires that students obtain employment in a position relating to graphic design with a local business. Students are helped to prepare their portfolio and résumé, and guided toward possible positions. The students must interview and work out a contractual agreement regarding their duties and responsibilities with their employer. The position must be supervised and expose the student to some aspect of the graphic design profession. This should be one of the final courses taken in this degree program. Prerequisite: Approved written plan and consent of instructor and division chair.

## ASTRONOMY

**ASTR 2004/2004H Survey of the Universe**
(F, S) This course is a basic study of the solar system, stars, galaxies, and the rest of the universe. Three hours lecture and 3 hours lab required weekly. Topics include physical science foundations, celestial motion, planets and planetary formation, stellar and galactic properties, stellar and galactic evolution, and cosmology. Daytime and nighttime observing with telescopes and indoor exercises on selected topics will be included. Several night sessions are required. Prerequisites: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra (MATH 0103).

## BUILDING SCIENCES

**BLDG 1002 Green Building**
(F, S) This hybrid on-line and instructor led course will teach individuals how to evaluate a building's total environmental impact. This course covers building sciences principles, health and safety issues, energy and water efficiency, indoor environmental quality, reduced community impact, homeowner education and maintenance, and sustainable site development. Students will learn hands-on in the lab. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

**BLDG 1004 Energy Auditor**
(F, S) This hybrid on-line and instructor led course will teach individuals how to evaluate the energy performance, comfort, and safety of a house through a comprehensive, whole house diagnostic procedure. This course covers building science principles, health and safety issues, envelope and duct leakage testing, insulation evaluation, and combustion safety testing. By using the whole house performance based approach, students will address a comprehensive range of interrelated building issues and be able to provide clients with a more comfortable, safe, and energy efficient home. Students will learn hands-on in the lab. Students can utilize this course as a credit course in pursuit of the Green Technology Option of the Technical Certificate in Environmental & Regulatory Science. This course is not intended for transfer credit.

## BUSINESS ADMINISTRATION

**BADM 2513 Business Organization and Management**
(F, S) Discussions of the managerial process, examining the managerial functions of planning, organizing, staffing, directing, controlling and their relation to the daily job of the supervisor.

**BADM 2523 Small Business Management**
(S, On Demand) An integrative course which emphasizes application of skills and knowledge acquired in the Entrepreneurship curriculum. Small business management problems are solved using case studies, role playing, and simulation. This is a capstone course in the Entrepreneurship program. Prerequisites: ENGL 1013, ENTR 1003 and ACCT 2013.

**BADM 2533 Supervision**
(S) An introduction to the theory, principles, and practice of supervision. This course introduces the roles and functions of the first-line manager. Course content focuses on the human interaction in supervision. Students will study core supervisory skills such as supervisory communication and successful meetings, goal-setting and expectations, generational supervision issues, working with special populations, performance appraisals and staff motivation.

**BADM 2633 Professional Selling and Marketing**
(F, S) A study of the function and role of marketing in our free enterprise system. Study involves pricing theories, channels of distribution, promotional policies, marketing management, market research, product planning and consumer behavior. Designed to teach tools for professional selling and successful sales techniques for retail and non-retail customers. Students will develop an advertising program for products and services using the appropriate medium. Prerequisite: ENGL 1023.

**BADM 2703 Internship Experience**
This course will develop the student's knowledge and skills while working in a business environment that further enhances the student's business knowledge and expertise. Students will apply classroom knowledge and skills, acquire new knowledge and skills, and identify knowledge, skills and abilities needed for future employment. Prerequisite: Sophomore standing minimum of 24 upper level hours in business.

**BADM 2833 Managing the Non-Profit Organization**
(S) This class provides an introduction to the non-profit sector and the leadership management skills required to achieve social impact. Students examine and discuss the trends, issues, and challenges facing a non-profit leader, such as fund-raising elements, as well as management approaches and innovations. Topics include: non-profit management and governance, strategic management in operations, financial and accounting management, marketing management, legal issues in operations, fund-raising fundamentals, organizational leadership and decision making, budgeting essentials, persuasive communication and negotiating strategies.

# BIOLOGY

**BIOL 0112 (Formerly ACSK 0112) Introduction to Life Science**
(F, S) Basic concepts in chemistry and cellular structure and function are presented. This course benefits any student who wishes to refresh their basic understanding of life science. Successful completion of this course demonstrates prerequisite knowledge of biological concepts necessary for success in Human Anatomy and Physiology (BIOL 2214 & 2224). This class is not financial aid eligible.

**BIOL 1013 Introduction to Anatomy and Physiology**
(F, S) This course introduces the student to the structure and function of the human body in a systemic approach. The emphasis of this course is on the interrelationships between the body systems, and how the body functions as a living unit. Topics will include basics of cellular structure and function, medical terminology, tissues, and will conclude with the body systems. Credit for this course can not be used for the AAS degrees in the Health Sciences, but may be used as science non-lab credit hours for AA, AS and AAS Funeral Science degree plans. Successful completion of this course will be counted as a prerequisite for BIOL 2214 and MBIO 2014.

**BIOL 1544 Principles of Biology I**
(F, S, SUM) Principles of Biology is an introductory college-level course that surveys various levels of organization from atoms to biomes. The course introduces students to basic principles that provide a background for understanding biological issues in society and a foundation for further study. Topics of study include the scientific method; the chemistry of life; cell structure & function, metabolism, cell reproduction, genetics, DNA structure & function, evolution, basic ecological principles. Three hours lecture and three hours laboratory weekly.

**BIOL 1544H Principles of Biology I, Honors**
(F) This course is an EAST/EMPACTS course. Students will work collaboratively to analyze a problem related to science and society. This course is open to motivated students who wish to gain a better understanding of the richness and complexity of scientific processes. BIOL 1544H includes the same course content as BIOL 1544.

**BIOL 1014 General Biology II**
(F, S) An introductory course that examines the common characteristics of life, such as movement, energy usage, reproduction and responsiveness through study of the diversity of life. The general structural organization and basic physiology of the phyla of the five kingdoms will be considered along with elements of their interdependence ecology) and change through time (evolution). Three hours lecture and 3 hours laboratory weekly. Prerequisite: Principles of biology I (BIOL1544) with a grade of C or better, or its equivalent is required.

**BIOL 1604 General Zoology**
(S) An introductory biology course that examines zoological principles related to cellular, tissue, and organ levels of development and genetics. All the animal phyla will be considered along with elements of their ecology and evolution. Prerequisite: None, Principles of Biology I (BIOL 1544) recommended.

**BIOL 2214 Anatomy & Physiology I**
(F, S, SUM) The first of two courses examining basic human anatomy and fundamentals of human physiology. Topics covered include an overview of body organization, tissues, the integument, skeletal, muscular, nervous and endocrine systems. Three hours lecture and three hours lab weekly. Prerequisites: 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 or BIOL 1013 Introduction to Anatomy and Physiology (these courses will not satisfy the general education lab science requirement). This prerequisite may be waived by a scoring 23 or higher on the Biological Concepts Proficiency Test. The Biological Concepts Test may be taken in the NWACC testing center.

**BIOL 2224 Anatomy & Physiology II**
(F, S, SUM) The second of two courses examining basic human anatomy and fundamentals of human physiology. Topics discussed include circulation, the immune response, gas exchange, digestion, excretion and reproduction. Three hours lecture and 3 hours lab weekly. Prerequisite: BIOL 2214 with a grade of C or better, or its equivalent.

NOTE: Typically, both Anatomy and Physiology I and II should be taken at NWACC to transfer to institutions who offer Human Anatomy as a separate course from Human Physiology.

**BIOL 2324 Genetics**
(On Demand) This course will study the basic concepts in classical and molecular genetics. Topics include Mendelian inheritance and its variations, linkage, chromosomes, gene mapping, bacterial and viral genetics, extra nuclear inheritance, DNA structure and replication, nutation, DNA repair, recombinant DNA technology, genetic code, and gene expression/regulation. Laboratory exercises illustrate principles of inheritance in various biological systems and provide hands-on experience with several recombinant DNA techniques. Three hours lecture/discussion and three hours laboratory per week. Prerequisites are one semester of college level biology and college level chemistry.

**BIOL 2534 Cell Biology**
(On Demand) An introduction to cell structure and function. Three hours lecture and three hours lab weekly. Prerequisite: At least one semester of college biology and one semester of college chemistry.

# BUSINESS LAW

**BLAW 2013 Legal Environment of Business I**
(F, S, SUM) A discussion of the legal environment, contracts, dealings with goods, debts and creditors, the judicial system and forms of business organization. This is the introductory course in law for all business students.

**BLAW 2023 Legal Environment of Business II**
(S) A continuation of BLAW 2013 includes the study of property, estate planning, insurance, agency, and the regulatory environment. Prerequisite: BLAW 2013.

# PLANT SCIENCE

**BOTY 1614 Plant Biology**
(F, S) Consideration of basic flowering plant structure, growth, development, physiology, genetics, and ecology. A brief survey of different plant groups will also be presented. GIS (Geographic information Science) incorporated to facilitate student learning of course content. Prerequisite: None.

**BOTY 1614H Plant Biology Honors**
(F, S) This course includes consideration of basic flowering plant structure, growth, development, physiology, genetics, and ecology. A brief survey of different plant groups will also be presented. GIS (Geographic information Science) incorporated to facilitate student learning of course content. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: Class preferred BIOL 1544 with a grade of C or better is strongly recommended.

**BOTY 2013 Pest Management**
(S) Introduction to basic principles of pest management as they relate to vertebrate animals, insects, plant disease and weeds. Selected pests are studied with emphasis on current management approaches and alternative pest control. Prerequisites: HORT 2004 Introduction to Horticulture.

**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: BIOL1544 or BOTY 1614 with a grade of C or better, or equivalent.

**BOTY 2534 Environmental Biology**
(F, S) This is a general education course which focuses on the fundamentals of ecology and conservation. Special emphasis will be placed on the ecology of man and his efforts on behalf of and interrelationships with ecosystems. Three hours lecture and 3 hours laboratory weekly.

## TRANSFER COURSES TO WALTON COLLEGE OF BUSINESS

**BUTR 1033 Data Analysis and Interpretation**
(F, S, SUM) This is an introductory level course covering topics involving estimation of population and sample characteristics, research design and hypothesis testing, as well as measuring and predicting relationships. The course should enable the students to develop an understanding regarding the application and interpretation of basic data analysis techniques with an emphasis on statistical applications. Prerequisites: MATH 2053 Finite Math with grade of C or better and computer competency requirement satisfied.

**BUTR 2103 Intro to Supply Chain Management**
(F, S, SUM) An introduction to supply chain management. All functional areas of supply chain management are explored to provide students an end-to-end view of supply chain management processes. Prerequisites: BUTR 1033 and ECON 2023. Prerequisite/ Co-requisite: ACCT 2023 and CISM 2103.

**BUTR 2203 Managing People & Organizations**
(F, S, SUM) Study of the process of acquiring and managing Human Capital, focusing on the organizational behavior, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social, human, and environmental dynamics. Prerequisites ACCT 2023 and BUTR 1033

## EARLY CHILDHOOD EDUCATION

**CHED 1003 Foundations of Early Childhood Education**
(F, S, SUM) This course is designed to acquaint the student with the early childhood profession current issues affecting early childhood education (ECE), including standards and assessment the historical and theoretical foundations of ECE and the application of developmentally appropriate practices in early childhood settings. Additional topics include pertinent state and federal laws, diversity, children with special needs, guiding children's behavior, and partnering with parents, families, and the community.

**CHED 1033 Creative Experiences**
(F) This course provides an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Prerequisite: CHED 1203.

**CHED 1083 CDA Preparation for Assessment**
(On Demand) This course provides an opportunity for the student to demonstrate knowledge of professional resources both for colleagues, families, and themselves; state minimum standards for child care centers; demonstrate knowledge of NAEYC accreditation standards for child care centers; demonstrate ways in which they can advocate for young children within the local, state, and national political systems; write competency statements as required by CDA standards; adequately answer mock interview questions; create a resource file as outlined by CDA. Prerequisites: Completion of at least one semester of CDA training.

**CHED 1201 Field Experience I**
(F, S, SUM) This course provides students with an introduction to the types of programs that employ graduates of the Early Childhood Development Program. Students complete a total of 20 hours observing in a variety of setting that serve children from infancy through age eight. An Arkansas Child Maltreatment Background Check is required (cost is $10). A report of maltreatment will result in a student not being allowed to complete the course. Co-requisite: CHED 1203.

**CHED 1203 Environments of Young Children**
(F, S, SUM) This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage, and culturally appropriate for children birth through age eight. Co-requisite: CHED 1201. An Arkansas Child Maltreatment Background Check is required (cost is $10). A report of maltreatment will result in a student not being allowed to complete the course or the co-requisite. Co-requisite: CHED 1201.

**CHED 2033 Child Growth and Development (AAT Statewide Syllabus)**
(F, S, SUM) This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds within and outside of the United States. The students will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of five (5) hours of observations.

**CHED 2053 Administration of Child Care**
(S) This course emphasizes the practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Additional topics included are philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: CHED 1003, CHED 1203 and CHED 2033.

## CHEMISTRY

**CHEM 1024 Basic Chemistry**
(F, S, SUM) A one-semester introductory course covering general inorganic, organic, and biochemical concepts. The course is relevant for non-science majors and fulfills the science with lab general education requirement. Because of the breadth of the topics, this course may be appropriate for students in technical programs where a one semester chemistry course is required. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement for College Algebra.

**CHEM 1054 Chemistry and the Modern World**
(F, S, SUM) A one-semester introductory course covering general inorganic, organic, and biochemical concepts. This course is designed especially for non-science majors focusing on the economic, social, health and ecological impact of chemicals in modern society. This course provides understanding of basic chemical concepts through investigating various topics such as environment, ecology, nutrition and health. There will be GIS (Geographic Information Science) activities and/or demonstrations utilize to reinforce curriculum elements. Three hours lecture and three hours laboratory weekly.

**CHEM 1074 Fundamentals of Chemistry**
(F, S) Fundamental principles of chemistry for students majoring in Home Economics, Animal Science, and some other agricultural-related disciplines and students in health professions. Includes 3 hours lecture, 1 hour drill, and 2 hours laboratory per week. Prerequisite: Intermediate Algebra (MATH 0103), higher math, or minimum placement score for College Algebra.

**CHEM 1104 College Chemistry I**
(F, S, SUM) The first course of a two-semester sequence designed to provide background for further study in such majors as pre-agriculture, pre-professional, pre- science, pre-engineering or mathematics. The course provides an introduction to the study of inorganic, organic, analytical, and physical chemistry from a more

concentrated viewpoint than offered in CHEM 1024. Three hours lecture and three hours laboratory weekly. Prerequisite: Intermediate algebra (MATH 0103, or higher math) or minimum placement score for College Algebra.

**CHEM 1124 College Chemistry II**
(F, S) The continuation of CHEM 1104 with lab. Emphasis on introductory qualitative analysis. Three hours lecture and 3 hours laboratory weekly. Prerequisite: CHEM 1104 or equivalent.

**CHEM 2614 Organic Physiological Chemistry**
(F, S) Organic chemistry survey basic to the understanding of biological systems and related physiological chemistry. Special emphasis placed upon specific biohazardous materials. Three hours lecture and three hours laboratory weekly. Prerequisite: CHEM 1024, or CHEM 1075, or CHEM 1104, with a grade of C or better, or equivalent.

## CHINESE

**CHIN 1003 Elementary Chinese I**
(F) Introductory course designed for students beginning the college-level study of Mandarin Chinese, stressing accurate pronunciation and intonation, basic aural and reading comprehension, and the study of commonly used simplified characters and sentence structures, in addition to aspects of Chinese social and business culture.

**CHIN 1013 Elementary Chinese II**
(S) Second-semester course in Mandarin Chinese, stressing accurate pronunciation and intonation, basic aural and reading comprehension, and the study of commonly used simplified characters and sentence structures, in addition to aspects of Chinese social and business culture. Prerequisite: Completion of CHIN 1003 with a C or better, or department approval.

## CURRICULUM AND INSTRUCTION

**CIED 1013 Teaching Exceptional Learners**
(On Demand) This course provides an overview of curricular and teaching strategies for the paraeducator (and other educators) when working with pre-K through grade 12 students with differing abilities. Special topics include curricular adaptations, behavioral strategies, special needs, and a survey of the interrelationship of the social, physical, emotional, and intellectual development of exceptional learners.

**CIED 1053 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. Includes a variety of field-based activities to learn the components of desired teaching behaviors.

## CINEMATIC STUDIES

**CINE 2003 Advanced Cinematic Studies in Film and Gender**
(On Demand) An elective course in Cinematic Studies, concentrating on the evolution of moving media images and digital filmmaking, while concurrently studying the role that gender plays in the construction, production, and reception of film from the late 1800s to the present, while also continuing to emphasize the tenets of Film Arts artistic and ideological elements of film as a part of the Humanities/Fine Arts/Graphic Arts discipline and emphasizing the influence of film upon society and of society's influence upon film.

## COMPUTER INFORMATION SYSTEMS MANAGEMENT

**CISM 1003 Computer Basics**
(F, S, SUM On Demand). Acquaints the student with the basic computer skills required in today's society. This course covers such basic topics of using a computer: the keyboard, mouse, windows features, the World Wide Web, e-mail, computer components, protecting and upgrading your PC, and computer terminology. Elective course. Does not fulfill any degree requirements. (Outside lab time will be required.)

**CISM 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**
(On Demand) An introductory course on the 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. (Outside lab time will be required). Prerequisites: CISQ 1103- Intro to Computer Information, experience with a Windows O/S.

**CISM 1403 Database Management (ACCESS)**
(S, SUM, On Demand) Advanced utilization of Access software to efficiently plan, create, modify, and retrieve database information. Topics include the planning and designing of databases, labels, reports, queries, forms, and entire database applications. Prerequisite: CISQ 1103.

**CISM 1423 Database Management I**
(On Demand) This course is an introduction to Database Management including installation, user management, clustering, concurrency, and data migration. Emphasis will be given to applying student skills to real world situations. Prerequisite: may be taken concurrently with CISM 1433-SQL Concepts.

**CISM 1433 SQL Concepts**
(On Demand) This course will cover as a language. Students will learn to use to manipulate data in tables including trigger and stored procedures. This course will also offer an introduction to database design and data normalization. Emphasis will be given to applying student skills to real world situations. (Outside lab time will be required). Prerequisite: CISQ 1103-Intro to Computer Information.

**CISM 1503 Spreadsheet Analysis-EXCEL**
(F, S, SUM, On Demand). Advanced utilization of Windows-based spreadsheet software used in the production of business-related spreadsheets using financial and mathematical functions. Emphasis will be given to the development and manipulation of complex functions and function sets to achieve the desired goal. Prerequisite: CISQ 1103-Intro to Computer Information.

**CISM 1603 Word/Information Processing**
(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. Outside lab time will be required. Prerequisite: CISQ 1103-Intro to Computer Information.

**CISM 2103 Business Information Systems**
(F, S, SUM) This business core course presents the fundamentals of business information systems (IS) topics essential to today's business graduate. Applied areas of business will be used to provide

the context for the IS topics, business applications, and management challenges. The broad objective of this course is to present students with a business and information systems framework that will allow them to envision how business decisions are enabled and empowered by information systems and technology. Prerequisite: CISQ 1103,BUTR 1033, Prerequisite/Co-requisite: ACCT 2023.

**CISM 2123 Intro to 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. Coverage includes basic HTML coding for structuring web pages, CSS coding allowing the styling and layout of page elements, as well as addressing responsive and adaptive coding for the mobile web. (Outside lab time will be required).

**CISM 2213 Advanced Web Page Design**
(On Demand) An exploration of more advanced Web Page Design. Students will learn how to use Web design tools and other web design software to create state–of–the–art web pages. (Outside lab time will be required.) Prerequisite: CISM 2123, or consent of instructor.

**CISM 2223 Advanced Photoshop**
(On Demand) This course focuses upon the basics presented in CISM 1223-Photoshop. Students will focus on advanced concepts in camera raw editing, high dynamic range, correcting common photograph flaws, layer blending, layers masks, color correction, adjustment layers, tonal corrections, color management, and editing DSLR video. Prerequisite: CISM 1223.

**CISM 2403 Database Management II**
(On Demand) This course is a continuation of CISM 1423. This course will cover advance features of database management including data auditing, advanced user permission / management, backup and restore, and mirroring. Emphasis will be given to applying student skills to real world situations. Prerequisite: CISM 1423.

**CISM 2433 Data Warehousing**
(On Demand) This course will cover common concepts in data warehousing and business intelligence. The course will focus on data designed for query / analysis rather than for transaction processing with large datasets. Emphasis will be given to applying student skills to real world situations. Prerequisite: CISM 1433 and CISM 1423.

**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 2803 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. Prerequisite: CISQ 1103, Certain topics may require additional prerequisites, instructor approval/ override required.

## COMPUTER INFORMATION

**CISQ 1103 Introduction to Computer Information Systems**
(F, S, SUM) 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). Prerequisite: 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 the pre-test during first week of class. Any student (S) with a composite score below 25% will be requested to meet with their instructor or advisor.

**CISQ 2013 Business Statistics**
(On Demand) Introduction to probability and statistics. Topics include collecting, presenting, and describing data probability distribution including normal, sampling student- T and F-distributions decision making through hypothesis testing and simple linear regression. Prerequisite: MATH 1203 (CISQ 1103 recommended.)

**CISQ 2103-Introduction to Information Systems**
(F, S) This course presents the fundamental concepts used in developing information systems. It provides a framework for students to use throughout their software development coursework. Also includes management of information systems concepts. This course requires extensive use of computer systems. Prerequisite: CISQ 1103.

## CRIMINAL JUSTICE

**CMJS 1013 Intro/Terrorism: Perspectives**
(F, S, On Demand). This course surveys contemporary terrorism, focusing on international, transnational, and domestic terrorism. Students will examine the roots of terrorism organizations, terrorist motivations, the controversies about defining terrorism, and actions taken by governmental agencies to counter terrorism. Student learning outcomes include an understanding of terrorism against the United States, a general knowledge of criminology and criminal justice as frameworks for analyzing terrorism, a general knowledge and understanding of the historical, psychological, and sociological explanations of terrorism, a general knowledge of the patterns and trends of terrorism, and a better understanding of the theories and policies of counterterrorism.

**CMJS 2003 Law Enforcement in Society**
(F, S) The various expectations placed upon the role of the police will be examined with special emphasis upon the police organization's interactions with other components of the criminal justice system. Special attention is focused upon the topics of women in law enforcement, the hiring, promotion, and interactions with minorities, use of force, training issues, national accreditation and the reshaping of the role of the police in a changing society.

**CMJS 2013 Introduction to Criminal Justice**
(F, S) An examination of the history and philosophy of the administration of justice in America. Includes the theories of crime and punishment, rehabilitation, as well as ethics, education and training of professionals in the field.

**CMJS 2023 Introduction to Criminology**
(F, S) A study of the nature and extent of crime, including discussion of the theories of causation, processes of criminal justice, correctional methods and the prevention and treatment of crime.

**CMJS 2033 Criminal Law and Society**
(F) Principles of criminal law as they developed from early common law to modern United States law. Includes classification of crimes, elements of and parties to a crime, and the study of criminal case law.

**CMJS 2043 Criminal Procedures**
(S) Principles of police work, including arrests, search and seizure, and other criminal procedures affected by constitutional safeguards.

**CMJS 2053 Criminal Investigations**
(On Demand) Survey of the techniques utilized in the location, preservation and presentation of evidence.

**CMJS 2063 Probation and Parole**
(F) Examines the development of the use of probation and parole as correctional techniques. Emphasis is placed on the practical aspects of both probation and parole.

**CMJS 2073 Police Administration**
(On Demand) Focus is placed on the evolution of police management concepts, theories and practices as well as on contemporary issues and approaches. A blend of old and new ideas in regard to motivation, leadership and evaluations are presented to illustrate current issues in police management.

**CMJS 2083 Corrections**
(S) An overview of the theories, principles and operations of the corrections function within the criminal justice system. Emphasis will be on prisons and prison management.

**CMJS 2093 Introduction to Forensic Anthropology**
(F) Application of human identification methods to skeletal/dental tissues. Topics include human osteology, skeletal aging and sexing techniques, trauma analysis, skeletal recovery, and the evolving role of forensic anthropology in medico-legal system.

**CMJS 2233 Gangs: An Individual and Group Perspective**
(On Demand) The course is designed to provide the student with an overview of street gangs. An introduction to the history of gangs, gang dynamics, criminal activities, identification of differences between gangs, narcotic involvement, and gang philosophy.

**CMJS 2243 Fraud Examination**
(S) Overview of the nature of occupational fraud and how it is committed including an introduction to the actions that can be taken to determine the presence of occupational fraud and procedures that can be implemented to deter fraud. Also covered is the proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure.

**CMJS 2343 Crime Scene Investigation**
(F) A comprehensive study of the techniques and procedures used for approaching and protecting the crime scene, survey and documentation, collection of fragile and easily destroyed evidence, detailed search of the scene, package and initial evidence collected, process the scene for latent prints, maintain the chain-of-custody and transport or mail evidence. The legalities of crime scene searches and seizures, from the initial entry into crime scene to the presentation of the physical evidence in the courtroom.

**CMJS 2353 Victimology**
(On Demand) This course is designed to provide students with a comprehensive overview of theories and research on victims of crime. Particular attention is devoted to the nature of and extent of victimization, the etiology of victimization, the victim and the criminal justice system, victim services, and the victim rights movement. In addition, this course will focus attention on the criminal justice system's response to special victim group, such as the elderly, minorities, and victims of domestic violence.

**CMJS 2363 Introduction to Cybercrime**
(On Demand) This course will explore how technology, and the social and cultural changes it has brought about, challenge our traditional approaches to criminal law and procedure. Students will be introduced to the technical, social, and legal aspects of cybercrime. Through an overview, including the history of cybercrime, computer crimes, internet fraud, e-commerce, threats to the national infrastructure, and cyber terrorism, students will learn how companies and law enforcement agencies respond to cybercrime. Through an examination of possible scenarios, students will understand policies, laws, and philosophies utilized to combat cybercrime. Instructional methods will include lecture, discussion, reading assignments, hands-on labs, and online delivery components. This course may require additional outside lab time.

**CMJS 2443 Criminalistics: Introduction to Forensic Science**
(S) Introduction to forensics focusing on the scientific analysis of physical and biological evidence encountered in criminal investigations. Chemical, microscopic, biological, and observational techniques employed in the analysis of material evidence are covered in detail and illustrated within an investigative framework. Topics to be covered include; inorganic remains, fiber, tissue, human identification, fingerprint, tools, and weapons.

**CMJS 2453 Crime Scene Photography**
(On Demand) A comprehensive study of theory, techniques, and procedures used for forensic photography. Topics covered include techniques of various camera uses, the legalities of crime scene photographs, the application of evidence in the court of law, and the proper procedures in the handling and uses of photos in criminal justice.

**CMJS 2463 Child Abuse and Neglect: Perspectives**
(On Demand) This course is an introductory course in child advocacy covering the history, comparative perspectives, legal framework, responses to child maltreatment and child advocacy. The course is designed for law enforcement, prosecution and child advocacy professionals, and for students majoring in criminal justice, education, social work, sociology, early childhood development, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children might be necessary.

**CMJS 2474 Child Maltreatment: Professional & Systems Response**
(On Demand) Provides comparative perspectives on child advocacy and the legal framework involved in responding to child maltreatment. Focuses on the response of professionals to allegations of child abuse and neglect. Course expands knowledge and skills in the identification, investigation, and prosecution of child maltreatment for students preparing to enter career fields where knowledge of child maltreatment, investigation, and advocacy are necessary. Students on sex offender lists will not be allowed to take this course.

**CMJS 2543 Criminal Justice Internship**
(F, S) A work experience internship in which a student is placed with a public or private law enforcement agency (including NWACC security) for 8 to 10 hours per week in addition to regular meetings with the Criminal Justice Coordinator. Students will keep a journal of their work experiences and deliver a final report upon completion of their placement. Prerequisite: Students must be in their final semester of a Criminal Justice program. Instructor approval is required prior to registration.

## COMMUNICATION

**COMM 1003 Film Arts**
(F, S) Film Arts is a transferable Humanities/Fine Arts course in American film, concentrating on the evolution of film and its ideology from the late 1800s 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.

**COMM 1013 Mass Communication**
(On Demand) Mass Communication is an introduction to media for the masses, including an examination of radio, television, print, electronic, and computer media and the historical development of these media types.

**COMM 1303 Public Speaking**
(F, S, SUM) Application of the communication techniques needed to organize and deliver oral messages in a public setting.

**COMM 1303H Public Speaking**
(S) Augments understanding of effective communication techniques needed to organize and deliver oral messages in a public setting. Experience with specific types of speeches including debate. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**COMM 2323 Interpersonal Communications**
(S) Interpersonal communication is an in-depth study of the principles of interpersonal communication in the context of classroom, workplace, family and other personal situations. A seminar/workshop curriculum utilizes lectures, video simulations of

interpersonal situations, actual simulations of interpersonal situations, and the opportunity to practice and study these situations on campus and off campus.

**COMM 2403 Oral Interpretation**
(F) Oral Interpretations focuses on the analysis and oral presentation of various literary genres including essay, prose, poetry, and drama.

**COMM 2503 Small Group Communication**
(F) Small group communication focuses on the process of communication and working effectively in small groups by understanding and studying the dynamics of small group communication and interaction, with emphasis on problem-solving techniques, leadership styles, group roles, and the mechanics of group process. Students will participate in a variety of small group presentations.

**COMM 2612 Introduction to Speech Competition**
(F, S) Through preparation of public address and oral interpretation presentations, students gain speaking and performance skills through competition on NWACC's Forensics team. Students participate in at least 2 tournaments during the semester. Additionally, one public on campus showcase during the semester is required.

**COMM 2612 Introduction to Speech Competition**
(F, S) Through preparation of public address and oral interpretation presentations, students gain speaking and performance skills through competition on NWACC's Forensics team. Students participate in at least 2 tournaments during the semester. Additionally, one public on campus showcase during the semester is required.

**COMM 2622 Introduction to Debate Competition**
(F, S) Through participation in both prepared and extemporaneous debate, students learn critical thinking and public argument skills. Students attend two tournaments that the NWACC Forensics Team participates in during the course of the semester. Participation in a public forum debate on campus is also required.

**COMM 290V Special Topics-Independent Study**
(On Demand) A student who wishes to work independently with an instructor on an individual topic may earn 1 to 3 hours credit. Permission from instructor and a written proposal are required in advance of registration.

## CONSTRUCTION TECHNOLOGY

**CST 1313 Materials of Construction**
(F, S, SUM) An introductory course that covers the materials and methods of construction. The course overviews the uses of wood, steel, and concrete and the different methods in how each is used. Additional topics include foundations, framing methods, and finish materials for interior and exterior use in buildings. Field trips to local sites share insights into how these materials are used on site.

**CST 2213 Construction Methods I**
(F, S, SUM) This course offers the students an introduction into construction materials and an overview of the methods involved. Key content includes Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and an introduction to Materials Handling. The second half of the course focuses on basic Carpentry skills and will include hands on laboratory work involving framing a small structure. Prerequisite: CST 1313.

**CST 2223 Construction Methods II**
(F, S, SUM) This course offers the student insights into Commercial construction process. Topics include Site Evaluation/Layout and Development, Excavations and Foundations, Formwork, Concrete, Structural Timber, Structural Steel, Floor and Roof Systems, Insulating and Finishing. Lab work includes but is not limited to forming and pouring concrete. Prerequisite: CST 1313.

**CST 2413 Estimating**
(F, S, SUM) This is an introduction to the process of estimating the full cost of construction projects. Topics include contracts, bonds, insurance, specifications, overhead and contingencies, labor, equipment, excavation, concrete, masonry, metals, wood, thermal and moisture protection, doors and windows, finishes, electrical, plumbing, heating, ventilating, air conditioning and profit. Prerequisites: CST 2213 or CST 2223.

**CST 2423 Construction Codes & Regs**
(F, S, SUM) Building Code and other regulations applicable to light construction. Students will complete a company safety plan during discussions of construction safety and OSHA regulations.

**CST 2441 Construction Internship**
(F, S, SUM) This course is a 60 hours orientation to the construction job site. Students will combine classroom knowledge and skills with workplace experience to gain the skills and abilities necessary for future employment. Students will work directly with and secure evaluations from NWACC construction industry employer partners. Prerequisite: Approval of Program Coordinator.

**CST 2513 Surveying**
(F, S, SUM) A study of the fundamentals of measuring techniques as they relate to leveling, construction layout, and mapping. Emphasis is given to the care and use of optical and electronic instruments. Two hours lecture-discussion and one two-hour laboratory period per week. Prerequisite: MATH 1003 or higher with a C or better.

**CST 2523 Project Scheduling**
(F, S, SUM) This course examines the role of the project manager in planning, scheduling and controlling a construction project from start to finish. Topics include Gantt charts, basic networks, the critical path method, precedence networks, resource allocation and leveling, schedule updating and project control, schedule compression, reports and presentations, and construction delay claims. Prerequisites: None, but CST 2413 is recommended.

## DANCE

**DANC 1811 Latin Aerobic Dance**
(F, S) Latin aerobic dance uses various rhythms and styles of Latin dancing for an aerobic workout. Dances included are Salsa, Merengue, Rumba, Tango, Cumbia, Ragaeton, Samba and Cha-Cha. Built as an interval workout, students will burn calories while toning and sculpting.

**DANC 1921 Modern Dance I**
(F, S) Modern Dance I is an introduction to the basic fundamentals of modern dance. Various modern dance methods will be taught as students learn to communicate through movement.

**DANC 1931 Ballet I**
(F, S) Ballet 1 is a classical ballet technique course offered to beginners as well as those who have had some dance experience. Areas of focus will include classical ballet technique, body alignment, muscle development, flexibility and exposure to ballet terminology. Will also assist students in learning to artistically express themselves through dance.

**DANC 1941 Hip-Hop Dance**
(F, S) Hip-Hop Dance will explore the elements of Hip-Hop dance culture and technique. Students will learn about the evolution of Hip-Hop style and vocabulary as they participate in body conditioning and choreographed dance routines.

**DANC 1951 Pilates**
(F, S) This course is designed for the beginning Pilates student. Mat exercises will be utilized to strengthen core muscles, increase flexibility, facilitate in body alignment, foster deep breathing and decrease stress. Students will learn to alleviate muscle tension as range-of-motion techniques are utilized.

**DANC 1961 Ballroom Dance I**
(F, S) This course included instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm, and styles. The dances included in this course are the Fox Trot, Cha-Cha, Waltz and Swing.

**DANC 2001 Bellydance I**
(F,S) Will explore Cabaret Style belly dance. Students will learn the basic techniques and movements of Middle Eastern Bellydance. Suitable for dancers of all levels and is an excellent form of muscle toning and artistry.

**DANC 2061 Ballroom Dance II**
(F,S) Ballroom Dance II is a course designed for beginning and intermediate ballroom students. The class will focus on social dance skills in leading, following, footwork and dance style. Dances taught may include Waltz, Samba, Salsa, Mambo, Merengue, Rumba, West Coast Swing and Tango.

## DENTAL

**DNTA 1014 Dental Science I**
This course reviews anatomy and physiology, with a comprehensive study of the head and neck. The student's understanding of morphological and functional interrelationships of the anatomical structures, as well as the functional relationship of the teeth within the dentition. A unit on microbiology/ oral pathology includes historical contributions to the student of microbiology, recognition of growth patterns, and means of destruction. Body defenses to inflammation, healing and repair, various types of lesions of the oral cavity. Prerequisites: Acceptance into program by interview.

**DNTA 1023 Dental Science II**
Introduces students to practice management, includes job application, gaining and maintaining employment, performing general duties in the typical dental business office, and maintaining financial records. This course introduces the principles of the psychological aspect of the dental patient's behavior during treatment, communication between the dentist, patient, and members of the dental health team. Emphasis is placed on stress-coping mechanisms, verbal and nonverbal communication. Prerequisites: Successful completion of Dental Science I and program director approval.

**DNTA 1113 Clinical Dentistry**
This course provides an orientation to the dental profession with emphasis on the dental assistant, includes historical information on the dental profession, basic information concerning education and licensure of the dentist and hygienist. Introduces the ethical principles and laws that pertain to the state and national practice of dentistry. Focuses on medical and dental emergencies, the fundamental principles, skills, preventive measures and knowledge to respond in various emergency situations that may arise in the dental office. Cardiopulmonary resuscitation (CPR) for the Health Care Provider training for certification is included. Prerequisites: Acceptance into program by interview with program director.

**DNTA 1128 Clinical Practice and Research**
(F, S) Clinical practice assignments are designed to develop a student â€™s competency in dental assisting procedures. Each student will be assigned to more than one dental office. During these assignments, the student will acquire clinical practice routinely performed by a dental assistant under the supervision of the dentist. Professional development, clinical practice experiences, current techniques, materials, and equipment will be discussed in group sessions to determine the diversity and depth of learning experiences. Prerequisites: DNTA 1014, DNTA 1113, DNTA 1213, DNTA 1313, DNTA 1413, DNTA 1512. Successful completion of all dental program course work plus program director approval.

**DNTA 1213 Dental Assisting Procedures I**
Provides background knowledge of clinical practice and prepares students to become competent in performing assignments in general dentistry including an introduction to the dental specialty practices. An introduction to basic dental terminology, dental equipment, instruments, infection control processes, and procedures associated with the dental office. Students learn the process of four handed dentistry through demonstrations and hands on practice. The study of therapeutics includes a brief history of drugs, methods of administration, drug effects, and commonly used drugs in the treatment of oral lesions, anxiety, and pain control. Prerequisites: Acceptance into program by interview with program director.

**DNTA 1223 Dental Assisting Procedures II**
This course is a continuation of Dental Assisting Procedures I, with an emphasis on dental specialty practices, laboratory procedures and improving competency in chairside procedures. Includes participation in on-site clinic. Prerequisites: Successful completion of Dental Assisting Procedures I and program directors approval.

**DNTA 1313 Dental Materials I**
Provides students with an understanding of dental materials used in intraoral and lab procedures and experience in manipulation. This course is a study of the physical properties and origin of dental materials. Laboratory experiences are designed to develop competency in skills of identification, manipulation, and application of the materials in dental procedures. Emphasis is on cements and restorative materials. Prerequisites: Acceptance into program by interview with program director.

**DNTA 1322 Dental Materials II**
Provides students with an opportunity to become competent in the use of dental materials and equipment used either at chairside or in the dental laboratory. Includes fixed and removable prosthodontics, gypsum products, impression material, waxes, abrasives, polishing materials, specialty materials and dental implants. Prerequisites: Successful completion of DNTA 1313 Dental Materials I and program director approval.

**DNTA 1413 Dental Radiography I**
Students receive a fundamental knowledge of the basic principles of radiation physics, biological effects of ionizing radiation, safety, radiographic quality assurance, exposure techniques, processing, mounting and evaluation of finished radiographic films. The student receives practical experience exposing and processing radiographs on manikins and selected patients. Prerequisites: Acceptance into program by interview with program director.

**DNTA 1422 Dental Radiography II**
This course is a continuation of Dental Radiography I. Provides students with an opportunity to gain competence in exposure, developing, and interpretation skills of dental radiographs. Extra oral radiographs are covered in this section. Prerequisites: Successful completion of DNTA 1413 and program director approval.

**DNTA 1512 Preventive Dentistry**
This course stresses the philosophy of preventive dentistry. Includes a thorough discussion of plaque formation, oral hygiene, diet and nutrition, and systemic and topical fluorides. Prerequisites: Acceptance into program by interview with program director.

## COMPUTER AIDED DESIGN (CAD)

**DRFT 1122 CAD Careers and Applications**
(F) This is an introduction to the many fields of graphic communication and visualization, including architectural, mechanical, civil, and landscape. This course examines the role of the CAD Design Drafter in these industries and the career opportunities for graduates. The focus of the class will be current industry trends, types of drawings produced, software used, and the skills and knowledge students need to be successful in these fields.

**DRFT 1234 Engineering Graphics I**
(F, S) This course introduces students to the fundamentals of technical drawings and the skills needed to communicate graphically in all fields. Emphasis is on basic techniques and principles used to produce engineering drawings. Topics include drawing layouts and organizations, text, orthographic projection and multi-view drawings, scales, geometric design and construction, sketching, section development, auxiliary view development, and dimensioning. Prerequisite: None.

**DRFT 1244 Engineering Graphics II**
(F, S) This course is a continuation of Engineering Graphics I and the concepts of visualization and communication of technical design. Topics include fastening devices and methods, dimensioning and tolerancing, axonometric and perspective drawings, descriptive geometry, intersections, developments and flat patterns, and architectural drawing elements. Drawing assignments will be completed using AutoCAD. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2114 DRFT Auto CAD I**
(F, S, SUM) This course introduces students to the essential 2D drawing techniques and commands used to draw, edit, annotate, view, analyze, and plot drawings used for engineering and building design. Students will create small, real-world projects using the latest revision of AutoCAD software with an emphasis on mechanical and architectural documents. Prerequisite: None.

**DRFT 2123-Advanced Engineering Graphics**
(F) This is an advanced graphic communication course that uses 3D parametric modeling software to design parts and assemblies. Several software packages currently used in industry will be introduced. Solid models and their associated working drawing sets will be produced. Problem solving, collaboration, and engineering design are the central features of this course. Prerequisite: DRFT 1244 and DRFT 2533 or DRFT 2333.

**DRFT 2154 Auto CAD II**
(F,S) This course is a continuation of DRFT 2114 and introduces students to the advanced 2D commands and concepts of AutoCAD used in engineering and building design. Advanced concepts and commands including dimensioning and tolerancing techniques, pictorial drawings, graphic patterns and hatching, blocks with attributes and dynamic blocks, XRFES, and annotative objects are explored. Students will create projects which use these commands. Emphasis is placed on effectively using CAD from the design planning process through production and development of working drawings. Prerequisites: DRFT 2114 AutoCAD II.

**DRFT 2163 Landscape Design**
(On Demand) This course is the study of landscape design, including principles of design, the design process, drafting, graphic standards, and the creation of construction documents. Topics include designs for planting areas, paved areas, paths, lawns, water features, maintenance, and energy conservation. Project emphasis is placed on the design principles and standards for residential and small commercial sites. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2233 3D Building Modeling & Documentation**
(F) This course covers the basics of Revit Architecture, from schematic design through construction documentation. Students are introduced to the concepts of Building Information Modeling (BIM) and the tools for parametric building design and documentation. This course covers the building of a 3D model with walls, windows, doors, floors, roofs, stairs, reflected ceilings, furniture plans, and the creation of views and annotation for a set of construction documents. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2253 Architectural Design**
(S) This course provides an overview of American architectural design from Native American and immigrant roots to present day including the factors that have influenced this design. Construction techniques and the characteristic design elements of architectural styles will be introduced. Emphasis will be on how geography, climate, availability of materials, financial and political trends, and innovations in technology have affected construction over time.

**DRFT 2263 Civil Engineering Fundamentals**
(F) This course will introduce basic Civil Engineering Principles using AutoCAD Civil 3D in the preparation of AutoCAD drawings. Topics include AutoCAD Civil 3D essentials, GLO legal descriptions, US Geological Survey mapping and symbols, and symbols, and boundary topographic surveys. Students will prepare, plan, and profile sheets for subdivision streets, sanitary sewers, and storm drainage systems. The students will be introduced to determining drainage basin boundaries and calculating storm sewer runoff volumes. Prerequisites: DRFT 1234, DRFT 2114.

**DRFT 2283 Advanced Revit**
(S) This course builds on the concepts introduced in DRFT 2233 and focuses on the more advanced concepts of Revit. Topics include site design, advanced rendering techniques, phasing and design options, creating families of custom components, and collaborating on design projects. Hands-on exercises in both metric and imperial units will be given. Prerequisite: DRFT 2233.

**DRFT 2293 Computer Aided Manufacturing**
(F) This course explores the current technology used in Computer Aided Manufacturing (CAM). Students will first become familiar with basic cutting tool technology and progress to basic knowledge in design and manufacturing of parts used in industry. Mastercam software will be used to generate machined part programs for a CNC mill and CNC lathe. Students will analyze Computer Aided Drawing (CAD) files and write CNC programs of increased complexity. The emphasis of the course is placed on learning to use the CAM software to select tools, manipulate part geometry, and convert CAD files and models into a CNC program. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2333 Advanced 3D Modeling**
(F) This course provides students with the tools necessary to master 3D modeling commands in AutoCAD. Topics include user coordinate systems, constructing 3D wireframes, surface modeling, constructing solid primitives, developing and editing solid models, rendering animation, and displaying models as a 2D drawing. Prerequisite: DRFT 1234, DRFT 2154.

**DRFT 2343 Design and Production Technology**
(F) This course is a study of the modern techniques of design, production, and operations including material and process selection. The correct application of these concepts to engineering drawings is emphasized. The importance of concurrent engineering and computer-integrated manufacturing in design is examined. Students will tour local manufacturing plants that use these techniques. Prerequisite: DRFT 1234.

**DRFT 2353 Residential Design and Construction**
(S) This course is a study of the production of residential construction documents and light frame construction techniques. The student will produce detailed working drawings for residential structures that are in compliance with criteria set forth in National Building Codes and local code restrictions. Topics include common residential construction materials, components, and systems as related to wood frame structures. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2363 Commercial Building Design and Construction**
(F) This course introduces students to commercial building terminology, materials, methods of construction, and the codes governing their design. Procedures in planning and drawing construction documents structures such as schools, clinics, churches, office buildings, multi- family residences, etc. will be addressed. Emphasis is placed on architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2403 Site Planning & Land Development**
(S) This course involves the study of civil and landscape details and drawings associated with site planning and land development. Most of this course will include the production of construction documents associated with landscape placement and site planning design using

the AutoCAD Civil 3D platform. This course will emphasize student understanding in zoning and site development code requirements and the thought processes involved in creative design. Prerequisite: DRFT 1234, DRFT 2114.

**DRFT 2423 Garden & Plant Design**
(On Demand) This course will prompt the landscape designer to consider the proposed level of service and maintenance requirements, the sub-grade and climate conditions, cost parameters, and limitations of plant materials used in a variety of landscape design situations. The instructional direction of the course will aim toward providing framework for thinking about appropriate site detail as related to particular climate conditions. Attempts will be made to include field trips that will familiarize the student with quality plant and garden design methods in our regional area. Prerequisite: DRFT 2114.

**DRFT 2523 Introduction to Geometric Dimensioning and Tolerancing**
(S) This course is an in-depth study of the international standard Geometric Dimensioning and Tolerancing (GD&T) as adopted by the American National Standards Institute (ASNSI). The conventions introduced in this course apply to engineering drawings produced here and abroad. Topics include the placement of datums, dimensions, interpreting symbols, calculating tolerances, and virtual conditions. Prerequisite: DRFT 1234.

**DRFT 2533 Parametric Modeling**
(F) This course provides students with the skills they need to create, edit, and document part and assembly models of moderate complexity using Inventor software. The focus of the course will be to determine the best approach for the parametric design of individual parts and assemblies. Topics include the commands needed to conceptually sketch a part through the creation of a solid model, assembly design, and 2D drawing production. Prerequisite: DRFT 1234, DRFT 2154.

**DRFT 2543 Advanced Parametric Modeling**
(S) This course is a continuation of DRFT 2533 and emphasizes the more advanced features and concepts of parametric design with Autodesk Inventor. Topics include creating sweeps and lofts, creating and editing assembly constraints, driving constraints, creating adaptive parts, creating and using iParts, presentation files, and sheet metal parts. Prerequisite: DRFT 2533.

**DRFT 2553 Parametric Modeling with Solidworks**
(S) This course provides students with the skills they need to create, edit, and document part and assembly models of moderate complexity using Solidworks software. The focus of the course will be to determine the best approach for the parametric design of individual parts and assemblies. Topics include the commands needed to conceptually sketch a part through the creation of a solid model, assembly design, and 2D drawing production. Prerequisite: DRFT 1234, DRFT 2154, or Instructor consent.

**DRFT 2593 Modeling and Presentation**
(S) This is a graphics presentation course that focuses on presentation and communication skills within the architectural, civil, mechanical, or landscape design environment. Students will prepare presentations of their models for specific audiences including customers, supervision, peers, and manufacturers. Prerequisite: DRFT 2114.

## EARLY CHILDHOOD TEACHING CREDENTIAL

**ECTC 2303 Literacy and Language Arts for Early Childhood**
(F) This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs with language rich environments by incorporating the four areas of language: speaking, listening, reading, and writing. Prerequisite: CHED 1003, CHED 1203 and CHED 2033

**ECTC 2403 Math and Science for Early Childhood**
(S) Students will become familiar with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. Prerequisites: CHED 1003 and CHED 2033.

**ECTC 2503 Child Guidance**
(F) This course relates principles of child development to appropriate methods of guiding children's behavior for children birth through prekindergarten, including children with special needs. Techniques for managing groups of children in the various child care settings are practiced.

**ECTC 2603 Child Development Practicum**
(S) Students must work or volunteer in a licensed child care facility or school serving children birth through age eight to apply the knowledge acquired and skills learned in previous coursework. Placement must be in a quality program (a program meeting Head Start Performance Standards, NAEYC accreditation Standards, Arkansas Better Chance Standards, or Level three Better Beginnings Standards). The instructor will observe and evaluate students following NAEYC Early Childhood Associate Degree Accreditation Standards. Students must demonstrate competency in all areas observed and compete a minimum of an average of two (2) clock hours weekly, totaling a minimum of 16 hours for the semester. An Arkansas Child Maltreatment Background Check is required (cost is $10). A report of maltreatment will result in a student not being allowed to complete the course. Prerequisites: Instructor consent.

**ECTC 2703 Preschool Curriculum**
(F) This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3 – 5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/ emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered: • Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings • Arkansas Frameworks Handbook for Three and Four Year Olds Prerequisites: CHED 1003 and CHED 2033

**ECTC 2803 Infant/Toddler Curriculum**
(S) This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered: Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings Arkansas Frameworks Handbook for Infants and Toddlers Prerequisites: CHED 1003 and CHED 2033

**ECTC 2903 Future Perspectives of Early Childhood - Capstone Course**
(S) This course focuses on current trends, issues, and research in the field of early childhood and child development. Students will research and inform fellow students about a current trend, issue, or research. Students will develop a professional portfolio based on the NAEYC Associate Degree Standards, and they will use critical thinking skills as they relate to using the NAEYC Code of Ethical Conduct. It is recommended that this course be taken the semester that the student will graduate with an AAS degree in Early Childhood. Prerequisites: CHED 1033, 2033, 1201 & 1203 and Instructor Consent.

# ECONOMICS

**ECON 2013 Principles of Macroeconomics**
(F, S, SUM) This course is an introduction to the major areas of modern economic theory, American capitalism, pricing system, national income accounting, fiscal policy, monetary policy, money and banking and general price levels. Prerequisite: ENGL 1013 and MATH 0103, or higher (excluding MATH 1313), or appropriate Math scores on placement exams.

**ECON 2013H Principles of Macroeconomics, Honors**
(On Demand) This course is open to dedicated or enthusiastic students who want an understanding of the major areas of modern economic theory, such as American capitalism, pricing systems, national income accounting, fiscal policy, monetary policy, money and banking, and general price levels. This Honors course will be conducted through lecture, discussion, intensive reading, and analytical writing. The course develops a conceptual framework to help students independently analyze economic policy issues. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: ENGL 1013 and MATH 0103 or higher MATH (except MATH 1313) or appropriate Math scores on placement exam.

**ECON 2023 Principles of Microeconomics**
(F, S, SUM) This course covers concepts related to the 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 property. Prerequisite: ENGL 1013 and MATH 0103, or higher, (excluding MATH 1313), or appropriate Math scores on placement exams.

**ECON 2143 Basic Econ: Theory & Practice**
(F, S, SUM) A survey course addressing macroeconomics and microeconomics and the analytical tools needed to study contemporary economic problems such as inflation, unemployment, poverty, and pollution. This course is not recommended for anyone pursuing an associate degree or baccalaureate degree in any field of business or engineering.

# EMERGENCY MEDICAL SCIENCES

**EMTA 1102 Cardiac Dysrhythmias**
(F, S, SUM) An introductory course in the recognition and interpretation of cardiac dysrhythmias. The course covers basic anatomy, normal cell function and properties, electrical activity of the heart and ECG wave forms, followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g.: atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments.

**EMTA 1004 Emergency Medical Technician I**
(F, S, SUM) The EMT I program is an introductory study to Emergency Medical Programs part one (of two). This program follows current National standards as set forth by the National Department of Transportation and the National EMS Education Guidelines. This program is accredited through the Arkansas Department of Health. Upon successful completion, candidates will be allowed to enroll in EMT II which will complete the EMT educational experience (after successful completion of both sections of EMT I & II). Per state law, Students must pass a criminal background check prior to taking EMT licensure exam after completion of EMT II. Prerequisite: EMTA 1013/Emergency Medical Responder course and current CPR Card. A criminal background check will be performed by the Arkansas Department of Health and applicants must pass this in order to become state licensed as an EMT.

**EMTA 1013 Emergency Medical Responder**
(F, S, SUM) Emergency Medical Responder follows the national educational guidelines for EMS as set forth by the Department of Transportation. This course is designed to provide training in emergency care for those who will be responding to emergency calls or who have a job that may require emergency response to the injured. Students who successfully complete the Emergency Medical Responder course will receive an American Heart Association CPR Card and Emergency Medical Responder certificate of Proficiency. Emergency Medical Responder is a prerequisite for EMT course.

**EMTA 1041 RN-EMT Accelerated EMT Course**
(On Demand) Prerequisite: Must hold an unencumbered Registered Nurse (RN) license. Documentation of experience in Emergency Room or Critical Care area of a hospital for a minimum of 2 years. Must complete the application process for Health Professions EMT program. Must complete paperwork for criminal background check and registration with the Arkansas Department of Health.

Program: This is an accelerated EMT program utilizing the educational experience already obtained by the student through the RN program and work experience. This is an introductory study to become an Emergency Medical Technician. This program follows both Arkansas State Health Department site accreditation requirements as well as National educational guidelines for EMS as set forth by the Department of Transportation. Didactic course content is available through the Web (www). Lab skills will be obtained by coming to the campus for approximately 8 hours of lab instruction and practice. Upon successful completion of this self-paced class, the applicant will be eligible to sit for the National Registry of EMT state board certification examination, both practical and computer based written. These exams will be offered at NWACC.

**EMTA 1102 Cardiac Dysrhythmias**
(F, S, SUM) An introductory course in the recognition and interpretation of cardiac dysrhythmias. The course covers basic anatomy, normal cell function and properties, electrical activity of the heart and ECG wave forms, followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g.: atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments.

**EMTA 2003 EMT Internship**
(F, S, SUM) This course is primarily for students wishing to enter into the Paramedic Program. The course is structured EMS experience, working on a paramedic level ambulance service under the guidance of a seasoned EMT and paramedic. The student is expected to gain the knowledge necessary to perform the duties of an EMT while working with a paramedic. Prerequisite: Licensed as EMT Basic in the State of Arkansas.

**EMTA 2004. Emergency Medical Technician II**
(F, S, SUM) Emergency Medical Technician II is the second half of the Basic EMT program. During this phase of the program, didactic & laboratory studies will continue along with clinical rotations at both hospital and ambulance services (Must have a passing grade to go to clinical). Students will have a drug screen performed prior to clinical rotations. This program follows current National standards as set forth by the National Department of Transportation and the National EMS Education Guidelines. With the consent of the Program Director and Medical Director, Students successfully completing all elements of the program will be allowed to sit for National Board Exam and State Licensure at the Basic EMT Level for the State of Arkansas. Prerequisite: Successful completion of EMTA 1004/Emergency Medical Technician I with a grade of C or higher.

# PARAMEDIC SCIENCE

Prerequisite for these courses: Admission by acceptance into the Paramedic Program only.

**EMTP 1001 12 Lead EKG**
(SUM) This course will teach the concepts of 12 lead EKG interpretation and more specifically to identify ST Elevation Myocardial Infarction. Prerequisites: EMTA 1001 Cardiac Dysrhythmia, Admission into the paramedic program.

**EMTP 1003 Paramedic Pharmacology**
(SUM) This is an introductory course covering the fundamentals of pharmacology and the administration of drugs and fluids. Drug calculations, IV drip, injection, oral administration and drug memorization and other skills are taught. This entry level course teaches the student the skills necessary to begin their clinical phase of the paramedic program. Students must be enrolled and accepted into the paramedic program prior to taking this course.

**EMTP 1011 Emergency Respiratory Care**
(F) Management and treatment of respiratory emergencies involving adults and children. Disease process, treatments, and advanced airway management will also be covered.

**EMTP 1012 Patient Assessment and EPCR**
(SUM) Presentation of the needs of the patient, skills and knowledge necessary to address these needs, and identification of priorities. Included area a brief introduction, scene survey, primary survey, resuscitation, secondary survey, definitive field management and re-evaluation. Use of electronic medical records equipment and computers. Proper documentation of a given call utilizing computer based programs. Prerequisite: Must be accepted into the Paramedic Program prior to registering for this course.

**EMTP 1021 Intro to Paramedic Clinical**
(SUM) During this course, students will submit the required paperwork that is required prior to doing any field and clinical rotations. Students will do orientation time at their primary and secondary EMS service and primary Emergency Department clinical site. After being cleared with instructor lab checkoffs, the student will begin performing advanced level skills and assessments under the close supervision of a paramedic preceptor, nurse, or NWACC faculty. (Minimum of 50 hours plus a minimum number of skills to be performed).

**EMTP 1022 Shock and Fluid Therapy**
(S) An understanding of shock or lack of cellular oxygenation and its management are covered in depth. Course will present a discussion of body fluids, osmosis, pathophysiology of shock, evaluation and resuscitation. The use of MAST and intravenous techniques are introduced and practiced in class prior to the student using these in the clinical areas.

**EMTP 1026 Paramedic Clinical I**
(F) During this course the student will ride on the ambulance with a selected preceptor and practice skills and perform tasks necessary to gain paramedic experience. The student will also matriculate through the hospital ER and perform phlebotomy sticks on patients and observe the physician performing physical exams. IV administrations, drug administration, and other skills will also be performed. (Minimum of 180 hours plus a minimum number of skills to be performed.)

**EMTP 1031 EMS Environment II**
(S) Recognition and management of a mass casualty scene will be taught/demonstrated. Each student will be expected to participate in a mock disaster drill as set forth by the county and to utilize knowledge gained from class and the drill in a final disaster scenario. Rescue operations and stress management in emergency services will also be covered.

**EMTP 1032 Traumatology**
(S) Management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. Material included is based on Prehospital Advanced Trauma Life Support Program by the National Association of EMTs, the training curriculum developed by the American Academy of Orthopedic Surgeons.

**EMTP 1111 EMS Environment I (Paramedic Role)**
(F) Overviews of all important areas of pre-hospital environment are covered. Included are medical ethics, professionalism, legal considerations by the paramedic, duty to act and scope of duties performed by the paramedic. Communications, radio and dispatching will be taught in this section.

**EMTP 1123 Medical Emergencies I**
(F) Medical emergencies are discussed such as endocrine and metabolic emergencies, nervous system emergencies, gastrointestinal emergencies, genitourinary and reproductive emergencies, toxicology and substance abuse, and anaphylaxis.

**EMTP 1204 Paramedic Clinical II**
(S) During this clinical phase, students will perform advance patient assessments on patients. Some of the skills performed include: Endotracheal intubations, IV, medication administration, observe child birth, and other procedures covered in the class. This time is performed in the hospital setting.

**EMTP 1206 Emergency Cardiac Care**
(F) Students will be taught advanced cardiac care including 12 lead ECG recognition, advanced cardiac life support, emergency cardiac drug identification and administration, and other cardiac care techniques. Students will be evaluated on their ability to perform didactically as well as in the lab with a high fidelity mannequin.

**EMTP 1233 Medical Emergencies II**
(S) Recognition, management, and pathophysiology of OB-GYN and pediatric emergencies. Emergency childbirth, childbirth complications and gynecological emergencies will be discussed as well as treatments of each OB-GYN emergency scenario. Infectious diseases, geriatric patients and emergency management of the neonate as well as psychiatric emergencies will be discussed. The primary reference will be Pediatric Advanced Life Support from the American Academy of Pediatric and the American Heart Association.

PEPP course may be substituted for PALS as needed. Also infectious diseases, environmental emergencies, and behavioral/psychiatric emergencies will be taught.

**EMTP 1304 Community Paramedicine**
(F, S, SUM) This course is a prerequisite to EMTP 1404. This course explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. This new direction and expanded role of the paramedic is in compliance with both National and State standards. Advanced paramedic assessment, lab values, pharmacology, Nutrition, Pediatric, Ethics and many more topics are taught in this self-directed on line course. This course is designed to allow the student to progress at his/her own pace, but completion must be accomplished by the end of the semester. The course is WWW so internet and computer access are necessary for all course presentation and testing. Prerequisite: EMTP 1404 and must be a licensed Paramedic with a minimum of 1000 hour work experience in the past two years.

**EMTP 1402 Paramedic Field Internship**
(S) Students will perform the skills and tasks of a paramedic and be evaluated on independent performance of these skills while riding on a paramedic level ambulance as assigned. Students must pass a written comprehensive exam over material presented during the paramedic program.

**EMTP 1404 Community Paramedicine Clinical**
(F, S, SUM) This course is all clinical with primary focus on providing clinical experience with commonly seen public health and chronic disease management. Areas that students will be working in include Emergency Room, Home Health, Hospital Case Management, and Public Health Agencies. This course is approximately 210 hour clinical rotation, but actual patient exposure and assessment minimums must all be met. Prerequisite: Must have an Arkansas Paramedic License, Have 2 years of full time service (1000 hours worked in past two years minimum) with a paramedic level ambulance service.

## ENGLISH ACADEMIC LITERACY

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). These hours will not fulfill any degree requirements at NWACC. These courses will not transfer to a four year institution.

**ENGA 0033 College Reading**
(F, S, On Demand). An upper level reading course designed to help students gain skills they can apply to college textbook and everyday reading requirements. Vocabulary, comprehension, and thinking and study strategies are emphasized along with an introduction to the library. Successful completion allows entry into reading-intensive college level studies. Prerequisite: Placement score on Reading ACT 1-18 or its equivalent.

**ENGA 0063 Intermediate Writing**
(F, S, On Demand). The study and practice of sentence structure rules, critical thinking skills, writing as a step-by-step process, and basic grammar. Students will learn to express ideas and opinions in clear, organized paragraphs and essays. Students will also learn word processing as it applies to academic writing. Successful completion allows a student to enter English Composition I. Prerequisite: Placement score on English ACT 1-18 or its equivalent.

**ENGA 0091 Acad Literacy Writing/Reading**
(F, S, SUM) This course assists students in reading English Composition I and other college academic content through an integration of reading and critical thinking skills. It also provides basic instruction in writing process conventions and supports college composition. Prerequisites: This course assists students in reading English Composition I and other college academic content through an integration of reading and critical thinking skills. It also provides basic instruction in writing process conventions and supports college composition. Co-requisite: ENGL 1013, English Composition I.

## ENGLISH FOR COLLEGE AND CAREER

English for College and Career (ENGC) supports a linguistically and culturally diverse population of students for whom English is not the primary language of the extended family. This bridge program provides a continuation of academic English acquisition subsequent to high school, adult education, or language institute. ENGC offers courses that strengthen academic English skills necessary for college success or career advancement while allowing students to simultaneously take recommended general education courses. All ENGC courses provide essential academic vocabulary and grammar enrichment.

**ENGC 0023 Grammar and Mechanics**
(On Demand) This sentence level course is specifically designed for bilingual students whose first or familiar language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic writing skills. The primary focus of this course will be the introduction and practice of basic grammar, mechanics, usage, and punctuation necessary for standard English. Students may enroll concurrently in ENGC 0053—Beginning Writing. Bilingual students taking Comp I or Comp II who need a basic grammar review would benefit from this course. Completion of this course with a C or better will allow entry into ENGC 0053.

**ENGC 0026 Combined Skills Level I**
(On Demand) This level one combined skills course is specifically designed to meet the needs of bilingual students whose first or familial language is not English. While students may exhibit intermediate to advanced speaking skills, placement scores at this level indicate a need to work on basic academic English skills. This combined skills course will cover the first level of grammar, writing, and reading. Completion of this course with a C or better will allow entry into ENGC 0063 and ENGC 0033.

**ENGC 0033 College Reading & Vocabulary**
(F, S) An upper level reading course designed to help students improve academic reading and comprehension skills. The focus of this course will be the acquisition of vocabulary and critical thinking skills needed to read, comprehend, and analyze materials for college or workplace. Completion of this course with a C or better satisfies the reading prerequisites for all general education courses. Prerequisite: Appropriate placement scores.

**ENGC 0043 Grammar for Communication**
(F, S) This entry level course is designed for a linguistically and culturally diverse population of students. This course moves students beyond social language to the academic language necessary for success in college and career. Students will focus on syntax and vocabulary to improve written and oral communication skills.

**ENGC 0053 Grammar Review**
(F, S) This advanced grammar course is designed for a linguistically and culturally diverse population of students. This course will include: 1) grammar, mechanics, usage, and punctuation necessary for standard English, and 2) vocabulary needed for effective communication in an academic or professional setting. This course provides support for students in general education classes who need extended time on language acquisition. Prerequisite: Permission of ENGC Coordinator.

**ENGC 0063 Intermediate Writing**
(F, S) A paragraph to essay course that includes the study of grammar, sentence structure, critical thinking and writing as a process. Students will learn to express opinions and ideas in appropriate academic writing formats. Students will also learn and practice academic word processing skills needed for college success. Prerequisites: appropriate placement scores.

**ENGC 0091 Academic Literacy**
(F, S) This course provides support for Composition 1 students from diverse academic language backgrounds who would benefit from additional instruction to enhance vocabulary, improve reading comprehension and critical thinking, and refine grammar skills needed for college level reading and writing.

## ENGLISH

**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. Prerequisites: Minimum placement score (19 ACT, or its placement test score equivalent), or successful completion of an approved ENGA or ENGC course, or co-enrollment in an approved ENGA course.

**ENGL 1013H English Composition I, Honors**
(F) Course begins the composition sequence by teaching skills to enable the student to write clear, concise expository prose and to improve critical thinking skills through the writing process. The student prepares for other college writing assignments by evaluating and synthesizing academic sources in print and online. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: Minimum placement score (25 ACT, or its placement test score equivalent).

**ENGL 1023 English Composition II**
(F, S, SUM) This course continues the writing, reading, research and critical thinking skills developed in Composition I. Students will write in multiple genres and gain further practice in the analysis, interpretation, and evaluation of complex texts. Prerequisite: Completion of ENGL 1013 with a C or better.

**ENGL 1023H English Composition II, Honors**
(S) Course is a continuation of English Composition I. Emphasis is placed on writing academic prose using literature as a subject for analysis, interpretation, critical appraisal, and research. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: Completion of ENGL 1013 or ENGL 1013H with a B or better.

**ENGL 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 ENGL 1013 with a C or better.

**ENGL 2023 Imaginative Writing I**
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: Completion of or co-enrollment in ENGL 1013, or consent of instructor.

**ENGL 2033 Imaginative Writing II**
(F, S) 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: ENGL 1013 and ENGL 1023 with a C or better, or consent of instructor.

**ENGL 2113H Survey of British Literature to Romanticism, Honors**
(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. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: ENGL 1013 and ENGL 1023 with a C or better, or consent of instructor.

**ENGL 2123 Survey of British Literature from Romanticism**
(S) This course finds the student in the literature from the Romantic period in Britain. The students move from the free-spirited Romantics to the rule-bound Victorians on the way to the modern age with its angst and energy. The students read, analyze, and interpret the literature of the British Empire, as they learn about the culture and life of the Britons. Prerequisite: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2123H Survey of British Literature from Romanticism, Honors**
(S) This course finds the student in the literature from the Romantic period in Britain. The students move from the free-spirited Romantics to the rule-bound Victorians on the way to the modern age with its angst and energy. The students read, analyze, and interpret the literature of the British Empire, as they learn about the culture and life of Great Britain. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: ENGL 1013 and ENGL 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: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2213H Survey of World Literature to 1650, Honors**
(F) 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. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: ENGL 1013 and ENGL 1023.

**ENGL 2223 Survey of World Literature from 1650**
(F, S) This course introduces the student to the literature of the world as well as the literature from English-speaking countries. The students may read literature from Asia, Africa, and South America as well as from Europe and North America. Reactions and comparisons to the students' lives are explored as the students read, interpret and analyze this literature. Prerequisite: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2223H Survey of World Literature from 1650, Honors**
(S) This course introduces the student to the literature of the world as well as the literature from English-speaking countries. The students may read literature from Asia, Africa, and South America as well as from Europe and North America. Reactions and comparisons to the students' lives are explored as the students read, interpret and analyze this literature. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: ENGL 1013 and ENGL 1023.

**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: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2313H Survey of American Literature to the Civil War, Honors**
(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. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: ENGL 1013 and ENGL 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: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2323H Survey of American Literature Since the Civil War, Honors**
(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: ENGL 1013 and ENGL 1023 with a grade C or better, or consent of instructor.

**ENGL 2413 Special Topics in English**
(On Demand) Students will understand concepts and issues of theme, form, and motif in literary works about the designated topic. Students will improve in their abilities to read literary works carefully and critically and to write about literature correctly and cogently. Topics and content will vary from semester to semester. Prerequisite: ENGL 1023 with a C or better or consent of instructor.

**ENGL 2423 Special Topic Creative Writing**
(On Demand) Students will understand and explore concepts and issues of theme, form, and motif in literary works by writing creatively. Topics and content will vary from semester to semester.

**ENGL 2513 Craft of Fiction**
(On Demand) In this course, students will explore the form and theory of fiction through an investigation of the elements of fiction and explore these elements in their own writing. Prerequisites: ENGL 2023 and ENGL 2033 with a grade of C or better, or consent of instructor.

**ENGL 2523 Craft of Non-Fiction**
(On Demand) Students will read, write, and explore different sub-genres of creative nonfiction such as personal essay, memoir, and narrative journalism. Students will learn about important issues in the genre of creative nonfiction, and examine style and craft elements in the work of professional writers. In a workshop setting, students will analyze and discuss creative works they produce.

**ENGL 2533 Craft of Poetry**
(On Demand) This course will introduce students to the form and theory of poetry including both Eastern and Western structures and patterns and give students opportunities to explore these forms in their own writing. Prerequisites: ENGL 2023 and ENGL 2033 with a grade of C or better, or consent of instructor.

**ENGL 2543 LitMag Publication/Editing**
(On Demand) The publication internship allows students to gain on-the-job training and experience in both a print and online media environment. Students will be responsible for assisting the editors of the Low Valley Review in all aspects of the publication of an international literary journal. Prerequisite: ENGL 2023 and ENGL 2033 with a grade of C or better, or consent of instructor.

**ENGL 2553 The Business of Publishing**
(On Demand) Students will study the multiple facets of discovering markets for their work and crafting submission practices advantageous to publication. Prerequisites: ENGL 2023 and ENGL 2033 with a grade of C or better, or consent of instructor.

**ENGL 2563 Creative Writing Capstone**
(On Demand) The capstone course integrates all of the skills learned in the other courses in the AFA in Creative Writing by culminating in a portfolio that includes a thesis and oral performance. Prerequisites: ENGL 2023 and ENGL 2033 with a grade of C or better, or consent of instructor.

## ENVIRONMENTAL AND REGULATORY SCIENCE

**ENSC 1001L Environmental Science Laboratory**
(F, S) This is designed to be taken as a co-requisite, and to amplify further, ENSC 1003. Class and analysis, field studies, discussion, and reports. An environmentally based project/exercise will include the use of GIS (Geographic Information Science) and other innovative technologies. Three hours laboratory weekly.

**ENSC 1003 Environmental Science**
(F, S) A course focusing on the interrelationships between man and his environment. The first half of the course is an abbreviated study of basic ecological and conservation principles. The second half focuses on environmental topics of special interest. These topics may include air and water pollution, environmental ethics, policy and decision-making, waste management, attracting and preserving wildlife, or other requested topics. ENSC 1001L is a co-requisite.

**ENSC 1003 Environmental Science, Honors**
(F) 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 101LH is a co-requisite. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**ENSC 2003 Environmental Management**
(F, S) The human impact on resources and ecosystems. Study of the changing role of management from economic exploitation to environmental conservation and protection, along with multiple use strategies. Evaluate various wildlife and habitat management techniques along with a review of environmental policies dealing with water, air, and soil pollution abatement and mitigation. Prerequisite: Successful completion of Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) or Principles of Biology I (BIOL 1544) or consent of instructor. Co-requisite: Environmental Management Laboratory (ENSC 2001L).

**ENSC 2001L Environmental Management Laboratory**
(F, S) This is designed to be taken as a co-requisite and to amplify further, ENSC 2003. Class exercises will include laboratory experiments and analysis, field studies, discussion and reports. An environmentally based EAST/EMPACTS project will include the use of GIS (Geographic Information Science) and other innovative technologies. Three hours laboratory weekly. Co-requisite: ENSC 2003 Environmental Management

**ENSC 2204 Introduction to Soil Science**
(Yearly) The classification and origin of soils. Study of chemical, physical, and biological properties of soils. Three hours lecture and three hours lab weekly.

**ENSC 2233 Environmental Sampling and Analysis**
(F) Sampling protocol, procedures, quality control, and field analysis will be discussed in this course. The student will demonstrate proper selection of basic monitoring equipment and instrument calibration, sampling, field analysis, and preservation procedures; representative sampling methods; and prepare and evaluate documentation associated with sampling and field analysis. Practical hands-on case studies will be utilized in developing sampling strategies, sampling methods, and analysis of sampling results. The student will be able to prepare a written report of field analysis. Prerequisite: ENSC 2703 or instructor consent.

**ENSC 2243 Instrumentation, Sampling and Analysis: Water Quality**
(S) Water sampling, field analysis, preservation and transport to the laboratory for quality assurance is emphasized. Laboratory instrumentation analysis using spectrographic and titrimetric methods along with quality control will be stressed. Two hours lecture and two hours laboratory weekly. Prerequisite: Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) or Environmental Management with Lab (ENSC 2003 & 2001L) & college chemistry (CHEM 1104) or Basic Chemistry (CHEM 1024) with grades of C or better, or consent of instructor.

**ENSC 2301L- Hazardous Materials Control & Emergency Response Lab**
(F, S, SUM) Laboratory course for compliance with 29CFR 1910.120 Appendix E for Hazwoper- allows an environment that permits each student to have experience performing tasks, making decisions, or using equipment appropriate to the job assignment for which the training is being conducted. Students must have completed ENSC 2303 (Hazardous Materials Control & Emergency Response), or be concurrently enrolled, or have instructor permission.

**ENSC 2303 Hazardous Materials Control and Emergency Response**
(F, S) This course will provide the student with a practical approach to the concepts of handling hazardous materials. Topics include: basic chemistry of hazardous materials, hazard classes and toxicology, evaluating risk, selecting correct protective equipment, specific competencies required of persons responding to a hazardous materials emergency, managing an incident, and addressing tactical and strategic issues while minimizing down-time and reducing risk to other workers. Available Online.

**ENSC 2413 Environmental Compliance Documentation**
(F, S) This course is an overview of the regulations which affect the environment. Federal regulations included are EPA, SARA, CERCLA, and RCRA. OSHA's role in worker protection in environmental mishaps is also discussed. Available Online.

**ENSC 2453 Internship in Environmental Sciences**
(On Demand) Supervised practical work experience in an industrial facility, county or state government agency, or private business involving environmental analysis utilizing current management techniques. Required responsibilities and reports will be determined by the NWACC instructor, cooperating business or government agency, with input and agreement from the student and overall approval by the Program Director. Prerequisite: Environmental Biology (BOTY 2534) or Environmental Science (ENSC 1003) and Environmental Management with Lab (ENSC 2003 & ENSC 2001L) or Environmental Special Problems (ENSC 291V) with grades of C or better, or consent of instructor.

**ENSC 2703 Fundamentals of Industrial Hygiene**
(F, S) This course is designed to introduce students to industrial hygiene as it relates to the anticipations, recognition, evaluation, and control of hazards in the workplace. Emphasis is on chemical hazards and their roles in occupationally related diseases. Historical basis and current legislation are discussed. In addition, the principles of epidemiology, industrial toxicology, exposure standards, and respiratory protection are addressed. Available Online.

**ENSC 2843 Special Topics in Environmental Science**
(On Demand) Focus on the specialized topic in environmental science to serve students' interests/needs. The specific topic will be announced the semester the course is offered.

**ENSC 2911 Environmental Special Problems**
(F, S) Work on special projects and problems in environmental science or related fields. One hour of environmental science credit.

**ENSC 2913 Environmental Special Problems**
(F, S) Work on special projects and problems in environmental science or related fields. Three hours of environmental science credit. Prerequisite: Environmental Biology (BOTY 2534) OR Environmental Science (ENSC 1003) or Environmental Management (ENSC 2003) with a grade of C or better, or consent of instructor.

**ENSC 2921 Undergraduate Research I**
(F) Students participate in a faculty led research project in a laboratory science area of interest not served by a traditional course. One hour of environmental lab science credit. Prerequisite: One science lab course or instructor consent.

**ENSC 2931 Undergraduate Research II**
(S) Students participate in a faculty led research project in a laboratory science area of interest not served by a traditional course. One hour of environmental lab science credit. Prerequisite: One science lab course or instructor consent.

## ENTREPRENEURSHIP

**ENTR 1003 Introduction to Entrepreneurship**
(F) An introduction to the role of entrepreneurial businesses in the U.S., the impact of entrepreneurial businesses on the U.S. and global economy, how ideas become businesses, how entrepreneurs operate within a company, and the general precepts of entrepreneurial businesses.

**ENTR 2033 Feasibility and Funding**
(S) This course will develop the student's knowledge of exploiting, determining, evaluating, funding and implementing strategies for potential entrepreneurial opportunities in the market place and analyzing the feasibility of those opportunities. Prerequisite: ENGL 1013, ACCT 2013 Principles of Accounting I, ENTR 1003 Introduction to Entrepreneurship.

**ENTR 2043 E-Commerce**
(F) This course presents concepts and skills for the strategic use of e -commerce. It provides a framework for the analysis of e-commerce solutions to issues surrounding business-to-business, business to consumers, and intra-organizational trade. The course includes an examination of e-commerce in altering the structure of entire industries and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance.

## EDUCATIONAL TECHNOLOGY

**ETEC 2003 Educational Technology**
(F, S) Instruction in selecting, utilizing and evaluating instructional materials and equipment. Introduction to the application of educational technology in teaching and learning using strategies in design, selection, integration and evaluation. This course introduces students to the most essential instructional tools to creatively and ethically infuse technology in the development of instructional materials, including tools to facilitate professional layouts, imaging, presentations, and communication.

## FIRE SCIENCE ADMINISTRATION AND TECHNOLOGY

Prerequisite: Admission by acceptance into the Fire Science Administration and Technology Program only.

**FIRE 1003 Introduction to Fire Science**
(F) This course will study the philosophy and history of fire science, the review and analysis of fire losses, the introduction to fire protection agencies, career possibilities, the use of protective clothing and equipment, the use and identification of basic fire fighting equipment, and current technological developments.

**FIRE 1013 Fire Suppression Tactics and Strategies**
(F) This course reviews special methods of teaching tactical concepts relative to extinguishing all classes of fire. Forms of extinguishing equipment and compounds along with fire development are covered.

**FIRE 1033 Fire Officer Leadership**
(S) This course provides the participant with basic skills and tools needed to perform effectively in the fire service environment.

Topics of discussion will include group dynamics, communication, decision making, problem solving and other personnel matters. This course will enable mid-range managers, especially company officers, to be more effective in their roles as leaders.

**FIRE 1043 Fire Prevention and Inspection**
(F) This course provides the student with an overview and understanding of the field of fire prevention including its history, code development and enforcement, inspection principles, and public fire and life safety education.

**FIRE 1063 Fire Service Special Operations**
(S) This course provides knowledge and skills related to competencies for Hazardous Materials First Responders through the Awareness and Operations Levels, essential Wildland Firefighting awareness, and specialized fire service rescue operations. The National Incident Management System, Incident Command System and the National Response Framework are also covered. Prerequisite for FIRE 1104 – Firefighter I.

**FIRE 1073 Firefighter Health and Safety**
(F or S). This course will provide students with information related to health, safety and fitness for Firefighters, and will prepare them to take the Firefighter Encounter Agility Test (FEAT) developed by the Arkansas Fire Academy. Prerequisite for FIRE 1104 – Firefighter I.

**FIRE 1104 Firefighter I**
(S) This course is designed to provide students with the knowledge and skills necessary to become a Firefighter at the first level of certification. This course follows NFPA Standard 1001 - Firefighter Professional Qualifications. Prerequisites: FIRE 1063, FIRE 1073, and EMTA 1013.

**FIRE 1114 Firefighter II**
(SUM) Continuation of the knowledge and skills necessary for students to be certified as a Firefighter at the second level of certification based upon NFPA Standard 1001 – Firefighter Professional Qualifications. Upon successful completion of FIRE 1104 and 1114 a representative of the Arkansas Fire Academy will test students. Prerequisite: FIRE 1104.

**FIRE 2023 Fire Department Administration**
(F) Fire Department administrative functions, including application and implementation in the fire service, personnel selection, training and evaluation and relationship of administration at various levels of the organization, including reporting and budgeting will be covered in this course.

**FIRE 2053 Fire Service Hydraulics and Water Supply**
(S) This course deals with the principles and formulas for fire ground hydraulics and pump operations of water systems, private, public, standpipes and sprinklers; nozzle pressures, friction losses, and effective fire streams and water supply problems. Included will also be the maintenance and operation of emergency vehicles and solutions of problems involving fire streams.

## FOOD STUDIES

**FDST 1003 Food Systems**
(F, S, SUM) The supermarket has become has become the last stop in an increasingly complex global food system, spurring a growing movement to re-regionalize the food system. In this course, students will examine key economic, social, demographic, environmental, and ethical issues that currently shape our systems of food production, distribution, and consumption. Through texts and research, students will examine how food is grown, processed, transported and distributed, reviewing along the way the federal, state and local policies that shape how those foods are consumed. Students will gain an understanding of how animals and plants are raised for food, as well as how food labels and food claims are made on packages and in advertising. Group projects trace a variety of food products and provide an in-depth look at environmental impacts, animal welfare, human health and labor practices that make up the food system. The course will also cover the effect of international trade and immigration policies, exploring the concept of food sovereignty in the United States and around the world.

**FDST 1013 Food Safety**
(F, S, SUM) The aim of this course is to instruct students in the proper methods and procedures regarding food safety. This course will provide students with the knowledge of safety and sanitation practices in the foodservice and hospitality industries. Through, assignments and quizzes students will apply the information of the course. Students are encouraged to take the National ServSafe Certification exam, which is absolutely independent from course grades. Students who want to participate in the Culinary Arts program should take the ServSafe test based on the ServSafe certification curriculum from the National Restaurant Association and is a required course for accreditation by the American Culinary federation.

**FDST 1023 Foundations**
(F, S, SUM) This course introduces basic food preparation knowledge and skills, recipe conversions and measuring techniques. Also included is instruction in the operation of commercial food service equipment and consideration of the history and value of food to society. The course consists of a lecture and lab component, both of which are competency driven.

**FDST 1033 Sauces**
(F, S, SUM) In this course students will be instructed in the classic art of stock, sauce and soup production. Classic techniques will be taught and utilized that will then lead into a more modern approach to soups, stocks, and sauces. This course lays the foundation for many other areas of cooking and will provide invaluable competencies utilized in other courses. Prerequisite: FDST 1013, 1023.

**FDST 1043 Methods**
(F, S, SUM) The purpose of this course is to give the students specialized instruction in the center- of- the -plate items and continue to further the knowledge gained in Introduction to Food Preparation and Theory. This course builds on basic food preparation knowledge and skills by focusing on presentation and consumption of center-of-the-plate items and products. Special attention will be given to meat, fish, poultry and wild game cooking and presentation. In addition, this course further broadens knowledge of culinary arts within the commercial kitchen. Prerequisite: FDST 1033.

**FDST 1103 Culinary Nutrition**
(F, S, SUM) This course will examine the basic principles of nutrition, including their application to food preparation, menu planning and a healthy lifestyle. Attention is given to providing nutritionally-balanced and attractive meals. Menu planning using sound nutritional guidelines is stressed. The concept of creating menus while focusing on food allergies, intolerances, preferences and restrictions is also introduced. Using curricula design and licensed by The Goldring Center for Culinary Medicine at Tulane, this course provides students with the knowledge base of diet, lifestyle, nutrition and how they relate to well-being and disease. Material is covered from the food-first perspective with an eye toward the practical aspects of what customers and patients face day-to-day when trying to make substantive change in their lives. The focus is on teaching about food: how to cook, what to eat, and how to help people improve their diet - and thereby, their health.

**FDST 1203 Baking**
(S) The aim of this course is to introduce students to the basic concepts and techniques of baking. This course introduces the student to the ingredients, procedures and processes of baking. The course includes concepts in formulas, measuring and scaling and the chemical reactions of basic doughs, cakes and batters, as well as practical experience in baking a wide range of foods.

**FDST 1213 Breads**
(S, SUM). This course provides an introduction to the study and practice of the culinary art of quick bread and yeast bread

techniques, including biscuit, scones, muffins, miscellaneous quick breads, as well as basic yeast bread, artisan bread and sourdough bread production. Prerequisite FDST 1203.

**FDST 1223 Cakes**
(F, S, SUM) This course introduces students to the study and practice of cake production and cake decorating. There will be emphasis on ingredient identification and function, as well as mixing, baking and storage of product. Students practice basic scaling, panning, icing, and assembling of cakes, and also receive an introduction to decorating classic, wedding and special event cakes. Prerequisite: FDST 1203

**FDST 1233 Chocolate**
(S, SUM). The aim of this course is to provide the student with the skills necessary to produce chocolates and confections in restaurant or catering and banquet type settings. In this class, students will develop the skills necessary to produce a wide range of high-quality confections, from truffles to more complicated nougats and fondant centered candies. Students will be introduced to new concepts such as emulsion and recrystallization and draw on previously learned skills.

**FDST 1403 Butchery & Charcuterie**
(F, S, SUM) In the Butchery & Charcuterie course, students learn skeletal and muscular composition of animals raised for consumption and how they fabricated into primal and sub primal cuts. An overview of quality and grading along with terminology, availability and commonly used industry cuts. Students will learn to apply the correct cooking technique for every individual primal and sub primal cut. Class will include small carcass breakdown and fabrication for individual portions and for charcuterie. Students will prepare a variety of charcuterie products from fresh sausage to dry cured salamis, smoked meats. Traditional galantines, terrines and pates will be discussed and prepared. All parts of the animal will be used in this nose to tail course, with international preparations of organ meats and cured specialties.

**FDST 1503 Beverage Management**
(F, S, SUM) This course is designed to provide students with the practical knowledge needed to manage a profitable bar or beverage operation. Course work will involve looking at and planning for business profitability while keeping safety and legal issues in mind. Topics including identification and usage, purchasing, responsible alcohol service and food, beverage and alcohol pairings will be discussed.

**FDST 1513 Beer**
(F, S, SUM) This course provides an in-depth examination of the art and science of beer. Topics include keeping and serving beer, beer-specific glassware, and the differences between bottled and draft beer. In addition, beer flavors and evaluation will be covered, including beer styles and tasting parameters, and the history, characteristics and flavor attributes of regional styles. The processes and ingredients of beer brewing will be reviewed, as well as the various pairings with food.

**FDST 1523 Wine**
(F, S, SUM) This course presents introductory to intermediate wine information, including the intricacies of tasting wine, wine service, restaurant issues, wine and food pairing, terroir, grape growing and winemaking. International and Noble grape varieties from the major winemaking countries are discussed. Wine regions of the world are briefly examined with the use of regional maps. A major portion of class time is devoted to tasting and analyzing wine.

**FDST 1543 Art of Fermentation**
(S) This course covers fermented beverages other than wine, including beer, ciders, and sake. Students will learn the history and agricultural traditions, methods of production and participate in analytical tasting. Service methods and food pairings will also be covered.

**FDST 1533 Spirits**
(F, S, SUM) Students examine specialty spirits and ingredients used in cocktail mixology. Students will understand flavor profiles of common herbs and spices and fresh ingredients and their application in traditional cocktails and potential for use in new drink recipes. Students will create sodas, syrups, shrubs, and bitters for use in cocktails. Students will utilize products grown in the school garden and by local farmers. Students will create an original cocktail that is cost effective and easily reproducible in a restaurant setting.

**FDST 1603 Cost Control**
(F, S, SUM) This course provides the students the basics of financial accounting and best practices in purchasing in the hospitality industry, including hotels, restaurants, and clubs through the use of hospitality industry examples and illustrations. This course introduces the fundamentals of accounting and purchasing through examples from hotels, restaurants, and clubs. This course reveals how vital accounting and proper purchasing practices are in assisting managers of hotels and restaurants in developing budgets, controlling cash flow and inventory, reaching profit and cost control goals, and making effective business choices based on the numbers that affect daily operations. Prerequisite: MATH 1003 or instructor consent.

**FDST 1613 Food Entrepreneurship**
(F, S, SUM) This business-focused course provides the food entrepreneur with knowledge necessary to bring a food idea or product to market. It is also designed for those interested in starting a food- related business, working for a food entrepreneurial company, or assisting others in implementing innovative food businesses. We begin with a broad overview of entrepreneurship, analyze case studies from successful businesses, and review funding sources for launching a business. We further review business, organizational, and product development, as well as food purchasing, food safety, packaging, production and distribution. In addition to lecture classes, the course includes kitchen time for product development, and a session at UA Food Innovation Center and UA Sensory Lab for evaluation and tasting.

**FDST 1703 Hospitality**
(F, S, SUM) This course is designed to introduce students to activities and potential careers within the hospitality industry. This course provides a global look at hospitality with career opportunities in food service, hotels, clubs and related businesses such as hospitals, schools, casinos and the military. The course pays special attention to what training is needed to obtain careers in the industry and how students can prepare for industry careers.

**FDST 1713 Supervisory Management**
(F, S, SUM) This course is designed to develop a basic understanding of the principles of management and the application of those principles of managing the resources of a lodging or food service operation. Study for this course will outline the framework for the supervision, supervisory responsibilities, and tools used in supervision and developing effectiveness as a supervisor.

**FDST 1723 Hospitality Marketing**
(F, S, SUM) The purpose of this course is to introduce the student to basic principles of marketing that are utilized in the hotel and motel and restaurant industries. This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel, restaurants and private club properties.

**FDST 1733 Event Planning**
(F, S, SUM) This course offers an introductory view in the meetings and events industry. Students should expect to get a basic understanding of the elements of event planning. This course provides students with a practical introduction to the strategies and techniques event-planning professionals use to bring people together for meetings, conventions and non-traditional events. This course introduces students to front office management by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

**FDST 1743 Lodging Operations**
(F, S, SUM) This course offers the hospitality student a detailed look at the structure, nature and operating characteristics of the hotel and lodging industry. It will build on previous coursework and more closely examine the day-to-day operations of the hotel and lodging industry.

**FDST 1753 Travel and Tourism**
(F, S, SUM) Travel and tourism are an important component of the hospitality business as well as being a major focus of the state of Arkansas. This course will show the importance of the travel and tourism industry to the lodging and restaurant industry. Students will learn what components go into making up the travel and tourism industry. Topics will also include the effect of travel and tourism on the hotel and restaurant business. Special emphasis will be placed on the topic of the importance of tourism to the state of Arkansas, food tourism, and sustainable tourism.

**FDST 2003 World Cuisine**
(F, S) The purpose of this course is to give the student advanced training and background in ethnic foreign cuisines. This class will also explore the relationships between current food trends and ethnic influences. Provides advanced training in preparation of selected ethnic and foreign cuisines. Students will explore the relationship and influence of foreign cuisine on today's more popular ingredients and dishes. Prerequisites: FDST 1043 Methods.

**FDST 2013 Seasonal Kitchen**
(F, SUM). Students will learn about local food production through field trips to farms and farmers markets and hands-on preparation in the kitchen. Students learn about specialty local crops, growing seasons, how to prepare menus that work within the season, food preservation techniques, including canning, dehydrating, curing, fermenting and distribution methods, and conventional agriculture and distribution. Students will design and prepare a local menu at the end of the course. There will be field trips during the course.

**FDST 2023 Events Catering**
(S) This course offers an advanced introduction to catering, buffets and food-oriented events in an operational setting. Students will receive a practical introduction to the strategies and techniques professionals use to plan meetings, conventions, weddings, and other events. In this course, students will define the entire scope of a culinary event, including preparation and sourcing, menu design, staffing, and budgeting. Students will participate in the planning and management of an actual event and conduct a post-event analysis. Prerequisite: FDST 1043.

**FDST 2033 Food Preservation**
(F, S, SUM) This course examines the science and technique behind food preservation with a focus on food safety. A cultural lens is applied to a variety of food preservation techniques and how the products influence international cuisines. The course will cover fruits and vegetables, meat, dairy and eggs using techniques of dehydration, freezing, canning, pickling, fermentation, and pasteurization. Food preserved in this class will be utilized by other classes and incorporated into student menus for restaurant classes. Students will incorporate preserved foods into traditional recipes from around the world.

**FDST 2043 Applied Farming**
(F, SUM). This course is designed to provide students with an overview of small farm operations and maintenance as it relates to raising plants and animals. Students will learn the principles of running a farm, while also providing hands-on experience in caring for crops and animals. Students will apply sustainable farm management practices, while learning the difference between conventional and sustainable farm practices. Students will gain an understanding of the value of high quality soil in the raising of healthy crops, and will learn the value of seed banks and soil analysis in the process of raising healthy food. Students will also learn about the variations of raising livestock in conventional venues with hormones and antibiotics. Each day will include a short lecture about farming practices, assisting with seasonal farm chores and harvesting produce to be used by the school.

**FDST 2103 Alternative Diets**
(F, S, SUM) This course reviews low glycemic diets, food allergies and sensitivities, vegan and vegetarian diets, kosher and halal, macrobiotic, Ayurveda and paleo diets. Students will learn the scientific, historical and cultural basis for a variety of diets. Students will be introduced to a variety of ingredients and cooking methods that meet the needs of special diets. Students will prepare a variety of dishes following dietary guidelines. A themed final project will require students design a four-course meal that meets the guidelines of a selected diet. Prerequisite: FDST 1103 Culinary Nutrition.

**FDST 2103 Alternative Diets**
(F, S, SUM) This course reviews low glycemic diets, food allergies and sensitivities, vegan and vegetarian diets, kosher and halal, macrobiotic, Ayurveda and paleo diets. Students will learn the scientific, historical and cultural basis for a variety of diets. Students will be introduced to a variety of ingredients and cooking methods that meet the needs of special diets. Students will prepare a variety of dishes following dietary guidelines. A themed final project will require students design a four-course meal that meets the guidelines of a selected diet. Prerequisite: FDST 1103 Culinary Nutrition.

**FDST 2203 Classical Pastries**
(F, S, SUM) This class involves the study and practice of creating classic European style pastries and desserts. Topics will include cakes and tortes, laminated dough, sugar and chocolate decorating techniques, including stenciling, piping, marzipan, pastillage and fondant. Also included are enhanced dessert presentation, soufflé, and ice cream making. Prerequisite: FDST 1203.

**FDST 2213 Advanced Breads**
(F, S, SUM) This course provides study and practice of artisan breads from around the world, whole grain breads and gluten free breads. French, Italian, German and other European breads will be covered with emphasis on understanding protein and ash content and different mixing techniques. Students will have use of a mill and will grind whole grain flours. Prerequisite: FDST 1213.

**FDST 2223 Advanced Cakes**
(F, S, SUM) This course is designed to teach techniques of intermediate and advanced cake production. Students will also get advanced instruction in special events cakes, scaling, panning, icing, and assembly, including wedding cakes. This course will also offer beginning to advanced cake decorating techniques that will allow the student to immediately enter the workforce. Prerequisite: FDST 1223

**FDST 2233 Advanced Chocolate & Sugarwork**
(F, S, SUM) The purpose of this course is to teach advanced techniques to the student that will allow for the creation and plating of purpose upscale desserts. This class involves the study and practice of creating classic European style pastries and desserts.

Topics include cakes and tortes, laminated dough, sugar and chocolate decorating techniques, including stenciling, piping, marzipan, pastillage and fondant. Prerequisite: FDST 1233

**FDST 2513 Advanced Beer**
(F, S, SUM) This course provides an advanced examination of the art, science, and culture of beer. Topics include retail beer storage and service, modern and historical beer styles, as well as recognizing appropriate and inappropriate flavors in contemporary beers. In this course students will gain advanced, hands-on experience with beer brewing processes and ingredients, as well as the various pairings with food. This course prepares students for the Certified Cicerone exam through the Cicerone Certification Program. Prerequisite: FDST 1513

**FDST 2523 Advanced Wine**
(F, S, SUM) This capstone course covers key factors in the production of wines and spirits of the world including organic and biodynamic wine production, varied agricultural practices and

influences of terroir on final product. Upon completion of the course, students will be able to describe how these factors influence wine and spirit style, quality and price. Analytical tasting of wines and spirits with reference to characteristics, quality and commercial values will be covered. This course will provide a thorough understanding of the principal wines and spirits of the world and their commercial importance in the world's market. The qualification will assist those who are required to make professional evaluations of wines and spirits with regards to their quality and commercial value. This course will provide a thorough understanding of the principal wines and spirits of the world and their commercial importance in the world's market. The qualification will assist those who are required to make professional evaluations of wines and spirits with regards to their quality and commercial value. At the completion of the course, students will be prepared to take the WSET Level 3 Exam. Prerequisite: FDST 1523

**FDST 2543 – Specialty Coffee: Adv Brewing**
(F, S) This semester long course offers a comprehensive look at brewing and coffee extraction. We will address best practices for brewing and explore higher level coffee extraction chemistry. The Brewing pathway of Specialty Coffee is designed to offer those with little to no previous coffee experience a progressive, approachable pathway to a professional level brewing certification. Students who complete this course will have a thorough understanding of the chemistry of coffee extraction, how to measure brewing variables, and use this knowledge to produce optimal extraction.

**FDST 2533 Advanced Spirits**
(F, S, SUM) This capstone course covers key factors in the production of spirits of the world including production, varied agricultural practices and influences of terroir and human-interaction on final product. Upon completion of the course, students will be able to describe how these factors influence spirit style, quality and price. Analytical tasting of spirits with reference to characteristics, quality and commercial values will be covered. This course will provide a thorough understanding of the principal spirits of the world and their commercial importance in the world's market. The qualification will assist those who are required to make professional evaluations of spirits with regards to their quality and commercial value. At the completion of the course, students will be prepared to take the spirit's portion of the WSET Level 3 Exam. Prerequisite FDST 1533

**FDST 2603 Revenue Management**
(F, S, SUM) This course is designed to introduce higher-level financial concepts to rising culinary professionals. Many cooks and chefs spend years perfecting their cooking craft but limit their financial knowledge to cost control and inventory. When chefs plan to open their own restaurants or they are suddenly promoted to an executive role in the workplace, revenue management becomes their most important skill. Starting with basic accounting principles, we then focus on revenue management and financial analysis of the operation. Using case studies and capstone projects, students will become comfortable evaluating balance sheets, payroll, and the overall financial health of culinary enterprise. Prerequisite: FDST 1603

**FDST 2613 Culinary Professionalism**
(F, S, SUM) This course reviews definition of professionalism for cooks and chefs within the culinary arts industry and the leadership approaches necessary for the changing foodservice industry and current demographics. We also explore the process of professionalization (i.e., the process by which members attempt to transform their occupation into a profession) within culinary arts. Studies suggest that the kitchen is set apart from other professions by (a) the physical working environment, (b) human resource management, and (c) extreme assortment of tasks and responsibilities that chefs and cooks must navigate in their routines.

**FDST 2703 Restaurant Design**
(F, S, SUM) This course is designed to instruct the students in the procedures required to open and operate food service and hospitality operations. Emphasis is placed on the development and construction of a custom facility beginning with the menu and ending in the layout of the facility and the equipment purchase. This course will instruct the student on how to plan, design and develop food service and hospitality operations from the beginning concepts stages to project end. Attention will be given to all aspects of development from the importance of location selection, menu planning, facility design and layout and equipment purchases. A hospitality design project will be the cornerstone of this course.

**FDST 2733 Advanced Meeting Management**
(F, S, SUM) This course defines the convention and conference meetings market, discusses ancillary services including group housing, transportation, and food and beverage, measuring return on investment, and identifies techniques used to meet and exceed meeting objectives. Prerequisite: FDST 1733

**FDST 2803 Culinary Capstone**
(F, S, SUM) This course is the capstone of the Brightwater culinary arts degree, designed to demonstrate all the skills learned throughout the program and integrate its key pillars. This course is designed to give students an understanding of how a successful restaurant is run, developing skills relevant to basic culinary skills and sanitation, management, and wait-staff. Students will be given hands-on experience in the daily operations of a restaurant, rotating through various positions and stations to provide an overview of all aspects of the restaurant industry. Throughout this course, students will work in teams to create a seasonal lunch or dinner menu that meets established school triple bottom-line standards and incorporates concepts learned throughout the program including health, food/beverage cost, labor, local economies, the environment, conservation practices and waste management. Students will implement all aspects of restaurant operations including inventory, ordering, food preparation, restaurant service (Front and back of the house) and critique their own work. Prerequisite: All program courses or permission of the director.

**FDST 2813 Baking Capstone**
(F, SUM). To provide the student with real world work experience where practical application of hands on, written and verbal communication skills are utilized. Students will participate in providing a variety of baked goods for sale at various outlets determined by the program. This will include providing goods at any student operated café, catered event or promotional event. The student will be given the opportunity to use their personal creativity and decision making skills to provide quality products in a real world setting. Students will participate in providing a variety of baked goods for sale at various outlets determined by the program. This will include providing goods at any student operated café, catered event or promotional event. The student will be given the opportunity to use their personal creativity and decision making skills to provide quality products in a real world setting. Prerequisites: Program Director Approval.

**FDST 2823 Beverage Capstone**
(F, SUM). This course is the capstone of the Brightwater Food Studies degree with an emphasis designed to demonstrate all the skills learned throughout the program and integrate its key pillars. This course is designed to give students an understanding of how a successful bar or beverage operation is run, developing skills relevant to basic bar skills and sanitation, management, and wait-staff. Students will be given hands-on experience in the daily operations of a restaurant or bar or beverage retail rotating through various positions and stations to provide an overview of all aspects of the industry. Throughout this course, students will work in teams to create a wine list, collaborate with culinary students in pairings that meets established school triple bottom-line standards and incorporates concepts learned throughout the program including health, food/beverage cost, labor, local economies, the environment, conservation practices and waste management. Students will implement all aspects of beverage operations including inventory, ordering, bar preparation, restaurant and retail service (Front and back of the house). Finally, the students will work together to review each other's work. Prerequisites: Program Director Approval.

**FDST 2833 Hospitality Capstone**
(F, SUM). This course offers an opportunity for students to understand the inner workings of a hospitality operation taking information gained from previous coursework and examining it in a more in depth manner. The course will require outside practical work at a local hospitality operation. This course offers further study and practical hands on training in key hospitality concepts that are used every day in restaurants and hotels. Topics include concept design and development, location selection, budgeting, labor issues such as selection and training, equipment selection, purchasing, guest relations and profitability. This course will require outside practical work outside of the standard classroom with local hospitality operations. Prerequisites: Program Director Approval.

**FDST 2903 Internship**
(F, S, SUM) This course provides an opportunity for students to obtain practical work experience within program related occupation and to provide an assessment tool to gauge the level of competencies learned. This course encompasses a supervised work experience which provides the opportunity to make practical application of the knowledge and skills attained through coursework. An individualized instructional management plan will determine goals to be accomplished. Seminars may also be required. This course will serve as the Capstone course for Hospitality majors. The internship requires 250 verified work hours. Prerequisite: All program courses or permission of the director.

**FDST 2911 Practicum I**
(F, S, SUM) Practicum I is designed for students to apply their knowledge and skills from a Brightwater program in a real-world environment. Potential options for practicum might include work in traditional foodservice or hospitality settings, festivals or special events, nonprofit organizations, food entrepreneurship, or in any food-related business within the food system—from farming to food technology, to reduction of food waste. Each practicum is a one-credit course that includes at least 80 contact hours of service learning. Combining Practicum I, II, and III serves as a substitute for the Internship course degree requirement. As the purpose of the course is to introduce students to various career fields, students are encouraged to choose different sites for each Practicum. An ideal practicum begins with predetermined learning outcomes that allows for the upmost opportunity to engage, network, and work within the food community through focused, student-driven service projects. Prerequisites: Program Director Approval.

**FDST 2921 Practicum II**
(F, S, SUM) Practicum II is designed for students to apply their knowledge and skills from a Brightwater program in a real-world environment. Potential options for practicum might include work in traditional foodservice or hospitality settings, festivals or special events, nonprofit organizations, food entrepreneurship, or in any food-related business within the food system—from farming to food technology, to reduction of food waste. Each practicum is a one-credit course that includes at least 80 contact hours of service learning. Combining Practicum I, II, and III serves as a substitute for the Internship course degree requirement. As the purpose of the course is to introduce students to various career fields, students are encouraged to choose different sites for each Practicum. An ideal practicum begins with predetermined learning outcomes that allows for the upmost opportunity to engage, network, and work within the food community through focused, student-driven service projects. Prerequisite: FDST 2911.

**FDST 2931 Practicum III**
(F, S, SUM) Practicum III is designed for students to apply their knowledge and skills from a Brightwater program in a real-world environment. Potential options for practicum might include work in traditional foodservice or hospitality settings, festivals or special events, nonprofit organizations, food entrepreneurship, or in any food-related business within the food system—from farming to food technology, to reduction of food waste. Each practicum is a one-credit course that includes at least 80 contact hours of service learning. Combining Practicum I, II, and III serves as a substitute for the Internship course degree requirement. As the purpose of the course is to introduce students to various career fields, students are encouraged to choose different sites for each Practicum. An ideal practicum begins with predetermined learning outcomes that allows for the upmost opportunity to engage, network, and work within the food community through focused, student-driven service projects. Prerequisite: FDST 2921

## FRENCH

**FREN 1003 Elementary French I**
(F) Introductory course designed for students beginning the college-level study of French. Presentations of vocabulary, grammatical structures, and Francophone culture enable the student to understand, speak, read, and write basic French. No prerequisite.

**FREN 1013 Elementary French II**
This course is a continuation of FREN 1003. The study of vocabulary, grammatical structures, and Francophone culture enables students to strengthen listening, speaking, reading, and writing skills. Prerequisite: Completion of FREN 1003 with a C or better, or department consent.

**FREN 2003 Intermediate French I**
(On Demand) Further development of language skills in French, with attention to reading, composition, and conversation. It includes readings in French literature, culture, and civilization and extensive grammar review. Class is conducted primarily in French. Prerequisite: Completion of FREN 1013 with a C or better, three years of recent high-school French, or department consent.

**FREN 2013 Intermediate French II**
(On Demand) This course is a continuation of FREN 2003. It includes readings in French literature, culture, and civilization. Grammar is reviewed and expanded. Class is conducted primarily in French. Prerequisite: Completion of FREN 2003 with a C or better, or department consent.

## GENERAL ENGINEERING

**GNEG 1103 Introduction to Engineering**
(F, S) Intended for potential engineering students in the first year of study. It is designed to introduce these students to the process and diversity of the various engineering fields. It also acquaints students with modeling and problem solving techniques used by engineers as well as of the computer tools necessary for pursuing a degree in engineering. Prerequisite: MATH 1203 with a grade of C or better or appropriate placement scores.

## GEOGRAPHY

**GEOG 1003 Physical Geography**
(F, S) An introductory survey of the various components of the Earth systems and the basic interrelationships among them. Topics of study include the scientific method, interpretation of maps, movements of Earth and seasonal change, the elements of weather and climate, lithospheric components and processes and the effects of physical processes upon various types of regions. Emphasis is on developing a broad perspective of the Earth. A one-hour weekly laboratory will provide students a hands-on experience in completing Earth science actions. Co-requisite GEOG 1001L.

**GEOG 1001L Physical Geography Lab**
(F, S) 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 effect of physical processes upon various types of regions. Emphasis is on developing a broad perspective of the natural world. Co-requisite GEOG 1003

**GEOG 1013 Introduction to Geography**
(F, S, SUM) This course is an introduction to the broad field of geography, covering both physical and cultural elements of geography. This course introduces students to the discipline of geography, its basic principles and major concepts, tools,

techniques, and methodological approaches. Emphasis is on concepts relevant to understanding global, regional, and local issues.

**GEOG 1123 Human Geography**
(F, S) An introductory study of the cultural factors that make up Human Geography and their relevance in today's world. From the viewpoint of spatial distributions, students gain a perspective on different aspects such as population growth, language, religion, political systems and economic development. Students acquire a global perspective by comparing selected countries and seeing the impact of change on their cultural landscapes.

**GEOG 2313 World Regional Geography**
(F, S) This course surveys the major geographic regions of the world, considering the differences that set one realm apart from another environmentally, socially, politically, and economically. The meaning of "development" is considered and used in comparing the various regions in the context of diversity and globalization. A sampling of regions studied includes North America, Latin America, Sub-Saharan Africa, Southwest Asia, Europe, the Russian Domain, and Central and East Asia, Southeast Asia, and Australia.

**GEOG 2323 Applied GIS**
(S) The goal of this course is to demonstrate and apply the use of Geographic Information Systems in social sciences. Specifically, the course will provide students with an and quantitative analysis methods to different socio- economic problems in business and marketing, community planning and development, healthcare, crime analysis, environmental management, recreation and other applications. The course will provide students with hands on experience in working with various socioeconomic data through computer lab exercises.

**GEOG 2923 Special Topics in Geography**
(On Demand) NWACC periodically offers Special Topics courses in Geography (GEOG) that reflect specific topics of study which are not part of the standard Geography discipline curriculum. Students will improve in their abilities to read and analyze the related geographical subject. Topics and content will vary from semester to semester.

## GEOLOGY

**GEOL 1114 General Geology**
(F, S) Survey of the geological process and products and their relationship to land forms, natural resources and the environment. Global Positioning System (GPS) field work techniques introduced. Three hours of lecture and 3 hours of laboratory weekly, including field trips.

**GEOL 1114H General Geology**
(F, S) Survey of the geological process and products and their relationship to land forms, natural resources and the environment. Global Positioning System (GPS) field work techniques introduced. Three hours of lecture and 3 hours of laboratory weekly, including field trips. This is an Honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**GEOL 1134 Environmental Geology**
(F) The application of geological 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, waste disposal and landfills. GIS (Geographic Information Science) is used to facilitate student learning of most curriculum topics. Prerequisite: GEOL 1114 or instructor consent.

**GEOL 1154 Fundamentals of Sustainability**
(S) The concept of sustainability will be defined. The course will provide an ecologically based overview of sustainable practices and technologies related to energy production and use, waste disposal and minimization, food production, water use, transportation, and home building design. Topics covered will include solar, wind, and water power generation, passive solar heating for homes, composting, biogas digestion, organic gardening, sustainable home design and construction, "green city" design, and public transportation systems.

## GEOSCIENCES

**GEOS 2943 Information to Geographic Sciences**
(F, S) This course introduces students to the basic spatial data manipulation skill set necessary for utilizing GIS in the workplace. Topics of study will come from fields such as environmental and regulatory, landscape design, land use planning, and mapping. Class time will be divided into lecture, computer lab, and field work.

## GERMAN

**GERM 1003 Elementary German I**
(F) Introductory course designed for students beginning the college-level study of German. Presentations of vocabulary, grammatical structures, and German culture enable the student to understand, speak, read, and write basic German. No prerequisite.

**GERM 1013 Elementary German II**
(S) This course is a continuation of GERM 1003. Presentations of vocabulary, grammatical structures, and German culture enable the student to strengthen listening, speaking, reading, and writing skills. Prerequisite: Completion of GERM 1003 with a C or better, or department consent.

**GERM 2003 Intermediate German I**
(On Demand) Further development of language skills in German, with emphasis on reading, composition, and oral practice. It includes readings in German literature, culture, and civilization. Prerequisite: Completion of GERM 1013 with a C or better, three years of recent high-school German, or department consent.

**GERM 2013 Intermediate German II**
(On Demand) This course is a continuation of GERM 2003. Grammar is reviewed and expanded. It includes cultural readings. Prerequisite: Completion of GERM 2003 with a C or better, or department consent.

## GLOBAL STUDIES

**GLST 2000 Global Practicum**

(SUM) This is a required component of the Global Studies course, GLST 2003. The course content relates to the educational focus of the Global Studies Course. A pre-departure preparation and orientation is required. Credits: 0 Hour. Consent of the Global and International Programs Office is required.travel. Credits: 1 Hour: Directed Elective. Consent of the Global and International Programs Office is required.

**GLST 2001 Global Experience**

(On Demand) This is a global travel experience course with a culminating project. The course content relates to the educational focus within the specific course. A mandatory pre-departure preparation and orientation is required. The course has additional fees for travel. Credits: 1 Hour: Directed Elective. Consent of the Global and International Programs Office is required.

**GLST 2003 Global Studies**
(On Demand) This course provides a structured global study experience, including pre-departure preparation, orientation, in-country immersion and culminating project. Topics may include STEM, history, religion, geography, philosophy, literature, anthropology, sociology, culture, fine arts, culinary, language, environment, sustainability and other relevant topics. The course includes a short-term study abroad experience, international internship or service learning component with additional fees for travel. Credits: 3 Hours: Directed Elective. Consent of the Global and International Programs Office is required.

## HEALTH INFORMATION MANAGEMENT

**HIM 1001 Intro to Medical Terminology**
(F, S, SUM) A presentation of how medical terms are formed from root words, prefixed, 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.

**HIM 1133 Health Data Content**
(F) Introduction to data collection methods for health information systems including structure, content, and standards. Study of the datasets and databases used in various health care settings. Overview of the creation and maintenance of health information disease registries and indexes.

**HIM 1123 Electronic Health Records**
(F, S, SUM) Students are introduced to the use of computers and the Internet in utilizing, creating, and updating an electronic medical record. Commercial software packages are used to simulate the electronic health records of healthcare providers including hospitals and physician offices. This course prepares students interested in patient care, health information management, and business professionals seeking employment in the healthcare industry.

**HIM 1213 Disease Pathology**
(F, S, SUM) Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease.

**HIM 1403 Med Term for Health Sciences**
(F, S, SUM) In depth presentation of medical language which then will serve as a solid foundation for students interested in health care, medicine, nursing, pharmacy, physical therapy, or related careers. Medical terminology for both health and disease is presented in relation to human structure and function. This course of study builds a framework by introducing the key elements in the formation as well as the modification of medical terms which then is applied to the specific body systems.

**HIM 2133 Healthcare Legal Ethical Issues**
(F) Legal aspects of health records and health information management. Application of general principles of law as related to health information management. Emphasis on regulations regarding protected health information, patient privacy, and patient confidentiality. Types of patient authorizations and procedures for access and release of protected health information.

**HIM 2243 ICD 10 CM/PCS Coding**
(S) International Classification of Diseases (ICD) code assignment. Use of appropriate coding guidelines and federal, state, and local compliance standards for diagnoses and procedures. Application of diagnostic and procedural codes for inpatient, outpatient, and ambulatory settings. Introduction of references and software to assist in code assignment. Prerequisite: BIOL 2214 Prerequisites/Co-requisites: BIOL 2224, HIM 1213, HIM 1403.

**HIM 2312 Clinical Internship I**
(SUM) The student will be given the opportunity to compare the educational experience of previous advanced courses with onsite and on-campus laboratory learning experience. Affiliation may be in local hospitals, long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing services. Full-time participation of the student is required.

**HIM 2413 Management in HIM**
(F) Principles and practices essential to the efficient use of human, financial, and physical resources within health information systems. Focus on roles and responsibilities applicable to practice as a health information team performing planning, organizing, directing, and controlling functions.

**HIM 2423 Procedure Coding-CPT**
(F) In-depth exposure to CPT (Current Procedural Terminology) coding, reimbursement trends, guidelines, and coding from source documents. Application of current evaluation and management documentation guidelines. Emphasis on surgical procedures. Appropriate assignment of CPT and HCPCS (Healthcare Common Procedural Coding System) Level II modifiers. Introduction to computerized encoders. Prerequisites: BIOL 2214, Prerequisites or Co-requisites: BIOL 2224, HIM 1213, HIM 1403

**HIM 2433 Healthcare Information Systems**
(F) Introduction to the concepts of common software applications, system selection and implementation, data quality, storage and retrieval, security and privacy used in healthcare. The course focuses on how these systems and issues affect, and are affected by the healthcare profession.

**HIM 2443 Health Data Analytics**
(F) Students will identify common representations of data in health information systems. Prepares students to evaluate data dictionaries and data sets for compliance with governance standards; and to conduct queries using querying tools and methods.

**HIM 2513 Quality Performance Improvement**
(S) This course introduces students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included, as well as a review of the Federal Government's role in health care and accreditation requirements of various agencies.

**HIM 2523 Health Care Statistics**
(S) Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display.

**HIM 2532 Clinical Internship II**
(S) The student will be given the opportunity to compare the educational experience of previous advanced courses with onsite and on-campus laboratory learning experience. Affiliation may be in local hospitals, long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing services. Full-time participation of the student is required.

**HIM 2533 Revenue Cycle Management in Health**
(F) Enables students to better understand and participate in the revenue cycle management process. Students will evaluate compliance with regulatory requirements and reimbursement methodologies.

**HIM 2543 Healthcare Billing & Reimburse**
(S) An overview of the medical billing profession, the claims process, and federal billing guidelines. Study of major medical third-party payers including coverage offered, client eligibility, and reimbursement methodologies. Prerequisites: BIOL 2214, Prerequisites or Co-requisite: BIOL 2224, HIM 1213, HIM 1403

## HISTORY

**HIST 1003 History of Western Civilization to 1650**
(F, S, SUM) A survey of Western development from the pre-historic period to 1650. Emphasis is on cultural, scientific, religious and political contributions of the ancient, medieval and early modern civilizations to 1650.

**HIST 1013 History of Western Civilization Since 1650**
(F, S, SUM) A survey of Western development from 1650 to the present. Emphasis is on the cultural, scientific, religious and political development of modern Western civilization.

**HIST 1033 World Civilizations to 1500**
This survey of World Civilizations offers students a global and comparative perspective on the emergence and development of civilizations to 1500.

**HIST 1033H World Civilizations to 1500, Honors**
This survey of World Civilizations offers students a global and comparative perspective on the emergence and development of civilizations to 1500. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 1033G World Civilizations to 1500**
(S, SUM) This survey of World Civilizations offers students a global and comparative perspective on the emergence and development of civilizations to 1500. This section requires students to complete a two week study abroad program to Greece and/or Turkey. Co-requisite: GLST 2000.

**HIST 1043 World Civilizations from 1500**
This survey of World Civilizations offers students a global and comparative perspective on the development of civilization since 1500.

**HIST 1043H World Civilizations from 1500 Honors**
(S) This survey of World Civilizations offers students a global and comparative perspective on the development of civilization since 1500. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2003 History of the American People to 1877**
(F, S, SUM) Exploration of aspects in American history beginning with European backgrounds; discovery and settlement; concluding with the Civil War and Reconstruction. This survey encompasses the constitutional, political, social and economic development of the United States prior to 1877.

**HIST 2003H History of the American People to 1877, Honors**
(F) This course is a survey of the history of the region that would become the United States from the pre-Columbian era through the end of reconstruction following the Civil War. The course provides an overview of important political, social, religious, constitutional and economic developments of the period. Specific themes will vary by instructor. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2013 History of the American People, 1877 to Present**
(F, S, SUM) Exploration of aspects in American history from Reconstruction to the second half of the Twentieth Century. This survey encompasses the constitutional, political, social and economic development of the United States since 1877. Particular emphasis will be placed on the rise of the United States as an industrial and world power.

**HIST 2013H History of the American People, 1877 to Present, Honors**
(S) Explores the history of American life including constitutional, political, social, intellectual and economic development from Reconstruction to the present. Specific themes will vary by instructor. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2053 History of Arkansas**
(On Demand) A presentation of the political, economic, social and cultural development of Arkansas from the arrival of the Native American to the present.

**HIST 2053H Arkansas History Honors**
(On Demand) A study of the political, economic, social, and cultural development of Arkansas from the pre- Columbian era to contemporary times. Themes of emphasis will vary. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HIST 2063 The United States and Vietnam**
(On Demand) A survey of the Vietnam War with emphasis on the role played by the United States, as well as an analysis of its impact on American politics and society.

**HIST 2083 Introduction to Public History**
(F, S) This course serves as an introduction to the field of public history for students who are exploring career options and for others whose careers may touch upon this field. This is an overview of the practice of history in public venues intended to provide students with knowledge of such historical practice and the tools to explore chosen specialties.

## HEALTH SCIENCES

**HLSC 1002 Wellness Concepts**
(F, S, SUM) Wellness Concepts is an entry-level 16-week Distance Learning course. Students will examine their own personal behaviors in regards to physical activity, nutrition, and other health behaviors with a goal of being able to make changes to create a healthier self. Course objectives include examining current nutritional habits vs actual nutritional needs and completing self-assessments designed to see what you need to do to improve your fitness level. In addition, you will create a wellness plan for yourself. The course consists of weekly quizzes with assignments or discussions with fellow students. Upon completion of this course students will have the knowledge needed to become a healthier individual. *Wellness Concepts students will also receive a FREE semester NWACC Fitness Center membership!

**HLSC 1103 Personal Health and Safety**
(F, S, SUM) Students taking this course will understand the relationship between health, wellness, and quality of life, learn about specific actions that improve health and wellness, become familiar with credible sources of information of health and wellness, improve awareness of national and global health related issues, and feel motivated to lead a healthy life! This 3-hour credit course is offered online over the course of the semester and involves participation in weekly discussion questions about current health & wellness issues as well as weekly quizzes. It also includes opportunities to review current videos &/or best sellers regarding health & wellness trends and provide an abstract of what students discover concerning healthy eating, exercise plans, and discerning nutrition facts from pseudoscience.

**HLSC 2103 Nutrition in Health**
(F, S, SUM) Nutrition is on the forefront of wellness and preventive measures of chronic disease. Students will learn practical application of nutrition principles for a healthy lifestyle. Course objectives include deciphering the Nutrition Facts on food labels, understanding the relationship between nutrition and human physiology, and how to evaluate reliability of nutrition information in the media. The course consists of weekly assignments, discussions, and two exams. The discussion board fosters cohesiveness with fellow students. Upon completion of this course, students will be well-informed consumers.

## HORTICULTURE

**HORT 1103 Plants in the Home Environment**
(S, On Demand) A techniques course covering basic home fruit and vegetable production, including organic and sustainable methods, and the use and care of ornamental plants. This is a hands-on course utilizing Master Gardener instructional materials. Lecture 2 hours and Laboratory 2 hours per week.

**HORT 2004 Principles of Horticulture**
(Yearly). An introductory course including study of basic biological processes and technologies of propagation, production, use of native and introduced horticulture crops, landscape and turf plants. Students will be introduced to various disciplines and business related aspects of horticulture. The aesthetic and nutritional uses of plants will be explored. Previous instruction in Plant Biology or General Botany is strongly recommended. 3 hours lecture and 3 hours laboratory weekly.

**HORT 2303 - Introduction to Turfgrass Management**
(On Demand) An introductory course in turfgrass management emphasizing turfgrass growth, adaptation, and management. Methods for establishment, fertilization, mowing, cultivation,

irrigation, and pest management are presented, and their impact on culture of lawns, golf courses, athletic fields, and other managed turf areas discussed. Lecture 2 hours and Laboratory 2 hours per week.

## HOMELAND SECURITY/EMERGENCY MANAGEMENT

**HSEM 1013 Mass Disaster and Emergency Response**
This course introduces students to the field of emergency management. Students will be exposed to the terminology and definitions used in emergency and disaster management. Students will examine legal requirements, responsibilities, and laws pertaining to emergency management. Students will develop an understanding of the procedures and requirements in emergency management including identification of hazards and response capabilities, both governmental and private sector. Student learning outcomes include knowledge of emergency operations planning systems, knowledge of emergency management operations, knowledge of long and short term responses to mass disasters, knowledge of the facilities, resources, and equipment used in comprehensive emergency responses, and knowledge of types of disaster relief and responses to various types of possible mass disasters.

**HSEM 1023 Incident Command System**
This course is a basic overview of the Incident Command System (ICS) and how it works. It is designed to give students the basic concepts as well as familiarize them with ICS that they will have a better understanding of what may occur if called upon to assist during an event and the role of the National Incident Management System. Student learning outcomes include knowledge of the basic principles of the National Incident Command System and how this system should function in conjunction with the Emergency Operations Center (EOC), and a basic understanding of the purpose and function of the various components of the NICS and how they inter-relate to form an effective and efficient whole.

**HSEM 1033 Principles of Emergency Management**
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include: emergency management organizing, community resource coordinating, public sector liability, leadership and supervision, public relations, and the roles of government agencies at all levels.

**HSEM 1053 State and Local Disaster Management**
(F, S) This course covers fundamental information on the state and local role in disaster assistance process and programs, including the role of volunteers and volunteer agencies in emergency management. Students are required to complete three FEMA Independent Study Courses online. Students will meet weekly throughout the semester to in a seminar setting with the instructor and the other students. Upon completion, students should be able to demonstrate an understanding of the cooperative efforts and capabilities of state, local, and voluntary agencies in emergency situations.

**HSEM 1063 FEMA**
(F, S) This course allows the student to complete online courses offered by FEMA's Emergency Management Institute, bundle them together in a module, and receive three hours of elective credit towards the HSEM AAS degree. Courses are offered through Distance Learning.

**HSEM 1163 FEMA II**
(F, S) This course is an eight (8) week course online course offered by FEMA's Emergency Management Institute. HSEM 1063 is a required prerequisite. The student is required to complete three FEMA independent Study Courses online. Prerequisite: HSEM 1063.

**HSEM 1093 Homeland Security/Emergency Management Internship**
This course is a work experience internship in which a student is placed with a public or private agency or corporation involved in emergency management for 6 to 10 hours per week in addition to regular meetings with the HSEM Coordinator. Students will keep a journal of their work experience and deliver a final report upon completion of their placement. Prerequisite: Students must be in the final semester of the HSEM degree program and receive instructor approval prior to registration.

## HUMANITIES

**HUMN 1003 Exploring the Humanities**
(F, S) An introduction to the general concept of the humanities and the various disciplines of art, literature, music, mythology, theatre, film, and how they interrelate. Students will develop critical thinking and writing skills through class discussion attendance at local performances, and frequent compositions.

**HUMN 1003H Exploring the Humanities, Honors**
An introduction to the general concept of the humanities and the various disciplines of art, literature, music, mythology, theatre, film, and how they relate. Students will develop critical thinking and writing skills through class discussion, attendance at local performances, and frequent compositions. Please refer to the NWACC Honors Program section in the current catalog for more information.

**HUMN 2003H Introduction to Gender Studies, Honors**
(F) Introduction to Gender Studies Honors will explore cultural constructions of gender and sexuality using a variety of media, including, but not limited to, literature, film, and architecture. This is an honors course. There will be a capstone project. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisite: ENGL 1013 or ENGL 1013H with a B or better.

## INTERNATIONAL BUSINESS

**INTB 1003 Introduction to International Business**
(On Demand) This foundation course for all business students is designed to introduce the global business world to students interested in the business field.

**INTB 2033 Global Marketing**
(On Demand) This course will focus on issues related to global marketing and their impact on strategies for successful commerce in a global environment.

**INTB 2063 Global Management**
(On Demand) This course will train managers to successfully manage a business from the framework of cross- cultural communications, human resource management, business ethics and strategy development and implementation.

**INTB 2083 Global Perspectives**
(On Demand) This is a course to provide broad overview of current global economic, political and socio-cultural events and perspectives that affect global business. Using a variety of resources, students will analyze and discuss the impact of current events on global business activities, such as sourcing from overseas, problem management, foreign operations structures, ethics and legal issues, currency issues, and retail culture in other countries.

## ITALIAN

**ITAL 1003 Elementary Italian I**
(On Demand) Elementary course emphasizes vocabulary, grammar, and Italian culture. Development of basic listening, speaking, reading, and writing skills. No prerequisite.

**ITAL 1013 Elementary Italian II**
(On Demand) Continuation of ITAL 1003. Continued development of basic listening, speaking, reading, and writing skills. Further introduction to Italian culture.

## JOURNALISM

Journalism students are welcome to participate in the NWACC Eagle View student Newspaper, published in print two to four times each fall and spring semester and viewable online.

**JOUR 1023 Introduction to Mass Communication**
(F, S, On Demand) A survey of mass media (newspaper, radio, TV, magazine, advertising, public relations, photography, music, new media, etc.) which covers the importance and impact of mass media on society and introduces the student to the various area of professional work in journalism. Recommended for students considering journalism as a major.

**JOUR 1053 Fundamentals of Journalism**
(F,S) Introduces students to the skills of observation, critical thinking and the concise, correct, accurate writing required in all aspects of journalism, as well as to the technology needed in upper level courses. Practice using references for grammar and journalistic style. This course is a prerequisite for upper-level journalism courses at institutions that offer a journalism degree.

**JOUR 1053G Fundamentals of Journalism**
(On Demand) The basic principles of writing for print and broadcast media. Emphasis is on accuracy, brevity, clarity, deadlines, editing, proofreading, structure, spelling and style. The course includes a short-term study abroad experience.

**JOUR 1061 Student Newspaper Lab**
(F,S) Students may earn credit for participation on the staff of a student publication. Emphasis will be on news gathering, news and feature reporting, design and layout, and meeting deadlines. May be repeated for a maximum of 3 credit hours.

**JOUR 1061G Student Newspaper Lab**
(On Demand) Students may earn credit for participation on the staff of a student publication. Emphasis will be on news gathering, news and feature reporting, design and layout, and meeting deadlines. May be repeated for a maximum of 3 credit hours. The course includes a short-term study abroad experience.

**JOUR 2061 Newspaper Layout & Design**
(F, S) Students will be taught Abode Creative Cloud InDesign and Photoshop. They will learn the building blocks of page layout and design, basic photo editing, photo caption writing, and journalism ethics. Classes meet four hours once a week for four successive weeks.

**JOUR 2163 Journalism Internship**
(On Demand) The journalism internship allows students to gain on-the-job training and experience in a media-related workplace or environment approved by the internship instructor. Developed as a "contract" agreement between the student and a "host," the internship offers practical experience supporting upper-division college studies or career entry. Students must complete a minimum of 90 hours supervised work by arrangement. Prerequisite: JOUR 1023 and JOUR 1053 with a C or better.

## KINESIOLOGY

**KINS 1013 Careers in Kinesiology**
(F) An introduction to the broad field of Kinesiology including historical aspects and career perspectives.

## LEADERSHIP FUNDAMENTALS

**LEAD 1023 Introduction to Leadership Fundamentals**
(F, S) This course will provide emerging and existing leaders the opportunity to explore their concept of leadership and to develop and improve their leadership skills. The course will integrate readings from the humanities, experiential exercises, films and contemporary readings on leadership.

## LEGAL STUDIES

**LEGL 1043 Introduction to Law**
(F, S) This course provides an overview of major principles and functions of the state and federal legal systems, presents legal vocabulary, and provides educational training for persons seeking employment as paralegals.

**LEGL 1104 Legal Research**
(F, S) This course is designed to help students develop the fundamental skills needed to conduct efficient and accurate legal research. This class will be taught using both hardback volumes and internet researching tools.

**LEGL 1133 Legal Writing**
(S) This is a course that focuses on legal analysis and writing. Students are given hypothetical case situations, relevant cases, and statues and they must identify and address the inherent issues. Students are expected to know the basic principles of grammar, punctuation, legal research and citation. The course will include developing a legal argument and strategy and writing interoffice memoranda, case briefs, letters and legal documents. Prerequisites: ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent. It is recommended that students have completed English Composition II (ENGL 1023) before enrollment.

**LEGL 2133 Torts**
(F, S) This course covers tort law and includes the topics of negligence, intentional torts, strict and product liability, personal injury litigation, and insurance. Investigation, legal interviewing, pretrial preparation, document production and settlement of tort cases will be included. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2153 American Constitutional Law**
(On Demand) This course deals with The Constitution and its development throughout the history of our nation. The U.S. Supreme Court as a political institution will be examined as well as judicial review, federalism, separation of powers, regulation of commerce, due process, and equal protection. The second half of the course deals with civil liberties and the fundamental rights of the individual.

**LEGL 2162 Employment Law**
(On Demand) This course is a detailed study of employment law, including benefits for the former employee. Topics include the employment at will doctrine: the rights, duties, and liabilities of the employer and employee; discrimination in employment (including the new Americans with Disabilities Act); workers' compensation; and Social Security Administrative law. Students will become familiar with legal documentation related to this field.

**LEGL 2173 Evidence**
(On Demand) This course is an analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence. Prerequisite or co-requisite: LEGL 1043 or CMJS 2013 or coordinator's consent.

**LEGL 2253 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. Prerequisites: ENGL 1013. Intro to Law (LEGL 1043), Legal Research (LEGL 1104) and Torts (LEGL 2133) 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 on 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 other legal documents. Prerequisite: ENGL 1013, LEGL 1043, and LEGAL 1104 or coordinator's consent.

**LEGL 2383 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. Prerequisites ENGL 1013. Intro to Law (LEGL 1043), Legal Research (LEGL 1104) and Torts (LEGL 2133) or coordinator's consent.

**LEGL 2553 Real Estate Law**
(S) This course covers real property and common types of real estate transactions, and conveyances. Preparation of legal instruments including deeds contracts, leases, deeds of trust and mortgages will be studied. Prerequisite: Completion of ENGL 1013, LEGL 1043, and LEGL 1104 or coordinator's consent.

**LEGL 2643 Contracts**
(S) This course is a study of the law of commercial law; including contracts, the debtor-creditor, sales, commercial transactions and special focus will be given to the acquisition of practical skills in the documentation and drafting of these transactions. Prerequisite: ENGL 1013, LEGL 1043, and LEGAL 1104 or coordinator's consent.

**LEGL 2713 Bankruptcy Law**
(On Demand) This course presents fundamental concepts of bankruptcy law, including the different types of bankruptcies and the substantive/procedural aspects of bankruptcy petitions, hearings, discharges and remedies. Emphasis will be on the paralegal's role, and the students will become familiar with and draft necessary documentation.

**LEGL 2753 Wills, Trusts, and Probate**
(F) 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. Prerequisite: ENGL 1013, LEGL 1043, and LEGAL 1104 or coordinator's consent.

**LEGL 2773 Business Organizations**
(S) This course will cover the formation, operation and dissolution of various business organizations. Subjects include sole proprietorship, partnerships, corporations, limited liability companies, law of agency and employment agreements. Prerequisites: ENGL 1013. Intro to Law (LEGL 1043), Legal Research (LEGL 1104) and Torts (LEGL 2133) or coordinator's consent.

**LEGL 2923 Computers in the Law**
(S) This course is designed to allow the student to apply knowledge of computer hardware, software and cloud based applications commonly used in the legal field to the development, maintenance and updates of hypothetical case files, as well as the business-related management functions of the law office. Prerequisites: LEGL 1043, LEGL 1104 and CISC1103. Prerequisites can be waived with coordinator consent.

**LEGL 777V Paralegal Elective**
This elective is not a specific course offered by NorthWest Arkansas Community College. This elective is to allow a student to transfer in or substitute a course whose content would enhance a student's understanding or knowledge of the legal or paralegal field, which the student has taken from NWACC or another institution or educational setting. The determination of which courses will count and for what credit is solely at the Coordinator or the Dean's discretion and should be brought to the attention of the administration by the student prior to the semester the student plans to graduate. Not all transfer courses will qualify as a general paralegal elective and should not be presumed to do so by the student.

**LEGL 29LV Paralegal Internship**
(F,S) This course provides student with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in a day-to- day, on-site legal work environment. Prerequisite: Completion of ENGL 1013, LEGL 1043, LEGL 1104 or coordinator's consent. Students must complete 3 hours of work at the internship for every 1 hours of credit (120 for a 3 hours class, 160 hours for a 4 hour class, etc.). The placement may be in a private or public law office, corporate or government legal department or other appropriate law-related setting. In addition to on-site work, the student will meet at least 4 times with the Internship coordinator in a classroom setting or individually and complete additional requirements which may vary upon the placement and number of credit hours.

# MATHEMATICS

Note: Success in mathematics courses depends upon hard work, commitment to the subject and proper placement. Prerequisites will be strictly enforced. Students who fail to provide the Mathematics Department with evidence of an acceptable mathematics background or an adequate placement test score will not be allowed to register for mathematics classes.

**MATH 0011 Foundations of Workforce Math**
(F, S, SUM) This is a co-requisite course for those students who do not meet the prerequisite for MTCM 1003. Topics include foundational math topics not already included in MTCM. This course can only be taken concurrently with MTCM 1003 and cannot be taken alone. Co-requisite: MTCM 1003.

**MATH 0012 Found of Quant Reasoning**
(F, S) This is a co-requisite course for those students who do not meet the prerequisite for MATH 1313. Topics include foundational math topics not already included in MATH 1313. This course can only be taken concurrently with MATH 1313 and cannot be taken alone. Co-requisite: MATH 1313

**MATH 0013 Pre-Algebra**
(F, S, SUM) This course builds a strong number sense by emphasizing integers, decimals, percent, fractions, ratio and proportion. It also prepares a student to move forward with confidence into a first developmental algebra course by introducing variables, evaluating variable expressions and solving first degree equations. Elementary geometry, reading graphs, critical thinking, and problem solving skills support the AMATYC and NCTM standards. Some calculator use is incorporated. Computer-assisted, www, and hybrid versions of this course may be offered in addition to the traditional format. Upon successful completion, a student may take Beginning Algebra. No prerequisite.

**MATH 0023 Developmental Math**
(F, S, SUM On Demand) This course builds a strong number sense by emphasizing integers, decimals, percent, fractions, ratio and proportion. It also prepares a student to move forward with confidence into a first developmental algebra course by introducing variables, evaluating variable expressions and solving first degree equations. Elementary geometry, reading graphs, critical thinking, and problem solving skills support the AMATYC and NCTM standards. Some calculator use is incorporated. This course is offered in a computer-assisted format. This course format the student to test out of topics in which they are already proficient and proceed through at least one (but up to all three) of Pre-Algebra, Beginning Algebra, Intermediate Algebra during a single semester. No prerequisite.

**MATH 0053 Beginning Algebra**
(F, S, SUM) This developmental algebra course covers solving linear equations and inequalities, graphing lines, slope, linear modeling, introduces function concepts including domain and range, function notation, and evaluating functions, solving systems of linear equations in two variables, exponential properties, polynomial operations, and interwoven modeling and problem solving. Prerequisites: MATH 0013. Pre-Algebra with C or better or MATH 0023 Developmental Math with appropriate module completion, or appropriate placement scores. (See Placement Chart).

**MATH 0063 Algebra I**
(F, S, SUM, On Demand) This course is computer assisted and will build on a strong number sense. Solving linear equations and inequalities, graphing lines, or higher, C-7 or higher, or appropriate placement test score, slope, linear modeling, introduces function concepts including domain and range, function notation, and evaluating functions, solving systems of linear equations in two variables, exponential properties, polynomial operations, and interwoven modeling and problem solving. If working quickly, it

moves on through factoring, exponential, radical, and rational expressions quadratic, radical, rational equations and compound inequalities with further study of functions and graphs, including quadratic and other basic functions. This course format allows the student to test out of topics in which they are already proficient and proceed through at least one (but up to both) of Beginning Algebra, and Intermediate Algebra during a single semester. Prerequisite: MATH 0013 with a C or higher, or MATH 0023 with a C-7 or higher, or appropriate placement scores equivalent to those for Beginning Algebra.

**MATH 0064 Foundations for Math Reasoning**
(F, S, SUM, On Demand). This course surveys mathematical topics to prepare students for a variety of career paths. Topics include: numeracy with emphasis on estimation and fluency with large numbers evaluating expressions and formulas rates, ratios, and proportions percentages solving equations linear models use of elementary logic data interpretations including graphs and tables verbal, algebraic and graphical representations of functions and exponential models. Projects will be used to support content, communication, and critical thinking. Prerequisite: MATH 0013 Pre Algebra with a grade of C or better, or MATH 0023 Developmental Math with a grade of C-7 or higher, or appropriate placement test score.

**MATH 0073 Algebra II**
(F, S, SUM, On Demand). This course is intended for students who successfully completed the content modules from MATH 0063 and need to move on to the next set of content modules to complete their developmental algebra sequence. This course will build on that number sense and those Algebra I topics to cover factoring, exponential, radical, and rational expressions quadratic, radical, rational equations and compound inequalities with further study of functions and graphs, including quadratic and other basic functions, and emphasizes interwoven problem-solving. This course format allows the student to test out of topics in which they are already proficient. Prerequisite: MATH 0053 with a grade of C or higher or MATH 0063 with a grade of C13 or higher or appropriate placement scores equivalent to those for Intermediate Algebra.

**MATH 0103 Intermediate Algebra**
(F, S, SUM) This developmental algebra course covers factoring, exponential, radical, and rational expressions; quadratic, radical, rational equations and compound inequalities; further study of functions and graphs, including quadratic and other basic functions; and interwoven relevant problem solving. Prerequisites: MATH 0053 with a C or better, appropriate module completion in MATH 0063, or MATH 0064 with a C or better, or appropriate placement scores. (See Placement Chart)

**MATH 0214 Foundations of Algebra: STEM**
(F, S) This developmental algebra course is designed for students planning to major in a Science, Technology, Engineering or Math (STEM) field. It covers the content of both Beginning and Intermediate Algebra in a single semester. Topics include linear equations and inequalities, graphing and finding equations of lines, function concepts (including domain and range, notation, evaluation, and graphing), solving systems of linear equations in two variables, exponential properties, polynomial operations, factoring, working with rational, radical, and quadratic expressions and equations, and interwoven modeling and problem solving. Some previous algebra background is recommended.

**MATH 1001 Special Topics for Survey of Technical Math**
(F, S, SUM) Allows students who have completed MTCM 1004, Communication and Math for the Workforce, to complete their remaining AAS degree specific modules from MATH 1003 that were not covered in MTCM 1004. MATH 1003 Survey of Technical Math contains modularized mathematics curriculum. Upon entry, students who have completed MTCM 1004 will have already completed some of these modules. Completion of both MTCM 1004 and MATH 1001 will result in substitute equivalency credit from MATH 1003. Students can only apply MTCM 1004 and MATH 1001 or MATH 1003, but not both, toward AAS degrees. Prerequisite: MTCM 1004.

**MATH 1003 Survey of Technical Math**
(F, S) MATH 1003 Math for AAS General Education (F, S) This course is designed to meet the needs for a college level mathematics course for AAS programs. It is recommended that students intending to earn a baccalaureate degree take College Algebra. This course will include a review of basic arithmetic skills such as ratios, proportions, percents, and metric conversions focusing on applications of these topics. The primary focus of the course may include a variety of skills from areas such as financial mathematics, estimation, regression analysis, statistics, math history, and math as art. This is a very application oriented course with a project component and is designed to be flexible to accommodate the differing needs of people in various AAS programs. Some sections have a required EAST lab component to build team and technology skills. A WWW version of this course may be offered in addition to traditional format. Prerequisite: MATH 0053 with a C or better, or MATH 0064 with a C or better, MCTM 1004, or appropriate placement scores. (See Placement Chart).

**MATH 1103 Survey of College Mathematics**
(On Demand) Designed to acquaint students with the breadth and practicality of mathematics, this college- level survey course will include the following topics: a review of ratio, proportion and unit analysis; problem solving; set theory; logic; geometry; probability; and statistics. This course is designed for non-transfer students enrolled in certain AAS programs. It is recommended that students intending to earn a baccalaureate degree take College Algebra. A WWW version of this course may be offered. Prerequisites: Intermediate Algebra (MATH 0103) with a C or better, or appropriate placement scores (See Placement Chart).

**MATH 1203 College Algebra**
(F, S, SUM) An overview of the fundamental concepts of algebra, with an emphasis on functions and equation solving. Functions and equations covered will include (but may not be limited to) absolute value, square root, polynomial, rational, exponential, and logarithmic. Systems of linear equations and inequalities as well as quadratic inequalities will also be covered. Technology will be used throughout the course to supplement and enhance understanding. PREREQUISITES: MATH 0073 with appropriate module completion or MATH 0103 or MATH 0214 with a C or higher or appropriate test scores.

**MATH 1203R College Algebra with Review**
(F, S) This course covers the same content as Math 1203, but at a slower pace with additional class time for review or supplemental tutoring. In addition, students may be required to spend up to 15 hours (spread throughout the semester) outside of class receiving external tutoring in the math center or another instructor-approved location. Prerequisite: Appropriate placement test scores, Math 0103 or MATH 0214 with a grade of C or higher, or MATH 0073 with appropriate module completion.

**MATH 1213 Plane Trigonometry**
(F, S, SUM) A survey of basic trigonometric concepts. Topics include a review of functions and graphs, the trigonometric functions, graphs of trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, complex numbers, a review of exponential and logarithmic functions, and polar coordinates and equations. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores.

**MATH 1285 Precalculus Mathematics**
(On Demand) This course covers topics in college algebra and plane trigonometry. It is designed for students who will take MATH 2554. Prerequisites: One and One-half units of high school algebra with a C or better, or appropriate placement scores. (See Placement Chart).

NOTE: No credit can be given for those who have completed MATH 1204 and/or MATH 1213.

**MATH 1313 Quantitative Reasoning**
(F, S, SUM) This course develops reasoning skills using quantitative information and the effective use of mathematical tools and models as productive citizens and employees in our contemporary data-rich and technology-dependent society. Topics are selected from finance, statistics and probability, functions and modeling, and quantities and measurement. Co-requisite: MATH 0012 or Prerequisite: MATH 0053 with a grade of C or higher, or MATH 0063 with a grade of C13 or higher, or ACT 19, or appropriate placement scores.

**MATH 2043 Survey of Calculus**
(F, S, SUM) A survey and applications course in calculus designed for students in business, life sciences and social sciences. Topics include limits, differentiation, curve sketching, exponential and logarithmic functions with applications, integration and multivariable calculus. Computer assisted, WWW, and hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores (See Placement Chart).

NOTE: Survey of Calculus is NOT a prerequisite for Calculus I (MATH 2554).

**MATH 2053 Finite Mathematics**
(F, S, SUM) A survey and applications course in mathematics designed for business, life science, and social science students. Topics include a review of using a graphing utility, linear models, systems of linear equations, matrices, linear programming, the simplex method, set theory, probability, counting principles, statistics, and finance mathematics. Computer - assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores (See Placement Chart).

**MATH 2103 Discrete Math**
(On Demand) This course covers introductory topics in logic, proofs, study of sets, algorithms, graph theory and trees, and probability. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores.

**MATH 2213 Survey of Mathematical Structures I**
(F, S) The fundamental element of this course is the understanding of the underlying concepts of elementary mathematics topics including patterns, word problems, sets, basic mathematical operations, integers, rational numbers, and real numbers. Discussion and demonstration of a multitude of strategies for introducing elementary mathematics along with appropriate manipulatives will be demonstrated by students in the class as they prepare and present an elementary or middle school math lesson and /or submit a research project. This course is designed for students planning to major in elementary education or middle school education at a senior institution. A WWW version of this course may be offered in addition to the traditional format. This course will not satisfy the math elective requirement for the Associate of Science in Liberal Arts and Sciences degree at NWACC. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores (See Placement Chart).

**MATH 2223 Survey of Mathematical Structures II**
(F, S) The fundamental element of this course is the understanding of the underlying concepts of elementary mathematics topics including counting methods, probability, statistics, geometry, measurement, and mathematical systems. Students in the course will prepare and present elementary math lessons and build team technology skills through the completion of an EAST project and/or another research project related to elementary or middle school education. This course is designed for students planning to major in elementary education or middle school education at a senior institution. Computer assisted, WWW, or hybrid versions of this course may be offered in addition to the traditional format. This course will not satisfy the math elective requirement for the Associate of Science in Liberal Arts and Sciences degree at NWACC. Prerequisite: College Algebra (MATH 1203) with a C or better, or appropriate placement scores.

**MATH 2251 Mathematical Reasoning and Statistics in Education**
(F, S) Mathematical and statistical reasoning are required in the context of educational research. The purpose of this course is for students to possess the power and habit of mind to search out and collect quantitative information through an EMPACTS education related project. Students will critique and interpret information collected using frequency distributions, graphing techniques, measures of central tendency and variation, sampling, hypothesis testing, regression analysis, and/or other statistical tools. Prerequisite: Survey of Mathematical Structures I (MATH 2213) or Survey of Mathematical Structures II (MATH 2223).

**MATH 2554 Calculus I**
(F, S, On Demand). The first course in a three-semester sequence designed to provide comprehensive coverage of differential and integral calculus. Topics include limits and continuity, differentiation with applications, integration with applications (including inverse trigonometric, exponential, logarithmic, and hyperbolic functions) and basic differential equations. Prerequisites: Plane Trigonometry (MATH 1213) OR Pre-calculus Mathematics (MATH 1285) with a C or better, or appropriate placement scores (See Placement Chart).

**MATH 2564 Calculus II**
(F, S) A continuation of MATH 2554. Topics include applications of integration, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric curves, and polar coordinates. Prerequisite: Calculus I (MATH 2554) with a C or better.

**MATH 2574 Calculus III**
(On Demand) A continuation of MATH 2564. Topics include parametric curves, vectors and vector-valued functions, surfaces, partial differentiation, multiple integrals and vector calculus. Prerequisites: Calculus I (MATH 2554) AND Calculus II (MATH 2564) with grades of C or better.

**MATH 2584 Differential Equations and Laplace Transforms**
(On Demand) Topics in this first course in differential equations will include first and second order ordinary differential equations; Laplace Transforms, systems of ordinary differential equations and eigenvectors. Prerequisite: Calculus II (MATH 2564) with a C or better.

## MICROBIOLOGY

**MBIO 2014 General Microbiology**
(F, S, SUM) Survey of microorganisms, their role in the ecosystem, their impact on and use by man. The basic structure, growth and metabolism of bacteria and viruses will be examined. Immunological principles and their application to microbiology will also be presented. Emphasis in laboratory on sterile technique and culturing microorganisms on various diagnostic media. Three hours lecture and three hours lab weekly. Prerequisite: Anatomy & Physiology I (BIOL 2214) with a grade of C or better or either Intro to Anatomy & Physiology (BIOL 1013) or Principles of Biology I (BIOL 1544) and Fundamentals of Chemistry (CHEM 1074) with grade (S) of C or better. (Other chemistry or biology courses may also meet prerequisite requirements, for further information please contact the Science Department)

## MECHANICAL ENGINEERING

**MEEG 2003 Statics**
(F, S) This is an introductory course and will include topics such as equilibrium of particles and rigid bodies, moments of forces, centroids, moments of inertia, analysis of structures, friction, and resultants of force systems in a plane and in space. Class will meet four hours a week including lecture and drill. Prerequisite: PHYS 2054 Advanced College Physics I and MATH 2574 Calculus III (MATH 2574 may be taken concurrently).

**MEEG 2013 Dynamics**
(F, S) Kinematics and kinetics of particle and of rigid bodies work and energy impulse and momentum, and special topics. Class will meet 4 hours a week, drill included. Prerequisite: MEEG 2003

**MEEG 2403 Thermodynamics**
(F, S) The course is intended for potential engineering students in the second year of study. It is the study of the first and second laws of thermodynamics, availability of energy, properties of liquids, gases and vapors nonflow and flow processes. Class will meet four hours a week including lecture and drill. Prerequisite: PHYS 2054 and MATH 2564 with a grade of C or higher.

## MANAGEMENT

**MGMT 1003 Introduction to Business**
(F, S, SUM) The material of this course is concerned with the structure of business organizations, principles and practices in America. It is designed to serve as a foundation and also as a practical course for all students who plan to enter the field of business.

**MGMT 1013 Entrepreneurship in Action**
(F, S) A project driven course aimed at developing solutions that address economic, environmental, and social needs both locally and abroad. Students will participate in self-directed service projects in which they will apply knowledge obtained from coursework and in turn will develop both leadership and teamwork skills necessary for today's marketplace. (Open to all students)

**MGMT 1033 Retail Management**
(F) Key retail management concepts are reinforced with current, real-world examples that bridge the gap between theory and practice. This interactive class explores buyer behavior, retail strategies, Web retailing, site analysis, retail buying, merchandising, staffing, and promotional strategies. No prerequisite.

## ARMY ROTC MILS MILITARY SCIENCE COURSES

All classes have a required laboratory session.

The class and laboratories are held at the Army ROTC Building on the University of Arkansas Fayetteville campus.

**MILS 1001 Basic Outdoor Skills and Leadership Introduction**
(F, S) Incorporates various outdoor field craft skills involving both classroom and outdoor instruction. Subjects include, small group leadership, repelling, basic map reading, water safety and first aid. Introduction to safe use of a rifle and basic marksmanship. Introduction to organization, values, and role of the Army. Classroom 1 hour per week. Lab 1 hour per week.

**MILS 2002 Leadership Development**
(F,S) Continuation of basic skills presented in MILS 1001 and MILS 1011. Course focus is on small unit leadership, team building, decision making process, time management, and management skills. Includes an introduction to small unit tactics. Students develop leadership foundations by leading discussions, developing and briefing operation plans using the military decision making model. Cadets continue training in land navigation, first aid, and outdoor field craft. Classroom 2 hours per week. Lab 1 hour per week. Co-requisite: lab component. Prerequisite: MILS 1001 and MILS 1011 or approval of Professor of Military Science.

## MPAX-EAST/EMPACTS

**MPAX 2843 Special Topics in Science**
(On Demand) Focus on a specialized topic in natural or applied sciences to serve student interest for elective credit. The specific topic will be announced each semester the course is offered. Course will be taught with the EAST/EMPACTS model, where students experience course content, in part, through working with a team, utilizing some form of technology, to complete at a community service project. Prerequisite: Instructor or department consent.

**MPAX 2901 EAST Project - Independent Study**
(F, S) Students enrolled work independently, or with other groups on special projects or problems in a variety of fields. Students utilize the EAST/EMPACTS model of learning on these community service based projects.

**MPAX 2951 Technology & Design in STEM**
(On Demand) Focus on learner developed project research and design in the STEM disciplines. Integrated project based learning experience, which includes experimental and entrepreneurial design and the use of current and advanced technologies to produce a final product. Specific topics are determined and announced each semester through a collaborative mentor/learner process. Learners may work in teams or independently to develop and/or hone design and technology skills. Adult learners in this course will develop workforce skill sets which are assessed. Instructor Consent Required.

## MATH AND COMMUNICATION

**MTCM 1003 Communication and Math for Workforce Readiness**
(F, S, SUM) MTCM is a unique course designed to meet the needs of students in certificate programs for technical careers as well as those students seeking to fulfill developmental math requirements to attain a degree. The course will cover 1.) review of basic arithmetic skills such as ratios, proportions, percents, and metric conversions 2.) solving linear equations and inequalities, graphing lines, slope, function concepts including domain and range, function notation, and evaluating functions, exponential properties, polynomial operations, and interwoven problem solving. Specifically, the course will ask students to 3.) write about and present their mathematical findings in the form of professional skills, such as: organizational skills and time management professional image the job search process interviewing report writing presentation delivery and problem- based, collaborative learning. This is a very application oriented course. The course includes a portion of the curriculum modules in MATH 1003, completion of MTCM 1003 and subsequent completion of MATH 1001 will allow for substitute credit for MATH 1003. Survey of Technical Math for AAS General Education, 3 credit hours. Prerequisites: MATH 0013 Pre-Algebra with C or better or MATH 0023 Developmental Math with appropriate module completion, or appropriate placement scores. Students without the appropriate prerequisite will be required to take Co-requisite Math 0011.

## MUSIC LESSONS, APPLIED

**MUAP 1001 Secondary Private Instrument/ Voice I**
(F, S, SUM) Private study of secondary- level voice or instrument. May be repeated once for up to 2 total hours degree credit.

**MUAP 1102 Major Private Instrument/Voice I**
(F, S, SUM) Private study of the primary voice or instrument for music majors and others. May be repeated once for up to 4 hours degree credit.

**MUAP 2001 Secondary Private Instrument/ Voice II**
(F, S, SUM) Continued private study of secondary-level voice or instrument. May be repeated once for up to 2 hours degree credit.

**MUAP 2102 Major Private Instrument/Voice II**
(F, S, SUM) Continuing private study of the primary voice or instrument for music majors and others. May be repeated once for up to 4 hours degree credit.

## 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 1003H Music Appreciation, Honors**
(F, S) Introduction to academic study of Western classical music. Students will gain experience in guided listening critical thinking about musical cultures and their roles in society. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**MUSI 1101 Chamber Singers I**
(F, S) An auditioned mixed voice choir. Rehearse/perform standard choral repertory as well as some popular standards. Students may audition after registration. May be repeated once for credit.

**MUSI 1111 Chamber Singers II**
(F, S) A continuation of Chamber Singers I. Auditioned mixed voice choir. Rehearse/perform standard choral repertory as well as some popular standards. Students may audition after registration. May be repeated once for credit.

**MUSI 1121 Italian & English Diction for Singers**
(F) A study in vocal diction of English and Italian song literature.

**MUSI 1221 Beginning Piano Class**
(F, S) Small-group instruction for beginning piano students. Extra fee charged. Meets one hour each week.

**MUSI 1231 Private Piano I**
(F, S, SUM) One-half hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1221 Beginning Class Piano or consent of instructor.

**MUSI 1232 Private Piano I**
(F, S) One hour private lesson per week extra fee charged. For intermediate-to-advanced students. May be repeated for credit. Prerequisites: MUSI 1221 or consent of instructor.

**MUSI 1232E Private Piano (Elective)**
(F, S) One hour private lesson per week extra fee charged. For non-music-majors. May be repeated for credit. Prerequisites: MUSI 1221 or consent of instructor.

**MUSI 1241 Private Piano II**
(F, S, SUM) Continuation of Private Piano I. One-half hour private lesson per, week extra fee charged. May be repeated once for credit. Prerequisites: MUSI 1231 or consent of instructor.

**MUSI 1242 Private Piano II**
(F, S) A continuation of Private Piano I. One hour private lesson per week, extra fee charged. For intermediate-to-advanced students. May be repeated once for credit. Prerequisites: MUSI 1232 or consent of instructor.

**MUSI 1301 Jazz Band I**
(F, S) Jazz Band is a performance based lab that is open to musicians of all skill levels. The course will deal primarily with the techniques needed to perform and improvise on standard jazz band repertoire. Performance material will include well known jazz standards, blues, rhythm changes, ballads, bossa novas, and jazz-rock fusion. Classes will also include lectures on jazz theory, harmony, and improvisation strategies. Students will supply their own instruments, and some public performances may be required. May be repeated once for credit.

**MUSI 1351 Jazz Band II**
(F, S) Jazz Band II is a continuation of Jazz Band I. Jazz Band is a performance based lab that is open to musicians of all skill levels. The course will deal primarily with the techniques needed to perform and improvise on standard jazz band repertoire. Performance materials will include well known jazz standards, blues, rhythm changes, ballads, bossa novas, and jazz-rock fusion. Classes will also include lectures on Jazz theory, harmony, and improvisation strategies. Students will supply their own instruments and some public performances may be required. May be repeated once for credit.

**MUSI 1331 Private Voice I**
(F, S, SUM) One-half hour private lesson per week; extra fee charged. May be repeated for credit .

**MUSI 1332 Private Voice I**
(F, S) One hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1341 Private Voice II**
(F, S) A continuation of Private Voice I MUSI 1331. One-half hour private lesson per week extra fee charged. May be repeated once for credit.

**MUSI 1342 Private Voice II**
(F, S, SUM) A continuation of Private Voice II MUSI 1341. One hour private lesson per week extra fee charged. May be repeated once for credit.

**MUSI 1372 Teaching Methods Percussion**
(F) Class instruction in teaching methods for beginners on a variety of percussion instruments. Required for instrumental music majors.

**MUSI 1381 Basic Vocal Skills**
(F, S) Basic Vocal Skills Class is for students interested in learning fundamentals of singing. Students learn the structure and function of the voice through applied study of posture, breath management, flow phonation, jaw and mouth positioning and resonance. Students also explore musicianship, text, and diction as they perform song selections.

**MUSI 1401 Rock Band I**
(F, S) Rock band is a performance based lab that deals with the techniques needed to perform popular music styles in a band setting. Students will be grouped into ensembles and assigned music to learn and perform at several showcases throughout the semester. Students will supply instruments and should be able to play at an intermediate-to-advanced level. Music reading skills, while not required for the course, would be beneficial. Prerequisites: Consent of instructor. May be repeated once for credit.

**MUSI 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, SUM) One-half-hour private lesson per week; extra fee charged. May be repeated for credit.

**MUSI 1422 Private Guitar I**
(F, S) One hour private lesson per week; extra fee charged. May be repeated once for credit.

**MUSI 1431 German & French Diction for Singers**
(S) A study in vocal diction of German and French song literature.

**MUSI 1432 Private Guitar II**
(F, S) One hour private lesson per week; extra fee charged. May be repeated once for credit.

**MUSI 1441 Rock Band II**
(F, S) A continuation of Rock Band I 1431. Rock band is a performance based lab that deals with the techniques needed to perform popular music styles in a band setting. Students will be grouped into ensembles and assigned music to learn and perform at several showcases throughout the semester. Students will supply instruments and should be able to play at an intermediate-to-advanced level. Music reading skills, while not required for the course, would be beneficial. Prerequisites: Consent of instructor. May be repeated once for credit.

**MUSI 1481 Chamber Winds I**
(F, S) Chamber Winds I is a performance based class concentrating on learning to perform in a variety of styles from standard chamber ensemble literature through rehearsal and performance. There are required performances each semester. This course may be repeated once for credit. Prerequisite: Demonstrated competence approved by the instructor. Audition required. Contact instructor for an audition time.

**MUSI 1501 NWACC Chorale**
(F,S) The community choir of NWACC. The group performs several times each semester. May be repeated for credit.

**MUSI 1512 Private Organ I**
(F, S) One hour private lesson per week; extra fee charged. May be repeated for credit. Prerequisites: MUSI 1232 Private Piano or consent of instructor.

**MUSI 1522 Private Organ II**
(F, S) Continuation of Private Organ I. One hour private lesson per week extra fee charged. May be repeated once for credit. Prerequisites: MUSI 1512 or consent of instructor.

**MUSI 1603 Music Theory I**
(S, On Demand) Principles of notation rhythm, meter, triads, dominant sevenths, tonality, major and minor scales, key signatures, intervals, cadences and four-part writing. Meets three hours each week. It is recommended that this be taken in conjunction with MUSI 1621.

**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. Prerequisite: MUSI 1603.

**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 MUSI 1621. Two hour per week. Prerequisite: MUSI 1621 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 1903 Studio Music Recording I**
(F, S) Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions.

**MUSI 2001 Orchestra I**
(F, S) Orchestra rehearsal and performance. May be repeated once for credit.

**MUSI 2013 Intro to Music Education**
(S) This course provides early experiences for the prospective music teacher. Students will become familiar with professional trends, music classroom organizational and management issues, and principles of effective education. Emphases will include basic psychological and philosophical orientation, as well as observations in public school classrooms.

**MUSI 2111 Orchestra II**
(F, S) Orchestra rehearsal and performance. May be repeated once for credit.

**MUSI 2201 Chamber Ensemble I**
(F, S) Auditioned mixed voice ensemble. Students must also be enrolled in MUSI 1101. Students may audition before or after registering for this course. May be repeated once for credit.

**MUSI 2211 Chamber Ensemble II**
(F, S) Continuation of Chamber Ensemble 2201. Auditioned mixed voice ensemble. Students must also be enrolled in MUSI 1101 or MUSI 1111. Singer may audition after registration. May be repeated once for credit.

**MUSI 2301 Guitar Ensemble I**
(F, S) A performing ensemble of varying number of guitarists. Rehearsing 3 hours weekly, the group will rehearse and perform a variety of musical styles both on and off campus. May be repeated once for college credit. Prerequisite: Consent of Director.

**MUSI 2311 Guitar Ensemble II**
(F, S) A continuation of Guitar Ensemble I, this is a performing ensemble of varying number of guitarists. Rehearsing 3 hours weekly, the group will rehearse and perform a variety of musical styles both on and off campus. May be repeated once for college credit. Prerequisite: Consent of Director.

**MUSI 2401 Stage Band for Musical Theatre**
(On Demand) Practical and performance experience with musical theatre ensemble. The student will learn, through rehearsal and performance, the basic elements of music in a theatrical context.

**MUSI 2471 NWACC Vocal Jazz**
(F, SUM) NWACC Vocal Jazz is a small, ensemble for students wishing to study jazz singing and improvisation. The group will offer public performances each summer.

**MUSI 2481 Chamber Winds II**
(F, S) A continuation of the work begun in Chamber Winds I. This is a performance based class concentrating on learning to perform in a variety of styles from standard chamber ensemble literature through rehearsal and performance. There are required performances each semester. This course may be repeated once for credit.

**MUSI 2532 Teaching Methods Woodwinds**
(S) Class instruction in teaching methods for beginners on woodwind instruments. Required for instrumental music majors as preparation for teaching a beginning orchestra or band.

**MUSI 2542 Teaching Methods Brass**
(S) Class instruction in teaching methods for beginners on brass instruments. Required for instrumental music majors as preparation for teaching a beginning orchestra or band.

**MUSI 2552 Teaching Methods Strings**
(On Demand) Class instruction in teaching methods for beginners on string instruments. Required for instrumental music majors as preparation for teaching a beginning orchestra.

**MUSI 2903 Musical Theatre Production**
(On Demand) Consists of the production of a Broadway- style musical, with class members participating in all facets of the production. Lead roles selected by audition.

**MUSI 2911 Private Organ 1**
(SUM) One-half hour private lesson per week, extra fee charged. Instruction may focus on literature for church musicians. May be repeated once for credit.

## NETWORKING

**NTWK 2014 Networking and Information Systems**
(On Demand) This course provides an introduction to networking and information systems. Topics include: router and switch hardware and software networks subnetting: IPv6, cabling the OSI model and protocols commonly used in the networking environment. Students will gain hands-on experience on the installation of a local area network including initial router setup. Students completing this course will have begun the preparation necessary for success in the following industry-recognized certifications: CCNA. 1st semester of Cisco Certified Networking Associate (CCNA). Note: Preparation for the ICND1 exam (CCENT)

should include semesters 1 and 2 of the Netacad Courses (NTWK 2014 and NTWK 2084). Preparation for the CCNA exam should include all four semesters of CCNA training (NTWK 2014, NTWK 2084, NTWK 2214, and NTWK 2224). Prerequisite or Co-requisite: CISQ 1103.

**NTWK 2023 Network Administration I**
(On Demand) This course provides students with computer network administrative techniques in a currently popular network operating system. 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. Outside lab time will be required. Prerequisites: NTWK 2014.

**NTWK 2053 Microcomputer Hardware Support**
(On Demand) 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 components, connecting peripheral interface card and other expansion cards. Laptop and mobile device hardware and maintenance is also covered. Students completing this course will have begun the preparation necessary for success in the following industry-recognized certifications: CompTIA A+ 220-901. Prerequisite: CISQ 1103, or equivalent knowledge.

**NTWK 2063 Advanced Topics in 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. (Outside lab time will be required.) Prerequisites: NTWK 2014 and NTWK 2023.

**NTWK 2073 Networking with UNIX**
(On Demand) 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. (Outside lab time will be required.) Prerequisites: CISM 1313 and NTWK 2014.

**NTWK 2084 Network Hardware Support**
(S) This course provides knowledge of routers, switches, hubs, and other network specific hardware. This course will assist students in preparing for the ICND1 exam (CCENT) and the CCNA exam which are industry recognized certifications. This course includes both theory and application and uses Cisco routers and switches. (Note: Preparation for the ICND1 exam (CCENT) should include semesters 1 and 2 of the Netacad Courses (NTWK 2014 and NTWK 2084). Preparation for the CCNA exam should include all four semesters of CCNA training (NTWK 2014, NTWK 2084, NTWK 2214, NTWK 2224). Prerequisite: NTWK 2014-Networking and Info. Systems.

**NTWK 2103 Web Server Administration**
(On Demand) 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. (Outside lab time will be required.) Prerequisite: NTWK 2014.

**NTWK 2113 Network Security**
(On Demand) 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 and recovery. Outside lab time will be required. Prerequisites: NTWK 2014 Networking and Information Systems, or consent of instructor.

**NTWK 2153 Microcomputer Software Support**
(On Demand) Students will learn to install, configure, and maintain current Microsoft Windows operating systems and document common software issues while applying troubleshooting skills. IOS, Android, Mac OS, Linux, and Windows Phone, are covered from a user's perspective. Client-side virtualization concepts will be covered as will computer security. Students will develop the skills to provide appropriate customer support. Students completing this course will have begun the preparation necessary for success in the following industry-recognized certifications: CompTIA A+ 220-902. Prerequisite: CISQ 1103, or equivalent knowledge.

**NTWK 2203 Command Line Scripting**
(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 Microsoft PowerShell Command line functions that are advanced in detail and complexity and learn how to apply these utilities in OS and NOS management. Prerequisite: CISQ 1103-Intro to Computer Info. Sys., NTWK 2014-Networking & Info. Sys., PROG 1003- Intro to Programming Logic, NTWK 2023-Network Administration I, or Consent of Instructor.

**NTWK 2214 Switching Basics and Intermediate Routing**
(F) This course is covers network design including routing and switching technologies used in business networks. Focus is on advanced switching and routing technologies on redundant networks (Several generations of Spanning Tree, EtherChannel, BPDU Guard, HSRP and GLBP) and other intermediate routing protocols (Single- area OSPF, multi-area OSPF, EIGRP). This course is designed to provide students with classroom and laboratory experience in advanced features of routers, routing concepts and networking switching. This is the third course in the Cisco Networking Academy CCNA curriculum. Outside lab time will be required. This course will assist students in preparing for the ICND2 or the CCNA exam which are industry recognized certifications. Preparation for the ICND exam should include both NTWK 2214 and 2224. Preparation for the CCNA exam should include all four semesters of CCNA training (NTWK 2014, NTWK 2084, NTWK 2214, and NTWK 2224). Prerequisite: NTWK 2014-Networking & Information Systems, and NTWK 2084-Network Hardware Support.

**NTWK 2224 WAN Implementation and Support**
(S) The focus of this course is on the WAN technologies and network services required by converged applications in a complex network. In this course, students will learn the selection criteria of network devices and WAN technologies to meet network requirements. Students will learn to describe network architectures and how to monitor network traffic using syslog, SNMP, and NetFlow. Broadband connections and secure connections through broadband such as virtual private networks (VPNs) and IPsec tunneling are covered. This course will assist students in preparing for the ICND2 or the CCNA exam which are industry recognized certifications. Preparation for the ICND exam should include both NTWK 2214 and 2224. Preparation for the CCNA exam should include all four semesters of CCNA training (NTWK 2014, NTWK 2084, NTWK 2214, and NTWK 2224). Prerequisite: NTWK 2014, NTWK 2084, NTWK 2214.

**NTWK 2243 Secure E-Commerce Solutions**
(On Demand) This course will give students an introduction to implementing a secure e-commerce site with exposure to marketing, entrepreneurship, advertising, business, fulfillment, software development, and payment gateways. Through a semester long group project students will design, secure and implement an e-commerce website. Instructional methods to include: lecture, discussion, reading assignments, hands-on labs, projects and Canvas components. This course will require additional outside lab time. Prerequisite: NTWK 2014 or instructor consent.

**NTWK 2253 Computer Forensics**
(On Demand) This course will provide an introduction to digital

forensic fundamentals and best practices for incidence response. Students will learn how to obtain and analyze digital information for possible evidence in civil, criminal, and administrative cases. Students will be introduced to the legal and regulatory aspects of computer forensics including an understanding of the judicial system, investigation process, importance of evidence chain of custody, admissibility of expert witness testimony and incident reporting. Topics covered will include the setup of a laboratory, digital evidence, crime scene processing, rules of evidence, report writing, data acquisition, file systems, and forensic analysis and file recovery. Instructional methods to include: lecture, discussion, reading assignments, projects, hands-on labs, and Canvas components. This course will require additional outside lab time. Prerequisite: NTWK 2014 or CMJS 2363.

**NTWK 2263 Network Security Support**
(On Demand) Network Security Support is an advanced course that provides students with the knowledge to secure Cisco routers and switches and their associated networks. Students learn to configure, troubleshoot and monitor network devices to maintain integrity, confidentiality and availability of data and devices and develop competency in the technologies that Cisco uses in its security infrastructure. Some specific topics include: IPv4 to IPv6 transition, AAA, ACLs, secure network management and reporting. This course is aligned with the Cisco CCNA Security certification (Exam 640-554) and is recognized by the U.S. National Security Agency (NSA) and the Committee on National Security Systems (CNSS) to meet the CNSS 4011 training standard. Prerequisite: NTWK 2014, NTWK 2084, or equivalent knowledge.

## NURSING

Enrollment in all nursing courses is by permission of the Department of Nursing.

**NURS 9101 Paramedic to RN Practicum**
(S) This course focuses on evidence-based practice of theory application and demonstration of basic nursing skills and pharmacology concepts. Use of the nursing process and planning client centered care for clients across the life span are introduced. Safety in the client environment is stressed in various types of healthcare settings.

**NURS 9102 Essentials of Paramedic to RN**
(S) Essentials of Paramedic to RN role transition facilitates the transition of the Paramedic to a level consistent with that of the RN student. The content of the course builds on a core of common knowledge/skills identified from previous nursing education and introduces the Paramedic 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, application of infection control measures, principles of teaching and learning, and documentation/ informatics. This course integrates nursing concepts necessary for safe, quality, patient-centered nursing care to a diverse patient population with acute and/or chronic illnesses. This care includes integrating legal and ethical responsibilities, cultural diversity, and therapeutic communication by the nurse. This course introduces the art of caring when interacting with patients and collaborating with members of the inter-professional team. The course will further assist the student with utilizing clinical reasoning/nursing judgment and the importance of research and application of evidence-based nursing practice. This course will require an in-person clinical component conducted by NWACC nursing faculty. Additional prerequisite: Must pass skills competencies and acceptance into the nursing program.

**NURS 9121 Essentials of LPN to RN Transition Practicum**
(F) During this 3 hour course the student will have face to face clinical rotations with an NWACC instructor. This is the requirement of the ARSBN. Prerequisites: Must pass skills competencies and acceptance into the nursing program. Co-requisites: NURS 9122

**NURS 9122 Essentials of LPN to RN Role Transition**
(F) Essentials of LPN-to-RN role transition facilitates the transition of the LPN to a level consistent with that of the RN 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, application of infection control measures, principles of teaching and learning, and documentation/informatics. This course integrates nursing concepts necessary for safe, quality, patient-centered nursing care to a diverse patient population with acute and/or chronic illnesses. This care includes integrating legal and ethical responsibilities, cultural diversity, and therapeutic communication by the nurse. This course introduces the art of caring when interacting with patients and collaborating with members of the inter-professional team. The course will further assist the student with utilizing clinical reasoning/nursing judgment and the importance of research and application of evidence-based nursing practice. Prerequisites: Must pass skills competencies and acceptance into the nursing program. Co-requisites: NURS 9121

**NURS 9133 Fundamentals of Nursing Practicum**
(F, S, SUM) 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 acute care settings. Co-requisites: NURS 9135

**NURS 9135 Fundamentals of Nursing**
(F, S, SUM) This introductory course is a competency-based course that introduces the student to the nursing process, the roles of the Associate Degree nurse, nursing behaviors, needs theory, developmental theory, stress and adaptation, the environment, health-illness continuum and legal-ethical issues. Basic principles of pharmacology, nutrition and medication administration are also included. The focus is on technical skills to assist the client to meet biopsychosocial needs. The role of the Associate Degree (A.D.) nurse as direct care provider, utilizing communication skills is emphasized. Co-requisites: NURS 9133

**NURS 9222 Nursing Care of Adults I Practicum**
(F, S) 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. Prerequisites: Permission from Nursing Department. Co-requisites: NURS 9224

**NURS 9224 Nursing Care of Adults I**
(F, S) The content of this course focuses on the theory necessary for care of adults with selected health-related problems. The nursing management of clients with fluid, electrolyte and acid-base imbalances, teaching learning needs and clients experiencing surgery are explored. Nursing care of clients with gastrointestinal, respiratory and endocrine disorders is also covered. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider, promoting client education. Prerequisites: Permission from Nursing Department. Co-requisites: NURS 9222

**NURS 9231 Psychiatric/Mental Health Nursing Practicum**
(F, S, SUM) Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisites: NURS 9135/9133 Fundamentals of Nursing & PSYC 2003 General Psychology. Co-requisites: NURS 9232 Psychiatric/Mental Health Nursing & NURS 9422 Nursing Care of Adults III

**NURS 9232 Psychiatric/Mental Health Nursing**
(F, S, SUM) Essentials of Psychiatric/Mental Health Nursing provides for the acquisition and application of psychiatric/mental health nursing theory, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to diverse patients experiencing common mental health conditions/disorders. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Prerequisites: NURS

9135/9133 Fundamentals of Nursing & PSYC 2003 General Psychology. Co-requisites: NURS 9231 Psychiatric/Mental Health Nursing & NURS 9422 Nursing Care of Adults III.

**NURS 9242 Intermediate Concepts of Med-Surg Nursing Practicum**
(F) During this 5 hour course the student will use preceptors for the clinical portion. The preceptors will be will be chosen by the facility and approved by the course coordinator, clinical coordinator and the Director of nursing. Prerequisites: Must pass skills competencies and acceptance into the nursing program. Co-requisites: NURS 9122/9121 Essentials of LPN to RN Role Transition, NURS 9233 Intermediate Concepts of Med-Surg Nursing

**NURS 9243 Intermediate Concepts of Med-Surg Nursing**
(F) Intermediate concepts of medical-surgical nursing is the first of a series of adult health nursing courses. This course provides for the acquisition and application of basic medical/surgical nursing theory incorporating communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing acute and chronic illnesses. Nursing care of patients experiencing surgery, fluid and electrolyte imbalances, and disorders involving the respiratory, endocrine, and hepatobiliary systems is explored. Prerequisites: Must pass skills competencies and acceptance into the nursing program. Co-requisites: NURS 9122/9121 Essentials of LPN to RN Role Transition, NURS 9232 Intermediate Concepts of Med-Surg Nursing.

**NURS 9312 Nursing Care of Adults II Practicum**
(F, S, SUM) Correlation of theory and clinical is provided in acute care settings. Prerequisites: Nursing 9135/9133 Fundamentals of Nursing, Nursing 9224/9222 Nursing Care of Adults I. Co-requisites: NURS 9314

**NUR 9313 Pharmacological Basics of Nursing**
(F, S, SUM) This course is designed to provide students with the basic knowledge to safely administer drugs to clients of all ages. Content includes medication action, use, adverse effects, nursing implications, and client education for drugs affecting the body systems and defense processes. Prerequisites: BIOL 2214, BIOL 2224

**NURS 9314 Nursing Care of Adults II**
(F, S, SUM) This course is a continuation of Nursing Care of Adults I and focuses on the nursing care of clients with musculoskeletal, reproductive, renal-urinary, hematologic, peripheral-vascular, integumentary and eye, ear, nose, throat disorders. The nursing process is utilized to address client needs. The emphasis is on the role of the A.D. nurse as direct care provider. Prerequisites: Nursing 9135/9133 Fundamentals of Nursing, Nursing 9224/9222 Nursing Care of Adults I. Co-requisites: NURS 9312

**NURS 9321 Nursing Care of Childbearing Families Practicum**
(F, S, SUM) Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisites: Nursing 9135/9133 Fundamentals of Nursing, 9224/9222 Nursing Care of Adults I, NURS 9232/9231 Psychiatric/Mental Health Nursing and PSYC 2103 Human Growth and Development. Co-requisites: NURS 9322

**NURS 9322 Nursing Care of Childbearing Families**
(F, S, SUM) Nursing Care of Childbearing Families applies nursing theory to the care of childbearing families. The course incorporates communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient centered nursing care to women, newborns and their families. Integrates evidence-based practice, quality improvement, professional standards and legal/ethical responsibilities of the nurse. Prerequisites: Nursing 9135/9133 Fundamentals of Nursing, 9224/9222 Nursing Care of Adults I, NURS 9232/9231 Psychiatric/Mental Health Nursing and PSYC 2103 Human Growth and Development. Co-requisites: NURS 9321

**NURS 9422 Nursing Care of Adults III Practicum**
(F, S, SUM) This course is a continuation of I and II, and focuses on the nursing care of clients with cardiac and neurological disorders, cancer and the critically ill. There is also a focus on development of basic management skills to provide nursing care for groups of clients. Finally, the student will explore the transition from student to practicing nurse. The emphasis is on the role of the A.D. nurse, as manager of client care and member within the profession of nursing. Prerequisites: NURS 9135/9133 Fundamentals of Nursing, NURS 9224/9222 Nursing Care of Adults I, NURS 9232/9231 Psychiatric/Mental Health, NURS 9314/9312 NURS Care of Adults II. Co-requisites: NURS 9424

**NURS 9424 Nursing Care of Adults III**
(F, S, SUM) This course is a continuation of I and II, and focuses on the nursing care of clients with cardiac and neurological disorders, cancer and the critically ill. There is also a focus on development of basic management skills to provide nursing care for groups of clients. Finally, the student will explore the transition from student to practicing nurse. The emphasis is on the role of the A.D. nurse, as manager of client care and member within the profession of nursing. Prerequisites: Nursing 9135/9133 Fundamentals of Nursing, Nursing 9224/9222 Nursing Care of Adults I, Nursing 9232/9231 Psychiatric/Mental Health, Nursing 9314/9312 Nursing Care of Adults II. Co-requisites: NURS 9422

**NURS 9431 Family Centered Pediatric Nursing Practicum**
(S, SUM) Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Prerequisites: NURS 9135/9133 Fundamentals of Nursing, NURS 9224/9222 Nursing Care of Adults I, NURS 9232/9231 Psychiatric/Mental Health Nursing and PSYC 2103 Human Growth and Development. Co-requisites: NURS 9432

**NURS 9432 Family Centered Pediatric Nursing**
(S, SUM) Family Centered Pediatric Nursing applies nursing theory to the care of children and their families. The course incorporates communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to children and their families. Integrates evidence based practice, quality improvement, professional standards, and legal/ethical responsibilities for the nurse. Prerequisites: NURS 9135/9133 Fundamentals of Nursing, NURS 9224/9222 Nursing Care of Adults I, NURS 9232/9231

## ENVIRONMENTAL SAFETY & HEALTH REGULATIONS

**OSHA 1012 Construction Industry Standard**
(F, S) This course is an introduction to basic safety knowledge for the construction industry. Topics covered include a variety of construction safety and health hazards which may be encountered at construction sites. Students will develop a general understanding about how to properly identify, abate, avoid, and prevent potential job related hazards in the construction industry. Students will receive the 30hr OSHA Construction card upon successful completion of the course. Students can utilize this as a credit course in pursuit of the Certificate of Proficiency in Workforce Readiness. Noncredit students would have the option to complete course for certification and/or be an elective within the Environmental Science degree program. This course is not intended for transfer credit.

**OSHA 2003 Introduction to Occupational Safety and Health**
(F, S) This is an introductory course that explores concepts, theories, and practical applications of occupational safety and health issues. This course is designed to give the students a broad overview of the knowledge important to workplace safety and health in a variety of occupations, with an introduction to federal regulations. Available Online.

**OSHA 2203 OSHA General Industry Standards**
(F, S) This is an in-depth OSHA standards course for the general industry. Students will review the current OSHA standards contained in 29 CFR 1910. Course is taught by instructors certified by the Occupational Safety and Health Administration. Students will receive the 30-hour OSHA training completion card upon course completion. Available Online.

**OSHA 2533 Safety and Health Risk Management**
(S) Hazards in the workplace and their relationship to loss of property and/or life. An introduction to the concepts, principles, and methods of risk analysis, as used in a systematic approach to risk and assessment for workers in business and industry in and the public sector. Performance measurement standards will be stressed such as safety effectiveness measurement scales, inter-modular measures, organic measures and future performance measures. The auxiliary functions of a safety department will be examined and explained. Available Online.

**OSHA 2842 OSHA 30 Hour General Industry**
(F, S) This is a special topics course in occupational safety and health for OSHA general industry standards. The OSHA 30-hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised to provide a variety of training to workers with some safety responsibility; safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. Passing participants will receive a DOL General Industry Outreach course completion wallet card within 4-6 weeks.

**OSHA 2852 OSHA 30 Hour Construction**
(F, S) This is a special topics course in occupational safety and health for OSHA construction industry standards. The OSHA 30-hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised to provide a variety of training to workers with some safety responsibility safety directors, foremen, and field supervisors the program provides complete information on OSHA compliance issues. Passing participants will receive a DOL Construction Industry Outreach course completion wallet card within 4-6 weeks.

## OFFICE SYSTEMS INTEGRATION & MANAGEMENT

**OSIM 1013 Administrative Office Management**
(On Demand) 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) 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.

**OSIM 2303 Electronic Records Management**
(On Demand) This course combines specific concepts of electronic 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. (Outside lab time will be required). Prerequisites: CISQ 1103, OR CISM 1603, and CISM 140

**OSIM 2503 Computer Support and Project Management**
(On Demand) 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: CISQ 1103 (or equivalent knowledge), and OSIM 1103 OR ENGL 1023 (may be co-requisite) or equivalent knowledge, and NTWK 2014 or equivalent knowledge.

**OSIM 2703 Business Application Integration**
(S - Even Years) This course introduces students to the useful possibilities of integration between word processing, spreadsheet, database, presentation, graphics, e-mail, and web applications. Prerequisites: CISQ 1103 (required), CISM 1303 recommended (outside lab time will be required).

## PHYSICAL EDUCATION ACTIVITIES

Participation in physical education activity classes (PEAC) involves moderate to strenuous physical activity and some health risks. Students that have current or prior health issues should consult with a personal physician and bring a release from a medical doctor to the PEAC instructor. The NWACC Waiver of Liability Form will also be signed by all students participating in PEAC courses.

**PEAC 1061 Aerobic Fitness**
(F, S,) The Aerobic Fitness is an eight week course that is designed for all body types and fitness levels, focusing on total body conditioning by incorporating low-to-high intensity exercises with interspersed recovery periods. Interval training will allow an increase in both endurance and strength. Workouts can be scaled depending on ability and personal goals, research show that interval training allows more caloric burn and increased fitness levels. *Course will be held at NWACC, CHP 3018. No user fee or textbooks required.

**PEAC 1121 Yoga for Everyone**
(F, S, SUM) Yoga for Everyone is an 8-week course that meets twice a week and is appropriate for all levels of yoga experience. The yoga postures and sequences taught and practiced in this course will improve flexibility, strengthen and tone muscles throughout the body, increase circulation, help calm the nervous system, and improve concentration. Poses and sequences will range from gentle and restorative to vigorous and revitalizing, depending on individual ability. Wear clothes that do not inhibit movement. Yoga pants or clothing that stretches easily is appropriate. Class is conducted at NWACC, CHP 3018. No user fee or textbook required.

**PEAC 1231 Beginning Bowling**
(F, S, SUM) In the Beginning Bowling class students will learn the 3, 4, and 5 step deliveries, spot bowling techniques, how to score manually, the straight ball, hook ball, and understanding bowling equipment and terminology. Bowling classes are conducted at Rogers Bowling Center on Walnut Street (71B). Telephone: (479)636 -2320. Students will pay a reduced fee per game. Individuals will bowl a total of 21 games for the semester. Text books are not needed and shoe rental is free.

**PEAC 1271 Beginning Horseback Riding**
(F, S) Students in the Beginning Horseback Riding class will learn basic grooming and care, basic riding skills, and build confidence in themselves and their abilities. The class will be held at the Laurel manor in Centerton, AR. The course will be taught by a level 2 American Riding Instructor Association (ARIA) hunt seat trainer. The facility has an indoor arena and outdoor arena. For safety purposes, the class will be limited to 12 registered students. For the welfare of the horses, individuals should not weight more than 210 lbs. Not only will students get the joy and challenge of interacting with horses, they will also get excellent physical activity through riding and through better knowledge and education, and students will be able to make a significant difference to improving horse welfare in our region. A fee will be charged, and text books are not needed.

**PEAC 1351 Beginning Golf**
(F, S, SUM) Beginning Golf is a one credit physical education class for students to learn a wonderful lifetime sports activity. Students will

be instructed and practice on the basic golf fundamentals: Golf grip (S), address position/alignment, basic swing thoughts, chipping/ pitching, putting, rules, etiquette, terms and etc.) The first half of the class is conducted at Lost Springs Golf & Athletic Club, 3024 N. 22nd Street, Rogers, Ar. 72756, (479) 631-9988. The second portion of the class, students will apply these skills and will golf five rounds of nine holes at the Link's of Bentonville Golf Course/Lindsey Apartments on Moberly Lane. Having access to golf clubs or clubs that you can get from a relative or friend will make your golfing experience more enjoyable. A reduced green fee will be charged, and no textbook required.

**PEAC 1391 Fitness Walking**
(F, S, On Demand). Instruction and participation in vigorous walking for cardiovascular development and improvement. Techniques of correct walking are stressed.

**PEAC 1401 Lifetime Fitness**
(F, S) Students taking the Lifetime Fitness Class can work out at any authorized gym in NWA. Examples Fitness4less, Planet Fitness, Fitness One, World's Gym, Walmart Fitness Center, Bentonville Community Center or others. Students that use the NWACC Fitness Center will not be charged a user fee. Lifetime Fitness is a very popular 8 week physical education class that allows students to work-out at your most convenient times before, between or after your college classes or working schedule. The Lifetime Fitness class will allow you the opportunity to stay in shape, get back in shape, lose weight and earn college credit. Students that enroll in LTF class need to work-out a minimum of two times a week for eight weeks. Work-outs need to be at least 50-60 minutes in length and we recommend at least 20-30 minutes of cardio, another 20-30 minutes of strength training and a post stretching routine. There is a 1 hour mandatory orientation conducted at Fitness 4 Less in Bentonville, Rogers or Springdale before the class starts and this orientation will counts as one of your official workouts.

**PEAC 1402 Lifetime Fitness II**
(F, S) Students taking the Lifetime Fitness Class can work out at any authorized gym in NWA. Examples Fitness4less, Planet Fitness, Fitness One, World's Gym, Walmart Fitness Center, Bentonville Community Center or others. Students that use the NWACC Fitness Center will not be charged a user fee. Lifetime Fitness is a very popular 16 week physical education class that allows students to work-out at your most convenient times before, between or after your college classes or working schedule. The Lifetime Fitness class will allow you the opportunity to stay in shape, get back in shape, lose weight and earn college credit. Students that enroll in LTF class need to work-out a minimum of two times a week for eight weeks. Work-outs need to be at least 50-60 minutes in length and we recommend at least 20-30 minutes of cardio, another 20-30 minutes of strength training and a post stretching routine. There is a 1 hour mandatory orientation conducted at Fitness 4 Less in Bentonville, Rogers or Springdale before the class starts and this orientation will counts as one of your official workouts.

**PEAC 1431 Beginning Tennis**
(F, S) Beginning Tennis is a one-credit physical education class that teaches students the depths of this lifelong sport. The class is instructed by Coach Jake Shoemaker (USPTA Elite Professional & Director of Tennis in Bella Vista.) Throughout the semester, students will learn proper grips, strokes, and footwork. Each class will be upbeat with plenty of cardio exercises. In addition, students will learn court positioning in singles and doubles, as well as how to score a match. Needed for the class is athletic clothing and athletic (non-marking) shoes. If you do not have a tennis racquet, then one will be lent for the semester. Class is held at the Kingsdale tennis courts in Bella Vista, Arkansas. No user fee or textbooks required.

**PEAC 1621 Fitness Concepts**
(F, S) The Fitness Concepts class is a lecture/lab class format. Students will discuss and learn about the independent areas of fitness, cardiovascular and muscular, and how they impact the dependent areas of fitness, flexibility and body composition. The methods of goal setting, designing, and implementing workout programs will also be covered. Upon completion of this course students will have a working understanding of different exercise programs for realistic improvement in fitness, health, wellness, and/ or performance.

**PEAC 1631 Beginning Self Defense Tactics**
(F, S, SUM) This course is designed to introduce students to the fundamentals of recognizing verbal and non- verbal cues that lead to people being victimized, as well as techniques of dealing with assailants. Students should gain an introductory knowledge of Legal Issues, Mindset Development, Proxemics, Control Principles, and Prevention. This active participation class takes a serious look into victimization and prevention. Students are required to attend and upon completion be able to demonstrate practical proficiency in techniques including standing defense, as well as ground avoidance and escape. The Beginning Self Defense Tactics class is conducted on campus. Students enrolled in class are eligible to use the NWACC Fitness Center for the duration of the 8 week class. No activity fee.

**PEAC 1661 Weight Training**
(F, S) Students taking the Lifetime Fitness Class can work out at any authorized gym in NWA. Examples Fitness4less, Planet Fitness, Fitness One, World's Gym, Walmart Fitness Center, Bentonville Community Center or others. Students that use the NWACC Fitness Center will not be charged a user fee. Weight Training is a very popular 8 week physical education class that allows students to work-out at your most convenient times before, between or after your college classes or working schedule. The Weight Training class will allow you the opportunity to stay in shape, get back in shape, lose weight and earn college credit. Students that enroll in the class need to work-out a minimum of two times a week for eight weeks. Work-outs need to be at least 50-60 minutes in length and we recommend 40-50 minutes of strength training and 5-10 minutes of post stretching. There is a 1 hour mandatory orientation conducted at Fitness 4 Less in Bentonville, Rogers or Springdale before the class starts and this orientation will counts as one of your official workouts.

**PEAC 1702 Fitness for Life**
This course focuses on the fundamental components and principles of fitness. The course examines safety guidelines, proper technique, and exercise principles such as the FITT. Students will assess their current level of fitness in relation to the five components of physical fitness: flexibility, cardiovascular health, muscular strength, muscular endurance, and body composition. Students will also learn strategies to help them begin, design, and maintain an exercise program to keep them fit for life.

**PEAC 1961 Ballroom Dance I**
(F, S) This course included instruction and practice in basic ballroom dance technique, including dance positions and posture, basic step patterns, rhythm, and styles. The dances included in this course are the Fox Trot, Cha-Cha, Waltz and Swing.

**PEAC 2351 Intermediate Golf**
(On Demand) Intermediate golf is a continuation of the study and practice of golf fundamentals with emphasis on advanced skills. Prerequisite: PEAC 1351 or instructor consent. For the first two weeks of class, golf instruction will be conducted at Lost Springs Golf & Athletic Club 3024 N. 22nd Street, Rogers, Ar. 72756 Telephone: (479) 631-9988. Students will be instructed and practice on the basic golf fundamentals: Golf grips, address position, alignment, golf drills, swing mechanics, chipping, pitching, putting, rules, etiquette, terms and more. During the last six weeks of the class, students will apply these skills and will golf six rounds of nine holes at the Links at Bentonville Golf Course - Lindsey Apartments on Moberly Lane. Having access to golf clubs or clubs that you can get from a relative or friend will make your golfing experience more enjoyable. A fee will be charged, and text books are not needed. Prerequisite: PEAC 1351.

**PEAC 2631 Intermediate Self-Defense**
(On Demand) A continuation of the study and practice of self-defense with emphasis on advanced skills. Prerequisite: PEAC 1631 OR instructor consent.

## PHILOSOPHY AND RELIGION

**PHIL 2003 Introduction to Philosophy**
(F, S, SUM) A survey of basic philosophical topics such as the nature of the human mind, freedom of will and standards of right and wrong. Representative philosophical problems will be proposed and examined (cross referenced-humanities).

**PHIL 2003H Introduction to Philosophy Honors**
(F) - This course is open to students who would enjoy reading, understanding, analyzing, discussing and critically evaluating the actual writings of classical as well as contemporary philosophers. Students will examine philosophical topics such as whether or not God exists, whether or not we have souls, whether or not we survive death, whether or not our minds are immaterial, whether or not we have free will, whether or not there are moral truths and whether or not we have knowledge. Students will read from primary source materials by such authors as Plato, Aristotle, Descartes, Hobbes, Hume, and Kant. See the Honors Program section in this catalog for more information.

**PHIL 2033 World Religions**
(F) An examination of different religious beliefs, with an emphasis on Christianity, Judaism, Islam, Hinduism and Buddhism.

**PHIL 2033H World Religions, Honors**
(S) A nonsectarian examination of the major living religions of the world, with an emphasis on Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. Students research and discuss the historical evolution of religions as well as fundamental doctrines, scriptures, beliefs, practices, and institutions. Thematic topics vary, but may include origin theories, mythology, religion and politics, interpretation of religious scripture, the role of gender, tribal religion, religious violence, modern challenges to religion.

**PHIL 2103 Introduction to Ethics**
(On Demand) An examination of the basic concepts of ethics including moral relativism vs. objectives, moral realism, Kantian ethics, virtue ethics, individual liberty vs. paternalism, and the application of theory to issues such as abortion, capital punishment, euthanasia, etc.

**PHIL 2203 Introduction to Logic**
(On Demand) An introduction to the process & discipline of logical thought. Includes both traditional and modern methods of deductive and inductive inference.

**PHIL 2403 Critical Thinking**
(S) The critical thinking course is designed to help students hone their skills in assessing the evidence for the truth of a claim. These skills will require the use of basic logical rules and have students judging source reliability, interpreting testimony, finding hidden assumptions, tracing unforeseen consequences, and looking at many other factors. Students practice their critical thinking skills in class by applying them to a wide range of topics, including politics, the media, popular culture, and entertainment. The class also addresses common hindrances to successful critical thinking . Special attention is given to translating what is learned into general strategies, specific rules, and the use of critical thinking in students' own real world education and professional settings.

**PHIL 2913 Special Topics in Philosophy**
(On Demand) NWACC periodically offers Special Topics courses in Philosophy [PHIL] that reflect specific topics of study which are not part of the standard Philosophy discipline curriculum. Students will improve in their abilities to read and analyze the related philosophical subject. Topics and content will vary from semester to semester.

## PHYSICAL SCIENCE

**PHSC 2004 Introduction to Physical Science**
(Yearly). A laboratory course designed for non-science majors. Includes study of the scientific method and its application to our understanding of the world around us and the universe in which we live. Three hours lecture and three hours laboratory weekly. Prerequisite: Beginning Algebra (MATH 0053), or higher math, or minimum placement score for Intermediate Algebra.

## PHYSICAL THERAPIST ASSISTANT

The general education prerequisite courses MUST be completed by the end of the spring semester in the year the student is applying to the PTA program. The prerequisites include the following Kinesiology course.

**PHTA 2105 Clinical Kinesiology**
(S) This course presents an overview of the relationship between structure and movement function of the human body including basic joint structure, muscle anatomy and function (origin, insertion, action and innervations), and types of muscle contraction. Applications of biomechanical and kinesiological principles are utilized to analyze common motor tasks. As a prerequisite for all PHTA courses listed below: Students must apply and gain admission into the Physical Therapist Assistant Program.

**PHTA 2101 Basic Principles of Physical Therapy**
(SUM) This course is designed to introduce the student to the physical therapy profession. Topics included are the definition of physical therapy, history of physical therapy, role and responsibility of individuals practicing physical therapy, APTA, code of ethics, and laws governing the practice of physical therapy. The student will become familiar with locating and utilizing the physical therapy literature, and professional development concepts. Basic patient care skills include infection control, CPR, vital signs.

**PHTA 2112 Basic PT Tests & Measures Lab**
(SUM) This laboratory course provides skills for position, safety, palpation, and accurate assessment during goniometric measurement, functional manual muscle test procedures, and postural assessments to accompany PHTA 2114.

**PHTA 2114 Basic PT Tests & Measurers**
(SUM) This course provides contraindications and precautions for goniometric measurement and functional manual muscle test procedures, the location of commonly used bony landmarks and soft tissue structures, and normal and abnormal postural alignment assessment.

**PHTA 2121 Basic Principles/Therapy Lab**
(SUM) This laboratory course provides basic patient care skills of universal precautions and infection control, CPR, and vital signs to accompany PHTA 2101. This class also fosters the development of communication skills, interpersonal relationships, and professionalism required for the health care field.

**PHTA 2202 Physical Therapy Proc I Lab**
(F) This laboratory class focuses on safe, legal, ethical and appropriate use of therapeutic modalities and screening assessment procedures, including physiological and therapeutic effects and indications and contraindications. It fosters the development of communication skills, interpersonal relationships and professionalism required for the health care field. It also requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions. These skills accompany PHTA 2283.

**PHTA 2283 Physical Therapy Procedures I**
(F) This course is designed to provide the PTA student with a comprehensive knowledge including physiological and therapeutic effects, indications, contraindications, and precautions of thermal, light, electrical, and mechanical agents commonly used in the physical therapy setting.

**PHTA 2213 Pathophysiological Conditions**
(F, S) 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 & Documentation**
(F, SUM) This course will address issues related to documentation and communication in physical therapy and instruction in commonly

used types of physical therapy patient documentation and styles of communication.

**PHTA 2231 Theory and Treatment**
(F) This course provides the PTA student with a kinesiologically based approach to the clinical applications used in the treatment and rehabilitation of the client with orthopedic and related diagnoses. The focus is on safe, legal, ethical and appropriate use of therapeutic exercise and screening assessment procedures, including physiological and therapeutic effects and indications and contraindications.

**PHTA 2232 Theory and Treatment Lab**
(F) This laboratory course provides the PTA student skills to provide safe, legal, ethical and appropriate use of therapeutic exercise and screening assessment procedures, including physiological and therapeutic effects and indications and contraindications for treatment and rehabilitation of the client with orthopedic and related diagnoses. It accompanies PHTA 2231 and requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions.

**PHTA 2241 Gait Analysis and Training for PTA**
(F) This course is designed to provide practical clinically based gait analysis used to implement and assess the effectiveness of gait training techniques. Instruction in gait training techniques and treatment protocols for specific diagnosis. Upon completion of the course students will be proficient with various ambulatory devices, analysis of gait patterns, measuring and fitting ambulatory aids, transfer techniques, and special equipment.

**PHTA 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 2242 Gait Analysis & Training Lab**
(F) This lab course provides PTA students with skills in analysis of normal and abnormal gait patterns, measuring and fitting ambulatory aids, safety and guarding, patient education in the use of ambulation aids, transfer techniques, amputee rehabilitation techniques, and special equipment line management. This course fosters the development of communication skills, interpersonal relationships and professionalism required for the health care field. It also requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions to accompany PHTA 2241

**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 2283 Physical Therapy Procedures I**
(F) This course is designed to provide the PTA student with a comprehensive knowledge including physiological and therapeutic effects, indications, contraindications, and precautions of thermal, light, electrical, and mechanical agents commonly used in the physical therapy setting.

**PHTA 2301 Physical Therapy Procedures II**
(S) This course is designed to provide the PTA student with entry-level understanding of the theory and clinical application in the use of hydrotherapy, aquatic rehabilitation, wound care, massage, chest physical therapy and therapeutic exercise for specialized populations including cardiopulmonary, diabetics, and obstetrics.

**PHTA 2302 Physical Therapy Proc II Lab**
(S) This laboratory course provides the PTA student skills to provide safe, legal, ethical and appropriate use of hydrotherapy, aquatic rehabilitation, wound care, massage, chest physical therapy, and therapeutic exercise for specialized populations including cardiopulmonary, diabetics, respiratory, and obstetrics. It accompanies PHTA 2301 and requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions.

**PHTA 2332 Special Topics in Physical Therapy**
(S, SUM) This class will address current issues related to health care, the continuum of care, reimbursement considerations, administrative topics, the PT/PTA relationship and professional development.

**PHTA 2333 Therapeutic Exercise Lab**
(S) This laboratory course provides the PTA student skills to provide safe, legal, ethical and appropriate use of neuromuscular rehabilitation and screening assessment procedures, including physiological and therapeutic effects and indications and contraindications for treatment and rehabilitation of the client with neurological disorders and related diagnoses. It accompanies PHTA 2362 and requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions.

**PHTA 2352 Clinical Experience I**
(S) A three-week clinical assignment in a physical therapy setting. This course is designed to provide clinical experience utilizing skills obtained in the didactic and lab courses. The student will perform technical skills which they have shown competency in the lab setting under personal supervision progressing to clinical supervision as determined by the Clinical Instructor. (Clinical Supervision: The Clinical Instructor is on site and immediately available for direction and supervision. Personal Supervision: The Clinical Instructor must observe and/or assist with all patient care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan.

**PHTA 2361 Pediatrics (Beginning Spring 2010)**
(S) This course is designed to provide the PTA student with an entry level understanding of the theory and clinical application of various types of exercises, neurophysiological treatment techniques, and equipment needs for the pediatric patient with emphasis on lesions of the central nervous system.

**PHTA 2362 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 2371 Pediatrics Lab**
(S) This laboratory course provides the PTA student skills to provide safe, legal, ethical and appropriate use of neuromuscular rehabilitation, assessing equipment needs, and screening assessment procedures, including physiological and therapeutic effects and indications and contraindications for treatment and rehabilitation of the Pediatric patient. It provides video case assessments, field trips for observations, and safe handling techniques to accompany PHTA 2361.

**PHTA 2391 Neurophysiology**
(S) This course is designed to provide the PTA student with a strong understanding of the pathophysiology and clinical manifestations for lesions of the PNS and CNS, and the skills to perform neurological assessments.

**PHTA 2392 Neurophysiology Lab**
(S) This laboratory course provides the PTA student skills to provide safe, legal, ethical, and appropriate use of screening assessment procedures to include balance testing, functional, coordination,

deep tendon reflexes, myotomes, and dermatomes. It accompanies PHTA 2391 and requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions based on screening assessment data.

**PHTA 2403 PTA Clinical Internship II**
(PTA SUM I). 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 patent care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan.

**PHTA 2413 PTA Clinical Internship III**
(SUM) (PTA SUM II) 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 patent care.) The student will perform self-assessment and goal setting for continued development of their individual Professional Development Plan. Prerequisites: PHTA 2403

## PHYSICS

**PHYS 1024 Physics and Human Affairs**
(Yearly) The great ideas of physics together with their philosophical and social impact. Designed for non- science majors. Lecture and laboratory.

**PHYS 1034 Physics for Elementary Teachers**
(F, S) PET is a one-semester introduction to physics course with curriculum and instruction designed as an activity-based, hands-on course for K-8 elementary education students and open to all education majors. The course emphasizes a student-oriented pedagogy in order to develop various physics concepts and the nature of science. Topics covered include motion, forces, energy, light, heat, electricity, and magnetism.

**PHYS 1064 Introduction to Physics**
(F, S) A survey of the principles of physics including mechanics, heat, sound, electricity, light, modern physics and nuclear radiation. Lecture and laboratory. Prerequisite: MATH 1203 or MATH 1003 with a grade of C or better.

**PHYS 2014 College Physics I**
(F, S, SUM) Algebra and trigonometry-based physics course. Not recommended for physics and engineering majors. Topics include mechanics in one- & two-dimensions, fluids, thermodynamics, and mechanical waves & sound. Lecture and laboratory. Prerequisite: MATH 1213 or MATH 1285 with grades of C or better or appropriate placement scores. (See Placement Chart).

**PHYS 2014H College Physics I, Honors**
(S) A non-calculus survey of the basic principles of physics including mechanics, heat, sound, electricity, light and modern physics. This course is open to motivated students who wish to gain a better understanding of physics application through an EAST/EMPACTS semester project. Lecture and laboratory. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information. Prerequisites: MATH 1213 or MATH 1285 with grades of C or better or appropriate placement scores. (See Placement Chart).

**PHYS 2034 College Physics II**
(S, SUM) Continuation of PHYS 2014. Algebra-Trig based survey of the basic principles of physics. Topics include Electrostatics, Circuits, Magnetism, and Optics. Lecture and laboratory. Prerequisite: PHYS 2014 or PHYS 2014H with a grade of C or better and MATH 1213 or MATH 1285 with a grade of C or better, or appropriate placement scores. (See Placement Chart).

**PHYS 2054 Advanced College Physics I**
(F, On Demand) Introduction to the principles of mechanics, wave motion and thermal physics using calculus. Lecture and laboratory. Prerequisite or Corequisite: MATH 2554 with a grade of C or better.

**PHYS 2074 Advanced College Physics II**
(On Demand) Continuation of Advanced College Physics I. Topics covered include electricity and magnetism, light and optics. Lecture and laboratory. Prerequisite: PHYS 2054 and MATH 2564 (MATH 2564 may also be taken concurrently).

## POLITICAL SCIENCE

**PLSC 1303 Intro to the United Nations**
(S) An introduction of the history, establishment, charter, structure, and decision-making processes of the United Nations. Students will critically analyze the role of the UN in the international system during the Cold War and post-Cold War periods, specifically in the areas of international peace and security disarmament and arms control human rights humanitarian assistance and refugees and economic and social development. While learning this material, students will also prepare for and participate in Model UN competitions.

**PLSC 1303H Intro to the United Nations, Honors**
(S) An introduction of the history, establishment, charter, structure, and decision-making processes of the United Nations. Students will critically analyze the role of the UN in the international system during the Cold War and post-Cold War periods, specifically in the areas of international peace and security disarmament and arms control human rights humanitarian assistance and refugees and economic and social development. While learning this material, students will also prepare for and participate in Model UN competitions. Honors students will complete assessments that are more difficult and be expected to take a leadership role in Model UN. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**PLSC 2003 American National Government**
(F, S, SUM) The organization, functions, institutions, and problems of the federal government will be studied including the United States Constitution, Congress, the Presidency and federal bureaucracy, and the judicial system. Additional study will be given to political parties, public opinion, interest groups, voting and elections, Supreme Court decisions, and other political aspects and activities of government.

**PLSC 2003H American National Government, Honors**
(F, S, SUM) This course will provide an in-depth study of the organization, functions, and problems of the major institutions of the national government: Congress, the Presidency, and the Judiciary. Additionally, the United States Constitution, political parties, interest groups, voting and elections will be explored. Emphasis will also be placed on major decisions of the Supreme Court in relation to civil liberties and civil rights. Current activities and other aspects of government will be discussed.

**PLSC 2203 State and Local Government**
(S) The organization and functions of state and local governments will be studied with focus on state constitution, and the executive, legislative, and executive branches. Other aspects of government and politics including political parties, interest groups, voting and elections will also be studied. Attention and study will also be given to Arkansas government, its institutions, and politics.

**PLSC 2303 Introduction to Public Administration and Policy**
(F) This course introduces students to the public policy making process, the American public policy environment, the theory and practice of public administrators, and the role of public administrators in the public policy process.

**PLSC 2403 Intro to Comparative Politics**
(S) A study of the various political systems of the world, such as the governments of Western Europe, Socialist or Communist Systems, and developing world governments. The countries under examination are often selected to address important real-world circumstances.

**PLSC 2803 Introduction to International Relations**
(On Demand) Analysis of the nature of foreign relations with special emphasis given to contemporary problems such as the international community, balance of power, international conflict and cooperation.

**PLSC 2803H Introduction to International Relations, Honors**
(On Demand) A study of international relations from a theoretical perspective with special emphasis given to the role of the United Nations and the United States in the shaping of the balance of powers among nations. Attention will also be given to contemporary issues in international relations.

**PLSC 2903 Political Science Internship**
(On Demand) Student will work in internship positions that relate to government and/or politics. They will perform tasks as assigned by the organization for which they are interning. These can include office work, dealing with constituents, telephone contacts, research, and other tasks needed by the organization. Credit hours vary (1-3 credit hours) depending on the amount of time the student works in the internship position.

**PLSC 2933 Special Topics in Political Science**
(On Demand) NWACC periodically offers Special Topics courses in Political Science (PLSC) that reflect specific topics of study which are not part of the standard Political Science discipline curriculum. Students will improve in their abilities to read and analyze the related Political Science subject. Topics and content will vary from semester to semester.

## COMPUTER PROGRAMMING

**PROG 1003 Introduction to Programming Logic**
(F, S, On Demand) 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. Prerequisites/Co-requisites: CISQ 1103, MATH 0103, MATH 0214 (outside lab time will be required).

**PROG 1013 Fundamental Programming Concepts**
(F, S) This course is designed for non-programming majors who want an understanding of actual programming code. It introduces basic programming topics such as variables, datatypes, functions, selection and repetition, simple data structures, and the use of built -in objects. This course assumes you have no prior programming experience and is taught using a modern programming language. NOTE: This course cannot not be used to satisfy degree requirement of PROG 1003 for Programming or Engineer majors.

**PROG 1103 GUI Programming**
(S) This course provides an introduction to Windows GUI programming using an appropriate language. Students will gain knowledge and skill in object-oriented programming and the design of graphical user interfaces, as well as using a Database and persistent data. Topics include common GUI widgets, event handling, and Object oriented design. (Outside lab time will be required). Prerequisite: PROG 1003.

**PROG 1203 C++ Programming**
(F, S) This is an introductory programming course for students wanting to enter the software development career field and/or pursue a Computer Science or Computer Engineering degree. Successful completion of this course will give the students a firm grounding in software development using the C++ language. course topics include data representation, structured programming with conditional and iterative structures, functions, arrays, strings, console and file I/O, and an introduction to object-oriented programming (outside lab time will be required). Prerequisite: PROG 1003.

**PROG 1303 Web Client-Side Programming**
(F - Odd Years) This course will introduce the student to basic programming logic, techniques and languages used to create dynamic pages for the World Wide Web. Covered topics may include client side scripting, Java Applets, DHTML, XML and/or other basic topics of dynamic WWW pages depending on developments occurring on the WWW. Outside lab time will be required. Prerequisite: PROG 1003 and CISM 2123.

**PROG 1403 JAVA Programming**
(F, On Demand) This course is an introduction to object- oriented programming using JAVA. Topics covered are: control structures, classes, objects, encapsulation, polymorphism, inheritance, File I/O, exception handling, generics, and the Java Collection Framework. Prerequisite: PROG 1003 or equivalent programming experience with instructor approval.

**PROG 1503 COBOL Programming**
(On Demand) COBOL (Common Business Oriented Language) is a high-level programming language used extensively in programming business applications. In this course students are expected to design, document, and write structured programs using COBOL. Emphasis will be placed on structure and correct design using typical business applications. Prerequisite: PROG 1003 or consent of instructor.

**PROG 1603 Apple Programming**
(On Demand) This is an introductory programming course for students wanting to develop software for Apple Macintosh computers, iPhones, iPads, Apple Watches, and Apple TV devices. The student will gain knowledge and skill in the development of applications with the current Apple programming language. Specific areas of emphasis will include familiarity with Apple's XCode development system, the Foundation Framework, and memory management techniques. The student will also gain experience in the design and development of object-oriented applications, the OS -X, and iOS graphical user interfaces, interaction with the user, and presentation of multimedia content. (Outside lab time will be required.) Prerequisite: PROG 1003 or instructor approval.

**PROG 2203 C++ Programming II**
(S) This course is a continuation of PROG 1203 (C++ Programming). After a review, the student is introduced to more advanced programming concepts essential for students seeking a career in software development. Topics include: Object oriented programming and design, database access, lists, queues, trees, hash tables, graphs, recursion, and searching/sorting algorithms. Big O notation will also be discussed. (Outside lab time will be required). Prerequisite: PROG 1203 or prior equivalent programming experience with instructor approval.

**PROG 2303 Web Server-Side Programming**
(S - Even Years) This course will cover the creation and manipulation of server-side scripting and database manipulation to create responsive web pages. PHP, ASP, PERL, C++ or other languages being used for scripting may be used. Students will learn to manipulate form data, create log-in scripts, manipulate databases and use cookies among other dynamic WWW techniques. Outside lab time will be required. Prerequisite: CISM 1403, CISM 2123, PROG 1303 (recommended) or PROG 1003.

**PROG 2413 Java Programming II**
(F) This course is a continuation of PROG 1403 (Java Programming I). After a review, the student is introduced to more advanced programming concepts essential for students seeking a career in software development. Topics include: Object oriented programming and design, database access, lists, queues, trees, hash tables, graphs, recursion, and searching/sorting algorithms. Bit O

notation will also be discussed. Prerequisite: PROG 1403 or Instructor Approval.

**PROG 2503 IOS App Development**
(On Demand) The student will gain basic knowledge and skills in the development of applications (apps) for devices equipped with Apple's iOS operating system including iPhones, iPod Touch's, and iPads. Specific areas of emphasis will include familiarity with Apple's XCode development system, basic proficiency in Apple's preferred programming language, design and development of simple apps, and testing apps with both the iPhone/iPad simulator and with Apple iOS hardware. The student will gain experience with the iOS development tools, interaction with the user, presentation of multimedia content, and accessing websites. All students will participate in Apple's iOS University Developer Program for the duration of this course. (Outside lab time will be required). Prerequisite: PROG 1003.

**PROG 2513 Advanced iOS App Development**
(On Demand) The student will extend their knowledge and skills in the development of complex apps for devices equipped with Apple's iOS operating system, including iPhones, iPod Touch's, and iPads. Specific areas of emphasis will include design and development of complex user interfaces, use of web services, use of interactive multimedia, interaction with device sensors, and testing apps with both the iPhone/iPad simulator and with Apple iOS hardware. The student will gain additional hands-on experience with the iOS development tools, interaction with the user, presentation of multimedia content, interaction with web services, and use of the device's sensors. All students will participate in Apple's iOS University Developer Program for the duration of this course. (Outside lab time will be required.) Prerequisites: PROG 1603, PROG 2503 and CISM 1433

**PROG 2603 Android App Development**
(F) The student will gain basic knowledge and skills in the development of applications (apps) for devices equipped with the Android operating system. Specific areas of emphasis will include the installation and configuration of the Android development tools, developing a proficiency in Java and XML, the Android Software Development Kit (SDK), design and development of simple apps, and testing apps with both the Android emulator and with Android hardware. The student will gain experience with the Android development tools, interaction with the user, presentation of multimedia content, and accessing websites. (Outside lab time will be required.) Prerequisite: PROG 1003.

**PROG 2613 Advanced Android App Development**
(S) The student will extend their knowledge and skills in the development of complex apps for devices equipped with the Android operating system. Specific areas of emphasis will include the design and development of complex user interfaces, use of web services, use of interactive multimedia, interaction with device sensors, and testing apps with both the Android emulator and with Android hardware. The student will gain additional hands- on experience with the Android development tools, interaction with the user, presentation of multimedia content, interaction with web services, and use of the device's sensors. (Outside lab time will be required.) Prerequisites: CISM 1433, PROG 1403, and PROG 2603.

**PROG 2803 Advanced Programming Topics**
(On Demand) This course will cover a varying advanced programming topic. The topic will cover new developments in the changing environment of computer information. This course may be repeated when topics vary. Outside lab time will be required. Prerequisites: PROG 1203 or consent of instructor.

## PSYCHOLOGY

**PSYC 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 1003B The Successful First Year Student**
(F, S, SUM) Designed specifically for bilingual 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 2003H General Psychology, Honors**
(F) This course is an introduction to the breadth and diversity of psychology as a science topics covered include the biological basis of behavior, personality, human development, learning, memory, motivation and emotion, mental disorders and treatment, social influences on thought and behavior, perception, and consciousness. The scientific basis and practical applications of psychological principles are emphasized in this course.

**PSYC 2013 Introduction to Statistics for Behavioral and Social Sciences**
(F, S) Introduction to the descriptive and inferential statistics commonly used in behavioral and social sciences and health professions. Prerequisite: PSYC 2003.

**PSYC 2113 Special Topics in Psychology**
(On Demand) An in-depth investigation of specialized topics or content within the diverse field of psychology. While the specific content may vary between offerings, focus will be on the application of psychological research and principles to real world situations and experiences. Prerequisite: PSYC 2003.

**PSYC 2023 Environ Psych & Sustainability**
(On Demand) As an exploration of the interrelationships between people and their surroundings, this course investigates impact of the broadly defined physical environment on human health, behavior, and emotional well-being. Topics include perception and cognition, place attachment vs territoriality, residential and urban environments, educational and workplace environments, and natural environments. Complex environmental problems are examined along with their potential impact on health and wellness as well as ecological and natural resources.

**PSYC 2043 Abnormal Psychology**
(On Demand) An introduction to the causes and treatment of abnormal and aberrant behavior and developmental disorders, with special emphasis on society and the causes of criminal behavior. Prerequisite: PSYC 2003 or consent of instructor.

**PSYC 2053 Child Psychopathology**
(On Demand) An examination of the symptoms, causes, and treatment of childhood psychological disorders from infancy through adolescence with emphasis on how these affect psychological development. Special attention will be paid to the role of child abuse and neglect in childhood psychological disorders. neglect in childhood psychological disorders.

**PSYC 2103 Human Growth & Development**
(F, S, SUM) Survey of human development ranging from conception through old age, with an emphasis on the physical, emotional, cognitive, moral and social growth of human beings. This course includes study of developmental psychological theory and research methods. Prerequisite: PSYC 2003 or consent of instructor.

**PSYC 2463 Child Abuse & Neglect Perspect**
(On Demand) This course provides comparative perspectives on child maltreatment and advocacy. Information on the history of child advocacy and response to child maltreatment, including issues relating to mandated reporting, are addressed. Forms of abuse, risk factors, and outcomes are discussed. Content is designed for anyone preparing for careers where knowledge of child maltreatment and advocating for children might be necessary such as criminal justice, education, social work, sociology, early childhood development, psychology, nursing, or law.

## RESPIRATORY THERAPY

Prerequisite: Admission by acceptance into the Respiratory Therapy Program only.

**RESP 2102 Concepts in Respiratory Care**
(F) Designed to familiarize the student with a variety of aspects associated with respiratory therapy and general health care. Emphasis will be placed on current issues and debates, as well as the future of the profession. Discussion will focus on the personal, social, and economic effects of illness, health care and hospitalization.

**RESP 2103 Cardiopulmonary A & P**
(F) Focuses on the anatomy and physiology of the cardiopulmonary system. Emphasis will be placed on the mechanics of ventilation, acid -base balance, gas exchange and transport, ventilation-perfusion, and control of the cardiovascular system.

**RESP 2104 Respiratory Care Science**
(F) Focuses on basic math principles and the metric system; basic chemical principles and a general knowledge of organic and biochemistry; basic physics principles, including the gas laws, flow dynamics, and the relationship between flow, time, pressure, and volume.

**RESP 2123 Pulmonary Diseases**
(F) An in-depth study of the etiology, pathophysiology, and clinical manifestations of pulmonary diseases.

**RESP 2204 Cardio Assessment & Diagnostics**
(F) This is a lecture/lab course designed to focus on the skills required to establish a respiratory care plan, perform physical assessment, utilize equipment and procedures used to diagnose and manage cardiopulmonary diseases. Emphasis will be placed on physical assessment of the patient and performing and interpreting diagnostic tests. Prerequisites: Admission in the RT Program

**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 2306 Clinical Practicum I**
(SUM) Students practice clinical skills that have first been demonstrated in the laboratory setting. Students will be under the direct guidance of supervisors and clinical instructors employed as respiratory therapists in the clinical affiliates. Emphasis will be on non-critical respiratory care.

**RESP 2414 Mechanical Ventilation I**
(F) A laboratory course designed to provide the student with practical experience in initiating, monitoring, and managing mechanical ventilation. Focuses on the rationale, concepts, principles and contraindications of mechanical ventilation.

**RESP 2423 Clinical Practicum II**
(F) A continuum from RESP 2306. Emphasis will be on critical care and mechanical ventilation.

**RESP 2433 Pediatrics & Perinatology**
(F) A laboratory course designed to provide the student with practical experience in initiating, monitoring, and managing oxygen therapy, aerosol therapy, CPAP, and mechanical ventilation in children. Emphasis is placed on common cardiopulmonary disorders of the neonate and pediatric patient and the respiratory therapeutics used in managing such disorders.

**RESP 2501 Dysrhythmias for Respiratory Therapists**
(SUM) This is an introductory course designed for respiratory therapists. It covers the recognition and interpretation of cardiac dysrhythmias. The course also covers basic cardiac anatomy, normal cardiac cell functions and properties, electrical activity of the heart and ECG wave forms followed with a discussion of the mechanisms of cardiac dysrhythmias by their site of origin, e.g., atria, junctional, etc. Recognition and interpretation are facilitated by the use of actual ECG strips in class and as part of homework assignments. The recognition of rhythm changes during respiratory therapy procedures is stressed.

**RESP 2503 Professional Development**
(S) This course is designed to prepare the respiratory therapy student to interact with prospective employers in a professional manner. It is also designed to prepare the student for the National Board for Respiratory Therapy exams.

**RESP 2514 Mechanical Ventilation II**
(S) A laboratory course building on RESP 2414. Emphasis will be placed on new modes of mechanical ventilation, special procedures, and weaning from mechanical ventilation.

**RESP 2523 Clinical Practicum III**
(S) A continuum from RESP 2423. Emphasis will be placed on managing and weaning the mechanically ventilated patient, pediatrics, and neonatal care. Students will also be exposed to pulmonary diagnostics, home care, sleep studies, and cardiopulmonary rehabilitation.

**RESP 2533 Critical Care**
(S) Focuses on special techniques, case studies, and pathological complications associated with the critically ill patient. Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Neonatal Resuscitation Protocol will also be covered in this course.

## SOCIAL WORK

**SCWK 2074 Child Abuse: Prevention and Treatment**
(On Demand) Multidisciplinary approaches to prevention of child abuse, survivor advocacy, successful intervention, and treatment of child abuse survivors, with special focus on prevention strategies designed to avoid maltreatment and prevent re-victimization of survivors.

**SCWK 2133 Introduction to Social Work**
(F, S) Survey of the social work field and consideration of people, problems and the programs that link them together.

**SCWK 2233 Juvenile Delinquency**
(F, S) A study of the nature, extent, and causes of juvenile delinquency. Primary emphasis is placed on the role of social and environmental factors in the origin of these activities. An examination of the nature of law as it pertains to delinquent behavior, both historically and in contemporary society, and the role of police, courts, corrections, and juvenile institutions are included.

**SCWK 2633 Problems of Child Welfare**
(On Demand) Study of the needs of deprived children with attention to methods and standards of care.

## SOCIOLOGY

**SOCI 2013 General Sociology**
(F, S, SUM) A general introduction to the basic concepts, theories, and perspectives of sociology. Topics include the nature of society and the foundations of social interaction and social life, including social groups, culture, social class, social institutions and social

change. Emphasis is placed on current research in sociology, globalization, diversity and multiculturalism.

**SOCI 2013H General Sociology, Honors**
(S) A general introduction to the basic concepts, theories, and perspectives of sociology. Topics include the nature of society and the foundations of social interaction and social life, including social groups, culture, social class, social institutions, and social change. Emphasis is placed on current research in sociology, globalization, diversity, and multiculturalism. Students who participate in the study abroad option will gain extensive knowledge of major historical sociological events and be able to apply the correct sociological theory to those events.

**SOCI 2033 Social Problems**
(F) A systematic analysis of some of the major social problems in the U.S. and globally. Special emphasis placed on contemporary social problems and issues, including deviancy, crime and delinquency, substance abuse, violence, mass media, mental health and suicide, human trafficking, unemployment and poverty, and issues and problems related to the Information Revolution.

**SOCI 2043 Marriage and the Family**
(F, S) An analysis of dating, marriage and parenthood patterns with an emphasis on the contemporary American family.

**SOCI 2063 Global Diversity**
(On Demand) An sociological examination of the nature of inequality, the causes and consequences of prejudice and discrimination, the varying patterns of majority- minority interactions and relationships in society, and an analysis of patterns of dominant-minority group relations ranging from assimilation to genocide. Race and ethnic relations from a global view will be examined, especially globalization and its impact on indigenous populations, and indigenous resistance to globalization, and global justice movements. Prerequisite: SOCI 2013 or consent of instructor.

**SOCI 2093 Caribbean Societies**
(On Demand) A study of Caribbean societies from a sociological perspective. Topics include culture, stratification, institutions, the African diaspora, and social change. It may be taught partially or entirely on location as an immersion study abroad course. Countries within the Caribbean selected for study will vary. The course may focus on Francophone, Anglophone, and/or Hispanophone countries separately, or may take a comparative approach. It is writing intensive. Prerequisite: SOCI 2013 or Instructor Consent.

**SOCI 2113 Special Topics in Sociology**
(On Demand) An in-depth investigation of specialized topics or content with the diverse field of sociology. While specific content may vary between offerings, focus will be on the application of sociological research and the sociological imagination to cultural trends and events.

## SPANISH

**SPAN 1003 Elementary Spanish I**
(F, S, SUM) Introductory course designed for students beginning the college-level study of Spanish. Presentations of basic vocabulary, grammatical structures, and Hispanic culture enable the student to understand, speak, read, and write basic Spanish. No prerequisite.

**SPAN 1013 Elementary Spanish II**
(F, S, SUM) This course is a continuation of SPAN 1003. Presentations of vocabulary, grammatical structures, and Hispanic culture enable student to strengthen listening, speaking, reading, and writing skills. Prerequisite: Completion of SPAN 1003 with a C or better, or department consent.

**SPAN 1303 Intro/Span Convers & Culture I**
(On Demand) An introduction to the language and cultures of the contemporary Hispanic world. Emphasis is placed on the development of basic listening comprehension and conversational skills. Students will also practice basic reading and writing in Spanish. Some classes meet regularly with a group of native Spanish speakers for a language and culture exchange.

**SPAN 1313 Conversational Spanish II**
(On Demand) This course is a continuation of Conversational Spanish I. Prerequisites: SPAN 1303 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 2003H Intermediate Spanish I, Honors**
(On Demand) Students will be expected to apply their prior knowledge of Spanish and expand their skills in speaking, reading, writing, and comprehension concerning past, present, and future events. This honors course will include readings and discussions of Spanish literature, culture, and civilization. Please refer to the NWACC Honors Program section in the current catalog for more information.

**SPAN 2013 Intermediate Spanish II**
(F, S) This course is a continuation of SPAN 2003. Emphasis is on reading, composition, and oral practice. It includes cultural readings. Class is conducted in Spanish. Prerequisite: Completion of SPAN 2003 with a C or better, or department consent.

**SPAN 2033 Spanish for Heritage Speakers**
(F, S) This course is designed for native or heritage speakers of Spanish. Course objective is the development of reading and writing skills appropriate to academic and professional settings through the study of orthography, grammar, advanced vocabulary, the analysis of literary texts, and the writing of compositions. Prerequisite: Department Consent.

## THEATRE

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.

**THTR 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.

**THTR 1003H Honors 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. This is an honors course. Please refer to the NWACC Honors Program section in the current catalog for more information.

**THTR 1253 Stage Management**
(F, S) This course offers students a unique look of how theatre is run from behind the scenes. In this course, students will learn how to manage their time, necessary organizational skills that can be carried on with them in other courses, and how to improve their communication skills. Stage management offers students a chance to understand event planning, organizing properties and costumes, working with personnel, and the craft skills that go into creating the magic of theatre.

**THTR 1323 Stagecraft**
(F, S) An introductory course in the basic elements of lighting, scenery, properties, costume, and makeup design for the stage. Production work hours may be required.

**THTR 1653 Acting I**
(F, S) 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.

**THTR 1703 History of Theatre I**
(S) A study of the development of theatre from classical Greek and Roman times through the 17th century. Focus on playwrights, players, and play-houses and production practices in each era. The impacts of theatre on society and society on theatre will be examined.

**THTR 1713 History of Theatre II**
(S) A study of the theatre from 18th century to present. Focus on playwrights, players, and play-houses and production practices in each era. The impacts of theatre on society and society on theatre will be examined.

**THTR 1753 Theatre and Education**
(F, S) This course examines the fundamentals and principles of drama as an educational tool in working with children. Acting, music, art, and puppetry will be used. Performances are scheduled off-site at area grade schools in Rogers and Bentonville. All performances are scheduled during the regular class time.

**THTR 2023 Playwriting I**
(F, S) A workshop course for students who wish to attempt original work in the dramatic form. Course will cover writing dialogue, plot, characters, dramatic structure and format.

**THTR 2033 Playwriting II**
(S) This seminar course continues the work begun in Playwriting I on an advanced level and a more independent basis. In addition to in-class writing and take-home assignments, students will write a fully developed full-length play or two complete one-acts. The course places particular emphasis on the completion of lively, well-structured, rehearsal-ready scripts, and in that interest, a major revision of a work-in-progress is important. Attendance at local productions of new plays is expected. Work written in the course could be considered for NWACC productions in the future. Prerequisite: THTR 2023.

**THTR 2103 Screenwriting I**
(S) This course is an introduction to screenwriting format, craft, and technique, with an emphasis on the fundamentals of storytelling. Students workshop multiple revisions of a short narrative script. The goal is to complete a polished script suitable for screenwriting competitions and production. Students can purchase script formatting software with the course and/or have access to multiple free online screenwriting format templates.

**THTR 2523 Musical Theater Production**
(F, S) Students will participate in rehearsals for live performances of an American musical. Singer/ actors will be cast from auditions. Technical theatre assignments in stage management, lighting, scenery, costumes, makeup, and marketing will be assigned.

**THTR 2683 Acting II**
(S) Advanced course in Acting (continuation of Acting I). Students will learn background and theories of acting, how to analyze scripts and characters, and learn advanced methods of use of voice and body. Monologue and duet acting scenes will be presented with a showcase performance during the final exam, open to the public. Prerequisite: THTR 1653.

**THTR 2721 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.

**THTR 2722 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.

**THTR 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. The course may be repeated for a total of 6 credit hours toward a degree at NWACC.

**THTR 2753 Directing I**
(F, S) An introductory course in the fundamentals of directing a play for the stage. Students will examine various directing theories, script analysis, working with the creative team, and conducting rehearsals.

**THTR 290V-Special Topics**
(F, S) 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.

## TRANSPORTATION AND LOGISTICS MANAGEMENT

**TRLG 1013 Supply Chain Management for A.A.S**
(F) This course is an introduction to basic concepts of supply chain management such as inbound logistics and outbound logistics, demand forecasting, inventory management, warehousing, materials handling and transportation. The basics of supply chain modeling for the optimization and monitoring of a supply chain will be covered using mathematical programming models. Supply chain management provides training in the areas of efficient administration and control of logistical components: transportation, inventory, packaging, warehousing, and materials handling as well as customer service and their eventual integration.

**TRLG 2013 Transportation Management**
(F) This course is designed to provide the student with an exposure to the managerial aspects of transportation management as a function of the firm's logistical strategy. It includes an introduction to the management of the various transportation modes: rail, motor, air, water, and pipelines. This course provides the student with a basic understanding of the issues and work performed by traffic managers and the management of modern transportation firms. Prerequisite: TRLG 1013 with a grade of C or better.

**TRLG 2033 Inventory Management**
(F) This course explores the industrial purchasing cycle for materials acquisition and management. Students will study inventory control concepts, models for dependent and independent demand inventory systems, material requirements planning systems, distribution requirements, planning techniques, and classical reorder point inventory models. Recent developments in supplier qualifications, appraisals, source selection, buying practices, value analysis, policies, and international purchasing will also be discussed. Prerequisites: MATH 1003 or MATH 1103 or MATH 1203 and TRLG 1013 with a grade of C or better. Co-requisites: TRLG 2013

**TRLG 2053 International Logistics**
(On Demand) This course focuses on the international transportation of goods. We will cover import/expo.