

NORTHWEST TECHNICAL INSTITUTE

Secondary Career Center

Student Handbook

2019-2020

Secondary Career Center Basic Student Expectations

- Students are required to report to school on time prepared with pencil and paper ready to learn.
- Students are required to attend classes every day and be on time for each class.
- Students should carry their ID card at all times.
- Students must come to lab/shop areas appropriately dressed with personal protective equipment (PPE).
- Students should seek the assistance of their instructor if they are experiencing difficulties in class.
- Students should keep school property clean and take care of materials that are borrowed.
- Students should return textbooks on time and in the same condition that they were given to them and make restitution for lost or damaged textbooks, etc.
- Students should notify instructors when problems might affect their performance in school.
- Students are responsible for work missed due to an absence.
- Students are required to complete homework assignments according to the requirements of individual instructors.
- Students should respect the belongings of others.
- Students should help to preserve a noise free learning environment in the classrooms and in the hallways and in no way disrupt the learning process.

2019-2020

Northwest Technical Institute
Secondary Career Center
709 S. Old Missouri Rd.
Phone 479-751-8824 Fax 479-751-2292
Springdale, AR 72764

August 2019						
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Aug 15-16	Teacher In-Service
August 19	HVAC ONLY Classes begin (Gravette)
Aug 26	First Day of School for Secondary Students
Sep 2	Labor Day - NWTI Closed
Oct 21	End of 1st Quarter
Oct 22	Grades Due/2nd Quarter Begins
Nov 25-27	SCC "out of class assignment"
Nov 28-29	Thanksgiving NWTI Closed
Dec 19	End of 2nd Quarter/Last Day of Classes
Dec 20	Grades Due/Winter Break Begins
Jan 8	Teacher In-Service
Jan 13	First Day Back for Secondary Students
Jan 20	SCC "out of class assignment" (MLK)
Mar 6	End of 3rd Quarter
March 9	Grades due/4th Quarter Begins
Mar 23-27	Spring Break - NWTI Closed 25-27
May 8	Grades Due/Last Day of Classes
May 11-15	Snow Days If Needed

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Secondary Career Center Staff and Faculty

Bennett, Lynette	E-mail: lbennett7@nwacc.edu	NWACC CNA/PCA+
Crabb, Jud	E-mail: jcrabb@nwacc.edu Phone: 479-986-6748	NWACC Criminal Justice
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Kelly, Jay	E-mail: jkelly@nwti.edu Phone: 479-751-8824 Ext. 142	NWTI Automotive Service
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Magby, Matt	Phone: 479-751-8824 Ext. 122 E-mail: mmagby@nwti.edu	NWTI Welding Springdale
Plumlee, Scott	E-mail: splumlee@nwti.edu Phone: 479-751-8824 ext. 139	NWTI Automotive Service
Olson, Chip	Phone: 479-366-7744 E-mail: chip.olson@nwti.edu	NWTI Diesel Technology
Outlaw, Patty	E-mail: poutlaw@nwacc.edu	NWACC Dental Assisting
Simpson, Tyler	E-mail: tsimpson@nwti.edu	NWTI Welding Gravette
Tidwell, Ellen	E-mail: etidwell@nwti.edu	NWTI Med Ed/Pharm Tech
Treat, Sherri	E-mail: streat5@nwacc.edu	NWACC Dental Assisting
Willaby, Robert	E-mail: rwillaby@nwti.edu Phone: 479-751-8824 Ext. 131	NWTI Automotive Service
Keeney, Ashley	E-mail: akeeney@nwti.edu Phone: 479-751-8824 ext. 179	Secondary Registrar
Trudell, Peri	E-mail: ptrudell@nwti.edu	SWCCC Registrar (Farmington)
Trolinger, Stephanie	E-mail: strolinger@nwti.edu Phone: 479-751-8824 ext. 241	Secondary Director
<i>For questions regarding NWAAC Career and Technical courses, please contact:</i>		

Secondary Career Center Programs of Study:

Northwest Technical Institute Springdale, 709 South Old Missouri Road, Springdale, AR

- **Automotive Service Technology** 12:30 p.m. - 3:30 p.m.
- **Welding** 8:30 a.m. – 11:30 a.m. and 12:30 p.m. – 3:30 p.m.

Southern Washington County Career Center Farmington ▪ NWTI Satellite Campus 8 North Double Springs Road, Farmington, AR

- **Computer Science:** 8:15 a.m. – 11:15 a.m. and Afternoons 12:30 p.m. – 3:30 p.m.
- ▶ **Criminal Justice:** 8:15 a.m. – 11:15 a.m.
- ▶ **Dental Assisting:** (one semester only) 8:15 a.m. – 11:15 a.m.
- ▶ **CNA & PCA+:** (one semester only) 8:15 a.m. – 11:15 a.m..
- **Medical Education:** Fall: Afternoons 1:30 p.m. – 3:00 p.m.; Spring: 8:15 a.m. – 11:15 a.m

Don Tyson School of Innovation Springdale ▪ NWTI Satellite Campus 2667 Hylton Road, Springdale, AR

- **Diesel and Truck Technology** 8:30 a.m. – 11:30 a.m. and 12:30 p.m. – 3:30 p.m.
- **Medical Education** Mornings 9:00 a.m. – 10:30 a.m. and 10:35 a.m. – 12:05 a.m.
- ▶ **CNA/PCA+** 1:40 p.m. – 3:10 p.m.

Western Benton County Career Center Gravette ▪ NWTI Satellite Location 600 El Paso St. SE, Gravette, AR

- **Welding** 8:30 a.m. – 11:30 a.m. and 12:30 p.m. – 3:30 p.m.
- ▶ **HVAC** 8:05 a.m. – 10:05 a.m.
- **Automotive Service Technology** 12:30 p.m. - 3:30 p.m.

NWACC Main Campus – Bentonville Center for Health Professions, 1 College Drive, Bentonville, AR

- ▶ **Criminal Justice** 12:30 p.m. – 3:30 p.m.
- ▶ **Dental Assisting** Morning 10:30 a.m. – 12:00 p.m.
- ▶ **CNA/PCA + 8:00** a.m. – 9:30 a.m. and 2:00 p.m. – 3:30 p.m.

Testing Requirements

If the program above is marked with ■, program requires **English** and **Mathematics** test scores from one of the following tests in the last three (3) years:

ACCUPLACER	ACT	ACT ASPIRE	COMPASS
Arithmetic 35	Mathematics 16	Writing 428	Pre-Algebra 37
Sentence Skills 53	English 10	Math 434	Writing 15

If the program above is marked with ▶, program requires a **Reading** test score from one of the following tests in the last three (3) years:

ACCUPLACER	ACT	ASPIRE	COMPASS	SAT
78	19	428	83	480

ENROLLMENT

High school juniors and seniors are eligible to enroll in all training areas. Some courses will accept students in 10th grade – depending on transportation. Students may enroll in the Center’s programs by contacting their home school counselor. All students, including returning students, must complete an enrollment application before being considered for admission in any of the training areas.

Enrollment is limited in each of the training areas. Due to space restrictions and safety concerns, students may be asked to choose an alternate training program or alternate time. In the event there are more applicants for a section than available seats, additional applicants will be placed on a waiting list. The final determination of enrollment in any of the programs will be at the discretion of the program instructor and the center director.

SCHEDULE CHANGES

The first ten (10) days of each semester serve as the trial period for students. It gives students an opportunity to determine if their choice to participate in an SCC program is right for them. It also gives instructors the opportunity to identify students who are not likely to be successful in their chosen program of study. Students who have been inappropriately placed may be counseled into a more appropriate program. A drop slip request must be completed and signed by the home high school counselor as well as the student. *All completed requests must be submitted to the SCC office.* Local school districts pay tuition according to their student participation count on the eleventh (11th) day of classes each quarter. Tuition is not charged for students who withdraw before the eleventh (11th) day of classes.

ACADEMICS

Grades are determined by your performance on test scores, reports, projects, and homework and class participation. At the beginning of each semester, instructors will explain exactly how your grade is earned.

Concurrent Credit classes taken through the SCC are NWTI/NWACC classes; grades and credit hours are recorded on your permanent NWTI/NWACC transcripts. Students will need to check with their home schools to determine what type of credit the high school will allow on their high school transcript for the concurrent classes taken through the SCC. Students must earn a passing grade in **each** class in order to earn the concurrent credit for their program.

Report cards are issued four times a year. Report Cards indicate grades for each of your subject classes as well as absences and lateness for individual classes and comments from each teacher. If you receive a failing grade, you will not receive concurrent credit for the class. The grades will be reported to your high school and will go on your high school transcript. A transcript is a record that documents every class and grade you received in high school. Transcripts travel with you from school to school. They are also used when you apply to college.

ATTENDANCE

Daily Absences

1. A phone call/email from the student, parent/guardian is preferred each time a student is absent for the day. On the day the student returns to school, a written explanation of the absence (or Dr.'s note) is to be shown to each teacher who will sign or initial the note. Student then gives note to designated school personnel.
2. Appointments – All doctor/dental appointments should be made after school hours. Early dismissal should be avoided at all times, however, if students must leave before dismissal, the student should notify the instructor before the beginning of class.
3. Extended Vacations – Unless pre-arranged with their instructor, extended vacations will be noted as an unexcused absence on the official attendance records. We expect students to be present on the opening day of school and the first day after each holiday or break.
4. Return from Absence – In addition to bringing an excuse note for an absence, it is also the student's responsibility to arrange for all work missed.
5. Students are expected to follow the SCC school calendar. To maintain educational objectives, regular and prompt attendance is expected. Students should make every effort to be in class on time and prepared to work. Exceptions will only be made on a case by case basis by the program instructor. **Students are allowed eight (8) absences per semester.** Certain programs of study may have their own requirements for attendance which are defined in the Programs of Study section of this handbook, and students will be required to adhere to those attendance policies. Extenuating circumstances will be considered on an individual basis by the center director and the program instructor. **Any exceptions to this policy will be at the discretion of the instructor and their decision will be final.** Students are encouraged to fill out a professional absence form for these absences.
6. If a student's home high school is not in session due to professional development days, etc. students will not be penalized for not attending classes. Students may be given an out of class assignment in lieu of attendance. Students should give their instructors prior notification if their school is not in session.
 In the event that weather is so severe that NWTI's administration feels life and property may be in danger, classes may be cancelled. **Classes that are located at Northwest Technical Institute and the Don Tyson School of Innovation in Springdale will be cancelled when Springdale Schools are closed due to inclement weather.** School closings will be broadcasted on local radio and television stations. If the student's home school is closed due to inclement weather, the student will be excused from attending classes at the center. **Classes held in Farmington will be cancelled when Farmington Schools are closed. Classes in Gravette will be cancelled when Gravette Schools are closed. Classes held at NWACC in Bentonville will be cancelled when NWACC is closed.**

TRANSPORTATION

The Secondary Career Center does not provide transportation to classes. Students who drive their own vehicles to campus are required to obey all traffic and motor vehicle laws of the State of Arkansas and any SCC regulations per site. Students are held responsible for attendance and tardiness guidelines.

LIABILITY

The SCC is not responsible for any accidents or injuries that occur on any campus where SCC classes are being taught or during school related activities. When an accident or injury of any kind occurs, the SCC administration should be notified immediately. Transportation for and costs of medical treatment are the responsibility of the student and/or student's parent/guardian.

INDUSTRY CERTIFICATIONS

The Secondary Career Center offers industry related certification exams. Students are encouraged to take advantage of these certifications. To further encourage students, the SCC will pay for the cost of taking a certification exam if the student maintains satisfactory academic progress. If the student does not pass the initial exam, the second attempt will need to be paid for by the student.

COMPUTER/INTERNET USE POLICY

SCC believes in the use of technology in the learning environment. Students will have access to computers and the internet to enhance their training experience. Responsible use of technology is required of all students.

STUDENT ORGANIZATIONS

Students participating in the SCC programs are eligible for membership in student organizations. Membership and active participation in Career and Technical Student Organizations will put the students ahead in the development of important job skills and interpersonal skills, such as team-building, leadership, and communication. All SCC programs participate in student organizations such as SkillsUSA or Health Occupations Students of America (HOSA). Students may be required to pay a membership fee associated with those student organizations.

STUDENT EXPENSES

Each program may have costs associated with it such as materials, supplies, uniforms, certifications, etc. Costs to students vary from program to program. Students enrolled in CNA/PCA+ are responsible for buying their own scrubs, paying for background checks and shots or immunizations they need for clinicals. If a student decides to sit for the state licensure exam near the end of the semester they are also responsible for paying their own test fees.

DISCIPLINE

For the benefit of all, SCC policies must be observed. The safety, rights and feelings of others must be respected. A student may be suspended or dismissed for conduct or personal habits that are not in the best interest of that student, fellow students or the center. Continued enrollment in the center after a suspension or dismissal for either academic or discipline violations will be handled on an individual basis with a written agreement among the student, parent(s), SCC staff and the center director.

Students are expected to follow their home school's discipline policy in regard to infractions unless stated otherwise. Unless otherwise indicated, students suspended from their home school are considered to be suspended from SCC. Grounds for dismissal include but are not limited to the following:

1. Negligent damage, destruction, loss, or disposal of NWTI property. Students will be charged for the full damage or loss and are subject to prosecution under state laws;
2. Bullying of any kind will not be tolerated;
3. Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons;
4. Failure to observe parking and driving regulations;
5. Smoking and/or smokeless tobacco;
6. Use or possession of alcohol or illegal drugs.
7. Academic cheating;
8. Possession of pornographic material;
9. Formally charged with a felony or misdemeanor involving the center, staff, or student property;
10. Terroristic threats including the threat of physical violence on staff or students;
11. Threatening behavior such as bullying or harassment;
12. Use of vulgar language and/or profanity including obscene gestures;
13. Sexual harassment;
14. Violation of the computer Acceptable Use Policies;
15. Continuous interruption, disturbance, or other misconduct that interferes with normal center operations;
16. Failure to obey instructor's or administrator's directions or failure to comply with any or all SCC policies.

A SCC student assigned to in-school-suspension (ISS) at their home high school must abide by the high school's policy concerning ISS. Students who are required to remain in ISS and are absent from SCC classes must complete make-up work missed under the direction of their SCC instructor. If the policy allows attendance to SCC classes, the student may attend without penalty. If the policy does not allow attendance to SCC classes, students will be allowed to make up work missed in SCC classes. If the suspension is assigned due to behavior resulting in recommendation for expulsion and pending an expulsion hearing, students will not be allowed to attend SCC classes during the suspension. ***Students expelled from their local high school are automatically expelled from classes at any SCC site.***



Northwest Technical Institute
Secondary Career Center

Computer Internet Policy

NWTI makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of computers is for educational and/or instructional purposes only. It is the policy of this institution to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. In an effort to help protect student welfare when they navigate the Internet, NWTI will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The student's use of internet access is a privilege conditioned on the student's abiding to this agreement. Any user who violates the Computer Network Use Agreement will be subject to loss of privileges and/or possible consequences as designated in the Computer Network Use Agreement.

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite, use appropriate language, and do not reveal your (or others) full name, personal address or phone number, use the network in a manner that does not disrupt the use of the network by others, assume that all communications and information accessible via the network are private property, note that electronic mail (email) is not private. NWTI makes no warranties of any kind, whether express or implied, for the service it is providing. NWTI will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the internet is at your own risk. Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem you must notify a system administrator either in person or by email. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the system as any other user may result in cancellation of user privileges.

Vandalism is defined as any malicious attempt to harm or destroy data of another user or the institution. This includes, but is not limited to, the uploading or creation of computer viruses. Any attempt to disable or bypass network security measures will result in dismissal.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, and that monitoring of student computer use is continuous. (i.e. email, voice, and video transmissions, internet access)

PLAGIARISM / CHEATING

Plagiarism is defined as quoting, paraphrasing, or summarizing someone else's words or ideas without giving credit to that person or source. Plagiarism occurs when claiming, as one's own, information from printed materials and/or electronic sources such as the Internet or CD-Roms. Copying another student's assignments is considered cheating and will, therefore, be treated as a form of plagiarism. Consequences: When a student copies another student's work: he/ she will receive a zero and the parent/guardian will be notified by phone, e-mail/ text or US Mail within 24 hours.

SCC Alert System

The Secondary Career Center office and instructors utilize REMIND about specific class related information. Pick a way to receive Remind messages for SCC Office:

1. If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/ntiscc then follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
2. If you don't have a smartphone, get text notifications. Text the message @ntiscc to the number 81010. If you're having trouble with 81010, try texting @ntiscc to (501) 260-7243.

Don't have a mobile phone? Go to rmd.at/ntiscc on a desktop computer to sign up for email notifications

Students attending programs on **NWTI's main campus** in Springdale have the option to sign up for NWTI's message alert system. We use this to out send texts, e-mails and/or voice mail messages to announce school closings due to inclement weather or in case of an emergency. Students and parents who wish to sign up please click on the QR code:



SCC Programs:

AUTOMOTIVE SERVICE TECHNOLOGY (AST)

It is the mission of high school Automotive Service Technology to instruct students to be competitive in the work force so they can succeed in the 21st century. Automotive Technology is a one-year program that introduces students to basic automotive diagnosis and repair. The program holds a current certification from the ASEEF (ASE Education Foundation). Classes will cover Automotive Service Excellence (ASE) certification areas. This program promotes leadership development, community involvement, and personal growth through SkillsUSA. Upon completion of the course, a student may continue at NWTI as a post-secondary student for further training. This program is available in the afternoon only at NWTI in Springdale. NWTI diploma credit will be awarded to students who successfully pass the course with a 70% or greater.

LEARNING OPPORTUNITIES:

- Brakes • Steering and Suspension • Electrical Systems • Engine Performance

CERTIFICATION OPPORTUNITIES:

- ASE Student Certifications (10 areas: Steering/Suspension, Brakes, Electrical/Electronic Systems, Engine Performance, Engine Repair, Automatic Transmission, Manual Drive Train, Heating/Air, Maintenance & Light Repair, Automotive Service Technology,)
- SP2 Safety Certification (2 areas: Mechanical Pollution Prevention, Mechanical Safety)

COMPUTER SCIENCE/STEM

The Secondary Career Center's Computer Science program prepares students for careers in the computer science industry. As technology continues to be explored by our students this program allows students hands-on experience with diagnosing, troubleshooting and repairing computers. Different program languages taught in a fun and motivating environment make up our Computer Programming courses. Students will meet twice a month at the Fayetteville Innovation Hub in lieu of class.

LEARNING OPPORTUNITIES:

- Install, configure, and deploy network components • Configuration of end-host network systems • Install and configure wireless security settings and implement public key infrastructure • Detect various types of compromise and develop an understanding of penetration testing • Assessing and troubleshooting issues to support organizational security. This program is a rigorous, engaging, and approachable course that explores many of the big, foundational ideas of computing so that all students understand how these concepts are transforming the world we live in.

CERTIFICATION OPPORTUNITIES:

- CompTIA A+
- CompTIA Network+

CRIMINAL JUSTICE

This fast-growing profession offers employment opportunities concentrated in law enforcement, corrections, and private security. Students gain an overview of law and employment options. This program is offered in the morning in the Southern Washington County Career Center in Farmington and in the afternoon at the NWACC Main Campus in Bentonville. Students who successfully complete this one-year program can earn up to eighteen (18) college credit hours and a Certificate of Proficiency in Law Enforcement.

LEARNING OPPORTUNITIES

- Introduction to Criminal Justice • Foundations of Law Enforcement • Crime Scene Investigations • Criminal Law • Practical application of handcuffing, search & seizure, use of force, and weapon retention

CERTIFICATION OPPORTUNITIES

- Certificate of Proficiency in Criminal Justice from Northwest Arkansas Community College
- 18 College Credit Hours through Northwest Arkansas Community College
- Federal Emergency Management Agency (FEMA) online training (40+ hours)
- American Red Cross/American Heart Association CPR & Defibrillator Training

- US Department of Homeland Security – Industrial Control Systems Cyber Emergency Response Team Virtual Learning Portal (Cyber Security – 11 Tutorials)

DIESEL TECHNOLOGY (DT)

A shortage of skilled technicians in the diesel and truck industry has created a tremendous opportunity for employment. Because of the highly developed technology used on today's diesel and truck equipment, there is a high demand for certified technicians. This program of study will help prepare students to become adept at analyzing truck component failure, servicing the components, and troubleshooting. Students will develop an awareness of the importance of preventative maintenance and high quality workmanship to diagnose, repair, and service heavy-duty diesel equipment.

The Diesel and Truck Technology Department strives to teach employability skills as well as technical skills. Attendance is an important part of learning as well as a success factor in today's workplace. Participation in assignments and projects help develop a variety of skills and is vital to the total education of the student. Regular and prompt attendance is expected in all courses and is necessary in maintaining acceptable grades. Absences due to extenuating circumstances may be excused at the discretion of the instructor.

LEARNING OPPORTUNITIES

Electrical\Electronic systems operation and Diagnostic concepts • Precision Measurement tool operation (Dial caliper\Micrometer\Torque tools) • Pneumatic\Hydraulic system operation and Diagnostic concepts • Diesel Engine construction and theory of operation • Accountability, Work\life Integration skills "shoplife" • Problem solving, analytical mindset Intro to Diesel PMI • Intro to Diesel Electrical Systems • · Intro to Diesel Brakes • · Light Diesel Lab

CERTIFICATION OPPORTUNITIES

- ASE Student Certifications (4 areas- Air Brakes\System, Electrical\Electronic Systems, Steering/Suspension, Diesel Engine Diagnosis)
- SP\2 Safety Certifications (Diesel shop Safety, Environmental Safety, Soft Skills, Resume Creator, Ethics for the Service Industry)
- Trucklite Electrical Technician Certification (Virtual training)
- Forklift Operation\Certification (Virtual training)

MEDICAL EDUCATION

Medical Professions Education is designed to give students a broad understanding and occupational awareness of professions within the medical field. Instruction includes theory and laboratory activities in medical terminology, medical procedures, medical professions, and other health related courses.

LEARNING OPPORTUNITIES

Medical Terminology - the language of healthcare • Basic Skills for entry-level positions in healthcare • Customer service, work ethic, teamwork, accountability, communication • CPR, First Aid, HIPAA awareness • Foundational learning in safety, infection control and healthcare systems.

CERTIFICATION OPPORTUNITIES

- American Heart Association Basic Life Support for Healthcare Providers
- American Heart Association First Aid
- HIPAA Training Completion Certificate
- Stop the Bleed Training Completion Certificate
- Pharmacy Technician Certification

MEDICAL PROFESSIONS EDUCATION (CNA/PCA+)

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. This class meets in the fall for 90 minutes for 16 weeks at the NWACC Center for Health Professions in Bentonville. An additional class meets in the fall for 3 hours for 8 weeks at the Southern Washington County Career Center in Farmington. This schedule is repeated again at the Southern Washington County Career Center in the spring.

Patient Care Assistant (PCA+)

Prerequisite: Successful completion of CNA course.

The PCA+ Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and 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. Students will also explore healthcare legal and ethical issues. This class meets in the spring for 90 minutes for 16 weeks at the NWACC Center for Health Professions in Bentonville. An additional class meets in the fall for 3 hours for 8 weeks at the Southern Washington County Career Center in Farmington. This schedule is repeated again at the Southern Washington County Career Center in the spring.

LEARNING OPPORTUNITIES

- The one semester course follows the Arkansas Office of Long Term Care Facility Nursing Assistant Training Curriculum. This course offers medical procedures, nurse assistant skills, direct patient care and provides clinical training in the area of long-term care facilities. After successful completion of the class, the student is eligible to take the Nurse Assistant Certification Exam.

CERTIFICATION OPPORTUNITIES

- Successful completion of this program will allow students to sit for State Licensure by taking the Prometric exam for the Nursing Aide Program
- 9 College Credit Hours at NWACC

MEDICAL PROFESSIONS EDUCATION (DENTAL)

Dental Assistants are an integral part of the dental care team and increase the efficiency of the dentist in the delivery of oral health care. In addition to computer and clerical skills, dental assistants are proficient in patient care, dietary counseling, monitoring vital signs, administering and monitoring nitrous oxygen, taking impressions, and providing post-operative care and instructions. Students must be able to provide their own transportation to and from the various clinics. This program is offered in the mornings at the Southern Washington County Career Center in Farmington and the NWACC Main Campus in Bentonville. Internships will be provided in area offices under the guidance of dentists and assistants in the community.

LEARNING OPPORTUNITIES:

Classroom, laboratory, and clinical instruction provide students with a broad background in all aspects of dentistry • Basic Dental Terminology/Procedures • HIPAA • Infection Control/Disease Pathology • Dental professionalism • Dental Pharmacology Terms

CERTIFICATION OPPORTUNITIES

- CPR healthcare provider BLS from American Heart Association
- Certificate of Proficiency of Dental Assisting
- 9 Hours Concurrent Credit NWACC

Possible expenses may include: scrubs, background checks, health checks, and drug tests.

WELDING TECHNOLOGY (WT)

Welding is a high-tech industry that can take you places all over the world. The SCC's Welding Program is design to help prepare students who have a desire to enter the field of welding. Students who complete the course will be able to read blueprints, do layouts and cut and weld metal. Our program bases its curriculum on the American Welding Society in order to ensure students meet industry standards. This program promotes leadership development, community involvement, and personal growth through SkillsUSA

LEARNING OPPORTUNITIES:

MIG Welding • ARC Welding • Gas Metal Arc Welding • Shielded Metal Arc Welding • Metal Fabrication

CERTIFICATION OPPORTUNITIES

- OSHA 10
- AWS (American Welding Society) Certification

Northwest Technical Institute (NWTI)
 Secondary Career Center (SCC)
 Student Handbook Supplement for NWTI Concurrent Credit
 2019-2020

Concurrent Credit

Concurrent credit classes taken through the Secondary Career Center are NWTI and NWACC classes. The grades and credit hours are recorded on NWTI or NWACC transcripts, depending on which class the student is taking. Students will need to check with their home high schools to determine what type of high school credit will be allowed on their high school transcript for the concurrent classes.

Standard practice for most colleges is to accept transfer credit on a case-by-case basis. You should contact the college you plan to attend after graduation to verify its transfer policy. Also, you will need to request an official copy of your NWTI or NWACC transcript to be sent to the college you want to attend.

SCC Concurrent Credit Supplement Verification

This form **must be completed** and signed by the student and the student’s parent/guardian. Return completed form to the instructor.

Student Name	
Home High School	

STUDENT

I understand and acknowledge that I have received a copy of the Supplement for NWTI Concurrent Credit for 2019-2020.

Student Signature	Date
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PARENT/GUARDIAN

As parent/guardian of the above student, I acknowledge receipt of the Supplement for NWTI Concurrent Credit for 2019-2020.

Parent/Guardian Signature	Date
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PARENT/STUDENT HANDBOOK VERIFICATION

This form must be completed and signed by the student and the student’s parent/guardian and returned to the center director’s office. This form must be completed before the student will be admitted to class.

Student Name		
Student Phone		
Home School District		
Emergency Contact		
	Name	Telephone

STUDENT

I acknowledge receipt of the Secondary Career Center’s Student Handbook website link: <http://www.nwti.edu/scc-parents-and-students.html>

I have read the student handbook and I am aware of what I will be held accountable for based on the rules explained in this handbook.

Student Signature	Date
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PARENT/GUARDIAN

As parent/guardian of the above student, I acknowledge receipt of the Secondary Career Center’s Student Handbook website link: <http://www.nwti.edu/scc-parents-and-students.html>

I have read the student handbook and I am aware of what my student will be held accountable for based on the rules explained in this handbook.

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