

Northwest Technical Institute

Diploma Programs Class Schedule

Spring 2010

Ammonia Refrigeration Maintenance Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ARS1103	1	Welding/Lab	Martin	T-TH	8-9:30	135
ARS1105	1	Ammonia Refrigeration Systems/Lab	Becker	T-TH	8-11	401
ARS1803	1	Boiler Operator Theory	Becker	T-TH	1:30-3	401
ELT1103	1	DC/AC Fundamentals/Lab	Stewart	M-W-F	8-10	119A
ELT3213	1	Programmable Controllers/Lab	Huffman	M-W-F	10-12	119B
IMT1103	1	Blueprint & Schematic Reading	Jones	M-W-F	10-11	122
IMT1403	1	Industrial Electricity	Jones	M-W-F	11-12	122
IMT1503	1	Industrial Wiring Methods	Becker	M-W-F	1-2	401
IMT1603	1	Motors/Motor Controls	Becker	M-W-F	2-3	401
IMT1705	1	Fluid Power & Mechanics/Lab	Jones	T-TH	12-3	129

Architectural Drafting Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ADT1003	1	Fundamentals of Drafting	Rouse	M-F	9:30-11	118
ADT1103	1	Materials & Construction Principles	Reese	T-TH	12-1:30	119A
ADT1104	1	Intro. to Computer Aided Drafting	Reese	M-W-F	1-3	118
ADT1113	1	CADD I	Rouse	M-F	8-10, 12-1	118
ADT1204	1	CADD II	Rouse	M-F	8-3	118
ADT1304	1	CADD III	Rouse	M-F	8-3	118
ADT1404	1	CADD IV	Rouse	M-F	8-3	118
ADT2303	1	Operating Systems Concepts	Rouse	M-W	12-1:30	311
ADT4003	1	Internship	Rouse	M-F	TBA	TBA

Automotive Service Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
AST2204	1	Steering & Suspension	TBA	M-F	8-3	131
AST1003	1	Engine Repair	Plumlee	M-F	8-3	131
AST1004	1	Brakes	Brown	M-F	8-3	131
AST2204	1	Steering & Suspension	TBA	M-F	8-3	131
AST3004	1	Auto Electrical II	Lindsey	M-F	8-3	131
AST3207	1	Engine Performance II	Brown	M-F	8-3	131

Business & Computer Information Systems

Course	Sec.#	Description	Instructor	Day	Time	Room
BUS1003	1	Business English	Mount	T-TH	1:30-3	314
BUS1103	1	Business Math	TBA	T-TH	9:30-11	314
BUS1013	1	Business Communications	Hall	T-TH	12-1:30	309
BUS1013	2	Business Communications	Mount	T-TH	12-1:30	323/314
BUS1123	1	Accounting I	Hall	M-W	12-1:30	314

Business & Computer Information Systems (continued)

Course	Sec.#	Description	Instructor	Day	Time	Room
BUS1133	1	Accounting II	Talbert	T-TH	8-9:30	314
CIS2163	1	Help Desk	TBA	T-TH	1:30-3	313
BUS1143	1	Computerized Accounting	Talbert	T-TH	9:30-11	311
BUS1223	1	Medical Terminology I	Bingham	T-TH	9:30-11	308
BUS1333	1	Introduction to Health Insurance	Bingham	T-TH	1:30-3	309
BUS2103	1	Records Management	Mount	T-TH	9:30-11	309
BUS1443	1	Medical Office Concepts	TBA	T-TH	8-9:30	308
BUS1153	1	Office Technology	Hall	M-W	8-9:30	314
BUS1553	1	Spanish for Healthcare Workers	Lastra	T-TH	9:30-11	314
BUS1563	1	Administrative Support Procedures	Hall	T-TH	8-9:30	313
CIS1703	1	Intro to Computers/Keyboarding	Holland	M-W	1:30-3	313
BUS2003	1	Quick Books	Talbert	T-TH	1:30-3	312
CIS2653	1	Network Security	TBA	M-W	8-9:30	316
CIS2653	2	Network Security	TBA	M-W	12-1:30	317
CIS1113	1	Computer Center Operations (Block)	Smith	M-W	8-11	317
CIS1113	2	Computer Center Operations (Block)	Smith	T-TH	8-11	317
CIS1403	1	Desktop Publishing	Mount	T-TH	8-9:30	309
CIS2673	1	PHP	Schwan	T-TH	8-9:30	311
CIS2123	1	Systems Analysis & Design	Holland	T-TH	9:30-11	313
CIS2123	2	System Analysis & Design	Holland	T-TH	12-1:30	313
CIS2143	1	Spreadsheet Applications	Hall	M-W	9:30-11	309
CIS2143	2	Spreadsheet Applications	Talbert	M-W	1:30-3	312
CIS2143	3	Spreadsheet Applications	Mount	M-W	1:30-3	323
CIS2223	1	HTML Programming	Holland	T-TH	1:30-3	323
CIS2033	1	Program Design	Schwan	M-W	8-9:30	311
CIS2243	1	Networking I	Schwan	M-W	12-1:30	308
CIS2253	1	Networking II/Lab (Block)	Smith	M-W	12-3	316
CIS2253	2	Networking II/ Lab (Block)	Smith	T-TH	12-3	316
CIS2263	1	Networking III/Lab (Block)	Smith	T-TH	12-3	316
CIS2263	2	Networking III/Lab (Block)	Smith	M-W	12-3	316
CIS2313	1	Visual Basic	Schwan	T-TH	1:30-3	311
CIS2403	1	Database Management	Holland	M-W	9:30-11	313
CIS2403	2	Database Management	Holland	M-W	12-1:30	312
CIS2603	1	Computer Repair (Block)	Smith	M-W	8-11	317
CIS2603	2	Computer Repair (Block)	Smith	T-TH	8-11	317
CIS2613	1	Java Script	Schwan	T-TH	12-1:30	311
CIS2663	1	Web Design	Holland	M-W	8-9:30	313
CIS1700	1	Keyboarding Lab	Talbert	T-TH	12-1:30	312
CIS1504	1	Word Processing (Block)	Talbert	M-W	8-11	312
CIS1504	2	Word Processing (Block)	Mount	M-W	8-11	309
CIS2153	1	Operating Systems Concepts	Schwan	M-W	9:30-11	311
CIS1103	1	Tech Math	Roop	T-TH	9:30-11	126
COM1103	1	Technical Communications	Moore	T-TH	8-9:30	117

Communications Department

Course	Sec.#	Description	Instructor	Day	Time	Room
COM1103	1	Technical Communications I – MTT,ADT,DTT	Moore	M-W-F	10-11	117
COM1203	1	Technical Communications II – AST	Moore	M-W-F	2-3:30	117
COM1203	2	Technical Communications II – ARMT/IMT	Moore	T-TH	9:30-11	117
COM1203	3	Technical Communications II – ADT, MTT	Moore	T-TH	11-12:30	117
COM1203	4	Technical Communications II – DTT	Moore	T-TH	2-3:30	117
COM1303	1	Technical Writing – ARMT, IMT	Moore	M-W-F	9-10	117
COM1303	2	Technical Writing – ET	Moore	M-W-F	8-9	117

Mathematics Department

Course	Sec.#	Description	Instructor	Day	Time	Room
MTH1103	1	Technical Mathematics I – ARMT	Roop	M-W-F	8-9	126
MTH1103	2	Technical Mathematics I – ET	Roop	M-W-F	2-3	126
MTH1103	3	Technical Mathematics I – AST,DTT	Roop	T-TH	1:30-3:00	126
MTH1203	1	Technical Mathematics II – ET,ADT	Roop	M-W-F	10-11	126
MTH1203	2	Technical Mathematics II – ARMT,IMT	Roop	M-W-F	1-2	126
CIS1103	1	CIS Tech Math	Roop	T-TH	9:30-11	126

Diesel & Truck Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
DTT1004	1	Preventative Maintenance Inspections	Chambers	M-F	8-3	145
DTT1204	1	Electrical Systems	Desens	M-F	8-3	145
DTT1303	1	Transport Electronics	Chambers	M-F	8-3	145
DTT1206	1	Drive Train	Desens	M-F	8-3	145
DTT1306	1	Heavy Duty Suspension/Steering	Chambers	M-F	8-3	145
DTT1406	1	Diesel Computer Systems	Desens	M-F	8-3	145
DTT1506	1	Tractor/Trailer Climate Control	Chambers	M-F	8-3	145
DTT1604	1	Tractor/Trailer Brakes	Chambers	M-F	8-3	145
DTT1706	1	Engines	Chambers	M-F	8-3	145
DTT1801	1	Fundamentals of Truck Driving	Desens	M-F	8-3	145
DTT1904	1	Hydraulics	Desens	M-F	8-3	145
DTT2302	1	Directed Study	Desens	M-F	8-3	145

Electronics Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ELT1103	1	DC/AC Fundamentals/Lab	Stewart	M-W-F	9-11	119B
ELT1103	2	DC/AC Fundamentals/Lab	Graham	M-W-F	8-10	119A
ELT1203	1	Digital Electronics/Lab	Graham	T-TH	8-11	119B
ELT2103	1	Solid State Devices/Lab	Graham	TTH	8-11	119B
ELT3213	1	Programmable Logic Controllers	Huffman	M-W-F	10-12	119B
ELT3213	2	Programmable Logic Controllers	Huffman	M-W-F	12-2	119B
ELT2303	1	Electronic Communications/Lab	Graham	T-Th	12-3	119B
ELT1503	1	Computer Essentials for Techs	Graham	T-TH	12-1:30	119B
ELT1603	1	Robotics & Automation/Lab	Graham	M-W-F	1-3	119A
ELT3613	1	Motors/Motor Controls for Techs	Huffman	M-W-F	8-10	119B

Industrial Maintenance Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ELT1103	1	DC/AC Fundamentals/Lab	Stewart	M-W-F	8-10	119B
ELT3213	1	Programmable Controllers/Lab	Huffman	M-W-F	10-12	119A
IMT1103	1	Blueprint & Schematic Reading	Jones	M-W-F	10-11	129
IMT1403	1	Industrial Electricity	Jones	M-W-F	11-12	129
IMT1503	1	Industrial Wiring Methods	Becker	M-W-F	1-2	401
IMT1603	1	Motors/Motor Controls	Becker	M-W-F	2-3	401
IMT1705	1	Fluid Power & Mechanics/Lab	Jones	T-TH	12-3	129
IMT1903	1	Industrial Troubleshooting Skill	Jones	T-TH	9:30-11	129
WLD1503	1	Welding/Lab	Martin	T-TH	8-9:30	135

Machine Tool Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
WLD1201	1	Basic Welding	Martin	T-TH	1:30-3	Shop
MSC2103	1	Materials Science	White	T-TH	8-9:30	133
MSM1102	1	Precision Measuring	White	M-W	11-12	133
MST1302	N	Machine Shop Practice III	White	Varies	Varies	133
MST1302	R	Machine Shop Practice III	White	M-W-F	9-11	133
MST1303	1	Machine Shop Theory III	White	M-W-F	8-9	133
MST1603	1	CNC Operations	White	T-TH	9:30-11	133
SAF1102	1	Industrial Safety	White	F	11-2	133
SPC1102	1	Statistical Process Control	White	M-W	1-2	133
MTH1103	MTT	Technical Mathematics I	White	M-W-F	2-3	133
MTH1203	MTT	Technical Mathematics II	White	M-W-F	2-3	133

ADMISSIONS

For Diploma Students:

- Complete an application for enrollment.
- Submit an official high school transcript or GED scores and transcripts of previous post-secondary education.
- Provide immunization records (measles, rubella), if born on or after January 1, 1957.
- Submit COMPASS, ASSET or ACT test scores (taken within the last three (3) years). The COMPASS test is a reading, writing, and math assessment that will be used to assist us in determining appropriate course placement. A \$10 fee will be assessed at the time of testing. Testing is available on a walk-in basis between the hours of 8 am and 12 pm, Monday through Friday.
- Proceed to registration.

REGISTRATION

Open Registration for Spring 2010 will be held: January 6 & 7, from 8AM-12PM & 1-4PM

Admission requirements must be met before course selection can be made. Early registration is available upon request.

FINANCIAL INFORMATION

The following rates, charged each semester, apply to the 2008-2009 school year only and may be changed without notice.

Payment Policy

Tuition and fees MUST be paid in full no later than the first day of the term.

Tuition and Fees

Tuition and Fees are subject to change as recommended by the State Board of Workforce Education and Career Opportunities and/or the Northwest Technical Institute Board of Directors.

In-state tuition	\$ 42 per credit hour	\$ 756 cap
Out-of-State tuition	\$ 55 per credit hour	\$ 990 cap

Technology Fee (non-refundable)

7 or more credit hours	\$60 per term
6 or less credit hours	\$30 per term

Administrative Fees (non-refundable)

Full-Time Students (6 or more classes): \$60 per term
 Part-Time Students (5 or fewer classes): \$10 per class

Test Out Fee

A \$25 fee will be assessed for each course a student seeks credit through competency testing.

Program Fee

Some programs may require additional fees. The cost varies by department.

Distance Education Fee

A \$20 fee will be assessed to each on-line course.

ID Badge

Badge Fee	\$ 5
Replacement Fee	\$25

Late Fee

A \$5 late fee will be assessed for those who have not registered or completed tuition payment by the end of the first day of the fall term.

Drop/Add Fee

A \$3 fee will be assessed per change request, payable before processing.

Books and Supplies

The cost of books and supplies varies by department. See the individual departmental listings.

WAIVER

Senior Citizen Waivers for Diploma Programs

Citizens of Arkansas who are at least 60 years old are exempt from paying tuition for credit-bearing courses; however, they are still responsible for any required fees and for the cost of textbooks and supplies. This policy does not extend to short, non-credit courses offered for job training or personal enrichment.

REFUND POLICY

Tuition – Diploma Programs

The effective date for determining a student's eligibility for a refund is the date the student submits a drop form to the administration office.

Before the first class meeting	100% refund
During the first week of class	75% refund
During the second week of class	50% refund
After the second week of class	No refund

Fees

Administrative fees are not refundable unless NTI cancels the class.

Books

Refunds will be made for books or supplies only if the school cancels the class. No refunds will be issued for books or supplies that have been written on or defaced.

ATTENDANCE POLICY

Regular and prompt attendance is expected of all students enrolled at Northwest Technical Institute. This is necessary for maintaining acceptable grades and developing positive work habits. In the event of absence due to illness or emergency, students are expected to promptly notify instructors of the absence. Make-up for classes missed will be the responsibility of the student in accordance with departmental policies.

Excessive absenteeism results in unsatisfactory academic progress. **In situations where a student is absent from class for two consecutive weeks without any academic activity or participation, the student will be administratively withdrawn from the class. Students may also be administratively withdrawn due to irregular attendance/participation resulting in unsatisfactory academic progress.** Specific departments with more stringent attendance guidelines, as published in departmental policies, will take precedence over school policy. In situations of administrative withdrawal, the grade assigned to the student will be a WP (Withdrew Passing) or WF (Withdrew Failing) dependent upon the student's academic standing at the time of withdrawal. The student's last date of attendance will be recorded.

Note to students receiving financial assistance (including Pell Grants and VA benefits): Attendance may impact the amount of grant awards and continued receipt of funding according to program regulations.

Dates to Remember

• January 6 & 7	Open Registration	• April 15	Last Day to Withdraw
• January 8	New Student Orientation	• May 11	Last Day of Class
• January 11	First Day of Class	• May 17	Summer I Session Begins
• March 22 – 26	Spring Break		