

# Northwest Technical Institute

## Diploma Programs Class Schedule

### Fall 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	11-12	122
IMT1403	1	Industrial Electricity	Jones	M-W-F	10-11	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	122

#### Architectural Drafting Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ADT1103	1	Materials & Construction Principles	Rouse	M,W	12-1:30	118
ADT1104	1	Intro. to Computer Aided Drafting	Rouse	M-F	1-3	118
ADT1113	1	CADD I	Rouse	M-F	8-3	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
ADT4003	1	Internship	Rouse	M-F	TBA	TBA

#### Automotive Service Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
AST1004	1	Brake Systems	Brown	M-F	8-10:45	131
AST1104	1	Auto Electrical I	Lindsey	M-F	8-10:45	131
AST1003	1	Engine Repair	Plumlee	M-F	11:15-2	131
AST2124	1	Powertrain Systems	Brown	M-F	8:30-11:30	131
AST2204	1	Steering & Suspension	Lindsey	M-F	11:15-2	131

#### Communications Department

Course	Sec.#	Description	Instructor	Day	Time	Room
COM1103	1	Technical Communications I – ADT,DTT,MTT	Moore	M-W-F	10-11	117
COM1103	2	Technical Communications I – AST	Moore	M-W	2-3:30	117
COM1203	1	Technical Communications II – IMT,ARMT,MTT	Moore	T-TH	9:30-11	117
COM1203	2	Technical Communications II – ADT,DTT	Moore	T-TH	1:30-3	117
COM1303	1	Technical Writing – ET	Moore	M-W-F	8-9	117
COM1303	2	Technical Writing – IMT,ARMT	Moore	M-W-F	9-10	117
CIS1023	1	Technical Communications - CIS	Moore	T-TH	8-9:30	117

**Business & Computer Information Systems**

<b>Course</b>	<b>Sec.#</b>	<b>Description</b>	<b>Instructor</b>	<b>Day</b>	<b>Time</b>	<b>Room</b>
BUS1003	1	Business English	Mount	M-W	8-9:30	314
BUS1103	1	Business Math	Mount	T-TH	8-9:30	314
BUS2003	1	QuickBooks	Talbert	M-W	1:30-3	323
BUS1123	1	Accounting I	Hall	M-W	9:30-11	314
BUS1133	1	Accounting II	Talbert	T-TH	9:30-11	314
BUS1803	1	Help Desk	Talbert	M-W	12-1:30	313
BUS1143	1	Computerized Accounting	Talbert	F	8-11	311
BUS1223	1	Medical Terminology I	TBA	T-TH	9:30-11	308
BUS1333	1	Introduction to Health Insurance	TBA	T-TH	8-9:30	308
BUS1343	1	Medical Information Management	Hall	M-W	1:30-3	311
BUS1443	1	Medical Office Concepts	TBA	T-TH	1:30-3	308
BUS1553	1	Spanish for Healthcare Workers	Lastra	T-TH	9:30-11	311
BUS1563	1	Administrative Support Procedures	Hall	M-W	12-1:30	309
BUS2103	1	Records Management	Mount	T-TH	9:30-11	309
BUS1000	1	Lab	Holland	M-W	3-4	TBA
BUS1703	1	Professional Development	Talbert	M-W	8-9:30	309
BUS1153	1	Office Technology	Mount	F	8-11	314
CIS1703	1	Intro to Computers	TBA	M-W	1:30-3	312
CIS1703	2	Intro to Computers	TBA	F	8-11	312
CIS1000	1	Lab	Smith	F	8-11	TBA
CIS1113	1	Computer Center Operations (Block)	Smith	T-TH	8-9:30	317
CIS1403	1	Desktop Publishing	Mount	M-W	1:30-3	309
CIS2123	1	Systems Analysis & Design	Holland	T-TH	1:30-3	313
CIS2223	1	HTML Programming	Holland	M-W	12-1:30	312
CIS2163	1	OSC	TBA	M-W	9:30-11	317
CIS2033	1	Program Design	Schwan	M-W	8-9:30	311
CIS2243	1	Networking I	Smith	T-TH	1:30-3	317
CIS2253	1	Networking II/Lab (Block)	Smith	M-W	12-1:30	316
CIS2263	1	Networking III/Lab (Block)	Smith	M-W	1:30-3	316
CIS2403	1	Database Management	Holland	M-W	9:30-11	313
CIS2313	1	Visual Basic	Schwan	M-W	1:30-3	307
CIS2603	1	Computer Repair (Block)	Smith	T-TH	9:30-11	317
CIS2673	1	PHP	Schwan	M-W	9:30-11	307
CIS2683	1	SQL	Holland	T-TH	8-9:30	307
CIS2693	1	JavaScript	Schwan	M-W	12-1:30	307
CIS3023	1	Advanced Spreadsheet Applications/Lab	Talbert	T-TH	8-9:30	313
CIS2653	1	Network Security	Smith	T-TH	12-1:30	316
CIS2663	1	Web Design	Holland	T-TH	12-1:30	313
CIS1700	1	Keyboarding Lab-ACA,ADA	Holland	T-TH	9:30-11	312
CIS1700	2	Keyboarding Lab-CIS,MOA	Talbert	T-TH	12-1:30	312
CIS1504	1	Word Processing (Block)	Mount	T-TH	12-3	309
CIS1023	1	Technical Communications	Moore	T-TH	8-9:30	117
CIS1103	1	Tech Math	Roop	T-TH	9:30-11	126

**Mathematics Department**

Course	Sec.#	Description	Instructor	Day	Time	Room
MTH1103	1	Technical Mathematics I – ARMT/IMT	Roop	M-W-F	8-9	126
MTH1103	3	Technical Mathematics I - ADT	Roop	T-TH	8-9:30	126
MTH1103	4	Technical Mathematics I – AST,DTT	Roop	T-TH	1:30-3:00	126
MTH1103	2	Technical Mathematics I – ELT	Roop	M-W-F	2-3	126
MTH1203	1	Technical Mathematics II – ADT,ET	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
DTT3306	1	Transport Electronics	Chambers	M-F	8-3	145
DTT2206	1	Heavy Duty Suspension/Steering	Chambers	M-F	8-3	145
DTT3403	1	Diesel Computer Systems	Desens	M-F	8-3	145
DTT3504	1	Tractor/Trailer Climate Control	Chambers	M-F	8-3	145
DTT1604	1	Tractor/Trailer Brakes	Chambers	M-F	8-3	145
DTT1801	1	Fundamentals of Truck Driving	Desens	M-F	8-3	145
DTT1302	1	Directed Study	Desens	M-F	8-3	145
DTT2303	1	Directed Study II	Desens	M-F	8-3	145
DTT3304	1	Directed Study III	Desens	M-F	8-3	145
INS1101	1	Industrial Safety	Chambers	M-F	8-3	145
DTT2706	1	Diesel Engines	Chambers	M-F	8-3	145
DTT2206	1	Heavy Duty Drive Train & Axles	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	Huffman	TTH	8-11	119B
ELT3103	1	Programmable Logic Controllers	Huffman	M-W-F	10-12	119B
ELT3103	2	Programmable Logic Controllers	Huffman	M-W-F	12-2	119B
ELT2203	1	Process Control/Lab	Graham	T-Th	12-3	119B
ELT1503	1	Computer Essentials for Techs	Graham	T-TH	12-1:30	119B
ELT1313	1	Robotics & Automation/Lab	Graham	M-W-F	12-2	119A
ELT2403	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	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	122
IMT1903	1	Industrial Troubleshooting Skill	Jones	T-TH	9:30-11	122
WLD1503	1	Welding/Lab	Martin	T-TH	8-9:30	135
ELT1103	1	DC/AC Fundamentals/Lab	Stewart	M-W-F	8-10	119B

**Machine Tool Technology**

Course	Sec.#	Description	Instructor	Day	Time	Room
BPR1203	1	Blueprint Reading	White	M-W-F	1-2	133
CAD2103	1	Computer Aided Drafting	White	M-W-F	8-9	309
CFA1103	1	Computer Fundamentals	White	M-W-F	8-9	309
MSM2103	1	Advanced Measuring Methods	White	M-W-F	2-3	133
MST1102	1	Machine Shop Practice I	White	T-TH	Varies	133
MST1102	2	Machine Shop Practice I	White	M-F	Varies	133
MST1103	1	Machine Shop Theory I	White	M-W-F	9-10	133
MST1202	1	Machine Shop Practice II	White	T-TH	12-3	133
MST1203	1	Machine Shop Theory II	White	M-W-F	12-1	133
MST2103	1	Tool & Die Theory	White	M-W-F	10-11	133
MST2107	1	Tool & Die Lab	White	TBA	TBA	133
MTH1103	MTT	Technical Mathematics I	White	T-TH	8-9:30	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 Fall 2010 will be held:**

**August 17, 2010 from 1:00 – 4:00pm and August 18 from 8:30am – 12pm & 2:00-4:00pm**

Admission requirements must be met before course selection can be made.

## FINANCIAL INFORMATION

The following rates, charged each semester, apply to the 2010-2011 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 fall 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	\$47 per credit hour	\$ 987 cap
Out-of-State tuition	\$55 per credit hour	\$1155 cap

### **Technology Fee (non-refundable)**

Full-Time Students (12 or more credit hours)    \$60 per term

Part-Time Students (fewer than 12 credit hours) \$30 per term

### **Administrative Fees (non-refundable)**

Full-Time Students (12 or more credit hours)    \$60 per term

Part-Time Students (fewer than 12 credit hours) \$30 per term

### **Facility Fee**

Full-Time Students (12 or more credit hours)    \$60 per term

Part-Time Students (fewer than 12 credit hours) \$30 per term

### **Student Support Fee**

Full-Time Students (12 or more credit hours)    \$120 per term

Part-Time Students (fewer than 12 credit hours) \$60 per term

### **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.

**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.

**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.

**LABS**

Labs are designed to supplement classroom instruction by providing practical hands-on training and application of the concepts and principles presented in the classroom. Individual labs will be scheduled by instructors to provide appropriate activities for students. The computers in the library and the lab located next to the library provide academic support to students. Some tutoring assistance is available for students.

## 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

Aug 17 & 18	Arena Registration
August 20	First Day of Class
September 6	Labor Day/School Closed
November 11	Veterans Day/School Closed
November 23	Last Day to Withdraw
Nov 24-26	Thanksgiving Break
Dec 16	Last Day of Classes