

Northwest Technical Institute
709 S. Old Missouri Rd.
Springdale, AR 72765

NORTHWEST TECHNICAL INSTITUTE



Community Education Spring/Summer 2012 Schedule



What's Inside?

- Day Class Schedule
- Evening Class Schedule
- Senior Series Schedule
- Registration Information

Evening Classes

Course #	Description	Day	Dates	Time	Room	Price
EXT7013-1	Horseshoeing	TH	Jan 12-Mar 29	6-9 pm	Barn	275.00
EXT5001-1	Basic Welding	M	Jan 16-May 7	6-9 pm	131	250.00
EXT5003-1	Basic Machine Tool	M	Jan 16-May 7	6-9 pm	133	250.00
EXT9067-1	Medical Coding	MW	Jan 23-May 9	6-9 pm	308	300.00
EXT5007-1	Small Gas Engine Repair	M	Jan 23-Apr 2	6-9 pm	Shop	150.00
EXT1030-1	Basic Digital Photography	TU	Jan 24-Feb 14	6-9 pm	323	100.00
EXT1080-1	Basic Adobe Photoshop	TH	Jan 26-Feb 16	6-9 pm	323	100.00
EXT1088-1	Fundamentals of Revit	TTH	Feb 7-Apr 5	6-8 pm	118	250.00
EXT5021-1	Automotive Maintenance and Minor Repair	TH	Feb 9-Mar 8	6-9 pm	135	150.00
EXT1001-1	Introduction to Computers	TU	Feb 21-28	6-9 pm	323	25.00
EXT1010-1	Introduction to QuickBooks	M	Feb 13-Mar 12	6-9 pm	323	125.00
EXT3006-1	Introduction to American Sign Language-Part I	TH	Feb 16-Apr 26	6-8 pm	309	125.00
EXT1081-1	Advanced Photoshop	TH	Feb 23-Apr 5	6-9 pm	323	125.00
EXT1017-1	Aprende Escribir a Máquina en la Computadora	TH	Mar 1-Apr 26	6-8 pm	312	65.00
EXT1018	Marketing your Business using Constant Contact	TU	Mar 6-13	6-8 pm	323	50.00
EXT1019-1	Clase de Computadora - Nivel 1	TU	Mar 13-May 22	6-8 pm	312	80.00
EXT1020-1	How to Shoot Great Home Videos	M	Mar 26-Apr 9	6-8 pm	323	50.00
EXT1080-2	Basic Adobe Photoshop	TU	Mar 27-Apr 17	6-9 pm	323	100.00
EXT1070-1	Principles of Accounting	M	Apr 2-May 21	6-8 pm	314	150.00
EXT7013-2	Horseshoeing	TH	April 12-June 28	6-9 pm	Barn	275.00
EXT1033-1	Windows Movie Maker	M	Apr 16-23	6-8 pm	323	40.00
EXT1085-1	MS Excel 2010-Level I	TH	Apr 12-May 3	6-9 pm	323	100.00
EXT1087-1	Intermediate QuickBooks	M	Apr 30-June 4	6-9 pm	323	125.00
EXT1021-1	Fine Art Photography	TU	May 1-22	6-9 pm	323	125.00
EXT1022-1	Pricing, Promoting, and Presenting your Photography	W	May 2-23	6-9 pm	323	125.00
EXT1089-1	MS Excel 2010-Level II	TH	May 10-31	6-9 pm	323	100.00
EXT5031	MIG Welding 101	TW	May 15-June 13	6-9 pm	Shop	400.00
EXT5032	TIG Welding 101	TW	June 27-Aug 1	6-9 pm	Shop	400.00

Day Classes

Course #	Description	Day	Dates	Time	Room	Price
BIT1246-1	Introduction to Keyboarding (Typing)	F	Jan 13	9 am-12 pm	312	25.00
BIT1245-1	Introduction to Computers	TH	Feb 2-9	9 am-12 pm	323	25.00
BIT1010-1	Introduction to QuickBooks	TU	Feb 14-Mar 13	9 am-12 pm	323	125.00
BIT1242-1	Microsoft Excel 2010-Level I	W	Feb 22-Mar 14	1-4 pm	323	100.00
BIT1045-1	Microsoft Windows 7	TH	Mar 8	9 am-12 pm	323	25.00
BIT1046-1	Résumé Basics	M	Mar 5-Mar 12	9 am-12 pm	323	30.00
BIT1087-1	Intermediate QuickBooks	TU	Apr 3-May 1	9 am-12 pm	323	125.00
BIT1240-1	Microsoft Word 2010-Level I	W	Apr 4-25	1-4 pm	323	100.00
BIT1047-1	Microsoft Excel 2010-Level II	TH	Apr 5--26	1-4 pm	323	100.00
BIT1048-1	Microsoft Word 2010-Level II	W	May 2-23	1-4 pm	323	100.00
BIT1217	Microsoft Publisher 2010	M	May 21-June 11	1-4 pm	323	100.00

Introduction to Computers For Seniors – Level III

ALL NEW MANUAL! This course is a continuation of **Introduction to Computers for Seniors - Level II**. Students will continue to explore Windows 7 by learning about desktop gadgets and how to change the screen display. Students will also learn about computer security, how to operate a scanner, and basic Microsoft Excel. If you have taken the class previously, come back and learn from a new manual with new and different exercises and information!
Length: 3 hours

Introduction to Email

In this short course you will learn to use email to send and receive messages and attachments. If you don't have an email account, you will create one.
Length: 3 hours

Introduction to Facebook

Learn how people use Facebook to keep in touch with family and friends. You will have the opportunity to set up your own Facebook account during class.
Length: 3 hours

Smart Phone Basics

If you have a smart phone, or you are considering purchasing one, come to this class to learn more about the features found on most of today's smartphones. Make your smart phone work for you!
Length: 3 hours

Registration and payment are required prior to attending all Community Education classes!

Senior Series (Designed for Seniors 55+)

Beginning Genealogy Research

This introductory course will focus on helping those who are new to genealogical research. Methods of data collection and effective and efficient ways to manage paper records of family history will be discussed. Numerous search methods with a focus on gathering information without paying expensive on-line membership fees will be introduced. Come ready to learn and share experiences in researching your relatives. Your history starts with you!

Length: 6 hours

Introduction to Digital Photography—Part I

Bring your digital camera along and enjoy the adventure of digital photography! Seniors will learn the basics of operating a digital camera and tips for taking great digital photos. Once you have taken digital photos, what do you do with them? Learn how to print and save your digital photographs. If you are considering purchasing a digital camera, this will be a great way to learn more before making your purchase.

Length: 3 hours

Introduction to Digital Photography—Part II

This course is a continuation of **Introduction to Digital Photography—Part I**. Your journey into digital photography will continue as you learn to edit your digital photographs and post them online for family and friends to view.

Length: 3 hours

Introduction to Computers For Seniors – Level I

ALL NEW MANUAL! This course begins with learning to turn the computer on! You will learn the basics of Windows, Internet, and Microsoft Word. In addition, you will learn to locate, open, and save your files. If you have taken the class previously, come back and learn from a new manual with new and different exercises and information!

Length: 3 hours

Introduction to Computers For Seniors – Level II

ALL NEW MANUAL! This course is a continuation of **Introduction to Computers for Seniors - Level I**. Students will continue to learn the basics of Windows, Internet, Microsoft Word, and file management. If you have taken the class previously, come back and learn from a new manual with new and different exercises and information!

Length: 3 hours

Senior Series (For Senior Adults 55 and Older)

Course #	Description	Day	Dates	Time	Room	Price
BIT1246-2	Introduction to Email	TH	Feb 23	9 am-12 pm	323	25.00
BIT1314-1	Introduction to Computers-Level I	M	Feb 13	9 am-12 pm	323	10.00
BIT1301-1	Introduction to Computers-Level II	M	Feb 20	9 am-12 pm	323	10.00
BIT1305-1	Introduction to Computers-Level III	M	Feb 27	9 am-12 pm	323	10.00
BIT1302-1	Introduction to Digital Photography-Part I	TH	Apr 5	9 am-12pm	323	25.00
BIT1304-1	Introduction to Digital Photography-Part II	TH	Apr 19	9 am-12 pm	323	25.00
B:IT1321-1	Smart Phone Basics	F	Apr 27	1 pm-3 pm	323	10.00
BIT1303-1	Introduction to Facebook	W	May 2	9 am-12 pm	323	25.00
BIT1320-1	Beginning Genealogy Research	M	May 14-28	10 am-12 pm	323	30.00

Registration Information

Please register at least two (2) business days prior to the beginning of the class. Classes may fill quickly, so register early!

Registration and payment may be completed in person or by mail. If registering by mail, please print the registration form from the NTI website, complete, and mail along with payment to:

Northwest Technical Institute
Attn: Registrar
P.O. Box 2000
Springdale, AR 72765

When registering by mail, if the class is full, individuals will be notified, and payment will be returned.

Acceptable Payment Methods

Cash, check, Visa, MasterCard, and Discover are accepted.

Refund Policy

At least two business days prior to the class: 100% refund

NTI Bookstore Hours

Monday-Friday

7:30 am – 4:30 pm

Course Descriptions

Advanced Adobe Photoshop

This course digs deeper into Photoshop. Topics include how to mix graphics and text with images as well as working in layers and masks. Advanced retouching techniques and creating actions and other shortcuts will be covered. In addition, students will work with Photoshop creative controls to produce art with images.

Length: 18 hours

Aprende Escribir a Máquina en la Computadora

¡Aprenda en español como escribir a máquina para que pueda escribir fácilmente en una computadora! Este curso le enseña como escribir correctamente y más rápido en una computadora. Este curso consta de una sesión por semana de 3 horas durante 8 semanas. Lo primero que usted aprenderá es conocer donde se encuentran las teclas en el teclado de la computadora, y después aprenderá a escribir grupos pequeños de letras con los dedos correctos. Usted practicará en su casa (o con las computadoras públicas en el Jones Center o en la biblioteca pública) durante la semana para mejorar sus habilidades. Cada semana aprenderemos un grupo nuevo de letras de una manera gradual, incrementando su habilidad para escribir en la computadora correctamente.

¡Una vez que usted haya aprendido a escribir en la computadora, estará listo para aprender muchas maneras excitantes de utilizar la computadora! Este curso lo preparará para tomar clases de computación más avanzadas en NTI. Basándose en la demanda, habrá clases de computación en español en NTI, para que usted pueda aprender a como usar el programa de Microsoft Office's Word 2010, como poder acceder al internet, como poder abrir y como usar su cuenta de correo electrónico.

16 horas

Automotive Maintenance and Minor Repair

This basic auto and truck maintenance course will help you understand your vehicle more than ever before. You will learn basic maintenance using your own vehicle! Topics include fluid services, tire and brake services and inspections, what "codes" are and what they mean, engine controls, fuel economy, tire types and tire buying, and self repairs and navigating repair shops. Students are required to supply safety glasses and any fluids or parts necessary when working on a personal vehicle.

Length: 15 hours

Pricing, Promoting and Presenting Your Photography

Pricing and promoting your photography can be very daunting. Learn the tools from a seasoned photographer. In this course you will learn how to write an effective artist statement, how to put together a cohesive portfolio and submit your work (the right way) to galleries and photography competitions. Framing and print conservation will also be covered in detail in this course.

Length: 12 hours

Principles of Accounting

This introductory course covers the principles and fundamental accounting concepts and procedures for sole proprietorships. The accounting cycle includes journalizing and posting transactions and preparing trial balances, worksheets, and financial statements.

Length: 16 hours

Résumé Basics

In today's tough job market, your resume could be the one thing that gets you that job interview. Do you have a resume? Is your resume perfect? Do you know how to use your resume to target the job you want? If your answered "no" to any of these questions, enroll in this course and create a dynamic resume that will help you achieve your employment goals. Please bring a flash drive so you can save your work.

Length: 6 hours

Small Gas Engines

This course will cover basic theories of operation of small gas engines. Students will participate in hands-on work on disassemble, wear analysis, and engine assembly.

Length: 30 hours

TIG Welding 101

Students will learn how to set up and operate a TIG welding machine. Class will cover common filler rods and gases used in the TIG welding process. Students will learn TIG welding techniques through hands-on projects. Care and maintenance of equipment is also covered. Students are required to provide a welding hood, welding gloves, safety glasses, and a long-sleeved shirt.

Length: 30 hours

Windows Movie Maker

Are you ready to make your own movies using your PC? Windows Movie Maker is an easy-to-use tool that comes with your Windows software. You will learn to transfer your video from your movie camera, edit the video, and then burn it to a DVD.

Length: 4 hours

Medical Coding

The Medical Coding course teaches fundamental coding skills and prepares students to take the CPC certification exam from the American Academy of Professional Coders (AAPC). The course focuses on physician-based (outpatient) coding. Students will learn to review medical documentation and assign the correct procedure and diagnosis codes from the CPT, HCPCS, and ICD coding manuals.

*Completion of a course in medical terminology is recommended before taking this course.

- **Texts may be purchased online:**

- **Principals of CPT Coding, 6th Edition - ISBN 978-1-60359-144-7**

- **CPT 2011 Professional Edition - ISBN 978-1-60359-217-8**

- **Ingenix ICD-9-CM 2011 for Physicians - ISBN 978-160151-388-5**

Length: 90 hours

Microsoft Excel 2010– Level I

Microsoft Excel is a powerful spreadsheet software with many business and personal applications. Students will learn the basics of Excel including entering text, numbers, formulas, and functions. Students will also learn to format cells, merge and center titles, add borders, freeze columns, name worksheet tabs, and save and print workbooks. In addition, students will create a simple chart from worksheet data and learn techniques to enhance charts.

Length: 12 hours

Microsoft Excel 2010– Level II

This second-level Excel course begins with a brief overview of **Microsoft Excel 2010– Level I**. Students will then be exposed to more complex functions and formulas and will learn to sort and filter data. In addition, students will learn to work with multiple worksheets simultaneously.

Length: 12 hours

Microsoft Publisher 2010

Learn to use this powerful desktop publishing program to assist you in designing and producing quality, professional documents that combine text and graphics.

Length: 12 hours

Microsoft Windows 7

Learn basic tools that can be used to increase your productivity and maximize your efficiency at home and at work.

Length: 3 hours

Basic Adobe Photoshop

Learn the basics of Photoshop from opening a file to altering images. Topics covered include exposure adjustment, color adjustment, editing images, and working with layers.

Length: 12 hours

Basic Digital Photography

Learn the basics of digital SLR photography. This course will cover exposure, lighting, composition, and color spaces. The class will also utilize the special features of students' cameras.

Learn to shoot pictures in manual mode with confidence.

Length: 12 hours

Basic Machine Tool

Learn about manufacturing using milling, drilling, sawing, grinding, turning, and measuring methods. Hands-on classroom experiences provide many educational opportunities. Students are required to provide their own safety glasses with side shields.

Length: 48 hours

Basic Welding

Students will learn the basics of welding beginning with safety and first aid. Also covered are tools and equipment, metals and metallurgy, basic math and measuring, welding print reading, and basic welding joints and symbols. Students produce welded pieces for instructor feedback. Special attention is given to safety procedures.

Length: 48 hours

Clase de Computadora - Nivel 1

¿Acaba Ud. de comprar su computadora y no sabe cómo usarlo? Nuestras clases le enseña mucho acerca de su computadora ¡en español! Aprende fácilmente y en un ambiente relajado como funciona su computadora y como se puede usarlo para acceder el internet y correo electrónico, y para hacer distintos tipos de documentos. También aprenderá como guardar, borrar y cambiar documentos que ya están hechos. ¡Hasta les enseñamos como se deben mantener la salud de sus computadoras! Para este curso, Ud. debe saber como escribir a máquina de una manera básica. (Si no sabe como escribir a máquina, recomendamos que primero tome la clase, "Aprende Escribir a Máquina" que también ofrecemos en español.)

Length: 20 horas

Fine Art Photography

Learn what makes a photograph “Fine Art.” There is a big difference between a good snapshot and a photograph that evokes emotion. Learn how to read a photograph. Fine Art Photography tells a story with only a picture. Learn the tools to create amazing photographs that demand a presence on your walls, galleries, in magazines, etc. Learn how to discover your own distinct style and create a meaningful series of your work.

Length: 12 hours

Fundamentals of Revit

This course explores the fundamental concepts of Revit Architecture, from schematic design through construction documentation. Through the modeling of a residential structure, this class will present techniques and skills that will be applicable to all versions of Revit including Revit Architecture, Revit Structure, and Revit MEP.

Length: 32 hours

Horseshoeing

Through lectures and videos, we will travel in our studies from the anatomy and structure of the horse’s hoof and leg to understanding the scientific principles of the Ferrer’s task. Through hands-on experience, students will learn the keys to trimming, balancing, and fitting the proper shoe to the equine hoof as well as how to manage the problems and malformations of the hoof.

How to Shoot Great Home Videos

Have you ever wished that your home movies were as exciting as the latest Hollywood blockbuster? While you may not reach that level, with a little coaching and a few hours of instruction, your movies will become home movie masterpieces!

Length: 6 hours

Introduction to American Sign Language - Part I

Introduction to ASL - Part I is an introduction to sign language and Deaf culture. Students will learn the sign language alphabet, practice finger spelling, learn basic conversational sign skills, and gain a basic understanding of Deaf culture. We will have special activities such as finger-spelling bees and interactive activities.

Length: 20 hours

Introduction to Computers

This course begins with learning to turn the computer on! You will learn the basics of Windows, Internet, Microsoft Word, and Microsoft Excel. In addition, you will learn to locate, open, and save your files. Classroom interaction is encouraged, so bring your questions.

Length: 6 hours

Introduction to Keyboarding

This hands-on course is for anyone who has never learned to “type” or use a computer keyboard. It is a great refresher for those whose “typing” skills are a little rusty.

Length: 3 hours

Introduction to QuickBooks

Whether you have been running a business for years or are just starting out, having an organized and efficient way to manage your business is essential to save you time, money, and frustration. QuickBooks is an accounting software that is used in many service-based and merchandising businesses.

* **Text (Required for Evening Class ONLY):**

QuickBooks Pro 2011: Level I

Publisher: Labyrinth Learning

ISBN - 978-1-59136-294-4

Length: 15 hours

Intermediate QuickBooks

Intermediate QuickBooks is a continuation of the **Introduction to QuickBooks** Course.

• **Text (Required for Evening Class ONLY):**

QuickBooks Pro 2011: Level II

Publisher: Labyrinth Learning

ISBN - 978-1-59136-378-1

Length: 15 hours

Marketing your Business Using Constant Contact

Does your small business have enough business? Constant Contact is a web-based email marketing, online survey, and event marketing software that is designed to help all types of businesses and organizations create professional email newsletters and insightful online surveys to begin a dialogue with customers. Students will learn how to create contact lists, create an email campaign using one of the many defined templates, and send out the campaign and understand the results.

Length: 4 hours