

Northwest Technical Institute

Diploma Programs Class Schedule

Spring 2012

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	131
IMT1403	1	Industrial Electricity	Jones	M-W-F	10-11	131
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
ADT1704	1	Introduction to Revit	Rouse	M-F	8-3	118
ADT1103	1	Materials & Construction Principles	Rouse	M,W	12-1:30	119
ADT1102	1	Intro. to Computer Aided Drafting	Rouse	M-F	8-3	118
ADT1114	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
ADT1604	1	Computer Aided Drafting	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	Brakes	Brown	M-F	12:30-3:30	131
AST1104	1	Electrical I	Lindsey	M-F	12:30-3:30	131
AST2204	1	Steering & Suspension	Lindsey	M-F	11-2	131
AST2124	1	Powertrain Systems	Brown	M-F	8-10:30	131
AST3004	1	Auto Electrical II	Lindsey	M-F	8-10:45	131
AST3207	1	Engine Performance II	Brown	M-F	11:15-2	131

Business & Computer Information Systems

Course	Sec.#	Description	Instructor	Day	Time	Room
BUS1003	1	Business English	Mount	M-W	8-9:30	314
BUS1103	1	Business Math	Mount	T-TH	8-9:30	314
BUS1013	1	Business Communications	Talbert	M-W	8-9:30	309
BUS1123	1	Accounting I	TBA	M-W	12-1:30	314
BUS1133	1	Accounting II	Talbert	T-TH	9:30-11	314
CIS1803	1	Help Desk	Talbert	M-W	12-1:30	313
BUS1143	1	Computerized Accounting	Talbert	F	8-11	311
BUS1223	1	Medical Terminology I	C. Smith	T-TH	1:30-3	308
BUS1333	1	Introduction to Health Insurance	C. Smith	T-TH	8-9:30	308
BUS2103	1	Records Management	Mount	T-TH	9:30-11	309
BUS1443	1	Medical Office Concepts	C. Smith	T-TH	9:30-11	308
BUS1153	1	Office Technology	Mount	M-W	9:30-11	314
BUS1553	1	Spanish for Healthcare Workers	Lastra	F	9-12	308
BUS1563	1	Administrative Support Procedures	TBA	M-W	1:30-3	309
BUS2503	1	Internship	Talbert	TBA	TBA	TBA
CIS1703	1	Intro to Computers/Keyboarding(CIS)	Holland	M-W	1:30-3	312
CIS1703	2	Intro to Computers/Keyboarding(BUS)	Holland	T-TH	12-1:30	312
BUS2003	1	Quick Books	Talbert	M-W	1:30-3	313
CIS2653	1	Network Security	J. Smith	T-TH	12-1:30	316
CIS1113	1	Computer Center Operations (Block)	J. Smith	M-W	12-1:30	317
CIS2603	1	Computer Repair (Block)	J. Smith	M-W	1:30-3	317
CIS1403	1	Desktop Publishing	Mount	F	8-11	309
CIS2673	1	PHP	Kieffer	T-TH	9:30-11	307
CIS2123	1	Systems Analysis & Design	Kieffer	T-TH	1:30-3	313
CIS2143	1	Spreadsheet Applications	TBA	M-W	9:30-11	312
CIS2223	1	HTML Programming	Holland	M-W	12-1:30	311
CIS2033	1	Program Design	Kieffer	T-TH	12-1:30	311
CIS2243	1	Networking I	J. Smith	T-TH	1:30-3	317
CIS2253	1	Networking II/Lab (Block)	J. Smith	T-TH	8-9:30	316
CIS2263	1	Networking III/Lab (Block)	J. Smith	T-TH	9:30-11	316
CIS2313	1	Visual Basic	Kieffer	M-W	1:30-3	307
CIS2403	1	Database Management	Holland	T-TH	8-9:30	313
CIS2693	1	JavaScript	Kieffer	M-W	12-1:30	307
CIS2663	1	Web Design	Holland	M-W	8-9:30	307
CIS1700	1	Keyboarding Lab	Holland	F	8-11	312
CIS2613	1	Java (JB Hunt)	Kieffer	M-W	9:30-11	307
CIS1000	1	Applications Lab	Holland	T-TH	3-4	308
BUS1000	1	Applications Lab	Smith	M-W	8:15-9:15	308
BUS1000	2	Applications Lab	Mount	M-W	12:15-1:15	308
BUS1000	3	App Lab	Talbert	T-Th	1:30-2:30	307
CIS1504	1	Word Processing (Block)	Mount	T-TH	12-3	309

Business & Computer Information Systems (continued)

Course	Sec.#	Description	Instructor	Day	Time	Room
CIS2163	1	Operating Systems Concepts	J. Smith	M-W	9:30-11	311
CIS2503	1	Internship	Holland	TBA	TBA	TBA
CIS1103	1	Tech Math	Roop	T-TH	9:30-11	126
CIS1023	1	Technical Communications	Moore	T-TH	8-9:30	117

Collision Repair Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
CRT1004	1	Frame Repair	Nies	M-F	8-3	Shop
CRT1104	1	Unitized Body Repair	Nies	M-F	8-3	Shop
CRT1203	1	Metal Finishing	Nies	M-F	8-3	Shop
CRT1404	1	Steering, Susp, & Brakes	Plumlee	M-F	8-3	Shop
CRT	1	Air Conditioning Service	Plumlee	M-F	8-3	Shop
CRT2104	1	Electrical & Restraint System	Plumlee	M-F	8-3	Shop

Communications Department

Course	Sec.#	Description	Instructor	Day	Time	Room
COM1103	1	Technical Communications I – DTT,CRT,MTT, ADT	Moore	M-W-F	10-11	117
COM1103	2	Technical Communications I – overflow	Moore	M-W-F	11-12	117
COM1203	1	Technical Communications II – ARMT/IMT	Moore	T-TH	9:30-11	117
COM1203	2	Technical Communications II – ADT/DTT/MTT	Moore	T-TH	1:30-3	117
COM1203	3	Technical Communications II – AST	Moore	M-W	2-3:30	117
CIS1023	1	Technical Communications - CIS	Moore	T-TH	8-9:30	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, IMT	Roop	M-W-F	8-9	126
MTH1103	2	Technical Mathematics I – ADT	Roop	M-W-F	9-10	126
MTH1103	3	Technical Mathematics I – ET	Roop	M-W-F	2-3	126
MTH1103	4	Technical Mathematics I – AST,DTT,CRT	Roop	T-TH	1:30-3	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
DTT1604	1	Brakes	Chambers	M-F	8-3	145
DTT3306	1	Transport Electronics	Chambers	M-F	8-3	145

Diesel & Truck Technology (continued)

Course	Sec.#	Description	Instructor	Day	Time	Room
DTT2206	1	Drive Train	Desens	M-F	8-3	145
DTT3303	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
INS1101	1	Industrial Safety	Nursing	M-F	8-3	145
DTT2706	1	Engines	Chambers	M-F	8-3	145
DTT1801	1	Fundamentals of Truck Driving	Murphy	M-F	8-3	145
DTT2902	1	Hydraulics	Desens	M-F	8-3	145
DTT1302	1	Directed Study	Desens	M-F	8-3	145
DTT2303	1	Directed Study 2	Chambers	M-F	8-3	145
DTT3304	1	Directed Study 3	Chambers	M-F	8-3	145
WLD1201	1	Welding	Martin	M-F	8-3	145

Electronics Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
ELT1103	1	DC/AC Fundamentals/Lab	Graham	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	T-TH	8-11	119B
ELT3213	1	Programmable Logic Controllers	Huffman	M-W-F	10-12	119A
ELT3213	2	Programmable Logic Controllers	Huffman	M-W-F	12-2	119A
ELT1313	1	Robotics & Automation/Lab	Graham	M-W-F	12-2	119B
ELT1503	1	Computer Essentials for Techs	Graham	T-TH	12-1:30	119B
ELT2203	1	Process Control/Lab	Stewart	M-W-F	8-11	119S
ELT2403	1	Motors/Motor Controls for Techs	Huffman	T-TH	12-3	119A

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	131
IMT1403	1	Industrial Electricity	Jones	M-W-F	11-12	131
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	131
IMT1903	1	Industrial Troubleshooting Skill	Jones	T-TH	9:30-11	131
WLD1503	1	Welding/Lab	Mansell	T-TH	8-9:30	135

Machine Tool Technology

Course	Sec.#	Description	Instructor	Day	Time	Room
WLD1201	1	Basic Welding	Martin	T-TH	9:30-11	Shop
MSC2103	1	Materials Science	White	T-TH	8-9:30	133
MSM1102	1	Precision Measuring	White	M-W	12-1	133
MST1302	1	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	12-1:30	133
SAF1102	1	Industrial Safety	White	F	12-2	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. There is a \$10.00 application fee.
- 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 2012 will be held: January 5 & 6, from 9AM-11AM

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

FINANCIAL INFORMATION

Payment Policy

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

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.