



2013

Spring 2013 Schedule of Classes



**ENHANCE
YOUR
CAREER.
ENRICH
YOUR LIFE.**

- CLASSROOM AND ONLINE COURSES
- PROFESSIONAL DEVELOPMENT
- CUSTOMIZED TRAINING
- PERSONAL ENRICHMENT
- CERTIFICATE PROGRAMS



[HTTP://WWW.NWACC.EDU/CORPORATELEARNING](http://www.nwacc.edu/corporatelearning)

NWACC – Corporate Learning

Spring 2013 | January - June

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Welcome!

Take advantage of a wide selection of learning opportunities.

To register for any of these classes please contact our front desk at 479-936-5175 for assistance.

Sign up to receive our newsletter and view policies and procedures by visiting our web page:

<http://www.nwacc.edu/corporatelearning>

NWACC

Corporate Learning

Phone: 479-936-5175

Fax: 479-936-5198

Physical address:

Shewmaker Center for Workforce

Technologies

1100 Southeast Eagle Way

Bentonville, AR 72712

COMPUTER APPLICATIONS

Access 2007 Level I

0.6 CEUs 6 hrs. \$159
Learn to design and create database tables, queries, forms, and reports. Sort, filter, and delete records; set field properties, input masks, and validation rules; create, modify, and print forms and reports. Textbook included in course cost.

2030J Jan 14-16 MW
6:00pm- 9:00pm SCWT C206

2031 Jan 22-24 TTh
1:00pm- 4:00pm SCWT C206

Access 2007 Level II

0.6 CEUs 6 hrs. \$174
Learn how to enhance design by using principles of normalization and table relationships, query multiple tables for data that is used in customized forms and reports, and create data access pages to share data over an intranet or the internet. Textbook included in course cost.

2032 Mar 5-7 TTh
1:00pm- 4:00pm SCWT C206

2033 Mar 18-20 MW
6:00pm- 9:00pm SCWT C206

Access 2007 Level III

0.6 CEUs 6 hrs. \$174
This course teaches advanced database techniques such as SQL; using crosstab, parameter, and action queries; creating and running macros; importing, exporting and linking database objects; optimizing, replicating, and synchronizing databases; and basic security. Textbook included in course cost.

2034 Apr 15-17 MW
6:00pm- 9:00pm SCWT C206

Excel 2007 Level I

0.6 CEUs 6 hrs. \$159
Learn to enter and edit spreadsheet data; modify a spreadsheet by moving,

copying, inserting, and deleting data, cells, and ranges; use basic functions; create charts; apply formatting; print worksheets and use page setup options; and manage large worksheets. Textbook is included in course cost.

2035 Jan 15-17 TTh
1:00pm- 4:00pm SCWT C206

2036 Feb 11-13 MW
6:00pm- 9:00pm SCWT C206

2037 Mar 12-14 TTh
1:00pm- 4:00pm SCWT C206

2038 Apr 2-4 TTh
6:00pm- 9:00pm SCWT C206

Excel 2007 Level II

0.6 CEUs 6 hrs. \$174
Participants will gain insight into some of the special features and tools of Excel 2007. Participants will use multiple, linked worksheets; use advanced formatting techniques; work with outlining and subtotals; use cell and range names; use lists and tables for sorting and filtering; use Web features; employ advanced charting tools; use auditing and protection features, and use templates. Textbook included in course cost.



2039 Feb 25-27 MW
6:00pm- 9:00pm SCWT C206

2040 Mar 19-21 TTh
1:00pm- 4:00pm SCWT C206

Excel 2007 Level III

0.6 CEUs 6 hrs. \$174
Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM, how to work with Pivot Tables and Pivot Charts, how to import and export data, and how to query external databases. Students will also

learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the web. Textbook is included in course cost.

2041 Apr 23-25 TTh
6:00pm- 9:00pm SCWT C206

PowerPoint 2007 Level I

0.6 CEUs 6 hrs. \$159
This course covers the basic functions and features of Power Point 2007. Student will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will edit and format slide content and apply transition effects. Textbook is included in course cost.

2045 Feb 5-7 TTh
1:00pm- 4:00pm SCWT C206

2046 Apr 7-11 TTh
6:00pm- 9:00pm SCWT C206

Word 2007 Level I

0.6 CEUs 6 hrs. \$159
Learn how to enter and edit text, save and browse documents, enhance the appearance of a document using various formatting functions, create tables, insert headers and footers, proof and print documents, and insert graphics using MS Word 2007. Textbook included in course cost.

2042 Feb 4-6 MW
6:00pm- 9:00pm SCWT C206

2043 Mar 18-20 MW
1:00pm- 4:00pm SCWT C206

Word 2007 Level II

0.6 CEUs 6 hrs. \$174
Learn to work with styles, sections, and columns; format tables; print labels and envelopes; work with graphics; use document templates; manage document revisions; and work with Web features using MS Word 2007. Textbook is included in course cost.

2044 Apr 1-3 MW
6:00pm- 9:00pm SCWT C206

Adobe Photoshop CS6

1.2 CEUs 12 hrs. \$159

Learn the industry-standard tool for professional digital image and video editing. Adobe Photoshop CS6, the benchmark for digital imaging excellence, provides strong performance, powerful image-editing features, and an intuitive interface. Adobe Camera Raw, included with Photoshop CS6, offers flexibility and control as you work with raw images as well as TIFF and JPEG images. Photoshop CS6 pushes the boundaries of digital image editing and helps you turn your dreams into designs more easily than ever before.

2047 Mar 19-28 TTh
6:00pm- 9:00pm SCWT C206

FINANCIAL

Core Financial Wellness – Dave Ramsey

1.8 CEUs 18 hrs. \$190

Learn how to take control of your largest wealth-building tool--your income! Course delivered using Dave Ramsey's Financial Peace system. This program teaches you how to beat debt, build wealth, and keep your own economy thriving. Tuition includes all course materials. Each paid student can bring one guest. Only one set of course materials included to be shared with guest.

2073 Feb 4-20 MW
6:00pm- 9:00pm SCWT B103

HUMAN RESOURCES

SHRM® Certification Program

3.6 CEUs 36 hrs. \$1000

Prepare for the Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®) certification examinations. Each student will receive the SHRM® Learning System student kit. The curriculum is designed by subject matter experts, covers the new 2012

HR Certification Institute body of knowledge and ranks as the #1 PHR/SPHR certification preparation program. Course will be taught by a SPHR® certified instructor.

2072 Mar 12-May 28 T
6:00pm- 9:00pm SCWT A201

INSTITUTE FOR CORPORATE AND PUBLIC SAFETY

For more information, please contact N. Keiser at 479-619-4170 or access [web page here](#).

New Courses:

AWR-232 Mass Fatalities Planning and Response for Rural Communities

This course teaches the basics of mass fatality response; providing increased knowledge of morgue operations and human remains recovery operations while enhancing the ability to plan for unique challenges of mass fatality incidents in rural communities.

MGT-402 Mitigation Planning for Rural Communities

This course provides participants an opportunity to explore the process of guiding rural communities through the development of all-hazards mitigation strategies on a regional, local, or organizational level based on specific hazards, risks, and vulnerabilities.

MGT-403 Response Planning for Functional Needs Populations in rural Communities

This course exposes participants to the benefits of developing comprehensive emergency response plans for the most vulnerable during a crisis – the elderly, children, anyone with limited English proficiency, people with disabilities, and anyone from a minority culture.

Ongoing Courses:

AWR-187W (Web Course) Terrorism and WMD Awareness in the Workplace

This we-based course prepares learners to recognize, report, and react to potential terrorist incidents. Lessons include the definition of terrorism, examples of terrorist groups and their targets, types of weapons of mass destruction (WMD), indications of terrorist activity, and response actions for a terrorist attack.

PER-280 Emergency Response: Strengthening Cooperative Efforts Among Public Safety and Private Sector Entities

Topics include: defining Terrorism, assessing threats and vulnerability to critical infrastructure, information and resource sharing for business continuity and emergency response between private sector and public safety. By increasing the level of awareness and preparedness, we hope to bridge the gap between the private sector and public safety agencies. This course has been certified by the Department of Homeland Security and is currently available for training nationwide.

MGT-338 Risk and Vulnerability Assessments for Rural Communities

This course provides hazard mitigation planning, whereby potential hazards are identified and assessed in relation to seriousness. Consensus is reached through a collaborative process on how to minimize or eliminate the effects of those hazards on local communities.

MGT-339 Resource Inventory Management for Rural Communities

This course provides rural communities with an understanding of the skills and knowledge they need in order to effectively create and

maintain a comprehensive resource inventory utilizing resources on a local, county, or multi-county area based on their specific geographic location and situation.

MGT-381 Business Continuity Planning

The focus is to develop a comprehensive program for private sector security officials to identify and plug into key governmental resources in the areas of disaster recovery, intelligence sharing, NIMS, and other areas of emergency management. By increasing the planning and resource sharing between key stakeholders in America’s critical infrastructure, we hope to create a stronger and more prepared business community. This course has been certified by the Department of Homeland Security and is currently available for training nationwide.

Coming Soon:

AWR-301W (Web Course) Basics of Continuity Planning

MGT-338 (Web Course) Risk and Vulnerability Assessments for Rural Communities

MGT-339 (Web Course) Resource Inventory Management for Rural Communities

MGT-410 Business Continuity Planning for Rural Power Companies

Continuity of Government Operations Planning for Rural Communities

Mass Fatalities Planning and Response for Rural Morticians and Funeral Directors

LANGUAGES

American Sign Lang. Lev 1A

1.2 CEUs 12 hrs. \$89

This course is designed to teach functional American Sign Language (ASL) which can be used in everyday interactions. The grammar and vocabulary of ASL will be learned within the context of communicative activities. Topics relating to Deaf culture will be discussed throughout the course. Because this course is designed to teach functional skills for communicating with Deaf People, the use of voice will be extremely limited. The main communication methods will be ASL, gesture, and mime. Registered children must be ten years of age or older and must be accompanied by an adult registered for the class. Same book is used for Levels 1A and 1B and are purchased separately.

2053 Jan 14-Feb 25 M
6:00pm- 9:00pm SCWT C115

American Sign Lang. Lev 1B

1.2 CEUs 12 hrs. \$89

Prerequisite: ASL Level 1A; This course is a continuation of ASL Level 1A and is designed to teach functional American Sign Language (ASL) which can be used in everyday interactions. The grammar and vocabulary of ASL will be learned within the context of communicative activities. Topics relating to Deaf culture will be discussed



throughout the course. Because this course is designed to teach functional skills for communicating with Deaf people, the use of voice will be extremely limited. The main communication methods will be ASL, gesture, and mime. Registered children must be ten years of age or older and be accompanied by an adult registered for the class. Same book is used for Levels 1A and 1B and is purchased separately.

2054 Mar 4-Apr 8 M
6:00pm- 9:00pm SCWT C115

American Sign Lang Lev 2A

1.2 CEUs 12 hrs. \$89

Prerequisite: ASL Level 1A & 1B. This course is a continuation of ASL Levels 1A & 1B and is designed to teach American Sign Language (ASL) which can be used in everyday interactions. The grammar and vocabulary to ASL will be learned within the context of communicative activities. Topics relating to Deaf culture will be discussed throughout the course. Because this course is designed to teach functional skills for communicating with Deaf people, the use of voice will be extremely limited. The main communication methods will be ASL, gesture, and mime. To register children, they must be ten years of age or older and accompanied by an adult registered for the class. Same book is used for Levels 2a and 2B and is purchased separately.

2055 Jan 14-Feb 25 M
6:00pm- 9:00pm SCWT C105

American Sign Lang Lev 2B

1.2 CEUs 12 hrs. \$89

Prerequisite: ASL Level 1A, 1B & 2A. This course is a continuation of ASL Level 1A & 1B and is designed to teach American Sign Language (ASL) which can be used in everyday interactions. The grammar and vocabulary of ASL will be learned within the context of communicative activities. Topics relating to Deaf culture will be discussed through the course. Because this course is designed to teach functional skills for communicating with Deaf people, the use of voice will be extremely limited. The main communication methods will be ASL, gesture, and mime. To register children, they must 10 years of age or older and accompanied by an adult registered for the class. Same book is used for Levels 2A & 2B and is purchased separately.

2056 Mar 4-Apr 8 M
6:00pm- 9:00pm SCWT C105

Basic Spanish for Travelers

1.2 CEUs 12 hrs. \$95

Spanish is the most popular of the Romance languages. It is the official language of Spain, Puerto Rico, and most Latin American countries. The Spanish presented in this program is that of Latin America.

2074 Jan 8-17 TTh
6:00pm- 9:00pm SCWT B103

2075 Apr 8-17 MW
6:00pm- 9:00pm SCWT C107

MARKETING

Social Media Marketing

0.6 CEUs 6 hrs. \$85

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an internet presence and build an online brand identity with the help of social media. You'll learn about the major social media outlets being utilized by corporations and small businesses, web analytics, blogs, search engine optimization (SEO), online advertising, and much more, that will drive customers to your website. These tips will not only help you understand social media and its importance, but will give you the tools to keep your customers coming back again and again.

2076 Jan 28-30 MW
6:00pm- 9:00pm SCWT C206

MEDICAL BILLING AND CODING

Medical Terminology for Coding

2.4 CEUs 24 hrs. \$309

This course is designed to provide students with a basic understanding of the language used within healthcare settings. Focus is on terminology of body systems, root forms, prefixes and suffixes, protocols and medical abbreviations. A textbook is required

and is available in the campus bookstore. (Required course for Medical Coding Certificate Program)

2052 Feb 25-Apr 15 M
6:00pm- 9:00pm SCWT B103

AAPC Cert Pro Coder-CPT

4.5 CEUs 45 hrs. \$599

This course is designed to provide the student with the basic conventions and guidelines for correct CPT and HCPCS code assignments. CPT is the coding system used to describe services provided by physicians, including medical and surgical procedures.

Prerequisite: Medical Terminology. Textbooks purchased through the department. (Part of the Medical Coding Certificate Program).

2050 May 9-Jun 27 TTh
6:00pm- 9:00pm SCWT B103

AAPC Cert Pro Coder-ICD-9

4.5 CEUs 45 hrs. \$599

The ICD-9-CM is the official system of assigning codes to any disease, condition, treatment, or surgical procedure for the purpose of medical insurance reimbursement with inpatient, outpatient, and physician office utilization in the U.S. Prerequisite: Medical Terminology. Textbooks purchased through the department. (Part of the Medical Coding Certificate Program.)



2051 Mar 12-Apr 30 TTh
6:00pm- 9:00pm SCWT B103

Insurance Bill/Code for the Medical Office

4.5 CEUs 45 hrs. \$599

This course is designed to explain different types of health insurance, workers' compensation and disability benefits and enable the student to complete HIPAA-compliant healthcare claims for Medicare, Medicaid,

TRICARE/CHAMPVA, Workers' Compensation, and private payers through use of the Medisoft billing software. Required textbook and workbook are available at the campus bookstore.

2048 Jan 8-Feb TTh
6:00pm- 9:00pm SCWT C206

2049 Apr 30-Jun 20 TTh
6:00pm- 9:00pm SCWT C206

MEDICAL INTERPRETING

Medical Interpreting (UAMS)

4.8 CEUs 48 hrs. \$379

This course is designed for interpreters of any non-English language. The goal of the course is to master the art of medical interpreting. It hones the ability to listen, understand, and convey the verbal message accurately and completely. The course employs participatory training techniques in an active learning environment. Course time includes devoting a large amount of time to the responsibility of the interpreter, as well as role-playing, group discussion and practicing medical interpreting. A unique aspect of the course is its treatment of culture as an integral part of communication and an important aspect of the interpreter's work. The purpose of the course is to contribute to better health outcomes by building linguistic and cultural capacity; enhancing communication between providers and diverse patients; improving organizational support for culturally and linguistic appropriate services; increasing providers' and patients' satisfaction; and reducing legal risks. Prerequisites: Candidates must pass a bilingual language skills test; possess a high school diploma or GED and completed Medical Terminology and Anatomy & Physiology.

2071 Feb 2-Mar 23 Sa
9:00am- 3:00pm SCWT B103

PROJECT MANAGEMENT

Intro to Project Management

2.4 CEUs 24 hrs. \$499

This course will equip entry-level project managers with the necessary knowledge, skills, and techniques to set up, plan, manage, and control projects. Whether you are an entry-level project manager working on small- to medium-sized projects, a team member or leader operating in a project environment, or an executive desiring to acquire an understanding of the sponsor role and project management process, this course will help you understand the context in which project management exists, the activities of the project management process and the project life cycle, as well as help you improve project performance through effective planning and control. Required textbook is available in the campus bookstore.

2057 Jan 14-Feb 11 MW
6:00pm- 9:00pm SCWT A201

Advanced Concepts Project Management

2.4 CEUs 24 hrs. \$499

This course is designed to equip project managers with advanced skills necessary to achieve high quality performance through state-of-the-practice project planning and control techniques. In addition to teaching advanced concepts in the technical skills of project management, this course also provides participants with requisite leadership and management skills required to enhance overall project team performance. Students will gain practical skills to increase team productivity through applying advanced leadership skills and processes. Upon completion, students will be able to effectively manage the challenges and complexities presented in today's projects. Prerequisite: Intro to Project Management. Required textbook is available in the campus bookstore.

2060 Mar 18-Apr 10 MW
6:00pm- 9:00pm SCWT A201

MS Project 2007 Basics

0.6 CEUs 6 hrs. \$159

Learn to create project files, create and modify task lists, create a Work Breakdown Structure, work with task relationships, create a base calendar, assign resources to tasks, create task calendars, create and modify tables, use filters and groups, sort task and resource data, and resolve conflicts. Prerequisites: Introduction to Project Management or related work experience and basic computer skills. Textbook included in course cost.



2058 Feb 18-20 MW
6:00pm- 9:00pm SCWT C206

MS Project 2007 Advanced

0.6 CEUs 6 hrs. \$174

Topics to be covered include baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Prerequisites: MS Project Basics. Textbook included in course cost.

2059 Mar 5-7 TTh
6:00pm- 9:00pm SCWT C206

CAPM® Exam Prep

2.4 CEUs 24 hrs. \$655

The Certified Associate in Project Management course will assist students in preparing for the Certified Associate in Project Management (CAPM®) exam. Students will learn the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling and closing. This course will include exercises intended to build confidence and raise the students' chances of passing the CAPM® Exam.

2062 Apr 22-May 15 MW
6:00pm- 9:00pm SCWT B103

2063 Jan 15-Feb 7 TTh
6:00pm- 9:00pm SCWT A201

PMP® Exam Prep

3.6 CEUs 36 hrs. \$900

Prepare for the PMP® Certification exam, covering topics such as project characteristics, organizational structures and the project manager's role, key project management skills, project management knowledge areas and process groups, project phases and life cycles. Learn how to develop a project charter, scope statement, project management plan, and project schedule. Discuss methods for estimating activity durations, project costs, and potential risks, along with team development and contract management techniques. Textbook included in course cost.

2061 Apr 22-Jun 3 MTh
6:00pm- 9:00pm SCWT A201



RETAIL & SUPPLIER

EDUCATION

[For more information please access web page here.](#)

CRA Intro-MS Office 2010

Prerequisite for CRA Program

4.5 CEUs 45 hrs. \$475

This is a non-credit course designed for orientation to the terminology and applications of computers and the Internet. Commercial software packages used will include Windows, Word, Excel, PowerPoint, and Access.

2023 Jan 14-Mar 5 Online

Adv. Excel & Access for Retail

4.5 CEUs 45 hrs. \$475

Students will further develop skills in Microsoft Access and Excel. The

coursework will focus on understanding different types of Retail Link pulls, retail formulas, and which tools are appropriate for different types of analysis and methods for integrating tools.

2024 Mar 6-May 1 MW
6:00pm- 9:00pm SGBDC 1018

Retail Link Data Management

4.5 CEUs 45 hrs. \$530
Students will navigate, comprehend and leverage Wal-Mart’s Retail Link system to solve relevant business problems. Students will solve retail formulas using Excel, design weekly report templates, and pull Retail Link data in multiple orientations.

2017 Jan 14-Apr 29 M
6:00pm- 9:00pm SCWT C209

2018 Jan 17-May 2 Th
6:00pm- 9:00pm SCWT C210

Retail Tools Integration

4.5 CEUs 45 hrs. \$530
Students will integrate MS Access and MS and MS Excel to create and maintain a retail database and automate spreadsheets using recorded Excel macros and Visual Basic for Applications (VBA) Macros.

2019 Jan 16-May 1 W
6:00pm- 9:00pm SCWT C209

2020 Jan 16-May 1 W
6:00pm- 9:00pm SCWT C210

Retail Strategic Analysis

4.5 CEUs 45 hrs. \$530
Students will expand upon baseline analytical techniques taught in the first four classes and learn additional facets of analysis: consumer insights, supply chain, pricing and demand elasticity, competitive environment, store tests, and investment analysis. Students will develop skills to present analysis clearly and effectively. Course will culminate in a multi-week project simulating real- world, category review requirements and conditions.

2021 Jan 17-May 2 Th
6:00pm- 9:00pm SCWT C209

Retail Analytical Techniques

4.5 CEUs 45 hrs. \$530
Students will learn to analyze large amounts of data, understand brand and/or category item drivers using the "Velocity/Pricing/Distribution model, identify regional and seasonal consumer influences and outside data sources that drive item velocity, and present/defend strategic fact-based discoveries to affect category, unit sales, gross margin, and GMROI.

2022 Jan 15-Apr 30 T
6:00pm- 9:00pm SCWT C210

Supply Chain & Retail Replenishment

4.5 CEUs 45 hrs. \$530
Students will learn a broad overview of supply chain fundamentals, terminology, and replenishment concepts, as well as Retail Link applications including CPFR, Scorecards, and MABD applications.

2015 Jan 15-Apr 30 T
6:00pm- 9:00pm SCWT C209

2016 Jan 16-May 1 W
6:00pm- 9:00pm SGBDC 2044

Intro Shelf Mgmt/Plan-ProSpace

2.4 CEUs 24 hrs. \$650
Learn how to use product and fixture libraries to develop modulars/planograms, and determine product placement and space allocation while building planograms.

2025 Jan 14-Mar 25 M
6:00pm- 9:00pm SCWT C210

Principles of Cat Man 101A

1.2 CEUs 12 hrs. \$395
In this four week class, students will learn the basics of Category Management and the Category Decision process, will be provided with a top level view of the category/ customer/competition, will learn how category management principles are

integrated at the shelf, and will be provided with an understanding of the concepts and applications of Retail Math. This class is required before taking Principles of Category Management 101B.

2028 Jan 15-Feb 5 T
6:00pm- 9:00pm SCWT A212

Principles of Cat Man 101B

3.3 CEUs 33 hrs. \$895
This 11-week course will expand on the previous 4 week class by digging deeper into various components in Category Management, including understanding the category roles, determining customer's needs and how customers are involved in the placement of product, understanding competition and how competition impacts product assortment and placement, and students will be exposed to Wal-Mart’s philosophy of Category Management. The 4 week Principles of Category Management 101A is a prerequisite for this class.

2029 Feb 12-Apr 30 T
6:00pm- 9:00pm SCWT A212

Principles Category Mgmt. 101

4.5 CEUs 45 hrs. \$995
This course is designed to provide the basic knowledge and skills for individuals interested in understanding the role of a Category Analyst or Category Manager. Students will be exposed to an overview of the Category Management process and components that impact the process and will be provided with insight into Wal-Mart’s philosophy of Category Management. Students will have the opportunity to hear from and connect with industry experts in Category Management in various topics.

2027 Jan 15-Apr 30 T
6:00pm- 9:00pm SCWT A212

SAFETY

OSHA General Industry Outreach

1.0 CEUs 10 hrs. \$75

This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA general industry standards as a guide. The final exam must be passed with a 70% to pass the course.

2070 Mar 13-14 WTh
9:00am- 4:00pm SCWT C107

OSHA 30 Hour General Industry

3.0 CEUs 30 hrs. \$225

The 30-hour training program is intended to provide workers with some safety responsibility plus greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards.

2105 Feb 11-15 MTWThF
9:00am- 4:00pm SCWT C107

SKILLED TRADES

[For additional information access web page here.](#)

Crew Leader - Weatherization

3.2 CEUs 32 hrs. \$505

This interactive Crew Leader course is designed to thoroughly prepare trainees to successfully manage weatherization crews in the field.

Topics covered included leadership and communication skills, techniques of effective crew



management, and equipment and materials organization. Trainees will also learn about building and safety codes, quality control measures, and proper utilization of work orders.

Special emphasis is placed on providing work site and client education. This course includes 24/7 on-line access to course curriculum, videos, and resources and will be updated frequently. This course meets the DOE JTA requirements for NREL and BPI credentialing exams.

2006 Jan 8-11 TWThF
8:00am- 5:00pm SCWT

2007 Mar 5-8 TWThF
8:00am- 5:00pm SCWT

Quality Control Inspector

3.2 CEUs 32 hrs. \$450

This interactive course trains students to ensure the completion, appropriateness and quality of work, providing for the safety, comfort, and energy savings of the building occupants. Training includes specifications and standards, performing building diagnostics, and proper documentation of findings and concerns. Trainees will additionally learn corrective actions by: conducting a methodical audit/inspection of a building, performing safety and diagnostic tests, and observing the retro-fit work. This course allows for 24/7 access to on-line curriculum, videos and training resources and will be updated frequently. This course meets the DOE JTA requirements for NREL and BPI credentialing exams.

2011 Feb 18-22 MTWThF
8:00am- 5:00pm SCWT

Retro-fit Installer-Weather

3.2 CEUs 32 hrs. \$505

This interactive Retro-fit installer course is designed to train residential energy professionals installing upgrades in single family and multi-family homes. Course work includes a variety of building science principles to improve the safety, comfort, durability, indoor air quality and energy efficiency. This course includes 24/7 on-line access to course curriculum, videos, and resources and will be frequently updated. This course meets

the DOE JTA requirements for NREL and BPI credentialing exams.

2008 Jan 22-25 TWThF
8:00am- 5:00pm SCWT

2009 Mar 19-22 TWThF
8:00am- 5:00pm SCWT

Energy Auditor-Weatherization

4.0 CEUs 40 hrs. \$600

This interactive Energy Auditor course is designed to provide thorough training in the principles, tools, and procedures of energy auditing. Topics covered include consumer education, whole house approach, and the energy auditor's toolbox. Trainees will work through the entire auditing process focusing on the client interview, inspection, and diagnostics. Assessment of combustion appliances and determining recommendations for cost- effective weatherization solutions. This course includes 24/7 on-line access to course curriculum, videos, and resources and will be updated frequently. This course meets the DOE JTA requirements for NREL and BPI credentialing exams.

2010 Feb 4-8 MTWThF
8:00am- 5:00pm SCWT

Energy Auditor-Hybrid

10.8 CEUs 108 hrs. \$695

This interactive hybrid course uses on-line self-study platform and hands-on training introducing students how to evaluate the energy performance, comfort and safety of a house through a comprehensive, whole house diagnostic procedure. This course covers building science principles, envelope and duct leakage testing, insulation evaluation, and combustion safety testing. By using the whole house performance based approach, students will address a comprehensive range of interrelated building science issues and be able to provide clients with a more comfortable, safe, and energy efficient home. Students will participate in hands-on in the lab 1.5 hours per week.

2013 Jan 16-Apr 24 W
1:00pm- 2:30pm SCWT

Green Building-Hybrid

10.8 CEUs 108 hrs. \$595

This interactive hybrid course uses an on-line self-study platform and hands-on training introducing students how to evaluate green building principles, design, construction, and maintenance techniques, and practices that minimize a building's total environmental impact. This course covers building science principles, health and safety issues, energy and water efficiency, indoor environmental quality, reduced community impact, homeowner education and maintenance, and sustainable site development. Students will participate in hands-on lab 1.5 hours per week.

2014 Jan 17-Apr 25 Th
1:00pm- 2:30pm SCWT

Fundamentals of HVAC

10.8 CEUs 108 hrs. \$695

This interactive course introduces students to the Heating and Air Conditioning trade. Students will learn theory and fundamentals, tools, equipment, and instruments proper use and safety. Learn proper techniques for tubing, piping, soldering and brazing of copper. Cooling system components- why and how they are used. Systems including; refrigerant recovery and management, lubrication, leak testing, evacuation, charging, and cooling trouble-shooting. Course consists of classroom and hands-on training. Length: 1-semester (108 contact hours)

2003 Jan 15-Apr 23 TTh
5:30pm- 9:30pm SCWT C107

Basic Electricity Application to HVAC

10.8 CEUs 108 hrs. \$695

This interactive course introduces electricity as applied to HVAC, theory, and safety including; types of HVAC controls in HVAC systems, electric

motors theory and application, troubleshooting controls and electrical components. Course consists of classroom and hands-on training. Length: 1-semester (108 contact hours) Prerequisite: Fundamentals of HVAC

2004 Jan 14-Apr 24 MW
5:30pm- 9:30pm SCWT C113

HVAC Systems

10.8 CEUs 108 hrs. \$695

This interactive course introduces various systems used in HVAC including; gas heating, electric heat and heat pump applications and trouble shooting, comfort system and energy efficient design, air distribution layout and sizing, and review of cooling systems operation. Course consists of classroom and hands-on training. Length: 1-semester (108 contact hours) Prerequisite: Basic Electricity Applied to HVAC

2005 Jan 15-Apr 23 TTh
5:30pm- 9:30pm SCWT C113

Basic Electricity-HVAC Hybrid

10.8 CEUs 108 hrs. \$695

This interactive hybrid course uses an on-line self-study platform and hands-on training introducing HVAC students to electricity as applied to HVAC. The course involves theory and application, trouble-shooting controls and electrical components. Students attend hands-on lab training 1-day per week for 4 hours.

2012 Jan 15-Apr 23 T
12:30pm- 4:30pm SCWT

TECHNICAL TRADES

CertFiberOpticsTech (CFOT)

2.4 CEUs 24 hrs. \$700

Basic fiber optic networking, introduces industry standards governing FTTH (Fiber to the Home), LAN/WAN fiber networks and basic fusion and mechanical splicing. Identify fiber types and connectors, and install, terminate, splice, and test installed fiber optic

cable to existing standards. Recognized for BICSI CECs as follows: RCDD 21, Installer Level/2 Technician 12. All books and materials included in course cost. Prerequisite: Basic working knowledge of computers, able to see and identify small items, and able to speak and understand English.

2064 Mar 4-6 MTW
8:00am- 5:00pm SCWT A201

2065 Jun 3-5 MTW
8:00am- 5:00pm SCWT A201

(CFOS/ T) in Testing/Maintenance

1.6 CEUs 16 hrs. \$675

This 2 day program is designed to offer advanced training to anyone involved with testing and maintenance of fiber optic networks. The program explains the variety of testing standards, equipment, and technological approaches used in fiber optic testing and splicing and how to choose among them. The course is 75% hands-on, exploring the overall spectrum of testing and maintenance of single and multi- mode fiber optics networks, including detailed overviews and equipment demonstrations.



Subject matter includes: ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. This course is accredited by BICSI for 14 RCDD CECs and 12 Installation CECs. This course prepares students for the Advanced Fiber Optics Certification Exam given at the end of class. All books and material included in course cost. Prerequisite: CFOT course or other fiber optics training course within preceding 6 months, or 1 year fiber optics related experience. There is an exam available to "test out" of the basic CFOT requirement for a \$145

fee. See www.bdidatallynk.com for more information.

2066 Mar 7-8 ThF
8:00am- 5:00pm SCWT A201

2067 Jun 6-7 ThF
8:00am- 5:00pm SCWT A201

CFOS/S) Splicing Specialist

1.6 CEUs 16 hrs. \$675
This 2-day program explains the importance of high performance splicing and details the points necessary to achieve these splices. An overview of OTDR functions and trace understanding is also provided. 75% hands-on activities will provide training in both fusion and mechanical splicing of both single and multi-mode fiber optic cables. Both inside and outside plant fiber optic cable types will be utilized, along with inside and outside plan enclosures and splice trays. The student will be responsible for successfully making and testing both single multi-mode mechanical and fusion splices, and will be required to correctly and efficiently install spliced fibers into splice trays and trays in enclosures. The student will be required to achieve a splice loss of less than 0.15 and demonstrate proficiency in interpretation of splice loss OTDR splice traces. This course is approved for BICSI CECs: RCDD 14 and INS Level 2 Tech 14. Prerequisite: CFOT course or other formal fiber optics training course within preceding 6 months, or 1 year fiber optics related experience. There is an exam available to "test out" of the basic CFOT requirement for a \$145 fee. See www.bdidatallynk.com for more information.

2068 Mar 9-10 SaSu
8:00am- 5:00pm SCWT A201

2069 Jun 8-9 SaSu
8:00am- 5:00pm SCWT A201

ARK GRANT

For eligibility requirements call 479-936-5175

CCNA Boot Camp

6.0 CEUs 60 hrs. \$0
Cisco Certified Network Associate (CCNA) validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

2078 Jan 14-Feb 8 MWThF
5:30pm- 9:30pm SGBDC 2020

2099 Jun 3-28 MWThF
5:30pm- 9:30pm SGBDC 2044

A+ Essentials Cert Boot Camp

4.0 CEUs 40 hrs. \$0
The most popular entry-level certification, A+ is for people with some experience (6 months or less) in computer service. In this course, the student will disassemble a computer, identify parts, be able to reassemble, and practice using different operating systems.

2079 Jan 21-Feb 1 MTWThF
5:30pm- 9:30pm SGBDC 1016

Network + Certification

4.0 CEUs 40 hrs. \$0
This course teaches student through lectures, discussions, demonstrations, textbook exercises and classroom labs the skills and knowledge necessary to help prepare them to take the Network + certification exam by Computing Technology Industry Association (CompTIA).

2089 Mar 25-Apr 5 MTWThF
5:30pm- 9:30pm SGBDC 2020

.NET Fundamentals

2.4 CEUs 24 hrs. \$0
This course is designed to teach the student how to understand all the .NET Framework Concepts, how to use namespaces and classes in the .NET Framework. Also, understand .NET Code Compilation, I/O classes in the .NET Framework Security and Memory Management.

2201 May 14-16 TWTh
8:30am-5:00pm

MS Access 2010 Cert Boot Camp

3.3 CEUs 33 hrs. \$0
MS Access 2010 Certification Boot Camp core certification validates skills in MS Access 2010. Candidates can achieve the core MS Access 2010 credential by passing the certification exam. The credential enables individuals to tap the full features and functionality of MS Access 2010, resulting in increased academic and job performance, individual differentiation and personal confidence. Prerequisite: Intro to Personal Computers

2083 Feb 11-14 MTWTh
8:30am- 4:30pm SCWTC209

2083 Feb 15-15 F
8:30am- 1:30pm SCWTC209

Software Dev. Fundamentals

2.4 CEUs 24 hrs. \$0
Student will study introductory concepts, structure, decision-making, looping, array manipulation, and calling methods as well as introduction to object-oriented program. Everyday examples & clear expectations in this edition streamlined presentation make this a perfect choice for students with no prior programming experience.

2106 Jun 3-12 TWTh
5:30pm- 9:30pm SCWT C107

Advanced WordPress

0.6 CEUs 6 hrs. \$0
Participants will use this popular content management system and learn

how to integrate this powerful tool in their business function.

2084 Feb 20-20 W
9:00am- 4:00pm SCWTC209

2096 Apr 30-30 T
9:00am- 4:00pm SCWTC209

Managing WordPress

0.6 CEUs 6 hrs. \$0
This course will introduce the user to this popular content management system, WordPress. Topics include: widgets, pages, plugins and post.

2080 Jan 23-23 W
9:00am- 4:00pm SCWTC209

2088 Mar 13-13 W
9:00am- 4:00pm SCWTC209

Essentials of Structured Query

1.8 CEUs 18 hrs. \$0
This course will expand on the knowledge already being applied from Microsoft Access training. Students will learn the foundations and applications of Structured Query Language (SQL). This is a hands-on course and working knowledge of Microsoft Access is very helpful.

2198 Mar 26-28 TWTh
9:00am – 4:00pm SCWT C209

Microsoft Expression Web 2

0.6 CEUs 6 hrs. \$0
Microsoft has introduced several webpage creation software packages over the years. Microsoft Expression Web 2 has taken over from the days with Microsoft FrontPage. This is an information introductory course to the use and application of this handy webpage development tool.

2199 Mar 6 W
9:00am – 4:00 pm SCWT C209

Windows Development Fundamentals

2.4 CEUs 24 hrs. \$0
The student will learn how to create graphical user interface (GUI)

applications that run on Windows by using Windows Forms or Windows Presentation Foundation (WPF), program and host Windows Services on a computer that runs Windows, access data from various sources for use in a Windows-based application and deploy a Windows application to target computers.

2197 Jun 18-27 TWTh
5:30pm-9:30pm SCWT C107

Web Development Fundamentals

2.4 CEUs 24 hrs. \$0
The student will learn how to program web applications, working with data and services to make appealing websites following the Microsoft best practices. Other objectives of the class include: troubleshooting and debugging web applications, working with client-side scripting, configuring and deploying web applications and publishing web applications.

2196 Jun 4-12 TWTh
5:30pm – 9:30pm SCWT C107

HTML 5.0

2.4 CEUs 24 hrs. \$0
The course HTML 5 will teach you the latest revision of the Hypertext Markup Language. HTML is the standard programming language for web design. HTML 5 allows web browsers to become a development platform and ensure interoperability among browsers so that web applications and documents behave the same way no matter which compliant browser is used to access them.

2202 Apr 23-25 TWTh
8:30am-5:00pm SCWT C209

CompTIA Security+ Cert

4.0 CEUs 40 hrs. \$0
This course will prepare students to pass the CompTIA Security+ certification exam. After taking this course, students will understand the field of network security and how it relates to other areas of information

technology. This course also provides broad-based knowledge necessary to prepare for further study in specialized security fields, or it can serve as a capstone course that gives a general introduction to the field. Students taking this course should be familiar with personal computers and the use of keyboard and mouse. The Security+ Certification is the perfect precursor to the CCNA Certification Program as well as the CCNA Security Certification.

2093 Apr 22-May 3 MTWThF
5:30pm- 9:30pm SGBDC 1016

CompTIA A+ Prac App Cert Boot Camp

4.0 CEUs 40 hrs. \$0
This certificate program was developed to provide training in computer PC repair. Students will gain a fundamental understanding of a PC through hands-on and theory-based instruction. Specific topics include computer hardware and software installation, troubleshooting, and maintenance. Upon completion of these courses, the students will be better prepared to take national certification tests and an exam voucher will be provided for students taking this class.

2085 Feb 25-Mar 8 MTWThF
5:30pm- 9:30pm SGBDC 2020

BUSINESS & INDUSTRY

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Trying to change the culture in your company?

Let us help. Our trained professionals will give you guidance in the process and provide manageable steps that will help you gain buy-in from every level.

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Let us help you identify potential and real obstacles and develop a plan for reaching your goals.

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We can help you do more with your training budget by offering world-class services at community college prices- often with added savings from Arkansas Existing Worker Training Program (EWTP) reimbursements.

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