2014

Spring 2014 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

NWACC – Corporate Learning

Spring 2014   January - June

Welcome!

Take advantage of a wide selection of learning opportunities.

To register for any of these classes please call 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

MS Excel 2010 Level 1 - Basic
0.6 CEUs   6 hrs. $159
This course teaches the basic functions and features of Excel 2010, after an introduction to spreadsheet terminology and Excel's windows components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures; they will save workbooks in various formats. Participants will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, participants will create and modify charts, and learn how to manage large workbooks.

Code	Dates				Time
2044	1/13-1/15	M	W		6:00-9:00pm
2045	2/04-2/06	T	R		1:00-4:00pm
2046	3/11-3/13	T	R		6:00-9:00pm
2047	4/21-4/23	M	W		1:00-4:00pm
2048	5/05-5/07	M	W		6:00-9:00pm
2049	6/02-6/04	M	W		6:00-9:00pm

MS Excel 2010 Level 2 - Intermediate
0.6 CEUs   6 hrs. $174
This course builds on the skills and concepts taught in Excel 2010 Level I (Basic): Participants will learn how to use multiple worksheets and workbooks, and they will start working with more advanced formatting options including styles, themes, and formatting with text functions. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. They will save workbooks as web pages, insert and edit hyperlinks, and learn to share workbooks. This course also covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn how to work with PivotTables and Pivot Charts.

Code	Dates				Time
2050	2/18-2/20	T	R		6:00-9:00pm
2051	3/04-3/06	T	R		6:00-9:00pm
2052	4/07-4/09	M	W		1:00-4:00pm
2053	5/12-5/14	M	W		6:00-9:00pm
2055	6/10-6/12	T	R		6:00-9:00pm

MS Excel 2010 Level 3 - Advanced
0.6 CEUs   6 hrs. $174
This course builds on the skills and concepts taught in Excel 2010 Intermediate. Participants will work with advanced formulas, as well as logical and lookup functions such as IF, SUMIF, IFERROR, VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases. Finally participants will learn about the analytical features of Excel, running and recording macros, SmartArt graphics and conditional formatting with graphics.

Code	Dates				Time
2054	4/15-4/17	T	R		6:00-9:00pm
2056	5/06-5/08	T	R		6:00-9:00pm
2057	6/16-6/18	M	W		6:00-9:00pm

MS Access 2010 Level 1 - Basic
0.6 CEUs   6 hrs. $159
This course teaches the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, participants will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Participants will then learn to retrieve records using queries, enter data in forms, and organize and present data using reports.

Code	Dates				Time
2034	1/14-1/16	T	R		1:00-4:00pm
2035	2/10-2/12	M	W		6:00-9:00pm
2036	3/03-3/05	M	W		6:00-9:00pm
2037	4/08-4/10	T	R		1:00-4:00pm
2038	5/06-5/08	T	R		6:00-9:00pm

MS Access 2010 Level II - Intermediate
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.

Code	Dates				Time
2039	3/17-3/19	M	W		1:00-4:00pm
2040	4/14-4/16	M	W		6:00-9:00pm
2041	5/13-5/15	T	R		6:00-9:00pm

Access 2010 Level III - Advanced
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.

Code	Dates				Time
2042	4/01-4/03	T	R		6:00-9:00pm
2043	5/19-5/21	M	W		1:00-4:00pm

MS Word 2010 Level 1 - Basic
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 2010. Textbook included in course cost.

Code	Dates				Time
2058	1/21-1/23	T	R		6:00-9:00pm
2059	2/11-2/13	T	R		1:00-4:00pm
2060	3/10-3/12	M	W		6:00-9:00pm
2061	4/22-4/24	T	R		6:00-9:00pm
2062	5/20-5/22	T	R		1:00-4:00pm
2063	6/03-6/05	T	R		6:00-9:00pm

MS Word 2010 Level 2 - Intermediate
0.6 CEUs   6 hrs. $174
This course builds on the skills and concepts taught in Word 2010 Basic. Participants will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

2064	2/17-2/19	M	W		6:00-9:00pm
2065	3/24-3/26	M	W		6:00-9:00pm
2066	3/31-4/02	M	W		1:00-4:00pm
2067	5/27-5/29	T	R		6:00-9:00pm
2068	6/09-6/11	M	W		6:00-9:00pm

MS PowerPoint 2010 Level 1 - Basic

0.6 CEUs   6 hrs. $159
This course teaches the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help System, students will learn to create, save, and rearrange presentations. They will format text, use drawing objects, work with graphics, and insert tables and charts. They will learn to use templates and themes, slide masters, and transition effects. Finally, participants will learn to proof, run and print presentations.

2069	1/27-1/29	M	W		6:00-9:00pm
2071	3/17-3/19	M	W		6:00-9:00pm

MS PowerPoint 2010 Level 2 - Intermediate

0.6 CEUs   6 hrs. $174
This course builds on the skills and concepts taught in PowerPoint 2010 Basic. Participants will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally students will integrate PowerPoint, Word and Excel.

2070	2/03-2/05	M	W		6:00-9:00pm
2072	4/08-4/10	T	R		6:00-9:00pm

MS Project 2010 Basic

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.

2073	3/18-3/20	T	R	6:00-9:00pm

MS Project 2010 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 2010 Basics. Textbook included in course cost.

2074	3/31-4/02	M	W		6:00-9:00pm

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 2013 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.

2082	2/04-4/22	T		6:00-9:00pm

SHRM® Essentials of HR Management

1.5 CEUs   15 hrs. $600
The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. IT gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. Update in 2013, this course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills.

2029	3/05-4/02		W	6:00-9:00pm

INSTITUTE FOR CORPORATE AND PUBLIC SAFETY

For more information, please contact N. Keiser at 479-619-4170 or access web page here.

Instructor Led Courses:

AWR-232 Planning Mass Fatality Incidents in Rural Communities - 8 hr.

Designed to prepare first responders to manage a mass fatality incident impacting a rural jurisdiction. Issues addressed include roles and responsibilities, assets management, remains identification and processing, diversity issues, resource acquisition, and development of a plan.

AWR 309 Mass Fatalities Planning & Response for Rural Morticians & Funeral Directors – 8 hr.

Designed to prepare post-mortem service providers, hospital officials and public health to assist emergency response authorities as they respond to a mass fatality incident. Assists in developing and refining mass fatality response plans and educates those involved on available resources.

MGT-402 Mitigation Planning for Rural Communities – 8 hr.

Prepares community and organizational leaders for the development and execution of community or company mitigation strategies. 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 People with Access and Functional Needs Populations in rural Communities
Educates participants on the planning efforts needed to ensure the safety of those with functional needs, particularly those housed in assisted-living facilities and nursing homes during a crisis event. This course exposes participants to the benefits of developing comprehensive emergency response plans for the most vulnerable during a crisis.

PER-280 Strengthening Cooperative Efforts Among Public Safety & Private Sector Entities – 8 hr.
Designed to strengthen emergency management capabilities within the context of critical infrastructure disasters. Fosters information-sharing and sustainable partnerships among private and public sector groups, clarifies responsibilities, and develops strategies for managing disasters within a national framework.

MGT-338 Risk and Vulnerability Assessments for Rural Communities – 8hr.
Discusses the need for threat and vulnerability assessments and risk analysis, bringing to the table all community constituents from both the public and private sectors. Provides essential background information necessary to design and implement an effective community-wide comprehensive emergency response plan that involves both eh public and private sectors.

MGT-339 Resource Inventory Management for Rural Communities – 8 hr.
Discusses the need for effective practices, strategies, and tools used for a community-wide resource inventory. Involves the inventory of

resources from both the public and private sectors within the community.

MGT 381 Business Continuity & Emergency Management – 8 hr.
Prepares small and large business to effectively plan for emergencies of all types. Developed by the NorthWest Arkansas Community College's Institute of Corporate and Public Safety in partnership with Wal-Mart Stores, Inc., Tyson Foods, Inc., and J.B. Hunt Transport Services, Inc. as well as with public sector first responders.

MGT 410 Business Continuity Planning for Rural Power Companies – 8 hr.
Designed to train risk managers and continuity planners from rural electric companies how to develop and implement a comprehensive and effective business continuity program. Course addresses basic plan components, mitigation strategies, and response and recovery planning.

Web Courses:

AWR-187W Terrorism and WMD Awareness in the Workplace – 0.5 hr.
This web-based "Terrorism 101" course prepares learners to recognize, report, and react to potential terrorist incidents.

AWR 301 – W Basics of Continuity Planning – 2 hr.
Designed to introduce risk managers and business continuity planners to the building blocks of a comprehensive and effective business continuity program. Explores program components most useful to small and rural organizations and businesses.

MGT 338-W Risk & Vulnerability Assessment for Rural Communities – 8 hr.
Web-baed version of the lassroom course. Provides essential background information necessary to design and implement an effective community-wide comprehensive emergency response plan that involves both the public and private sectors.

MGT 339-W Resource Inventory management – 8 hr.
Web-based version of the classroom course. Discusses the need for effective practices, strategies, and tools used for a community-wide resource inventory. Involves the inventory of resources from both the public and private sectors within the community.

Coming Soon:

Isolation and Quarantine Planning for Private Sector Entities.

<u>LANGUAGES</u>

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.

2080 2/24-3/31 M   6:00pm-8:00pm

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.

| 2081 | 4/14-5/19 | M | | 6:00pm-8:00pm |

American Sign Lang. Lev 2A

1.2 CEUs 12 hrs. $89
Prerequisite: ASL Level 1A & 1B; This course is a continuation of ASL Level 1A & 1B and is designed to teach American Sign Language.

| 2116 | 1/13-2/17 | M | | 6:00pm-8:00pm |

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.

| 2083 | 2/24-2/26 | M | W | 6:00pm-9:00pm |

MEDICAL BILLING AND CODING

This program will prepare the student to take the Certified Professional Coder Exam.

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)

| 2078 | 3/10-4/02 | M | W | 6:00pm-9:00pm |

Insurance Billing and Coding 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.

| 2079 | 4/14-6/02 | M | W | 6:00pm-9:00pm |
| 2079 | 6/04-6/04 | | W | 6:00pm-9:00pm |

AAPC ICD9/CPT Level 1

4.5 CEUs 45 hrs. $599
This course is designed to prepare the student to become a Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC). This course is taught by a contracted AAPC instructor. There is a greater demand for coders because

of the increase of medical service and the need to accurately code procedures (CPT) and diagnoses (ICD9-ICD10) for reimbursement. Certified coders earn more money, have job security, and there is an increasing number of employers that require the CPC certification. Prerequisites: Medical Terminology. AAPC curriculum chapters 1 – 10 are covered. Textbooks purchased through the department.

| 2032 | 1/07-2/20 | T | R | 6:00pm-9:00pm |

AAPC-ICD9/CPT Level 2

4.5 CEUs 45 hrs. $599
This course is designed to prepare the student to become a Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC). This course is taught by a contracted AAPC instructor. There is a greater demand for coders because of the increase of medical service and the need to accurately code procedures (CPT) and diagnoses (ICD9-ICD10) for reimbursement. Certified coders earn more money, have job security, and there is an increasing number of employers that require the CPC certification. Prerequisites: Medical Terminology and AAPC ICD9/CPT Level 1. AAPC curriculum chapters 11 – 20 are covered. Textbooks purchased through the department.

| 2033 | 2/25-4/10 | T | R | 6:00pm-9:00pm |

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.

Call 479-936-5175 for next scheduled class.

PERSONAL ENRICHMENT

LEGO® Robotics Camp   **$250**
This program is designed to introduce students to robotics by working with the science, technology, engineering, and mathematics concepts to program a robot. This camp will utilize the LEGO® Mindstorms robot and campers will be able to complete an obstacle course with the robot by the end of camp. Robot is property of NWACC.

| 2030 | 6/23-6/26 | M T W R | 8:00am-4:00pm |

Writing Killer Mysteries   **$89**
Got the urge to write a mystery? Already working on a story? "Writing Killer Mysteries" will guide you through the main issues and strategies of writing good mystery fiction. You will learn the rules for mysteries, techniques for getting the idea, inventing characters, adopting authentic point of view and voice,

strategies for plotting, and the necessary follow through of perfecting your product. Participants will receive all of the course materials. Bring a pen or pencils, a composition tablet, and lots of questions. Class held at Highlands Crossing in Bella Vista.

| 2118 | 2/20-4/10 | R | 2:00pm-4:00pm |

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.

| 2076 | 2/04-2/27 | T | R 6:00pm-9:00pm |
| 2077 | 5/27-6/19 | T | R 6:00pm-9:00pm |

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.

| 2075 | 4/07-4/30 | M | W | 6:00pm-9:00pm |
| 2117 | 1/06-1/29 | M | W | 6:00pm-9:00pm |

MS Project 2010 Basic
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.

| 2073 | 3/18-3/20 | T | R 6:00pm-9:00pm |

MS Project 2010 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 2010 Basics. Textbook included in course cost.

| 2074 | 3/31-4/02 | M | W | 6:00pm-9:00pm |

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.

2031	2/03-3/13	M		R	6:00pm-9:00pm

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. $480
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	1/13-3/8			Online
2024	1/13-3/8			Online

Adv. Excel & Access for Retail
4.5 CEUs   45 hrs. $480
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. Prerequisite: CRA Intro-MS Office 2010.

2025	3/05-4/30	M	W		6:00pm-9:00pm
2026	3/06-5/01	T		R	6:00pm-9:00pm

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	1/13-4/28	M		6:00pm-9:00pm
2018	1/15-4/30		W	6:00pm-9:00pm

Retail Tools Integration
4.5 CEUs   45 hrs. $530
Students will integrate MS Access 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	1/13-4/28	M		6:00pm-9:00pm
2020	1/14-4/29	T		6:00pm-9:00pm

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	1/16-5/01		R	6:00pm-9:00pm
2016	1/14-4/29	T		6:00pm-9:00pm

Intro Shelf Management/Plan-ProSpace
2.4 CEUs   24 hrs. $650
Learn how to use product and fixture libraries to develop modular /planograms, and determine product placement and space allocation while building planograms.

2027	1/13-3/10	M		6:00pm-9:00pm

Advanced Shelf Management/Plan-ProSpace
1.5 CEUs   15 hrs. $600
Students will learn advanced methods for analyzing and merchandising product categories by using product and fixture libraries; students will learn the steps and requirements involved in the modular process.

2028	3/31-4/28	M		6:00pm-9:00pm

SKILLED TRADES
For additional information access web page here.

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	1/15-4/16		W	1:00pm-5:00pm

Green Building-Hybrid
10.8 CEUs   108 hrs. $595
This interactive hybrid course uses 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	1/16-4/17		R	1:00pm-2:30pm

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)

| 2009 | 1/14-4/15 | T | R | 5:30pm-9:30pm |

Fund of HVAC-Hybrid (Day)
10.8 CEUs　　108 hrs.　　$695
This interactive hybrid course uses on-line self-study platform and hands-on training introducing students to HVAC. The course involves theory and application, trouble-shooting and hands-on. Students attend hands-on lab training 1 day-per- week for 4 hours.

| 2012 | 1/14-4/15 | T | 12:30pm-4:30pm |

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

| 2010 | 1/13-4/16 | M | W | 5:30pm-9:30pm |

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

| 2011 | 1/14-4/15 | T | R | 5:30pm-9:30pm |

Communication & Math – Workforce Readiness
4.8 CEUs　　48 hrs.　　$225
Class equivalent to MTCM 1003: This unique course is designed to meet the needs of students in certificate programs for technical careers and other immediate workforce needs. The course will include a review of basic arithmetic skills such as ratios, proportions, percents, and metric conversions focusing on applications of these topics, as well as instruction in and practice of oral and written communication skills for use in various professions. Specifically, the course will ask students to write about and present their mathematical findings in the form of professional job search process, interviewing, report writing, presentation delivery, and problem-based collaborative learning. This is a very application oriented course. The course includes a portion of the curriculum modules found in MATH 1003. Upon completion of the course with a satisfactory grade of C or better, the student may petition for this class to be awarded credit hours equivalent to MTCM 1003.

| 2119 | 1/13-5/02 | W | 6:00pm-6:45pm |

Apprenticeship: Electrical Program
4 Year　　592 hrs.　　$2,600
The program provides expert training to students seeking a career in Electricity. The apprenticeship program is a four-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hrs (148 contact hrs/year) as well as on-the-job training hrs (2000/year). The student will receive an apprentice

license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Electrician Exam, administered by the State of Arkansas.

2002	Electrical App. 1	1/09-5/05	R	5:30pm-9:30pm
2003	Electrical App. 2	1/09-5/15	R	5:30pm-9:30pm
2005	Electrical App. 1/2	1/14-5/13	T	5:00pm-9:00pm
2004	Electrical App. 3/4	1/07-5/13	T	5:30pm-9:30pm
2006	Electrical App. 3/4	1/16-5/15	R	5:00pm-9:00pm

Apprenticeship: Plumbing Program
4 Year　　640 hrs.　　$2,400
The program provides expert training to students seeking a career in Plumbing. The apprenticeship program is a four-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hrs (160 contact hrs/year) as well as on-the-job training hrs (2000/year). The classes are conducted one evening per week in the college's Shewmaker Center. The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Plumbing Exam, administered by the State of Arkansas.

| 2007 | Plumbing App. 1/2 | 1/08-5/14 | W | 5:30pm-9:30pm |
| 2008 | Plumbing App. 3/4 | 1/07-5/13 | T | 5:30pm-9:30pm |

TECHNICAL TRADES

CertFiberOpticsTech (CFOT)
2.4 CEUs　24 hrs.　　$700
Basic fiber optic networking, introduces industry standards governing FTTD (Fiber To The Desk), 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. Perquisite: Basic working knowledge of computers, able to see and identify small items, and able to speak and understand English.

2084	3/03-3/05	M T W	8:00am-5:00pm
2085	6/02-6/04	M T W	8:00am-5:00pm

(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.bdidatalynk.com for more information.

2086	3/06-3/07	R F	8:00am-5:00pm
2087	6/05-6/06	R F	8:00am-5:00pm

(CFOS/OSP) Outside Plant

2.4 CEUs   24 hrs. $700

Course is designed to learn how to properly install Outside Plant (OSP) Fiber Optics Cabling.

2088	3/08-3/09	S U	8:00am-5:00pm
2089	6/07-6/08	S U	8:00am-5:00pm

ARK GRANT

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