



Corporate & Continuing Education

Our mission is to meet the workforce education needs of emerging and incumbent workers; to provide individual personal development; and to provide adult basic education to our growing community.

NWACC Corporate and Continuing Education (CCE) classes are taught throughout the year during the day, evening, and on weekends.

Registration is continuous, and new classes are added to the schedule daily. Check for new classes at www.nwacc.edu/cce.

Four Ways to Register

A registration form can be downloaded at www.nwacc.edu by clicking on the Corporate and Continuing Education link.

1. **By Mail:** Mail your completed registration form with payment to the address on the registration form.
2. **By Phone:** Call us at (479) 936-5175 and use your Visa, MasterCard, American Express, or Discover credit card.
3. **By Fax:** Fax your registration form to us at (479) 936-5198 with your credit card number, card expiration date, and signature on the form.
4. **In Person:** Visit us from 8:00 am to 4:30 p.m. Monday through Friday at the Shewmaker Center, 1100 Southeast Eagle Way, Bentonville (north of Burns Hall). A drop box is conveniently located in the Shewmaker Center for after-hours drop-off registration forms and payments.

Many classes have limited enrollment requirements, so register early to avoid disappointment. Consider yourself enrolled in a class if you do not hear from us. We will notify you of any changes or cancellations.

Payment

NWACC accepts checks or money orders payable to NWACC, cash, and Visa, MasterCard,

American Express, or Discover credit cards.

- Fees must be paid at the time of registration.
- Registrations must be received no later than three days prior to the class start date.

**See the Adult Education and Marketing Analyst section of this schedule for registration information specific to those programs.*

Tuition Payment Plan

Are your dollars stretched to their limit? Our new Tuition Payment Plan may be the answer.

How it Works

- Any class totaling \$250 or more is eligible.
- Any combination of classes totaling \$250 or more is eligible, provided registration for all classes occurs at the same time.
- 50 percent payment of tuition and fees must be made at time of registration.
- A \$25 FACTS enrollment fee will also be collected by FACTS at the time of enrollment.

Your checking, savings, or credit card account will be drafted in two additional payments of 25 percent on the 5th of the two full months following the date of registration.

To Enroll in the Tuition Payment Plan, You Will Need:

- Your name and student ID
- Name, address, and e-mail address of the person responsible for making payments
- For credit card account: credit card number and expiration date
- For savings or checking account: bank name, account number, bank routing number, and telephone number

For more information, call the CCE Cashier's Office at (479) 619-4326.

For detailed information about CCE refund, transfer, transcript, or inclement weather policies, visit the web site at www.nwacc.edu/cce.



Workforce Certificate Programs

Whether you hope to advance in your career, update your skills, or begin a new career, a certificate program could be for you. NWACC has the programs that will prepare you for today's rapidly changing work place.

Why certification? Certification has become the "killer app" in today's fast-paced world. Companies look for certification on resumes because it:

- Sets a standard of performance
- Measures individual achievement against established standards
- Documents results

Any of the classes may be taken as stand-alone classes provided stated prerequisites are met.

Administrative Assistant

See page 4 for program details.

American Management Association Human Resource Management

See page 6 for program details.

American Management Association Supervision

See page 7 for program details.

Apprenticeship: Electrical

See page 10 for program details.

Apprenticeship: Plumbing

See page 11 for program details.

Banking Career Preparation

See page 5 for program details.

National Carpentry & Construction Education Research (NCCER)

See page 9 for program details.

Computer Support Specialist

See page 8 for program details.

Heating, Ventilation and Air Conditioning (HVAC)

See page 12 for program details.

Marketing Analyst Certificate

This program has selective admissions requirements. See page 13 for details.

Medical Billing and Coding Professional

See page 14 for program details.

Medical Office Assistant

See page 15 for program details.

Important Telephone Numbers

Adult Education	986-6911	Fax	936-5198
Apprenticeship Programs	936-5162	Professional & Personal Development	936-5108
Business & Industry Liaison	936-5171	Registration & Information	936-5175
Cashier's Office	619-4326	Retail & Marketing Programs	936-5171



Professional Development

Excelling in the Workplace

XBUS 5007 16 hrs.
1.6 CEUs \$156

This course offers the latest business skills techniques and principles in an engaging interactive setting that will motivate employees and target performance. Topics include workplace ethics and values, positive business behavior, listening skills, time management, customer service, team building, and interpersonal communication skills.

2072 Feb 17-24 Sat
8:00 am-5:00 pm SCWT C105
2073 Apr 21-28 Sat
8:00 am-5:00 pm SCWT C105

Entrepreneurial Expo

XSEM 5001 5 hrs.
0.0 CEUs FREE

Individuals who are interested in starting a small business or who own small businesses are encouraged to attend this expo. In addition to free mini-workshops on topics such as 'feasibility plans' and 'marketing on small budgets', local organizations, businesses and educational institutions will be on-hand to provide information about the many resources available to local entrepreneurs.

2096 Jan 29 Mon
2:00 pm-7:00 pm SCWT B102

Foreign Language Institute/TRPS

XSEM 5004 16 hrs.
1.6 CEUs \$169

This profound method of teaching foreign languages focuses on language acquisition to promote active use of language. Through

TPRS, teachers are finding they can teach the language holistically without having to focus on grammar rules. Grammatical accuracy is taught, but not in the traditional way. Susan Gross facilitates this exciting 2-day workshop that has revolutionized the way that many instructors approach teaching languages.

2098 May 11-12 Fri/Sat
8:00 am-5:00 pm SCWT B102

Administrative Professional Seminar and Luncheon

XSEM 5002 2 hrs.
0.2 CEUs \$49

In recognition of the crucial services administrative professionals provide businesses every day, NWACC offers this seminar to provide these professionals with additional educational opportunities to make their jobs easier. This luncheon event is packed with two speakers, networking opportunities, door prizes and more as we recognize and offer appreciation to the individuals that play such an important role in the success of our regions' businesses.

2095 Apr 25 Wed
11:00 am-1:00 pm SCWT B102

IT Conference for Educators

XSEM 5003 8 hrs.
0.8 CEUs \$69

Ideal for k-16 instructors, this conference offers a variety of educational workshops including topics like incorporating national certifications into student

curriculum, preparing students for the jobs of the future, and upgrade changes in the Microsoft 2007 applications.

2097 May 4 Fri
8:00 am-4:30 pm SCWT B102

BUSINESS ENVIRONMENT

Designing Ads that Work

XBUS 5025 6 hrs.
0.6 CEUs \$66

This introductory marketing segment introduces students to various ad styles and teaches broad design principles. Students learn when and why to use each of the various styles and gain solid, foundational design skills. In this hands-on workshop, students will use their new design skills to create at least one ad with common software applications.

2086 Jan 30-Feb 1 Tues/Thur
6:30 pm-9:30 pm SCWT C209

Office Communications and Procedures

XBUS 5008 30 hrs.
3.0 CEUs \$247

Learn basic business communication and office procedures including composing, formatting, editing and proofreading memos, letters and other documents, grammar and spelling and the processes and procedures relevant to traditional and automated offices. The course includes a section on scheduling and task management using Microsoft

Financial

Administrative Assistant Certificate

Program Length: 85 Contact Hours

Gain professional recognition and personal confidence as an administrative professional. The Administrative Assistant Certificate is designed to equip learners with skills and competencies needed to be an efficient, productive member of an office support team. Students learn how to apply fundamental accounting concepts; gain composition, grammar, and document formatting skills; and develop and apply work organization, time management, ergonomics, scheduling, meeting management and more.

Who Should Enroll?

- Persons interested in stepping up in an office position
- Secretaries and other Administrative Professionals looking to update or improve their skills

Prerequisites

Must have completed or be enrolled in Excel Level I and Word Level I. Equivalent training may be accepted upon evaluation of skills.

Courses

Excelling in the Workplace

16 hours

Small Business Accounting

21 hours

Office Communications and

Procedures

30 hours

QuickBooks for Small Business

18 hours

Outlook. The required textbook is available in the campus bookstore.

2075 Feb 19-Apr 23 Mon
7:00 pm-10:00 pm SCWT C209

Starting a Successful Business

XBUS 5027 33 hrs.
3.3 CEUs \$139

Thinking of starting a business? This course touches on all the topics you should consider before opening your doors. You will learn how to measure your competition, identify the markets for your products, complete a feasibility plan, draft a business plan and even look at marketing your business. This course is perfect for individuals who are thinking of starting a new business but may benefit those who have recently opened their doors. The \$48 text/workbook is included in the cost of the course.

2105 Feb 2, 9, 16 Fri
6:00 pm-9:00 pm SCWT C115
Feb 3, 10, 17 Sat
8:00 am-5:00 pm SCWT C115

QuickBooks for Small Business

XCMP 5022 18 hrs.
1.8 CEUs \$184

This course explores how QuickBooks can help your small business. The course provides a good overview of the accounting process. Topics include setting up your business in QuickBooks, the accounts payable and receivable processes, and processing and printing payroll checks. Students with prior exposure to accounting principles will enjoy greater success in this class.

2023 Feb 13-Mar 1 Tues/Thur
6:30 pm-9:30 pm SCWT C210

FINANCIAL

Basic Income Tax Preparation for Individuals & Families

XBUS 5026 12 hrs.
1.2 CEUs \$120

Don't let filing your taxes make you feel as though you are entering a labyrinth of torture. Let our instructor walk you through the process from determining filing status and requirements, to recording wages including dividends, unemployment and gambling, to claiming standard deductions, dependents, earned income credits, education credits and more.

2093 Jan 20-Feb 24 Sat
10:00 am-12:00 pm SCWT A20

Principles of Banking

XBNK 5000 24 hrs.
2.4 CEUs \$199

This course provides those who are new to the industry a broad understanding of banking today. The course introduces fundamental banking concepts and principles, the basics of how banks operate as a business, and the responsibilities of bank employees in a customer-focused financial services environment.

2076 Apr 2-26 Mon/Thur
6:30 pm-9:30 pm SCWT A201

Relationship Selling

XBNK 5003 6 hrs.
0.6 CEUs \$61

This course introduces the concepts of product-based selling and needs-based selling. Students will utilize sales skills and techniques to move successfully through the sales process.

2077 May 16-23 Wed
6:30 pm-9:30 pm SCWT A201

Human Resources

Small Business Accounting

XBUS 5012 24 hrs.
2.4 CEUs \$199

This course is an introduction to fundamental accounting concepts and includes analyzing, interpreting, and recording transactions. The course also includes the preparation of financial statements, bank reconciliations and payroll transactions. A textbook is required and available at the campus bookstore.

2071 Jan 22-Feb 14 Mon/Wed
6:30 pm-9:30 pm TBA

Today's Teller

XBANK 5001 24 hrs.
2.4 CEUs \$199

This course focuses on the skills new tellers need to carry out their daily responsibilities in today's financial services industry.

2078 Apr 30-May 24 Mon/Thur
6:30 pm-9:30 pm SCWT A201

HUMAN RESOURCES

Fundamentals of HR

XMGT 5001 15 hrs.
1.5 CEUs \$222

This course is a comprehensive and up-to-date guide to virtually every aspect of human resources management from understanding the basic HR functions to using the Web for recruiting. Whether new to the profession or a newly promoted professional, students will find all the information and skills they need to do their job and make a positive impact in their organization. This American Management Association course is an elective in the Human Resource Certificate Program. The required textbook is included in the

course fee and will be available at the first class.

2069 Jan 22-Feb 19 Mon
6:30 pm-9:30 pm SCWT B103

Performance Appraisal: How to Achieve Top Results

XMGT 5015 15 hrs.
1.5 CEUs \$222

Understand what the performance appraisal process entails, why adopting proven performance appraisal practices will help managers meet the challenges of change, and why effective performance appraisals can spell the difference between success and failure for the individual and the organization. You will learn how to provide constructive performance feedback and how to remain in compliance with the legal aspects of performance appraisals. This course is an elective in the American Management Association's HR and Supervision Certificate Programs. The required textbook is included in the tuition and will be available in the first class.

2070 Apr 2-30 Mon
6:30 pm- 9:30 pm SCWT B103

Fair, Square and Legal

XMGT 5026 15 hrs.
1.5 CEUs \$222

Written by a manager for managers, *Fair, Square and Legal* translates complex legal concepts and precedents into a set of easy-to-learn guidelines for managing people. It gives you a systematic knowledge of the ways the laws governing equal opportunity and employee rights protect not only your employees but you, the manager. Staying out of trouble is a matter of being prepared. And that's exactly what you'll learn in this course - clear, unambiguous, step-by-step methods of

Banking Career Preparation Certificate Program

Program Length: 70 Contact Hours

A solid foundational knowledge of the banking industry will prepare you to enter this profession with skill and confidence. Gain a better understanding of the banking industry and its role in the U.S. economy while developing knowledge and practical skills related to basic banking services. The core objectives include understanding basic banking principles, developing sales techniques indicative of the banking industry, understanding the role and function of the teller, and demonstrating basic workforce skills expected in most professional work environments.

Who Should Enroll

- Persons interested in starting a career in banking
- Persons who want to learn more about the banking industry

Prerequisites

High School Diploma or GED with minimum of 9th-grade math skills, keyboarding, working knowledge of Windows and MS Word, and the ability to read and speak English. Students will be required to submit TABE test scores and computer skills test scores during orientation. Call (479) 936-5175 for a student information packet.

Courses

Principles of Banking
24 hours
Today's Teller
24 hours
Introduction to Relationship Selling
6 hours
Excelling in the Workplace
16 hours

American Management Association Human Resource Management Certificate

Program Length: 75 Contact Hours

Develop a fundamental understanding of human resources and prepare to meet the needs of specific employee groups as well as organizational objectives. In the process, you'll improve your management, facilitation, and communication skills to enhance the HR function overall and position yourself for career growth. Earn your Certificate in Human Resources Management from the American Management Association after successfully completing five of the six courses offered.

Who Should Enroll

The AMA Certificate in Human Resource Management is open to all who have an interest in learning more about the subject presented.

Select five of the following courses:

Courses

- Fundamentals of Human Resources
15 hours
- Performance Appraisals: How to Achieve Top Results
15 hours
- How to Recruit, Interview, & Select the Right Employee
15 hours
- Compensation: Developing Effective Reward Programs
15 hours
- Fair, Square, and Legal
15 hours
- The Complete Training Course for Managers
15 hours

documentation, compliance, and prevention for every business-related action that can raise legal liability.

2067 Feb 26-Mar 26 Mon
6:30 pm-9:30 pm SCWT B103

MANAGEMENT AND SUPERVISION

First-Line Supervision

XMGT 5007 15 hrs.
1.5 CEUs \$222

Filled with expert information on all the basics of the job—from managing time and stress to motivating and counseling employees—*First-Line Supervision* is light on business school jargon and heavy on real-world guidance. Using self-assessments, action, plans and relevant work examples, it shows you exactly how to apply crucial supervisory skills in your own workplace. You'll improve communication skills, become adept at planning and conducting meetings, resolving workplace conflicts, managing change and more. This course is an elective in the American Management Association's Supervision Certificate Program. The required textbook is included in the tuition and will be available at the first class.

2068 Jan 17-Feb 14 Wed
6:30 pm-9:30 pm SCWT B103

Coaching for Top Performance

XMGT 5003 15 hrs.
1.5 CEUs \$222

This course provides a powerful combination of training, communication, and motivating skills that will enable you to successfully challenge your staff to reach higher levels of performance. You will improve your coaching

skills so your staff, both individually and as a team, can improve their performance; define and communicate performance goals using S.M.A.R.T. criteria; and develop a performance improvement plan. This course is an elective in the American Management Association's Supervision Certificate Program. The required textbook is included in the cost of tuition and will be available at the first class session.

2066 Feb 21-Mar 21 Wed
6:30 pm-9:30 pm SCWT B103

BASIC COMPUTER SKILLS

Computers, Windows, and the Web

XCMP 5069 15 hrs.
1.5 CEUs \$147

This course introduces students to the computer, the Windows operating system, and the World Wide Web. The student will learn the parts of the computer and the basic mouse and keyboard operation. Other topics covered will include file management techniques, navigating the desktop, system security and maintenance, e-mail, surfing the Web, and more. No textbook is required for the course.

2016 Jan 9-23 Tues/Thur
1:00 pm-4:00 pm SCWT C205
2029 Mar 5-19 Mon/Wed
6:00pm- 9:00pm SCWT C206

COMPUTER TECHNOLOGY

Computer and Device Buying Tips

XCMP 5079 3 hrs.
0.3 CEUs \$27

How do you choose the right computer for you? How do you pick a digital camera that fits your needs and is compatible with your

Computer Support Specialist

computer? What about buying a printer, keyboard, mouse, monitor, or speakers? How do you know???

This brief course will provide you with tips to help you make the right decisions when it comes to spending your hard-earned money on computers and related devices!

2035 Mar 16 Fri
1:00 pm-4:00 pm SCWT C205

Digital Photography

XCMP 5033 16 hrs.
1.6 CEUs \$156

Learn how to take exceptional pictures in this hands-on workshop designed for the amateur photographer and those breaking into the professional digital photography field. In addition to expert instruction on technique and style, students receive valuable hands-on experience during a Saturday field trip. Shots from the trip will then be analyzed and digitally manipulated in the final classes using the basic features of Adobe Photoshop.

2032 Mar 6-15 Tues/Thur
6:30 pm-8:30 pm SCWT C210
Mar 10 Sat

8:00 am-5:00 pm Field Trip

2047 May 1-10 Tues/Thur
6:30 pm-8:30 pm SCWT C210

May 5 Sat
8:00 am-5:00 pm Field Trip

COMPUTER SUPPORT SPECIALIST

Computer Hardware, Software, and Networking Concepts

XCMP 5070 15 hrs.
1.5 CEUs \$147

This course is designed to give the emerging computer professional a well-rounded look at the concepts of computer hardware, software and networking. The required text

features expert articles by the authors from top-name companies in the IT industry. The course lays the foundation for more advanced courses in computer hardware and software troubleshooting and repair and networking, and is required for the Computer Support Specialist Certificate Program.

2017 Jan 9-23 Tues/Thur
6:30 pm-9:30 pm SCWT C206

HelpDesk Technology, Tools, Techniques

XCMP 5073 15 hrs.
1.5 CEUs \$147

This course is an introduction to the computer help desk skills that are essential to career success for help desk professionals. You will learn how help desks are structured, the kind of support they provide, and the problem-solving processes used to tackle challenging computer problems. In addition, you learn to handle incoming calls and document them using a learning edition of HelpSTAR software. Web-based support and asset and security management will also be covered. Guest speakers from the computer support profession will address current topics in the field. This course is required for the Computer Support Specialist Certificate Program.

2021 Jan 30-Feb 13 Tues/Thur
6:30 pm-9:30 pm SCWT C206

A+ Hardware Troubleshooting/PC Repair

XCMP 5048 60 hrs.
6.0 CEUs \$372

Get hands-on experience installing and troubleshooting hardware devices such as power supplies, memory, floppy drives, hard drives, and media devices. You will also receive extensive classroom instruction related to concepts and

American Management Association Supervision Certificate

Program Length: 75 Contact Hours

Learn contemporary methods that will allow you to stand out as an effective supervisor. These courses show you how to increase performance by tackling issues and enhancing opportunities that can impact that performance. Earn your Certificate in Supervision from the American Management Association after successfully completing five of the seven courses offered.

Who Should Enroll

The AMA Certificate in Supervision is open to all who have an interest in learning more about the subject presented.

Prerequisites

Anyone who has a general interest in the subject area may enroll.

Select five of the following courses:

Courses

Performance Appraisals: How to Achieve Top Results

15 hours

How to Recruit, Interview & Select the Right Employee

15 hours

The Complete Training Course for Managers

15 hours

First-Line Supervision

15 hours

Coaching for Top Performance

15 hours

How to Be an Effective Supervisor

15 hours

Delegating for Business Success

15 hours

Computer Office Applications

Computer Support Specialist Certificate

Program Length: 96 Contact Hours

The Computer Support Specialist Certificate program is designed to give entry-level computer help desk and support professionals the skills needed to succeed in a modern help desk environment. From technical skills to “soft” skills, this program gives the emerging IT support professional the tools to succeed in securing a job and moving ahead quickly. For individuals already employed in the computer support industry, this certificate of continuing education will give them the skills needed to advance their career more quickly. All students are also encouraged to take additional courses leading toward industry certifications by CompTIA and Microsoft. (Testing services for the programs are available at NWACC.)

Who Should Enroll?

- Persons interested in a technical help desk career
- Computer support staffers
- Any person desiring to gain working knowledge and skills in Help Desk Support and Technology

Prerequisites

There are no prerequisites for this program other than the ability to read and speak English.

Computer Support Specialist Level I

Intro to MS Office (test-out or prior credit available)	42 hours
Advanced MS Office	36 hours
Intro to Computer Hardware, Software, & Networking	15 hours
Customer Service and Communications Concepts	12 hours
Help Desk Technology, Tools, Techniques	15 hours
Total Hours	120 hours

Computer Support Specialist Level II

Intro to Computer Programming Logic & Design	15 hours
A+© Hardware Troubleshooting and Repair	60 hours
A+© OS Software Troubleshooting	45 hours
Network+©	45 hours
MCDST 70-271©	45 hours
MCDST 70-272©	45 hours
Total Hours	375 hours

techniques for managing and maintaining a PC. This course prepares students for the Comp TIA A+ Core Hardware exam. The textbook required for this course can also be used for the *A+ Operating Systems Technologies* course.

**2027 Feb 27-May 3 Tues/Thur
6:30 pm-9:30 pm SCWT C206**

COMPUTER OFFICE APPLICATIONS

Access Level I

**XCMP 5074 18 hrs.
1.8 CEUs \$174**

This course provides students with a hands-on introduction to Microsoft Access 2003. Students will learn to create and maintain an Access database, run queries, and create

forms and reports. Learn how you can efficiently and effectively organize your data and retrieve the information as you need it! The textbook required for this course will also be used for *Access 2003 Level II*.

**2022 Feb 6-22 Tues/Thur
6:30 pm-9:30 pm SCWT C209**
**2025 Feb 13-Mar 1 Tues/Thur
1:00 pm-4:00 pm SCWT C205**
**2048 May 1-17 Tues/Thur
6:30 pm-9:30 pm SCWT C209**

Access 2003 Level II

**XCMP 5051 15 hrs.
1.5 CEUs \$147**

Learn the advanced features of Microsoft Access 2003 through hands-on practice. Students will learn how to customize forms and reports, use action queries, and automate tasks with macros for even more efficient data management. Visual Basic for Applications will also be covered, along with the security, Web, and Office integration features of Access. The text for this course was used for *Access Level I*. Students taking this course should have already completed the Level I course, or should have a strong background in MS Access.

**2030 Mar 5-19 Mon/Wed
7:00 pm-10:00 pm SCWT C209**

Computer Job Skills

**XCMP 5015 128 hrs.
12.8 CEUs \$780**

The Computer Job Skills Certificate Program is intended to provide potential job candidates with a solid foundation in the computer skills that are essential in today’s office environment. From basic keyboarding to working with MS office products, this program will cover all the basics. Internet usage and PowerPoint are also covered along with job search and resume writing. No previous computer skills are required. The required textbook

Computer Office Applications

is available in the campus bookstore.

2014 Jan 8-Mar 5 M/Tu/W/Th
8:00 am-12:00 pm SCWT C205

Excel Level I

XCMP 5071 18 hrs.
1.8 CEUs \$174

An introduction to Microsoft's popular spreadsheet program will teach students how to manage data using Excel worksheets, formulas and functions, and charts and graphs. Additionally, students will learn to develop worksheets and charts that are professional in appearance and functionality. The textbook required for this course will also be used for Excel Level II.

2018 Jan 9-25 Tues/Thur

6:30 pm-9:30 pm SCWT C209

2019 Jan 22-Feb 7 Mon/Wed

1:00 pm-4:00 pm SCWT C205

2026 Feb 27-Mar 15 Tues/Thur

6:30 pm-9:30 pm SCWT C209

Excel 2003 Level II

XCMP 5053 15 hrs.
1.5 CEUs \$147

Learn the advanced features of Microsoft Excel 2003 through hands-on practice and instruction. This course will show you how to use Excel's editing and Web tools to perfect and share worksheet data. Data tables, scenarios, and solvers for handling complex problems will also be explored, along with Excel Visual Basic for Applications and data importing/exporting. The textbook for this course is also used for *Excel Level I*. Students should have completed *Excel Level I* or have a strong background in Excel before taking this course.

2024 Feb 12-26 Mon/ Wed

1:00 pm-4:00 pm SCWT C205

2037 Mar 20-Apr 3 Tues/Thur

6:30 pm- 9:30 pm SCWT C209

Beginning VBA for Excel

XCMP 5082 15 hrs.
1.5 CEUs \$147

Visual Basic for Applications is the programming language of macros. Learn to use this event-driven language to write basic code that will automate your use of Excel. Learn the basics of VBA coding which can be applied to more advanced projects as you advance your VBA and Excel skills. VBA allows you to customize your Excel experience and get the most from your spreadsheets!

Intermediate level Excel skills (formulas, functions, and formatting tools) required.

2046 Apr 17-May 1 Tues/Thur
1:00 pm-4:00 pm SCWT C205

Introduction to MS Office

XCMP 5068 42 hrs.
4.2 CEUs \$348

Enjoy a hands-on introduction to the powerful Microsoft Office Suite 2003, which includes Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of these popular applications, providing them with the foundation needed to begin using MS Office effectively in the workplace or at home. This course is required for the Computer Support Specialist Certificate Program, but may also be taken independently.

2013 Jan 8-Feb 26 Mon/Wed
6:00 pm-9:00 pm SCWT C206

2042 Apr 9-May 9 Mon/Wed/Fri
1:00 pm-4:00 pm SCWT C205

MS Excel Formulas, Functions, and Charts

XCMP 5072 6 hrs.
0.6 CEUs \$54

Do you feel comfortable using Excel to create professional charts and perform complex calculations, or are you still a little hesitant when you get beyond basic data entry and formulas? Have you used an IF

National Carpentry & Construction Education Research (NCCER) Carpentry

Program Length: 288 Contact Hours

The program provides expert training to students seeking a career or currently employed in the carpentry or construction industry. Objectives of this nationally accredited curriculum include increased quality of workmanship, enhanced efficiency, and heightened awareness of safety issues in the workplace. Hands-on training during lab sessions reinforces learning while encouraging a spirit of teamwork. Successful completion of each level results in a certificate of completion from NWACC. Students who successfully complete all four sections will be listed on the National Registry of Professional Carpenters through the NCCER.

Who Should Enroll?

- Persons interested in a career in carpentry or construction industries
- Persons currently employed in the industry
- Persons interested in building or remodeling their own home

Course

Carpentry I	144 hours
Carpentry II	144 hours

function or nested IF in Excel? From the very basic formulas and functions, to the more complex calculations and charts, this course will cover the topics you need to become an efficient Excel user and

Computer Office Applications

Apprenticeship: Electrical Program

Program Length: 4 Years

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 hours (160 contact hours/year) and on-the-job training hours (2,000/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. Call (479) 936-5162 for more information.

Prerequisites

Students must be 18 years of age and employed with an electrical contractor in the state of Arkansas.

produce results that will WOW your boss, your co-workers, and even yourself! No textbook is required for this course. Basic skills in Excel recommended.

2020	Jan 29-31	Mon/ Wed
	7:00 pm-10:00 pm	SCWT C209
2043	Apr 10-12	Tues/Thur
	1:00 pm-4:00 pm	SCWT C205

Outlook Tips and Tricks

XCMP 5076 3 hrs.
0.3 CEUs \$27

Learn the Microsoft Outlook 2003 tips and tricks of the pros. Get the shortcuts and techniques that will make you more efficient and effective with e-mail, appointment scheduling, task scheduling, and

more! Basic Outlook skills required.

2031	Mar 6	Tues
	1:00 pm-4:00 pm	SCWT C205
2036	Mar 20	Tues
	6:30 pm-9:30 pm	SCWT C210

Photoshop Level I

XCMP 5024 12 hrs.
1.2 CEUs \$120

Learn how to use several basic tools to move, duplicate and resize images, to use layer effects and special effects. Course contents include sizing images, creating image areas, blending composite images, color and painting, adjusting images, and blending modes.

2015	Jan 9-18	Tues/Thur
	6:30 pm-9:30 pm	SCWT C210
2044	Apr 10-19	Tues/Thur
	6:30 pm-9:30 pm	SCWT C210

PowerPoint Tips and Tricks

XCMP 5077 3 hrs.
0.3 CEUs \$27

Learn the Microsoft PowerPoint 2003 tips and tricks of the pros. Get the shortcuts and techniques that will make you more efficient and effective with slide design and slideshow presentation! Basic PowerPoint skills required.

2033	Mar 8	Thurs
	1:00 pm-4:00 pm	SCWT C205
2040	Mar 27	Tues
	6:30 pm-9:30 pm	SCWT C210

Special Topics in MS Office

XCMP 5080 12 hrs.
1.2 CEUs \$120

We have all heard how using the computer can make data-intensive tasks at work or home easier, such as maintaining your holiday mailing lists and using Excel to build a budget or create a chart. However, tackling those tasks alone for the first time can actually be quite daunting. This course will cover some of the most popular yet perplexing tasks that individuals would like to use

effectively in MS Office: Word mail merges, Excel formulas, functions, and charts, Outlook distribution lists and meeting requests, and PowerPoint animations. Basic skills in MS Office Suite required. No textbook is required for this course.

2039	Mar 26-Apr 4	Mon/Wed
	1:00 pm-4:00 pm	SCWT C205
2045	Apr 16-25	Mon/Wed
	6:30 pm- 9:30 pm	SCWT C206

Word 2003 Level I

XCMP 5054 15 hrs.
1.5 CEUs \$147

Learn the basics of creating, editing and formatting documents using Microsoft Word 2003. Mail merge, tables, and styles will also be covered. The textbook required for this course may also be used for Word 2003 Level II.

2038	Mar 21-Apr 4	Mon/ Wed
	6:30 pm-9:30 pm	SCWT C206
2049	May 3-17	Tues/Thur
	1:00-4:00 pm	SCWT C205

Word Mail Merge

XCMP 5081 6 hrs.
0.6 CEUs \$54

One of MS Word's most useful features is its ability to complete mail merges. The mail merge feature allows you to use a list, such as an address list created in Excel, Access, Word or Outlook Contacts/ Address Book, to create form letters, mailing labels, envelopes and more. In this brief course you will learn all about mail merges, starting with the basics and moving through the more advanced aspects of this wonderful Word feature. Basic MS Office Skills (data entry, editing) are required. No textbook is required for this course.

2041	Apr 3-5	Tues/Thur
	1:00 pm-4:00 pm	SCWT C205
2050	May 8-10	Tues/Thur
	6:30 pm-9:30 pm	SCWT C205

Specialized Software/Criminal Justice

SPECIALIZED SOFTWARE

Adobe InDesign Beginners' Workshop

XCMP 5083 4 hrs.
0.4 CEUs \$43

Are you considering a switch from QuarkXpress to Adobe InDesign for your graphic design needs? Are you just interested in learning more about graphic design with InDesign? Discover the new levels of creative freedom and sophisticated graphics in this popular professional graphics layout software. Great for publishing, marketing, graphics design, and print service professionals!

2089 Jan 27 Sat
8:00 am-12:00 pm BH 1330

Adobe InDesign

XCMP 5084 8 hrs.
0.8 CEUs \$43

More and more creative professionals are switching to Adobe's InDesign professional layout software. As part of the new Adobe Creative Suite 2, InDesign can help you improve productivity and creativity with its fluid creative environment and sophisticated graphics and typography. Find out why Adobe InDesign is the most popular professional graphics layout software. Great for publishing, marketing, graphic design, and print service professionals! Textbook available in campus bookstore.

2090 Feb 3-10 Sat
8:00 am-12:00 pm BH 1330

AutoCAD Basics

XMTC 5026 18 hrs.
1.8 CEUs \$174

This class is designed to introduce students to the basic concepts of working with AutoCAD. No previous AutoCAD experience is

required. The required textbook is available in the campus bookstore.

2083 Mar 1-May 3 Thur
6:00 pm-8:00 pm BH 2420

MS Project 2003

XCMP 5078 18 hrs.
1.8 CEUs \$174

Microsoft's Project, which is available in the MS Office Professional Suite and as a separate application, is a great tool for helping you manage your projects. Learn the basics of this specialized application, including project planning, scheduling, communications, and tracking, using the critical path, and assigning resources. The required textbook includes a 120-day trial CD of Microsoft Office Project 2003. Find out if this software is what you need to help you plan worthwhile projects and keep them on track to meet your goals!

2034 Mar 13-29 Tues/Thur
1:00 pm-4:00 pm SCWT C205

MS Visio 2003

XCMP 5075 12 hrs.
1.2 CEUs \$120

Microsoft's Visio, which is available in the MS Office Professional Suite and as a separate application, is a great tool for creating diagrams, charts, schedules, room layouts, and more. Learn the basics of this specialized application and learn to integrate your Visio creations with the rest of the MS Office Suite!

2028 Mar 5-12 Mon/Wed/Fri
1:00 pm-4:00 pm SCWT C205

CRIMINAL JUSTICE

Introduction to Forensics

*XPAR 5011** 45 hrs.
4.5 CEUs \$277

This course focuses on the scientific analysis of physical and biological

Apprenticeship: Plumbing Program

Program Length: 4 Years

The program provides expert training to students seeking a career in plumbing. The apprenticeship program is a 4-year program sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hours (160 contact hours/year) and on-the-job training hours (2,000/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. Call (479) 936-5162 for more information.

Prerequisites

Students must be 18 years of age, employed with a company, and placed under the supervision of another employee who holds a Master Plumbing License in the state of Arkansas.

evidence encountered in criminal investigations. Chemical, microscopic, biological, and observational techniques employed in the analysis of material evidence are covered in detail and illustrated within an investigative framework. Topics covered include inorganic remains, fiber, tissue, human identification, fingerprint, tools, and weapons.

2102 Jan 17-May 2 Mon/Wed
4:30 pm-5:45 pm BH 1426

Medical Billing and Coding Professional

Program Length: 226 Contact Hours

The medical industry is experiencing tremendous demand for individuals with knowledge of medical office operations, billing and coding. According to the US Department of Labor Occupational Outlook Handbook, Medical Billing/Coding is one of the ten fastest-growing professions in the United States. Start down the road to success with this outstanding opportunity to join the ranks of working medical professionals.

Who Should Enroll

- Medical Records Clerks, Secretaries or Office Assistants who would like to step up their careers
- Anyone who has an interest in entering the health information profession

Prerequisites

The Medical Billing and Coding Professional Certificate is open to anyone with a general interest in the subject area. Medical Terminology must be completed before ICD-9 Coding or CPT Coding can be taken.

Courses

Medical Terminology	24 hours
ICD-9 Coding	45 hours
CPT Coding	45 hours
Excelling in the Workplace	16 hours
Medical Billing	18 hours
Medical Recordkeeping	24 hours
Office Communications and Procedures	30 hours
Small Business Accounting	24 hours

Criminal Investigations

*XPAR 5013** 45 hrs.
4.5 CEUs \$277

Survey of the techniques utilized in the location, preservation, and presentation of evidence.

2103 Jan 16-May 3 Tues/Thur
4:30 pm-5:45 pm BH 1426

Fraud Examination

*XPAR 5012** 45 hrs.
4.5 CEUs \$277

Overview of the nature of occupational fraud and how it is committed including an introduction to the actions that can be taken to determine the presence of occupational fraud and procedures that can be implemented to deter fraud. Also covered is the proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure.

2094 Jan 22-May 4 Mon
6:00 pm-8:45 pm BH 1426

Introduction to Criminal Justice

*XPAR 5014** 45 hrs.
4.5 CEUs \$277

An examination of the history and philosophy of the administration of justice in America. Includes the theories of crime and punishment, rehabilitation, as well as ethics, education, and training of professionals in the field.

2104 Jan 18-May 4 Thur
6:00-8:45 pm RTC

***XPAR courses also available for college credit. For information, call 936-5175.**

ENVIRONMENTAL SCIENCE

Landscape Design Fundamentals

XMTC 5022 16 hrs.
1.6 CEUs \$151

Learn the basics of the landscape design process, including styles, plans, services, and questions to think about while designing. Students will demonstrate new skills by producing a simple landscape plan. This course is designed for homeowners and for individuals thinking of entering the landscaping profession.

2087 Jan 22-Feb 14 Mon/Wed
6:30 pm- 8:30 pm SCWT C208

HEALTHCARE

Medical Terminology

XMED 5000 24 hrs.
2.4 CEUs \$199

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.

2065 Jan 16-Feb 8 Tues/Thur
6:30 pm-9:30 pm SCWT B103

Medical Billing

XMED 5003 18 hrs.
1.8 CEUs \$169

The emphasis of this course is on using correct fee item numbers and amounts as they apply to medical services rendered by the physician and which are submitted for payment to the medical services plan and private billing. Students will apply correct patient data entry skills in the preparation of day sheets and appointment schedules as required for both manual and computer

Healthcare

medical billing. Textbook required. Pre-requisite: Medical Terminology, Medical Recordkeeping, and CPT Coding. Co-requisite: ICD-9 Coding (it may also be taken as a pre-requisite).

2064 **May 14-Jun 25** **Mon**
6:30 pm-9:30 pm **SCWT B103**

CPT Coding

XMED 5001 45 hrs.
 4.5 CEUs \$277

This course is designed to provide the student with the American Medical Association's basic conventions and guidelines for correct CPT code assignments. CPT is the coding system used to describe services provided by physicians, including medical and surgical procedures. Prerequisites: Medical Terminology. A textbook is required and is available in the campus bookstore. (Part of the Medical Coding Certificate Program.)

2057 **Mar 13-May 10** **Tues/Thur**
6:30 pm-9:30 pm **SCWT B103**

ICD-9 Coding

XMED 5002 45 hrs.
 4.5 CEUs \$277

The ICD-9-CM is the official system of assigning codes to diagnoses associated with inpatient, outpatient, and physician office utilization in the U.S. and is used in assigning codes associated with inpatient procedures. This class will cover the fundamental steps of coding that increase the chances of better and faster reimbursement, including the use of "V" and "E" codes and their effect on the reimbursement process. Prerequisite: *Medical Terminology*. A textbook is required and available at the campus bookstore. (Part of the Medical Coding Certificate Program.)

2058 **Jan 8-Mar 1** **Mon/Thur**
6:30 pm-9:30 pm **SCWT A201**

2061 **May 15-Jun 28** **Tues/Thur**
6:30 pm-9:30 pm **SCWT B103**

Medical Recordkeeping

XMED 5004 24 hrs.
 2.4 CEUs \$199

This course will prepare the student for patient record management, telephone calls, hospital records and requisitions, ordering medical supplies, health association codes of ethics and HIPPA regulations.

Emphasis will be on accurate and confidential treatment of medical information, telephone techniques and handling medical emergencies while maintaining confidentiality.

Textbook required.

2063 **Feb 13-Mar 8** **Tues/Thur**
6:30-9:30 pm **SCWT B103**

Patient Care Assistant Plus (PCA+) Phase I

XMED 5005 90 hrs.
 9.0 CEUs \$432

This course prepares students for the national Certified Nursing Assistant exam. Licensed CNAs find employment in nursing homes, assisted living facilities and home health environments. Includes 15 hours of Alzheimer's/Dementia education. This course is a pre-requisite to *PCA+ Phase II*. Required textbook and supplies are not included in the cost of this course.

2164 **Jan 16-Feb 23** **Tues/ Fri**
8:30 am-4:30 pm **BH 2054**

2165 **Jan 18-Mar 26** **Mon/Thur**
5:00-10:00 pm **BH 2054**

Patient Care Assistant Plus (PCA+) Phase II

XMED 5006 48 hrs.
 4.8 CEUs \$237

Designed in conjunction with regional hospitals, the *PCA+ Phase II* provides students with skills beyond the CNA that makes them more marketable. This course includes a hospital clinical, instruction on hospital software applications,

Medical Office Assistant

Program Length: 94 Contact Hours

Get in on the ground level of one of the fastest growing industries in the nation! Designed to prepare students for entry-level employment in the medical office, this program includes information on HIPPA regulations, medical recordkeeping, office communications and procedures, medical terminology and more!

Who Should Enroll

Anyone who has an interest in entering the health information profession

Prerequisites

The Medical Office Assistant Certificate is open to anyone with a general interest in the subject area.

Courses

Medical Terminology	24 hours
Excelling in the Workplace	16 hours
Medical Recordkeeping	24 hours
Office Communications and Procedures	30 hours

advanced patient care skills and more. Students who successfully complete this program may find employment in acute care hospitals, home health agencies, physician clinics, hospice care, and other long-term settings. To be accepted into this program, students must possess a CNA or have completed the NWACC CNA course and must pass a free basic computer skills exam. This course may require additional textbooks and supplies that are not included in the cost of this course.

2166 **Feb 27-Mar 30** **Tues/Fri**
8:30-4:30 pm **BH 2054**

2167 **Apr 2-May 3** **Mon/Thur**
5:00-10:00 pm **BH 2054**

Languages/Manufacturing

LANGUAGES

Accent Reduction/Modification

XLAN 5021 9 hrs.
0.9 CEUs \$142

A growing number of people living and working in America have learned English as a second language. If you are one of these people and are having difficulty speaking English so that your listener understands, this class is for you. The class will focus on pronunciation of English with secondary emphasis on grammar, idioms, and conversational skills. Limited individual consultation will be available for each person enrolled, and opportunities for practice will be included.

2062 Feb 24-Mar 31 Sat
9:30 am-11:00 am SCWT C115

American Sign Language Level I

XLAN 5022 24 hrs.
2.4 CEUs \$199

This introductory sign language course includes basic grammar, vocabulary, finger spelling, numbers, introductory phrases, and cultural information related to the Deaf Community. The focus in the first level is on delivery skills and vocabulary acquisition. Textbook is required.

2099 Feb 6-Mar 15 Tues/Thur
6:00 pm-8:00 pm ADED

American Sign Language Level II

XLAN 5023 24 hrs.
2.4 CEUs \$199

Building on skills gained in ASL Level I, this course focuses on increasing vocabulary, phrase and sentence development with a growing emphasis on receptive skills. Pidgin, or slang, is introduced in this session with a continued discussion of deaf culture. Students exiting this class should expect a

growing level of comfort in communication skills. Textbook to be determined.

2100 Apr 3-May 10 Tues/Thur
6:00 pm-8:00 pm ADED

Conversational French I

XLAN 5006 21 hrs.
2.1 CEUs \$112

Designed for the absolute beginner, this course concentrates on verbal skills with the goal of getting students conversing quickly and comfortably in informal conversations. Students hone listening and speaking skills while learning new vocabulary and phrases. The required textbook is available in the campus bookstore. Students will also be required to purchase an \$8 cassette tape from the instructor at the first class session.

2059 Feb 5-Mar 21 Mon/Wed
4:30 pm-6:00 pm TBA

Conversational French II

XLAN 5007 21 hrs.
2.1 CEUs \$112

This course builds on the foundational principles of conversational French that were developed in *Conversational French I*. Students will enhance their receptive skills while building vocabulary. Conversational skills will become more polished and fluid as students gain confidence in their use of the language. Prerequisite:

Conversational French I or equivalent training. This course utilizes the same textbook and cassette as the beginner level course.

2060 Apr 2-May 23 Mon/Wed
4:30 pm-6:00 pm SCWT

Conversational Spanish I

XLAN 5005 24 hrs.
2.4 CEUs \$199

Designed for the absolute beginner, this course concentrates on verbal

skills with the goal of getting students conversing quickly and comfortably in informal conversations. Students hone listening and speaking skills while learning new vocabulary phrases. The required textbook is available in the campus bookstore.

2053 Jan 16-Feb 22 Tues/Thur
7:00 pm-9:00 pm SCWT A212
2054 Jan 17-Feb 26 Mon/Wed
6:30 pm-8:30 pm SCWT A212
2055 Mar 5-Apr 11 Mon/Wed
6:30 pm-8:30 pm SCWT A212

Conversational Spanish Level II

XLAN 5011 24 hrs.
2.4 CEUs \$199

Students who have completed Conversational Spanish for Beginners gain confidence in their new skills as they focus on expanding vocabulary and perfecting pronunciation and receptive, or listening skills. Students entering this class will find a near total immersion of the Spanish language and will be given ample opportunity for in-class practice. This course utilizes the same textbook as Conversational Spanish I.

2056 Feb 27-Apr 5 Tues/Thur
7:00 pm-9:00 pm SCWT A212

MANUFACTURING

NCCR: Carpentry I

XMTC 5024 144 hrs.
14.4 CEUs \$881

This comprehensive, hands-on carpentry program begins with basic safety instruction and an introduction to the tools of the trade and walks students through basic framing, flooring, and roofing. Students work on building projects that incorporate the skills learned so that adequate practice is provided

Quality Improvement/HVAC

during the course session.

2079 Mar 27-July 17 Tues
8:00 am-5:00 pm SCWT C105

NCCR Carpentry II

XMTC 5025 144 hrs.
 14.4 CEUs **\$881**

Using nationally recognized curriculum, this hands-on course focuses on residential and commercial finish and trim work. Topics include concrete forms, floor systems, wall and ceiling framing, roof framing, windows, and exterior doors. The course utilizes the same textbook as Carpentry I and is available at the campus bookstore.

2080 Mar 30-July 13 Fri
8:00 am-5:00 pm SCWT C105

QUALITY IMPROVEMENT

Six Sigma Green Belt

XMTC 5009 40 hrs.
 4.0 CEUs **\$1095**

Upon completion of this course, students will understand the quality philosophy of Six Sigma, identify the phases of the "DMAIC" process for implementing a Six Sigma Program, understand their role in the Six Sigma process and its importance to the future success of their company. The blended E-learning process provides 20 hours of self-paced instruction while an additional 20 hours of instructor-led labs and lectures keep students on-track.

2052 Jan 9-Mar 13 Tues
4:00 pm-6:00 pm SCWT C209

Six Sigma Black Belt

XMTC 5020 100 hrs.
 10.0 CEUs **\$6165**

Six Sigma is a rigorous management discipline that helps organizations systematically achieve breakthrough improvement in their processes. The Black Belt Certification program

Heating, Ventilation and Air Conditioning (HVAC) Program

Program Length: 2 Years

The program provides expert training to students wishing to improve their skills or seeking a career in HVAC. The program is an ongoing, semester program of approximately 80 contact hours/semester. The instruction is formatted in blocks requiring classroom instruction hours with 'hands-on' lab experience (on-the-job hours not required). Successful completion of 12 blocks (or 160 contact hours/year) awards the student with a Heating, Ventilation, and Air Conditioning Certificate from NorthWest Arkansas Community College. Successful completion of the second year awards the student a 360 contact hour, two-year HVAC Certification level. Call (479) 936-5162 to register or for more information. Must sign up for 2 blocks at a time, i.e. 1 and 2 or 3 and 4.

Courses

Block 1: Fundamentals of Refrigeration	27 hours
Block 2: Fundamentals of Electricity	27 hours
Block 3: Fundamentals of Air Conditioning	27 hours
Block 4 Temp/Pressure/Measurements/Safety	27 hours
Block 5: Refrigerants & Recovery	27 hours
Block 6: Electric Circuits & Controls	27 hours
Block 7: Air Conditioning Systems/Safety	27 hours
Block 8: Central Air & Heat Pumps	26 hours
Block 9: Heating & Humidification	27 hours
Block 10: Cooling & Dehumidifying	27 hours
Block 11: Heating & Air Control Systems	27 hours
Block 12: Servicing & Troubleshooting/Safety	27 hours

utilizes classroom instruction combined with E-learning to integrate Six Sigma tools with Lean management principles. Students take an in-depth look at the DMAIC problem-solving methodology as well as project development. To be accepted into the program, students must have completed a Six Sigma Green Belt certification or be able to pass the preliminary exam. Participants must arrive at the training with an employer-approved process improvement project already identified which can be expected to generate at least \$75k in savings for the company, a 10x reduction in defects, or both or other variation reduction project as agreed upon by the student, instructors, and NWACC.

2051 Feb 12-Jun 25 Mon
4:00 pm-7:00 pm SCWT C209

HVAC

HVAC Block 1

XHVC 5000 27 hrs.
 2.7 CEUs **\$174**

This class offers a good understanding of the basics in the behavior of gas in the operation of air conditioning and refrigeration equipment. It involves principles and use of gas diagnostic equipment and materials utilized in the installation and maintenance of refrigeration units. Co-requisite: Block 2

2009 Jan 9-Feb 6 Tues/Thur
5:30 pm-8:30 pm SCWT C208

HVAC Block 2

XHVC 5001 27 hrs.
 2.7 CEUs **\$174**

This course will cover electrical

Paralegal/Retail & Marketing Analysis

Marketing Analyst Certificate

Program Length: 234 Hours

This program has selective admissions requirements. Contact jthulin@nwacc.edu for information.

Combine advanced computer skills with an understanding of today's retail business. Local industry experts, emphasizing practical business case studies, will teach you the skills you need to succeed.

Courses

Practical Retailing Solutions

9 hours

Computer Skills I

45 hours

Computer Skills II

45 hours

Bus. Communication Skills in a Retail Environment

45 hours

Retail Fundamentals

45 hours

Merchandising & Data Analysis

45 hours

diagnosis and troubleshooting as well as refrigeration recovery/recycling and reclaiming.

Co-requisite: Block 1

2010 Feb 8-Mar 8 Tues/Thur
5:30 pm-8:30 pm SCWT C208

HVAC Block 3

XHVC 5002 27 hrs.

2.7 CEUs \$174

This course will provide expert training in the operation, diagnosis, and troubleshooting of A/C, gas heating systems, and heat pumps. Co-requisite: Block 4

2011 Mar 13-Apr 10 Tues/Thur
5:30-8:30 pm SCWT C208

HVAC Block 4

XHVC 5003 27 hrs.

2.7 CEUs \$174

This module will cover areas of thermal laws, explanation of compression cycles of a domestic refrigerator, flow of refrigerant, motor controls and operations, and types of compressors. Safety awareness will also be discussed. Co-requisite: Block 3

2012 Apr 12-May 10 Tues/Thur
5:30 pm-8:30 pm SCWT C208

PARALEGAL

Introduction to Law & Legal Assistance

*XPAR 5010** 45 hrs.

4.5 CEUs \$277

This course provides an overview of major principles and functions of the state and federal legal systems, presents legal vocabulary, and provides educational training for persons seeking employment as paralegals.

2092 Jan 17-May 4 Wed
6:00-8:45pm RTC

*XPAR courses also available for college credit. For information, call 936-5175.

RETAIL & MARKETING ANALYSIS

Practical Retailing Solutions

XMRK 5000 9 hrs.

0.9 CEUs \$95

This course is a pre-requisite for the other five classes that encompass the Marketing Analyst Certificate Program. It provides the student with brief projects that allow participants to understand the role of a marketing analyst and gives them hands-on experience to the type of work they are being educated for.

Topics covered include: history of retailing, understanding an analyst's role, category data analysis and assessment, item and shelf placement, defending and presenting category recommendations.

2007 Jan 5-19 Fri
3:00 pm-6:00 pm SCWT C105

Communication Skills

XMRK 5001 45 hrs.

4.5 CEUs \$455

Communication is the essence of success in retail. Business communications in a retail environment provides the student with a wide range of skills and knowledge that will increase their effectiveness in the retail environment. The curriculum focuses on skills associated with conveying information and ideas, improving interpersonal skills, influencing others and projecting a positive, professional image in the retail setting.

2001 Jan 4-Apr 19 Thurs
6:00 pm-9:00 pm SCWT C113

Computer Skills I

XMRK 5002 45 hrs.

4.5 CEUs \$460

This course combines Excel spreadsheet training with exercises and case studies to prepare participants to analyze Excel data. Emphasis is placed on effectively presenting data in charts, graphs, and pivot tables. This course will cover: a review of Excel 2003 (ie. pivot tables, V Look-ups, formulas, and functions), practical applications of Excel, data analysis using Excel, and case studies.

2002 Jan 8-Apr 30 Mon
6:00 pm-9:00 pm SCWT C205

2003 Jan 3-Apr 18 Wed
6:00 pm-9:00 pm SCWT C205

Personal Enrichment

Computer Skills II

XMRK 5003 45 hrs.
4.5 CEUs \$460

In this course, participants will learn how to use Access through hands-on practice for classroom examples and homework assignments. Participants will also be involved in designing realistic marketing analyst presentations using queries, reports, and charts in Access. This course will include: a review of Access 2003, designing databases, reports and forms, creating and modifying queries, importing and exporting data, integrating Excel, data analysis using Access and Excel, and case studies.

2004 Jan 2-Apr 17 Tues
6:00 pm-9:00 pm SCWT C205
2005 Jan 4-Apr 19 Thur
6:00 pm-9:00 pm SCWT C205

Retail Fundamentals

XMRK 5004 45 hrs.
4.5 CEUs \$455

In this course, participants are introduced to the fundamentals of retail merchandising including merchandising and financial concepts. Discussion topics will include: assortment management, merchandise mix, pricing, supply chain channels, promotional decisions, store and modular layout, and retail finance. This course will cover retailing strategies, understanding the customer, merchandise management, assortments and merchandise mix, pricing and promotions, and retail finance.

2008 Jan 2-Apr 17 Tues
6:00 pm-9:00 pm SCWT A201

Merchandising and Data Analysis

XMRK 5005 45 hrs.
4.5 CEUs \$460

In this course, participants will learn how to solve problems, analyze retail

data, and make recommendations. A combination of concepts and their use through a variety of assignments, study, testing, application, and case studies will cover areas relevant to retail analysis. Current events relevant to merchandising will also be covered. This course will cover market research, problem solving techniques, correlative relationships, time series analysis, forecasting sales, and marketing/post-promotional analysis. Prerequisites: *Computer Job Skills II* and *Retail Fundamentals*.

2006 Jan 3-Apr 18 Wed
6:15 pm-9:15 pm SCWT A201

Virtual Merchandising

XRTL 5000 36 hrs.
3.6 CEUs \$590

Virtual Merchandising is an overview of category management basics. The course will utilize ProSpace, a JDA Intactix Software, used in today's retail arena for space management. The tool allows you to: create optimal allocation of products, identify possible inventory problems before they hit the store, quickly design displays, instantly see the effects of changes in facing and product assortment, and increase your value to your customer.

2106 Jan 3-Feb 21 Mon/Wed
6:00 pm-9:00 pm SCWT C210

PERSONAL ENRICHMENT

The Art of Slicing, Dicing and Filleting

XPER 1027 6 hrs. \$49

If you have ever watched the chef of a cooking show slice, dice and fillet with envy, you won't want to miss this course. Our instructor will teach you how to use your knives safely with expert precision. Students should bring their knives and a

cutting board to class with them. A \$5 supply fee will be collected by the instructor in class to cover food costs.

2091 Feb 24-Mar 10 Sat
10:00 am-12:00 pm SCWT C113

Writing Your Life Story

XPER 1029 12 hrs. \$91

Students learn to capture their life's highlights and relay memories in meaningful and organized prose.

2088 Jan 30-Feb 15 Tues/Thur
9:00 am-11:00 am SCWT C208

Floral Design Basics

XCTC 1073 12 hrs. \$91

In this class, taught by a Master Florist, you will learn the basic elements of floral design including primary and secondary colors, along with information on the care and hydrating of fresh flowers. You will experience the designing of fresh flowers using the four types of design: line, mass, form, and filler. This will be a hands-on course in which students will complete a bud vase, basket, and oriental type of design. **All fresh flowers and containers will be provided for a cost of \$50 payable to the instructor in the first day of class.**

2101 Feb 3-Mar 10 Sat
1:00-3:00 pm SCWT B103

Ballroom Dancing

XPER 1030 9 hrs. \$79

Sweep her off her feet this Valentines Day with ballroom lessons!

Professional dance instructors will lead you through two to three dances, step-by-step. While the course is designed for absolute beginners, dancers with more experience will also enjoy the class. Gift certificates are available upon request.

2177 Feb 17-Mar 24 Sat
6:00-7:30 pm Aspire

START THE NEW YEAR WITH A NEW CAREER!

Take advantage of NWACC Corporate & Continuing Education's newest professional development certificate programs, including:

- Computer Support Specialist
- Medical Billing and Coding Professional
- Patient Care Assistant Plus (PCA +) I and II and more!

For information, call CCE at 479-936-5175, or visit www.nwacc.edu/cce

Customized Corporate Training

**...at our location
or yours!**

For information about our customized training for business and industry, call Jim Corbin, Business & Industry Liaison, at 479-936-5160.

Kid's College 2007

July 16-26, 2007

Kid's College is NWACC's summer enrichment program for children in grades 3 through 9. Your kids can enjoy programs in the arts, science, personal development, languages, and career exploration!

A limited number of scholarships are available.

Download the Kid's College brochure in April!



College At The Crossings

"Learning for Living" in the
Bella Vista community!
Located in the Highlands
Crossing Center, 1801 Forest
Hills Blvd. in Bella Vista,
479-855-1903.

Become a member and get 50% off class tuition!

Six-Month Membership
(January 1— June 30, 2007)
\$30 per person (Single Membership)
\$50 for any two people signing up
together (Dual Membership)

Gaining membership to the College
At The Crossings is easy and
economical with these additional
benefits:

- Admissions for member and one guest to the Brown Bag Seminars
- An Electronic Newsletter from the Director highlighting additions and changes to the curriculum
- First choice of all scheduled field trips to historical sites and regional arts events.

For information, call 855-1903.

ARTS, CRAFTS & HOBBIES

Digital Photography I
XCTC 1002 12 hrs.
\$84 Non-member \$48 Member

This class will cover downloading pictures from cameras to the hard drive, how to manipulate and improve quality, how to attach pictures to email and how to use pictures for screen savers and slide shows. We will explore how to burn pictures to CD's for showing on

home DVD players. If you already own a camera, bring your camera and the software that came with it. This course does not require a camera, and would be relevant to people who are considering buying one this fall or at Christmas.

Prerequisite: *Intro to Computers I* recommended.

2111	Feb 6-22	Tues/Thur
	1:00 pm-3:00 pm	HC 1004
2112	Mar 20-Apr 5	Tues/Thur
	10:45 am-12:45 pm	HC 1004
2113	May 7-23	Mon/Wed
	9:00 am-11:00 am	HC 1004

Bird Photography

XCTC 1047 10 hrs.
\$72 Non-member \$42 Member

A professional wild bird photographer shares with you his experiences in capturing images of wild birds from the field to the computer. Basic photography as well as photo editing techniques in Photoshop will be covered. Newcomers to both birding as well as digital photography are encouraged to join this class.

2107	Jan 26-Feb 23	Fri
	9:00 am-11:00 am	HC 1004
2108	May 8-22	Tues/Thur
	10:45 am-12:45 pm	HC 1004

Bridge Basics

XCTC 1071 12 hrs.
\$79 Non-member \$43 Member

It is called the world's greatest card game! Bridge is a game that can offer many hours of enjoyment, and is excellent entertainment for a quiet social evening. Register for this class

and learn the basic types of bridge and the official rules, including bidding and scoring. Let's play!
2157 Apr 17-May 3 Tues/Thur
10:45 am-12:45 pm

Drawing I

XCTC 1005 12 hrs.
\$79 Non-member \$43 Member

A studio course focusing on projects dealing with the materials and techniques of drawing, including basic concepts of line, perspective, and value. Supply list includes 11X14 pencil sketch pad, one pencil #2 HB type, one eraser, and one 6-inch 30 X 60 X 90 degree clear triangle.

2139	Apr 17-May 3	Tues/Thur
	9:00 am-11:00 am	HC 1001

Acrylic Painting

XCTC 1007 12 hrs.
\$79 Non-member \$43 Member

Learn the techniques of acrylic painting that will allow you to create the projects of your choice. Different elements of painting with acrylic will be explored. Students at all skill levels are welcome. Contact the College At the Crossings for supply information.

2142	Jan 26-Feb 23	Fri
	2:00 pm-4:00 pm	HC 1001
2143	Mar 9-Apr 13	Fri
	2:00 pm-4:00 pm	HC 1001

Oil Painting (Miniature Landscape)

XCTC 1008 12 hrs.
\$79 Non-member \$43 Member

Have you ever wondered how the

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artist painted a particular landscape - what colors they used - why they used them - and how they got them? Wonderful questions, all. To find out take the Landscape Minis oil painting class with Jeri Meyer. Not only will you learn all these answers, but you will have fun doing it. We will paint several small canvases of different seasons.

2146 Jan 16-Feb 27 Tues
1:00 pm-3:00 pm HC 1001
2147 Mar 6-Apr 10 Tues
1:00 pm-3:00 pm HC 1001
2169 Jan 23-Feb 27 Tues
6:00 pm- 8:00 pm HC 1001

Oil Painting - Large Canvas

XCTC 1079 12 hrs.

\$79 Non-member \$43 Member

Learn the techniques and tools required for large canvas landscapes. You will learn about color choices, creating colors, and the brush strokes needed for you to paint a large canvas landscape. And, you will have fun doing it! Contact the College At the Crossings for supply information.

2144 Jan 18-Feb 22 Thur
1:00-3:00 pm HC 1001
2145 Mar 8-Apr 12 Thur
1:00-3:00 pm HC1001

Ways with Watercolor

XCTC 1039 12 hrs.

\$79 Non-member \$43 Member

Introduction to watercolor using transparencies and opaque's with a variety of subject matters, landscape, seascapes, still life, figures, etc. Special attention will be given to composition. Contact the CATC for supply information.

2140 Mar 5-Apr 9 Mon
9:00 am-11:00 am HC 1001

Floral Design Basics

XCTC 1073 12 hrs.

\$79 Non-member \$43 Member

In this class, taught by a Master Florist, you will learn the basic elements of floral design including primary and secondary colors, along with information on the care and hydrating of fresh flowers. You will experience the designing of fresh flowers using the four types of design: line, mass, form, and filler.

This will be a hands-on course in which students will complete a bud vase, basket, and oriental type of design. **All fresh flowers and containers will be provided for a cost of \$50 payable to the instructor.**

2138 Apr 16-May 2 Mon/Wed
3:30-5:30 pm HC 1001

Gardening

XCTC 1017 12 hrs.

\$79 Non-member \$43 Member

Gardening can be a science and an art. In rocky Northwest Arkansas, it can be both simultaneously. Learn from a Master Gardener what you need to know about tilling, soil amendments, and planting your favorite flowers, shrubs and vegetables in Bella Vista soil.

2141 Feb 13-Mar 1 Tues/Thur
9:00 am-11:00 am HC 1001

Genealogy I

XCTC 1019 12 hrs.

\$84 Non-member \$48 Member

Students will be introduced to the basic records used for family research, how to locate records and how to find others researching the same family lines. Class time is divided between traditional research methods and hands-on computer experience. Extensive handouts provided. Please bring 3 ring notebook.

2152 Feb 5-21 Mon/Wed
1:00 pm-3:00 pm HC 1004

Genealogy II

XCTC 1020 12 hrs.

\$84 Non-member \$48 Member

Students will learn to locate information beyond the basic records, assess reliability of records, find hidden female ancestors, and use new technologies for research. Emphasis is on analysis to break through "brick walls". Students will prepare an individual research plan. Please bring 3 ring notebook for handouts. New students with minimal genealogical research background are welcomed.

2153 Mar 5-21 Mon/Wed
10:45 am-12:45 pm HC 1004

Pottery I

XCTC 1035 18 hrs.

\$119 Member \$78 Member

Explore the basic pottery concepts, terminology, with a focus on hand building by the use of the slab and coil methods. An opportunity to try your hands at the pottery wheel is included. A \$35.00 supply fee is included in the tuition.

2148 Feb 26-Mar 14 Mon/Wed
1:00 pm-4:00 pm HC 1001
2149 Feb 26-Mar 14 Mon/Wed
6:00 pm- 9:00 pm HC 1001

Pottery II

XCTC 1036 18 hrs.

\$119 Non-member \$78 Member

Create pottery objects using hand building methods. Individual instruction for "throwing pots" on the wheel will be provided. A \$35 supply fee is included in the tuition.

2150 Mar 19-Apr 4 Mon/Wed
1:00 pm-4:00 pm HC 1001

Photoshop

XCTC 1066 12 hrs.

\$84 Non-member \$48 Member

Learn how to use several basic tools to move, duplicate and resize images,

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and to use layer effects and special effects. Course contents include sizing images, creating image areas, blending composite images, color and painting, adjusting images, and blending modes.

2129 Apr 16-May 2 Mon/Wed
9:00-11:00 am HC 1004

COMMUNICATION & LANGUAGES

Spanish for Travelers I

XCTC 1025 12 hrs.

\$79 Non-member \$48 Member

A conversational course in Spanish, this class is designed for the non-Spanish speaker. Classes will cover pronunciation practice, phrases useful for trades and daily conversation.

2130 Jan 16-Feb 1 Tues/Thur
10:45 am-12:45 pm HC 1003

2131 Feb 13-Mar 1 Tues/Thur
10:45 am-12:45 pm HC 1003

Spanish for Travelers II

XCTC 1026 12 hrs.

\$79 Non-member \$48 Member

A continuation of *Spanish for Travelers I*, which is recommended but not required. New students are welcome.

2132 Apr 2-18 Mon/Wed
1:00 pm-3:00 pm HC 1003

Italian Trio

XCTC 1080 12 hrs.

\$79 Non-member \$43 Member

Learn conversational Italian while also finding out more about famous Italians and the artwork of Italy. You will learn a core of expressions and vocabulary needed for travel while simultaneously studying remarkable art, artisans, and other notable Italians.

2158 Apr 2-Apr 18 Mon/Wed
5:30-7:30 pm HC 1003

Current Events: Read and Discuss

XCTC 1069 12 hrs.

\$79 Non-member \$43 Member

This course will cover a number of current events topics including local, state and national politics, health care, crime, war, the economy and other issues of interest to students. The goal is to create an environment of stimulating discussion while simultaneously abiding by the "agree to disagree agreeably" philosophy.

2155 Mar 27-May 1 Tues
1:00-3:00 pm HC 1003

COMPUTERS

Email and Internet

XCTC 1001 12 hrs.

\$84 Non-member \$48 Member

Provides detailed explanation of Internet Explorer and its use as a browser to access the Internet and find information on the World Wide Web, configuring the program to provide security, maintaining the program, saving the Web sites, copying information, process of downloading and installing a program on the computer. E-mail portion of the course will cover all normal e-mail sending and receiving features of Outlook Express with special emphasis on security.

2114 Jan 15-31 Mon/Wed
10:45 am-12:45 pm HC 1004

2115 Feb 27-Mar 15 Tues/Thur
8:30 am-10:30 am HC 1004

2116 Apr 9-25 Mon/Wed
1:00 pm-3:00 pm HC 1004

Word for Seniors

XCTC 1029 12 hrs.

\$84 Non-member \$48 Member

This course is an introduction to Microsoft Word for those with little word processing experience. You will become comfortable with screen

components, views, menus and toolbars. Students will learn the basics of creating, editing, and formatting documents. Drawing tools, graphics, and table will be introduced.

2123 Feb 5-21 Mon/Wed
10:45 am-12:45 pm HC 1004

2124 Feb 26-Mar 14 Mon/Wed
1:00 pm-3:00 pm HC 1004

Word for Seniors II

XCTC 1030 12 hrs.

\$84 Non-member \$48 Member

This course offers students the opportunity to learn advanced techniques using Microsoft Word 2003. Content includes using Word desktop publishing tools and techniques, using styles and templates, creating footnotes, tables of content and indices, creating web pages, and customizing Word's toolbars and macros. Prerequisite: *Word for Seniors* recommended.

2122 Mar 19-Apr 4 Mon/Wed
1:00 pm-3:00 pm HC 1004

Intro to Computers I

XCTC 1033 12 hrs.

\$84 Non-member \$48 Member

Get acquainted with the basic computer needs in today's society. This course covers keyboarding, mouse usage, Window's features, accessing the World Wide Web and more.

2119 Jan 15-31 Mon/Wed
1:00 pm-3:00 pm HC 1004

2120 Feb 6-22 Tues/Thur
10:45 am-12:45 pm HC 1004

2121 Mar 20-Apr 5 Tues/Thur
1:00 pm-3:00 pm HC 1004

Intro to Computers II

XCTC 1034 12 hrs.

\$84 Non-member \$48 Member

In the *Intro to Computers II* course, students will continue learning

College At The Crossings

micro-computer applications leading into word processing and the language of computer usage. Some hardware information included.

Prerequisite: Intro to Computers I.

2117 Feb 27-Mar 15 Tues/Thur
10:45 am-12:45 pm HC 1004
2118 Apr 10-26 Tues/Thur
1:00 pm-3:00 pm HC 1004

Excel I

XCTC 1021 12 hrs.

\$84 Non-member \$48 Member

You need to take this Excel course if you are someone who works with spreadsheets, keep lists, develop charts, stores data or wants to learn how to support websites. The projects will include creating a worksheet and chart; formulas; functions, formatting and web queries; and emailing a workbook from within Excel. The course is taught by an Excel expert.

Prerequisite: *Intro to Computers I.*

2151 Mar 26-Apr 11 Mon/Wed
10:00 am-12:00 pm HC 1004

FrontPage

XCTC 1078 12 hrs.

\$84 Non-member \$48 Member

Interested in creating a Web page for personal, non-profit, or small business use? This course is for you! Learn the basics of FrontPage 2003, the popular Microsoft Web page design software that is part of the MS Office Suite. Learn to create a Web site with graphics, hyperlinks, borders, themes, navigation controls, tables, photo galleries, and more. Publish your Web site for others to view on the Web!

2110 Apr 30-May 16 Mon/Wed
6:00-8:00 pm HC 1004

JOIN A CLASS ACT!

Become a member of the
College At The Crossings!

Basic Computer Maintenance

XCTC 1081 2 hrs.

\$24 Non-member \$18 Member

Is your computer running S-L-O-W? Does your computer hang up often causing you to have to reboot and waste valuable time? Is your computer dusty? Does it make the skills needed to establish and compare options, make decisions, funny noises or smell as if it is overheating? It's probably time for a tune-up! This mini-session will give you some tips that you can use right at your desk to keep your computer healthy, thereby saving you lost time and money later!

2109 May 23 Wed
1:00-3:00 pm HC 1004

PowerPoint

XCTC 1023 12hrs.

\$84 Non-member \$48 Member

You will learn to create desktop professional-looking presentations with Microsoft PowerPoint using text, graphs, pictures, diagrams, animation, sound, and hyperlinks to the web. You can also create paper printouts of slides, outlines, and speaker notes. PowerPoint is easy to learn because it is a Windows application and follows all of the conventions associated with the common user interface. Prerequisite:

Intro to Computers I.

2168 Jan 29-Feb 14
6:00- 8:00pm HC 1004

FITNESS, NUTRITION & SAFETY

Adult CPR/AED

XCTC 1083 7 hrs.

\$49 Non-member \$28 Member

Learn Rescue breathing, choking rescue and adult one-rescuer CPR.

You will also learn how automated external defibrillator (AED) for victims of sudden cardiac arrest, plus how to treat bruises, bone and muscle injuries, shock, bleeding and other first aid emergencies. This course is designed to meet OSHA guidelines for the workplace. Upon successful completion, students receive Certificates for Adult CPR/AED (valid for one Standard First Aid - valid for three years). A \$50 materials fee payable to the American Red Cross NWA Chapter at start of class is required.

2127 Mar 5-6 Mon/Tues
1:30- 5:00 pm HC 1006
2128 Apr 4- 5 Wed/Thur
1:30-5:00 pm HC 1006

Tai Chi

XCTC 1003 12 hrs.

\$79 Non-member \$43 Member

This class is appropriate for all levels of experience and all ages of students. Students will learn the elementary practices of Tai Chi as well as a usable Chi-gung set.

2125 Feb 6-Mar 1 Tues/Thur
9:00 am-10:30 am HC 1006
2126 Mar 13-Apr 5 Tues/Thur
9:00 am-10:30 am HC 1006

INVESTMENTS

Basics of Investing

XCTC 1012 12 hrs.

\$79 Non-member \$43 Member

This is an excellent course in the fundamentals of investing including how to select a financial planner or company as well as the language of investments: Stocks, Bonds, 401 programs, and pensions. Taught by an expert in the industry and an SEC Licensed moderator.

2156 Mar 12-28 Mon/Wed
1:00 pm-3:00 pm HC 1003

LITERATURE & WRITING

Great Books Read and Discuss

XCTC 1024 12 hrs.

\$79 Non-member \$43 Member

The second book in the second Great Books series will be covered in this class, which includes authors such as Locke, Swift and Thoreau. You will be reading and discussing what these authors have to say. The class reviews justice, happiness, power, freedom, love and many other basic concepts of living. This review will provide some understanding of ourselves and society. New students are welcome. Students will provide text. For book information, contact the CATC

2154 Feb 22-Mar 29 Thur
2:00-4:00 pm HC 1003

Writing Your Memoirs I

XCTC 1004 12 hrs.

\$79 Non-member \$43 Member

Whether you want to write your memoirs because you want to be remembered, because you just want to do something for yourself, or because you just love to write, this course is for you. The course is designed to help you put your recollections and perceptions of memorable incidents on paper for yourself and family members.

2136 Jan 17-Feb 21 Wed
1:00 pm-3:00 pm HC 1003

Writing Your Memoirs II

XCTC 1041 12 hrs.

\$79 Non-member \$43 Member

A continuation of *Writing Your Memoirs I*. New students are welcome.

2137 Mar 7-Apr 11 Wed
10:45-12:45 pm HC 1003

SOCIAL SCIENCES

Arkansas History – 1900 to Present

XCTC 1011 12 hrs.

\$79 Non-member \$43 Member

This is a presentation of the political, economic, social, and cultural development of Arkansas from 1900 to present.

2159 Jan 30-Feb 15 Tues/Thur
1:00 pm-3:00 pm HC

Philosophy and Religion Forum I

XCTC 1050 10 hrs.

\$67 Non-member \$37 Member

This course covers the history of the New Testament and the Inerrancy issue, euthanasia, Christianity and war, and other controversial topics. This course will provide an introduction to Buddhism along with a panel on religion and philosophy.

2134 Jan 22-Feb 19 Mon
9:30 am-11:30 am HC 1003

Philosophy and Religion Forum II

XCTC 1051 10 hrs.

\$67 Non-member \$37 Member

This course examines Christianity and the concept of Heaven and Hell. Does Hell exist? The Edward Fudge Papers, faith vs. works, forum on difficult Christian concepts- The Trinity, Virgin birth, Baptism and others with an introduction to Islam, Humanism and the Rights of man, forum panel. No prerequisites.

2135 Mar 5-Apr 2 Mon
9:30 am-11:30 am HC 1003

Philosophy and Religion Forum III

XCTC 1084 10 hrs.

\$67 Non-member \$37 Member

This course examines the Philosophers and the Nature of the Universe: the Philosophers and the nature of God; and the history/philosophy of the Reformation. The

history of the Restoration and the religion/denominationalism in America will also be covered. Religion in America today will be addressed - What is it we believe? No prerequisites.

2133 Apr 16-May 14 Mon
9:30-11:30 am HC 1003

The Black Minority: Its Culture and Origins

XCTC 1072 12 hrs.

\$79 Non-member \$43 Member

The course will discuss the historical relationships between blacks and whites from three broad areas, slavery, Jim Crow, and the modern era. During these periods, relations were shaped most fundamentally by social and economic trends and structures of the larger society. As those trends and structures changed, black-white relations, in turn, took on new forms and meaning.

2160 Mar 27-Apr 12 Tues/Thur
5:30-7:30 pm HC 1003

CATC FIELD TRIPS

Tulsa's Gilcrease Museum

XCTC 1085 9 hrs.

\$70 Non-member \$38.50 Member

Visit one of the country's best facilities for the preservation and study of American art and history. The Gilcrease Museum houses the world's largest, most comprehensive collection of art and artifacts of the American West as well as Native American art and artifacts. See works by artists such as Frederic Remington, George Catlin, and Thomas Moran. You will also enjoy spending time in the themed gardens. Please bring money for lunch at the museum's Osage Restaurant.

2162 April 12 Thur
8:00 am-5:00 pm

College At The Crossings

The Shiloh Museum: Behind the Scenes Tour

XCTC 1086 5 hrs.

\$42 Non-member \$24.50 Member

Join us for this "behind the scenes" tour of the Shiloh Museum of Ozark History in Springdale. Susan Young will be our tour guide and she promises to give an insiders look at what goes on in the "bowels of the museum". Please bring money for lunch at AQ Chicken House.

2163 June 26 Tues
11:00 am-4:00 pm

CATC BROWN BAG SEMINARS

Brown Bag Seminars are free of charge to College At The Crossings members and one new guest. Persons should bring their own lunch. All seminars are held on Fridays from 11:30 am to 1:00 pm in HC 1001.

Pieces Of Our Past: Ozark Quilters and Their Quilts

XBAG 1036 1.5 hrs.

Susan Young, Outreach Coordinator for the Shiloh Museum of Ozark History, will do a slide show presentation of Ozark quilts and quilters. Learn more about this Ozark tradition that pieces together heirlooms passed from generation to generation.

2170 Jan 26 Fri
11:30 am-1:00 pm HC 1001

Crystal Bridges Museum of American Art

XBAG 1025 1.5 hrs.

Crystal Bridges Museum of American Art Executive Director Bob Workman will discuss the museum and its proposed offerings. The

museum will feature gallery space, a library, auditorium, as well as outdoor sculpture gardens and walking trails. The permanent collection of paintings and sculptures will present works dating from the American Revolution through the modern era., and will feature paintings by Asher Durand, Winslow Homer, Norman Rockwell, Edward Hopper, and other American artists. Crystal Bridges Museum of American Art, designed by Moshe Safdie, is expected to draw 250,000 visitors annually from the region and the nation.

2161 Feb 2 Fri
11:30 am-1:00 pm HC 1001

Yours in FLT

XBAG 1037 1.5 hrs.

This is a program on the history of the Independent Order of Odd Fellows in Northwest Arkansas. Want to know what "FLT" stands for? Come to this seminar presented by Susan Young and find out!

2171 Feb 23 Fri
11:30 am-1:00 pm HC 1001

Romania: People, Politics and Pastimes

XBAG 1039 1.5 hrs.

Find out more about this fascinating Eastern European country. Topics include recent political history, daily life (jobs, music, education, etc.), gender roles, cultural comparison with America, and famous people. Otilia "Oti" Iancu will present.

2173 Mar 2 Fri
11:30 am-1:00 pm HC 1001

Further Down in the Holler: More Ozark Folk Speech

XBAG 1038 1.5 hrs.

This is not a repeat of an earlier folk speech program. Susan Young will present all "new" old words and

phrases— words you ain't heard affore.

2172 Mar 16 Fri
11:30 am 1:00 pm HC 1001

Benton County Operations

XBAG 1042 1.5 hrs.

County Judge Gary Black will discuss the operations of the County Court including its jurisdiction with regard to county taxes as well as county administrative duties concerning human services, trade and commerce, utilities, transportation, and natural resources. Join us to learn more about how your county government operates.

2176 Mar 30 Fri
11:30 am-1:00 pm HC 1001

It Is So Big, This Little Place!

XBAG 1040 1.5 hrs.

Com'è grande, questo piccolo posto! This history of Northwest Arkansas' Italian community of Tontitown will be presented by Susan Young from the Shiloh Museum.

2174 Apr 13 Fri
11:30 am-1:00 pm HC 1001

History of Bella Vista

XBAG 1041 1.5 hrs.

Want to learn a detailed history of the Bella Vista community? When it was founded? How it developed and grew? For answers to these questions, and more, attend this seminar presented by Susan Young.

2175 May 4 Fri
11:30 am-1:00 pm HC 1001

Be a CATC Volunteer!

CATC volunteers provide crucial customer service by answering questions about memberships and classes, helping students register, giving tours and more!

Call 855-1903 for more information.



Adult Education Program

The Adult Education Program provides instruction in basic academic skills, GED Preparation, and English as a Second Language. All classes are free. Classes are offered open-entry and open-exit, meaning students may begin at any time and advance at their own pace. The Program is open to all adults 18 years of age and over.

Classes are offered at a number of locations throughout Bentonville, Rogers, Siloam Springs and Gentry. For information about specific class locations or questions about Adult Education programs, call (479) 986-6911.

English as a Second Language

Preliteracy and Beginning Levels

Preliteracy and beginning courses are designed for the person who has little to no facility in English language. Emphasis is on development of vocabulary used in daily living, conversational skills (listening and speaking), pronunciation, intonation, and basic skills in reading and writing English.

Intermediate and Advanced Levels

These courses are a continuation of Beginning ESL with progressively more emphasis on writing, and grammatical structure. Continued development of vocabulary and refinement of pronunciation are emphasized. Certain classes focus on

one or more language skills: listening/speaking, reading/writing, pronunciation, and ESL Computer Assisted Language Learning (CALL).

ESL Computer Assisted Language Lab

ESL (CALL) is an ESL class focused on the transfer of language skills to students through utilization of computer literacy as an integral part of the instruction. Students practice and refine reading, writing, listening, and speaking skills while acquiring computer literacy skills related to using the Internet and Microsoft Word. Upon course completion, students will be able to create and maintain an e-mail account, conduct Internet research, create and write articles for a newsletter using MS Word.

Adult Basic Education

This course is designed for persons who need to review reading and math skills below the ninth-grade level. Topics may focus on skills development through the areas of science, social studies, and literature. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, basic mathematical computation procedures, and mathematical problem solving.

GED Preparation

This course is designed for those persons who would like to complete their General Education

Development (GED) and receive a diploma. Persons who enroll in this course are able to read, write, and perform mathematical calculations above the ninth-grade level. Students must take and have a passing score on the GED practice test before they take the official GED test.

Instructional focus will be on the topics that are included in the GED battery of five tests encompassing wish topics as language arts writing, language arts reading, science, social studies, and mathematics.

Steps to Getting Your GED

1. Begin with the Locator Test (48 minutes) for an initial assessment. Sign up for Orientation, approximately three hours, which is when the program will be explained and questions answered. Also the Test of Adult Basic Education (TABE) will be administered. Counselors will conference with students individually.
2. Students complete Practice Tests in the five areas covered on the GED after receiving approval by the GED instructors.
3. After passing the Practice Tests with the required scores, students may take the official GED Exam. The five parts of the GED Exam are: Language Arts Reading; Language Arts Writing; Social Studies; Science; and Math.

Northwest Arkansas Community College Adult Education Center

2800 N. Second St. Rogers, Arkansas • Telephone (479) 986-6911

Spring 2007 . January 16 through May 9, 2007

Register for classes Monday through Thursday from 8:00 am – 8:00 pm

Fridays from 8:00 am to 4:30 pm and Saturdays from 9:00 am – Noon

Class	Time	Days	Room #	Instructor
ABE/GED	8:00am-12:00 Noon	MTWTHF	118	Linda Harris
GED 16/17	8:00am-12:00 Noon	MTWTHF	119	Janel Stryker
GED	1:00pm-3:30pm	MTWTH	118	Linda Harris
ABE	1:00pm-3:30pm	MTWTH	119	Janel Stryker
ABE/GED	9:00am – 12:00 Noon	Saturday	119	Peggy Glur
ABE/GED	4:30pm--8:30pm	MTWTH	119	Betty Mathews
ESL Day				
Pre- Literacy	8:30am-10:00am	MTWTHF	136	Vickie Johnson
Literacy	10:00am – 11:30am	MTWTHF	136	Vickie Johnson
Beginning I	11:30am-1:00pm	MTWTHF	136	Vickie Johnson
Beginning I	8:30am-10:00am	MTWTHF	130	Jackie Mitchell
Beginning II	10:00am – 11:30am	MTWTHF	130	Jackie Mitchell
Beginning II	11:30am – 1:00pm	MTWTHF	130	Jackie Mitchell
Beginning ESL	12:45pm – 2:00pm	TTH	136	Wynona Anderson
Int.Listening/Speaking	8:30am-10:00am	TTH	127	Danny Sheffield
Inter Reading/Writing	10:00am-11:30am	TTH	127	Danny Sheffield
Inter/Advan. Pronun.	8:30am-10:00am	Friday	127	Danny Sheffield
Int. /Advan. Convers.	10:00am-11:30am	Friday	127	Danny Sheffield
Avdan. Listen/Speak	8:30am-10:00am	MW	127	Danny Sheffield
Advan. Read/Write	10:00am-11:30am	MW	127	Danny Sheffield
College Prep. ESL	1:00pm – 3:00pm	MW	127	Danny Sheffield
College Prep. ESL	11:30am – 1:00pm	Friday	127	Danny Sheffield
C.A.L.L.	11:30am – 1:00pm	MW	126	Danny Sheffield
Citizenship	11:30am – 1:00pm	MW	127	Kathy Schneider
Beginning Literacy	9:00am – 10:30am	Saturday	136	Vickey Hill
Beginning ESL	10:30am – 12:00pm	Saturday	136	Vickey Hill
ESL Evening				
Beginning Literacy	7:00pm-8:30pm	MW	136	Mary Saldivar
Beginning ESL	5:30pm-7:00pm	MW	136	Mary Saldivar
Beginning Literacy	7:00pm-8:30pm	MW	127	Marian Carroll
Beginning ESL	5:30pm-7:00pm	MW	127	Marian Carroll
Beginning ESL	5:30pm-7:00pm	TTH	130	Vickey Hill
Beginning Literacy	7:00pm – 8:30pm	TTH	130	Vickey Hill
Beginning Literacy	5:30pm-7:00pm	TTH	136	Wynona Anderson
Beginning ESL	7:00pm-8:30pm	TTH	136	Wynona Anderson
Intermediate ESL	5:30pm-7:00pm	MW	130	Laura Villegas
Advanced ESL	7:00pm-8:30pm	MW	130	Laura Villegas
Intermediate ESL	7:00pm-8:30pm	MW	129	Shannon Boyd
Advanced ESL	5:30pm-7:00pm	MW	129	Shannon Boyd
Advanced ESL	7:00pm-8:30pm	TTH	129	Shannon Boyd
Intermediate ESL	5:30pm-7:00pm	TTH	129	Shannon Boyd
Int./ Adv. Computer Lab	4:00pm – 5:30pm	TTH	126	Kathy Schneider
Citizenship	5:30pm-7:00pm	TTH	127	Kathy Schneider
Advanced ESL	7:00pm-8:30pm	TTH	127	Kathy Schneider

Northwest Arkansas Community College Adult Education Center

2800 N. Second St. Rogers, Arkansas • Número de Teléfono: (479) 986-6911

Primavera 2007 • Del 16 de Enero al 9 de Mayo, 2007

Regístrate para clases de Lunes a Jueves de 8:00 am – 8:00 pm

Viernes de 8:00am to 4:30 pm y los Sábados de 9:00 am – Noon

Clase	Tiempo	Dias	Salon #	Instructor
ABE/GED	8:00am-12:00Noon	Lu Ma Mi Ju Vi	118	Linda Harris
GED 16/17	8:00am-12:00Noon	Lu Ma Mi Ju Vi	119	Janel Stryker
GED	1:00pm-3:30pm	Lu Ma Mi Ju	118	Linda Harris
ABE	1:00pm-3:30pm	Lu Ma Mi Ju	119	Janel Stryker
ABE/GED	9:00am – 12:00Noon	Sábado	119	Peggy Glur
ABE/GED	4:30pm--8:30pm	Lu Ma Mi Ju	119	Betty Mathews
ESL (Inglés como Segundo Idioma) Por la mañana				
Pre- Alfabetizacion	8:30am-10:00am	Lu Ma Mi Ju Vi	136	Vickie Johnson
Alfabetizacion	10:00am – 11:30am	Lu Ma Mi Ju Vi	136	Vickie Johnson
Principiante I	11:30am-1:00pm	Lu Ma Mi Ju Vi	136	Vickie Johnson
Principiante I	8:30am-10:00am	Lu Ma Mi Ju Vi	130	Jackie Mitchell
Principiante II	10:00am – 11:30am	Lu Ma Mi Ju Vi	130	Jackie Mitchell
Principiante II	11:30am – 1:00pm	Lu Ma Mi Ju Vi	130	Jackie Mitchell
Principiante ESL	12:45pm – 2:00pm	Ma Ju	136	Wynona Anderson
Inter.Escuchar/Hablar	8:30am-10:00am	Ma Ju	127	Danny Sheffield
Inter. Leer/Escribir	10:00am-11:30am	Ma Ju	127	Danny Sheffield
Inter./Avan. Pronun.	8:30am-10:00am	Viernes	127	Danny Sheffield
Inter. /Avan. Convers.	10:00am-11:30am	Viernes	127	Danny Sheffield
Avan. Escuchar/hablar	8:30am-10:00am	Lu Mi	127	Danny Sheffield
Avanzado Leer/Escribir	10:00am-11:30am	Lu Mi	127	Danny Sheffield
Preparacion/Colegio ESL	1:00pm – 3:00pm	Lu Mi	127	Danny Sheffield
Preparacion/Colegio ESL	11:30am – 1:00pm	Viernes	127	Danny Sheffield
C.A.L.L.	11:30am – 1:00pm	Lu Mi	126	Danny Sheffield
Ciudadania	11:30am – 1:00pm	Lu Mi	127	Kathy Schneider
Alfabetizacion Principiante	9:00am – 10:30am	Sábado	136	Vickey Hill
Principiante ESL	10:30am – 12:00pm	Sábado	136	Vickey Hill
ESL (Inglés como Segundo Idioma) Por la Tarde				
Alfabetizacion Principiante	7:00pm-8:30pm	Lu Mi	136	Mary Saldivar
Principiante ESL	5:30pm-7:00pm	Lu Mi	136	Mary Saldivar
Alfabetizacion Principiante	7:00pm-8:30pm	Lu Mi	127	Marian Carroll
Principiante ESL	5:30pm-7:00pm	Lu Mi	127	Marian Carroll
Principiante ESL	5:30pm-7:00pm	Ma Ju	130	Vickey Hill
Alfabetizacion Principiante	7:00pm-8:30pm	Ma Ju	130	Vickey Hill
Alfabetizacion Principiante	5:30pm-7:00pm	Ma Ju	136	Wynona Anderson
Principiante ESL	7:00pm-8:30pm	Ma Ju	136	Wynona Anderson
Intermedio ESL	5:30pm-7:00pm	Lu Mi	130	Laura Villegas
Avanzado ESL	7:00pm-8:30pm	Lu Mi	130	Laura Villegas
Intermedio ESL	7:00pm-8:30pm	Lu Mi	129	Shannon Boyd
Avanzado ESL	5:30pm-7:00pm	Lu Mi	129	Shannon Boyd
Avanzado ESL	7:00pm-8:30pm	Ma Ju	129	Shannon Boyd
Intermedio ESL	5:30pm-7:00pm	Ma Ju	129	Shannon Boyd
Inter./ Avan. Computer Lab	4:00pm – 5:30pm	Ma Ju	126	Kathy Schneider
Ciudadania	5:30pm-7:00pm	Ma Ju	127	Kathy Schneider
Avanzado ESL	7:00pm-8:30pm	Ma Ju	127	Kathy Schneider



Online Classes

Our instructor-facilitated online courses offered through **Education To Go!** are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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Visit our Online Instruction Center:
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Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You

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When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

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Below is just a sample of the online courses available. For complete course offerings and prices, visit our website at: www.ed2go.com/nwacc.

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Leading game designer prepares you for a career in game development, design, and production.

Photographing People With Your Digital Camera

After a review of the basics, you'll discover the best way to shoot faces, repair common problems, and take professional portrait and formal group shots. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.

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Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. Master the secrets to selecting a genre, building strong characters, writing memorable dialogue, and developing powerful storylines.

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