National Park College
COMMUNITY & CORPORATE TRAINING

Continuing Education
Fall 2016

Advance Your Career
Acquire New Skills
Discover a Creative Outlet
Bob Dion

Bob Dion, Photography Instructor, is originally from Detroit, Michigan where he worked as a professional photographer in the music, film and auto industries for 25+ years. After moving to Hot Springs in 2010 he began covering events & live performances, doing portraits, product, and fine art photography. He loves capturing the excitement of an event, the inner self of a portrait, and the emotions of a live performance. Most of all he just likes having fun!

Rhonda Williams Byrd

Rhonda Williams Byrd, Computer In-A-Day Series Instructor is a Corporate Trainer and Business Coach to numerous clients around the United States and Europe, as well as an Adjunct Faculty Professor of Computer Science and Computer Forensics at the Criminal Justice Institute of the University of Arkansas, North Arkansas College, College of the Ouachitas, and National Park College. Ms. Williams Byrd has over 20 years experience teaching computer applications, developing course curriculum, and designing and developing online course content. She is also a Specialist in Instruction of Underserved Markets.

Chuck Argo

As an instructor of personal interest history classes, Dr. Charles (Chuck) Argo has garnered quite the “following” of students. Many residents in the community now look forward to what topic he will present each semester. Dr. Argo graduated with a PhD from the Middle East Studies Program at the University of Arkansas in 2005. He formerly served as the Middle East historian at Ball State for eight years before arriving at NPC in 2012. He is currently the Division Chair for Social Sciences and teaches classes in both World and American history. His love for teaching and sharing knowledge is evidenced by the many students who seek enrollment to his classes.
### Computers and Technology
- In-A-Day Series
- Google Apps for Business
- Macros & Merging: Power Tools in MS Office
- Google Analytics
- Game Design
- Understanding the Cloud
- Excel for the Very Beginner
- Introduction to Graphic Design
- Personal Cyber-Security

### Professional Development
- Excellence in Leadership Series
- Introduction to Data Analysis
- Business Writing
- Customer Service
- Selling New Ideas in the Workplace
- Presentation Skills
- Lean Six Sigma
- Writing News and Press Releases
- ISO 9001:2015
- Supply Chain

### Aerospace
- Free Information Session
- Introduction to Aerospace Manufacturing & Repair

### Innovative Technologies
- Drone Basics
- Arduino for the Beginner
- Introduction to Maker Technology

### Fiber Optics
- Basic Technician Course (CFOT)
- Specialist in Testing & Maintenance (CFOS/T)
- Specialist in Outside Plant (CFOS/O)

### Small Business Development
- QuickBooks
- Growth & Innovation Now (GAIN)
- Entrepreneurial Marketing
- Selling on eBay
- Video Marketing
- Integrating Social Media

### Real Estate
- Post-Licensure Sales Course
- Pre-Licensure Sales Course
- Annual Continuing Education
- Pre-Licensure Broker Course
- Post-Licensure Broker Course

### Personal Interest
- Healthy Living
- Dancing
- Special Interest
- History
- On the Home Front
- Photography
- Hunter Education
- Pottery

### Online Learning

### Registration

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### READING THE SCHEDULE

**Microsoft Office Basics**

- Instructo: Rhonda Williams Byrd
- Description: Learn the basics of the 3 most commonly used programs: MS Word, MS PowerPoint and MS Excel. Use Excel to create spreadsheets, and discover why Word is the easiest way to create a document. Students will create a PowerPoint presentation on the subject of your choice. Leave with a better understanding of each program and the ability to apply newly developed skills. (Basic computer skills necessary prior to enrolling in this class)
- Dates: 9/7 W
- Class Times: 9 a.m.-4 p.m.
- # Sessions, Hours: 1 session, 6 hours
- Fee: $89
Microsoft Office Basics  
Rhonda Williams Byrd  $89  
Learn the basics of the 3 most commonly used programs: MS Word, MS PowerPoint and MS Excel. Use Excel to create spreadsheets, and discover why Word is the easiest way to create a document. Students will create a PowerPoint presentation on the subject of your choice. Leave with a better understanding of each program and the ability to apply newly developed skills. (Basic computer skills necessary prior to enrolling in this class)  
9/7 W  9 a.m.-4 p.m.  1 session, 6 hours

Beginning Microsoft Access  
Shena Ball  $89  
Microsoft Access is a relational database system that serves as a great introduction to databases. Learn when to use Access vs. Excel, how to use Access to manage your data, including how to design and create a new database, construct tables, design forms and reports, and create queries to join, filter, and sort data. You will have built your first database by the end of the day. (Basic computer knowledge necessary prior to enrolling in this class)  
9/9 F  9 a.m.-4 p.m.  1 session, 6 hours

Intermediate Microsoft Access  
Shena Ball  $89  
In this class you will expand your knowledge of relational database design, see how Access does the hard work for you behind the scenes while you write advanced queries, structure existing data, share data across applications, and customize reports. (Beginning Microsoft Access 2013, or basic Access database knowledge necessary)  
10/7 F  9 a.m.-4 p.m.  1 session, 6 hours

Microsoft Excel Level 1  
Rhonda Williams Byrd  $89  
In this course, you will use Excel to manage, edit, and print data. You will create and edit worksheets and workbooks using basic formulas and formatting. (Basic computer skills and a beginning knowledge of Excel necessary prior to enrolling in this class)  
9/28 W  9 a.m.-4 p.m.  1 session, 6 hours

Microsoft Excel Level 2  
Rhonda Williams Byrd  $89  
Learn how to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. Learn to apply visual elements and advanced formulas to a worksheet to display data in various formats. Students will learn to sort and filter data, import and export data, analyze data, and work with charts. (Basic Excel knowledge, including how to create, edit, format, and print worksheets, necessary prior to enrolling)  
10/19 W  9 a.m.-4 p.m.  1 session, 6 hours

Microsoft Excel Level 3  
Rhonda Williams Byrd  $89  
Learn how to use Excel for a variety of problem-solving tasks. Included are using Excel as a database, using the data table, outlining and subtotaling, paste special with calculations, consolidating, programmatic formulas including VLOOKUP, HLOOKUP, ISERROR, nested IF statements with AND and OR, and pivot tables. ( Recommended that students attend Excel levels 1 and 2 prior to level 3)  
11/16 W  9 a.m.-4 p.m.  1 session, 6 hours

Website Today  
Shena Ball  $89  
Website building with HTML & Cascading Style Sheets (CSS). If you need a one or two-page website for business purposes or as a resume or portfolio this class is for you! Coding with HTML & CSS will give you the opportunity to build a small website to meet your needs. Learn the skills that will allow you to create your own website, customize it and make changes that will allow your website and your business to grow together. (Basic computer knowledge necessary prior to enrolling in this class)  
10/18 W  9 a.m.-4 p.m.  1 session, 6 hours

Microsoft Outlook  
Rhonda Williams Byrd  $89  
Outlook is a personal information management system that allows you to create, organize and manage information. You'll learn there's more to email, calendars, contacts, tasks, and notes than just “Send” or “Save”, including a whole set of tools that will make you more efficient and professional. (Basic computer skills necessary prior to enrolling in this class)  
11/30 W  9 a.m.-4 p.m.  1 session, 6 hours

Microsoft PowerPoint  
Rhonda Williams Byrd  $89  
This course covers all PowerPoint has to offer for creating, designing, delivering, and creating handouts for presentations. Students will learn slide layout and design, inserting content on slides, normal, slide sorter and slide show views, slide transition, content animation, inserting tables, charts and creating photo albums, using sound and recordings, preparing for a wide audience using presentation CD and video, and printing handouts. (Basic computer skills necessary prior to enrolling in this class)  
12/14 W  9 a.m.-4 p.m.  1 session, 6 hours
Google Apps for Business (Online)
Jennifer Selke $195
Google has a variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time-saving tips and strategies to get more done in your work and personal life.
10/3-10/28 Online 16 hours

Macros & Merging: Power Tools in Microsoft Office
Allan Mesko $55
Ever do the same computer task over and over? Would you like your computer to do that task for you, automatically, with one mouse click? (We'll show you how... no programming necessary) Microsoft Word's macro recorder lets your computer "memorize" any series of steps you take, then "play" them back! With Word's Data Merge feature you can automatically send individual emails, post cards, or letters to multiple recipients, tailor each name tag, award certificate, or thank-you note, and create directory listings of DVD's, contacts, inventory and more!
10/6-10/13 TH 6-8 p.m. 2 sessions, 4 hours

Personal Cyber-Security
Kenny Cagle $39
This class is designed to help secure your data whether on a computer, tablet, or mobile device. Learn the most effective steps to prevent attacks and detect cyber threats with techniques that you can directly apply to your online activities. Learn tips and tricks so that you can win the battle against the wide range of cyber adversaries. (Students to bring smartphone, tablet, or laptop)
10/10 M 5:30-7:30 p.m. 1 session, 2 hours

Beginning Computers 1
Kenny Cagle $69
This class is for the very beginner computer user. Find out what to do AFTER you turn on the computer. Learn keys on the keyboard and what to do with them, how to use a mouse, how to save and find files, look for interesting information on the web, and how to open and send emails.
9/1-9/15 TH 6-8 p.m. 3 sessions, 6 hours

Beginning Computers 2
Kenny Cagle $69
Review your basic skills and learn how to create folders and save them where you can find them later, basic formatting of a document, how to use and explore the Internet, how to send and receive pictures, and more email how to's. Learn enough basics to get a good start toward computer literacy.
9/22-10/6 TH 6-8 p.m. 3 sessions, 6 hours

Beginning Computers 3
Kenny Cagle $69
Build your computer skills in this level 3 class. Learn to manage your files, save, retrieve, move, and copy files in multiple places, use keyboard shortcuts, and make your documents look professional while learning the basics of Windows. Learn to search and organize your website and email favorites and much more!
10/13-10/27 TH 6-8 p.m. 3 sessions, 6 hours

Google Analytics (Online)
Dan Belhassen & Susan Hurrell $195
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. (Technical requirements: Access to Flash needed for audio and slide presentations)
9/6-9/30 Online 16 hours
Introduction to Game Design (Online)
Dr. Moses Wolfenstein $245
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied to your field.
9/6-9/30 Online 16 hours

Understanding The Cloud for Personal Use
Kenny Cagle $39
The "Cloud" is a buzzword used to describe the convenience of being able to access files from anywhere. Netflix, Apple iCloud, Microsoft Office 365, Google drive, and many other online services are all cloud services. In this session, we will discuss in more detail what the cloud is, how to protect your data being stored on the cloud, and how to fully utilize it. (Basic computer knowledge necessary prior to enrolling)
9/12 M 5:30-8 p.m. 1 session, 2.5 hours

Excel for the Very Beginner
Janetta Ritter $69
This class will present a basic overview of Excel 2013. It has been designed for the very beginner Excel user. (Basic computer skills necessary prior to enrolling in this class)
9/13-9/27 T 5:30-7:30 p.m. 3 sessions, 6 hours

Intro to Graphic Design
Malinda McCutchen $99
This class will offer you the opportunity to learn entry-level graphic design skills. We will review the basics of Adobe Illustrator CS6 and Adobe Photoshop CS6. You will learn about the elements and principles of design, which will allow your designs to stand out. This class can be taken to improve the making of fliers, posters, brochures, t-shirts, and much more!
9/14-10/12 W 5:30 p.m. 5 sessions, 10 hours

Intermediate Video Game Design (Online)
Jean Haefner $245
Worldwide, video game sales including consoles, and online and mobile games are projected to reach $111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Waterhouse predicts social and casual game sales will exceed traditional game sales. In this intermediate course you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.
10/3-10/28 Online 16 hours

CDA Professional Education
Take the first step in your Early Childhood professional development. Covers all required CDA subject areas.
120 hours/ 12 CEUs
Tuesdays, 4-8 p.m.
Fall 2016-Spring 2017
60 hours in fall and 60 additional hours in the spring for 120 total hours. Enrollment fee includes textbooks and one advisor visit.
For more information, contact:
Terri Helms
501-760-6588
thelms1@np.edu

National Park College Community & Corporate Training Center
Child Care Aware of West Central Arkansas
109 Mid America Blvd.
Hot Springs, AR 71913
www.np.edu/childcare-aware
Supervisory Communication
Daniel Packer $39
Communication skills – whether verbal or written – are core competencies expected in virtually any position within the workplace. The ability to communicate with employees at every level in the organization is especially important for supervisors who want to improve department operations and the performance and productivity of the employees under their supervision.
9/20 T 6-8 p.m. 1 session, 2 hours

Ethical Decision Making
TBD $39
Explore issues of ethics that can affect business operations. A major goal of this course is to give participants a sense of appreciation for the complex, interrelated sets of issues that are the fabric of business and the decision process involved in balancing personal, corporate, and societal goals. By studying business ethics, participants should gain a framework for analysis and understand, and also increase their moral imagination.
9/27 T 6-8 p.m. 1 session, 2 hours

Listening & Building Trust
TBD $39
Two components of effective supervision are listening to others and developing relationships with employees that are based on mutual trust and respect. Participants will receive tips for becoming better listeners and identify important components required when building trust among employees.
10/4 T 6-8 p.m. 1 session, 2 hours

Excellence in Leadership Series

The Excellence in Leadership Series is comprised of six intensive two-hour sessions that build core skills for managers at all levels. Each course contains a variety of learning experiences and discussions that engage students and develop leadership skills. Register for a class at $39 each or take all six classes for $200.

Conflict Management
Daniel Packer $39
Identifying and managing conflict among employees is a challenge for all supervisors. Group dynamics, stress, and personal difficulties can trigger workplace conflict. Supervisors must be able to recognize conflict and be equipped with the tools and knowledge to manage and prevent interpersonal and organizational conflicts that could jeopardize productivity and employee success.
10/18 T 6-8 p.m. 1 session, 2 hours

Team Building
Daniel Packer $39
This session is designed to help supervisors understand the characteristics of effective teams, and the ways that a team’s strengths and cohesion can be improved. Attention will also be given to skills that help teams solve problems in ways that individuals cannot.
11/8 T 6-8 p.m. 1 session, 2 hours

Activating Change
TBD $39
Effective leaders acknowledge the pivotal role change plays in improved organizational and individual performance. Learn skills necessary to engage employees in the change process, expand awareness of business realities, spotlight strengths and successes, embrace experimentation, and coordinate resources.
11/15 6-8 p.m. 1 session, 2 hours
From Customer Service to Customer Loyalty  
Mary Senander  
$49  
Building customer loyalty is essential to long-term value for your company. This class will identify specific skills that every customer-facing employee must master for success, and provide context and techniques to help attendees increase their credibility with customers—and value to their employer.  
9/8 TH  1-4 p.m.  1 session, 3 hours  

Selling New Ideas in the Workplace  
Mary Senander  
$59  
This course is designed to help you focus on creating or increasing the value of internal communications that boost effectiveness, control costs, eliminate redundancies and reinforce your mission, vision and values (brand). It will help you identify stakeholders and plan a communications calendar to build momentum and drive change.  
9/22-9/29 TH  9:30-11:30 a.m.  2 sessions, 4 hours  

Conversational Spanish for Customer Service Associates  
Mireya Ervin  
$89  
Basic conversational Spanish workshop designed to give front line customer service associates the necessary skills to meet their customers’ needs. This class is geared towards personnel whose main job entails answering calls or redirecting customers.  
9/30-10/14 F  Noon to 4 p.m.  3 sessions, 12 hours  

Presentation Skills: On stage, at the meeting, and everywhere in-between  
Mary Senander  
$49  
This interactive class will help you learn how to appeal to both sides of your audience’s brains to improve communication, learning and retention, and provide tools to help you incorporate story-telling techniques as a persuasive device.  
10/13 TH  1-4 p.m.  1 session, 3 hours  

Quality & Supply Chain Management  
NPC is teaming up with Arkansas Manufacturing Solutions to provide world-class training to manufacturers. Quality and Supply Chain Management are two important components of ensuring smooth operations in manufacturing. This training provides the skills needed to meet the everyday challenges and exceed customer expectations.  

ISO-9001: 2015 Management Overview  
Dan Mickleson & Mickey Yeager  
$325  
This one-day workshop will provide knowledge and an interpretation of the requirements of the ISO-9001:2015 Quality Management Standard. This workshop will benefit anyone working in an ISO-9001 environment and will be especially useful for individuals who may be required to develop, maintain, or audit an ISO-9001 Quality Management System.  
8/26 F  8 a.m.-5 p.m.  1 session, 8 hours  

Supply Chain Strategy Risk Management  
Dan Mickleson & Mickey Yeager  
$250  
Avoiding the obstacles within the manufacturing environment takes skill and strategy. This class provides an opportunity to devise an overall risk mitigation plan. Learn to identify the triggers of risk events, understand the importance of developing a plan to mitigate them, and establish monitoring metrics and activities so you will be prepared. Participants will also learn how the financial impact of risk is determined and why a Risk Management Plan is an essential element to operational efficiency.  
9/30 F  8 a.m.-3 p.m.  1 session, 6 hours  

Supply Chain Strategy Total Cost of Ownership  
Dan Mickleson & Mickey Yeager  
$250  
The importance of calculating total cost for every activity in the supply stream cannot be overlooked. This session will help you sharpen the focus of utilizing a comprehensive software tool for determining the true total cost of ownership. The Total Cost of Ownership (TCO) allows companies to account financially for each activity along the supply chain including costs associated with the acquisition of materials, transportation, storage, and the selling of purchased goods or services. The goal is to equip companies to make strategic sourcing decisions. TCO helps minimize total costs while maximizing value to the customer.  
10/21 F  8 a.m.-3 p.m.  1 session, 6 hours  

Additional Professional Development Online Classes:  
Lean Six Sigma  
Writing News and Press Releases  
Negotiation: Get What You Want  
View course descriptions and register online at www.np.edu/ce.
The Aerospace industry is one of the largest employers in Hot Springs and employs over 10,000 Arkansans state-wide. Aerospace is Arkansas’ number one export, accounting for more than $1.8 billion. There are approximately 180 aviation and aerospace-related companies around the state. NPC offers both non-credit and credit programs for students interested in a career in this exciting field.

**Free Information Sessions**

If you are considering a career in aerospace, plan to attend a free information session to learn more about upcoming classes.

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**Introduction to Aerospace Manufacturing and Repair**

Dana Dewitt  $600

Learn the skills needed for an entry level career in the aerospace industry. This 135 hour class includes classroom and hands-on training to help students gain the necessary skills to apply for entry level positions in the aerospace industry.

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<td>9/27-3/30 T/TH</td>
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**Have you ever considered teaching part-time?**

Workforce and Continuing Education is always looking for well-qualified individuals with an interest in teaching short term courses in leadership, computers, special interest topics, and much more!

Contact our office at 501.760.4223 to learn more.
National Park College in partnership with BDI DataLynk is proud to offer Fiber Optics Network Certification courses this fall! This high tech, hands-on field is forecasted for high growth through 2022.

**Certified Fiber Optics Technician Course (CFOT)**
This introductory 3-day course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This training combines theory and 85% hands-on activities to prepare students to take the CFOT exam that is sanctioned by the Fiber Optics Association (FOA). This course introduces the student to industry standards governing FTTD (Fiber to the Desk), FTTH (Fiber to the Home), and Distribution Cabling. Students will learn how to identify fiber types, recognize various connectors used in fiber installation, and install, terminate, splice, and properly test installed fiber cable to existing standards. (Students must have the ability to see and identify small items)

**Cost:** $700 (Includes all textbooks, study materials, CD, exams, consumables, and a 1-year membership to FOA)

11/14-11/16 M/T/W 8 a.m.-5 p.m.  3 sessions, 24 hours

**Certified Fiber Optics Specialist in Testing & Maintenance (CFOS/T)**
This 2-day, 16-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. This comprehensive program explains the variety of testing standards, equipment, and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands-on course explores the overall spectrum of testing and maintenance of singlemode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. (Students MUST have successfully passed the CFOT exam prior to enrolling in this course)

**Cost:** $675 (Includes all textbooks, study materials, CD, exams, consumables and a 1-year membership to FOA)

11/17-11/18 TH/F 8 a.m.-5 p.m.  2 sessions, 16 hours

**Certified Fiber Optics Specialist Outside Plant (CFOS/O)**
This 2-day, 16 hour fiber optic specialist course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. This advanced Fiber Optics Training combines lecture sessions and 85% hands-on activities to prepare the student to take the CFOS/O. OSP hands on and written exams are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable – used in the Outside Plant Rugged Environment. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Hands-on activities include both mechanical and fusion splicing.

**Cost:** $675 (Includes all textbooks, study materials, CD, exams, consumables and a 1-year membership to FOA)

11/19-11/20 S/SU 8 a.m.-5 p.m.  2 sessions, 16 hours
NPC Continuing Education is partnering with the HSU Small Business and Technology Center to offer courses to entrepreneurs. These courses provide fundamental knowledge on how to establish and manage a business.

Setting Up QuickBooks
Paul Bax
Learn how to navigate the desktop version of QuickBooks. Specific topics include how to set up QuickBooks, how to initially use the program, and how to effectively master and maneuver QuickBooks features. Seating is limited.
9/8 TH 4-7 p.m. 1 session, 3 hours

QuickBooks for Beginners
Paul Bax
This session focuses on the elements of entering transactions and generating reports. It will also help you to set up tasks and the processing of routine transactions. Great time to set up procedures and processes for using QuickBooks.
9/15 TH 4-7 p.m. 1 session, 3 hours

QuickBooks Beyond the Basics
Paul Bax
This session looks at other tasks that QuickBooks can provide including keeping tabs on mileage, using online banking, keeping lists, merging letters with customers and vendors, and more.
9/22 TH 4-7 p.m. 1 session, 3 hours

QuickBooks Online
Paul Bax
Join us for the QuickBooks Online Course to learn how to navigate the online version of QuickBooks.
9/29 TH 4-6 p.m. 1 session, 2 hours

Growth and Innovation Now (GAIN)

This course is designed to assist entrepreneurs in developing a strong Business Model Canvas and then position them for the next stages of business. The Business Model Canvas is a strategic management and lean startup template that illustrates the following business elements: value proposition, infrastructure, marketing channels, finances, key partners, and customers. The series will offer educational seminars related to each block of the Business Model Canvas. This three-day workshop will provide information on topics including customer segments, value propositions, channels, key resources, key partnerships, revenue streams, and customer relationships.
8/24-8/26 W/TH/F 9 a.m.-4 p.m. 3 sessions, 18 hours

Attendees must pre-register prior to the start date of class. All classes will be held in the HSU/NPC Downtown Center, Landmark Building. To register or for more information, please visit http://asbtdc.org/training/arkadelphia-events

The HSU Small Business and Technology Development Center is funded in part through a cooperative agreement with the U.S. Small Business Administration through partnerships with the University of Arkansas at Little Rock and Henderson State University School of Business.
Entrepreneurial Marketing (Online)
Kathy Nadlman  $195
To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.
8/1-8/26 Online  16 hours

Selling on eBay
Grace Labbe  $59
Learn how to set up an eBay account, PayPal account, and USPS account. This class will teach you how to effectively sell an item by taking appropriate pictures, proper pricing, how to ship and track, and how to leave feedback. (Recommended for students to bring camera, tablet, or smartphone) No class Sept 5.
8/22-9/12 M 1:30-3 p.m.  4 sessions, 6 hours
8/24-9/14 W 6:30-7:30 p.m.  4 sessions, 6 hours

Video Marketing (Online)
Rob Lee  $245
Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the "know, like and trust," factor with your audience. In this course, you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.
9/6-9/30 Online  16 hours

Integrating Social Media in your Organization (Online)
Jennifer Selke  $195
Take away a practical strategy and techniques for implementing a social strategy for your organization or business. Learn the top five considerations when starting a social network as well as tips to manage an online community. Discover how to create your own private social network using the Ning platform. Discuss the top tools to use to manage your social media life and build integration into your web site. See how Google Docs and Calendars work, and get your company listed properly on local search engines so more customers can find you.
11/7-12/2 Online  16 hours

Real Estate Post-Licensure Sales Course
TBD  $300
This is the AREC Required Post-Licensure 18 hour course. Completion is required by the AREC within 12 months of activation of a new Arkansas Real Estate License. The course consists of three six-hour topics: 1) Practical Application of Agency and Disclosure, 2) Contract - Unauthorized Practice of Law, and 3) From Contract to Closing - Filling in the blanks to the Hud 1. All course material provided.
8/29-8/31 M/T/W 9 a.m.-3:30 p.m.  3 sessions, 18 hours

Real Estate Pre-Licensure Sales Course
TBD  $425
This is the basic 60 hour course that is required to apply to take the Arkansas Real Estate Exam. This is a comprehensive overview of the necessary vocabulary, terminology, ideology and basic mathematical skill set to participate in Real Estate. The course also includes modules covering contracts, insurance, appraising and Arkansas License Law. All course material provided.
10/10-10/20 M/T/W/TH 9 a.m.-5 p.m.  8 sessions, 60 hours

Real Estate Annual Continuing Education
TBD  $75
Meet your AREC 6-hour Continuing Education requirements with Real Estate Contract Residential: Buyers Side. This course will include the newly required 3 hours on legislative updates and 3 hours on contract forms and details.
9/16 F 9 a.m.-4 p.m.  1 session, 6 hours

Real Estate Pre-Licensure Broker Course
TBD  $650
This is a comprehensive overview of the necessary vocabulary, terminology, ideology and basic mathematical skill set to participate in Real Estate as a Broker. The course includes modules covering contracts, insurance, appraising and Arkansas License Law. Ideal for a seasoned Sales Associate who needs additional educational hours to qualify and to review for the Arkansas Real Estate Brokers Exam. Includes a field trip to AREC meetings. All course materials provided.
10/14-11/3 M/T/W/TH 9 a.m.-5 p.m.  8 sessions, 60 hours

Real Estate Post-Licensure Broker Course
TBD  $350
This is the AREC Required Post Licensure 30 hour course. Completion is required by the AREC within 12 months of passing the Arkansas Real Estate Brokers exam and to activate an Executive Broker or Principle Broker license. This course is designed for the advancement of an Associate Brokers' License. The Course consists of five 6-hour topics: 1) Practical Application of Agency and Disclosure, 2) Contract - Unauthorized Practice of Law, 3) From Contract to Closing - Filling in the blanks to the Hud 1, 4) Agent and Broker Responsibilities, and 5) Office Management. All course materials provided.
11/7-11/10 M/T/W/TH 9 a.m.-5 p.m.  4 sessions, 30 hours
Healthy Living

Zumba Kids
Grace Labbe $59
The Zumba Kids program is the ultimate dance-fitness party for young Zumba fans, where they can play it loud and rock with friends to their own rules! This program features age-appropriate music and moves that get kids movin' to the beat. It's all about feeling fearless on the dance floor, reinforcing the idea that it's okay to just be yourself and dance like no one's watching! Ages 7 - 11.
8/23-9/27 T 4-5 p.m. 6 sessions, 6 hours
10/11-11/15 T 4-5 p.m. 6 sessions, 6 hours

Zumba Step
Grace Labbe $59
Forget everything you know about "Step!" This class fuses the entire Step toning and strengthening for your legs and glutes with all of the Zumba fitness-party fun you love.
8/23-9/27 T 5-6 p.m. 6 sessions, 6 hours
10/11-11/15 T 5-6 p.m. 6 sessions, 6 hours

Zumba Fitness
Grace Labbe $59
Latin-inspired dance fitness that incorporates Latin, international music, and dance movements for a total body workout, combining all elements of fitness - cardio, muscle conditioning, balance, and flexibility.
8/25-9/29 TH 5-6 p.m. 6 sessions, 6 hours
10/13-11/17 TH 5-6 p.m. 6 sessions, 6 hours

Zumbini
Grace Labbe $59
The Zumbini program is a child-focused journey into the world of music, movement and dance! It is a music and movement class that children ages 0 to 3 years attend with their parent or caregiver(s). Class is fun, energetic, and full of contemporary music with world beats. It is child appropriate, grown-up friendly, and full of fun "Zumba" flavor. Children wiggle, dance, sing, and move using their bodies, rhythmic instruments, and scarves to encourage, develop and enhance their natural rhythm and musicality. No class Nov. 21.
10/17-11/28 M 2-3 p.m. 6 sessions, 6 hours

Beyond Mat Science
Grace Labbe $59
This fusion-based format is a true balance between standing and floor exercises in a variety of positions. It incorporates the use of both yoga and Pilates breathing techniques, while allowing instructors to be creative with the original exercises. This class offers flowing sequences suitable for all fitness levels that incorporate the three main fitness components: cardio-respiratory, strength, and flexibility training. No class Nov. 21.
10/17-11/28 M 4:30-5:30 p.m. 6 sessions, 6 hours

Hiking Hot Springs
Brian Schwieger $59
Put your best foot forward in this basic introduction to hiking. This class includes a three-hour classroom session combined with practical hiking experiences. In the classroom you will review decision making skills, trip planning, first aid, safety, navigation and environmental concerns. The hikes will put the concepts learned in the classroom into practice on the trail. (Students not physically ready for a full hike may do a partial distance)
11/3 TH 5:30-8:30 p.m.
11/5 S 9 a.m.-noon
11/17 S 10 a.m.-noon 3 sessions, 8 hours

Dancing

American Tribal Style Belly Dance - Level 1
Cassandra Parks $59
American tribal-style belly dance movements are inspired by folkloric dances of the Middle East, North Africa, Spain and India. It is a method of structured group improvisation, using a vocabulary of movements and cues allowing the dancers to improvise together while dancing in a group. Join this class and enrich your experiences! Finger zils provided in class.
9/7-10/12 W 5:30-6:30 p.m. 6 sessions, 6 hours
10/26-12/7 W 5:30-6:30 p.m. 6 sessions, 6 hours

Enroll online at www.np.edu/ce or call 501.760.4223
PERSONAL INTEREST

Country Line Dancing
Loretta Trowbridge $69
No dance partner? No problem! Come kick up your heels and learn how to do country line dancing. Men and women welcome! Great fun, great exercise, and a great way to make new friends. Let’s dance! Please wear shoes that slide (no rubber soles).
9/12-10/17 M 6:30-8:30 p.m. 6 sessions, 12 hours

Country Couples Dancing
Loretta Trowbridge $129 per couple
Grab your partner and come to this country two-stepping round dancing class for couples! You will learn three fun country round dances to enjoy on your night out on the town. Please wear shoes that slide (no rubber soles).
10/24-12/5 M 6:30-8:30 p.m. 6 sessions, 12 hours

Special Interest

Jewelry Wire Wrapping: Working with Wire
Marlene Gremillion $99
Use wire and beads to create a necklace, bracelet, and earrings in this class. You will make your own fasteners, ear wires, and head pins. Working with copper wire, you will learn to use hand tools to create loops and wraps. This class will be very creative! (Class to be held at Coronado Center, HSV, $10 material fee due at first class meeting)
9/6-9/8 T/W/TH 10 a.m.-noon 3 sessions, 6 hours

Estate Planning: Where Do I Start?
Karen Reagor & Ashley Naramore $29
Preparing to plan is just as important as planning. We’ll cover what documents you will need and what decisions you should make prior to spending any money on estate planning.
9/8 T 4:5 p.m. 1 session, 1 hour

Birth Basics: Preparing for Labor, Birth & Postpartum
Kayla Bradbury $69 each or $120 per couple
Taught by a certified birth doula, this class helps local families prepare for the journey of labor and birth with confidence! The course is excellent for first-time or experienced parents in need of a refresher, and provides thorough information, extensive visual aids, and hands-on activities for an interactive learning experience. Topics will include pregnancy nutrition and exercise, basics of labor and delivery, the three stages of labor, emotional and physical factors, partner’s role in labor and birth, comfort measures, and pain relief options. Also included will be information on interventions, procedures and informed consent, postpartum care for mother and baby, infant-feeding methods, and much more.
9/8-10/6 TH 6-8 p.m. 5 sessions, 10 hours

Understanding Numbers and Money
Allan Mesko $59
In these short sessions we will discuss how numbers affect you and your money, using everyday language and easy arithmetic (bring a simple calculator if you like). Among other things, we’ll talk about percentages, interest, credit cards, and home mortgages. If you’d like to build your confidence with numbers and money, this is for you!
9/12-9/19 M 6-8 p.m. 2 sessions, 4 hours

American Sign Language
Rhonda Holder $99
Acquire a working vocabulary and knowledge of sentences, phrases, and appropriate non-manual behaviors in this introductory course designed to develop basic receptive and expressive language structures.
9/12-10/31 M 6-8 p.m. 8 sessions, 16 hours

AR Concealed Handgun
Garry Brown $89
This course provides the required classroom training and firearm qualifications needed to obtain an Arkansas Concealed Carry Permit. Fee includes fingerprinting, firearm, ammunition, gun range, and all documents needed for license application. (License application fees are separate)
9/17 S 9 a.m.-2 p.m. 1 session, 5 hours
11/5 S 9 a.m.-2 p.m. 1 session, 5 hours

Recent Developments in the U.S. Supreme Court
Karen Reagor & Ashley Naramore $29
Join us as we discuss a few recent Arkansas and U.S. Supreme Court decisions.
9/20 T 11:30 a.m.-12:30 p.m. 1 session, 1 hour

History

Intelligence and the North Korean and Iranian Nuclear Weapons Program
Carl Ford $59
This class provides an overview of the North Korean and Iranian nuclear programs with eye to helping understand the current debate over the Iranian nuclear agreement.
9/15-9/22 TH 1-3 p.m. 2 sessions, 4 hours

Executive Branch Decision Making
Carl Ford $39
This course examines how the Executive Branch makes decisions using historical examples such as the Gulf War, the Iraq War, and the Obama Administration. The emphasis will be on discovering the key variables that led to these momentous decisions, including: Who were the decision makers? What factors influenced them? Were similar variables at work in all cases? How do these findings square with your existing understanding of decision-making?
10/13-10/20 TH 1-3 p.m. 2 sessions, 4 hours
Engineering the Roman Empire
Charles Argo $39
This class will feature discussion of Roman engineering feats such as aqueduct, sewer, and road construction, as well as the ability to construct enormous building and public works with Roman cement.
11/3-11/10 TH 1-3 p.m. 2 sessions, 4 hours

On the Home Front

Cake Decorating Basics
Cindy Scheu $69
This hands-on class will provide you with basic cake decorating techniques. Beginning with the proper way to prepare cakes, you will learn how to apply icing, boarders, writing with icing, and simple flowers. (Supply list available)
8/23-9/13 T 6-8 p.m. 4 sessions, 8 hours

Cake Decorating: Beyond the Basics
Cindy Scheu $69
This class will take you beyond the basics and introduce you to more advanced cake decorating with flowers, shells, leaves, roses and stars. Basic cake decorating skills necessary prior to enrolling. (Supply list available)
10/4-10/25 T 6-8 p.m. 4 sessions, 8 hours

Knife Skills
Ben Dodson $49
This class will help you become confident at the cutting board with the Chef's most important tool. You will hone basic knife skills and practice the fundamental cuts for vegetables. You will learn proper hand placement and knife technique, proper knife care, sharpening practices, short cuts to use in your vegetable prep, plus additional techniques. (Supply list available)
9/15-9/22 TH 6-8 p.m. 2 sessions, 4 hours

Outdoor Dutch Oven Cooking
Pam Castleberry $69
Learn the basics of Outdoor Dutch Oven Cooking. In class one, you will learn how to choose the right dutch oven, proper care, seasoning, cleaning, and storage. You will learn to convert your favorite recipes from traditional oven baking to dutch oven cooking. Tips, tricks, and techniques will be shared to make dutch oven cooking a new favorite pastime. Class two will be a hands-on demonstration of outdoor dutch oven cooking from start to finish - the best part is sampling the finished product! Class three will be a potluck extravaganza. Each participant will create their own dutch oven masterpiece for all to enjoy. Dutch Oven not required - loaner ovens will be available. $5 supply fee due to instructor at first class. No class on Oct. 8.
9/24-10/15 S 10 a.m.-2 p.m. 3 sessions, 12 hours

Photography

Beginning Digital Photography
Bob Dion $129
This photography class will provide you with the basics about your digital camera including ISO settings, shutter speed and aperture, the difference between metering modes, auto focus modes, focus points, and focal length. You will also receive an introduction to depth of field and basic composition. Many tips and tricks will be shared. (DSLR camera required)
8/30-10/4 T 6-8:30 p.m. 6 sessions, 15 hours

Intermediate Digital Photography
Bob Dion $129
Get out of Auto mode and take the next step in gaining the foundational skills to become a great photographer! This class will cover the principles of light and exposure including shutter speed, aperture, ISO, histograms, etc. We will also discuss tips and tricks on how to handle common subjects such as portrait, nature, and sports photography. This class is designed for those wanting to gain a better understanding of their equipment and what it takes to be a photographer. (DSLR camera required) No class on Nov. 22.
10/18-11/29 T 6-8:30 p.m. 6 sessions, 15 hours

HDR Digital Photography
Kenny Cagle $69
High Dynamic Range (HDR) and is a method aimed to add more dynamic range to photographs when the scene contains a broad or high range of deep shadows and bright highlights. Instead of just taking one photo, HDR uses three photos, taken at different exposures. The three photos are then "merged" together with photo processing software. In the session, we'll examine the HDR process, photo processing software options and practice with sample photos. We'll take a 1-hour campus "field trip" then return to the classroom to process the photos from our field trip. (DSLR camera required that can perform in Manual (M) Mode, camera user manual, lens of your choosing, and a tripod)
10/17 M 5:30-8:30 p.m. 1 session, 3 hours

Enroll online at www.np.edu/ce or call 501.760.4223 15
Hunter Education Course

The Arkansas Game & Fish Commission will provide a FREE Hunter Education course on the NPC Campus!

Anyone born on or after Jan. 1, 1969, must complete a hunter education course and carry a valid hunter education card to hunt in Arkansas. Youths under 16 may hunt without hunter education as long as they are under the direct supervision of an adult who is 21 years old.

There is no specific age requirement to enroll in hunter education. However, the educational material is based on a sixth-grade reading level. Arkansas recognizes hunter education cards from other states. Arkansas’s hunter education program is recognized in all states as well as in Canada and Mexico.

Instructed by Sheila Connerly
Saturday, September 10
8:30 am - 5:30 pm

Registration is required at www.register-ed.com

Pottery Studio
Margaret Lola Warren
$250
Learn to form and shape by mechanical means and by hand building. This class includes instruction on the nature of clay and glazes, and achieving control of all aspects and materials of pottery design. Class is integrated with Levels 1 and 2 students. (Supply list available) No class on Sept. 5.
8/22-10/24 M noon-4 p.m. 10 sessions, 40 hours

Sculpture Levels 1 and 2
Margaret Lola Warren
$200
Introduction to three-dimensional form through additive and/or subtractive methods. Clay will be the primary medium for exploration. Class is integrated with Levels 1 and 2 students. (Supply list available)
8/31-11/2 W 8-11 a.m. 10 sessions, 30 hours

Baking Dish on the Wheel - Advanced Pottery Throwing
Corina Fedorowicz
$69
In this class you will learn three techniques to make a baking dish using the wheel, altering and some hand building techniques. Glazing and decorating techniques to finish your dish will be included. (Throwing skills required - including the ability to center and pull walls. Each student will be allowed to fire two baking dishes which may not be available to pick up until after the last class)
9/13-9/29 T/TH 6-9 p.m. 6 sessions, 18 hours
Test Preparation Online Courses

New Course Sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

GET STARTED NOW!

1. Visit our Online Instruction Center: www.ed2go.com/np

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.

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

REQUIREMENTS:
All courses require
INTERNET access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

GRE prep I and II
This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time-saving techniques for both the paper-based and computer administrations of the test.

GMAT
Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

LSAT Prep I and II
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in the first of this two-part series.

SAT/ACT Prep I and II
So, you’ve decided you’re going to college. Now you just need to take the entrance exams! This course will prepare you to take the verbal question types on both the ACT and the new SAT 2005. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005. You’ll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.

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Learn and grow both personally and professionally with our online personal enrichment courses! We offer courses that cover just about any topic that is in-demand today. Our diverse catalog includes engaging subjects that are relevant for today’s life and workplace skills. These 4 week instructor-led courses are designed to both educate and enrich your life.

Personal Enrichment Courses available in the following subject areas:

FEARLESS LIVING
BECOME CONFIDENT AND ASSERTIVE
PERSONAL EXCELLENCE
THE POWER OF GOAL SETTING
GOING GREEN
PERSONAL STRESS REDUCTION

To see training courses go to: www.np.ed4online.com

Enroll online at www.np.edu/ce or call 501.760.4223
REGISTRATION & REFUND POLICY

Students are not officially registered in a class until registration fees have been paid.

The college reserves the right to cancel a class due to insufficient enrollment. If a course is canceled, students may transfer credit to an upcoming class or request a full refund of payment. Refunds can take up to two weeks to process. If a student will not be able to attend a course, requests for refunds or transfers of 100% of payment must be made at least five (5) business days prior to the first class meeting. (Classes being held are determined according to number of enrollment and, in some cases, one person enrolling can determine whether or not a class will be offered).

Classes will not meet during Thanksgiving Break, November 21-26.

REGISTER TODAY

Online at www.np.edu/ce

By calling 501.760.4223. Staff is available for assistance Monday through Friday from 8 a.m.-4:30 p.m.

By visiting NPC’s Community & Corporate Training Center located at 109 Mid-America Blvd. across from the Piney Fire Department.

Sending an email with registration information (include name, address, phone, email, and course information) to training@np.edu. Confirmation and payment instructions will follow the receipt of your email.
National Park College in partnership with BDI DataLynk is proud to offer Fiber Optics Network Certification courses this fall. This high tech, hands-on field is forecasted for high growth through 2022. Classes offered in:

- **Certified Fiber Optics Technician Course**
- **Certified Fiber Optics Specialist Outside Plant**
- **Certified Fiber Optics Specialist in Testing & Maintenance**

See page 10 for more information.
PROFESSIONAL LEADERSHIP DEVELOPMENT

Companies across every industry are facing complex organizational challenges that require the rapid development of new and agile leaders.

The National Park College Community & Corporate Training Division offers many courses that cultivate professional development, lead organizational change, foster a culture of creative thinking, and contribute to your company’s success.

View all of the Professional Development opportunities on pages 7 and 8.