



PULASKI
Technical College

Business and Industry Center

EMPOWER
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Winter Schedule of Classes

2009

3303 East Roosevelt Road • Little Rock, AR 72206 • 501-907-6670 • Fax 501-907-6673

Business and Industry Center Wi

Computer Classes *Each class is one day in length and held from 8:30 a.m. – 3:30 p.m. Cost per class is \$129.*

Wednesday, February 4	Access 2003 Level 1	Thursday, June 11	Excel 2007 Level 3
Thursday, May 14	Access 2003 Level 1	Thursday, April 9	Excel 2007 Level 4
Wednesday, March 4	Access 2003 Level 2	Thursday, June 25	Excel 2007 Level 4
Monday, June 8	Access 2003 Level 2	Monday, February 2	FrontPage
Wednesday, April 1	Access 2003 Level 3	Thursday, April 2	Outlook 2003
Wednesday, June 24	Access 2003 Level 3	Wednesday, April 8	Outlook 2007
Thursday, January 29	Access 2007 Level 1	Thursday, January 22	PowerPoint 2003 Level 1
Wednesday, May 13	Access 2007 Level 1	Wednesday, May 6	PowerPoint 2003 Level 1
Thursday, February 26	Access 2007 Level 2	Wednesday, February 25	PowerPoint 2003 Level 2
Friday, June 5	Access 2007 Level 2	Thursday, June 4	PowerPoint 2003 Level 2
Thursday, March 19	Access 2007 Level 3	Wednesday, January 28	PowerPoint 2007 Level 1
Thursday, June 18	Access 2007 Level 3	Thursday, May 7	PowerPoint 2007 Level 1
Thursday, March 26	Communication for the IT Professional	Thursday, February 19	PowerPoint 2007 Level 2
Wednesday, June 24	Communication for the IT Professional	Wednesday, June 3	PowerPoint 2007 Level 2
Wednesday, January 21	Excel 2003 Level 1	Monday, March 2	Project 2003
Friday, February 20	Excel 2003 Level 1	Monday, May 11	Publisher 2003
Thursday, April 30	Excel 2003 Level 1	Friday, April 3	Visual Basic for Applications
Wednesday, February 18	Excel 2003 Level 2	Wednesday, January 7	Windows XP
Friday, February 27	Excel 2003 Level 2	Thursday, April 16	Windows XP
Thursday, May 28	Excel 2003 Level 2	Wednesday, January 14	Word 2003 Level 1
Friday, March 6	Excel 2003 Level 3	Thursday, April 23	Word 2003 Level 1
Wednesday, March 18	Excel 2003 Level 3	Wednesday, February 11	Word 2003 Level 2
Wednesday, June 17	Excel 2003 Level 3	Thursday, May 21	Word 2003 Level 2
Friday, March 13	Excel 2003 Level 4	Wednesday, March 11	Word 2003 Level 3
Wednesday, April 15	Excel 2003 Level 4	Wednesday, June 10	Word 2003 Level 3
Wednesday, July 8	Excel 2003 Level 4	Thursday, January 08	Word 2007 Level 1
Thursday, January 15	Excel 2007 Level 1	Wednesday, April 22	Word 2007 Level 1
Wednesday, April 29	Excel 2007 Level 1	Thursday, February 5	Word 2007 Level 2
Thursday, February 12	Excel 2007 Level 2	Wednesday, May 20	Word 2007 Level 2
Wednesday, May 27	Excel 2007 Level 2	Thursday, March 5	Word 2007 Level 3
Thursday, March 12	Excel 2007 Level 3	Tuesday, June 9	Word 2007 Level 3

Saturday Classes

Saturday, February 21	Access 2003 Level 1	Saturday, April 25	Excel 2003 Level 2
Saturday, February 28	Access 2003 Level 2	Saturday, May 2	Excel 2003 Level 3
Saturday, March 7	Access 2003 Level 3	Saturday, May 9	Excel 2003 Level 4
Saturday, April 18	Excel 2003 Level 1		

Evening Classes

Tuesday, January 6	PowerPoint 2003 Level 1 Part 1	Tuesday, March 3	Excel 2003 Level 2 Part 1
Thursday, January 8	PowerPoint 2003 Level 1 Part 2	Thursday, March 5	Excel 2003 Level 2 Part 2
Tuesday, January 13	PowerPoint 2003 Level 2 Part 1	Tuesday, March 10	Excel 2003 Level 3 Part 1
Thursday, January 15	PowerPoint 2003 Level 2 Part 2	Thursday, March 12	Excel 2003 Level 3 Part 1
Tuesday, January 27	Word 2003 Level 1 Part 1	Tuesday, March 17	Excel 2003 Level 4 Part 1
Thursday, January 29	Word 2003 Level 1 Part 2	Thursday, March 19	Excel 2003 Level 4 Part 1
Tuesday, February 3	Word 2003 Level 2 Part 1	Tuesday, April 14	Access 2003 Level 1 Part 1
Thursday, February 5	Word 2003 Level 2 Part 2	Thursday, April 16	Access 2003 Level 1 Part 2
Tuesday, February 10	Word 2003 Level 3 Part 1	Tuesday, April 21	Access 2003 Level 2 Part 1
Thursday, February 12	Word 2003 Level 3 Part 2	Thursday, April 23	Access 2003 Level 2 Part 2
Tuesday, February 24	Excel 2003 Level 1 Part 1	Tuesday, April 28	Access 2003 Level 3 Part 1
Thursday, February 26	Excel 2003 Level 1 Part 2	Thursday, April 30	Access 2003 Level 3 Part 2

Winter Schedule

America Management Association Management/Supervisory Certificate Program

Coaching for High Performance Part 1	Wednesday, February 11	9 a.m. - 4 p.m.	\$300
Coaching for High Performance Part 2	Thursday, February 12	9 a.m. - 4 p.m.	N/A

Following a seven-step coaching process, Coaching for High Performance teaches managers how to communicate performance expectations, assess employee skill levels, establish the purpose of coaching, and agree on a coaching contract. This two-day course teaches the critical skills needed to conduct coaching conversations, adapt one's coaching style to fit changing situations and create a coaching plan.

First Level Leadership Part 1	Monday, February 9	9 a.m. - 4 p.m.	\$300
First Level Leadership Part 2	Monday, February 16	9 a.m. - 4 p.m.	N/A
First Level Leadership Part 1	Monday, March 9	9 a.m. - 4 p.m.	\$300
First Level Leadership Part 2	Monday, March 16	9 a.m. - 4 p.m.	N/A

This two-day course has been developed for the first-level supervisor charged with providing leadership in a dynamic business environment. Using assessments, activities, and case studies, you'll learn how to manage the transition to first-level leader, motivate and retain employees, lead with impact and influence, manage project and virtual teams, lead for competitive advantage, and craft and implement a plan for managing change. You'll learn the attitudes, skills and behaviors needed to lead and prosper in your organization.

First Line Supervision Part 1	Wednesday, April 1	9 a.m. - 4 p.m.	\$300
First Line Supervision Part 2	Thursday, April 2	9 a.m. - 4 p.m.	N/A

Participants attending this two-day course will learn the critical supervisory skills needed for a changing workplace environment. You'll discover the best ways to develop a partnership with your boss. You'll improve your listening habits and communication skills. You'll learn the most effective uses of voice mail, e-mail and the Internet. You'll become adept at planning and conducting meetings, resolving workplace conflicts and managing change.

Finance and Accounting for the Non-Financial Manager Part 1	Wednesday, April 15	9 a.m. - 4 p.m.	\$300
Finance and Accounting for the Non-Financial Manager Part 2	Thursday, April 16	9 a.m. - 4 p.m.	N/A

Participants attending this two-day course will learn key financial concepts and relate them to the financial management actions necessary for the nonfinancial manager. Key concepts in this course include differentiating between finance and accounting, using financial tools to manage performance more effectively, analyzing basic financial documents and relating financial performance to the bigger picture.

How to Manage Conflict Part 1	Wednesday, May 20	9 a.m. - 4 p.m.	\$300
How to Manage Conflict Part 2	Thursday, May 21	9 a.m. - 4 p.m.	N/A

This two-day session equips participants with the strategies, tactics and insights needed to gain control of tough conflict situations. You will discover how to identify potential conflicts and defuse them before they escalate. You will learn five conflict management approaches and skills to transform conflict into a productive interaction.

Online registration is now available at: www.pulaskitech.edu/continuing_education/



Professional Development

Dealing with Difficult Personalities **Thursday, January 29** **9 a.m. - 4 p.m.** **\$150**

Dealing with Difficult Personalities **Thursday, June 4** **9 a.m. - 4 p.m.** **\$150**

Attend this interactive one-day session to learn how to better deal with various personality types, both personally and professionally. We will discuss how to face your dread, analyze your personal hot buttons to avoid confrontations, be proactive in all conversations and modify your personal communication style for positive long-term results.

7 Habits of Highly Effective People Part 1 **Wednesday, February 18** **9 a.m. - 4 p.m.** **\$300**

7 Habits of Highly Effective People Part 2 **Thursday, February 19** **9 a.m. - 4 p.m.** **N/A**

An intensive, two-day workshop that provides participants with a robust and tactical implementation plan to fully integrate The 7 Habits into their lives. Designed for anyone looking to become a more effective person—regardless of your occupation, position or stage in life.

3 Factors of Success **Wednesday, February 25** **9 a.m. - 4 p.m.** **\$300**

What is success? How is success measured? How does a person attain success? This one-day course is designed to address all of these questions by providing a formula for success, the six keys to organizational success, and 11 steps for personal success.

Business Etiquette:

Modern Manners for Today's Business **Thursday, March 12** **9 a.m. - 4 p.m.** **\$150**

This one-day training program discusses several forms of business etiquette: dining, communication, telephone, meeting, tipping, email, voicemail, wardrobe etiquette and more. It is specifically designed for individuals who want to polish their skills and improve their professional image. We will discuss basic behavioral styles and how to adapt to each, appropriate office dress, an effective self introduction, introduction of others and small talk, how to successfully navigate a business meal and development of an action plan to improve personal professionalism.

Project Management Excellence Part 1 **Tuesday, March 16** **9 a.m. - 4 p.m.** **\$300**

Project Management Excellence Part 2 **Wednesday, March 17** **9 a.m. - 4 p.m.** **N/A**

This two-day seminar will address the systematic approach to gathering data required to generate consistent results whenever you undertake a new initiative that is bounded by a beginning and an end. This process can transform your business as well as boost personal and collaborative productivity that can easily triple your efficiency and ROI. The key will be to elaborate on a standard system of deliverables and embedded best practices into how you manage your team.

Networking for Success **Thursday, April 23** **9 a.m. - 4 p.m.** **\$150**

Participants in this one-day session will gain a comprehensive understanding of effective networking –what it is, what it is not and why it is important to career and personal growth. The fundamentals of successful networking will be discussed including building a network, nurturing professional relationships and refining your personal presence. A strategic plan for success and well-defined networking goals will be highlighted.

Public Speaking Basics: Overcoming Your Fear **Thursday, May 7** **9 a.m. - 4 p.m.** **\$150**

Speaking in public is still the number #1 fear in America. And, right or wrong, people form impressions about us based on our ability (or inability) to speak to a group. We will discuss the importance of an introduction, the power of stories, how to reduce nervousness, connecting with your audience, impromptu speaking, avoiding monotone, audience “buy in”, use of visual aids and effective conclusions. Join us and learn in a “safe” environment as you practice and learn new presentation skills.



Managing Your Time Using Outlook/FOCUS: Outlook Edition

Wednesday, June 17

9 a.m. - 4 p.m.

\$150

FOCUS: Achieving Your Highest Priorities Microsoft Outlook Edition takes the best principles from Franklin Covey's powerful productivity training and integrates them with the proven technology of Microsoft Outlook. Participants will learn how to stop "living in their inbox" and start prioritizing tasks, messages and appointments according to what is most important.

Professional and Personal Development Book Series

The First 90 Days

Tuesday, April 7

9a.m. - 4 p.m.

\$150

Based on the Harvard Business School book by the same name, this one-day course will systematically take participants through successful "on-boarding" strategies for new leaders at all levels of an organization. Attendees will leave the class with a "road map," derived from learning what new leaders need to know and do to accelerate success as they transition into new roles.

Women Who Run With the Wolves

Wednesday, April 22

9a.m. - 4 p.m.

\$60

includes lunch and book

Written to help women connect with the power of their instinctual selves, this best-selling book has had a profound effect upon American culture. Designed to inspire, instruct and empower women, this one-day class will highlight and reflect upon a few of the book's rich stories, myths and commentaries. Men "who run" with these women are invited also.

For more information

To register for courses or for more information contact Bobbie James, administrative assistant at (501) 907-6670 Ext. 3400 or bjames@pulaskitech.edu. For more information on community education courses contact Gina Hall, Director of Community Education at (501) 907-6670 Ext. 3407 or ghall@pulaskitech.edu.

Community Education and Professional Development Policies

- Register early to ensure class space is available.
- Current schedules and brochures are available at our Web site. Go to www.pulaskitech.edu and click on Continuing Ed/Business Outreach.
- Online registration is now available at: www.pulaskitech.edu/continuing_education/
- Many companies qualify for state training funds. Contact our office to see if your company is eligible.
- Payment is due in full two weeks prior to the first day of class. *No* refunds will be given if cancellations are made less than 10 days in advance of class start date.
- Payment can be made by check, Visa, or MasterCard.
- At times, unforeseen circumstances force the Business and Industry Center to cancel classes. If such cancellations occur refunds will be given.

Community Education Classes *Courses are held at the Business and Industry Center unless otherwise noted.*

Introduction to Digital Photography Part 1	Saturday, March 7	1 p.m. - 4 p.m.	Main Campus, Campus Center	\$129
Introduction to Digital Photography Part 2	Saturday, March 14	1 p.m. - 4 p.m.	Main Campus, Campus Center	N/A

A two-day introduction to the basic skills of using a digital camera and its techniques and procedures, this course will address such issues as composition and lighting and will give each participant hands-on, practical experience. Participants will learn about a variety of types of photography, including landscape, portrait and photojournalism. Each participant is expected to provide his or her own camera.

Keyboarding Part 1	Monday, January 26	8:30 a.m. - 11:30 a.m.		\$49
Keyboarding Part 2	Wednesday, January 28	8:30 a.m. - 11:30 a.m.		N/A
Keyboarding Part 1	Monday, April 20	8:30 a.m. - 11:30 a.m.		\$49
Keyboarding Part 2	Wednesday, April 22	8:30 a.m. - 11:30 a.m.		N/A

This two-day course provides participants with an introduction to typing. Participants will learn in a self-paced, but instructor-led environment.

Introduction to Computers Part 1	Friday, February 20	6 p.m. - 9 p.m.		\$75
Introduction to Computers Part 2	Friday, February 27	6 p.m. - 9 p.m.		N/A

This two-day course is designed for beginners with little or no computer experience. Participants will learn the basic components of the computer, including the mouse and keyboard. Participants will also be introduced to the Internet, using search engines, web-based email and other basic Microsoft applications.

Creating Web Pages:

Small and Home Businesses Part 1	Thursday, February 12	6 p.m. - 9 p.m.		\$149
Small and Home Businesses Part 2	Thursday, February 19	6 p.m. - 9 p.m.		N/A
Small and Home Businesses Part 1	Thursday, May 7	6 p.m. - 9 p.m.		\$149
Small and Home Businesses Part 2	Thursday, May 14	6 p.m. - 9 p.m.		N/A

No matter the size or scope of your business, a Web presence can give you the exposure you need. And it's so much easier than you think! Learn design techniques to create and maintain a Web site from your own computer. Participants will use Microsoft FrontPage to learn design techniques to enhance any small or home-based business. Become the master of your own domain with the help of this two-day class!

Personal Computer Trouble Shooting Basics	Thursday, March 12	6 p.m. - 9 p.m.		\$75
Personal Computer Trouble Shooting Basics	Thursday, April 23	6 p.m. - 9 p.m.		\$75

Before you get to the point of wanting to use a hammer to 'fix' your computer, why not learn what makes it tick, whir, bang, blink and clang. Explore the inner workings of your CPU; the processor, storage and memory, the operating system, and all the peripheral devices. Perform your own upgrade or enhancement, or change out aging parts. Participants will use a PC and Windows environment to investigate common computer maladies in this one-day class.

Keeping Kids Safe Online	Thursday, January 29	6 p.m. - 9 p.m.		\$75
Keeping Kids Safe Online	Thursday, April 2	6 p.m. - 9 p.m.		\$75

The Internet is a very big place, but it doesn't have to be scary and threatening. Our kids are growing up in a world of technology, so how do we manage the content they view? In this one-day class, participants will learn about parental controls over Web content, email, chat rooms and more. Prevent your children from being exposed to inappropriate content, yet feel secure with allowing them access to the Internet and all the wonders it holds.

Public Speaking Basics: Overcoming Your Fear	Thursday, May 7	9 a.m. - 4 p.m.		\$150
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Speaking in public is still the number #1 fear in America. And, right or wrong, people form impressions about us based on our ability (or inability) to speak to a group. We will discuss the importance of an introduction, the power of stories, how to reduce nervousness, connecting with your audience, impromptu speaking, avoiding monotone, audience "buy in", use of visual aids and effective conclusions. Join us and learn in a "safe" environment as you practice and learn new presentation skills.

Law for the Layman: Consumer Law	Tuesday, February 10	6 p.m. - 8 p.m.		\$65
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The first in a series of law classes aimed at helping the "average" person understand how different elements of law impact daily life. Participants will learn about the varying consumer laws, including buyer's remorse, purchases of vehicles, credit card rights and responsibilities, and warranties. This one-day class will also cover various insurance and real estate related issues.

Law for the Layman: Estate Law **Tuesday, March 10** **6 p.m. - 8 p.m.** **\$65**
 The second in a series of law classes aimed at helping the "average" person understand different elements of law. This one-day class will address probate, trusts, elder law and family law.

Canoeing and Kayaking in Arkansas **Monday, February 16, 23, March 2** **6 p.m. - 8 p.m.** **\$200**

Have you ever found yourself longing to get away to the great outdoors? Did you know that Arkansas has some of the most beautiful and exciting rivers to canoe/kayak? In this three-day class, participants will learn the basic techniques for canoeing and kayaking, including paddling maneuvers and the types of equipment needed and their uses. Instruction will also cover Arkansas rivers that are appropriate for canoeing/kayaking.

How to Tie the Perfect Knot for the Situation **Monday, April 27** **6 p.m. - 9 p.m.** **\$49**

Have you ever wondered if you tied a knot correctly? Or, if the knot was even right for the situation? In this class, participants will learn how to correctly tie different knots, as well as, the correct knot for different purposes.

Hiking in Arkansas **April 7, 14, 21** **6 p.m. - 8 p.m.** **Call for fee information**

This three-day class provides a look at the best trails to hike in Arkansas. Participants will learn the basics about hiking, including safety, map reading, planning, preparation and types of equipment needed.

Toddler Sign Language **Thursdays, April 2, 9, 16, 23** **5:30 p.m. - 6:30 p.m.** **\$75**

Have you ever wished you could communicate better with your toddler? If you are frustrated with trying to "figure out" what your child wants or needs, this four-day class could be for you. Participants will learn ways to teach their child sign language and learn about the benefits of doing so, including better communication, less frustration and an enhanced vocabulary for your toddler as he/she ages.

The Power of Image Part 1 **Monday, April 6** **6 p.m. - 9 p.m.** **\$79**

The Power of Image Part 2 **Tuesday, April 7** **6 p.m. - 9 p.m.** **\$79**

There are no second chances in our fiercely competitive world. A poor first impression can ruin your chances of success before you have even opened your mouth, and wardrobe mistakes can leave even the most talented individual out in the cold. This two-day class will address why image matters, how to sell yourself first, color psychology, managing wardrobe dollars, and shopping strategies for your body style.

Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning
Mondays, February 23, March 2, 6, 16, 30 **6 p.m. - 8 p.m.** **\$129**

Attend this 5-week series, based on the book, *CHOICES: A Teen Woman's Journal for Self Awareness and Personal Planning* and learn to discuss the myths and hard realities each teenage woman will face in entering adulthood. CHOICES helps a young woman envision her potential as an independent, self-reliant and productive human being and clearly demonstrates how she can take control of her future. Thought-provoking exercises encourages teenage women to develop quantitative goals, acquire decision-making skills, build assertiveness, evaluate career options, explore marriage and family responsibilities and practice life-style budgeting.

Personal Development Book Series
Women Who Run With the Wolves **Wednesday, April 22** **9 a.m. - 4 p.m.** **\$60**
includes lunch and book

Written to help women connect with the power of their instinctual selves, this best-selling book has had a profound effect upon American culture. Designed to inspire, instruct and empower women, this one-day class will highlight and reflect upon a few of the book's rich stories, myths and commentaries. Men "who run" with these women are invited also.

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