



**PULASKI**  
Technical College

Business and Industry Center

# Schedule of Classes

Summer/Fall

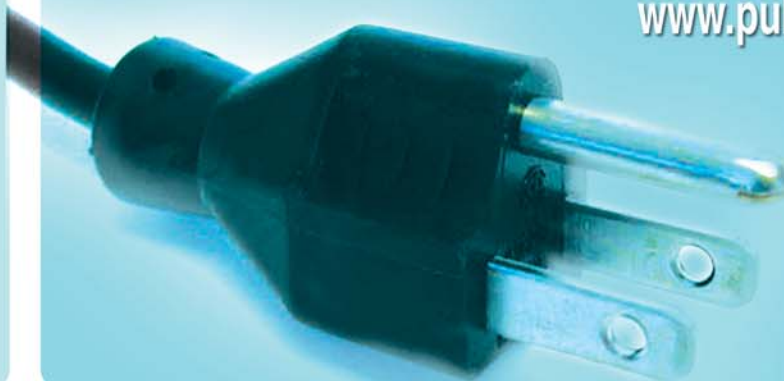
# EMPOWERMENT

2009

3303 East Roosevelt Road • Little Rock, AR 72206

501-907-6670 • Fax 501-907-6673

[www.pulaskitech.edu](http://www.pulaskitech.edu)



# Computer Classes

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

Thursday, August 6	.Access 2003 Level 1	Thursday, July 30	.PowerPoint 2003 Level 1
Thursday, October 29	.Access 2003 Level 1	Thursday, October 22	.PowerPoint 2003 Level 1
Thursday, September 3	.Access 2003 Level 2	Thursday, August 27	.PowerPoint 2003 Level 2
Wednesday, August 5	.Access 2007 Level 1	Thursday, November 19	.PowerPoint 2003 Level 2
Wednesday, October 28	.Access 2007 Level 1	Wednesday, July 29	.PowerPoint 2007 Level 1
Wednesday, September 2	.Access 2007 Level 2	Wednesday, October 21	.PowerPoint 2007 Level 1
Tuesday, November 17	.Access 2007 Level 2	Wednesday, August 26	.PowerPoint 2007 Level 2
Tuesday, December 15	.Access 2007 Level 3	Wednesday, November 18	.PowerPoint 2007 Level 2
Thursday, July 23	.Excel 2003 Level 1	Monday, August 3	.Visual Basic for Applications
Friday, August 7	.Excel 2003 Level 1	Monday, November 2	.Visual Basic for Applications
Thursday, October 15	.Excel 2003 Level 1	Tuesday, July 7	.Windows Vista
Friday, November 20	.Excel 2003 Level 1	Wednesday, September 23	.Windows Vista
Friday, August 14	.Excel 2003 Level 2	Thursday, July 9	.Windows XP
Thursday, August 20	.Excel 2003 Level 2	Thursday, September 24	.Windows XP
Thursday, November 12	.Excel 2003 Level 2	Thursday, July 16	.Word 2003 Level 1
Friday, December 4	.Excel 2003 Level 2	Friday, September 4	.Word 2003 Level 1
Friday, August 21	.Excel 2003 Level 3	Thursday, October 8	.Word 2003 Level 1
Thursday, September 17	.Excel 2003 Level 3	Thursday, August 13	.Word 2003 Level 2
Thursday, December 10	.Excel 2003 Level 3	Friday, September 11	.Word 2003 Level 2
Wednesday, July 8	.Excel 2003 Level 4	Thursday, November 5	.Word 2003 Level 2
Friday, August 28	.Excel 2003 Level 4	Thursday, September 10	.Word 2003 Level 3
Thursday, October 1	.Excel 2003 Level 4	Friday, September 18	.Word 2003 Level 3
Friday, December 18	.Excel 2003 Level 4	Thursday, December 3	.Word 2003 Level 3
Wednesday, July 22	.Excel 2007 Level 1	Friday, September 25	.Word 2003 Level 4
Friday, September 25	.Excel 2007 Level 1	Thursday, December 17	.Word 2003 Level 4
Wednesday, October 14	.Excel 2007 Level 1	Wednesday, July 15	.Word 2007 Level 1
Wednesday, August 19	.Excel 2007 Level 2	Wednesday, October 7	.Word 2007 Level 1
Friday, October 2	.Excel 2007 Level 2	Friday, October 23	.Word 2007 Level 1
Wednesday, November 11	.Excel 2007 Level 2	Wednesday, August 12	.Word 2007 Level 2
Wednesday, September 16	.Excel 2007 Level 3	Friday, October 30	.Word 2007 Level 2
Friday, October 9	.Excel 2007 Level 3	Wednesday, November 4	.Word 2007 Level 2
Wednesday, December 9	.Excel 2007 Level 3	Wednesday, September 9	.Word 2007 Level 3
Wednesday, September 30	.Excel 2007 Level 4	Friday, November 6	.Word 2007 Level 3
Friday, October 16	.Excel 2007 Level 4	Wednesday, December 2	.Word 2007 Level 3
Wednesday, December 16	.Excel 2007 Level 4	Friday, November 13	.Word 2007 Level 4

Each class is three hours in length and held from 12:30 p.m. - 3:30 p.m. Cost per class is \$79

Tuesday, July 14	.Transition to Access 2007	Tuesday, August 4	.Transition to PowerPoint 2007
Tuesday, October 6	.Transition to Access 2007	Tuesday, November 3	.Transition to PowerPoint 2007

Each class is three hours in length and held from 8:30 a.m. - 11:30 a.m. Cost per class is \$79

Tuesday, July 14	.Transition to Excel 2007	Tuesday, August 4	.Transition to Word 2007
Tuesday, October 6	.Transition to Excel 2007	Tuesday, November 3	.Transition to Word 2007

## Saturday Computer Classes

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

Saturday, August 1	.Word 2007 Level 1	Saturday, August 22	.Word 2007 Level 4
Saturday, August 8	.Word 2007 Level 2	Saturday, August 29	.Excel 2007 Level 1
Saturday, August 15	.Word 2007 Level 3	Saturday, September 5	.Excel 2007 Level 3
		Saturday, September 19	.Excel 2007 Level 4
		Saturday, September 26	.Access 2007 Level 1
		Saturday, October 3	.Access 2007 Level 2
		Saturday, October 10	.Access 2007 Level 3
		Saturday, October 17	.Excel 2003 Level 1



Online registration is now available at:  
[www.pulaskitech.edu/continuing\\_education/](http://www.pulaskitech.edu/continuing_education/)

# Evening Computer Classes

Each class is held from 6 p.m. - 9 p.m. Cost per class set is \$129

Tuesday, August 4	Word 2003 Level 1 Part 1	Tuesday, October 13	Access 2003 Level 3 Part 1
Thursday, August 6	Part 2	Thursday, October 15	Part 2
Tuesday, August 11	Word 2003 Level 2 Part 1	Tuesday, October 20	Word 2007 Level 1 Part 1
Thursday, August 13	Part 2	Thursday, October 22	Part 2
Tuesday, August 18	Word 2003 Level 3 Part 1	Tuesday, October 27	Word 2007 Level 2 Part 1
Thursday, August 20	Part 2	Thursday, October 29	Part 2
Tuesday, August 25	Word 2003 Level 4 Part 1	Tuesday, November 3	Word 2007 Level 3 Part 1
Thursday, August 27	Part 2	Thursday, November 5	Part 2
Tuesday, September 1	Excel 2003 Level 1 Part 1	Tuesday, November 10	Word 2007 Level 4 Part 1
Thursday, September 3	Part 2	Thursday, November 12	Part 2
Tuesday, September 8	Excel 2003 Level 2 Part 1	Tuesday, November 17	Excel 2007 Level 1 Part 1
Thursday, September 10	Part 2	Thursday, November 19	Part 2
Tuesday, September 15	Excel 2003 Level 3 Part 1	Tuesday, December 1	Excel 2007 Level 2 Part 1
Thursday, September 17	Part 2	Thursday, December 3	Part 2
Tuesday, September 22	Excel 2003 Level 4 Part 1	Tuesday, December 8	Excel 2007 Level 3 Part 1
Thursday, September 24	Part 2	Thursday, December 10	Part 2
Tuesday, September 29	Access 2003 Level 1 Part 1	Tuesday, December 15	Excel 2007 Level 4 Part 1
Thursday, October 1	Part 2	Thursday, December 17	Part 2
Tuesday, October 6	Access 2003 Level 2 Part 1		
Thursday, October 8	Part 2		

## American Management Association

Management/Supervisory Certificate Program

<b>First Level Leadership Part 1</b>	<b>Monday, August 10</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>First Level Leadership Part 2</b>	<b>Tuesday, August 11</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

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 will learn the attitudes, skills, and behaviors needed to lead and prosper in your organization.

<b>Managing and Achieving Organizational Goals Part 1</b>	<b>Monday, August 24</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>Managing and Achieving Organizational Goals Part 2</b>	<b>Tuesday, August 25</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

Participants attending this two-day course will have a hands-on guide to both setting and redefining goals, as well as a nuts-and-bolts planning resource for achieving those goals. You will learn how to implement five proven goal-setting criteria to increase your chances for success, tie in departmental goals to the larger organization's mission, develop a credible selling strategy to facilitate a wider buy-in of each goal, create an action plan to carry out the goals, and track goals.

<b>Planning and Managing Change Part 1</b>	<b>Monday, September 28</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>Planning and Managing Change Part 2</b>	<b>Tuesday, September 29</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

The ability to manage change has become a key competency for those seeking to enhance either personal or corporate efficiency and effectiveness. This two-day course provides a structured and practical approach to dealing with change. This course teaches the importance of proactively managing change and avoiding the knee-jerk reactions that undermine efforts to deal with the organizational and human issues that accompany change.

<b>Finance and Accounting for the Non-Financial Manager Part 1</b>	<b>Wednesday, October 14</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>Finance and Accounting for the Non-Financial Manager Part 2</b>	<b>Thursday, October 15</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

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.

<b>Coaching for High Performance Part 1</b>	<b>Monday, November 9</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>Coaching for High Performance Part 2</b>	<b>Tuesday, November 10</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

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.

<b>How to Manage Conflict in the Organization Part 1</b>	<b>Monday, December 7</b>	<b>9 a.m. - 4 p.m.</b>	<b>\$300</b>
<b>How to Manage Conflict in the Organization Part 2</b>	<b>Tuesday, December 8</b>	<b>9 a.m. - 4 p.m.</b>	<b>N/A</b>

This two-day course equips you with the strategies, tactics and insights you need to gain control of tough conflict situations. You will discover how to spot potential interpersonal conflicts—and defuse them before they flare up. You will understand how, when, where and why to apply the five favored conflict-resolution approaches, and you will develop the insight and intuition you need to make them work. This course will give you the skills to transform conflict into a positive, productive force by applying the proven techniques of principled negotiation.



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## Professional Development

<b>ServSafe Food Protection</b>	<b>Monday, July 13</b>	<b>8:30 a.m. - 5 p.m.</b>	<b>Little Rock-South</b>	<b>\$125</b>
<b>ServSafe Food Protection</b>	<b>Monday, September 14</b>	<b>8:30 a.m. - 5 p.m.</b>	<b>Little Rock-South</b>	<b>\$125</b>
<b>ServSafe Food Protection</b>	<b>Monday, November 16</b>	<b>8:30 a.m. - 5 p.m.</b>	<b>Little Rock-South</b>	<b>\$125</b>

ServSafe® delivers high-quality training options for every manager. From the classroom to online, and in a variety of languages, this is your food safety training and certification solution. The ServSafe Food Protection Manager Certification is nationally recognized and accredited. To date, more than 3 million ServSafe Food Protection Manager Certifications have been awarded. The National Restaurant Association has just introduced the 5th edition of ServSafe Food which includes all the updated information. ServSafe Food courses are an excellent opportunity for your managers and key employees to receive training in proper food handling and food safety practices. The national certification exam is included and will be given at the end of the classroom training. Instructor is Renee Jeffery, assistant director of the Arkansas Culinary School.

<b>Dealing with Difficult People</b>	<b>Thursday, July 16</b>	<b>9 a.m. - 4 p.m.</b>	<b>BIC</b>	<b>\$150</b>
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In an ideal world, difficult behaviors have no place at work. However, in reality, dealing with difficult people is something many people face daily. The impact of handling difficult people can create a lack of productivity, poor attitude and decrease in teamwork. Through hands-on activities and practice exercises, participants learn how to better deal with difficult situations—from complainers and time stealers, to interrupters and gossips. This one-day session provides the tools for dealing with a variety of difficult behaviors.

<b>7 Habits of Highly Effective People Part 1</b>	<b>Wednesday, August 5</b>	<b>9 a.m. - 4 p.m.</b>	<b>BIC</b>	<b>\$300</b>
<b>7 Habits of Highly Effective People Part 2</b>	<b>Thursday, August 6</b>	<b>9 a.m. - 4 p.m.</b>		<b>N/A</b>

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.

<b>So, Now You Are a Supervisor</b>	<b>Thursday, September 17</b>	<b>9 a.m. - 4 p.m.</b>	<b>BIC</b>	<b>\$150</b>
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Participants in this one-day session will discuss the transition from employee to management, including the various issues they will face in their new role. The “best qualities” of effective supervisors will be discussed, along with communication style, common mistakes of new supervisors and the importance of building an effective team.

<b>Project Management Excellence Part 1</b>	<b>Monday, September 21</b>	<b>9 a.m. - 4 p.m.</b>	<b>BIC</b>	<b>\$300</b>
<b>Project Management Excellence Part 2</b>	<b>Tuesday, September 22</b>	<b>9 a.m. - 4 p.m.</b>		<b>N/A</b>

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.

<b>Dialogue, Diversity, and Respect</b>	<b>Tuesday, November 17</b>	<b>9 a.m. - 4 p.m.</b>	<b>BIC</b>	<b>\$150</b>
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In this interactive, one-day session you will analyze assumptions about diverse groups of people, discuss roles in creating an organization in which all employees have an opportunity to succeed, recognize how personal perspectives influence your actions and create a plan of action regarding your role as a diversity change agent.

<b>American Home Inspectors Training</b>	<b>September 26-October 4</b>	<b>7 a.m. - 7 p.m.</b>	<b>BIC</b>	
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This nine-day course offered by Pulaski Technical College Business and Industry Center with training provided by American Home Inspectors Training Institute. The American Home Inspectors Training Institute is the largest provider of home inspection training in North America and has been training professional home inspectors for over 15 years. The Institute’s extensive experience educating and supporting thousands of home inspectors, coupled with its wide array of innovative products and services for those involved in the home inspection industry, give students the knowledge and the tools to start their own successful home inspection businesses or to be significant contributors in existing home inspection companies. For more information on enrolling in this course, please call 1-800-441-9411.



# Community Education

**The Power of Positivity: Overcoming the Stress of Economic Decline**  
**Thursday, July 30 9 a.m. - 4 p.m.**

**BIC**  
**\$45**

A struggling economy puts additional stress on your work and home life. In this one-day workshop you will learn how to use the power of positivity to improve situations and resolve problems resulting from our ongoing economic crisis. Each participant will develop a working plan using positivity to improve their current life situation.

**The Definition of Insanity: Breaking The Cycle of the Same Old Results**  
**Saturdays, October 10 and 17 9 a.m. - 2 p.m.**

**BIC**  
**\$65**

In this two-day workshop you will discover how repeated actions and decisions limit personal growth and prevent happiness. The part automatic responses play into actions will also be discussed. Each participant will develop a working plan of new approaches they can use based on individual circumstances. A list of references for continued learning will be provided.

**Fast and Effective Job Search Strategies: Developing the Attitude and Resume that Gets You Noticed!**  
**Tuesday, September 15, Thursday, September 17, Tuesday, September 22 6 p.m. - 8 p.m.**

**BIC**  
**\$45**

Attitude, preparedness, networking and effort all have a dramatic effect on how successful (and how short) our job search will be. In this three-evening workshop you'll be given insider tips and tools to increase positive results. You'll discover more about what's in your "toolbox". You'll also develop a skills-based targeted resume that gets interviews. An optional third session will be offered for critiquing resumes students have developed in class.

**Interviewing Etiquette**  
**Tuesday, September 29**

**6 p.m. - 8 p.m.**

**BIC**  
**\$15**

Your resume gets you an interview, but the interview is what gets you the job offer. It is proven that confident interviewees are more likely to get job offers because they have done their research prior to the actual interview. Know what questions will be asked and how to respond with the perfect answer. This course will teach you techniques for preparing for the interview, including tips for professional and business casual dress, as well as how to follow up to leave a favorable impression on the employer.

**How to Find Internet-Based Work**  
**Tuesday, July 14**

**6:30 p.m. - 8:30 p.m.**

**BIC**  
**\$25**

Have you ever wanted to work from home? Not sure how to get started? This one-day class will discuss popular areas and areas with the most work available, online freelance sites, creating effective work proposals and creating a freelance profile. Participants will also learn how to increase rankings with online sites and develop personal branding.

**Beginning Business Plan Writing**

**6 p.m. - 8 p.m.**

**BIC**  
**\$65**

**Tuesday, August 11 and Thursday, August 13 or Tuesday, October 20 and Thursday, October 22**

Do you have that entrepreneurial spirit? Do you want to know more about business plans to get you started? If so, this two-day class is for you. Participants will be introduced to business plans, including how to write an effective summary, understand your target audiences and create realistic sales forecasts and cash flow statements.

**Starting a Business in Arkansas: Part 1**

**6 p.m. - 8 p.m.**

**BIC**  
**\$65**

**Tuesday, August 25 and Thursday, August 27 or Tuesday, November 3 and Thursday, November 5**

Let this two-day class make starting a business in Arkansas easier for you. Participants will learn what to expect while going through the process, including how to incorporate, initial costs and IRS paperwork. Self proprietorships versus corporations, professional development, and general self-employment issues also will be discussed.

**Starting a Business in Arkansas: Part 2**

**6 p.m. - 8 p.m.**

**BIC**  
**\$65**

**Tuesday, September 8 and Thursday, September 10 or Tuesday, November 17 and Thursday, November 19**

This two-day follow up course to Starting a Business in Arkansas: Part 1 will address building business credit, healthcare options, tax benefits and payroll and self-employment taxes. An introduction to bookkeeping software also will be provided.

## Arts and Crafts Classes

**Macrame'**

**6 p.m. - 8 p.m.**

**BIC**  
**\$45**

**Tuesdays, July 21 or November 10**

The art of tying knots in patterns. In this class you will learn, or perhaps relearn, the art of macramé. You will create an item of your choosing; keychain, jewelry or friendship bracelet. Relive the '70s with this retro art form that is making a comeback. Cord, keyrings and assorted beads provided.

**Beginning Beading**

**9 a.m. - 12 p.m.**

**BIC**  
**\$45**

**Monday, August 10 or Saturday, November 14**

If creating your own beautiful beaded necklaces, bracelets and earrings sounds like fun, you don't want to miss this three-hour class. Participants will learn about the different stringing materials available and their attributes making them best suited for specific jewelry designs; which wire, thread or other stringing media is best for semi-precious gemstones, glass or other types of beads. You'll also be introduced to a variety of findings used in construction of beaded jewelry including various types of clasps, connectors, spacers and more used in assembly. You will also be instructed on how to make proper crimp connections and how to strengthen and embellish finding connections using French wire and loop Wireguards. Class participants will learn some simple wire wrapping techniques for attaching beads and findings with head pins or doing rosary-type wrapping of beads. Lastly you will make a matching beaded necklace, bracelet and earrings ensemble to wear yourself or present to a loved one. This class is taught by experienced and talented lampworker, jewelry maker and local bead store owner Kittie Finch.

# Community Education

## Basic Leather Carving

6 p.m. - 8 p.m.

Tandy Leather Factory #152

Wednesdays, July 15, 22, 29, August 5, 12 or Fridays, September 11, 18, 25, October 2, 9

\$50 plus supplies

Fascinating and beautiful works of art can be created by leather carving, including wallets and jewelry. If you are into studying different types of art or looking for a new hobby, try this five-day leather carving class. Participants will learn how to properly use the tools required, identify different kinds of leather and their uses, and use basket weave stamping in week one. Week two will be spent learning to case leather and lay out patterns and learning more about the use of the seven basic tools. Coloring and staining leatherwork will be taught in the third week. Week four will involve finishing edges, setting rivets, punches for holes, and other tool techniques. Lastly, participants will learn stitching and lacing in week five. Please call for more information on supplies.

## Classes offered in partnership with the Arkansas Culinary School

### Birthdays Cake Series • Taught by Jan Lewandowski, owner of The Blue Cake Company

#### Frosting and Fondant

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, July 1

\$75

Learn to fill and frost an eight-inch round cake and make a variety of decorations, such as fondant flowers, wired decor and a fun candle. Each participant will take home a decorated cake.

#### Cupcakes and Flowers

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, July 8

\$75

Practice your buttercream flower skills on two dozen cupcakes. Roses, pansies, daffodils, daisies and poppies will be covered. Each participant will take home two dozen decorated cupcakes.

#### Whimsical Tiered Cake

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, July 15

\$100

Create a six-inch and an eight-inch tiered cake, covered in fondant, with different designs for each tier, plus a fun loopy bow to top it off. Each participant will take home a two-tiered cake. Frosting and fondant decor class required or prior experience.

## Wedding Cake Series

### Petit Fours

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, July 22

\$60

Learn to mold, cut and dip two dozen classic almond petit fours. Learn different designs, such as blossoms, chocolate butterflies, monograms and tuxedos. Each student will take home two dozen petit fours.

### Wedding Cake

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, July 29

\$100

Learn to decorate a two-tiered wedding cake. Participants will cover frosting and fondant, ribbon roses, elegant rolled roses and handpainted swirls. Frosting and fondant decor class required or prior experience.

### Grooms Cake

6 p.m. - 9 p.m.

The Blue Cake Company

Wednesday, August 5

\$100

Sculpt a 3D razorback from red velvet cake and cream cheese filling. Participants will cover cake carving techniques, fondant and detailing, airbrushing and strawberry dipping. Frosting and Fondant Decor class required or prior experience.

## Culinary Classes • Taught by Cynthia East.

### Big Kid, Little Kid

Little Rock - South

Monday, July 6 - Thursday July 9

All 4 Classes \$150 per person or one class \$45 per person

Ages 5-8 (8:30 a.m. - 12 p.m.) • Ages 9-12 (12:30 p.m. - 4 p.m.)

An adult should accompany each child. Bring your favorite kitchen helper and let's get cooking! Many kids are inspired by the adults in their life, but don't they bring out the kid in us? Make some memories with childhood favorites including Pigs in a Blanket, Cinnamon Rolls, Mac and Cheese, Smoothies, Banana Pudding, Cakes, Cookies and more! Everything is made from scratch - the old fashioned way. Don't forget your step stool for the "young-ins".

Monday, July 6 • Breakfast Cookery • Ages 5-8 • Ages 9-12 • Tuesday, July 7 • Lunch Cookery • Ages 5-8 • Ages 9-12

Wednesday, July 8 • Snacks • Ages 5-8 • Ages 9-12 • Thursday, July 9 • Desserts • Ages 5-8 • Ages 9-12

### Teen Culture Fare

11 a.m. - 3 p.m.

Little Rock - South

Monday, July 13 • Ages 13 - 16

\$80

The world is full of possibilities... and flavors! This class exposes teenagers to new cuisine and teaches them how to prepare appetizers from around the world. Participants will make sushi from Asia, bruchetta from Italy, empanadas from Mexico and more!



Online registration is now available at:

[www.pulaskitech.edu/continuing\\_education/](http://www.pulaskitech.edu/continuing_education/)



# Community Education

## Computer Related Classes

<b>Creating Web Pages I: Small and Home Businesses Part 1</b> Tuesday, July 28	6 p.m. - 9 p.m.	BIC \$149
<b>Creating Web Pages I: Small and Home Businesses Part 2</b> Thursday, July 30	6 p.m. - 9 p.m.	BIC N/A
<b>Creating Web Pages I: Small and Home Businesses -1 Day Class</b> Saturday, October 10	9 a.m. - 4 p.m.	BIC \$149

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 Web design software to learn design techniques to enhance any small or home-based business. Become the master of your own domain with the help of this class.

## Hobby Classes

<b>Remote Control Model Planes: Building and Flying</b> Tuesdays, July 7, 21 • Tuesdays, August 4, 18 • Tuesdays, September 1, 15	6 p.m. - 9 p.m.	TJ's RC Hobbies \$50
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Get ready to meet people who love what they do and want to share this rewarding hobby. This six-week course is great for anyone interested in learning more about RC Planes. Parents looking for an activity to share with children—this could be it!! Participants will be introduced to Almost Ready to Fly planes, including what equipment is needed. Learn through a hands-on approach by building a model plane as a group and learn to fly with a simulator. At the end of the course, participants will have the opportunity to fly the plane that was built.

<b>Hiking in Arkansas</b> Saturday, November 7	10 a.m. - 4 p.m.	Little Rock - South \$25
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This one-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.

## Free Classes

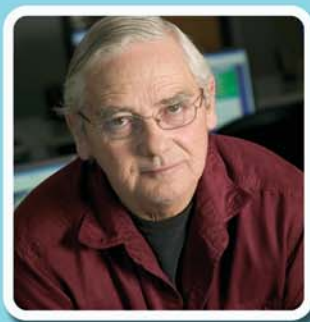
<b>Power of Positivity</b> Tuesday, July 14	12 p.m.-1 p.m.	BIC FREE
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Get out of the office, bring your lunch, and join us for a positively good time. This **FREE**, one-hour seminar will introduce you to how the power of positivity can help with the stress in your life.

<b>Job Search Strategies</b> Tuesday, August 25	12 p.m.-1 p.m.	BIC FREE
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Looking for a new job? This **FREE** one-hour class will provide you with job search strategies that will help you achieve positive results. Getting noticed, where the jobs are, and networking will be discussed.

<b>Model Car Construction</b> Please call for dates and information	6 p.m. - 8 p.m.	Little Rock - South
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Learn the tips and techniques to build your own model car from award winning model builders. Model cars could be eligible for entry into the April 24, 2010, Model Car Show. This **FREE** class is for all skill levels. Children under 14 years of age need to be accompanied by a parent or guardian. For instructional purposes, it is recommended that you bring a model to build.

## For More Information or to Register

**For more information on classes**, contact Gina Hall, Director of Community Education, (501) 907-6670 extension 3407 • ghall@pulaskitech.edu. **For more information on registration**, contact Bobbie James, Administrative Assistant, (501)907-6670, ext. 3400 • bjames@pulaskitech.edu.

**Register early to ensure class space is available.** Current schedules and brochures are available at our Web site. Go to [www.pulaskitech.edu](http://www.pulaskitech.edu) and click on Continuing Ed/Business Outreach. Online registration is now available at: [www.pulaskitech.edu/continuing\\_education/](http://www.pulaskitech.edu/continuing_education/)

**Community education and professional development payment policies**  
Many companies qualify for state training funds. Contact our office to see if your company is eligible.

Payment is **due in full** 10 business days prior to the first day of class. No refunds will be given if cancellations are made less than 5 business days in advance of class start date. Payment can be made by check, Visa or MasterCard.

At times, undue circumstances force the Business and Industry Center to cancel classes. If such cancellations occur, refunds will be given.





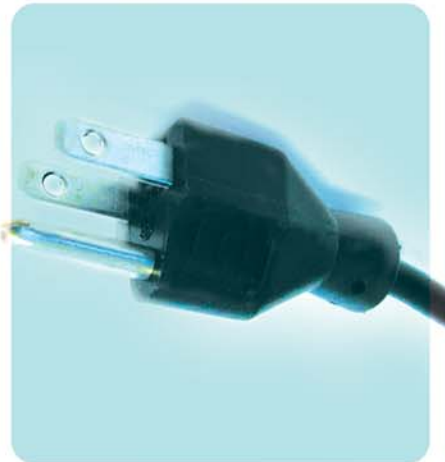
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Business and Industry Center

