

Continuing Education

Spring 2019



AEROSPACE

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**NATIONAL
PARK
COLLEGE**

COMMUNITY & CORPORATE TRAINING

STUDENT SPOTLIGHTS



PROFESSIONAL DEVELOPMENT

Leadership Series Student - Katie Allen

Katie Allen has worked at the Garland County Library for 14 years. She is the Children's Librarian and spends much of her time on outreach visits to local schools, planning and implementing in-house programming, and maintaining the children's collection. When she's not singing songs with toddlers or leading an art appreciation program, she is busy supervising a hard-working children's library staff. Through the NPC Excellence in Leadership series of classes, she learned new supervisory strategies, practical ways to encourage teamwork, and constructive criticism techniques. She enjoyed the laid-back atmosphere of the classes and the opportunity to learn alongside other local professionals. Ms. Allen stated "thanks to a wonderful staff and Library Director, our Children's Library has a great reputation among the county and throughout the state. Anything I can do to improve my leadership skills can only improve our Library! I'm thankful for the opportunity to learn new skills that will not only help me in my current role, but future roles as well."



CONTINUING EDUCATION

Photography Student - David Kimball

David Kimball enrolled in his first photography class in the late 1980's to discover a passion that has continued to this day. Following a successful career as a Computer Programmer and Systems Analyst, David discovered a way to combine his two favorite things as technology began moving into the field of photography. A recent gift of a new digital camera prompted him to seek out a photography class at NPC. Kimball stated "the class was just what I needed to not only learn more about what digital photography can accomplish, but the instructor also challenged me to expand my creativity with photography in ways I would not have been able to do on my own." David had such a positive experience, that he signed up for another class and is continuing to find workshops and classes to increase his skill with photography. "I realized, once I took that first class, that part of what makes a person excited about their passion is the growth that can happen when they keep learning new skills."



INNOVATIVE TECHNOLOGIES CENTER

Makerspace - Cheyenne Cloud

Cheyenne Cloud is a volunteer and work study student at the Innovative Technologies Center, as well as the President of the NPC Maker Club. She first learned about the ITC when she visited their booth at the NPC Block Party just after classes began in August 2018. She was so excited about all the possibilities and opportunities of the ITC's new Makerspace that she came in to volunteer the very next day. Since then, she spent on average 18 hours per week volunteering, and after about two months accepted a work study position. Even with the paid position, she continued volunteering and is now an essential part of the Makerspace. There are not many things in the Makerspace she did not contribute to in some way, including helping to assemble much of the equipment and build work benches, butcher block tables, and other items. She has learned and utilized almost every piece of equipment and tool in the ITC, and has begun teaching others how to use them. She recruited other NPC students and together they formed the Maker Club during her first few weeks volunteering. The Maker Club has since been a vital resource of volunteers and will soon serve as a liaison between the offsite ITC and the main NPC campus. When asked how she could spend so much time at the ITC with unwavering resolve, she replied "I was so amazed and excited about the opportunities the Makerspace would offer NPC students and the community that I knew I had to be part of it. I had to help make it happen and happen soon. This Makerspace is a magical place."

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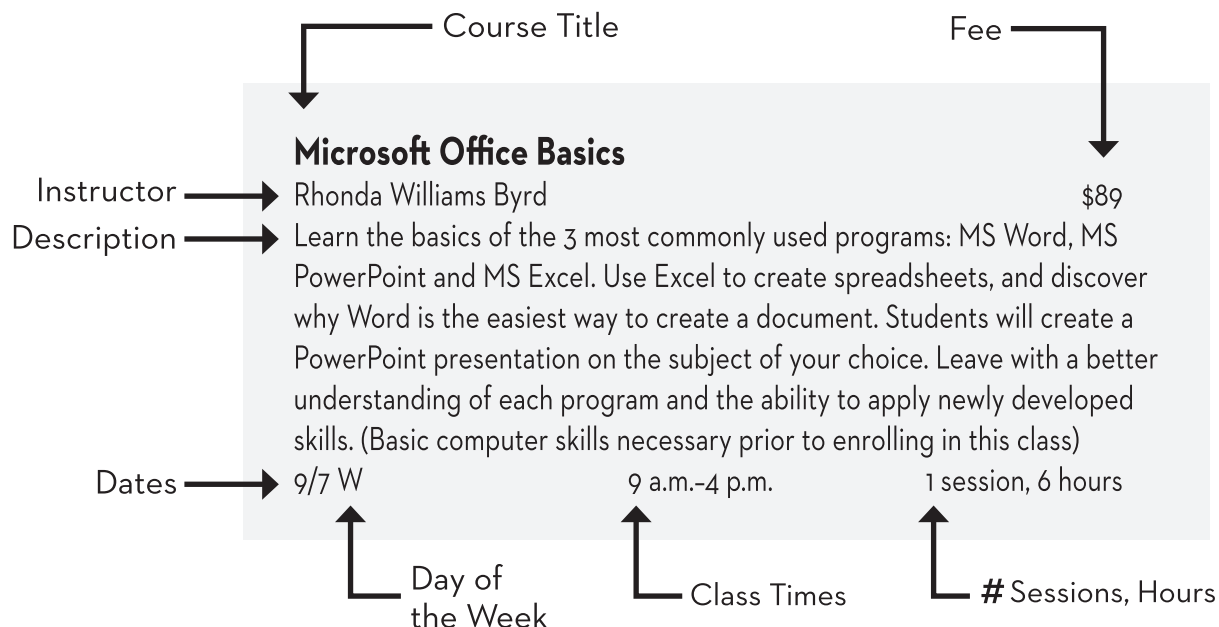
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READING THE SCHEDULE



COMPUTERS AND TECHNOLOGY

In-A-Day Series

Microsoft Access Level 1

Rhonda Williams-Byrd \$99
Learn the basics of Access and how it can be used as an additional tool to Excel. This course covers the fundamentals of data management and database design. You will learn how to: design, edit, structure, and maintain data tables, set table field properties with LookUp values, Yes/ No values, validation rules, default values, pick-date calendars, and input masks. The Access courses should be taken in sequential order.
2/28 TH 9 a.m.-4 p.m. 1 session, 6 hours

Microsoft Access Level 2

Rhonda Williams-Byrd \$99
This course is designed to provide more detail in database design and management. Topics covered include: advanced querying with user defined parameters, updating and making table queries; finding duplicates queries, forming controls, layout and design, subforms, calculating fields in a form, and navigation buttons on forms. Advanced report design, calculated fields on reports, labels reports, and user defined queries reports will also be covered. The Access courses should be taken in sequential order.
3/14 TH 9 a.m.-4 p.m. 1 session, 6 hours

Microsoft Access Level 3

Rhonda Williams-Byrd \$99
This course is designed to provide advanced detail in database design and management. Included are database security, customizing the navigation pane, and building a database from scratch using the tools acquired in levels 1 and 2. The Access courses should be taken in sequential order.
3/28 TH 9 a.m.-4 p.m. 1 session, 6 hours

Photoshop

Rhonda Williams-Byrd \$99
Want to “tweak” a picture? Correct the red eye, remove a blemish, or change the lighting? You will learn those things and so much more in this course! Learn how to make photo corrections using a variety of Adobe’s tools. Students are encouraged to bring personal photos on a USB drive to work on during class. Generic photos will be provided. Basic computer skills necessary prior to enrolling in this class.
4/4 TH 9 a.m.-4 p.m. 1 session, 6 hours

Microsoft Excel Level 1

Rhonda Williams-Byrd \$99
Learn the basics of Excel. This course covers entering and formatting numbers and text, ranges, copying and moving data, basic formulas, data entry short-cuts, auto sum, auto complete and auto fill, relative and absolute cell references, formatting, charts, comments, hyperlinks, and printing. Basic computer skills and a beginning knowledge of Excel necessary prior to enrolling in this class.
4/18 TH 9 a.m.-4 p.m. 1 session, 6 hours

Microsoft Excel Level 2

Rhonda Williams-Byrd \$99
In this course, you will 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 in this class.
5/2 TH 9 a.m.-4 p.m. 1 session, 6 hours

Microsoft Excel Level 3

Rhonda Williams-Byrd \$99
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.
5/23 TH 9 a.m.-4 p.m. 1 session, 6 hours

Excel Macros

Rhonda Williams-Byrd \$99
This course covers automating everyday tasks in Excel. Included are the Developer Tab in the Ribbon, recording, editing and deleting Macros, creating Macro buttons, Macros in a database setting, and using the Visual Basic code window. You will learn easy ways to systematically perform routine tasks at the click of a button. No programming experience is needed! Students attending this class should be proficient MS Office users.
6/6 TH 9 a.m.-12 p.m. 1 session, 3 hours

Excel Formulas

Rhonda Williams-Byrd \$99
In this class you will focus on the heart of Excel - formulas. Learn to put strings of text together or take strings of text apart, change the case of text, round numbers, show formulas in cells, begin a number with a zero, and tell how many cells in a range contain numbers, text, or are blank. These are just a few of the topics that will be covered. This intensive half-day class will be devoted to learning more about the formulas that are built into Excel, and how to use them to make your data more efficient. Students attending this class should be proficient MS Office users.
6/20 TH 9 a.m.-12 p.m. 1 session, 3 hours

“Rhonda Williams-Byrd’s teaching methods with Excel and Access are among the best that I have encountered in my professional career.” - Dr. Dennis Plyler, STEAM Consultant at Hot Springs Head Start

Beginning Computers 1

Grace Labbe \$89
 This class is for the very beginner computer user. Find out what to do AFTER you turn on the computer. Learn the parts of the computer, the keys on the keyboard and what to do with them, how to use a mouse, how to save and find files saved to flash drive, how to look for interesting information on the web, and how to open, compose and send e-mails. Please bring log in information and passwords for email account. The instructor will help students set up an e-mail account, if necessary.
 2/6-2/20 W 6-8 p.m. 3 sessions, 6 hours

Beginning Computers 2

Grace Labbe \$89
 Review basic skills learned in Beginning Computers I. Learn how to create folders and save items where you can find them later on flash drive, basic formatting of a document, how to use and explore the internet, how to send and receive pictures or documents, and more email how to's. Learn enough basics to get a good start toward computer literacy. Please bring log in information and passwords for e-mail account.
 2/27-3/13 W 6-8 p.m. 3 sessions, 6 hours

Beginning Computers 3

Grace Labbe \$89
 Continue to build computer skills in this level 3 class. Learn how to manage 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 website and email favorites. Please bring log in information and passwords for e-mail account.
 3/27-4/10 W 6-8 p.m. 3 sessions, 6 hours

Ease into Excel

Tanya Sawrie \$149
 This class will offer you the opportunity to learn entry-level Microsoft Excel at a slower pace that allows users hands-on experience and practice between sessions. You will gain a good introduction to the basic concepts, explore the structure of worksheets and workbooks, and learn how formulas can streamline all of your accounting tasks. Basic computer skills necessary prior to enrolling in this class.
 2/4-3/11 M 5:30-7:30 p.m. 6 sessions, 12 hours

Excel with Excel

Tanya Sawrie \$149
 Take your basic Excel knowledge to the next level. This class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, illustrations, tables, and charts. Complete this course with the ability to manage your data and make it work for you! Basic Excel knowledge necessary prior to enrolling in this class.
 3/25-4/29 M 5:30-7:30 p.m. 6 sessions, 12 hours



Beginning Graphic Design Using Illustrator and Photoshop

Glenda Davis \$99
 This class will offer you the opportunity to learn entry-level graphic design skills. The instructor will review the basics of Adobe Illustrator CC and Adobe Photoshop CC. 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 flyers, posters, brochures, t-shirts, and much more!
 2/14-3/14 TH 5:30-7:30 p.m. 5 sessions, 10 hours

Introduction to Adobe InDesign

Hope Mason \$169
 This introductory Adobe InDesign CC class will help anyone wanting to learn the basics of this powerful, often intimidating page layout and design program. Starting with the basics, this course covers topics ranging from setting up your workspace, to using grids, working with text, paragraph formatting, creating and using styles, and combining text and objects. By the conclusion of this class, you will be fully versed in creating basic layout, print, and digital ready documents in Adobe InDesign. A basic understanding of Illustrator & Photoshop necessary prior to enrolling in this course.
 3/26-5/14 T 5:30-7:30 p.m. 8 sessions, 16 hours

Microsoft Word for the Very Beginner

Janetta Ritter \$69
 This class has been designed for the very beginner Microsoft Word user and will present a basic overview for new users. Learn to create documents in the world's most popular word processing program. Basic computer skills necessary prior to enrolling in this class.
 4/17-5/1 W 6-8 p.m. 3 sessions, 6 hours

COMPUTERS AND TECHNOLOGY

QuickBooks

The QuickBooks Series includes four sessions that take participants from beginning setup to running reports that will make your business financial tasks easy and stress-free. Register for one class at \$69 or all four for \$250.

A Quick Look at QuickBooks - Session 1

Paul Bax \$69
This session introduces the QuickBooks software to those looking for an accounting software program for their business. Class will include an illustration of how QuickBooks works, how easy it is to use, and preview sample reports that can be generated. This is a great session to get a first-hand look at QuickBooks before making a purchase.
2/21 TH 1-4 p.m. 1 session, 3 hours

Getting Started with QuickBooks - Session 2

Paul Bax \$69
This session will provide beginning users the basic knowledge needed for setting up QuickBooks. Learn how to get your financial records started in the right direction with initial setup instruction that includes easy to understand step-by-step processes.
2/28 TH 1-4 p.m. 1 session, 3 hours

Common Workflows in QuickBooks - Session 3

Paul Bax \$69
This session takes the participant through all the transactions associated with QuickBooks, from writing checks to recording revenue and making deposits. You will learn to set up specific procedures and processes for your individual needs.
3/7 TH 1-4 p.m. 1 session, 3 hours

QuickBooks Reports - Session 4

Paul Bax \$69
This session completes the series with a comprehensive look at the reporting side of QuickBooks. Learn how to create advanced financial reports that reflect your individual business needs.
3/14 TH 1-4 p.m. 1 session, 3 hours

PROFESSIONAL DEVELOPMENT

Six Sigma Green Belt Certificate

Scott Follett \$495
Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. This Green Belt training includes three one-month online courses that teach participants problem-solving skills using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing these challenging courses, Six Sigma Green Belts serve their organizations as trained specialists able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

Introduction to Six Sigma Green Belt

This first course in the Certificate program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters, and Basic Statistical Tools.
2/4-3/1 Online 16 hours

Intermediate Six Sigma Green Belt

The Intermediate Six Sigma Green Belt course builds on the ideas and skills learned in the Introduction course that organizations use, specifically their Six Sigma teams, to improve. In this second course of the Certificate program, participants will learn process analysis, data collection and analysis, probability and valid statistical conclusions, and hypothesis testing.
3/4-3/29 Online 16 hours

Advanced Six Sigma Green Belt

The Advanced Six Sigma Greenbelt course teaches participants to improve and control processes. Topics include hypothesis testing, design of experiments, and statistical process control. Participants will have to apply the concepts learned in the Introduction and Intermediate Six Sigma Green Belt courses. The instructor will share many handouts, spreadsheets, and web links that have tools participants will use while completing Six Sigma projects.
4/1-4/26 Online 16 hours

Courses are not available individually.
All three must be completed for certification.

Cybersecurity for Managers

Stan Waddell \$195
 Cybersecurity issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. This course is designed for non-technical managers, directors, and others in the work place. You will learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion and detection prevention, introductory forensics, and cyber terrorism. See also: Cybersecurity: Analysis of the Threats and Common Defense Strategies on page 10.
 3/4-3/29 Online 16 hours

Real Estate Continuing Education

Keith Montgomery \$70
 This 7-hour continuing education course will keep you up to date with your Real Estate educational requirements. The state of Arkansas requires all licensees to complete seven (7) classroom hours of continuing education each year of licensure. This course includes the required safety course, Agents, Brokers, and the Law, and breakouts for both salespersons and brokers for the Forms and Contracts course.
 3/8 F 9 a.m.-5 p.m. 1 session, 7 hours

Excellence in Leadership Series

The Excellence in Leadership Series is comprised of six intensive four-hour sessions that build core skills for leaders at all levels. Each course contains a variety of learning experiences and discussions that engage students and develop leadership skills. Register for a single class at \$69, choose any three classes for \$189 or take all six classes for \$349.

Change Management

Janetta Ritter \$69
 Managing change and maintaining a smooth transition has become a critical skill for anyone in a leadership role. This class will give leaders the tools to implement change smoothly and to have those changes better accepted. Participants will gain key knowledge of the essential tools for managing changes in the workplace.
 2/8 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Manager Management

Janetta Ritter \$69
 Manager Management takes a special type of leader. In this class you will learn how to provide skills, guidance, and empowerment to your team of managers. Learn how to welcome and orient new managers, ways to successfully coach and mentor, ways to measure and evaluate performance, and how to handle complications and communication between employees and their managers.
 3/15 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Employee Onboarding

Janetta Ritter \$69
 Attracting and retaining talent will be a key challenge in the years ahead. Without thoughtful and carefully planned onboarding processes in place, your organization increases its likelihood of decreased productivity, increased turnover, and lost revenue. In this practical and interactive class you will learn proven techniques to engage new employees before and after the first day at work. Discover how to streamline onboarding and create a powerful and positive impression for new hires.
 2/22 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Supervising Others

Janetta Ritter \$69
 Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. This workshop will help supervisors become more efficient. They will also become more proficient with delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.
 4/5 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Employee Termination Processes

Holly Harck \$69
 Having to terminate an employee is never an easy task. Sometimes, despite attempts of open communication and encouraging performance, an employee will need to be terminated from the company. One of the hardest aspects of preparing to fire an employee is to separate the emotions from the facts. This class will assist in developing a core set of skills for leaders who find themselves in a situation where they have to let an employee go.
 3/8 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Project Management

Janetta Ritter \$69
 Running a project requires a mix of skill sets and tools in order to create an environment that leads to success. In this class you will be provided with a comprehensive overview of the project management process, from planning to execution. Gain the skills to implement planning, organizing, and managing resources to get a particular project done on time, within budget, and with the results that the organization set out to achieve.
 4/19 F 8:30 a.m.-12:30 p.m. 1 session, 4 hours

Administrative Professionals Day Workshop

Wednesday, April 24 from 8:30 a.m.-5 p.m., \$59

8:30 a.m.	Registration / Check-In
9 a.m.	Welcome / Ice Breaker
9:45 a.m.	Conflict Management, Jason Hudnell
10:45 a.m.	Breakout Sessions
11:30 a.m.	Networking Lunch
12:45 - 2:30 p.m.	Breakout Sessions
2:45 p.m.	Unmasking Your Greatness, LaTaschya Harris
3:45 p.m.	When Opportunity Knocks, Will You Be Fixing the Copier?, Darla Thurber
4:30 p.m.	Closing Session / Door Prizes / Evaluations

Breakout session topics include: Dethrone the Drama Queens (& Kings), Microsoft Office WOWs: Bet You Didn't Know, How to Win Friends and Influence People, Relax at Work with Chair Yoga.

Who should attend: Business/Office Managers, Executive Assistants, Administrative Assistants & Specialists, HR Coordinators & Specialists, Meeting Planners, Customer Service Representatives, Office Assistants and Clerks, and anyone else who wants to!

To register, call **501.760.4223** or online at np.edu/ce

MEET THE KEYNOTE SPEAKER:

LaTaschya Harris is the Director of Career Pathways at National Park College. She has been a part of the program since its inception, serving as Community Outreach Coordinator, Counselor-Advisor, and finally, her current role. A native of Los Angeles, CA, LaTaschya has been a resident of Hot Springs for 17 years. She earned her Associate of Arts degree at Garland County Community College in 2003; her Bachelor of Arts from Henderson State University in 2007; and her Master of Liberal Arts degree in May of 2018 from Henderson as well. LaTaschya has worked in public service for over 25 years, both in clerical and administrative roles and has a special and unique way of connecting with everyone who crosses her path.



Fiber Optics Network Certification

National Park College in partnership with BDI DataLynk is proud to offer Fiber Optics Network Certification courses this spring! This high tech, hands-on field is forecasted for high growth through 2022.

Certified Fiber Optics Technician Course (CFOT)

Steve Hudson \$700
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.
5/13-5/15 M T W 8 a.m.-5 p.m. 3 sessions, 24 hours

Certified Fiber Optics Specialist in Testing & Maintenance (CFOS/T)

Steve Hudson \$675
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.
5/16-5/17 TH F 8 a.m.-5 p.m. 2 sessions, 16 hours

Certified Fiber Optics Splicing Specialist Course (CFOS/S)

Steve Hudson \$675
This 2-day, 16-hour program explains the importance of high performance splicing and details the points necessary to achieve these splices. An overview of OTDR functions and trace understanding is provided. This 85% hands-on course includes classroom activities that provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized along with fiber optics enclosures and splice trays. Students MUST have passed the CFOT exam prior to enrolling in this course. Includes all textbooks, study materials, CD, exams, consumables and a 1-year membership to FOA.
5/18-5/19 S SU 8 a.m.-5 p.m. 2 sessions, 16 hours

The Aerospace industry is one of the largest employers in Hot Springs and employs over 10,000 Arkansans state-wide. Aerospace is one of Arkansas' leading exports, accounting for more than \$1.8 billion annually. There are approximately 180 aviation and aerospace-related companies around the state.

Aerospace Open House

If you are considering a career in aerospace, plan to attend the Open House to learn more about upcoming classes.

1/29 T 6 p.m.

Introduction to Aerospace Manufacturing and Repair

Dana Dewitt \$699

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.

2/5- 7/23 T/TH 6-9 p.m. 45 sessions



FROM THE COVER

Triumph Airborne Structures - Tyler Smith

Following 8 years as a UH60 aircraft mechanic for the U.S. Army National Guard and Reserves, Tyler Smith began employment at Triumph Airborne Structures in January 2018 as a Sheet Metal Mechanic in Airframe Assembly. As part of Tyler's training, he was enrolled in a customized Introduction to Aerospace Manufacturing and Repair program at NPC in April and successfully completed the course in September. When asked about

the benefits of the training program, Tyler said "the training provided me with valuable insight when reading blueprint and aircraft drawings and prepared me for success in navigating the maintenance and structural repair manuals." According to John Stenson, Production Manager, "providing the NPC customized training to our employees is a tremendous time savings on actual on-the-job training that has to take place in the plant. The technical data knowledge that Tyler gained will benefit him in his current position and make it more possible for him to move up in the future. We're thankful for NPC's training program, it's a win-win for everybody involved."



These companies hire directly from the NPC Aerospace program.



INNOVATIVE TECHNOLOGIES

Intro to FANUC Robotics Series

Learn the basics of industrial robotics programming and troubleshooting through this series of classes.

Level 1 - Basic Programming and Operation

Michael Karr \$149

This class covers basic FANUC six-axis arm operation in HandlingTool applications and is ideal for technicians and operators. Students successfully completing this course will master the robot, teach frames, recover from common faults, create, modify, execute a material handling program, and safely operate the FANUC Robot in both Teach and Run mode.

4/8-4/9 M/T 5-9 p.m. 2 sessions, 8 hours

Level 2 - Logic

Michael Karr \$149

The Level 2 Robotics class expands on a technician's or operator's knowledge by introducing logic capabilities. Students successfully completing this course will be able to utilize IF/THEN statements to create conditional programming within a HandlingTool application, calculate with Registers, program Jump Labels, use existing internal and external I/O, and troubleshoot and test logic programming for batch processes.

4/22-4/23 M/T 5-9 p.m. 2 sessions, 8 hours

Level 3 - Intermediate Programming

Michael Karr \$149

The class will introduce the student to utilization of programmable logic to write more advanced programs for robotic operation. Students successfully completing this course will be able to design and write a program for a process, setup and use I/O, Registers, and Frames for continuous manufacturing, and troubleshoot branching logic.

5/6-5/7 M/T 5-9 p.m. 2 sessions, 8 hours

For more information, visit np.edu/itc

Introduction to Leather Tooling

Filip Johnson \$49

In this class you will learn how to carve and tool designs on leather using traditional leatherworking methods and tools. The instructor will cover preparation of the leather for tooling, transferring designs to leather, carving, beveling, and backgrounding the design. \$10 materials fee due at beginning of class. (Supplies needed, list available.)

2/16 S 1-3 p.m. 1 session, 2 hours

Leather Dice Bag Workshop

Filip Johnson \$49

Learn basic leatherworking skills, as well as create your own drawstring pouch to hold dice, rocks, or other small objects. \$10 materials fee due at beginning of class. (Supplies needed, list available.)

3/2 S 1-3 p.m. 1 session, 2 hours

Introduction to Leather Belt Making

Filip Johnson \$49

Learn a variety of skills needed to make your own belt including cutting leather, edge beveling, edge slicking, punching holes, and installing hardware. \$25 materials fee due at beginning of class. (Supplies needed, list available.)

4/6 S 1-3 p.m. 1 session, 2 hours

AutoCAD

Phillip Stauffer \$250

AutoCAD is a 2-D and 3-D computer-aided drafting software application used in architecture, construction, and manufacturing to design and develop products. This class covers the principles and application of computer-aided drafting (AutoCAD). Students will learn the operating features, menus, commands, file management, drawing set up, and plotting. Applications will include orthographic projection, sections, dimensioning techniques, pictorial drawing. No class March 19 & 21.

2/5-4/4 T/TH 4:15-6:45 p.m. 16 sessions, 40 hours

FAA Part 107 Drone Pilot Certification Course

Robert Feigl \$199

This course will prepare you for the FAA Part 107 Remote Pilot Certification exam. A brief introduction to drones and drone piloting will be provided followed by an in-depth review of each objective covered on the FAA exam. Practice exams will be provided. (FAA Examination is not included in this course.) No class on March 19.

2/12-4/23 T 4-5:30 p.m. 10 sessions, 15 hours

Solar Power 101

Robert Nagy \$99

Learn to harvest free, clean energy! This class will provide an understanding of the fundamental concepts necessary to design a stand-alone solar power system. We will start with a survey of solar power systems, photo-voltaic basics and system components such as controllers and inverters. Then we'll dive into application-based load analysis, size a solar array and configure battery banks to meet your energy needs. A basic understanding of electricity will be helpful.

4/11-5/9 TH 5:30-7:30 p.m. 5 sessions, 10 hours

Cybersecurity: Analysis of the Threats and Common Defense Strategies

Robert Feigl \$89

This course will analyze the cyber threat landscape and identify some of the basic defense strategies. Students will learn to profile and understand threat actors and the many methods they use. Gain the knowledge to protect and harden your computers and networks. See also: Cybersecurity for Managers on page 7.

3/28-4/25 TH 6-7:30 p.m. 5 sessions, 7.5 hours

Computer Numeric Controller (CNC) Machining Technology

The Computer Numeric Controller (CNC) Machining Technology Program is your fast track to becoming a CNC Operator or CNC Programmer. Learn the principles of machining, setup, processing, part inspection, and standard shop practices - the skills you need to program and operate complex metal working machines such as CNC mills and lathes.

According to the U.S. Bureau of Labor Statistics (BLS), careers in CNC Machining Technology are expected to see job growth between 17% - 19% from 2014-2024, which is much better than the average for all occupations.

Fast Track Day Series

Complete all four classes in four months! This program is designed to get students trained and in the workforce quickly.

Machining Fundamentals

Phillip Stauffer \$250
2/5-2/28 T/TH 9 a.m.-2:30 p.m. 8 sessions, 40 hours

CNC Milling: Setup and Operation

Phillip Stauffer \$250
3/5-4/4 T/TH 9 a.m.-2:30 p.m. 8 sessions, 40 hours
no class 3/19 & 3/21

CNC Programming

Phillip Stauffer \$250
4/9-5/2 T/TH 9 a.m.-2:30 p.m. 8 sessions, 40 hours

CNC Lathe

Phillip Stauffer \$250
5/7-5/30 T/TH 9 a.m.-2:30 p.m. 8 sessions, 40 hours

Evening Classes

Designed with the existing worker in mind, this series can be completed in nine months.

Machining Fundamentals

Phillip Stauffer \$250
2/4-4/3 M/W 4:15-6:45 p.m. 16 sessions, 40 hours
no class 3/18 & 3/20

CNC Milling: Setup and Operation

Phillip Stauffer \$250
4/8-6/3 M/W 4:15-6:45 p.m. 16 sessions, 40 hours
no class 5/27

CNC Programming

Phillip Stauffer \$250
6/10-7/31 M/W 4:15-6:45 p.m. 16 sessions, 40 hours

CNC Lathe

Phillip Stauffer \$250
8/5-9/25 M/W 4:15-6:45 p.m. 16 hours, 40 hours

HAAS SCHOLARSHIPS AVAILABLE FOR EACH CLASS

For detailed course descriptions and to register visit www.np.edu/itc

Careers in CNC Machining Technology

Those considering a career in CNC Machining Technology should be mechanically inclined and understand the basics of electronics and computers. Attention to detail and the ability to follow precise directions are vital to a CNC programmer.

CNC Operator - also known as a CNC machinist, implements the plans created by a CNC programmer to run a CNC machine. This is done by setting the machine and loading it with the right cutting tools developed to produce a specific part. The work of a CNC operator results in large numbers of precisely cut parts created to fill orders from a variety of industries.

CNC Programmer - develop and run programs which direct the CNC machines to cut and shape metal or plastic for such things as airplanes, automobiles and other industrial machines. CNC programmers use blueprints and 3-dimensional computer designs to create the programs which result in precisely cut products.

For detailed course descriptions and to register visit np.edu/itc

INNOVATIVE TECHNOLOGIES

Makerspace

Become part of the “Maker Movement” with some of the latest technologies, including:

- 3D Printers
- 2D and 3D CAD and other Software
- Virtual Reality System
- Laser Cutter
- CNC Router (with 4th axis and digital duplicator)
- Electronic workstations
- Arduino and Raspberry Pi kits
- Robotics items
- Drones and drone kits
- Extensive collection of hand, power, and benchtop tools

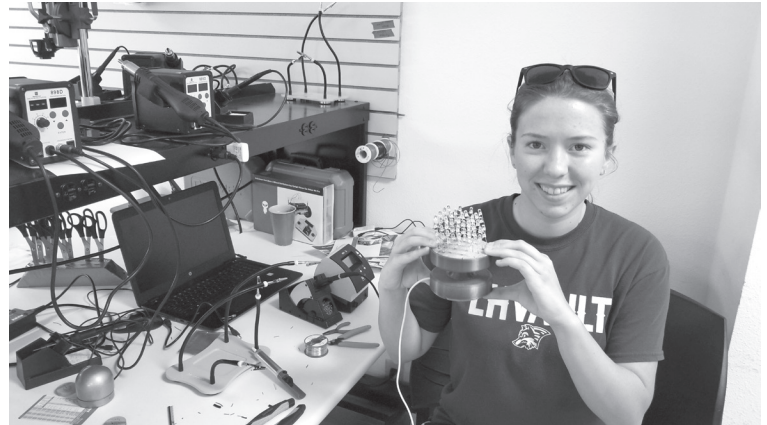
Drop in anytime to work on a guided or self-guided project. We have pre-designed projects you can choose from that can enhance your skills so that you can move on to a bigger challenge, or just enjoy the experience and have something neat to take home. You can also work on projects of your own design with our vast resources.

We offer a variety of classes for those that would prefer more structure or need a little help getting started in the Maker movement. Whether you intend to make projects as a hobby or want to gain skills to start a business, these classes are for you. Topics to be explored include: robotics, Internet of Things (IOT), Arduino and Raspberry Pi microcontrollers, basic electronics and soldering, and 3D printing.

The ITC Makerspace will be hosting several workshops and events through the Spring semester. The focus will be on collaborative learning experiences centered on the community’s needs. Be sure to check with the Makerspace often to get an updated calendar of events or to discuss opportunities.

In addition to the educational workshops, classes, and competitions that will be hosted at the ITC, there will be a themed Maker Event on the last Friday of every month.

**VISIT NP.EDU/ITC
FOR MORE INFORMATION**



Dancing/Fitness/Sports

Country Line Dancing

Loretta Trowbridge \$89
 No dance partner? No problem! Come kick up your heels and learn how to do country line dancing. Great fun, great exercise, and a great way to make new friends. Let's dance!
 2/4-3/11 M 6:30-8:30 p.m. 6 sessions, 12 hours

Country Two-Step Dancing

Loretta Trowbridge \$89
 Grab your partner and come to this country two-stepping round dancing class for couples! You will learn three fun round dances to enjoy on your night out on the town. (This class is for partners.)
 3/25-4/29 M 6:30-8:30 p.m. 6 sessions, 12 hours

Dance Fitness

Kim Terrazas \$59
 This class is a mixture of rhythms and different dance styles to bring your heart rate and fun factor up to a 10! Just let yourself go and lose yourself in the music! All you need to bring is your energy and a smile! Do it for fun! Do it for fitness! No class March 20.
 2/13-3/27 W 5:30-6:30 p.m. 6 sessions, 6 hours

Beginning Pickleball

Bob Roling \$89
 If you've never played Pickleball before, this class is designed especially for you! You will learn the basics of the fastest growing sport in the country! Topics covered will include game rules, terminology, primary skills, coordination, beginner court time, and more. This class will help you develop technique and strategy for social play. Plus, we provide the paddles and balls! Rulebook and strategy worksheets included in registration. Court shoes required (no black soles).
 3/28-5/2 TH 11:30 a.m.-1:30 p.m. 6 sessions, 12 hours

Beginning Pickleball for Seniors

Bob Roling \$89
 The Beginning Pickleball for Seniors class is specific for adult beginners ages 50 and up. You will learn the basics of the fastest growing sport in the country! Topics covered will include game rules, terminology, primary skills, coordination, beginner court time, and more. This class will help you develop technique and strategy for social play. Plus, we provide the paddles and balls! Rulebook and strategy worksheets included in registration. Court shoes required (no black soles).
 3/28-5/2 TH 2-4 p.m. 6 sessions, 12 hours

History

Mysterious History: The Greatest Unsolved Mysteries from American History

Christopher Thrasher & Dawn Gay \$59
 This course will cover some of the greatest unsolved mysteries of American history. What caused the disappearance of the lost colony of Roanoke? Who were the secretive Knights of the Golden Circle and why did their plans to build an empire for slavery fail? What happened to the famed aviator, Amelia Earhart? What really crashed into the desert near Roswell, New Mexico in 1947? This class will provide few definitive conclusions, but will provide interesting insights into some of the unsolved mysteries of American History. Are you interested in learning about a particular unsolved mystery of American history? If so, register for this class and then email Dr. Thrasher at CThrasher@np.edu.
 2/6-2/13 W 4-6 p.m. 2 sessions, 4 hours

The History of the Vietnam Conflict

William Gay \$59
 This course will provide a comprehensive examination of the war in Vietnam. From early struggles against French imperialism, to American involvement and the fall of Saigon, you will learn about the background, causes, conduct, and consequences of the Vietnam conflict.
 3/26-4/2 T 6-8 p.m. 2 sessions, 4 hours

On the Home Front

Introduction to Wood Turning

Donald Mori \$99
 Acquire basic skills needed to get started using a wood lathe - currently the fastest growing wood-working hobby. Start turning gifts and household items and enjoy one of the simplest and most rewarding tools in any shop. Only two students per lathe means you will have plenty of time to complete several projects. No class March 19.
 2/19-4/16 T 6-9 p.m. 8 sessions, 24 hours

Power Tools 101

Richard Beason \$49
 Power tools help us perform difficult tasks with less effort and greater accuracy than most of us could accomplish without them. However, in order to use them effectively and without injury, you must know how to operate them correctly and safely. In this class, our home repair expert will demonstrate the operation of several common power tools, including: corded and cordless drill, dremel, reciprocating saw, miter saw and circle saw. If you have a small power tool you'd like to know more about, bring it to class and our instructor may select it for a demonstration. Students must provide own safety goggles.
 3/4-3/11 M 5:30-7:30 p.m. 2 sessions, 4 hours

PERSONAL INTEREST

Herb Gardening

Pam Castleberry \$59
Herbs bring a blend of beauty and functionality to any home. Do you want to plant an herb garden but are not sure you can do it? Never fear, starting your own herb garden is one of the easiest things you can do. During this course, you will learn what it takes to start a basic garden, how to tend it, harvest it, and use your herbs.

3/5-3/12 T 5:30-7:30 p.m. 2 sessions, 4 hours

Preserving the Harvest

Pam Castleberry \$69
There are so many ways to preserve the summer harvest from traditional canning and freezing to drying. Come learn how to store your fruits and vegetables to be enjoyed all year long. This course will teach you the basics of preserving, even if you don't grow it yourself.

3/28-4/11 TH 5:30-7:30 p.m. 3 sessions, 6 hours

Photography

DSLR Camera Boot Camp

Bob Dion \$69
This class will help you understand your camera settings and menus. Learn which menu settings are important and which settings you should leave alone for now. This class is intended as the first step for students wishing to take the Beginning & Intermediate Photography classes. Students must bring DSLR camera with accessories and manual to class.

1/22-1/29 T 6-8 p.m. 2 sessions, 4 hours

Beginning Digital Photography

Bob Dion \$149
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. Class outing will be held on Week 5. (DSLR camera required.)

2/5 -3/12 T 6-8:30 p.m. 6 sessions, 15 hours

Intermediate Digital Photography

Bob Dion \$149
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 histograms and more. We will also discuss tips and tricks on how to handle common subjects such as portrait, nature, and sports photography. Weekly photographic assignments will include panning, silhouette, depth of field control, and others. 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.)

3/26-4/30 T 6-8:30 p.m. 6 sessions, 15 hours

Creating Great One-Minute Documentaries and Social Media Videos

John Cooksey \$89
This class will cover the tips and techniques for shooting and editing powerful 1 to 2 minute videos with your phone or camera. A must for marketers, small companies, or those who just want to learn more about video production in this fast-paced social media world!

3/28-4/11 TH 6-8 p.m. 3 sessions, 6 hours

iPhone Photography

Grace Labbe \$59
Think you need an expensive, bulky camera to capture many of life's great moments? Take great pictures using your iPhone! This course includes hands-on demonstrations, student participation, and lectures to help you better utilize your iPhone's camera features. Learn to improve your photo quality via proper exposure, better composition elements, and editing software - then store and share your images with confidence. (iPhone required.)

4/17-4/24 W 6-8 p.m. 2 sessions, 4 hours

Introduction to Photography Lighting

Bob Dion \$99
Gain a solid understanding of the basics of lighting concepts and design in this one-day class. Learn to identify and work with different light sources, what the instructor calls "Seeing Light." Other topics include modifying and combining light sources, and off camera flash. Once you understand the basic concepts of lighting, you can begin to be as creative as you want and make intelligent decisions on purchasing equipment. Class will include lecture and hands on. (\$5 fee payable to instructor at beginning of class.) Class will be held off-campus.

5/4 S 2-6 p.m. 1 session, 4 hours

Art & Pottery

Hand Building - 101

Corina Fedorowicz \$119
This will be a fast-paced workshop where the instructor will guide you through clay construction with provided templates. You will design and texture your forms as well as learn how to develop your own unique patterns. Forms will be glazed on the last day of class and picked up from firing at a later date. Students can expect to make 1 - 4 forms depending on complexity and size. All experience levels welcome. Age 16 and up. Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor.

1/17 2/7 TH 10 a.m. - 2 p.m. 4 sessions, 16 hours
or 3/26-4/16 T 5-9 p.m. 4 sessions, 16 hours

Independent Studio

Corina Fedorowicz \$225

This class requires experience of at least two semesters in ceramics. The sessions will allow the opportunity to work in a community studio with access to equipment such as wheels, slabrollers, kilns, and pugmill. An instructor will always be available, but the class is free from formal instruction, allowing you to work at your own pace on your own projects. Studio fires to cone 6. Glaze is included in price and any outside glaze must be approved by instructor prior to using. Only clay purchased at NPC is allowed for use in this class. No class March 20.

1/16-4/3 W 11 a.m.-3 p.m. 11 sessions, 44 hours
 or 4/10-6/19 W 11 a.m.-3 p.m. 11 sessions, 44 hours

Clay Face Jug

Corina Fedorowicz \$99

To celebrate and honor Black History Month, join us to hand build a Jug, or some mugs if you choose. We will discuss the significance of the face jug throughout history. You will build your form from a provided template the first week and finalize it the second week. We will discuss black artists throughout history (especially potters) and the importance their art has had on society. The last week will be to glaze your vessel. Finished pieces will be picked up at a later date. All experience levels welcome. Age 16 and up. Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor.

2/4-2/18 M 5-9 p.m. 3 sessions, 12 hours

Raku a Mask

Corina Fedorowicz \$69

Spend Saturday morning using hand building techniques to form a unique decorative mask. This class will end with a fast and exciting firing process called Raku which produces beautiful metallic glazes. There will be flames, smoke, and fumes, respirators recommended. All clay and glaze provided. \$10 materials fee due to instructor at first class meeting.

2/16 3/2 S 9 a.m.-1 p.m. 3 sessions, 12 hours

Hand Building Jars with Lids

Laura James \$69

Students will make 2 jars with lids and a sculpted handle/knob. Jars can be decorated according to theme including plants, animals, or food. For example, an African tribal decorated jar with a zebra knob, or a polka dot jar with a cupcake knob. Creativity is up to you! Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor. No class March 4.

2/25-3/6 M/W 9 a.m.-12 p.m. 3 sessions, 9 hours

Easter Pottery

Laura James \$69

In this class you will hand build a bunny sculpture, serving platter, and pie plate just in time for the Easter holiday. Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor. No class on March 13, 18 and 20.

3/4-3/27 M/W 8-10 a.m. 5 sessions, 10 hours

Ceramic Jewelry Making

Laura James \$89

Join this class to make earrings, pendants, and a jewelry bowl! Learn to manipulate clay using textures, molds, cutters, stamps, carving, and sculpting. Learn to use iron oxide and glazes to finish off the design. Clay, studio glazes and community tools provided. Necklace and jewelry supplies must be purchased separately. Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor. No class April 24.

4/15-4/29 M/W 8-11 a.m. 4 sessions, 12 hours

Mother's Day Workshop

Laura James \$59

This class is specifically for those who want to make a Mother's Day mug and pendant! Learn how to hand build a mug and design a pendant especially for Mom with a name or word inserted in Resist. Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor.

4/22-4/29 M 11 a.m.-2 p.m. 2 sessions, 6 hours

Pet Sculpture

Laura James \$69

In this class you will create a 12-inch sculpture of your pet or an animal of your choosing. (Bring photo/ideas for animal). Only clay purchased at NPC is allowed for use in this class. Any outside glazes must be approved by instructor. No class May 15 & 20.

5/6-5/22 M/W 8 a.m.-10 a.m. 4 sessions, 8 hours

Beginner Wheel Throwing

Corina Fedorowicz \$225

Have you always wanted to try your hand at the wheel? This class is designed for the beginner. Learn the lingo as well as the basic skills required to throw on the wheel. Instructor will cover wedging, centering, and pulling up the form. The focus will be perfecting these skills so you may move on to making tall cylinders, bowls, vases, and maybe even small planters. The last week will be glazing using simple techniques. Pieces will be picked up at a later date. First bag of clay will be provided, and additional clay may be purchased from instructor. No outside clay allowed. Instructor will have tools to borrow or you may bring your own. Class size is limited to 6.

5/7-6/6 T/TH 5-8 p.m. 10 sessions, 30 hours

PERSONAL INTEREST

Oil Painting

Ovita Goolsby \$200
Immerse yourself in this oil painting class which has been designed for both beginner and advanced artists. For those just beginning their pursuit with painting, the instructor demonstrate techniques as you learn and paint alongside her. Advanced students are welcome to choose their own projects throughout the class with assistance available if needed. Walk away with a better established painting toolkit and the ability to take your artistic endeavor to the next level. (Supply list available.) No class March 22.
2/15-4/26 F 1-4 p.m. 10 sessions, 30 hours

Special Interest

Beginning American Sign Language

Melinda Glenn \$149
Acquire a working vocabulary and knowledge of sentences, phrases, and non-manual behaviors in this introductory course designed to develop basic receptive and expressive language structures. No class on March 18.
2/11 4/8 M 5:30-7:30 p.m. 8 sessions, 16 hours

What Banks are Looking For When Lending to Consumers & Commercial Customers

Joe Patrico \$49
This class is a detailed overview of how bank lending works. Most people don't understand why banks require all the forms and documents they do when processing applications for loans. Learn the banking process and why/what documents are necessary for them to make lending decisions. Get ahead of the game before you apply for your next loan.
2/28-3/14 TH 6-7:30 p.m. 3 sessions, 4.5 hours

Memoir Writing

Iris M. Williams \$99
Memoir writing is a developed story of a pivotal moment in the life of the author or someone else's life. It can be an especially difficult piece of writing because often the memories we need to recollect are painful or hard to recall. Learn key story development skills from an Independent Publisher for how to craft a story that is honest, inspiring and one that won't take years to write! (Bring your manuscript for a no obligation/professional critique provided at no additional cost!)
4/13 S 9 a.m.-3 p.m. 1 session, 5 hours

Arkansas Concealed Handgun Licensure Course

Garry Brown \$69
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.)
2/2 S 9 a.m.-3 p.m. 1 session, 5 hours
or 4/6 S 9 a.m.-3 p.m. 1 session, 5 hours

Arkansas "Enhanced" Concealed Handgun Licensure Course

Garry Brown \$69
This course will cover Arkansas Law ACA §§ 5-73-101 to 325, including the terms of an enhanced license, the rights and responsibilities of an Enhanced License holder and all locations where the carry of concealed firearms remains prohibited. Course consists of five-hours of classroom plus up to two hours of additional time on the shooting range for qualification. Attendees must already possess a "regular" valid Arkansas Concealed Handgun Carry License prior to enrollment in this course. Fee includes all documents needed for license application. Students must bring firearm, ammunition, one magazine which holds at least 10 rounds, holster, ear, and eye protection. Some items can be loaned from instructor, excluding ammunition. (License application fees are separate.)
2/9 S 9 a.m.-3 p.m. 1 session, 5 hours
or 4/27 S 9 a.m.-3 p.m. 1 session, 5 hours



Boating Safety

Instructed by Jack Thorp

Join us for this approved Arkansas Game & Fish Commission safe boating course which will allow anyone born on or after January 1, 1986, and of legal age, to operate a motorboat or sailboat on Arkansas waters. Anyone wanting to learn more about safe boating is welcome to register and attend.

Attend **ONE** of the following classes at **no fee**.

February 9

March 9

April 27

Register online at <https://register-ed.com/programs/arkansas/38-arkansas-boater-education-classroom>



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A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Enroll Now!

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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).

REGISTER TODAY

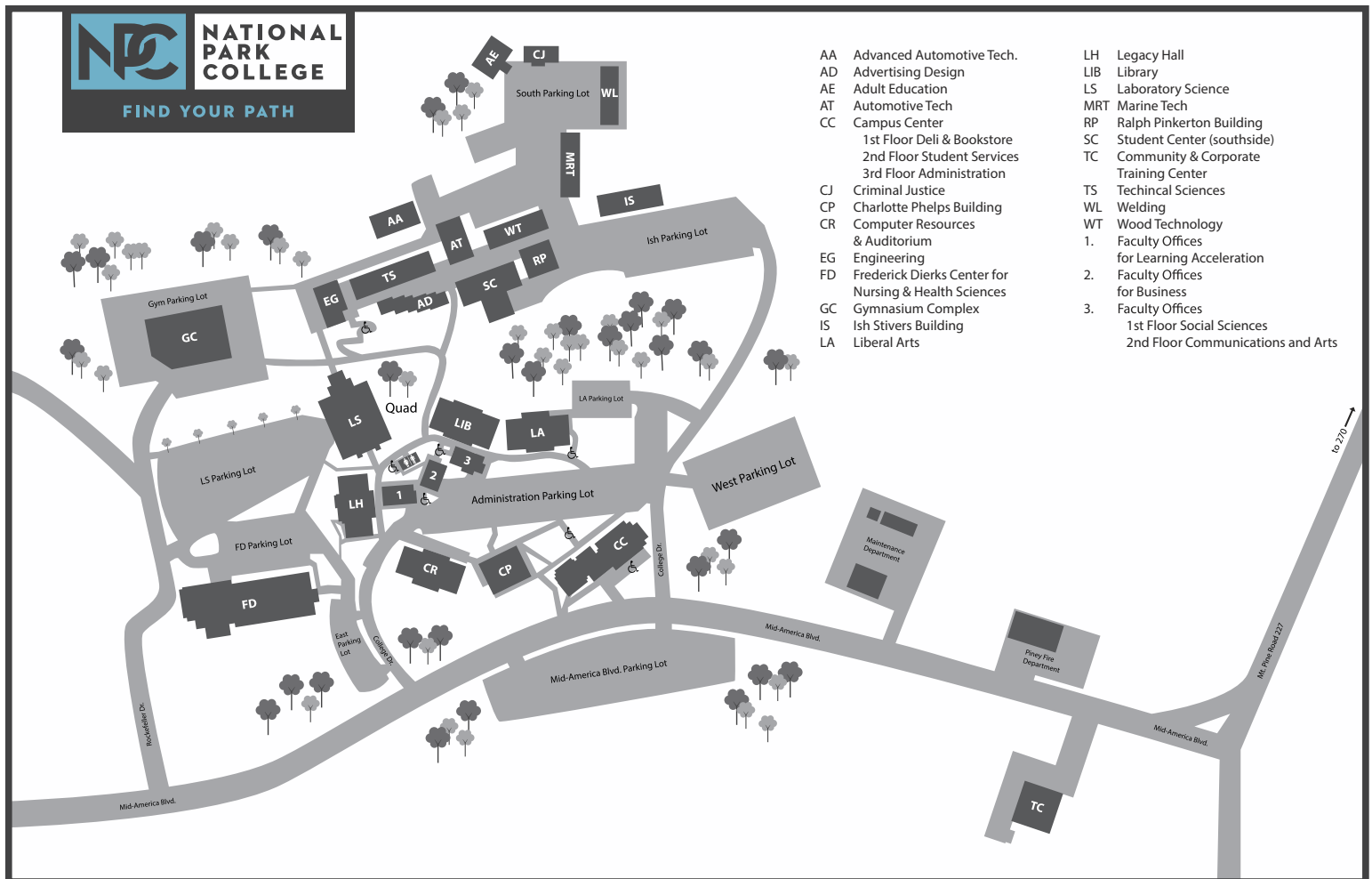
Online at np.edu/ce

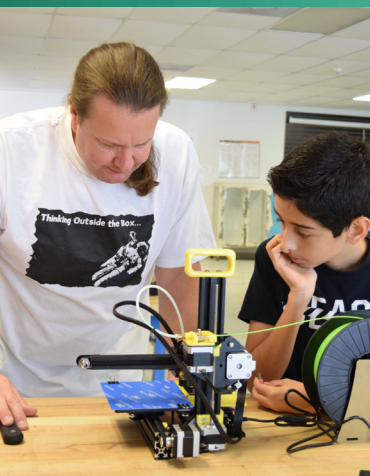
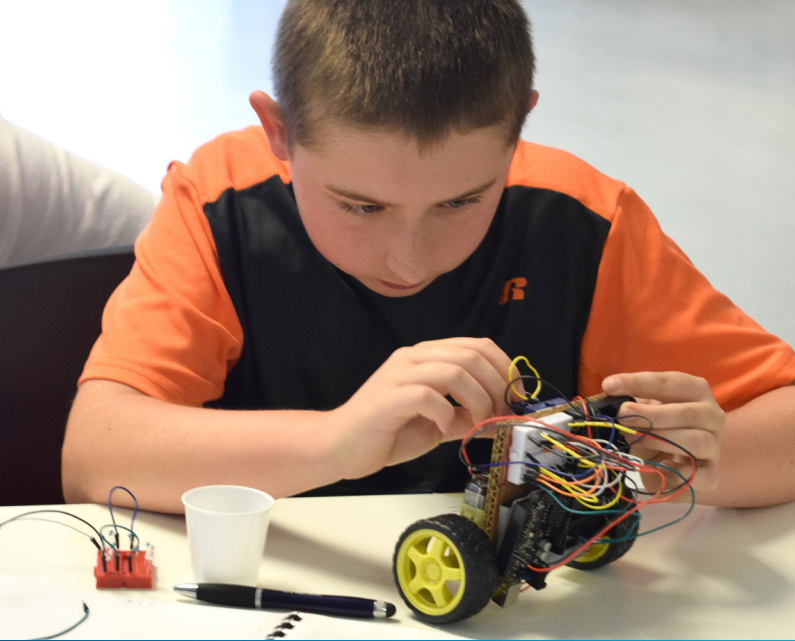
By **calling** 501.760.4223. Staff is available for assistance Monday through Friday from 8 a.m.-4:30 p.m.

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.

Classes will not meet during Spring Break, March 18-23





NPC PRESENTS

SUMMER CAMPS

2019

Robotics
Engineering
Nighthawk Sports
Rocketry
Graphic Design
Young Manufacturers Academy
and more to be announced!

Registration
begins April 15

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ADMINISTRATIVE PROFESSIONALS DAY

Join us for the third annual NPC Administrative Professionals Day Workshop on April 24. Enjoy inspiring speakers, insightful topics, great breakout sessions, and a wonderful lunch planned just for you!

Learn more on page 8.

