

WORKFORCE DEVELOPMENT CENTER



A publication of SEARK College Workforce Development Center

March 2019

ACT Prep provides math, reading, English, and science reasoning sessions along with tutorials and test-taking tips. The course assists students in refreshing their knowledge and achieving higher ACT scores. Classes meet Apr. 1, Apr. 3, Apr. 8, and Apr. 10, 5:00 p.m. – 8:00 p.m. Registration requested by Mar. 29. **Cost \$125**

Basic Life Support CPR follows American Heart Association (AHA) instruction. Class meets Fri., Mar. 8, 8:30 a.m. – 12:30 p.m. Please register at least 2 days before class. **Cost \$40 plus \$4 for the card**

Heartsaver CPR provides American Heart Association (AHA) instruction for non-medical individuals. Class meets Fri., Mar. 29, 8:15 a.m. – 12:15 p.m. **Cost \$40 plus \$18 for the card.** With optional First Aid, class meets 8:15 a.m. – 3:15 p.m. **Cost \$52 plus \$18 for the card**

Navigating Microsoft Windows – Learn to efficiently navigate Windows-based computers using the keyboard, mouse, and touch screen gestures. Topics covered entail using various navigation methods, working with files and folders, and changing passwords. Class meets Wed., Mar. 6, 8:00 a.m. – 12:00 p.m. **Cost \$32**

Internet & Email Basics – Learn to search the Internet safely, manage web browser settings, master email messaging techniques, and how to save files. Class meets Thur., Mar. 7, 8:00 a.m. – 12:00 p.m. **Cost \$32**

Word, Level 1: Learn to use the ribbon interface, quick-text settings, print features, and proofreading tools and how to create bulleted and numbered lists, add graphics, and use page settings. Class meets Wed. & Thur., Mar. 13-14, 8:00 a.m. – 12:00 p.m. **Cost \$124**

Word, Level 2: Learn how to work with mail merge, columns, document themes, style sets, templates and forms. Class meets Wed. & Thur., Apr. 10 - 11, 8:00 a.m. – 12:00 p.m. **Cost \$124**

Excel, Level 1: Learn how to use the ribbon interface, enter and edit data, select cells and ranges, print worksheets, create formulas and functions, format cell contents, and work with charts and insert and delete columns, rows, and cells. Class meets Wed. & Thur., Mar. 20-21, 8:00 a.m. – 12:00 p.m. **Cost \$124**

Excel, Level 2: Learn how to work with large worksheets, workbooks, and tables and insert pictures, shapes,

SmartArt, templates, and complex formulas. Class meets Wed. & Thur., Mar. 27-28, 8:00 a.m. – 12:00 p.m. **Cost \$124**

OSHA 10 for General Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in general industry workplaces. Class meets Thur., Mar. 14, 8:00 a.m. – 5:00 p.m. and Fri., Mar. 15, 8:00 a.m. – 12:00 p.m. **Cost \$125**

OSHA 30 for General Industry provides training for supervisors or workers with some safety responsibility. Class meets, Apr. 4, 5, 11, and 12, 8:00 a.m. – 5:00 p.m. **Cost \$250**

Forklift Training and Certification meets Fri., Apr. 19, 1:00 p.m. – 5:00 p.m. **Cost \$75**

Contact us for dates and information for the following courses:

Computer Aided Design (CAD)

OSHA 30 for Construction Cost \$250

OSHA 10 for Construction Cost \$125

Global Harmonization System (GHS) Cost \$125

Workforce Development Center is a **certified testing center** for several Microsoft applications including the **Microsoft Office Specialist (MOS)**. The Center also hosts **PowerSafe** training and certification. Pre-registration is required.

Certification test prep is online. The LabSim for **PC Pro** provides prep for three exams: PC Pro, A+, and MCITP. The LabSim for **Network Pro** provides prep for three exams: Network Pro, Network +, and MCTS. The LabSim for **Security Pro** provides prep for three exams: Security Pro, Security +, and MCSA. TestOut includes video, text, and hands-on labs providing practice for both hardware and software configuration tasks in a virtual environment. **Cost \$250 per LabSim**

Online training offers more than 350, instructor-led courses and additional tutorials. ADHE has approved 44 courses beginning monthly for **Teacher Professional Development**. Courses last six weeks and are comprised of 12 lessons. **Cost is \$99 each.** For more information and to sign up, visit seark.edu/workforce-training/online-courses.

Note: Laptops are available for mobile training. Preregistration is requested.

For registration details, please call: (870) 543-5947

www.seark.edu/workforce-training

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