

# WORKFORCE DEVELOPMENT CENTER



A publication of SEARK College Workforce Development Center

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**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 Oct. 17, Oct. 19, Oct. 24, and Oct. 26, 5 p.m. – 8 p.m. Registration requested by Oct. 13. **Cost \$125**

**Basic Life Support CPR** follows American Heart Association (AHA) instruction. Class meets Wed., Sept. 27, 8:30 a.m. – 12:30 p.m. Please register at least 2 days before class. **Cost \$40 plus \$3 for the card**

**Heartsaver CPR** provides American Heart Association (AHA) instruction for non-medical individuals. Class meets Thur., Sept. 21, 8:30 a.m. – 12:30 p.m. **Cost \$40 plus \$3 for the card.** With optional First Aid, class meets 8:30 a.m. – 3:30 p.m. **Cost \$53 plus \$3 for the card**

**Typing and Mouse Skills** – Working through personalized lessons, participants learn or improve typing and mouse navigation skills. Class meets Mon., Sept. 11, or Mon., Oct. 9, 8 a.m. – 11 a.m. **Cost \$16**

**Basic Computer Skills** – Learn navigation skills and how to store and share files through guided, hands-on exercises. Class meets Mon., Sept. 25, or Mon., Oct. 23, 8a.m. – 11 a.m. **Cost \$18**

**Internet and Cloud Storage** – Participants learn efficient Internet searching, downloading, cloud storage, and using social media professionally and personally. Class meets Mon., Nov. 13, 8 a.m. - 11 a.m. **Cost \$24**

**Email and Social Media** – Participants learn to compose, send, reply, and read emails with attachments as well as posting responses on social media sites. Class meets Mon., Nov. 27, 8 a.m. – 11:30 a.m. **Cost \$28**

**Outlook: Organizing Your Inbox** – Class meets Wed., Sept. 6, 10 a.m. – 1 p.m. **Cost \$30**

**Word 1:** Wed., Sept. 13, 8 a.m. – 3p.m. **Cost \$99**

**Word 2:** Wed., Sept. 27, 8 a.m. – 3p.m. **Cost \$99**

**Word 3:** Wed., Oct. 11, 8 a.m. – 3p.m. **Cost \$99**

**Excel 1:** Thu., Sept. 21, 8 a.m. – 3 p.m. **Cost \$99**

**Excel 2:** Thu., Oct. 5, 8 a.m. – 3 p.m. **Cost \$99**

**Excel 3:** Thu., Oct. 19, 8 a.m. – 3 p.m. **Cost \$99**

**Access 1:** Wed., Oct. 25, 8 a.m. – 3 p.m. **Cost \$99**

**Access 2:** Wed., Nov. 8, 8 a.m. – 3 p.m. **Cost \$99**

**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 Fri., Sept. 15, 1 p.m. – 5:00 p.m. and Sat., Sept. 16, 8:00 a.m. to 2:00 p.m. **Cost \$125**

**Forklift Training** and certification meets Fri., Sept. 8 or Fri., Sept. 29, 12:00 p.m. – 6:00 p.m. **Cost \$49**

Contact us for dates and information for the following courses:

**Computer Aided Design (CAD)**

**OSHA 30 for General Industry** Cost \$250

**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](http://seark.edu/workforce-training/online-courses).

*Note: Laptops are available for mobile training. Preregistration is requested on all classes.*

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

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