

WORKFORCE DEVELOPMENT CENTER



A publication of SEARK College Workforce Development Center For details call 870-543-5948

January 2024

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 Mon. – thru- Thur. 5:00 p.m. – 8 :00p.m. for 2 weeks. Call all for information. **Cost \$150.**

Basic Life Support CPR follows American Heart Assoc. (AHA) instruction. Class meets Tue., Jan. 9 at 8:30 a.m. – 12:30 p.m. Please register at least 2 days before class. **Cost \$60 plus \$5 for the card.**

Heartsaver CPR provides American Heart Association (AHA) instruction for non-medical individuals. Class meets Thur., Jan. 11 at 8:30 a.m. – 12:30 p.m. **Cost \$55 plus \$20 for the card.** With optional First Aid, classes meet Thur., Jan. 11 at 8:30 a.m. – 3:30 p.m. **Cost \$67 plus \$20 for the card.**

Computer Fundamentals I – 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 Tues., Jan. 16 at 8:30 a.m. –12:30 p.m. **Cost \$45**

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 Thur. Jan. 18th at 8:30a.m. – 12:30p.m. and Tue., Jan 23rd at 8:30 a.m. – 12:30 p.m., two 4-hour sessions. **Cost \$125**

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 Thur. Jan. 25th at 8:30a.m. – 12:30p.m. and Tue., Jan. 30th at 8:30 a.m. – 12:30 p.m., two 4-hour sessions. **Cost \$125**

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., Jan. 19 at 8:00 a.m. – 12:30 p.m. and Fri., Jan. 26 8:00 a.m. – 12:30 p.m. **Cost \$125 plus \$10 for OSHA Card**

OSHA 30 for General Industry provides training for supervisors or workers with some safety responsibility. Class is coming soon, meets four days, 8:00 a.m. – 5:30 p.m. **Cost \$250. Call for details.**

Forklift Training and Certification meets Fri., Jan. 12th at 8:00 a.m. – 1:00 p.m. **Cost \$75**

Aquacise Class water-based exercise in an indoor heated pool, the instructor led class will offer various forms of exercise for weight loss, strength, mobility etc. Class meets Mon., Tues., and Thur. at 3:45p.m. – 4:30p.m. *Call for information.*

Contact us for dates and information for the following courses:

Commercial Drivers Licenses Jan. 8th call for details.

Computer Aided Design (CAD)

OSHA 30 for Construction Cost \$250

OSHA 10 for Construction Cost \$125

MIG Welding 16 Hours Training Cost \$250

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 required.

For registration and details, please call: (870) 543-5948

www.seark.edu/workforce-training

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