AVAILABLE UPON REQUEST

- QuickBooks
- Web & Email
- Microsoft Publisher
- Microsoft Access
- Leadership & Management Courses
- Conversational Spanish
- Digital Photography
- Tai Chi
- Retirement Planning
- 25 Point Check Car Class
- Forklift Safety
- Defensive Driving
- First Aid/CPR
- Woman’s Self Defense & Many More

Register today by contacting
ASU-Searcy’s Continuing Education
at 501-207-6249 or
kdhall@searcy.asub.edu

POLICY & PROCEDURES
Class begins the night of registration contingent upon enough people enrolling. For those classes requiring pre-registration, class begins on the date indicated.
Each class MUST have ten paying students or ASU-Searcy has the right to adjust the tuition fee accordingly.
Tuition fees are due the first night of class unless pre-registration is required.
NO REFUNDS WILL BE GIVEN AFTER THE FIRST CLASS.
All nights, times & prices are subject to change, contingent on the availability of instructors and space.
ANY STUDENT WITH A DISABILITY SHOULD CONTACT AN ASU-SEARCY STAFF MEMBER SO THAT NECESSARY ARRANGEMENTS CAN BE MADE TO ENHANCE THE STUDENT’S SUCCESS.

Economic Development Center
Workforce Training & Continuing Education
Fall 2015
October 2015 through January 2016

501-207-6249
kdhall@searcy.asub.edu
**COMPUTER CLASSES**

**MICROSOFT WORD LEVEL I**
Learn basic functions such as how to create, open, edit and save documents, as well as, create tabs and margins, change alignment and spacing, add graphics and a complete host of other exciting tasks.

Class Dates: OCTOBER 12th & 14th
MONDAY & WEDNESDAY 5:30pm—8:30pm
COST: $59

**MICROSOFT WORD LEVEL II**
Students will build on the skills learned in Word Level I.

Class Dates: OCTOBER 19th & 21st
MONDAY & WEDNESDAY 5:30pm—8:30pm
COST: $59

**MICROSOFT EXCEL LEVEL I**
Using this spreadsheet software program, discover beginner shortcuts for setting up fully formatted worksheets quickly and efficiently.

Class Dates: NOVEMBER 2nd & 4th
MONDAY & WEDNESDAY 5:30pm—8:30pm
COST: $59

**MICROSOFT EXCEL LEVEL II**
Students will build on the skills learned in Excel 2013 Level I.

Class Dates: NOVEMBER 9th & 11th
MONDAY & WEDNESDAY 5:30pm—8:30pm
COST: $59

**WINDOWS 8**
In this class students will learn the basics of Window’s 8. Such topics as: the start screen, how to navigate through Window’s 8, how to add, remove and resize titles. Students will also learn about the Charm Bar and how to use its features, how to multitask between different apps, how to create folders and documents and much more.

Class Dates: NOVEMBER 16th & 18th
MONDAY & WEDNESDAY 5:30pm—8:30pm
COST: $59

**COMPUTER CLASSES CONTINUED...**

**POWER POINT**
Would you like to learn how to develop high-impact and exciting presentations? Discover the key concepts you need to use graphics, animation and video to set your PowerPoint presentations apart from conventional boring slideshows.

Class Dates: DECEMBER 1st & 3rd
TUESDAY & THURSDAY 5:30pm—8:30pm
COST: $59 EACH LEVEL

**COMPUTER CONCEPTS**
In this hands-on workshop you will learn how to effectively maneuver through your computer’s programs. All introductory skills will be taught from turning the computer on and off correctly to file management. We will learn how to utilize programs, send emails, work with pictures and explore other items of interest to the class.

Class Dates: DECEMBER 8th & 10th
TUESDAY & THURSDAY 5:30pm—6:30pm
COST: $59

**LEISURE CLASSES**

**ZUMBA DANCE FITNESS**
A fun and energetic exercise dance class that is inspired by Latin dance and involves dance and aerobic elements. It incorporates dance along with squats and lunges.

Class Dates: OCTOBER 6th to OCTOBER 29th & JANUARY 12th to February 4th
Tuesdays & Thursdays 5:30 pm—6:30 pm
COST: $25 EACH MONTH

**WREATH MAKING**
Create your own unique designs in wreath making for fall/winter/holiday. The instructor will demonstrate and lead you through a step by step process to create beautiful handmade wreaths. The instructor will provide all materials and each student will create a wreath.

Class Dates: OCTOBER 20th
TUESDAY 6pm—8pm
COST: $30

**COMPUTER CLASSES CONTINUED...**

**DUCK CALLING CLASS**
Learn the basics of duck calling from the owner of Timber Boss Duck Calls.

Class Dates: OCTOBER 24th
10am-12pm
Cost: $25

**BODY SCULPTING CLASS**
Start those New Year’s Resolutions off right by attending our body sculpting exercise class.

Class Dates:
JANUARY 11th to FEBRUARY 3rd
Mondays & Wednesdays 5:30pm-6:30pm
Cost: $25

**CONVERSATIONAL ENGLISH**
Join us for this 6 week class to expand your English Vocabulary. You will be able to learn beginning English, practice and build on what you already know, and practice your pronunciation skills.

Class Dates: TBA
Call for Information

**ESSENTIAL OILS**
In this class you will learn about essential oil safety, how essential oils are produced, and common methods of use to enhance many areas of your daily life. They can be used for immune support, relaxation, green cleaning and so much more!

Class Dates: January-TBA
Call for Information

**SAFETY CLASSES**

**HUNTERS EDUCATION**
EVERY THIRD SATURDAY OF THE MONTH
FEBRUARY-OCTOBER
8am—6pm

**AARP DRIVING COURSE**
The course is designed by AARP for older drivers. In Arkansas any driver aged 55 or older taking an approved driver safety class gets a discount on their insurance for 3 years.

Class Dates: TBA
Cost: $15 Members/Non-members $20
All funds go to AARP