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 BEFORE the first night of class. Payment can be made by Card in the Bookstore or by Check in the Continuing Education Office. 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.

TRADE & INDUSTRY CLASSES
Welding
Gain hands-on training in the welding trade to prepare to pass the test in order to gain certification in various types of welding. Cost includes supplies, certification fees and tuition. Student is responsible for supplying his/her own welder’s helmet and gloves.

Class Dates: Starts January 11th to March 14th
6pm-10pm
Cost: $444

AVAILABLE UPON REQUEST
QuickBooks
Web & Email
Microsoft Publisher
Leadership & Management Classes
Conversational English & Spanish
Retirement Planning
Forklift Safety
Defensive Driving
First Aid/CPR
And many more!!

Instructors needed! If you have a class idea and would like to teach it please contact us!

Economic Development Center
Workforce Training
&
Continuing Education
Spring 2016
January 2016 to April 2016

501-207-6249
kdhall@searcy.asub.edu
COMPUTER CONCEPTS

MICROSOFT WORD LEVEL I
Class Dates: January 12th & 14th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

MICROSOFT WORD LEVEL II
Class Dates: January 19th & 21st
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

MICROSOFT WORD LEVEL III
Class Dates: January 26th & 28th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

MICROSOFT EXCEL LEVEL I
Class Dates: February 2nd & 4th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

MICROSOFT EXCEL LEVEL II
Class Dates: February 9th & 11th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

MICROSOFT EXCEL LEVEL III
Class Dates: February 16th & 18th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

COMPUTER CONCEPTS
Introductory computer course.
Class Dates: February 23rd & 25th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

POWERPOINT LEVEL I
Class Dates: March 1st & 3rd
Tuesday & Thursday 5:30pm—8:30pm

POWERPOINT LEVEL II
Class Dates: March 8th & 10th
Tuesday & Thursday 5:30pm—8:30pm
COST: $59

SOCIAL MEDIA 101
Learn how to use Social Media sites such as Twitter, Facebook and Instagram.
Class Dates: March 7th & 8th
Monday & Tuesday 5:30pm—7:30pm
COST: $30

LEISURE CLASSES

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

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 Date: January 29th
- 5:30-6:30pm
- Cost: $25

PAINTING FOR FUN
Would you like to enhance your artistic ability? Take this class and learn basic drawing skills and unique techniques in the art of painting with watercolors or acrylics. The student is responsible for supplies.

- Class Dates: March 10th to May 12th
- Time: 4pm-7pm
- Cost: $150

COLLEGE PREP
This class is designed to meet the demands of college life. Students will discover how they learn best and how to monitor thinking and learning processes. It will discuss classroom behavior, how to study, set goals and time management.

- Class Dates: Feb 1st & 3rd
- 5:30-7:30pm
- Cost: $30

LIFE ENRICHMENT
Life today consists of unplanned surprises—some good and some not so good. This class will discuss planning and being prepared for these unplanned events at home and work in the areas of financial, jobs and everyday life.

- Class Dates: Feb 8th & 10th
- 5:30-7:30pm
- Cost: $30

DIGITAL PHOTOGRAPHY FOR BEGINNER’S
This class is for people who are just starting out in the Digital Photography World. Students must furnish their own digital camera for class.

An advanced class will follow.

- Class Dates: TBA—CALL FOR INFORMATION

LEISURE CLASSES CONTINUED...

BACKYARD GARDENING
Learn the basics of backyard gardening using organic methods. If you are new to gardening or haven’t been happy with previous results, this class will cover topics such as soil preparation, seed starting, fertilization, irrigation, four season gardening and more.

- Class Dates: January 19th from 5pm-9pm
- Cost: $59

FREE RANGE BACKYARD CHICKEN FARMING
Backyard chickens are a great way to enjoy growing your own food. Come out and learn basic poultry keeping! Class will include breeds to look for, health issues, housing, and nutrition. Having chickens is a wonderful addition to your backyard!!

- Class Dates: April 5th 5:30-8:30pm
- Cost: $30

BEGINNING GENEALOGY
One of the hottest hobbies right now is genealogy and TV shows like “Who Do You Think You Are?” and “Finding Your Roots” have only fueled our interest. Have you ever been curious about looking deeper into your family history and discovering forgotten. Ancestors? Beginning Genealogy will teach you how to find and use basic genealogy records, how to organize those records and how to put together a biographical portrait of your ancestors. This class will incorporate both Internet and traditional research methods and practices.

- Class Dates: Tuesdays March 1st-April 5th.
- 5:30pm-6:30pm
- Cost: $75

SIGN LANGUAGE
Class Dates: TBA
CALL FOR INFORMATION

SAFETY CLASSES

HUNTERS EDUCATION
THE THIRD SATURDAY OF EACH MONTH
FEBRUARY-OCTOBER
8am—6pm
COST: FREE