

# CAREER ACCELERATOR

powered by South Arkansas College



## TRAINING GUIDE

2024

[www.southark.edu/accelerate](http://www.southark.edu/accelerate)  
[accelerate@southark.edu](mailto:accelerate@southark.edu)  
(870) 864-8453



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# About the Career Accelerator

The Career Accelerator - powered by South Arkansas College serves as a link between the college and area businesses, industries, and government agencies.

In addition to open enrollment and online course options, we provide customized training to meet the specific needs of local business and industry. Training can be delivered at SouthArk or your business, day or night. We want to be your first call to provide training solutions for your organization.

We look forward to working with you!

## Jennifer Schroeder

Executive Director  
jschroeder@southark.edu  
(870) 864-7193

### Office Hours:

**Monday- Thursday**

8:00 am - 5:30 pm

**Friday**

8:00 am - 12:00 pm

### Location:

3698 E. Main  
El Dorado, AR 71730

870.864.7192

## Vacant

Corporate Education  
Training Coordinator

870.864.8451

## Michele Hildreth

Corporate Education  
Specialist  
mhildreth@southark.edu  
870.864.7192

## Marian Jones

Program Director, ACAP  
mdjones@southark.edu  
870.864.8194

## Jeanette Odom

Workforce Project  
Coordinator  
jkodom@southark.edu  
870.864.8453

## Casey Rapp

Director of Adult Education  
clrapp@southark.edu  
870.864.8478



# Training Calendar

Month	Event
Jan	22 - 26: HAZWOPER (40-hour)
Feb	6 - 8: BOOT Camp 10: Drone Class 13: Leadership Training (1) 14: Boiler Test Prep Class 15: Boiler Test Administered
Mar	
Apr	Asst Dates: Excel Classes 9: Leadership Training (2) 9-11: BOOT Camp 10 & 17: CPR 15: Boiler Test Prep Class 19: Boiler Test Administered 24: HAZWOPER
May	18: Drone Class
Jun	4 - 6: BOOT Camp 11: Leadership Training (3) 17-20: HAZWOPER (40-hour) 19: Boiler Test Prep Class 21: Boiler Test Administered

Month	Event
Jul	Asst Dates: Excel Classes
Aug	6 - 8: BOOT Camp 13: Leadership Training (4) 14: Boiler Test Prep Class 16: Boiler Test Administered 19-22: HAZWOPER (40-hour) 24: Drone Class
Sep	
Oct	Asst Dates: Excel Classes 8-10: BOOT Camp 8: Leadership Training (5) 16: Boiler Test Prep Class 18: Boiler Test Administered 19: Drone Class
Nov	
Dec	10-12: BOOT Camp 10: Leadership Training (6) 18: Boiler Test Prep Class 20: Boiler Test Administered

# Corporate Education Programs

[www.southark.edu/accelerate](http://www.southark.edu/accelerate)

To register for C-STOP, go to  
<https://form.jotformpro.com/52667299817978>

To register for other classes, click below and search  
for the class.

<https://bookstore.southark.edu/category/corporate-ed>

To pay for a class, we will provide a link to pay online  
after you register or invoice you upon request.

# Training Consortium

The purpose of SAWTEC is to create and coordinate a formal system to carry out cooperative programs. These programs are designed to meet the common training/education needs of its members. SAWTEC members plan training curricula, set training schedules, select providers and determine fees.

All businesses or industries in the South Arkansas region are eligible to apply for SAWTEC membership. To maintain membership, a business or industry must contribute annual dues.

## Why become a member?

- Network with local industries
- Receive discounts on eligible training
- Take advantage of training grants
- Take part in customized curriculum development

For more information call: 870.864.7193

## MEMBERS



MARTIN

OPERATING PARTNERSHIP



PotlatchDeltic



# Contractor Safety

The C-Stop program addresses the need for uniform and consistent training of contract workers in the petrochemical and energy plant environment of South Arkansas at an orientation level. Industries supporting the C-STOP program include LANXESS, LSB Industries, Lion Oil, Inc., Albemarle, Clean Harbors, and Cross Oil.

**Year 1:** 8-Hour Initial Class (Offered on Mondays)

**Years 2 & 3:** 4-Hour Refresher Class (Offered on Tuesdays)

**Year 4:** 8-Hour Initial Class (Offered on Mondays)

Each attendee completes a separate registration form through our website. Once registered, payment is accepted through two methods: the registration link on the website or by invoice through our office.

For more information, email [accelerate@southark.edu](mailto:accelerate@southark.edu) or call (870) 864-7192.

# C-STOP Schedule & Deadlines

## Spring 2024 Class Schedule

### Initial Classes:

Typically held on Monday unless the college is closed for a holiday. If the employee has not taken a C-STOP class in the past or holds a card labeled “REF-2”, please register the student for this class. Registration should be completed no later than Friday at 11:00 am to enroll in this course.

### Refresher Classes:

Typically held on Tuesday unless the college is closed for a holiday. If the employee holds a card labeled “INT” or “REF-1”, please register the student for this class. Registration should be completed no later than Monday at 4:00 pm to enroll in this course.

## 2024 Schedule Changes

Due to holidays, the following dates will have an adjusted schedule in 2024.



- Wednesday, January 3 (Initial Class)
- Wednesday, January 17 (Initial Class)
- Monday & Tuesday, March 18-19 - Cancelled for spring break
- Wednesday, May 29 (Initial Class)
- Wednesday, September 4 (Initial Class)
- November 25 & 26 - Cancelled for Thanksgiving
- December 23 - January 3 - Cancelled for winter break



# Basic Operator Orientation Training



BOOT Camp offers an introduction to the process technology field using the H.O.T. (Hands on Trainer) Unit. Each course is limited to 15 students and advance registration is required. Students who successfully complete the course will receive a certificate of completion.

## BOOT Camp Details

- Clock Hours: 24
- Frequency: Bi-Monthly or by request of a corporate partner
- Cost: \$190/person

## Upcoming Dates

- February 6 - 8
- April 9-11
- June 4 - 6
- August 6 - 8
- October 8 - 10
- December 10 - 12



Safety	Drawings Overview	Valves
Tanks	Pumps	Heat Exchangers
Vessels	Sampling	Instrumentation
DCS/Controls	LOTO	Communication

# Boiler Test Preparation

The Corporate Education team offers a one day test-prep class for students who plan to take the boiler test. A licensed boiler operator will teach the class on the Monday before the examination is offered on Wednesday. Topics include types of boilers, safety issues, maintenance, and state boiler rules and regulations.

## Class Details

- Clock Hours: 8
- Frequency: Bi-Monthly (See Schedule)
- Cost: \$75/person

# HAZWOPER Classes

Three HAZWOPER classes are offered at SouthArk.

- 40-hour HAZWOPER is for employees who are actively involved in cleaning up hazardous materials on site.
- The 24-hour class is for employees who respond to hazardous situations in the technician role.
- An 8-hour refresher course is offered for those already certified who need annual training.

## Class Details

- Clock Hours: 8, 24, or 40
- Frequency: Bi-Monthly on Mondays (Dates TBA)
- Cost per person:
  - \$65 (8-hour)
  - \$150 (24-hour)
  - \$250 (40-hour)

# Apprenticeship Programs



Are you interested in pursuing a career in the plumbing or electrical trades? Does your company need to prepare for future electrical or plumbing needs? These four-year programs combine classroom instruction and on-the-job training for those entering this field.

**Point of Contact:**  
Michele Hildreth

**Email:**  
mhildreth@southark.edu

**Phone:**  
(870) 864-7192

## Participant Requirements:

- 16 years old
- High School Diploma or Equivalent
- Valid Driver's License or State-Issued Photo Identification
- Physically Capable of Job Duties
- Employed by a Qualified Company



# Professional Development



## Basic Computer Skills

- Clock Hours: 4
- Frequency: Bi-Monthly or by request of a corporate partner
- Cost: \$50/person

## Excel Classes

Three classes are available including:

- Basic (6 hours at \$75/person)
- Intermediate (6 hours at \$125/person)
- Advanced (8 hours at \$150/person).

Day classes: 9-11AM

Monday, Wednesday, Friday.

Night classes: 6:30-8:30PM

Tuesday, Wednesday, Thursday.

To qualify for certification, the participant must pass the intermediate and advanced classes.

## Chemist in Training

Customized training for industry partners looking to upskill their team members related to basic chemistry. Contact us today to discuss training opportunities.

## Computer Applications (Outlook, Word, and PowerPoint)

- Clock Hours: 8
- Frequency: Quarterly or by request of a corporate partner
- Cost: \$100/person

## Leadership Program

The Career Accelerator offers a one year leadership training program. Six sessions are held throughout the year, which train in a variety of topics. The training is offered every other month beginning in February.

- Two sessions are available: 8:00a -12:00p and 7p - 11p
- Total Clock Hours: 24
- Cost: \$750/person

# Professional Development



## Commercial Drone Classes

Get certified to fly a drone!

- Clock Hours: 8
- Frequency: Quarterly or by request of a corporate partner
- Cost: \$225/person

## CPR Classes

### First Aid (as Requested)

- Clock Hours: 4
- Frequency: Quarterly or by request of a corporate partner
- Cost: \$50/person

## Toastmasters International

Toastmasters International is a learn-by-doing program to help individuals gain confidence in communications, public speaking, and leadership.

Membership is not required to attend as a guest.

Come see if this will benefit you!

- Weekly meetings will begin in March
- Location: TBD
- If interested, please email Jeanette Odom ([jkodom@southark.edu](mailto:jkodom@southark.edu)).

## Business Writing

Learn to communicate clearly and effectively in a business setting.

- Clock Hours: 4
- Frequency: Twice per Year or by request of a corporate partner
- Cost: \$100/person

## Tell Us What You Need

We can customize our training programs (or a new program) to fit your training needs. Email us ([accelerate@southark.edu](mailto:accelerate@southark.edu)) to discuss these opportunities!



**Culinary Arts  
Non-Credit  
Training**



**Coming  
Soon!**

On July 1, 2024, the Corporate Education Department will add culinary classes to our training schedule.

Some ideas include...

- Regularly scheduled ServSafe classes
- Short-term training to upskill food service team members
- Corporate Team Building Opportunities
- Customized training opportunities - Call us to serve your needs!

**Instructor: Scott Enzor**

**Email: [sdenzor@southark.edu](mailto:sdenzor@southark.edu)**

**Phone: (870) 864-8462**

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**Academic and  
Career  
Achievement  
Program**



# ACADEMIC AND CAREER ACHIEVEMENT PROGRAM-ACAP

Office Hours  
**MON-THURS 1-4PM**  
Marian Jones,  
Program Director  
(870) 836-7194

The mission of ACAP is to empower individuals with intellectual, developmental, and other neuro disabilities to live, learn, work, and participate in the social fabric of our community. We believe given the opportunity and proper support, all individuals can achieve academic success, successful careers, and personal growth.

## **Eligibility Requirements.**

Applicants must:

- Have a documented intellectual or developmental disability
- Be between the ages 18 and 29 years of age.
- Demonstrate a strong interest or desire to pursue post-secondary education to expand career and life opportunities.
- Have completed high school with a modified/standard diploma, or a certificate of program completion/achievement.
- Commit to a two-year college certificate program.
- Have experience in attending and participating in classes for up to 90 minutes at a time.
- Navigate college campus independently and manage own self-care.
- Learn and participate in inclusive classroom and work settings.
- Follow the SouthArk Student Standard of Conduct.



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# **Adult Education**

# ADULT EDUCATION

**FREE!!!!**

**IN PERSON  
&  
ONLINE**

**WE OFFER**

## **CONTACT US NOW**



870-864-7182



AdultEducation@southark.edu



3696 East Main  
El Dorado, AR

### **BASIC SKILLS/GED**

*GED courses are free to students. The only cost towards earning the GED is \$16.00 for the Official Test. Scholarships are available, so many students have zero costs. A college scholarship is also available for qualifying GED graduates.*

### **WAGE**

*Workforce Alliance for Growth in the Economy (WAGE™) Certification is designed to address the need to improve the workplace basic skills of the unemployed and under-employed labor pool. The WAGE™ Program is an industry, education, and community collaborative for workforce development.*

### **ESL**

*Language acquisition skills are designed to help English learners grow and develop confidence and skill in their ability to speak, write, read, and hear the English Language*

### **ACCUPLACER PREP**

*Adults planning to enroll in college may receive tutoring services to prepare for the ACCUPLACER examination.*

# WAGE II

## Pre- Employment Training

# FREE FREE FREE

- 16 WAGE Level II Certificates are available
- Instruction includes career specific training, a basic education refresher, and pre-employment training.

Now offering (FREE) CNA and Phlebotomy classes. Students earn the following certificates:

- WAGE Level I
- WAGE Level II
- CPR & First Aid
- OSHA-10

Students also qualify for the licensing exam upon completion.