Fall 2009
Non-Credit Schedule

"A Pathway to Lifelong Learning"

Center for Workforce Development
3698 E. Main, El Dorado, AR 71730
(870) 864-7192, ce@southark.edu
Fall into our classes

- Karate
- Piano
- Golf
- Dance Classes
- Knitting
- Candle Making
- Computer Classes
Classes will be cancelled if a minimum number of full-paying students have not registered three working days before the day of the first class. Early registration helps eliminate the disappointment of course cancellations. Full refunds are given for any classes that we cancel. The Office of Corporate and Community Education will refund your registration fee if you cancel up to one week before the class begins. If you cancel less than one week before the class, you will be charged the full amount for the class. Another person may attend in your place when a refund is not allowed. Some seminars, workshops, camps, etc. will have separate cancellation policies. Please inquire about these before registering. Senior citizens are required to pay full price for all non-credit courses unless otherwise indicated. This information is complete and accurate at the time of posting; however it is subject to change.

Register Early to ensure your spot
HUNTER EDUCATION

By Arkansas law, anyone born after Jan. 1, 1969 will be required to take Hunter Education and carry a certification card. The certification is mandatory in most western and mid-western states. Young hunters and adults who will be hunting out-of-state are urged to attend the class. You must attend all four classes. There is no fee for this course. Advance registration required.

To register, call (870) 864-7192.

Tuesdays & Thursdays, September 1, 3, 8, 10
Location: SouthArk Library Auditorium
Instructor: Hunter Safety Volunteers

BEGINNING SCRAPBOOKING AND RUBBER STAMPING

Start with the basics and work up to the latest trends in 2 of the hottest crafts around. Learn fun tips and easy techniques to make your memories’ works of art. We will be completing several projects as well as a “sampler” booklet. Please bring a picture of yourself (new or old!) to the first class. A complete list of materials needed will be provided at that time.

Tuesdays, September 15 - October 20
Location: Center for Workforce Development, Rm. 119
Instructor: Laurie Mast

CANDLE MAKING

Candle making is a really fun, creative hobby. Not only can you make beautiful candles of all shapes and sizes to keep for your home or to give away as gifts, but candles sell very well at craft fairs and even in small gift shops on consignment. Learning how to make candles can lead to a fulfilling hobby, or even a way to make some extra income. Have you ever wanted to learn how to make candles from start to finish? If so, this is the class for you. In this class you will learn how to make candles from items around the house out of old candles or from a fresh block of wax. The class will also teach you how to make candles out of different molds that can be bought or made from home. Students will be asked to bring their own supplies while wax and wicks will be provided.

Mondays, September 14 – October 5
Location: Center for Workforce Development, Rm. 119
Instructor: Teri Howard and Mandy Miller

Tuesdays and Thursdays, October 6 – 15
Location: Center for Workforce Development, Rm. 119
Instructor: Teri Howard

THE BASICS OF GOLF FOR A BEGINNER

In this class you will not feel intimidated. This course is a pre-requisite course for other beginner golf courses. You, along with other beginners, will learn the basic rules of golf, etiquette, and how to play the game in six classes. Make new friends and have fun learning the game of golf! Advanced registration required. Class is limited to 15. Registration deadline is September 11.

Mondays, September 14 - October 19
Location: Center for Workforce Development, Rm. 128
Instructor: Jim Davis
RED CROSS FIRST AID/CPR/AED COMMUNITY TRAINING............$49 per person
One of our most popular courses, it is great for community needs. This course combines lectures, demonstrations and video with hands-on training and practice. Participants in this course learn to recognize and respond to emergencies including shock, cardiac, and breathing emergencies for adults; children and infants, heat and cold emergencies; sudden illnesses; and poisonings. Additionally, participants will learn first aid for everything from cuts and scrapes to muscle, bone, and joint injuries.

Tuesday – Thursday, September 22 – 24
5:00 – 8:30 p.m.
Tuesday – Thursday, October 20 – 22
5:00 – 8:30 p.m.
Location: Center for Workforce Development, Rm. 141
Instructor: Steve Hyde

PIZZA & DEFENSIVE DRIVING.......................................................$45
SouthArk will be offering three defensive driving courses. This course is about developing safe driving habits and attitudes. Safe driving can save lives, injuries, lawsuits, and insurance costs. It’s about improving the way a driver sees and responds to what happens on the road. Attendees will learn to recognize situations that result in crashes and how to avoid and prevent traffic crashes and violations. Call your insurance company to see if this class can get you a reduction on your car insurance. To get a National Safety Council certificate, the student must have a driver’s license. This course may be taken by teens before they get a license, but they will not receive the certificate. Space is limited. Students will have pizza during the class.

Wednesday, September 30
12:00 – 4:00 p.m.
Thursday, October 8 or December 3
4:30 – 8:30 p.m.
Location: Center for Workforce Development, Rm. 128
Instructor: Steve Hyde

SMALL GROUP PIANO FOR BEGINNERS........................................$49 per person plus book
Learn the basics of music and good piano playing. Students learn to read 5-finger melodic patterns and play chords for singing. Have fun with others and learn music theory and ear training with our enthusiastic instructor. Classes will meet one hour per week on Mondays for five weeks. This is the perfect stepping stone into other piano courses offered at SouthArk and a good way for you to test your ability to learn the art of playing the piano. SouthArk has a piano lab with 8 pianos so enrollment is limited to 8 people.

Thursdays, October 1 – 29
6:30 - 7:30 p.m.
Location: Rm. 226 Ben Whitfield Classroom Building, West Campus
Instructor: Victoria Harden

BEGINNING CAKE DECORATING................................................. $58 plus supplies
This class is for beginning cake decorators. Participants will learn icing borders and flowers, writing, and other helpful hints. The latter sessions will cover designing of specialty cakes. The first class is an orientation session at which time supplies will be discussed. Students should bring a notebook and pencil. Limited to 15 students. Registration deadline is October 1.

Mondays, October 5 - November 2
6:00 -8:00 p.m.
Location: Center for Workforce Development, Rm. 121
Instructor: Bobbie McDaniel

SINGING FOR THE NON-SINGER.....................................................$49
Find out if you can sing while learning healthy ways to use your voice. This technical singing class is perfect for individuals with little or no singing experience. Learning to sing and harmonize within the safety of a group encourages team work, concentration, listening skills and musical awareness. Much more than just singing – you will learn to sing with your mind, body and soul. This class will be a confidential, non-threatening atmosphere for shy or reluctant performers. What is sung in the room stays in the room! Limited to 12.

Mondays, October 5 – 26
6:30 – 7:15 p.m.
Location: Administration Building, Rm. 206
Instructor: Victoria Harden
BEGINNER MOSAIC……………………………………………………………………………………………………$25 Plus Supplies
Come join in the fun and learn the art of mosaic. Both beginners and advanced students benefit from instruction covering various techniques as well as a wide range of materials, grouts and adhesives. Mosaic classes are kept small so that everyone receives individualized instruction. Explore the wide variety of mosaic materials in this class - ceramic tile, china, and found objects. There will be an introduction to adhesives and what sources to use for materials. Materials will need to be bought by student so you might want to head out to some thrift stores and get some colored plates you like. Work outside of classroom may be necessary. Supply list will be given on first day of class.

Thursdays, October 15 – November 12
Location: Center for Workforce Development, Rm. 119
6:30 – 7:30 p.m.
Instructor: Tim Pruitt

DUTCH OVEN COOKING……………………………………………………………………………………………………$10
A few years ago this wonderful way of outdoor cooking had almost died out, but thanks to a few devotees who keep it alive, it now flourishes. Why is it such a great way of cooking? Because you can make anything in a Dutch oven! Bake scrumptious roast meats, delightful vegetarian dishes, aromatic breads and sinful deserts. Dutch ovens are perfect for any type of outdoor activity. But you don't have to go on an outdoor trip to enjoy Dutch oven cooking. You can cook right in your own backyard. Instead of barbecuing, do it in a Dutch oven! Fire up the briquettes and start cooking away. Your guests will beg to be invited back! Class limited to 12 students.

Tuesdays, October 20 and 27
Location: Under Carport at Center for Workforce Development
5:30 – 7:30 p.m.
Instructor: Laura Rogers

THE GRIP, SWING, AND OTHER ESSENTIALS OF GOLF FOR THE BEGINNER…………………………$49
The Basics of Golf for the Beginner is a pre-requisite course for this Grip & Swing class. This class takes the student further into the basics of golf with more hands-on activities. Learn the correct techniques to lay a good foundation for becoming the best golfer you can be. Advanced registration required. Class is limited to 12. Class will not meet November 23 due to Thanksgiving holiday.

Mondays, October 26 – December 7
Location: Center for Workforce Development, Rm. 128
4:00 – 5:30 p.m.
Instructor: Jim Davis

BEGINNING KNITTING……………………………………………………………………………………………………$49
Have you ever wanted to learn to knit...or tried and were unsuccessful? This class is for beginners or for those who are still learning the basics. Start by learning to cast on, knit, purl and combination stitches. Come in and learn to knit. You will learn the basics of knitting while getting the knowledge that you need to do projects of your choice. Price of class includes supplies. Class will not meet November 23 due to the Thanksgiving holiday.

Mondays, November 2- 30
Location: Center for Workforce Development, Rm. 128
5:30 – 6:30 p.m.
Instructor: Jean Eckert

PROJECT WILD……………………………………………………………………………………………………………. Free
Project WILD is an interdisciplinary education program that helps educators in any subject area and age level bring the outdoors to their students. Free workshops matching state and national teaching frameworks offer valuable education and lesson plans about the natural world. This workshop is appropriate for classroom teachers as well as non-traditional educators such as home school parents, scout leaders, and 4-H leaders and others. Participants will receive terrestrial and aquatic activity guides and other teaching aids. This course is approved by ADE for six hours of professional development.

Mondays, November 9 & 16
Location: Center for Workforce Development, Rm. 103
5:30 – 8:30 p.m.
Instructor: Laura Rogers
KARATE & EXERCISE

Isshinryu Karate is based on self-defense and builds self-confidence, gets you in shape, and teaches you how to protect yourself in just about all situations. Reese Sullivan, a 4th degree black belt, has 20 years of teaching experience. His co-instructor, Philip Raborn, a 3rd degree black belt, has 10 years of teaching experience. Both Sullivan and Raborn are certified instructors through the Brotherhood of Isshinryu.

KARATE FOR KIDS.................................................................$40 per month plus uniform fee
Children must be 6 years old to enter the children’s program. A onetime fee of $25 for a uniform and white belt will be purchased during the first class. As the student moves up a level, there will be a $10 fee for a new colored belt. Space is limited. Once full, students will be placed on a waiting list for the next opening. A late fee of $10 is charged after the 1st of each month. Class will not meet November 26 due to the Thanksgiving holiday.
Tuesdays and Thursdays
Location: Center for Workforce Development, Rm. 138
Instructor: Reese Sullivan/Philip Raborn

KARATE FOR ADULTS.............................................................$40 per month plus uniform fee
A onetime fee of $25 for a uniform and white belt will be purchased during the first class. As the student moves up a level, there will be a $10 fee for a new colored belt. Space is limited. Once full, students will be placed on a waiting list for the next opening. A late fee of $10 is charged after the 1st of each month. Class will not meet November 26 due to the Thanksgiving holiday.
Tuesdays and Thursdays
Location: Center for Workforce Development, Rm. 138
Instructor: Reese Sullivan/Philip Raborn

EASY T'AI CHI.................................................................$19 per month
T'ai Chi is a time honored, designed sequence of movements that provides a light physical workout and limbering with a soothing meditational quality throughout. The instructor uses a ten movement short form to simplify learning. “Easy T’ai Chi” can be done standing or sitting in a chair and can deliver all the benefits of lengthier and more difficult forms. This class also includes some light bending and stretching and quiet meditational techniques.
Mondays, starting September 14
Location: Center for Workforce Development, Rm. 138
Instructor: Laury Hamburg

LUNCHTIME MEDITATION..................................................$19 per month
Have you been looking for something to fill your time during lunch besides T.V. or eating at another fast food restaurant? Dr. Laury Hamburg has the solution you have been looking for. During this monthly course you will learn and practice some meditation techniques that you will be able to do at home after the class has finished. You will learn such things as breathing techniques, mantra meditation, guided meditation, progressive relaxation, meditative walking patterns, and more.
Wednesdays, starting September 9
Location: Center for Workforce Development, Rm. 138
Instructor: Laury Hamburg
LINE DANCE SERIES

It is recommended that the series be taken in order, but it is not required. The skills required become more difficult past the Line Dance Series I class. People with no dance experience will find the Series II and III more difficult without having Series I first.

LINE DANCE SERIES I ...........................................................................................................................................$29
No partner is needed. Line Dancing is great exercise for the body and mind…plus its great fun! Line Dances to be learned in Series I are the Four Corners, Electric Slide, Cimarron Stroll, Mustang Sally, Arkansas Cowgirl Twist, Tush Push, Ooh Ahh, Lynda’s Stroll, and Cupid Shuffle.
Tuesdays & Thursdays, September 8 - 24
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Lynda Richardson

LINE DANCE SERIES II ...........................................................................................................................................$29
Line Dances to be learned in Series II are Crusin’, Ghost Train, Crossover, Rita’s Waltz, Got to be funky, Sidora Slide, and Cleveland Shuffle.
Tuesdays & Thursdays, September 29 – October 15
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Lynda Richardson

LINE DANCE SERIES III ...........................................................................................................................................$29
Line Dances to be learned in Series III include Carolyn’s Waltz, Ridin’, Swamp Thang, Lynda’s Night Club Two Step, Rumba Line Dance, Shake Rattle and Roll… and more as time allows.
Tuesdays & Thursdays, October 20 – November 5
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Lynda Richardson

GRAPEVINE LINE DANCE GROUP .............................................................$10 per month
After completing Line Dance Series I, II, and III, students are eligible to join the Grapevine Line Dance Group. This group dances from 6 to 6:30 p.m. on Tuesdays and Thursdays. Students currently enrolled in one of the line dance series classes may stay and watch or try to participate, but lessons are not given.
Tuesdays & Thursdays of every month
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Lynda Richardson
BEGINNING EAST COAST SWING……………………………………………………………………$39 per person
When you hear people talking about swing dancing to the music of Elvis Presley and Chuck Berry back in the 50’s, this is the dance they were doing. Also called “The Jitterbug”, East Coast Swing is the official “sock hop” swing dance for jump blues. This dance can also be done to country, big band, and top 40 hits. This dance is suitable from the ballroom to the bar for fun and great exercise! Discover the fun of “Swing” after only 8 hours of instruction!
Tuesdays, September 8 – 29 7:00-9:00
Location: 1940 WPA Gym, SouthArk West Campus  Instructor: Wayne Guinn

INTERMEDIATE COUNTRY TWO-STEP……………………………………………………………$39 per person
This class is for people who have gone through Beginner Two-Step and learned the basic steps for the Country Two-Step. Called the Country-Western Two Step and simply Two Step, this dance will let you fit in and dance just about anywhere country music is played. It was made popular by the movie “Urban Cowboy”…and done by the pros in a fast moving dance with many turns. You’ll learn enough in eight hours to feel comfortable on the dance floor. Singles and couples are welcome. Sign up early, this class will fill up quick!
Thursdays, September 10 – October 1 7:00-9:00
Location: 1940 WPA Gym, SouthArk West Campus  Instructor: Wayne Guinn

INTRODUCTION TO ZYDECO DANCING…………………………………………………………$12 per person
Zydeco dancing is becoming popular in South Arkansas due to our close location to Louisiana. In Louisiana, the Zydeco dancer attire is often jeans and cowboy boots. You won’t have to travel far from El Dorado to experience Zydeco dancing to the fullest... like Ruston, Monroe, or Shreveport. You’ll often see it at Cajun festivals. Zydeco as a dance style has its roots in a form of folk dance that corresponds to the heavily syncopated Zydeco music, originated in the beginning of the 20th century among the Creoles of Acadiana (Southwest Louisiana). It is a social partner dance where the follower usually mirrors the steps of the leader, but at times allows for self-expression and improvisation. Once the beginning steps are mastered, it is an easy and fun dance to do. Because there are not a lot of turns and elaborate moves in Zydeco, you’ll be able to master this dance in a short period of time. It’s an excellent dance to learn if you are a beginner dancer.
Wednesdays, September 23 & 30 5:30 – 6:30 p.m.
or
Wednesdays, December 2 & 9 5:30 – 6:30 p.m.
Location: Center for Workforce Development, Room 138  Instructor: Lynda Richardson

INTERMEDIATE EAST COAST SWING………………………………………………………...….$39 per person
This class is for people who know how to East Coast Swing, but want to learn some new moves and go to an advanced level. Wayne Guinn will be teaching this class. If you have already been through Wayne’s Beginning East Coast Swing class or if you’ve been doing East Coast Swing for a while, then this is the class for you. This dance is suitable from the ballroom to the bar for fun and great exercise! We anticipate a great number of people wanting this class, so don’t delay… Register today!
Tuesdays, October 6 – 27 7:00-9:00 p.m.
Location: 1940 WPA Gym, SouthArk West Campus  Instructor: Wayne Guinn

BEGINNER COUNTRY WALTZ………………………………………………………………………$39 per person
The Waltz might be the most popular dance of all time. The country waltz is a bit different from the ballroom waltz as it is done straight rather than taking a side step. The Waltz music has a distinctive one-two-three tempo (three beats to a measure of music). Although this dance looks very smooth, graceful, and romantic when watched, it provides a vigorous workout for the dancers. If you like songs like “Waltz Across Texas” and “Can I Have This Dance”, you need to sign up for this class taught by an excellent instructor.
Thursdays, October 8 - 29 7:00 – 9:00 p.m.
Location: 1940 WPA Gym, SouthArk West Campus  Instructor: Wayne Guinn
ADVANCED EAST COAST SWING.................................................................$39 per person
This class is for people who have taken Beginning East Coast Swing and Intermediate East Coast Swing. This will be for the more experienced dancer. Students will be expected to know the steps and be ready to hit the floor dancing! Wayne Guinn will be teaching this class. This dance can also be done to country, big band, and top 40 hits. Sign up early, this class will fill up quick!
Tuesdays, November 3 - 24 7:00-9:00 p.m.
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Wayne Guinn

INTERMEDIATE COUNTRY WALTZ..........................................................$39 per person
This class is for those who already know how to country waltz or who have completed the beginning country waltz class. In this class you’ll learn more moves to make you look like a pro on the dance floor. Step it up a notch! Class will not meet November 26 due to the Thanksgiving holiday.
Thursdays, November 5 – December 3 7:00 – 9:00 p.m.
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Wayne Guinn

RAPID RUMBA.................................................................$10 per person
Learn the basics of Rumba rapidly in this two hour class. You’ll learn enough to be able to hit the dance floor with confidence without investing a bunch of time. The Rumba was at the beginning of the Cuban and Latin American dance crazes. The Americanized Rumba was the basis for the Mambo and the Cha Cha. In the U.S. Rumba rhythms have found their way into Country Western, Blues, Rock & Roll and other popular forms of music. Come join the fun of this beginner class and get a taste of Rumba.
Tuesdays and Thursdays, December 8 - 17 6:45-7:45 p.m.
Location: 1940 WPA Gym, SouthArk West Campus
Instructor: Lynda Richardson

NOON SYMPOSIUMS

The college invites the local community to enjoy these noon-hour activities. Scheduled once a month in the Center for Workforce Development at 3698 E. Main Road, Rm. 121 symposiums feature a variety of guest speakers and diverse topics. The programs are informal, allowing those who are on a lunch hour to leave at any time. Light refreshments are served at 11:30 a.m. and the program begins at noon. *Noon Symposia are free and open to the public.* Please R.S.V.P by calling (870) 864-7192 or e-mail ce@southark.edu.

Wednesday, September 16: ISSUES IN HEALTHCARE
Brown bag- bring your own lunch. SouthArk will provide drinks and cookies.
Speaker: John Sutherlin

Wednesday, October 21: THE MANY BENEFITS OF HOSPICE CARE
Food provided by Life Touch Hospice.
Speaker: Life Touch Hospice Representative

Wednesday, November 18: MAGAZINE EDITOR RETURNS HOME
Brown bag- bring your own lunch. SouthArk will provide drinks and cookies.
Speaker: Laura Allen

Thursday, December 10: SOUNDS OF THE SEASON
Light Refreshments will be served.
Holiday season music led by Victoria Harden and SouthArk students
SPANISH FOR NURSING................................................................. $69 includes book and CDs
This program prepares non-Spanish-speaking nurses to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish language, this program provides trans-cultural training for nurses and future nurses. Emphasis is placed on enhancing quality of patient care. No prior knowledge of Spanish necessary. After eight hours of instruction you will be able to continue studying on your own using your book and tapes. Class limited to 12 students so register early.
Thursday, September 10 – October 1
Location: Center for Workforce Development, Rm. 121
Instructor: Jose Covas

COMMUNITY SPANISH.......................................................... $69 per person includes workbook & CDs
This is a non-academic and non-grammar based class designed for people who want an easy and quick way to learn limited amounts of everyday Spanish. It assumes no prior knowledge of Spanish. The workbook used is divided into three different components: Speaking in Spanish, Listening in Spanish, and Latino Culture. Most of your time will be spent in the Speaking in Spanish component. You will learn how to “say” practical, common phrases and questions in Spanish. You will receive a CD to help you practice more after class. You will also receive a CD which will teach you how to comprehend many basic and common expressions and phrases used in everyday Spanish. This is an excellent course to get you started learning Spanish. Class limited to 12 students so register early.
Thursday, October 8 - 29
Location: Center for Workforce Development, Rm. 121
Instructor: Jose Covas

SPANISH FOR BANK TELLERS.................................................. $69 includes book and audio tapes
In this class you will receive eight hours of instruction, a workbook, and two audio tapes. During the class you will learn how to use common words to communicate with your Spanish speaking customers. Your instructor will assess the class the first night to learn which words would be most valuable to learn and concentrate on those for the next classes. After eight hours of instruction you will be able to continue studying on your own using your book and tapes. Class limited to 10 students so register early. Class will not meet November 26 due to Thanksgiving holiday.
Thursday, November 5 – December 3
Location: Center for Workforce Development, Rm. 121
Instructor: Jose Covas

SIGN LANGUAGE I.............................................................................. $59
Having trouble communicating with hearing impaired family, friends, or clients? Have you always wanted to learn sign with your hands? Both of these sign language courses below offer family members, professional, and other interested individuals the opportunity to learn the basics of one of the most beautiful languages in the world! In these courses you will learn basic conversational sign, finger spelling, numbers, and grammatical essentials needed to successfully communicate with the deaf. Advanced registration is required.
Monday, September 14 – October 19
Location: Center for Workforce Development, Conference Rm. 103
Instructor: Sherrin Tucker

SIGN LANGUAGE II......................................................................... $59
Sign Language I or the equivalent is a prerequisite for this course. Advanced registration is required. Class will not meet November 26 due to Thanksgiving holiday.
Monday, October 26 – December 7
Location: Center for Workforce Development, Conference Rm. 103
Instructor: Sherrin Tucker
MICROSOFT OFFICE WORD 2007: LEVEL 1.....................................................$109 (Includes Text)
This course is intended for individuals who want to gain basic knowledge of working in Word. Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents. You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.
Wednesday, September 9
Location: Center for Workforce Development, Rm. 105
Instructor: Staff

BEGINNING ADOBE PHOTOSHOP...............................................................$109 (Includes Text)
Ever wondered why your photos look different than other photos? By using the techniques in this course, you will be able to enhance the color and contrast in your images. Crop them the way you want to see them, put a border around your image and copyright them. Save them small enough to send over the internet. You will also learn how to remove objects from the image or remove skin blemishes. Learn to use the most popular image editing software package on the market today, Adobe Photoshop. This class is geared towards photographers. This class covers basic tools and techniques. This is the primary tool used for Web graphics creation. By the end of class you should have a working knowledge of Photoshop's most important functions and the ability to edit, enhance, and get creative with digital images.
Mondays, September 14 – October 19
Location: SouthArk’s Computer Technology Building, Rm. 209
Instructor: Terry Beasley

MICROSOFT OFFICE WORD 2007: LEVEL 2.....................................................$109 (Includes Text)
In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.
Wednesday, September 23
Location: Center for Workforce Development, Rm. 105
Instructor: Staff

MICROSOFT EXCEL 2007: LEVEL 1...............................................................$109 (Includes Text)
You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data. You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer.
Wednesday, October 7
Location: Center for Workforce Development, Rm. 105
Instructor: Staff
MICROSOFT EXCEL 2007: LEVEL 2.................................................................$109 (Includes Text)
In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. Students should already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.
Wednesday, October 21
Location: Center for Workforce Development, Rm. 105
Instructor: Staff

INTERMEDIATE ADOBE PHOTOSHOP..............................................................$109 (Includes Text)
You familiarized yourself with the basic image editing tools of Adobe Photoshop. Now, you may want to enhance images and work with videos. Before taking this course, students should have taken the Adobe Photoshop: Level 1 course or have equivalent knowledge. In this course, you will work with the advanced tools and features available in Photoshop. This course focuses on creating special effects and composites of your images. It does not try to teach you every possible effect that can be created in Photoshop, but is designed to give you a solid foundation in how many effects are achieved, so that you can begin creating your own. This course is not designed for beginners. It is assumed that you can: scan images properly, select parts of an image by shape and color, correctly alter the contrast and brightness of an image, and that you are familiar with the color models and color correction techniques.
Mondays, October 26 – December 7
Location: SouthArk’s Computer Technology Building, Rm. 209
Instructor: Terry Beasley

MICROSOFT OFFICE ACCESS 2007: LEVEL 1..................................................$109 (Includes Text)
Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application. You will create and modify new databases and their various objects. This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.
Wednesday, November 4
Location: Center for Workforce Development, Rm. 105
Instructor: Staff

MICROSOFT OFFICE ACCESS 2007: LEVEL 2..................................................$109 (Includes Text)
You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications.
Wednesday, November 18
Location: Center for Workforce Development, Rm. 105
Instructor: Staff
MICROSOFT OFFICE POWERPOINT 2007 LEVEL I.................................................$109 (Includes Text)
In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.
Wednesday, December 2
Location: Center for Workforce Development, Rm. 105
8:30 a.m.-4:30 p.m.  Instructor: Staff

MICROSOFT OFFICE POWERPOINT 2007 LEVEL II.............................................$109 (Includes Text)
As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.
Wednesday, December 16
Location: Center for Workforce Development, Rm. 105
8:30 a.m.-4:30 p.m.  Instructor: Staff

Do you have any special skills or abilities you’d like to share?
Then contact us today for more information about becoming a Corporate & Community Education Instructor!
Call (870) 864-7192 or e-mail ce@southark.edu

Do You Have a Class Idea?
Please feel free to share them with us!
Call: (870) 864 – 7192 or
E-mail: ce@southark.edu
C-STOP (Contractor Safety Training Orientation Program) ....................................................... $50

The C-Stop program meets a significant portion of the OSHA mandated contractor requirements. This increases safety-training efficiency for the contract employee due to a reduction in redundant information being presented. However, the C-Stop program is not meant to relieve contract companies of all training responsibilities. There are elements of the standards that require the contractor to provide employer specific information regarding policy and procedures as well as some hands on training on specific equipment. All subjects are covered at the orientation level. Contractors are required to take this training to receive a C-STOP badge to enter the plants of Lion Oil, Chemtura, El Dorado Chemical, DuPont, Albemarle, Entegra, Clean Harbors and Tetra. These companies also accept similar contractor safety orientation programs such as Basic Orientation Plus recognized by the Association of Reciprocal Safety Council within the past 12 months. The site-specific training for some of these plants is also offered. Two day advance registration is required or a late registration fee is charged. Call 864-8453 or e-mail ce@southark.edu for more information and registration instructions. All classes meet in SouthArk’s Center for Workforce Development, 3698 East Main in El Dorado. Various instructors are used. Check-in and photos are taken starting at 8:30 a.m. and classes begin at 9:00 a.m.

This is a ONE DAY course offered on the following days:
September: 1, 3, 4, 8, 10, 14, 15, 17, 18, 21, 22, 24, 25, 28, 29
October: 1, 2, 5, 6, 8, 9, 12, 13, 15, 16, 19, 20, 22, 23, 26, 27, 29, 30
November: 2, 3, 5, 6, 9, 10, 12, 13, 16, 17, 19, 20, 23, 24, 30
December: 1, 3, 4, 7, 8, 10, 11, 14, 15, 17, 18, 21

*Registration deadlines for all Hazwoper/Hazwoper Combos classes below are at least two days before scheduled class.
Please call (870) 864-7192 to register.

8 HOUR HAZWOPER REFRESHER/ C-STOP COMBO............................................................... $50

This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites and allows contractor employees to earn their C-STOP badges for entrance into participating company gates. A 24-hour Hazwoper initial training is a required prerequisite for taking the 8 hour Hazwoper Refresher. If someone has gone two years without refresher training, they need to retake the initial Hazwoper course.

DATES:
Wednesday, September 16, 8:00 a.m. – 5:00 p.m.
Wednesday, October 14, 8:00 a.m. – 5:00 p.m.
Wednesday, December 2, 8:00 a.m. – 5:00 p.m.
Location: Center for Workforce Development, Rm. 141 or 128
Instructor: Staff

24 HOUR HAZWOPER .................................................................................................................. $235

This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measure to reduce or eliminate hazards at the work place.

DATES:
Monday – Wednesday, October 5 – 7, 8:00 a.m. – 5:00 p.m.
Location: Center for Workforce Development, Rm. 141 or 128
Instructor: Staff
24 Hour Hazwoper/ C-Stop Combo..........................................................$235
This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measure to reduce or eliminate hazards at the work place. This course also allows contractors to earn their C-STOP badges for entrance into participating company gates.
DATES: Monday - Wednesday, September 28 – 30, 8:00 a.m. – 5:00 p.m.
Monday - Wednesday, November 16 – 18, 8:00 a.m. – 5:00 p.m.
Location: Center for Workforce Development, Rm. 141 or 128  Instructor: Staff

40 HOUR HAZWOPER.............................................................................$396
This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations. This course covers topics included in 29 CFR. *Other classes offered on demand.
DATES:
Monday – Friday, October 26 – 30, 8:00 a.m. – 5:00 p.m.
Location: Center for Workforce Development, Rm. 141 or 128  Instructor: Staff

10 HOUR OSHA CONSTRUCTION OUTREACH ............................................$99
This course is designed for construction workers and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach course completion card within 4-6 weeks. This course can be offered at your site by request. Call 870-864-7193.
Tuesday, October 13
8:00 – 6:30 p.m.
Location: Center for Workforce Development, Rm. 141 or 128  Instructor: Staff

30 HOUR OSHA CONSTRUCTION OUTREACH............................................$297
The course is a comprehensive safety program specifically devised for safety directors, foremen, and field supervisor. The program provides complete information on OSHA compliance issues. OSHA recommends the 30 hr. outreach training course as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job. Participants will receive an OSHA 30-Hour Construction Outreach course completion card within 4-6 weeks. This course can be offered at your site by request. Call 870-864-7193
Monday – Friday, December 7 - 11
8:00 – 6:30 p.m.
Location: Center for Workforce Development, Rm. 141 or 128  Instructor: Staff

RED CROSS FIRST AID/CPR/AED WORKPLACE TRAINING..........................$49 per person
This course seeks to help participants identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first aid care. It teaches the knowledge and skills that individuals in the workplace need to know to give immediate care to an ill or injured person until more advanced medical care arrives. This class will be taught by a person with industry experience. It will include books along with completion certificates. This course is also available by contracts at business & industry sites.
Dates: Wednesday, September 23 8:00 a.m. – 7:00 p.m.
Wednesday, October 14 8:00 a.m. – 7:00 p.m.
Wednesday, November 18 8:00 a.m. – 7:00 p.m.
FIRST RESPONDER.................................................................................................................$349 per person
This course provides training in emergency medical care for individuals including law enforcement officers, firefighters, bus drivers, athletic trainers, school nurses, workers in industry and others who are most likely to be the initial responders to a sudden illness or injury. Learn what to do until the EMTs/Paramedics arrive. You will be certified through the American Heart Association at the Health Care Provider level. Class includes all materials and book. Upon successful completion of the course you will receive a CPR card from American Heart Association, certificate of course completion and laminated First Responder pocket card from SouthArk. Students who have a valid CPR card may participate in 32 hours of the course (First Responder without the CPR) by presenting their valid CPR card that will not expire during the course. The price for the 32-hour course is $299 per person. The instructors for the courses will be various EMTs and Paramedics. These classes are EWTP grant eligible to manufacturers and corporate headquarters located in El Dorado.

First Offering: Monday & Thursdays, September 14 – October 15 6:00 to 10:00 p.m.
Location: Center for Workforce Development, Room 115
Instructor: TBD

Second Offering: Monday & Thursdays, October 19 – November 19 6:00 to 10:00 p.m.
Location: Center for Workforce Development, Room 115
Instructor: TBD

Third Offering: Monday – Friday, December 7 – 11 8:00 a.m. to 5:00 p.m.
Location: Center for Workforce Development, Room 115
Instructor: TBD

PIZZA & DEFENSIVE DRIVING..................................................................................................$45
SouthArk will be offering three defensive driving courses. This course is about developing safe driving habits and attitudes. Safe driving can save lives, injuries, lawsuits, and insurance costs. It’s about improving the way a driver sees and responds to what happens on the road. Attendees will learn to recognize situations that result in crashes and how to avoid and prevent traffic crashes and violations. Call your insurance company to see if this class can get you a reduction on your car insurance. To get a National Safety Council certificate, the student must have a driver’s license. This course may be taken by teens before they get a license, but they will not receive the certificate. Space is limited. Students will have pizza during the class.

Wednesday, September 30 12:00 – 4:00 p.m.
Thursday, October 8 4:30 – 8:30 p.m.
Thursday, December 3 4:30 – 8:30 p.m.
Location: Center for Workforce Development, Rm. 128
Instructor: Steve Hyde

Customized Corporate Training
SouthArk offers customized programs and pre-employment training to help your business excel in today’s highly competitive economy! Training can be delivered at SouthArk or your business. Corporate headquarters and manufacturers located in El Dorado can benefit from EWTP grants where part of your training dollars will be reimbursed. We will write the grant for you and take care of all the paperwork making your training budget stretch further. Let us know your needs so we can help with training solutions. We are often able to find other companies with similar needs to help share training costs. Contact us for a free consultation. Call Lynda Richardson at 870-864-7193 or e-mail her at LRichardson@southark.edu.
FUNDAMENTALS OF MANUFACTURING CONTROL

$259 per person includes book

This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CPR), production activity control (PAC), and Just-in-Time (JIT). This course studies the execution of the production plan and master production schedule, reactions to capacity constraints, and maintenance of individual order control.

Mondays, September 14 – November 16
Location: Center for Workforce Development, Room 121
Instructor: Russ Comeaux

2:30 - 5:00 p.m.

TRAINING WITHIN INDUSTRY (TWI) Introductory Seminar

Free, but registration required

This two-hour introductory seminar gives you an overview of TWI which is straightforward and easy to implement. TWI is a dynamic program that uses a simple four-step “learn-by-doing” approach to teach supervisors and team leaders from all industries the essential skills that build and maintain positive employee relations, train workers to quickly remember how to perform jobs correctly, safely, and conscientiously. Implementing the TWI program results in: less scrap and rework, fewer accidents, and less tool and equipment damage. The following are encouraged to attend: Plant Managers, Presidents, Vice Presidents, Operations Managers, Lean Managers, and Human Resource Managers. TWI is a critical element of the acclaimed Toyota Production System, TPS, sustaining continuous improvement and maintaining momentum.

Date: Monday, September 21
Time: 10:00 – 12:00 p.m.
Location: SouthArk’s Center for Workforce Development, Room 121
Instructor: One of Arkansas Manufacturing Solutions Project Managers/TWI Institute certified

SMARTPHONE SOLUTIONS WORKSHOP

Free

Attendees will have the opportunity to learn about wireless technology and its benefits to mobile business. We will discuss general Smartphone capabilities such as categorizing calendar, syncing multiple contacts lists from different internet/computer sources, email accounts, video share, picture/video/instate/text messaging. In addition we will discuss how to make business more effective with mobile solutions using real-time industry specific examples. This subject matter will include a discussion of laptop connectivity, wireless enhancing products, and third-party software available for phones to enhance lawyer’s, doctor’s, field service worker’s, manager’s, and engineer’s productivity.

Monday, September 28
Wednesday September 30
Location: Center for Workforce Development, Room 103
Instructor: Joseph Milam

4:00 – 5:30 p.m.

4:00 – 5:30 p.m.

MIDWEST PARALEGAL STUDIES

$195 per course

Midwest Paralegal Studies in partnership with South Arkansas Community College is offering a 12-month Paralegal certificate of completion. For program details and questions, contact the instructor, Mr. Zoran Perovanovich via email, zoran1990@juno.com or visit the Website http://www.paralegalstudies.com

This professional non-credit program is recommended for those in the legal profession seeking advancement or for someone interested in a career change. It is open to anyone with a high school diploma/GED.

This course begins with a “FREE” orientation seminar at:  http://www.paralegalstudies.com/free_orientation.htm

$195 per course (Includes free study materials online) - May be taken in any order at the start of each class term


*You must email instructor before registration for advising and free orientation.
TRAINING WITHIN INDUSTRY (TWI) Full Program.............................................$495 per person*
If you attended the introductory seminar or have heard about TWI and just have to get more knowledge for yourself and employees, then this is the program for you. TWI can dramatically boost productivity and quality with the most successful training methods ever developed. TWI addresses five essential needs of supervisors, team leaders, union leaders, and anyone leading others: Knowledge of Work, Knowledge of Your Responsibilities, Skill in Instructing, Skill in Improving Methods, and Skill in Leading. TWI consists of standardized programs composed of five primary modules: (1) Job Relations (2) Job Instructions (3) Job Methods (4) Job Safety and (5) Program Development and uses a proven 4 step process (1) preparation (2) presentation (3) application and (4) testing. The TWI method complements Lean and all training by providing front-line personnel with the skills to establish a culture that embraces change, improves methods, and facilitates standard work.* Volume discount: $445 per person when registering 3 or more from one company.
Date: Monday – Friday, October 26 – 30
Location: SouthArk’s Center for Workforce Development, Room 121
Instructor: One of Arkansas Manufacturing Solutions Project Managers/TWI Institute certified

SUPERVISOR CLASSES
Please note: these are the two classes that must be taken as a foundation to other supervisory classes. The prerequisite classes are Essential Skills of Leadership and Essential Skills of Communication. After the two foundation courses, students can select future classes to take and the schedule will be catered to their time schedule. Each of the classes are 4 hours long and $99 per person which includes a workbook for each class. Future classes to choose from after the prerequisite classes are: Coaching Job Skills, Improving Work Habits; Resolving Conflicts; Supporting Change; Effective Discipline; Delegating; Communicating Up; Managing Complaints; Developing Performance Goals Standards; and Providing Performance Feedback. To have these classes offered at your site please contact Lynda Richardson at 870-864-7193 or lrichardson@southark.edu. These classes are EWTP grant eligible to manufacturers and corporate headquarters located in El Dorado.

Essential Skills of Leadership .............................................$99 per person (includes workbook)
In this class students will learn to: (1) see that communication is a two-way process; (2) construct clear, concise messages in the interest of the listener; (3) manage nonverbal behaviors to reinforce the intent of the messages; (4) listen actively to improve communication; (5) create a climate of open communication, which increases team members’ motivation and commitment.
Wednesday, September 16 or 30 8:00 a.m. – 12:00 p.m.
Wednesday, October 14 or 28 8:00 a.m. – 12:00 p.m.
Wednesday, November 4 or 18 8:00 a.m. – 12:00 p.m.
Wednesday, December 9 8:00 a.m. – 12:00 p.m.
Location: Center for Workforce Development, Room 128
Instructor: Robert Childers

Essential Skills of Communicating .................$99 per person (includes workbook)
In this class students will learn to: (1) understand what coaching is, why it is important, and how it supports individual and company goals; (2) prepare for a coaching session by using observation and analysis to build a plan for a successful dialog; (3) hold a coaching conversation that improves an individual’s performance and increases productivity; (4) use coaching as a way to build a valuable sense of teamwork between the team leader and team member through communication, shared goals, and collaboration.
Wednesday, September 16 or 30 1:00 – 5:00 p.m.
Wednesday, October 14 or 28 1:00 – 5:00 p.m.
Wednesday, November 4 or 18 1:00 – 5:00 p.m.
Wednesday, December 9 1:00 – 5:00 p.m.
Location: Center for Workforce Development, Room 128
Instructor: Robert Childers
Mail-In: Complete a non-credit registration form and mail form and payment at least one week prior to the start of class to: SouthArk, Attn: Corporate and Community Education, P.O. Box 7010, El Dorado, AR 71731. Do not send cash through the mail.

Phone-In: If paying with a credit or debit card – 1*800*955*2289 ext. 163, ask for the bookstore. You can also call locally call (870) 864-7163

Walk-In: You may register between 9a.m. and 4 p.m. in the Bookstore on the West Campus located in the Whitefield Classroom Building at 300 South West Avenue or in the Suite 146 of the Center for Workforce Development on East Campus. Please have correct change or check. It will save time, if you have the non-credit registration form already filled out.

Fax-In: Complete a non-credit registration form and fax it to 870*864*8495 and mail form and payment to: SouthArk, Attn: Corporate and Community Education, P.O. Box 7010, El Dorado, AR 71731.

E-mail: Complete a non-credit registration form, found at www.southark.edu under “Community Classes” and e-mail it to ce@southark.edu. Mail payment to: SouthArk, Attn: Corporate and Community Education, P.O. Box 7010, El Dorado, AR 71730

Cancellation Policy

When we cancel: Classes will be cancelled if a minimum number of full-paying students have not registered by the registration deadline. Early registration helps eliminate the disappointment of course cancellations. Full refunds are given for any classes that we cancel.

When you cancel: The Office of Corporate and Community Education will refund your registration fee if you cancel up to one week before the class begins. If you cancel less than one week before the class, you will be charged the full amount for the class. Another person may attend in your place when a refund is not allowed. Some seminars, workshops, camps, etc. will have separate cancellation policies. Please inquire about these before registering.

Senior Discount Policy: Senior citizens are required to pay full price for all non-credit courses unless otherwise indicated.

Note: This information is complete and accurate at the time of posting; however it is subject to change.

We try very hard to be certain the dates, times, etc. are correct. The schedule, at the time of publication, is what we plan to offer. The college, however; reserves the right to alter, change or cancel classes or events at its discretion. Please register at least three working days before the day of the first class unless otherwise stated.
Non-Credit Classes
Registration Form

☐ Community Education  ☐ Corporate Education

Student must complete all information in Section A.

Name: _______________________________ Last 6 digits of Social Security No. __________
Phone: (H) _______________ (W) _______________ Cell: _______________ Email: _______________
Mailing Address: _______________________________ City: _______________________________ State: ______ Zip: ______
Course Title: _______________________________ Fee: ______ Quantity: ______ Total Fee: ______

Section B

Make checks payable to:
South Arkansas Community College
P.O. Box 7010, El Dorado, AR 71731-7010

Method of Payment: ☐ Cash ☐ Check ☐ Money Order ☐ Purchase Order #
☐ VISA # ☐ Exp. Date ☐ MasterCard # ☐ Exp. Date

Signature: _______________________________ Date: _______________________________

FOR OFFICE USE ONLY: Receipt #__________ Date Received:_____________ By: _______________
☐ Mail ☐ Fax ☐ In Person ☐ By Phone

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Note: This information is complete and accurate at the time of posting; however it is subject to change.

__________________________   ______________________________
Signature                                   Date

We try very hard to be certain the dates, times, etc. are correct. The schedule, at the time of publication, is what we plan to offer. The college, however; reserves the right to alter, change or cancel classes or events at its discretion.

Please register at least three working days before the day of the first class unless otherwise stated.
1. **Have you ever taken a non-credit course with us before?** *(Check only one)*
   - Yes
   - No

2. **What types of Non-Credit Continuing Education classes would you like to see SouthArk offer?** *(Check all that apply & list a specific class)*
   - Art
   - Computer
   - Cooking
   - Crafts
   - Dance
   - Exercise
   - Floral
   - Language
   - Youth
   - Other

3. **Who would you recommend teach these classes?** *(Please list name and contact information.)*

4. **When would you prefer Non-Credit classes be offered?** *(Check any that apply)*
   - Spring
   - Summer
   - Fall
   - Winter

5. **Which day/night of the week would you prefer the class be offered?** *(Check any that apply)*
   - Monday
   - Tuesday
   - Wednesday
   - Thursday
   - Friday
   - Saturday
   - Day
   - Night

6. **Which course length per day do you prefer?** *(Check any that apply)*
   - One hour
   - Two hours
   - Three hours

7. **Would you be interested in attending a Noon Symposium once a month where various topics are discussed?** *(Check only one)*
   - Yes
   - No

8. **If you answered yes to the above question, what topics would you like to see featured?**

9. **Where have you seen our classes advertised?** *(Check all that apply)*
   - El Dorado News-Times
   - Employer
   - Flyer
   - Friend
   - Our Catalog
   - Radio, List station
   - Received E-mails
   - The Leader
   - Other

10. **Do you have internet access?** *(Check only one)*
    - Yes
    - No

11. **What is your age?** *(Check only one)*
    - Below 18
    - 18-29
    - 30-39
    - 40-49
    - 50-59
    - 60 +

12. **Would you be interested in teaching a Non-Credit course?** *(Check only one)*
    - Yes
    - No

13. **If yes, please provide your name and contact information.**
    - Full Name: ____________________________ Best time to reach you: ____________________________
    - Street Address: ____________________________ City, State, Zip: ____________________________
    - Evening Phone: ____________________________ Active E-mail: ____________________________

14. **Would you like to be added to our mail or e-mail database to receive information about our classes and events?** *(Check only one)*
    - Yes *(If yes, please provide your information above.)*
    - No
    - I have already been added.