#NEVERQUITLEARNING
@SOUTHARKCOMMED

# NEVER QUIT LEARNING
has officially been adopted by the SouthArk Division of Continuing Education for the year of 2014. It initially serves as a common theme; an idea that each and every one of us are working to promote. However, #NeverQuitLearning is so much more than that. It is a reminder to all of us that we get one chance to be and do all that we can. What better way to spend that one chance than taking advantage of opportunities to further our own knowledge and perhaps, somewhere along the way, helping others further theirs? So we, advocates of continued education at South Arkansas Community College, challenge you to be the best you that you can be. If you want to learn a new hobby- do it. If you want to earn that GED you never had the opportunity to earn - do it. If you want to return to school for that degree you’ve always wanted- do it. If you want to switch career fields to feel more fulfilled - do it. Do what it is that makes you happy but, please, whatever you do # NEVER QUIT LEARNING
THE SOUTHARK CENTER FOR WORKFORCE DEVELOPMENT AT SOUTH ARKANSAS COMMUNITY COLLEGE IS HOUSED ON SOUTHARK’S EAST CAMPUS. COMMUNITY EDUCATION CLASSES, SEMINARS, WORKSHOPS, AND CAMPS OFFER A VARIETY OF OPPORTUNITIES FOR CULTURAL, EDUCATIONAL, AND LIFE-ENRICHING ACTIVITIES FOR ALL AGES. CLASSES ARE ORGANIZED ON DEMAND AND SUGGESTIONS ARE ALWAYS WELCOME. NEW SCHEDULES ARE RELEASED THREE TIMES PER YEAR. REGULAR UPDATES ARE RELEASED TO THE DIVISION’S E-MAIL DATABASE. TO BE ADDED TO THE DATABASE, SEND A REQUEST TO CE@SOUTHARK.EDU.

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KEYBOARDING - 8 training hours  
Class meets on Mondays, September 29-October 20  
5:30-7:30 p.m.  
SouthArk Center for Workforce Development, 105  
Instructor: Pam Jones  
Fee: $49/student  

During this class, students will learn how to type correctly and efficiently using the touch method. Students will also be able to improve speed and proficiency. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

PLUS 50 SOCIAL MEDIA BOOT CAMP  
Class meets on Tuesday, September 30  
6:00-8:00 p.m.  
SouthArk Center for Workforce Development, 105  
Instructor: Catherine Harrell  
Fee: $15/student | $10/student if over 50  

Receive an introduction to the most popular social media platforms like Facebook, Twitter, and Pinterest. While this is a beginner level course, students should have basic computer knowledge. Students should have an e-mail account prior to attending this course. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

INTERMEDIATE COMPUTERS - 4 training hours  
Class meets on Mondays, October 6 and 13  
5:30-7:30 p.m.  
SouthArk Center for Workforce Development, 110  
Instructor: Bobbie Gorman  
Fee: $35  

Do you have basic computer skills but would like to take them a step further? This class is for students who have a decent understanding of computer operations, but would like to discover more of what computers have to offer. Pre-requisite: Basic Computer or equivalent experience. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

MICROSOFT EXCEL FOR BEGINNERS - 4 training hours  
Class meets on Mondays, October 20 and 27  
6:00-8:00 p.m.  
SouthArk Center for Workforce Development, 105  
Instructor: Catherine Harrell  
Fee: $35  

Students will learn the basic operations of Microsoft Excel. While this is a beginner-level class, basic computer knowledge is recommended. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

MICROSOFT WORD FOR BEGINNERS - 4 training hrs  
Class meets on Mondays, November 10 and 17  
6:00-8:00 p.m.  
SouthArk Center for Workforce Development, 105  
Instructor: Catherine Harrell  
Fee: $35  

During this class, students will learn the basic operations of Microsoft Word. While this is a beginner-level class, basic computer knowledge is recommended. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.
PLUS 50 E-MAIL USAGE AND ORGANIZATION
4 training hours
Class meets on Tuesdays, November 11 and 18
6:00-8:00 p.m.
SouthArk Center for Workforce Development, 110
Instructor: Bobbie Gorman
Fee: $35/student | $10/student if over 50

This course is appropriate for anyone that wishes to become more comfortable using e-mail. We will start with the basics, then move on to organizing your account in a way that works best for you. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required.
Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

PLUS 50 GOOGLE DOCS - 4 training hours
Class meets Tuesdays and Thursdays, Dec. 16 and 18
6:00-8:00 p.m.
SouthArk Center for Workforce Development, 110
Instructor: Catherine Harrell
Fee: $35/student | $15 if over 50

Google Docs is a free, web-based, office suite that allows users to create and edit documents. During this course, students will create an account then learn how to navigate Google Documents, Google Spreadsheets, Google Forms, Google Presentations, and Google Sharing. While this is a beginner-level course, basic computer knowledge is necessary. Students are invited to bring their personal laptops, if preferred. Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

EFFECTIVELY USING THE INTERNET - 4 training hours
Class meets on Tuesdays and Thursdays, October 7 & 9
6:00-8:00 p.m.
SouthArk Center for Workforce Development, 105
Instructor: Catherine Harrell
Fee: $35/student

Space is limited and pre-registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.
SILK FLOWER ARRANGING
Monday, September 29 from 6:00-8:00 p.m.
All About Flowers
Instructor: Rexayn Tribble, Owner of All About Flowers
Fee: $45/student

Learn the art of silk flower arranging during this one night course at All About Flowers. Supplies will be provided. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

ACING THE JOB SEARCH
Class will meet September 29, 30, and October 2
10:00 a.m.-12:00 p.m.
SouthArk Center for Workforce Development
Instructor: Alexandra Bell
Fee: FREE

Finding a job is one of the most grueling and difficult processes that often leaves us feeling down and discouraged. This course, led by Alexandra Bell, a staffing consultant with over 25 years experience, is designed to help job seekers feel more in control of the process. It will teach individuals to view finding a job as a project that needs a strategy. This class will cover how to create an impressive resume, how to ace the job interview, and how to maximize salary. While this course is free and open to the public, pre-registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu. This course is part of the Plus 50 Encore Completion Program.

About the instructor:
Alexandra Bell has over 25 years experience in all facets of hiring. During that time, she has interviewed over 20,000 individuals and worked with some of the major employers both in the US and overseas. The feedback she has received from those employers about candidates and their interviews provides valuable insight into what they are looking for and what make them decide who they hire. She has managed the Advantage Staffing office in El Dorado for the last 15 years.

TREE TOPPING & BOW MAKING
Monday, November 3 from 6:00-8:00 p.m.
All About Flowers
Instructor: Rexayn Tribble, Owner of All About Flowers
Fee: $45/student

Create beautiful, one of a kind tree toppers and bows during this one night course at All About Flowers. Supplies will be provided. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

SPANISH FOR FIRST RESPONDERS
Mondays, October 6-27 from 5:30-7:30 p.m.
SouthArk Center for Workforce Development
Instructor: Osman Latino
Fee: $89/student, materials included

All supplies are provided for this course. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

CONVERSATIONAL SPANISH
Tuesdays, November 4-25 from 6:00-8:00 p.m.
5:30-7:30 p.m.
SouthArk Center for Workforce Development
Instructor: Osman Latino
Fee: $89.00/student, materials included

All supplies are provided for this course. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

PLUS 50 TAI CHI
Thursdays, Oct. 23-Nov. 20 from 12:30-1:30 p.m.
SouthArk Center for Workforce Development
Instructor: Dr. Laury Hamburg
Fee: $29/student | $10/student if over 50

Tai Chi is an ancient Chinese tradition that was originally developed for self-defense but is now most commonly used as a low impact stress reliever. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.
FALL 2014 SYMPOSIA SERIES

TAI CHI AS A STRESS RELIEVER
Presenter: Dr. Laury Hamburg
Tuesday, September 23
12:15-1:00 p.m.
SouthArk Center for Workforce Development

THE BASICS OF SHAKESPEARE
Presenter: Dr. Laury Hamburg
Thursday, October 30
12:15-1:00 p.m.
SouthArk Center for Workforce Development

SUGAR BLUES: HOW SUGAR IS AFFECTING YOUR HEALTH AND HAPPINESS
Presenter: Alexa Inman, certified Health Coach
Tuesday, September 23
12:15-1:00 p.m.
SouthArk Center for Workforce Development

ACT PREP

Open to all area students, Sophomore level and above. Students will receive focused preparation in the areas of English and Math on days 1-3, Reading Comprehension and Science Reasoning on day 4, and a practice test will be administered on day 5. The final day will consist of scoring, then small group and individual tutoring sessions. Classes will meet in the SouthArk Center for Workforce Development located at 3698 E. Main Rd.

Space is limited to 25 participants. Advance registration is required. Register in the SouthArk Bookstore located in the El Dorado Conference Center or over the phone at 870-864-7163.
For more information, call 870-864-8456 or e-mail ce@southark.edu.
PLUS 50 BASIC MATH REFRESHER
Mondays and Thursdays, October 6-16
6:00-8:00 p.m.
SouthArk Center for Workforce Development
Instructor: Melissa Kyle
Fee: $35.00/student  |  $25 if over 50

Getting ready to go to college? Need to brush up on your math skills? This course will be a general math refresher course, with a focus on real-life applications. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

PLUS 50 BASIC MATH REFRESHER: FRACTIONS
Mondays and Thursdays, November 3-13
6:00-8:00 p.m.
SouthArk Center for Workforce Development
Instructor: Melissa Kyle
Fee: $35.00/student  |  $25 if over 50

Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

INTRODUCTION TO WATERCOLOR
Mondays, October 6-27 from 6:00-8:00 p.m.
SouthArk Center for Workforce Development
Instructor: Jennifer White
Fee: $59.00/student + supplies

Learn the basics of creating a beautiful watercolor painting during this 8-hour course led by Jennifer White. Supplies will be needed for this course and a list will be provided to each student upon registration. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

SILK FLOWER ARRANGING
Monday, September 29 from 6:00-7:00 p.m.
All About Flowers
Instructor: Rexayn Tribble, Owner of All About Flowers
Fee: $45/student

Learn the art of silk flower arranging during this one night course at All About Flowers. Supplies will be provided. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

SPANISH FOR FIRST RESPONDERS
Mondays, October 6-27 from 5:30-7:30 p.m.
SouthArk Center for Workforce Development
Instructor: Osman Latino
Fee: $89/student, materials included

All supplies are provided for this course. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

CONVERSATIONAL SPANISH
Tuesdays, November 4-25 from 6:00-8:00 p.m.
5:30-7:30 p.m.
SouthArk Center for Workforce Development
Instructor: Osman Latino
Fee: $89.00/student, materials included

All supplies are provided for this course. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

JOIN OUR MAILING LIST!
Shoot us an e-mail to let us know you’d like to receive updates! E-mail ce@southark.edu with the subject line “Keep me updated!” and we will add you to our database!
LADIES NIGHT OUT
First Tuesdays of each month
at the SouthArk Center for Workforce Development

Take a night for yourself, ladies! Mark your schedules for the first Tuesday of the month and enjoy a fun, Pinterest-type craft! All supplies will be provided - just bring yourself!

TUESDAY, OCTOBER 7 FROM 6:00-7:30
Painted Monogrammed Pumpkins
$25 each

TUESDAY, NOVEMBER 4 FROM 6:00-7:30
Family Birthday Chart (wooden)
$25 each

TUESDAY, DECEMBER 2 FROM 6:00-7:30
Burlap Crafts
$25 each

CURSIVE WRITING
Saturdays, November 1-15
10:00 A.M.-12:00 p.m.
SouthArk Center for Workforce Development
Instructor: Catherine Harrell
Fee: $59/student

Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

MOMMY & ME: THANKSGIVING TREATS
Saturday, November 8 from 10:00 a.m.-12:00 p.m.
SouthArk Center for Workforce Development
Instructor: TBD
Fee: $15/paid, $5 each additional

Create fun, festive Thanksgiving treats to share with friends! Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

PUBLIC SPEAKING
Mondays, November 3-24 from 6:00-8:00 p.m.
SouthArk Center for Workforce Development
Instructor: Jennifer White
Fee: $45/student

During this public speaking course, students will learn how to confidently speak in front of crowds by creating and delivering presentations. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

BEGINNING CROCHET
Mondays, November 17 and 24 from 6:00-8:00 p.m.
SouthArk Center for Workforce Development
Instructor: Jill Pickett
Fee: $29/student + supplies

Students will learn the basics of crochet while working on a beginner-level project. Supplies will be needed and a supply list will be given to each student upon registration. Pre-Registration is required. Register by calling 870-864-7163. For more information, call 870-864-7192 or e-mail ce@southark.edu.

Nature Nights are free, monthly, family-oriented programs offered in partnership with the Arkansas Game and Fish Commission.

DELECTABLE DESSERTS
Thursday, September 18 from 6:00-7:30
Learn how to make great-tasting desserts using coals and a dutch oven. Prepare to enjoy!

LET’S GET BATTY!
Thursday, October 9 from 6:00-7:30 p.m.
We’ll discover details about bats and talk about other nocturnal animals that wander around while we’re sleeping. Make a bat magnet to put on your refrigerator.

TURKEY DRESSING
Thursday, November 13 from 6:00-7:30 p.m.
You won’t forget the parts of a wild turkey after this one. You’ll also make a turkey call to impress your friends.

BEST NEST AND BOUNCY BIRDFEEDER
Thursday, December 11 from 6:00-7:30 p.m.
Give your feathered friends a hand with their nests and help them find a tasty snack during winter.

All sessions are free and open to the public but registration is required. Register by calling 870-864-8456 or e-mailing ce@southark.edu

All sessions will be held at the SouthArk Center for Workforce Development, 3698 E. Main Rd.
Any business can provide basic customer service, but not every business owner wants or has the knowledge to get to the next level—exceeding your customers’ expectations. In this program you will learn what it takes for employees to work as a team to deliver service that will keep your customers coming back again and again.

Pre-registration is required. Call 870-864-8456 or e-mail ce@southark.edu.

Trade show marketing is often overlooked as an effective tool for reaching target customers. This seminar will take small business owners through the steps for creating an effective trade show look, as well as how to effectively market your business so you stand out among the other exhibitors. Trade shows are the perfect place to make face-to-face contact with potential customers and begin the process of building relationships—the key to an effective marketing plan.

Pre-registration is required. Call 870-864-8456 or e-mail ce@southark.edu.

Are you interested in finding a grant or loan for your business? Are you having trouble finding out the truth about grant opportunities for small businesses? This seminar is designed to help you separate fact from fiction when it comes to grants and loans. The seminar will cover specific grant, loan, and other financing opportunities for both start-up and existing business owners.

Pre-registration is required. Call 870-864-8456 or e-mail ce@southark.edu.
PERSONAL FINANCE
Online - www.ed2go.com
Fee: $79.00

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make.

You’ll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You’ll develop a retirement savings plan, and you’ll be better prepared to make large purchases and plan for taxes. You’ll learn the essentials of household bookkeeping, record-keeping requirements, and much, much more.

A TO Z GRANT WRITING
Online - www.ed2go.com
Fee: $79.00

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

INTRODUCTION TO DIGITAL SCRAPBOOKING
Online - www.ed2go.com
Fee: $79.00

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.

Starting with simple projects, you’ll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements 11 lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs.

SECRETS OF BETTER PHOTOGRAPHY
Online - www.ed2go.com
Fee: $79.00

Secrets of Better Photography is a hands-on course for beginning and emerging photographers, as well as those transitioning from traditional to digital photography. You’ll learn how to take better pictures by understanding how different types of cameras work, including SLRs, and getting to know each of the features your camera offers.

SIX WEEK COURSES STARTING AT $79/EA
INTERACTIVE LEARNING ENVIRONMENT WITH SESSIONS STARTING MONTHLY!
NAME: ___________________________________________ LAST 6 DIGITS OF SOCIAL SECURITY NO. ___________________

PHONE: (H) ______________ (W) ______________ CELL: ______________ E-MAIL: ____________________________

MAILING ADDRESS: ____________________________________________ CITY: ______________ STATE: ______________ ZIP: ___________

SECTION B

COURSE TITLE: ___________________________ FEE: ______________ QUANTITY: _________ TOTAL FEE: ______________

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________________________________________________________________________

________________________________________________________________________

TOTAL FEES DUE: ____________________

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

MAIL-IN
COMPLETE THIS FORM AND MAIL IT, WITH 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 BY DEBIT OR CREDIT, PAYMENT CAN BE MADE OVER THE PHONE AT 870-864-7163.

WALK-IN
REGISTRATIONS CAN BE MADE IN PERSON AT THE SOUTHARK BOOKSTORE LOCATED IN THE EL DORADO CONFERENCE CENTER. REGISTRATIONS MAY ALSO BE MADE IN THE SOUTHARK CENTER FOR WORKFORCE DEVELOPMENT IF PAYING BY CHECK OR EXACT CASH.

FAX-IN
COMPLETE THIS FORM AND FAX IT TO 870-864-8495. MAIL CHECK TO: SOUTHARK, ATTN: CORPORATE AND COMMUNITY EDUCATION, P.O. BOX 7010, EL DORADO, AR 71731.

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 five business days before the class begins. If you cancel less than five business days 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.