

# Non-Credit Programs

## Adult Education

The Adult Education Department offers a variety of classes for individuals working to improve their skills and knowledge to a level equivalent to high school. All classes and testing provided by the Adult Education Department are free to the public. Adult Education classes are offered throughout the year with open entry/open exit enrollment.

### Below is a listing of classes and testing offered:

- GED Preparation in Language Arts; Writing; Language Arts; Reading; Social Studies; Science; and Math for adults who have not finished high school.
- GED (General Educational Development) Testing once a week.
- Classes in reading, writing, and math for individuals with a high school diploma but who lack these necessary skills for job advancement or for enrollment in college.
- English as a Second Language (ESL) for non-English speaking adults.
- Customized basic skills training for business and industry.

Classes are offered during day and evening hours. Students choose the hours that are most convenient to their family and work schedules. The majority of classes are offered on campus; however, satellite classes are periodically offered in rural locations within Independence County.

## Center for Workforce and Community Education

The Center for Workforce and Community Education provides non-credit educational opportunities for residents of the College's service area. More information about services provided can be found on-line at [www.uaccb.edu](http://www.uaccb.edu).

Program areas include:

- **Contract Training:** Classes arranged with industry and business to meet specific training needs. Classes taught include, but are not limited to: Microsoft Office 2007 and XP training, Digital Controls, Semi-Conductor, Blueprint Reading, Industry Specific Conversational Spanish and Supervision and Management.
- **Professional Development Classes:** Non-credit classes offered for the purpose of developing or improving professional skills. Sample courses include: computer courses and Microsoft Office User Specialist Certification testing; EMT, Paramedic Refreshers and Small Business Seminars.
- **Personal Enrichment Classes:** Non-credit classes taught to enhance skills in language, art, leisure and recreation. Classes offered include Yoga, Conversational Spanish, Sign Language, Ballroom Dancing, Acrylic Painting and Antique Collectors' Workshops.
- **On-line Classes:** Non-credit classes offered through Education to Go. These courses can be reached through the Center for Workforce and Community Education's web site at [www.uaccb.edu](http://www.uaccb.edu).
- **Community Service Classes:** Free or nominal cost classes for the benefit of the UACCB community. The classes include Child Care Orientation, Hunter Education and Customer Service Workshops.
- **Kids' College:** A four-week summer enrichment program for children entering grades 1 through 10.

For further information and a course catalog, call CWCE at 870-612-2080 or e-mail: Kathleen McNamee, CWCE Director, at [kmcnamee@uaccb.edu](mailto:kmcnamee@uaccb.edu); Renee Jeffery, Community Education Coordinator, at [rjeffery@uaccb.edu](mailto:rjeffery@uaccb.edu); or Luanne Barber, Secretary at [lbarber@uaccb.edu](mailto:lbarber@uaccb.edu).

**CWCE Discount Policy for Non-Credit Classes:** A 25 percent discount shall be given to all senior citizens, those 60 and above on non-credit courses originating from UACCB.