

# UACCB

COMMUNITY EDUCATION



Workforce Training • Personal Enrichment • Continuing Education

**Lifelong Learning**  
**Fall 2017**

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## COMPUTER TECHNOLOGY

### **Microsoft Word Level 1**

**Aug. 29, 8:30 a.m.-3:30 p.m. \$69**

In this introductory course, you will learn the basics of document preparation including character formatting, paragraph formatting and document formatting. Learn to work with graphics, styles, themes and document designs. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.



*Rhonda Byrd, instructor*

### **Microsoft Excel Level 1**

**Sept. 14, 8:30 a.m.-3:30 p.m. \$69**

Rhonda Williams Byrd of Nightwing Consulting has extensive experience teaching computer applications. In Excel Level 1, participants will learn the basics of Excel. The course covers entering and formatting numbers and text, ranges, copying and moving data, basic formulas, data entry short-cuts like filling in a range, auto sum, auto complete and auto fill, relative and absolute cell references, searching help, formatting and printing. Rhonda Williams Byrd, instructor. UACCB Main Campus Bldg, 222.

### **Microsoft Word Level 2**

**Sept. 21, 8:30 a.m.-3:30 p.m. \$69**

In Word Level 2, participants will learn how to work with auto format, edit tables, use templates, use newsletter-style columns, apply borders and shading, insert graphics including SmartArt graphics, use Word HTML features, mail merge and more. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.

# COMPUTER TECHNOLOGY

## **Microsoft Excel Level 2**

**Oct. 5, 8:30 a.m.-3:30 p.m. \$69**

Excel Level 2 covers large workbooks with multiple worksheets, 3D formulas, more advanced formulas for financial, logical and date questions, Excel as a datasheet (database table), including sorting and filtering, charts, comments and hyperlinks. Rhonda Williams Byrd, instructor. UACCB Main Campus Bldg, 222.

## **Microsoft Excel Level 3**

**Oct. 26, 8:30 a.m.-3:30 p.m. \$69**

Excel Level 3 covers how to use Excel for a variety of problem-solving tasks. Included are how to use Excel as a database, utilizing conditional formatting, data validation, the Data Table, outlining and subtotaling, Paste Special with calculations, consolidating, programmatic formulas including VLOOKUP, HLOOKUP, ISERROR and nested IF statements with AND and OR, and Pivot Tables and Scenarios. Rhonda Williams Byrd, instructor. UACCB Main Campus Bldg, 222.

## **Microsoft PowerPoint**

**Nov. 2, 8:30 a.m.-3:30 p.m. \$69**



This course covers all PowerPoint has to offer for creating, designing, delivering and creating handouts for presentations. Students will learn slide layout and design; inserting content on slides; normal, slide sorter

and slideshow views; slide transition; content animation; inserting tables, charts and creating photo albums; using sound and recordings; preparing for a wide audience using presentation CD and video; and printing handouts. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.

## **Microsoft Access Fundamentals**

**Nov. 16, 8:30 a.m.-3:30 p.m. \$69**

Learn the basics of Access from a user perspective and how it can be used as an additional tool to Excel. This course covers the fundamentals of data management and database design. You will also explore basic querying – asking questions of the data; basic form design; basic report design; and printing. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.

## COMPUTER TECHNOLOGY

### **Microsoft Excel Formulas**

**Nov. 30, 8:30 a.m.-12 p.m. \$69**

Have you wondered how to put strings of text together or take strings of text apart; how to change the case of text; how to round numbers; how to show formulas in cells; how to tell how many cells in a range containing numbers, text or are blank; or how to begin a number with a zero? If you have ever wondered these things or have wanted to learn more about Excel formulas, this is the class for you. This half-day class is devoted to learning more about the formulas that are built in to Excel and how to use them to make your data more efficient. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.

### **Windows Tips and Tricks**

**Dec. 14, 8:30 a.m.-12 p.m. \$69**

How can I find a file if I don't remember where I saved it? How can I save multiple email attachments? Is there an easy way to navigate large documents or spreadsheets? How can I show my IT department the steps that led to the error message I have on my screen? Are there shortcuts to do the things I do every day? If you have ever asked yourself one of these questions, this is the class for you. Windows Tips and Tricks demonstrates a variety of shortcuts and techniques that will allow you to be more efficient with everyday tasks in Windows and its applications. Rhonda Byrd, instructor. UACCB Main Campus Bldg, 222.

## DALE CARNEGIE TRAINING

### **Strictly Business: The Dale Carnegie Immersion Seminar**

**Oct. 17, 18, 19, 8:30 a.m.-5 p.m. \$1,195**

This unique three-day seminar will help participants master the skills to excel in today's competitive workplace. Participants will learn to handle people more professionally and keep pace with fast-changing workplace conditions. Develop the skills to become a persuasive communicator, creative problem solver, intelligent risk-taker and confident, enthusiastic leader. UACCB Independence Hall, 102. To register, call 501-224-5000, ext. 116.



## PROFESSIONAL DEVELOPMENT

### First Responder Course

**Sept. 26-Nov. 7, 5-8 p.m. Nov. 9, 5-9 p.m. \$125+**

First Responder is a 40-hour course designed to teach students emergency care for trauma patients, splinting techniques, bleeding control, rescue procedures, how to prepare a patient for transport and stabilization of a patient. This course is a pre-requisite to EMT Basic Training. The course fee is \$125. The cost of the textbook to be purchased at the UACCB bookstore is \$133 plus tax. Wesley Gay, instructor. Tuesdays and Thursdays. UACCB Nursing Allied Health Bldg, 926.



### Conversational Spanish for Beginners

**Oct. 2-Nov. 8, 5-6:30 p.m. \$67**

*Business Insider* magazine says, “you should learn Spanish because it’s not a foreign language anymore. It’s good for your career and it will unlock a world of travel destinations.” Instructor Tim Bennett has taught Spanish for more than 25 years to high school and adult students. Mr. Bennett said, “You just might keep your brain working better and make a new friend in the process.” This class takes a conversational approach, with group and partner activities, storytelling and short readings to ease students into the confidence needed to speak the language. The beginning-level class is appropriate for those with no previous experience or those who want to practice what they’ve learned. 12 sessions. Textbook can be purchased in the UACCB bookstore for \$27.75 including tax. Mondays/Wednesdays. UACCB Row Johns Bldg, 816.

## CUSTOMIZED WORKFORCE TRAINING



In need of training? Do you have employees that need to learn new skills to increase productivity? Starting a new process? Let UACCB provide your business with quality training at an affordable price. If you have an idea or question, call Zach Harber 870.612.2081.

## PERSONAL ENRICHMENT

### Digital Photography

**Oct. 12-Nov. 2, 6-8 p.m. \$50**

Unleash your inner artist! Instructor Jim Krause, co-owner of Deux Bijoux Bijoux of Evening Shade, will teach the basic functions of a Digital Single-Lens Reflex (DSLR) camera. This beginner's class will teach the photographer to get away from using the camera's *auto* functions and move into using the *manual* functions of the digital camera. Bring to class a digital camera with an SLR body and lens, the camera's user manual and a journal for taking notes. Thursdays, 4 sessions, UACCB Main Campus Bldg, 240.



## OUTDOOR

### Basic Land Navigation - New!

**Oct. 7, 9 a.m.-5 p.m. \$45**



This 7-hour class covers the basic use of topographical maps and a compass. Learn basic map nomenclature, proper use and reading of maps, orientating a map, taking a bearing from a map, identifying terrain from a map and transferring this to a real life situation.

The class consists of classroom instruction and various exercises utilizing a map and compass in addition to practical exercises in an outdoor setting. Each student will need an orienteering compass, notebook and writing utensil. If available, bring a topographical map of any kind to the classroom portion of class. The lunch break is one hour. This class also counts as the land navigation prerequisite class for the American Hiking Guides Association Hiking Guide Certification. Dan Nash, instructor. Nursing Allied Health Bldg, 902.

### Open Water Scuba Diving

**Scheduled upon request \$525**

In this entry level course, you will learn the principles of diving physics and physiology, selection and maintenance of equipment and safe diving practices. Two or more people make a class. Bring your own mask, fins and snorkel. Bruce Fletcher, dive leader. Classes are held at the Dive Shop II in Little Rock.

## BEEKEEPING

### **Complete Beekeeping Short Course - New! Sept. 11, 18, 25, 6-9 p.m., Mondays, FREE**

This three-part class will cover everything a novice needs to know to begin keeping honey bees safely and successfully. New information is presented each session, building on the previous classes, so plan to attend all three. Course will be taught by Jon Zawislak, a UA Extension entomologist and Master Beekeeper, with nearly 20 years of experience working with bees. Nursing Allied Health Bldg, 902.



## YOUTH ENRICHMENT

### **ACT® Math Prep Course**

**Sept. 2, 8:30 a.m.-12:30 p.m. \$30**

**Oct. 21, 8:30 a.m.-12:30 p.m. \$30**

The ACT® math prep course is a four-hour preparatory class that investigates the strategies that enable students to achieve high scores on the math portion of the ACT® Exam. The presenter, Greg Fulton, is a math educator with 36 years of teaching experience, including 28 years preparing high school students for a successful ACT® experience. Students may register to take the class either Saturday, Sept. 2 or Oct. 21. Each class session is from 8:30 a.m.-12:30 p.m. at the UACCB Nursing Allied Health Bldg, 926. The registration fee is \$30. Pre-registration is required.

### **Engineering Camps - June 18-22, 2018**

Explore engineering with hands-on activities during a week-long half day program designed specifically for students entering the 6th-9th grades. Students will spend the week exploring the different types of engineering, visiting college of engineering labs and having tons of fun. Space is limited. The **top 25 students** will be accepted based upon their application. Limited number of partial scholarships are available.



## YOUTH ENRICHMENT

### UACCB Kids' College - July 9-20, 2018

Kids' College is a summer enrichment program designed to spark the imagination and expand the knowledge of youth who will enter grades 1-6 in fall 2018. Deadline to apply for Kids' College is May 25, 2018. Limited number of partial scholarships available for qualified students. Week 1: Entering grades 1-3, July 9-13. Week 2: Entering grades 4-6, July 16-20. Fee: \$190 (full days), \$115 (half days). UACCB Independence Hall.

## SAFETY

### Hunter Education

**Aug. 26, 8:30 a.m.-6:30 p.m. FREE**

**Oct. 7, 8:30 a.m.-6:30 p.m. FREE**

This class, sponsored by the Arkansas Game and Fish Commission is required for anyone born on or after Jan. 1, 1968. To hunt in Arkansas, you must complete a hunter education course and carry a valid hunter education card.

Youth under age 16 may hunt without hunter education as long as they are under the direct supervision of an adult who is 21 years of age. There is no specific age requirement to enroll in hunter education. However, the educational reading material is based on a sixth-grade reading level. Mary Zirkle, instructor. UACCB Nursing Allied Health Bldg, 927/928. Registration online is required. To register online for Aug. 26 class, use the following link:

<https://register-ed.com/events/view/93109>

To register online for the Oct. 7 class, use the following link:

<https://register-ed.com/events/view/93110>



### ServSafe® Food Safety Training

**Oct. 3-4, 9 a.m.-2 p.m. \$140**



The ServSafe® program provides food safety training to food service managers. Students can earn the ServSafe® Food Protection Manager certification accredited by the American

National Standards Institute (ANSI). Julian Carpenter, instructor. UACCB Independence Hall, 102.

Visit [www.ed2go.com/uaccb/](http://www.ed2go.com/uaccb/) for a complete listing of non-credit instructor-led ed2go online classes. Learn a new skill or hobby online from the convenience of your office or the comfort of home. Classes begin the second Wednesday of every month and run for six weeks. You will receive two lessons per week. Ed2go offers more than 300 course options and most classes are under \$90. To learn more, visit [www.ed2go.com/uaccb/](http://www.ed2go.com/uaccb/) or call 870.612.2082.

**Introduction to Quickbooks 2017****Online \$89**

Learn how to quickly and efficiently gain control over the financial aspects of your business. You will master the tools you need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

**Keyboarding****Online \$89**

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.

**Project Management Fundamentals****Online \$89**

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project.

**Lean Six Sigma****Online \$245**

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, nonvalue added wastes caused by defects, nonvalue added flow of information or materials, nonproductive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required. Scott Follett, instructor. 16 hours, 1.6 CEUs. Next start date: Nov. 6.

## FAQs

### **How do I enroll in a class?**

There are several ways to register - by phone at 870.612.2082, in person at the community education office, Annex 401A, or use the registration form (page 15) and email a scanned copy or fax it to 870.793.4988.

### **How and when do I pay my registration fee?**

Payment is due at the time of registration. Early registration and payment should be made to guarantee your place in class. Accepted payments are cash, check, Visa, Mastercard or Discover. If paying by check, make check payable to UACCB. To pay by credit card, call the community education office at 870.612.2082.



### **Where is your office located and what are your hours?**

The office of community education is located at 2005 White Drive, Batesville in the Annex Building, room 401A, next to the Arts and Science Building. Office hours are Monday-Friday from 8 a.m.-5 p.m.

### **What is your refund policy?**

Three business days' notice prior to the course starting date is required to withdraw and receive a full refund.

### **My class was cancelled. Why?**

Sometimes classes are cancelled due to low enrollment or for various other reasons. We will do our best to notify you, and we apologize for any inconvenience this might cause. UACCB reserves the right to cancel classes and will refund registration fees if that should occur.

### **How do I subscribe to your email list?**

To receive information about community education classes, opt-in to our email list at [www.uaccb.edu/academics/community-education](http://www.uaccb.edu/academics/community-education). Scroll down the web page, click "SUBSCRIBE" and enter your email address. Once you subscribe, you will receive an email asking you to "confirm" your subscription.

**SUBSCRIBE**

# REGISTRATION FORM

To register for community education classes, complete the form and return with payment to our office in person, by mail, phone, fax or email scan to:

**UACCB**  
**ATTN: Community Education**  
**P.O. Box 3350**  
**Batesville, AR 72503**

**Phone: 870.612.2082**  
**Fax: 870.793.4988**  
**Email: [communityed@uaccb.edu](mailto:communityed@uaccb.edu)**

***On Campus Class Discounts***  
*Senior Citizens, 60 years of age and above, receive a 20% discount. UACCB employees receive a 15% discount. Inquire when registering!*

## STUDENT INFORMATION

Date Name Birthdate (mm-dd-yyyy)

Daytime Telephone Email

Address City State Zip Code

**PAYMENT METHOD**  Check  Cash

Type of Credit/Debit Card  Visa  Mastercard  Discover

Name as it appears on card Card Number

Billing Address (if different from above) | 3-digit Security Code | Exp. Date

## COURSE INFORMATION

Course Title Start Date Fee

Course Title Start Date Fee

Course Title Start Date Fee



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