



ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

Workforce Training Center Fall 2022 Schedule

(870) 933-9788 | workforce@asun.edu | <https://www.asun.edu/programs/development>

Microsoft Excel - Level I

This course covers basic skills including basic parts of an Excel window, formatting, alignment, indenting, merging cells; creating a simple spreadsheet with formulas, conditional formatting, functions, format painter, absolute reference, quick sorts, freezing columns and rows, split windows, copy & paste, paste special, using multiple windows of the same file, printing options, comments, creating charts and graphs, non-adjacent cells, creating a list, and mail merges.

Aug 17, 24, 31 & Sep 7 - 2:30 - 4:30 pm or Oct 7, 14, 21, & 28 - 9:30 - 11:30 am \$175

Microsoft Excel - Level II

This course covers grids, If Statements, insert or move columns or rows, autocorrect, naming a range, special printing titles of rows & columns, paste between worksheets, pasting values and links, viewing and working with multiple work-sheets, 3D formulas, templates, protecting a workbook \ worksheet, & cells, What-If tables, Vlookup & Hlookup functions, text to columns, checking for duplicates, Excel as a database, autofilters, slicers, and creating a graph with two axis.

Sep 14, 21, 28, & Oct 5 - 2:30 - 4:30 pm or Nov 4, 11, 18, & Dec 2 - 9:30 - 11:30 am \$175

Microsoft Excel - Level III

This course provides advanced tools for solving real-world problems in Microsoft Excel 2019: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams.

Oct 26, Nov 2, 9, & 16 - 2:30 pm - 4:30 pm or Dec 7 & 14 - 8:30 - 12:30 am \$175

MS Word Overview

This 8-hour course shows a new or experienced user of Microsoft Word tools available to improve productivity in developing documents. Topics covered include formatting, setting special tabs, line spacing, format painter, creating outlines, styles to create uniformity, header and footers, page numbering, footnotes / end-notes, tables, creating forms, graphics, and templates.

Sep 13, 15, 20 & 22 - 9:30 pm - 11:30 am (online) or Oct 24, 27, Nov 1 & 3 - 2:30 - 4:30 pm (in-person) \$175

NEW! Microsoft Power BI

Power BI (Business Intelligence) is a Microsoft product that works with many data sources (Excel, Access, SQL Server, and etc.) to develop an interactive data visualization, aka a dashboard, giving valuable insights for informative business reviews and decisions.

Those who work with data from multiple sources, to create reports regarding data analysis, marketing, sales, inventory control, production, education, and etc. will benefit from most from this course.

This course is not for beginners. It is appropriate for those who are knowledgeable using Excel or other computer applications dealing with data, experienced with different database type software, and are comfortable in developing reports such as PivotTables and charts in Excel.

Nov 8, 10, 15, 17 - 8:30 am - 12:30 pm \$350

Transitioning into a Leadership Role

Learn to define roles and responsibilities and adopt a leadership mindset, build foundations such as accountability, responsibility, and trust, set expectations and goals and delegate effectively, and identify leadership styles and when to use influences and persuasion.

Sep 28 8:00 am-12:00 pm \$175

Developing Effective Teams

Learn how to identify a team versus a group, how diversity impacts a team, to identify stages of team development, how to set team expectations, and to identify types of team dysfunction.

Oct 12 - 8:00 am-12:00 pm \$175

Feedback and Coaching

Success as a Manager or Leader requires being able to deliver feedback and coach effectively. Valid feedback, when adequately given, provides your employees with information as to what is working and what is not working. Feedback is an opportunity. Use it to enhance understanding and as a tool for achieving positive results.

This course will introduce several concepts and techniques to help you learn to consider the importance of respectful feedback. You will be able to apply practical skills and learn basic techniques for confidently and effectively delivering praise or feedback for behavior or performance issues.

Nov 30 - 1:00 - 5:00 pm \$175

Overcoming Leadership Challenges

In this course you will learn to identify sources of challenges in leadership, manage challenges that arise from leadership roles, overcome internal barriers for effective leadership, set team expectations, and identify and manage external challenges.

Sep 28 - 1:00 - 5:00 pm \$175

Conflict Management

Learn to prevent conflicts in the workplace in a constructive way. In this way, everyone can avoid or mitigate conflict, and be aware of the benefits of certain types of conflict, to take advantage of the creativity it can foster. This course will help you understand and learn the skills and techniques to manage situations in which people are pushing against one another in this way. We will also explore ways of responding to these situations so that everyone gets what they need.

Oct 12 - 1:00 - 5:00 pm \$175

NEW! IT Fundamentals

Prepares you to provide informal support for PCs and simple computer networks for a small business. You will learn to set up a computer workstation, use basic software applications, apply basic computer maintenance and support principles, explain the functions and types of devices used within a computer system, describe some principles of software and database development, configure computers and mobile devices to connect to home networks and the internet, and identify security issues affecting the use of computers and networks.

TBA Tech Depot - Newport

A+Core Series for IT & Computer Support

CompTIA A+ is the industry standard for launching careers into today's digital world. It is trusted by employers around the world to identify the go-to person in end-point management & technical support roles.

CompTIAA+ Core 1 covers mobile devices, networking, hardware, virtualization and cloud computing, hardware and network troubleshooting.

CompTIAA+ Core 2 covers operating systems, security, software troubleshooting, and operational procedures.

Includes books, practice tests, and test vouchers.

Jul 18 - Oct 5 on Mondays and Wednesdays - 5:00 pm - 8:00 pm at Tech Depot in Newport \$1500

Manufacturing Conveyor Technician Program

The Northeast Arkansas region is a hub for the conveyor systems industry. Conveyor Technicians are an integral part of this growing industry. These technicians are required to have a thorough understanding of the materials and components related to how conveyor systems are manufactured, operated, installed and repaired to promote maximum uptime and operational efficiency. Individuals entering this program must operate in a culture that places operational safety first.

Participants are enrolled through ASUN's Workforce Training Center. This program is non-credit, but does provide a completion certificate, and hours that count toward Continuing Education Units.

For more information visit <https://www.asun.edu/programs/conveyor-technology>.

Cybersecurity Resiliency in Industrial Control Systems

This course is designed to enhance understanding of the critical nature of Industrial Control System environments and the associated risks, threats, and defenses within an organization, business, or government entity. This course will introduce the convergence of physical security with cybersecurity, supervisory control and data acquisition (SCADA), and Industrial Control Systems security, increase awareness of the Internet of Things and Industrial Control Systems, and examine the threat landscape within Industrial Control Systems. Cyber threat mitigation techniques will be examined as well as methods of identifying cyber attacks and vulnerabilities. Tools to respond to and recover from cyber attacks on Industrial Control Systems will be addressed.

Feb 8, 2023 - 8:00 am - 5:00 pm

This program is funded by a grant from Texas A&M Engineering Extension Service. There is no charge for participants.

Register online at <https://my.teex.org/TeexPortal/>.

Forklift - Train the Trainer

Forklift trainers are the gate keeper for the organization to ensuring only competent operators are allowed to operate forklifts. Trainers are also a critical part in enforcing forklift safety and confronting any unsafe behaviors. This course covers OSHA Powered Industrial Truck Standard & General Requirements, Training Requirements, Principles of a Lift Truck, Operating Safety, Lifting and Load Properties, Forklift Capacity, Forward & Side Stability, Traveling on Ramps, Dock Safety, Pre-use Inspections, Shutdown Procedures, Controls & Instruments, Safety Rules, Refueling Safety, Battery Safety & Charging, and more.

Oct 6 - 8:30 am - 1:30 pm \$250

Root Cause Analysis

Root Cause Analysis is a method of solving problems that is used to diagnose the true cause, faults, variations and/or problems. This course will give participants the skills to identify and resolve problems rooted within your organization, and prevent them from occurring again. This saves your organization time, money, and resources. Learn what a Root Cause Analysis is, impediments to Root Cause Analysis, symptoms vs. root causes, determining the real root cause, types and tools for Root Cause Analysis, pitfalls, identifying possible factors, effective corrective actions, and who should be involved in root cause investigations.

Dec 5 - 8:30 am - 12:30 pm \$175

OSHA 30 for General Industry

This course provides in-depth training for employees and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplace. The course is for all management levels - 1ST responders, safety professionals, manufacturing / production, and healthcare. Course covers how to identify safety and health hazards in the workplace, how to file an OSHA complaint, electrical Safety, general ergonomics, personal and protective equipment, workplace emergencies, blood-borne pathogens, machine Guarding, and more.

Oct 17-21- 8:30 am to 4:30 pm \$500

OSHA 10 for General Industry

This class is designed for the boots on the ground employees. Its intent is to make students aware of potential hazards in the topics and ways to identify, abate, and prevent them. This two-day course will cover personal protective equipment, blood-borne pathogens, emergency action plans, fall protection, exit routes, machine guarding, identifying safety and health hazards, ergonomics, forklift safety, machine guarding, electrical safety, safety and health resources, and filing an OSHA complaint.

Oct 3 - 4 or Dec 6-7 - 8:30 am - 3:00 pm \$200

Lean 101

This "hands-on" interactive workshop is the critical first step toward understanding the global language and principles of Lean. Participants will learn and apply the concepts of Lean Manufacturing by building circuit boards in a simulated manufacturing setting, through a four-round exercise which provides the setting and experience for continuous improvement by applying Lean Manufacturing principles and practice in reducing the 8 wastes. Lecture and hands-on simulations introduce Lean Tools and techniques that improve productivity, quality at the source, service, and workforce practices.

May 11 - 8:00 am -4:30 pm \$300 Register at: <https://info.arkansasedc.com/lean101May2022Register>.

Variable Frequency Drives

Students will learn Allen Bradley VFD Powerflex HMI, including lockout procedures for safety. This class includes the following units of instruction; introduction to various types of AC motors, AC motor basics of voltage, speed, power factor, torque, and motor starting methods, VFD Basics, VFD Working Principle and Operation, VFD Control, VFD Installation (hard wiring VFD-cable termination), VFD Start-up, Soft Starter working principle, Drive software start, and Troubleshooting VFD Drives.

Also includes introduction to Allen-Bradley PanelView Plus operator interface configuration and complementary ControlLogix programming, using FTView, Studio 5000 and RSLinx. Variable frequency drive basics taught are the same for all VFDs regardless of brand.

This class also includes the Laboratory Manual, Final Exam, and Certificate of Completion.

Jun 14 - 17 \$1400

Programmable Logic Controls - Level 1

This course is for new and seasoned maintenance employees, training coordinators, supervisors, and anyone looking to advance to a maintenance position. Learn how to read schematics, diagrams, and flow charts, how to identify maintenance concepts for bearings, couplings, brakes, valves, pumps & V-belts, how to identify industrial components and controls, routine maintenance procedures, and proper use of PPE.

Sep 12-16 OR Oct 24-28 \$1,400

Programmable Logic Controls - Level 2

This course will increase your knowledge of the ControlLogix 5000 controller capabilities. You will gain a deeper understanding of project development tasks and applications, learn how to create and organize a RSLogix 5000 project, creating new programs, routines, periodic event tasks and applications. You will also learn to configure Addon instructions, User Defined Data Tables, Producer Consumer Messaging and PID.

Nov 7-11 \$1,400

ADWORC - Forklift Operator

This course, designed for all operators, includes safety inspections; design restriction; lifting, moving, and placing loads; driving speeds; directions; and ramps. Students will perform a pre-start safety inspection and operate a forklift.

COST: This course will be covered by the ADWORC DOL Grant, and through September 2022, there will be no charge for participants.

An ASUN Certificate of Completion will be given following the examination and successful course completion. Call (870) 680-8956 for information.