



ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

Workforce Training Center Fall 2022 Newport 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.

Sep 13 & 14 - 3:00 - 7:00 pm \$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 20 & 21 - 3:00 - 7:00 pm \$175

Excel Pivots and Charts

Provides advanced tools for analysis and presentation of complex, realistic data in Excel. Course includes how to build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

Sep 27 & 28 3:00 pm-6:00 pm \$175

MS Word Overview

This course shows a new or experienced user the 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 / endnotes, tables, creating forms, graphics, and templates.

Sep 13, 15, 20 & 22- 9:30 pm - 11:30 am (online) \$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.

Nov 3 - 2:00 pm - 6:00 pm \$175

Managing Conflict

Learn to prevent conflicts in the workplace in a constructive way. Learn 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.

Nov 9 - 1:00 - 5:00 pm \$175

Feedback and Coaching

Success as a Manager or Leader requires being able to deliver feedback and coach effectively. Valid feedback provides your employees with information as to what is working and what is not working. It is an opportunity to enhance understanding and achieve positive results.

This course will help you 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.

Call for Dates \$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.

Nov 9 - 8:00 am-12:00 pm \$175

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.

Nov 2 - 2:00 pm - 6:00 pm \$175

OSHA 10 for General Industry

This class will to make students aware of potential hazards in the topics and ways to identify, abate, and prevent them. This 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 18 & 19 - 9:00 am - 4:00 pm \$200

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

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.

CompTIA A+ Core 1 covers mobile devices, networking, hardware, virtualization and cloud computing, hardware and network troubleshooting. CompTIA A+ Core 2 covers operating systems, security, software troubleshooting, and operational procedures. Course includes books, practice tests, and test vouchers.

Jul 18 - Oct 5 Mon & Wed - 5:00- 8:00 pm \$1500

Manufacturing Conveyor Technician

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>.

Customized Training

We can provide customized training group of 6 or more people on a wide variety of skills and topics. Give us a call or send us an email. (870) 933-9788 or workforce@asun.edu.