



ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

Workforce Training Center Summer 2022 Schedule

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

Beginning Microsoft Excel

This course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

Jul 11&18 - 8:30 am - 12:30 pm \$175

Intermediate Microsoft Excel

This course builds on the basic concepts and skills of our Beginning Excel course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2019: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

Jun 7-28 - 1:30 - 3:30 pm or Jul 25 & Aug 1 - 8:30 am - 12:30 pm \$175

Advanced Microsoft Excel

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.

Jun 9, 16, 23 & 30 - 9:30 am - 11:30 am or Aug 8 & 15 - 8:30 am - 12:30 pm \$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 / endnotes, tables, creating forms, graphics, and templates.

Jun 7, 14, 21 & 28 - 9:30 - 11:30 am \$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 identification and manage external challenges.

May 6 - 2:00 pm to 6:00 pm or Jun 16 - 1:00 - 5:00 pm \$175

Transitioning into a Leadership Role

In this course you will 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.

May 13 - 2:00 pm - 6:00 pm or Jun 16 - 8:00 am - 12:00 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.

May 20 - 2:00 pm to 6:00 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.

Jun 17 - 8:00 am - 12:00 pm \$175

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

A+ Hardware

In this course you will learn to understand and repair PC internals and hardware problems, understand networking concepts, support and configure mobile devices, support printers, and compare and contrast cloud computing concepts.

Call for Dates \$750

A+ Software

This course will teach you to understand Windows Operating Systems, install, maintain, and optimize Windows, troubleshoot Windows, applications and startup problems, connect to and set up a network, understand security strategies, and understand mobile devices and client-side virtualization.

Call for Dates \$750

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.

June 29-30 - 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>.

To register, call or email us or use our online form at: <https://forms.office.com/r/YFU1D5RT1p>.

