Busy? Our classes come to you! Visit www.ed2go.com/ccua
Continuing Education

Register Early!
Courses may fill early, or be cancelled due to low registration. Continuing Education students are encouraged to register early for best course selection and availability.

Course Locations
All classes are located at one of UA Cossatot’s locations, unless otherwise noted. If the location is not noted in the schedule or on your registration confirmation, you will be notified as soon as the location is assigned. If you need directions, please call Continuing Education Services at 870-584-4471.

Registration & Payment Options
Payment is due on or before the “register by” date. Registrations are processed in order in which they are received. Registration and payment should be made to guarantee your place in a class. Continuing Education classes do not qualify for the Federal Pell Grant Program.

By Phone 870.584.4471
Continuing Education Services Monday-Friday, 8am-4:30pm. Payment can be made with VISA or MasterCard

In Person at any Cossatot Campus Monday-Friday, 8am-4:30pm. Payment can be made with credit card, check, cash, or money order.

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CANCELLATION: In the event that a Continuing Education course is cancelled, all effort will be made to contact all registered students. A 100% refund will be issued; no further action from the student is necessary.

UA Cossatot Continuing Education Services Registration Form

REGISTRATION: It is recommended that students register as soon as possible. Courses may fill early or be cancelled due to low registration. Registrations are processed in the order in which they are received. Registration and payment should be made to guarantee the student’s place in a class. Payment is due on or before the “register by” date. Registrations must be processed before the course begins. If a course is cancelled due to insufficient registration or other unforeseeable circumstances, a full refund of tuition will be issued. All students must notify Continuing Education Services at 870-584-4471 if they wish to receive a refund.

TOTAL COST: Total cost may be paid in full or by installment payments. Payment plans are available. If paying in full, payment is due on or before the “register by” date. If paying by installment, the first installment is due on or before the “register by” date. Subsequent installment payments are due on or before the specified due dates. Registration is not considered complete until full payment has been received.

By Phone 870.332.1700
Continuing Education Services Monday-Friday, 8am-4:30pm. Payment can be made with VISA or MasterCard

In Person at any Cossatot Campus Monday-Friday, 8am-4:30pm. Payment can be made with credit card, check, cash, or money order.

Registration: Continuing Education Services Registration Form

REGISTER TODAY! PHONE: Continuing Education Services at (870) 584-4471 or (800) 844-4471.
MAIL: your registration to UA Cossatot, Continuing Education, 153 Collins Drive, De Queen, AR 71832.
FAX: your registration to Continuing Education Services at (870) 645-3320.
VISIT: 153 Collins Drive, De Queen, AR 71832.

REGISTRATION INFORMATION: UA Cossatot has an open admission policy and does not discriminate against any individual on the basis of race, color, religion, national origin, age, sex, or disability. Some information is obtained for the sole purpose of determining if the College is effectively reaching all segments of the population.

SOCIAL SECURITY NUMBER: DATE OF BIRTH:

NAME:
MAILING ADDRESS:
E-MAIL ADDRESS:
HOME PHONE:
WORK PHONE:
GENDER:
ETHNIC:
NATIVE AMERICAN
AMERICAN INDIAN
ANDALUSIAN ASTURIAS
ANDALUSIAN NAVARRE
WHITE
UNKNOWM
EMERGENCY CONTACT:
EMERGENCY PHONE:

COURSES SELECTED:

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Remember to finalize your registration with payment of tuition to guarantee your place in class. Payment methods include: CASH, CHECK, or MONEY ORDER.

THIRD PARTY BILLING: Please attach a letter of authorization on an agency’s letterhead or other documentation of sponsorship. For example, “I authorize [name of organization] to pay for my tuition to the course [course name].” Please keep a copy of the authorization with your registration form.

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General Information

The staff of the Public Services and Workforce Development department welcomes you to UA Cossatot!

Address: 183 College Drive, De Queen, Arkansas 71832
Science and Arts Building
Available on other campuses by appointment

Phone: 870-584-4471
Fax: 870-642-8505
Email: ContinuingEducation@cccua.edu
Workforce@cccua.edu

Hours of Operation: Monday – Friday, 8:00 a.m. – 4:30 p.m.

The UA Cossatot Continuing Education Services department is committed to providing the highest quality education available to help you reach your full potential. Whether you are just getting started in the workplace, enhancing your current career, working to meet licensure/certification requirements, or want to explore a new hobby --- we’re here to help.

Zebbie Launius
Continuing Education Coordinator
zlaunius@cccua.edu

Waco Jackson
Continuing Medical and Safety Education Coordinator
wjackson@cccua.edu

David Sirmon
Ask me how I can provide pre-employment testing and customized training for your business.
Workforce Development Coordinator
dsirmon@cccua.edu

Crystal Hunter
Ask me how I can provide financial assistance & supportive services to parents.
Career Pathways Director
cbell@cccua.edu

Gina Duncan
Ask me how I can help you increase employability with a Career Readiness Certificate.
Workplace Education Center Coordinator
gduncan@cccua.edu

Tammy Coleman
Let me know if you have comments or suggestions. Your input is important to us because it helps us improve our services.
Director of Public Services and Workforce Development
tcoleman@cccua.edu

Junior Academy Courses

Exploring Colored Pencil
Enjoy creating beautiful works of art with colored pencils. The versatility of colored pencil gives you the freedom to create works that have the qualities of graphite, crayon, pastels, or paint. You will be learning color blending and layering of colors to create wonderful, three-dimensional works of art. It's fun and easy. This course is designed for the beginning to intermediate artist. $23, all supplies included

CED 0051 01 161Q (Ages 9 & Under)
Register: October 25
Date: November 1 & 8 (Tuesdays)
Time: 5:00PM-6:00PM
Location: De Queen
Instructor: Victoria Autrey

CED 0051 02 161Q (Ages 10 & Up)
Register: October 25
Date: November 1 & 8 (Tuesdays)
Time: 6:00PM-7:30PM
Location: De Queen
Instructor: Victoria Autrey

Family Painting Night
Let your creativity soar at UA Cossatot! Where families can discover the world of art together. A professional art instructor will guide you step by step to recreate a featured painting. It’s stress-free & absolutely no experience needed! $20, all supplies included

CED 3127 01 161Q
Register by: September 29
Date: October 6
Time: 6:00PM-9:00PM (Thursday)
Location: De Queen
Instructor: Victory Autrey

Exploring Colored Pencil
Enjoy creating beautiful works of art with colored pencils. The versatility of colored pencil gives you the freedom to create works that have the qualities of graphite, crayon, pastels, or paint. You will be learning color blending and layering of colors to create wonderful, three-dimensional works of art. It's fun and easy. This course is designed for the beginning to intermediate artist. $23, all supplies included

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Journey Program

One-Day Excursion to Jefferson Texas
Jefferson is nestled deep in the piney woods of East Texas and seems frozen in time. It is a charming town and an elegant reminder of a bygone era. Dozens of historic buildings house museums, craft and antique shops and restaurants. We will spend the day exploring, shopping and end the night on the train. Make this a Christmas to remember aboard the Rail of Lights Christmas Train – a live steam train. The unforgettable ride aboard an antique narrow-gauge steam train will wow you. Passengers will enjoy lighted vignettes along the Cypress Bayou River as they hear the story of Christmas around the world. $43 - this includes transportation and a group meal, seating is limited so register today!

CED 3128 01 161Q
Register by: November 18
Date: December 1 (Thursday)
Time: 10:00AM-7:00PM
Location: Leaving from De Queen
Instructor: Zebbie Launius

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CED 0051 02 161Q (Ages 10 & Up)
Register: October 25
Date: November 1 & 8 (Tuesdays)
Time: 6:00PM-7:30PM
Location: De Queen
Instructor: Victoria Autrey

Journey Program
Truck Driver Training Program
Get on the road to a great career as a professional truck driver. The UA Cossatot Truck Driver Training Program is an intensive one hundred and sixty (160) hour training program with a proven record of providing quality, in-depth truck driver training that will have you on the road in 4 fast-paced weeks. Through a combination of up-to-date classroom, field, and on-the-road training, you’ll have what it takes to be a professional truck driver. $3695, includes books. Ask about financial assistance.

CED 4011 01 161Q
Register by: September 12
Date: September 19-October 13
Time: 6:00AM-4:30PM (Monday–Thursday)
Location: Nashville
Instructor: Phillip Jones

CED 4011 02 161Q
Register by: October 31
Date: November 7-December 8
Time: 6:00AM-4:30PM (Monday–Thursday)
Location: Nashville
Instructor: Phillip Jones

Logging Truck Driver Training Program
The Logging Truck Driver Training Program introduces the student to specific safety issues associated with being a Logging Truck Driver in a forest work environment. Upon successful completion of the course the student will have entry-level skills and knowledge to become a successful Logging Truck Driver. $450

CED 4053 01 161Q
Register by: October 10
Date: October 17-18 (Monday & Tuesday)
Time: 6:00AM-4:30PM
Location: Nashville
Instructor: Phillip Jones

CED 4053 02 161Q
Register by: October 27
Date: November 3-4 (Thursday & Friday)
Time: 6:00AM-4:30PM
Location: Nashville
Instructor: Phillip Jones

CARrying a handgun or other weapon is prohibited on campus.

FORGET TUITION!
Come experience UA Cossatot for FREE! Continuing Education Services is offering a series of free or low-cost courses to expand access to learning experiences for everyone who wants to learn. To register for this experience, look for the logo for qualifying courses.

This is your college.

www.cccua.edu 800.844.4471

Professional Development Courses

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Time: 6:00AM-4:30PM
Location: Nashville
Instructor: Phillip Jones

CED 4053 02 161Q
Register by: October 27
Date: November 3-4 (Thursday & Friday)
Time: 6:00AM-4:30PM
Location: Nashville
Instructor: Phillip Jones

Personal Enrichment Courses

Concealed Handgun Course

All experience levels welcome! This course meets and exceeds the minimum educational and training requirements to apply for Arkansas’s permit to carry a handgun concealed. This training includes both classroom and range time. Bring guns and ammo to the range only. Range is off-campus. $100

Please Bring To Range Only
• Handgun
• @ Least 50 Rounds Ammo
• Hearing Protection
• Eye Protection
• Appropriate Attire For Outdoor Firearms Range

CED 1043 01 161Q
Register by: September 2
Date: September 10 (Saturday)
Time: 9:00AM-2:00PM
Location De Queen
Instructor: Chad Bradshaw

CED 1043 02 161Q
Register by: October 21
Date: October 29 (Saturday)
Time: 9:00AM-2:00PM
Location Nashville
Instructor: Todd Talient

Carrying a handgun or other weapon is prohibited on campus.
For Fun or Profit Unfinished Objects
Most quilters have many projects hidden away to be finished at a later date. Some are even hidden away because you have forgotten what you were doing with it. Do you need help finishing a project? We will offer encouragement, inspiration and motivation to get you going again. Some of you may have projects that you haven’t even started and need help understanding a pattern or just making that first cut into some beautiful fabric. Come and get a fresh start and let’s get that project finished! Bring your project, instructions, fabric intended for the project, machine, thread, cutting equipment and everything else you may need to work with. HELP IS ON THE WAY! $10 (IF you don’t have an unfinished project; a kit can be purchased for an additional fee.)

CED 3090 01 161Q
Register by: September 29
Date: October 6-20 (Thursdays)
Time: 6:00PM-9:00PM
Location: De Queen
Instructor: Renee Brenneman

Fun or Profit Ornament Painting
Looking for a fun night out? This is not your average art class! Enjoy a relaxing night with your girlfriends, creating a colorful Christmas door hanger that is sure to be treasured for a lifetime! Each student will receive a wooden ornament and step-by-step instructions with an experienced local artist. You’ll leave with a one-of-a-kind creation and a newfound talent you’ll want to explore. $30, all supplies included

CED 3082 01 161Q
Register by: November 7
Date: November 14 (Monday)
Time: 6:00PM-9:00PM
Location: De Queen
Instructor: Victoria Autrey

Fun or Profit ADDoorable Creations... Girls Night!
Looking for a fun night out? Enjoy a relaxing night with your girlfriends, creating a colorful initial door hanger that is sure to brighten up any front porch. $20, all supplies included

CED 3115 01 161Q
Register by: September 15
Date: September 22 (Thursday)
Time: 6:00PM-9:00PM
Location: Nashville
Instructor: Zebbie Launius

Refuse to Be a Victim
Protect yourself and your family from sophisticated criminals. Attend the Refuse to Be a Victim crime prevention and personal safety seminar. You will get the tools you need to develop your own safety strategy, including information on: the psychology of the criminal mind; home and phone security; automobile and travel security; personal and technological security, self-defense tools and training options, and more! FREE

CED 1037 01 161Q
Register by: October 14
Date: October 21 (Friday)
Time: 1:00PM-3:00PM
Location: De Queen
Instructor: Officer Monte Stringfellow

Forklift Operator & Safety Training
This is an 8-hour high-impact training, designed for novice operators, assists participants in becoming an authorized forklift operator. Instruction includes an introduction to the truck, controls and instruments, plus the essentials of forklift safety. It covers topics that are critical to avoiding accidents and injuries, including general safety, pre-operation, operation, load handling, fuel/battery maintenance, and specialized units. Offered on demand, call for class information.

OSHA 10
The OSHA-10 Outreach Training Program, ideal for entry level workers and employers, is recommended by OSHA as an orientation to occupational safety and health for workers. Some employers, unions, organizations or other jurisdictions may also require this training.

Participants will receive training on a variety of general industry safety and health hazards and health hazards on the job site with an emphasis on hazard identification, avoidance, control and prevention; in addition to information regarding workers’ rights and employer responsibilities. Offered on demand, call for class information. FREE
Instructor: Zebbie Launius

What Every Employer Wants You to Know to Get and Keep a Job

Many organizations focus on technical skills as all-important to success in the workplace, yet strong interpersonal skills are equally essential. Participants will learn to communicate with impact using a set of interaction process skills for conducting more successful discussions. They will practice making appropriate choices, both in words and actions, to direct situations away from possible damage and toward the discovery of new ideas and solutions. Individuals will learn to commit to and take ownership of change by effectively recognizing, exploring, and overcoming their own personal resistances. Finally, they will apply a set of skills that enable them to identify and respond to dissatisfied customers.

FREE
CED 1047 01 161Q
Register by: November 11
Date: November 18 (Friday)
Time: 6:00 PM - 9:00 PM
Location: De Queen
Instructor: David Sirmon

Intro to Publisher 2013

Do you want to produce professional-quality newsletters, fliers, letterheads, and brochures? You’ll start by learning how to navigate the Publisher workspace using the ribbon, and how to access local templates. Next, you’ll find out how to create and manage text, pictures, graphics, and other elements, such as tables and shapes, and see how you can use these different components to create a variety of documents. It’s perfect for beginners.

FREE
CED 0527 01 161Q
Register by: October 31
Date: November 7-14 (Mondays)
Time: 1:00 PM - 4:00 PM
Location: De Queen
Instructor: Zebbie Launius

Small Time Budget, Big Time Marketing: The Benefits of Social Media

Not sure where to begin with social media or why you should bother? Businesses of all sizes are using online social networking tools to connect with customers. It’s an easy to use, free marketing medium that nearly everyone is already engaged in. We’ll show you five lost-cost ways social media can bolster your current marketing efforts, and you’ll leave with your own social media marketing plan. Learn which social media are a good fit for you, where your target customers are looking online, and what it could mean for your business if you aren’t involved in social networking. FREE
CED 2001 01 161Q
Register: August 30
Date: September 6-15 (Tuesdays & Thursdays)
Time: 12:00 PM - 1:00 PM
Location: De Queen
Instructor: Alisha Lewis

Resume Rescue

First impressions are everything. How long do employers take to read a resume? The answer, 30 seconds. You don’t have long to make the first impression to a potential employer. Make sure it stands out and you’ll be receiving a phone call in no time. Due to the changing job market, it is necessary to show employers value before even being offered an interview. Work with a professional in the employment field to construct your perfect resume. FREE
CED 1048 01 161Q
Register by: September 9
Date: September 16 (Friday)
Time: 1:00 PM - 2:00 PM
Location: De Queen
Instructor: David Sirmon

Resume Rescue

First impressions are everything. How long do employers take to read a resume? The answer, 30 seconds. You don’t have long to make the first impression to a potential employer. Make sure it stands out and you’ll be receiving a phone call in no time. Due to the changing job market, it is necessary to show employers value before even being offered an interview. Work with a professional in the employment field to construct your perfect resume. FREE
CED 1048 02 161Q
Register by: October 26
Date: November 2 & 3 (Wednesday & Thursday)
Time: 6:00 PM - 7:00 PM
Location: De Queen
Instructor: Kay Cobb

Personalized Initial Door Hanger

CED 3126 01 161Q
Register by: November 1
Date: November 8 (Tuesday)
Time: 6:00 PM - 9:00 PM
Location: De Queen

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/cccua
2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Over 2.5 Million Students Have Chosen ED2GO To Learn More With Over One Hundred Online Career Training Programs
For Fun or Profit Courses

Creative Cake Decorating
Learn to create your own beautiful cakes. Save money and impress your family when you say "I did it!" This creative cake decorating class is for the beginner who wants to have fun creating cakes for every occasion. It will also be of value to the decorator who is just getting started in his/her new cake decorating career. In this class you will learn the tricks of the trade; how to use items from your kitchen, bake a level cake, torte it, icing it smooth, and a step-by-step method of creating the perfect rose just like the pros. The class is very hands-on and productive and you will be impressed with the results! This workshop is for all levels. $25, most supplies included. Supply list given upon registration.

CED 3109 01 161Q
Register by: Sept 29
Date: October 6-27 (Thursdays)
Time: 6:00PM-8:00PM
Location: De Queen
Instructor: June Ralls

Fun or Profit Shabby Chic Furniture Refinishing Class
Shabby Chic is a form of interior design where furniture and furnishings are either chosen for their appearance of age and signs of wear and tear or where new items are distressed to achieve the appearance of an antique. Is this a look you enjoy? Would you like to learn to make your own chalk paint? In this class, June will show you everything from selecting items to making a great final piece. Participants MUST bring a small piece of furniture such as, night table, end table, etc., anything can be revitalized by refinishing. You will take home your masterpiece, plus be armed with new techniques to breathe new life into old furnishings. The class is very hands-on and productive and you will be impressed with the results! This workshop is for all levels. $35, all supplies included. Supply list given upon registration.

CED 3099 01 161Q
Register by: Sept 29
Date: October 19-26 (Mondays)
Time: 5:00PM-7:00PM
Location: Nashville
Instructor: Brandy Clay

The Leader in Each of Us
With far-reaching advances in technology, increasing customer expectations, and the expansion of the global marketplace redefining competitive success, organizations face a host of challenges. One key way to respond to these challenges is to make leadership the responsibility of everyone in the organization.

The course explains why individuals throughout the organization need to assume expanded, flexible roles and take greater responsibility for the organization’s success. In a two-part simulation, participants see how barriers can prevent organizations from responding and adapting to business realities. Then, participants explore five critical leadership strategies they can use to be more effective leaders in the organization and to ensure results:
- Create a compelling future.
- Let the customer drive the organization.
- Involve every mind.
- Manage work horizontally.
- Build personal credibility.

FREE

CED 1049 01 161Q
Register by: September 12
Date: September 19-26 (Mondays)
Time: 6:00PM-8:00PM
Location: De Queen
Instructor: Kay Cobb

CED 1049 02 161Q
Register by: October 13
Date: October 20-27 (Thursdays)
Time: 6:00PM-8:00PM
Location: Nashville
Instructor: Kay Cobb

Who are you? Why are you here?
In the mid 1970’s, as a telephone repairman, I knocked on a door in Hope, Arkansas. I saw the curtains move and heard a voice ask me, "Who are you and why are you here?” Sadly, it took over four decades to see the significance in that question.

We are all looking for “better.” Better results, better customer service, better jobs, better health, better relationships, and a better life. But something better is NOT stumbled upon. After decades in leadership, human resources and leadership coaching, I’ve learned the secret to “better.” It became apparent when I was the primary HR contact to 2200 team members for over a decade. The ONLY path to better began with me. Nothing improved—until I improved. $15

CED 1050 01 161Q
Register by: September 17
Date: September 24 (Saturday)
Time: 9:30AM-11:00AM
Location: De Queen
Instructor: Greg Gilbert

CED 1050 02 161Q
Register by: October 1
Date: October 8 (Saturday)
Time: 9:30AM-11:00AM
Location: Nashville
Instructor: Greg Gilbert

REGISTER NOW!
Learn CPR
Save Lives

CPR (Health Care Provider Level-HCP)
Recertification
This class is designed for healthcare providers who are currently certified in Health Care Provider (HCP) and want to recertify their American Heart Association CPR card. Course curriculum follows the 2010 AHA science and guidelines for CPR. This class teaches the skill of CPR AED for victims of all ages. This course is for the healthcare professional who needs to know how to perform CPR as well as other lifesaving skills in a wide variety of settings in both the in-hospital and out of hospital settings.

$30, Call for class information

EMT Refresher/Transition
This 24-hour Arkansas Transitions/Refresher Course may be taken to maintain state certification as an Emergency Medical Technician or the meet NREMT renewal requirement. Classes are a low-stress educational experience designed to refresh existing knowledge and introduce new information. Course will also require an off-site activity.

The National Registry of EMT’s accepts state mandated Transition Courses in place of the traditional 24 hour EMT refresher course.

SORRY NO REGISTRATION AT THE DOOR $56

CED 5000 01 161Q
Register by: August 5
Date: August 13 & 14
(Saturday & Sunday)
Time: 8:00AM – 8:30PM
Location: De Queen, Room 307
Instructor: Waco Jackson

Phlebotomy Technician Program
This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. $1,799 (Textbooks included)

CED 5008 00 161Q
Register by: September 27
Date: October 4-December 15
(Tuesdays and Thursdays)
Time: 6:00PM – 9:30PM
(10-15, 11-12 and 12-3 Saturdays)
9:00PM – 3:00PM
Location: De Queen

Small Business Startup Summit
This seminar prepares you for the intensive business planning process, identifies major steps crucial to starting a business, and discusses start-up requirements and common pitfalls that you will face as an entrepreneur. We will explain and illustrate the business plan format. A business plan will help you evaluate and define your concept. FREE

Tuesday, September 27th | 3:30-7:00 p.m.
UA Cossatot-Nashville

Building Your Brand
You might have a great logo, but do you have a great brand? What’s the difference? Learn how creating and cultivating your brand is vital to your business’ success. Leave ready to plan and implement a brand strategy to increase sales and customer retention. $30

Tuesday, October 18 | 12:00 - 2:00 p.m.
UA Cossatot-Ashdown

10 Tips For Better Email Marketing
Email marketing doesn’t cost much or take a lot of time, but it’s effective - a perfect fit for small businesses. Target the customer you want to reach and get results with email. Learn how to get your messages opened, grow your list, and use email service providers to create professional-looking campaigns in a snap. $30

Thursday, November 17 | 12:00 - 2:00 p.m.
UA Cossatot-Ashdown

Presented by the HSU Arkansas Small Business and Technology Development in partnership with UA Cossatot.

Call today to reserve your seat 870.230.5184
or register online at http://asbtdc.ualr.edu/training/arkadelphia.asp