



CATC Classes Fall 2009

Call 479-855-1903 to register today!

[View Class Schedule by Month](#)

(**M** = Monday, **T** = Tuesday, **W** = Wednesday, **R** = Thursday, **F** = Friday & **S** = Saturday)

Literature and Social Science Classes

Modern Presidents: FDR to Obama **10 hrs** **\$45** **Kay Mathews**
 This course will cover light-hearted trivia and fun facts involving modern presidents as well as taking a more serious look at presidential policies. Who was the first president born in a hospital? Who was the only president (so far) to be sworn in by a woman? When, and why, did TANF replace AFDC? What are "no-bid contracts"? Who created the Office of Management and Budget, and why? Find out answers to these and other interesting presidential questions!

1304 **Sep 2-30** **W** **2:00pm-4:00pm** **HC 204A**

Arkansas History **12 hrs** **\$52** **Jerry H. Moore**
 A presentation of the social, political, and economic development of Arkansas from the 1900s to the present.

1310 **Sep 15-Oct 1** **T R** **5:30pm-7:30pm** **HC 1003**

Great Books: Read and Discuss **12 hrs** **\$52** **Bill Cole**
 Students in this class will read from the Third Series, Vol. 2 in the Great Books Foundation's picks to promote reading, thinking, and sharing of ideas. Authors include: 1) Clausewitz, "What is War?"; 2) Checklov, "Uncle Vanya" (complete work); 3) Maimonides, "on Evil"; 4) Homer, "The Illiad; and 5) Montesquieu, "Principles of Government". Students may purchase the book at www.greatbooks.org (approximately \$30 for series).

1306 **Oct 1-Nov 5** **R** **2:00pm-4:00pm** **HC 1003**

Do's and Taboos: Explore the Social Behaviors Around the World **8 hrs** **\$39** **Teresa Bevis, EdD**

Are you a world traveler? Do business internationally? Fascinated by world cultures? This course explores the unique elements of social behaviors around the world, looking at customs, protocol, etiquette, meeting

and greeting, hand gestures, body language, attitudes about time and punctuality, gift-giving and receiving, and differences in local jargon. Learn things like: how to bow properly when visiting Japan; when to show up for dinner in Ghana; and what gift is appropriate for a Saudi Arabian.

1360 Oct 13-22 T R 6:00pm-8:00pm HC 1003

Language and Culture Classes

Conversational Spanish I 12 hrs \$52 Dr. Richard "Dick" Murie

This conversational course in Spanish is designed for the non-Spanish speaker. Students will learn pronunciation and phrases useful for trades and daily conversation. Vocabulary, pronunciation and conversational skills (listening and speaking) will be enhanced by taking this course. Book required: Spanish for Gringos by William C. Harvey, Barron's is publisher, and it is available through Amazon.com or Barnes and Noble. ISBN: 0-7641-0793-3 (\$10-\$20).

1303 Aug 27-Oct 01 R 6:00pm-8:00pm HC TBD

Conversational Spanish II 12 hrs \$52 Dr. Richard "Dick" Murie

This course takes you "beyond the fundamentals" and helps you to acquire some fluency in speaking and comprehending Spanish. Book required: Spanish for Gringos Level Two by William C. Harvey, Barron's is publisher, and it is available through Amazon.com or Barnes and Noble. ISBN: 0-8120-9743-2 (\$10-\$20).

1305 Oct 15-Nov 19 R 6:00pm-8:00pm HC TBD

Southern Women Writers 20 hrs \$81 Marilyn Lanford

Southern Women Writers and Their Own Short Stories Using southern women writers' short stories as a backdrop, this class will explore writing content and techniques for the short story format. Students will read their work in weekly critique sessions to learn more about story elements. The group will share ideas for transforming the ordinary into exciting storytelling. In conjunction with the writing assignments, we will read the short stories of Eudora Welty, and Flannery O'Connor, along with the novel, to Kill a Mockingbird by Harper Lee.

1308 Sep 9-Nov 11 W 1:00pm-3:00pm HC 1003

Art Lecture Series Highlighting the World's Most Famous Artists 4.5 hrs \$31 Rudy Aguirre

Enjoy a special art lecture series highlighting the life and works of Van Gough, da Vinci, Michelangelo, Raphael, and Rembrandt. Instructor Rudy Aguirre is an experienced and highly respected artist, world traveler, and instructor. He has taught at many colleges, universities, and art institutes, including the Prado Museum in Madrid, Spain and the University of Madrid.

1330 Sep 10, Oct 8 & Nov 12 R 6:00pm-7:30pm HC 1003

Art Classes

Oil Painting: Still Life 12 hrs. \$52 Dayna Enderson

Learn about classical painting through three four-hour workshops. Each session will include a lecture, demonstration, and hands-on training. This class will teach about still life oil painting in reference to the great masters. Each student will be required to bring their own oil paints, medium, solvent, and brushes.

Easels will be provided. Contact CATC (479-855-1903) for a suggested list of supplies (\$25-\$50).

Participants are welcome to bring snacks to class.

1352 Sept 12-26 S 9:00am-1:00pm HC 1001

New Techniques with Watercolor 12 hrs \$52 Susan Edgmon

Work with transparent watercolor using a variety of subject matter: floral, still life, landscapes, abstracts, etc. Explore ways to create depth and texture with some discussion of design and composition. Contact CATC for supply information.

1320 Oct 5-26 M 9:00am-12:00pm HC 1001

Pottery I 18 hrs \$107 Helmut Sperl

Explore the basic pottery concepts and terminology, with a focus on hand-building by the use of the slab and coil methods. An opportunity to try your hands at the pottery wheel is included. A \$35 supply fee is included in the tuition.

1370 Oct 12-28 M W 1:00pm-4:00pm HC 1001

1371 Oct 12-28 M W 6:00pm-9:00pm HC 1001

Pottery II 18hrs \$107 Helmut Sperl

Create pottery objects using hand building methods. Individual instruction for “throwing pots” on the wheel will be provided. A \$35 supply fee is included in the tuition.

1372 Nov 2-18 M W 1:00pm-4:00pm HC 1001

1373 Nov 2-18 M W 6:00pm-9:00pm HC 1001

Craft Classes

Basic Quiltmaking 8hrs \$39 Donna Thomas, NQACT

Learn the basics of rotary cutting and machine piecing a small quilt top that you can put together as a table topper, wall-hanging or table runner. Skills taught include fabric choices and care, rotary cutting and machine piecing, hand quilting, binding and casing. Costs of supplies vary depending on what you already have and what you need or choose to purchase. Fabric kits, rotary cutting equipment, and basic supplies will be available for purchase from the instructor the first night of class. You may also purchase your supplies at local retail quilt and hobby shops. You will need to bring a sewing machine for your use in class. Contact CATC (479-855-1903) for a supply list.

1379 Sep 3-Oct 1 R 6:00pm-8:00pm HC 1001

Creative Scavenger: 8hrs \$39 Teresa Bevis, EdD

Zero-Cost Art Museum Masterpieces

Do you have jars of old buttons, coffee cans full of bottle caps, old picture frames or one-legged stools taking up space in your attic? Can you glue, nail, or wire things together? Then you have everything it takes to create a masterpiece! You'll learn about the history of folk and “found” art in America, then design, assemble, and create your own unique piece of art. Instructor will collect \$3 per student for supplies (glue, wire, tacks, nails, paint, brushes, etc.).

1355 Sep 14-23 M W 10:00am-12:00pm HC 1001

1356 Dec 7-16 M W 10:00am-12:00pm HC 1001

Fun with Batik and Tie Dye: 8 hrs \$39 Teresa Bevis, EdD

Recycle those old sheets and stained white T-shirts

Learn about batik, history of fabric dying, and tie dye, as well create your own special projects. Instructor will collect \$5 per student for assorted Rit dyes during the first class.

1353 Sep 14-23 M W 1:00pm-3:00pm HC 1001

1354 Dec 7-16 M W 1:00pm-3:00pm HC 1001

Jewelry for Fun 12 hrs \$52 Kathleen Lamm-Rogers

Jewelry making can be fun. Learn easy techniques to make bracelets, necklaces, earrings, and other items to match any outfit. Make gifts for friends or family and/or enjoy this activity with friends and family.

Materials will be provided at a cost not to exceed \$25. Fees for material will be collected first night of class by instructor.

1323 Sep 15-Nov 3 T 1:30pm-3:00pm HC 1001

1324 Sep 15-Nov 3 T 6:00pm-7:30pm HC 1001

Beginning Scrapbooking 8hrs \$39 Bettie Luper

You'll learn the essentials of making scrapbooks and greeting cards. This hands-on class includes four sessions: 1) Tools of Paper Crafting, 2) Color and Layout Design, 3) Titles and Journaling, and 4) Embellishments. A \$15 supply fee for consumables will be collected by the instructor the first night of class. Bring your own adhesive (\$1-\$5).

1377 Oct 8-29 R 9:00am-11:00am HC 1001

Digital Photography Basics 12 hrs \$52 Bill Wright

This is an introductory digital photography course emphasizing the growth of technical skills, creativity, and confidence as a new photographer. Each three-hour class will contain a lecture, class discussion, demonstration, and weekly critic. This class requires a digital camera with manual exposure capabilities (preferred manual focus). Participants are welcomed to bring their dinner to class. Be sure to bring your camera to class.

1362 Oct 27-Nov 17 T 5:30pm-8:30pm HC 1003

Knitting for Fun 6 hrs \$33 Margaret Christensen, RN (ret.), EdD

Join us and learn how to knit and complete a small project. Equipment needed: One pair of #8 10-inch knitting needles, one skein of worsted weight cotton yarn, and a pair of small scissors.

1312 Nov 5-Dec 3 R 6:30pm-8:00pm HC 200

Holiday Wreath Making 2 hrs \$20 Denise Gibbons-Cobb

Learn to make your own custom holiday wreath for \$25 or less. Choose your own colors and theme and create something special. Great gift idea. Bring a wreath with you to class.

1317 Nov 7 S 10:00am-12:00pm HC 1001

Bridge Classes

Bridge: Bidding in the 21st Century 16 hrs \$66 Robert Makela

This introductory bridge class is intended for people who have never played the game before, and those who have played a little but are "rusty" and want a refresher course. A recommended book will be available from the instructor for a cost of \$10.

1347 Sep 29-Nov 17 T 9:00am-11:00am HC 1006

Bridge: Play in the 21st Century 16 hrs \$66 Robert Makela

This class will introduce students who already play bridge to ideas about how to "make the contract" when they are short of obvious tricks. A recommended book will be available from the instructor for a cost \$10.

1348 Sep 30-Nov 18 W 9:00am-11:00am HC 1006

Bridge: Defense in the 21st Century 16 hrs \$66 Robert Makela

This class will introduce students who already play bridge to techniques for defeating contracts that declarer would make if they don't defend carefully. A recommended book will be available from the instructor for a cost of \$10.

1313 Oct 1-Nov 19 R 9:00am-11:00am HC 1006

Music Classes

Beginning Keyboard/Piano for Kids 4 hrs \$30 Marla Barina

This fun and informative music experience teaches kids the basics of notation, chords, and rhythm. In just 4 weeks, the enjoyment of music will come alive—perhaps for the rest of their lives!

1333 Oct 3-24 S 10:30am-11:30am HC 206

1334 Oct 6-27 T 5:30pm-6:30pm HC 206

Beginning Keyboard/Piano for Adults 4 hrs \$30 Marla Barina

Always wanted to play? Know a "little" about chords and notation, but need more knowledge? In just 4 weeks this fun and informative course takes you through the basics, all the way to playing your favorites.

1336 Oct 5-26 M 5:30pm-6:30pm HC 206

1335 Oct 6-27 T 1:30pm-2:30pm HC 206

Business & Financial Classes

For Women Only: Basics of Investing 4 hrs \$30 Denise Gibbons-Cobb

Understanding financial investment vehicles in a class designed by a woman for women. Class will be using a book titled Smart Women Finish Rich by David Bach. Cost of book is \$10 -\$16 and is available on Amazon.com or Barnes and Noble.

1307 Aug 24-31 M 2:00pm-4:00pm HC 1003

Going Out Gracefully 4 hrs \$30 Denise Gibbons-Cobb

Planning for the inevitable. Learn about estate planning, consolidation of assets, downsizing, and other

helpful information to assist those you leave behind. Class will be using an AARP book titled Crash Course in Estate Planning. Cost of book is \$10-\$16 and is available on Amazon.com or Barnes and Noble.

1309 Sep 14-21 M 2:00pm-4:00pm HC 1003

Starting a Business 15 hrs \$63 Jeff Tandy

This is a six week introduction into the all-important process of planning, promoting and profiting from your startup ideas. Class will prepare you to critically examine your business idea and then walk students through the early steps vital to long-term stability.

1363 Sep 16-Oct 14 W 6:00pm-9:00pm HC 1003

Take Control: Learn How to Live Debt Free 6hrs \$33 Doug Ahlum

Understand the basics about debt. You'll learn about the difference between revolving debt and fixed debt; good debt and bad debt. You'll create and develop plans on how to eliminate debt.

1374 Sep 16-Oct 7 W 4:00pm-5:30pm HC 1003

Speak Up! 6hrs \$33 Ashley Edwards

Public Speaking in the Workplace & Beyond

This course is designed to be a safe arena for students of all ages to learn the essentials and techniques for speaking in front of large and small groups. It will cover the basic techniques on how to deliver presentations with confidence, authority and style in the workplace and beyond.

1367 Sep 14-Oct 5 M 6:00pm-8:30pm HC 1003

Connecting Generational Differences 0.25 PCEs 2.5 hrs \$22 Gale Harder

This workshop is designed for you to better understand the various generations. With this understanding you can build cohesiveness at work and home through quality communication. The objective is to better communicate with all generations by understanding their differences, values, motivations and preferred feedback method. This workshop will be a combination of lecture and discussion. All ages are invited and encouraged to help facilitate the discussion. Cost of materials is included in tuition.

1357 Oct 5 M 1:30pm-4:00pm HC 1003

1358 Oct 10 S 9:00am-11:30am HC 1003

1359 Oct 12 M 6:00pm-8:30pm HC 1003

Marketing for Non-Profits 0.3 PECs 3 hrs \$25 Ed Zegler

This course provides students with information that non-profits need ranging from how to set goals to developing a marketing plan. Identifying target customers, working with media outlets, utilizing marketing tools, setting up e-mail and more will be covered in this class.

1364 Nov 14 S 9:00am-12:00pm HC 1003

Fitness & Activities Classes

Beginning Tap for Adults 12 hrs \$52 June "Sam" Nemecek

So you think you can't dance? You most definitely can with the proper instruction for basic steps of tap dance. Dance to modern music and get great exercise while having fun! This class is for both adult men and women, age 18 and over. Wear slick soled flats that will stay on your heels for the first class. More information about tap shoes will be covered during the first class.

1321 Aug 26-Nov 11 W 6:00pm-7:00pm HC 1006

Zumba **6 hrs** **\$33** **Tricia Griffith**
 Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a dynamic fitness program that lets you have fun while working out. Zumba helps tone, sculpt, and burn fat while incorporating dance steps such as salsa, and meringue. It also includes other fun music and dance styles such as hip hop, belly dancing, and African music.

1289 Sep 14-Oct 19 M 5:30pm-6:30pm HC 1006

Introduction to Hatha Yoga **12 hrs** **\$52** **Crystal Davis**
 Join us to learn basic Hatha Yoga. This class teaches fundamentals including alignment, breathing, balance, strength and form. Hatha Yoga focuses on movement with breath, strengthens and tones core muscles, improves cardiovascular health and will help you cultivate mind/body awareness. Class is taught by a Yoga Alliance Certified instructor. All levels are welcome. Wear comfortable clothes that allow for a large range of movement.

1291 Aug 25-Sep 17 T R 2:00pm-3:30pm HC 1006
1292 Aug 25-Sep 17 T R 4:00pm-5:30pm HC 1006
1293 Aug 25-Sep 17 T R 6:00pm-7:30pm HC 1006

1294 Sep 22-Oct 15 T R 2:00pm-3:30pm HC 1006
1295 Sep 22-Oct 15 T R 4:00pm-5:30pm HC 1006
1296 Sep 22-Oct 15 T R 6:00pm-7:30pm HC 1006

1297 Oct 21,23,26-Nov 11 MW 2:00pm-3:30pm HC 1006
1298 Oct 21,23,26-Nov 11 MW 4:00pm-5:30pm HC 1006
1299 Oct 21,23,26-Nov 11 MW 6:00pm-7:30pm HC 1006

1300 Nov 16-Dec 16 MW 2:00pm-3:30pm HC 1006
1301 Nov 16-Dec 16 MW 4:00pm-5:30pm HC 1006
1302 Nov 16-Dec 16 MW 6:00pm-7:30pm HC 1006

Computer Classes

(All CATC computer courses use Microsoft Vista Operating System and Office 2007 unless otherwise indicated. PEC = Professional Education Credits)

Introduction to Adobe Photoshop Elements 7 1.2 PECs **12 hrs** **\$59** **Bill Wright**
 Learn to edit photos by adjusting lighting, color and size. Use special effects to enhance and retouch photos. Create stunning flyers and brochures with graphics features of the program. Digital camera experience not required, but recommended. Working knowledge of Windows recommended. Easy Adobe Photoshop Elements 7 textbook by Kate Binder is available through Amazon.com or Barnes and Noble ISBN 0789739267 (\$12-\$20).

1349 Aug 24-Oct 5 M 9:00am-11:00am HC 1004

Adobe Photoshop Elements 7 1.2 PECs 12hrs \$127 Laura Johnson Auffet

Learn the basics of Adobe Photoshop Elements 7 to get the most out of your digital photography. Photoshop Elements explores the most common photo editing issues you will encounter when editing your photos for personal or business use. Students navigate the work area, become familiar with basic tools and palettes, create composite images, enhance and modify images, and apply effects and filters to an image. This class will focus on "hands-on" skills while working in a computer lab.

1316 Oct 13-Nov 3 T 5:30pm-8:30pm HC 1004

Social Networking 1.2 PECs 12 hrs \$59 Pat Patterson

By definition, a social network service focuses on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. In this introductory class, we will explore the explosion of social networking on the internet. You will sign up and create accounts with Facebook, Other topics covered will include: Twitter vs. Text Messaging, Instant Messaging, Class Mates, Blogs, and Micro Blogs.

1350 Aug 25-Sep 10 T R 1:00pm-3:00pm HC 1004

1351 Nov 3-19 T R 1:00pm-3:00pm HC 1004

Business Networking 1.2 PECs 12 hrs \$59 Pat Patterson

Today the demands and constant changes in the business world require us to "stay on top of our game" in ways never possible before. With technology changing faster than a "New York Minute" no one is able to stay abreast of the ever changing business landscape without an ever expanding network of people able to assist, explain, expand and just "be there" for us. In this class, we will explore **LinkedIn**, a tool used for everything from finding that perfect job to keeping it. We will look at ways to connect with groups to help you market yourself or business, increase your sales and even find Venture Capital or Angel Funding.

1361 Oct 15-Nov 19 R 6:00pm-8:00pm HC 1004

Buying and Selling on EBay 6 hrs \$38 Margaret Christensen, RN (ret.), EdD

Learn how to safely and successfully buy and/ or sell on EBay. You will learn how to register with EBay, understand how EBay works, write titles and descriptions, upload photos, and identify different shipping methods. To fully enjoy this computer-based course, you will need to be computer literate and comfortable using email. Also, you will need to have access to and know how to use a printer, the Internet (and have an Internet provider), and digital camera.

1311 Sep 14, 28 & Oct 12 M 6:00pm-8:00pm HC 1004

QuickBooks Pro 2009 1.2 PECs 12hrs \$59 Dawn Harpell

You'll learn how to make accounting easy by using tools to help you organize your finances all in one place. Complete tasks like payroll, invoicing, bill tracking and check-writing. Track sales and expenses, and easily share this data using Word and Excel.

1375 Sep 15-Oct 1 T R 6:00pm-8:00pm HC 1004

1376 Oct 5-21 M W 12:30pm-2:30pm HC 1004

Digital Photography 12 hrs \$59 Chuck Billman

This class is for anyone thinking of purchasing a digital camera, as well as those who already own a digital camera. You will have the opportunity to learn more about the features of your camera and some of the guidelines you can use to take better photos. Transferring your photos to a Windows Vista computer, using photo editing programs to edit and enhance your photos, organizing your photos on the hard drive, and

burning those photos to a CD are all covered in detail. You also will learn the easy way to properly email your photos using Windows Mail. Prerequisite: Intro to Computers I is highly recommended.

1332 Sep 15-Oct 1 T R 1:00pm-3:00pm HC 1004

Basic Genealogy Using Computers 12 hrs \$59 George Poe
Learn the basics of using a computer to find and save your family's genealogy. Learn about available tools that vary from free to subscription. Hands-on work with a computer will be emphasized. Ways of storing, organizing and preparing your family history will be discussed. Pre-Requisites: Basic computer knowledge including use of a word processor and a web browser.

1314 Oct 19-Nov 4 M W 3:00pm-5:00pm HC 1004

1315 Nov 2-18 M W 7:00pm-9:00pm HC 1004

File Management and Computer Security 4hrs \$32 Chuck Billman
Think of the computer as an electronic file cabinet. If you are unable to store the information you create in a logical and organized manner it can be frustrating and time consuming trying to find your work. This course will provide you with the knowledge you can use to get organized. Computer security should be your highest priority. Not knowing how to protect your computer can lead to costly repair charges. Learn what programs you can use and the procedures you need to follow to reduce the risk of infection.

1326 Aug 11-13 T R 10:00am-12:00pm HC 1004

1327 Nov 17-19 T R 10:00am-12:00pm HC 1004

Introduction to Computers 12 hrs \$59 Chuck Billman
This class is for those who need to become more familiar with the Windows Vista operating system and the overall operation of a computer. Specific areas covered in more detail include: terminology, keyboarding, use of the mouse, the basics of a word processor, file management, computer security, and maintenance.

1328 Aug 25-Sep 10 T R 6:00pm-8:00pm HC 1004

1329 Oct 13-29 T R 1:00pm-3:00pm HC 1004

Using Windows Vista 12 hrs \$59 Chuck Billman
This course is designed for those who have not used this Microsoft operating system. All basic functions of the Vista operating system will be covered.

1331 Sep 15-Oct 1 T R 10:00am-12:00pm HC 1004

Basic Computer Maintenance 4 hrs \$32 Chuck Billman
Over time computers become dirty and a lot of unnecessary data builds up on the hard drive. To keep your computer in good operating condition you need to periodically go through some maintenance procedures to clean up the computer. This will allow the computer to run cooler, more efficiently, and reduce the likelihood of having a computer malfunction.

1337 Oct 6-8 T R 6:00pm-8:00pm HC 1004

1338 Nov 3-5 T R 10:00am-12:00pm HC 1004

Email and the Internet 12 hrs \$59 Chuck Billman
This class details the use of the Internet Explorer to access the Internet and Windows Mail to send and receive mail. Configuring the programs for maximum security, finding and saving information that is located on the World Wide Web, the procedures for downloading and installing a program on the computer, and how to handle email attachments are just a few of the topics included in this class.

1339 Oct 13-29 T R 10:00am-12:00pm HC 1004

Microsoft 2003 Word for Beginners 12hrs \$59 Peggy Glur

This beginning course will help you learn how to save, open, and print a document. The menu bar will be discussed. You will learn how to enter text, create a letter, and other professional documents and discover how to format text and edit a document. Plus, you will select commands using toolbars to spell-check, cut, copy, and paste and to add a clip art image. The fee for the textbook will be \$25-\$30 and will be collected the first night of class.

1411 Sep 11-Oct 16 F 9:00am-11:00am HC 1004

Microsoft 2003 Excel for Beginners 12hrs \$59 Peggy Glur

This beginning course will cover spreadsheets, and you will learn how to edit, save, and open a workbook. Formulas and functions will be introduced to perform calculations and to analyze data in worksheets. Charts will be created in different styles and formats. Auto sum will be used. Labels and values will be entered. The Undo tool will be discussed. The fee for this textbook will be approximately \$25-\$30 and will be collected the first night of class.

1414 Sep 11-Oct 16 F 1:00pm-3:00pm HC 1001

Microsoft Word 2007 — Beginners 1.2 PECs 12hrs \$59 Peggy Glur

This is a great course to update skills to prepare for the office world. You will get acquainted with the Microsoft screen. This course will introduce Tabs and Ribbons, the Office Menu, the Mini Toolbar, Galleries, and Dialog Boxes. Also, you will learn how to: 1) Use Shape Styles and Formatting Themes, 2) Enter, edit, copy, cut, and paste text, and spell check documents, 3) Apply the Clip Art and Clip Organizer, and 4) create number and bulleted lists. The fee for the textbook will be \$25-\$30 and will be collected the first night of class.

1412 Sep 9-Oct 28 W 5:30pm-7:00pm HC 1004

Microsoft 2007 Word — Intermediate 1.2 PECs 12hrs \$59 Peggy Glur

This course will help you improve your skills and prepare for that new job in an office setting. Tab settings and line spacing will be changed. You will insert a page break and center text on a page. Page numbers will be added and an embedded object will be inserted into a document, as well as change alignment and create and format a table. Charts will be inserted and you will learn how to crop pictures. The fee for the textbook will be approximately \$25-\$30 and will be collected the first night of class.

1413 Oct 30-Dec 11 F 1:00pm-3:00pm HC 1004

Microsoft Excel 2007 — Beginners 1.2 PECs 12hrs \$59 Peggy Glur

This beginning course will cover the basics. It will help students reinforce their skills and prepare for the office world. Students will create and format a worksheet and work with formulas and functions. The Auto Sum tool will be applied to create formulas. Formulas will be copied with absolute and relative cell references. Cells will be inserted and deleted. Labels and values will be entered and cell entries will be edited, copied, and moved. Students will be working with charts. The fee for the textbook will be \$25-\$30 and will be collected the first night of class.

1415 Sep 14-30 M W 1:00pm-3:00pm HC 1004

Microsoft Excel 2007 — Intermediate 1.2 PECs 12hrs \$59 Peggy Glur

This course covers managing workbook data. You will learn how to insert hyperlinks and be shown how to create, sort, find, and replace table data. A custom filter will be created. You will use the HLOOKUP,

VLOOKUP, and MATCHING functions. A macro will be recorded and a chart enhanced by using Word Art and adding a picture. The fee for the textbook will be \$25-\$30 and will be collected the first night of class.

1416 Oct 12-28 M W 9:00am-11:00am HC 1004

Microsoft Excel 2007 — Advanced 1.2 PECs 12hrs \$59 Peggy Glur

This advanced course will use a What-If-Analysis and Tracking A What-If-Analysis with a Scenario Manager. Goal-Seek will also be introduced. A Pivot Table will be created and data exchanged. An Excel chart will be linked to a Power Point slide. You will import a text file and a database table and embed a workbook in a Word document. The fee for the textbook will be \$25-\$30 and will be collected the first night of class.

1417 Nov 2-18 M W 9:00am-11:00am HC 1004

Microsoft Publisher 2007 1.2 PECs 12hrs \$59 Dawn Harpell

Using a library of hundreds of customizable design templates, you'll learn how to create newsletters, brochures, flyers, postcards, Web sites, and more. You'll learn how to combine and edit mailing lists within Publisher from multiple sources.

1378 Dec 1-17 T R 1:00pm-3:00pm HC 1004

To register for a class(es), just call **479-855-1903** or stop by the **College at the Crossing** offices (lower level of Highlands Crossing Center, 1801 Forest Hills Blvd., Bella Vista)

Credit Classes

To learn about NWACC credit classes held at Highlands Crossing Center (HC) in Bella Vista or to register for credit classes, go to

https://www2.nwacc.edu/pls/nprod/hxskschdnext.P_NWACCSchedule

Field Trips

Several field trips will be offered throughout the year, so check our monthly newsletter that is distributed electronically for more information. If you do not currently receive our newsletter and would like to, please send an email to catc@nwacc.edu.

Directions to College at the Crossing

College at the Crossing is located in the Highlands Crossing Center just south of the 4-way stop near the entrance to the Highlands area of Bella Vista. The options to get to the Highlands Crossing Center in Bella Vista are easy:

- 1) From Bentonville, take Hwy. 71 north to exit 98 (Bella Vista Town Center); turn left onto Hwy. 340, also known as Lancashire Blvd; travel northwest for approximately 4-1/2 miles until you reach the 4-way stop; take a left and the Highlands Crossing Center is directly across the road from the Conoco Gas Station.

- 2) From Bentonville or Jane, Missouri, turn at the stoplight at the intersection of Hwys. 71 and 00 (Macadoodles and Hendren Chevrolet); travel south on 00, which turns in to Hwy. 279, also known as Forrest Hills Blvd., for approximately 3-1/2 miles until you reach the 4-way stop; go straight through the stop sign and the Highlands Crossing Center is directly across from the Conoco Gas Station.
- 3) From Hiwasse, travel Hwy. 279, also known as Forrest Hills Blvd., approximately 3 miles until you see the Conoco Gas Station. The Highlands Crossing Center is directly across the road from the gas station. If you reach the 4-way stop, you have gone too far.

Call 479-855-1903 to register today!

For your convenience, there are 5 easy ways to register for classes held at CATC. Just pick the option that works best for you!

- 1) **Phone** registration with credit/debit card payment to 479.855.1903
- 2) **Visit** College at the Crossing at 1801 Forest Hills Blvd, Bella Vista — lower level of the Highlands Crossing Center
- 3) **Fax** registration form with credit/debit card payment to 479.936.5183
- 4) **E-Mail** registration form with credit/debit card payment to catc@nwacc.edu
- 5) **Mail** registration form with payment to:
College at the Crossing
NorthWest Arkansas Community College
One College Drive
Bentonville, AR 72712