



## CATC CLASSES FALL 2008

### TALENT DEVELOPMENT (CEUs)

**XCTC 7004: Introduction to Accounting**

**2.7 CEUs    27 hrs. \$252**

This course is an introduction to fundamental accounting concepts including analyzing, interpreting and recording transactions, double-entry accounting, and preparation of financial statements, bank reconciliation and payroll transactions. The course develops analytical skills needed to diagnose and solve accounting problems. The textbook is available at the campus bookstore.

**CRN 1116    Aug 28-Oct 23    R    6:00pm- 9:00pm    HC 1003**

**XCTC 7005: Excelling in the Workplace**

**1.6 CEUs    16 hrs. \$156**

This course offers the latest business skills techniques and principles in an engaging interactive setting that will motivate employees and target performance. Topics include workplace ethics and values, positive business behavior, listening skills, time management, customer service, team building, conflict management and interpersonal communication skills.

**CRN 1117    Oct 28-Nov 6    T R    5:30pm- 9:30pm    HC 1003**

**XCTC 7003: Marketing for Non-Profits**

**0.6 CEUs    6 hrs    \$63.00**

This course provides students with information that nonprofits 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 newsletters and more will be covered in this class.

**CRN 1113    Sep 25- Oct 9    R    6:00pm- 8:00pm    HC 1006**

**XCTC 7006: Achieve Global: Principles and Qualities of Leadership**

**0.4 CEUs    4 hrs. \$137**

Helps participants achieve results in their jobs by applying the principles and developing the qualities of Genuine Leadership. Participants will be able to:

- Explain how current business issues affect their organizations and their ability to achieve results.
- Discuss five critical leadership qualities that contribute to both organizational and personal success.
- Discuss six principles that help leaders develop effective working relationships.
- Assess the regularity with which they apply these principles in their daily behaviors.
- Use the principles to address organizational problems and develop the qualities of Genuine Leadership, and
- Plan to use the principles and qualities of Genuine Leadership in their jobs.

**CRN 1118    Oct 3    F    12:00pm- 4:00pm    HC 1003**

**XCTC 7007: Achieve Global: Reaching for Stellar Service**

**0.4 CEUs    4 hrs. \$137**

Explore the value of stellar customer service and the role of the service provider in achieving it! Participants will be able to:

- describe what stellar service is,
- discuss the benefits of customer loyalty,
- know their role in building customer loyalty,
- find and take advantage of key defining moments in customer interactions,
- identify and discuss three dimensions of service,
- describe and apply four key qualities that customers expect from stellar service, and
- use the four key service qualities to evaluate and improve the services they deliver.

**CRN 1119    Dec 5    F    12:00pm- 4:00pm    HC 1003**

**XCTC 7008: Photoshop Level I****1.2 CEUs 12 hrs. \$124**

Learn the basics of Adobe Photoshop to get the most out of your digital photography.

- Move, duplicate, and resize images
- Use layering and special effects
- Blend composite images
- Add color and painting
- enhance and repair images
- Use blending modes

**CRN 1120 Oct 13-29 M W 6:00pm- 8:00pm HC 1004****XCTC 7013: FrontPage****1.2 CEUs 12 hrs. \$124**

Interested in creating a Web page for personal, non-profit, or small business use? This course is for you! Learn the basics of FrontPage 2003, the popular Microsoft Web page design software that is part of the MS Office Suite. Learn to create a Web site with graphics, hyperlinks, borders, themes, navigation controls, tables, photo galleries, and more. Publish your Web site for others to view on the Web! Students will provide text. Contact the CATC for text information. Prerequisite: Basic computer skills and/or Intro to Computers I.

**CRN 1127 Nov 3-12 M W 6:00pm- 9:00pm HC 1004****XCTC 7009: Excel 2007 Level I****1.8 CEUs 18 hrs. \$178**

This course provides students with a hands-on introduction to Microsoft Excel 2007. The textbook required for this course will also be used in Excel Level II.

- Create professional-looking worksheets and charts
- Manage data with worksheets, charts, and lists
- Work with formulas and functions to analyze data
- Create charts and graphics that complement worksheet data
- Work with lists
- Work with multiple worksheets and workbooks

**CRN 1121 Aug 25-Sep 15 M W 6:00pm- 9:00pm HC 1004****CRN 1122 Sep 16-Oct 2 T R 6:00pm- 9:00pm HC 1004****CRN 1123 Dec 1-17 M W 6:00pm- 9:00pm HC 1004****XCTC 7010: Excel 2007 Level II****1.5 CEUs 15 hrs. \$150**

This course provides students hands-on practice using advanced features of Microsoft Excel 2007.

- Work with Editing and Web tools
- Develop a customized Excel application
- Manage data tables and scenarios
- Work with Solver
- Import/export data
- Enhance workbooks with Visual Basic for Applications

**CRN 1124 Oct 7-21 T R 6:00pm- 9:00pm HC 1004****XCTC 7011: Excel Formulas, Functions and Charts****0.6 CEUs 6 hrs. \$70**

Do you feel comfortable using Excel to create professional charts and perform complex calculations, or are you still a little hesitant when you get beyond basic data entry and formulas? No textbook is required for this course. Basic skills in Excel recommended.

**CRN 1125 Nov 18-20 T R 6:00pm- 9:00pm HC 1004****XCTC 7012: PowerPoint 2007****1.5 CEUs 15 hrs. \$150**

Learn to use Microsoft PowerPoint to create and make professional presentations! In this course you will learn to create a presentation, apply and modify text and graphic objects, present a slideshow with special effects, and integrate a slideshow with other programs. You will learn tips for presenting like a pro! The required textbook is available at the campus bookstore. No prerequisites. Should be familiar with basic computer operation and have basic keyboarding skills.

**CRN 1126 Sep 22-Oct 6 M W 6:00pm- 9:00pm HC 1004**

**Call 479-855-1903 to register today!**

## PERSONAL ENRICHMENT CLASSES

### LITERATURE AND SOCIAL SCIENCE CLASSES

#### Great Books Read & Discuss

12 hrs. \$52

Students in this class will read from the "Third Series" in the Great Books Foundation's picks to promote reading, thinking, and the sharing of ideas. Authors include Dewey, Mill, Shakespeare, and Thucydides. New students are welcome! Students may purchase the books at [www.greatbooks.org](http://www.greatbooks.org).

**CRN 1154 Oct 2-Nov 6 R 2:00pm- 4:00pm HC 1003**

#### Script Writing

12 hrs. \$52

Students will learn the basic principles of writing for stage through writing exercises and short assigned readings about the craft. They will learn to create stories and put them in a script format. The class will culminate into a final script reading of each participant's short play with actors reading the scripts. Students will also learn about how to break into the business of getting their scripts produced and opportunities for scriptwriters.

**CRN 1153 Oct 20- Nov 5 M W 5:30pm-7:30pm HC 1003**

#### Comparing World Religions

4 hrs. \$33

The basics of Islam, Judaism and Christianity will be discussed. The holy books from each faith will be compared, and what each faith says about afterlife, heaven, proper conduct and how we relate to the God of their religion will be discussed.

**CRN 1129 Aug 26-Sep 16 T 6:00pm- 7:00pm HC 1003**

#### Let's Talk

12 hrs. \$52

A Facilitator will guide students in a discussion of politics, economics, social trends, and other current events.

**CRN 1155 Sep 9- Oct 14 T 1:00pm- 3:00pm HC 1006**

#### Ark History: Early History to 1900

12 hrs. \$52

A presentation of Arkansas' social, cultural, political, and economic development from the arrival of the Native American to 1900.

**CRN 1156 Oct 14-30 T R 5:30pm-7:30pm HC 1006**

### LANGUAGE AND CULTURE CLASSES

#### Italian Trio

12 hrs. \$52

Learning Conversational Italian while also finding out more about famous Italians and the artwork of Italy. Learn a core of expressions and vocabulary needed for travel while studying remarkable art, artisans, and other notable Italians.

**CRN 1158 Oct 13- 29 M W 5:30pm- 7:30pm HC 1006**

#### Spanish for Travelers I

12 hrs. \$52

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.

**CRN 1157 Sep 9-25 T R 1:00pm- 3:00pm HC 1003**

#### The History & Art of Walking I

16 hrs. \$66

The course will emphasize literary, artistic, and philosophical examples of walking, as well as consider the many other functions/benefits of walking: its role in exploration, travel, recreation, and athletics; its social and spiritual aspects; and its political and altruistic potential.

**CRN 1341 Aug 26-Sep 30 T R 9:00am – 10:30 am HC 1003**

## BRIDGE CLASSES

### **Bidding in the 21st Century**

**16hrs. \$66**

This class is an introduction to Bridge, and is intended for people who have never played bridge. It is also a good review for those who play but have never had "formal" lessons. Even those who are somewhat experienced at the game may learn a few new ideas! A recommended book will be available from the instructor for a cost of approximately \$15, and an optional Learn to Play Bridge I and II disk will be available from instructor for \$2.

**CRN 1139 Sep 8- 24 M W F 9:00am- 11:00am HC 1003**

### **Play in the 21st Century**

**16hrs. \$66**

This class will introduce students who already play bridge to ideas about how to "make the contract" when they are short of obvious tricks. This is a great class for those who have learned from their friends but are still a bit unsure about their play. A recommended book will be available from the instructor for a cost of approximately \$15.

**CRN 1140 Oct 6- 22 M W F 9:00am-11:00am HC 1003**

### **Defense in the 21st Century**

**16hrs. \$66**

This class will help students who already know how to play bridge with ideas about how to play better defense. There's no better offense than a good defense! A recommended book will be available from the instructor for a cost of approximately \$15.

**CRN 1141 Nov 3- 21 M W F 9:00am-11:00am HC 1003**

## ART CLASSES

### **Pottery I**

**18 hrs. \$107**

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 \$35.00 supply fee is included in the tuition.

**CRN 1135 Oct 13-29 M W 1:00pm-4:00pm HC 1001**

**CRN 1136 Oct 13-29 M W 6:00pm- 9:00pm HC 1001**

### **Pottery II**

**18 hrs. \$107**

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.

**CRN 1137 Nov 3-19 M W 1:00pm- 4:00pm HC 1001**

**CRN 1138 Nov 3-19 M W 6:00pm- 9:00pm HC 1001**

### **Ways with Watercolor**

**12 hrs. \$52**

Introduction to transparent watercolor using a variety of subject matter; floral, still life, landscapes, abstracts, etc We will be exploring ways to create depth and texture with some discussion of design and composition. Contact the CATC for supply information.

**CRN 1130 Oct 13- Nov 3 M 9:00am-12:00pm HC 1001**

### **Watercolor Landscapes Focusing on Skies**

**12 hrs. \$52**

Large or small landscapes in watercolor are always a favorite, especially if it is a local scene. You can work from photographs and will compose and learn about painting dramatic skies. Contact CATC for supply information.

**CRN 1131 Aug 28-Sep 18 R 5:30pm- 8:30pm HC 1001**

## COMPUTER CLASSES

### Watercolor Floral Painting Using Rice Paper

12 hrs. \$52

The affect of watercolor combined with softly colored large sheets of rice paper presents a painting with extremely rich colors and depth. Contact CATC for supply information.

**CRN 1132 Sep 25-Oct 16 R 5:30pm- 8:30pm HC 1001**

### Create a Watercolor Painting of Your Home

12 hrs. \$52

This is the class for you if you have ever wanted to paint an image of your home, or your family home place from long ago. All you need besides your supplies is a well composed photograph. An amazingly simple way of drawing will also be a part of this class. Contact CATC for supply information.

**CRN 1133 Oct 23-Nov 13 R 5:30pm- 8:30pm HC 1001**

### Watercolor Greeting Card Designs for All Seasons

12 hrs. \$52

In this class you will learn to give every special occasion, your own beautifully hand designed personal greetings and warm wishes. Begin with painting your own Christmas cards this year. Simple projects and great fun, with professional results. Contact CATC for supply information.

**CRN 1134 Nov 13-Dec 11 R 5:30pm- 8:30pm HC 1001**

### Holiday Floral Design

12 hrs. \$52

This class will cover fall and Christmas floral design. Using silks and fresh flowers, a Master Florist will teach students how to design wreaths, garlands, mantel pieces and table arrangements using colors for the current season. Giving a "face lift" to prior year arrangements will also be covered. The fresh flowers and containers will be provided for a cost of \$50.00 payable to the instructor.

**CRN 1128 Oct 14-30 T R 10:00 a.m.-12:00 p.m. HC 1001**

### Intro to Computers I

12 hrs. \$59

Get acquainted with the basic computer needs in today's society. This course covers keyboarding, mouse use, Window's features, accessing the World Wide Web and more.

**CRN 1142 Aug 26-Sep 11 T R 10:00am-12:00pm HC 1004**

**CRN 1143 Sep 23-Oct 9 T R 1:00pm- 3:00pm HC 1004**

**CRN 1144 Nov 4-20 T R 10:00am-12:00pm HC 1004**

### Intro to Computers II

12 hrs. \$59

Continue in learning computer applications leading into word processing and the language of computer usage. Some hardware information included. Pre-requisite: Intro to Computers I

**CRN 1145 Dec 2-18 T R 10:00am-12:00pm HC 1004**

### Email and Internet

12 hrs. \$59

Provides detailed explanation of Internet Explorer and its use as a browser to access the Internet and find information on the World Wide Web, configuring the program to provide security, maintaining the program, saving the Web sites, copying information, process of downloading and installing a program on the computer. E-mail portion of the course will cover all normal e-mail sending and receiving features of Outlook Express with special emphasis on security.

**CRN 1146 Sep 23-Oct 9 T R 10:00am-12:00pm HC 1004**

**CRN 1147 Nov 4-20 T R 1:00pm- 3:00pm HC 1004**

### Word for Seniors

CRN 12 hrs. \$59

This course is an introduction to Microsoft Word for those with little word processing experience. You will become comfortable with screen components, views, menus and toolbars. Students will learn the basics of creating, editing, and formatting documents. Drawing tools, graphics, and tables will be introduced.

**CRN 1148 Oct 13-29 M W 1:00pm- 3:00pm HC 1004**

## Digital Photography I

12 hrs. \$59

This class will cover downloading pictures from cameras to the hard drive, how to manipulate and improve quality, how to attach pictures to email and how to use pictures for screen savers and slide shows. We will explore how to burn pictures to CD's for showing on home DVD players. If you already own a camera, bring your camera and the software that came with it. This course does not require a camera, and would be relevant to people who are considering buying a digital camera or have recently purchased/received one. Prerequisite: Intro to Computers I highly recommended.

CRN 1151 Aug 26-Sep 11 T R 1:00pm- 3:00pm HC 1004

CRN 1152 Dec 2-18 T R 1:00pm- 3:00pm HC 1004

## Basic Computer Maintenance

2 hrs. \$24

Is your computer running S-L-O-W? Does it hang up, often causing you to have to reboot and waste valuable time? Does it make funny noises or smell as if it is overheating? It's probably time for a tune-up! This mini-session will give you tips that you can use to keep your computer healthy, saving you lost time and money!

CRN 1149 Oct 23 R 10:00am-12:00pm HC 1004

CRN 1150 Oct 28 T 6:00pm- 8:00pm HC 1004

## FIELD TRIPS

### Philbrook Museum of Art

8 hrs. \$57

Located in Tulsa, OK, the Philbrook Museum is one of only five museums in the U.S. with a unique combination of historical home, art collections, and gardens. View the many galleries and dine at la Villa Restaurant. Bring money for admission, lunch, and gift shop purchases.

CRN 1159 Oct 15 Wed 8:30am- 4:30pm HC

## Arkansas Wine Country

10 hrs. \$69

Tour the Wiederkehr Wine Cellars, lunch at the historic Weinkeller Restaurant, visit the Post Familie Vineyards, and stop at the Chateau Aux Arc (pronounced "Ozark") gift shop. Bring money for lunch and gift shop purchases.

CRN 1160 Sep 30 Tues 8:00am- 6:00pm HC



## How to Register

### *We have 5 easy ways to register!*

1. **PHONE** in registration with credit/debit card payment to 479.855.1903
2. **COME IN** to the Shewmaker for Workforce Technologies at 1100 SE Eagle Way, Bentonville
3. **FAX** registration form\* with credit/debit card payment to 479.936.5198
4. **E-MAIL** registration form\* with credit/debit card payment to aturner@nwacc.edu
5. **MAIL** registration form\* with payment to:

Corporate Learning Registration  
One College Drive  
Bentonville, AR 72712