



ARKANSAS ADULT LEARNING  
**ResourceCenter**

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TO: Adult Education and Literacy Council Directors  
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator  
DATE: November 7, 2024  
SUBJECT: Professional Development/Training Opportunity

The Arkansas Adult Learning Resource Center (AALRC) is pleased to announce the following workshop:

**Basic Fundamentals in Excel (AALRC)  
Session ID: 533914**

This training is scheduled for Thursday, November 14, 2024 from 9:00 a.m. - 4:00 p.m. at the AALRC. Attendees may valet park in the building parking deck and the AALRC will validate. For directions to the AALRC and a listing of nearby hotels, click here: <https://aalrc.org/contact-us>. Rob Pollan, IT Specialist, is the presenter.

Excel is a spreadsheet software program and comes as part of the Microsoft Office Suite. This software allows users to create and navigate spreadsheets and the data within them. This workshop will provide users with a basic understanding of Excel with the core functions and the logic behind Excel formulas. Users will gain knowledge on inputting data, organizing the data, and calculating the data with functions and formulas. These skills help users to:

- Navigate: Data is analyzed and organized to navigate company goals and confirm strategic plans
- Calculate: Data is calculated to determine whether company budgets are being respected
- Record: Data is recorded and inputted for company records

Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 24-05 for full Travel Policy Guidelines). Local programs will be reimbursed mileage for one vehicle per four (4) participants and a second vehicle when more than four (4) attend an approved meeting without advanced written permission from the Director of Adult Education. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from Little Rock in order to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$110 plus tax. Participants must submit an original signed hotel receipt for reimbursement. You may register using this link: [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc). **Registration is open!**

*The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or [info@aalrc.org](mailto:info@aalrc.org) regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.*