

Course Name	Dates	Time	Day	Location	Cost
Technology Courses					REGISTER HERE!
AutoCad Basic - 2008	3/2/10-4/8/10	5:30 pm - 8:30 pm	TU & THUR	FM Building	\$499.00
AutoCad Intermediate - 2008	4/12/10-5/6/10	5:30 pm - 8:30 pm	TU & THUR	FM Building	\$399.00
Excel 2007 Foundations	2/6/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Excel 2007 Advanced	2/13/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Using Outlook 2007	2/9/2010	1:00 p.m. -5:00 p.m.	TUE	FM Building	\$79.00
Excel 2007 Foundations	2/23/2010	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Excel 2007 Advanced	3/2/2010	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
MS Office Word 2007	3/18/2010	8:30 a.m. -5:00 p.m.	THUR	FM Building	\$129.00
MS Office Word 2007	3/20/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Access Foundations 2007	3/9/2010	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
MS Office 2007 Powerpoint Foundations	3/27/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
MS Office 2007 Powerpoint Foundations	3/30/2010	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
MS Office 2007 Powerpoint Advanced	4/6/2010	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Using Outlook 2007	4/13/2010	1:00 p.m. -5:00 p.m.	TUE	FM Building	\$79.00
Excel 2007 Foundations	4/10/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Excel 2007 Advanced	4/17/2010	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
<i>NOTE: Additional Technology courses will be offered at different times and posted on the web. Courses can be customized for your organization.</i>					
Certificate in Supervisory Skills		Cost for the complete Course (Certificate)	\$849.00	REGISTER HERE!	
Fundamentals					
Roles and Responsibilities	2/2/2010	1-5 p.m.	TU	DCED Building	\$79.00
Effective Communication	2/9/2010	1-5 p.m.	TU	DCED Building	\$79.00
Improving Relationships in the Workplace	2/16/2010	1-5 p.m.	TU	DCED Building	\$79.00
Leadership Skills for Managers	2/23/2010	1-5 p.m.	TU	DCED Building	\$79.00
Managing Performance					
Performance Mgmt Basics	3/2/2010	1-5 p.m.	TU	DCED Building	\$79.00
Effective Mgmt of Time & Priorities	3/9/2010	1-5 p.m.	TU	DCED Building	\$79.00
Effective Teams	3/16/2010	1-5 p.m.	TU	DCED Building	\$79.00
Decision Making & Problem Solving	3/23/2010	1-5 p.m.	TU	DCED Building	\$79.00
Conflict Management	3/30/2010	1-5 p.m.	TU	DCED Building	\$79.00
Organizational Leadership					
Managing in Changing Times	4/7/2010	1-5 p.m.	TU	DCED Building	\$79.00
Organizational Health & Safety	4/14/2010	1-5 p.m.	TU	DCED Building	\$79.00
Customer Svc - Delivering the Best	4/21/2010	1-5 p.m.	TU	DCED Building	\$79.00
Continuous Improvement	4/28/2010	1-5 p.m.	TU	DCED Building	\$79.00
Negotiation Skills	5/5/2010	1-5 p.m.	TU	DCED Building	\$79.00
SHRM		Society for Human Resource Management		REGISTER HERE!	
SHRM Essentials Workshop	3/11-3/12/10	8 a.m. - 5 p.m.	THUR-FRI	DCED Building	\$495.00
SHRM Learning System	1/11/10-4/12/10	5:30 p.m. -8:30 p.m.	MON	Various Locations	\$1,095.00

Visit www2.astate.edu/deltaced to register or call 870-972-3850

Course Name	Dates	Time	Day	Location	Cost
Group Facilitation	NEW! REGISTER HERE!				
Group Facilitation Basics	2/10/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Technology in Presentations	2/17/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Effective Meeting Management	2/24/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Effective Workplace Skills					
Supervision Refresher Session	3/3/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Fundamentals of Motivation	3/10/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Coaching Skills for Managers	3/17/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Workplace Anger and Violence	3/24/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Managing Stress	3/31/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Interpersonal Skills & Social Behavior	4/7/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Workshop on Industry Materials	4/8/2010	9 a.m. - 5 p.m.	THUR	New DCED Bldg*	
Basic HR for Managers & Supervisors	4/14/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Critical Thinking	4/21/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Problem Solving using PDCA	4/28/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Effective Decision Making	5/5/2010	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Business Etiquette	To Be Announced				
Paralegal Certificate Course	www.legalstudies.com				
Paralegal Certificate Course	1/11-2/26/2010	NA	NA	Register Online	\$1,089.00
Advanced Paralegal Course	1/11-2/26/2010	NA	NA	Register Online	\$1,089.00
Paralegal Certificate Course	3/8-4/12/2010	NA	NA	Register Online	\$1,089.00
Advanced Paralegal Course	3/8-4/12/2010	NA	NA	Register Online	\$1,089.00
Online IT Certification Courses	http://cam.videotrainer.com/asudelta/				
A+ Certification (2007)	Courses are taught online in real time and start at anytime. Visit www.deltaced.astate.edu/professional_workforce_training.htm for a list of available certifications, specific costs, etc. Click link to register for courses.				
Computer Forensics					
MS Office Specialist					
Instructor-Facilitated Online Learning**	www.ed2go.com/astate NEW!				
Certified Indoor Environmentalist	Check Dates Online	32 hours	NA	Register Online	\$895.00
Non-Profit Management	Check Dates Online	300 hours	NA	Register Online	\$2,095.00
Creating Web Pages	Check Dates Online	6 weeks	NA	Register Online	\$99.00
Introduction to Nonprofit Management	Check Dates Online	6 weeks	NA	Register Online	\$99.00
Grammar for ESL	Check Dates Online	6 weeks	NA	Register Online	\$99.00
SAT/ACT Prep	Check Dates Online	6 weeks	NA	Register Online	\$99.00
Speed Spanish	Check Dates Online	6 weeks	NA	Register Online	\$99.00
Admin. Professional w/ MS Office 2007 Master	Check Dates Online	240 hours	NA	Register Online	\$1,995.00
GMAT Prep Course	Check Dates Online	6 weeks	NA	Register Online	\$99.00
**This is just a sampling of courses available from www.ed2go.com/astate . Visit the site to view courses in technology, medical, test preparation courses and various certificate programs.					

CALL 870.972.3850

DCED Building is the Delta Center for Economic Development at 5501 Krueger Drive. FM - Facilities Management Building is located on the Arkansas State University Campus off Stadium - call for directions. The "New DCED" is the new Delta Center for Economic Development Building located on campus. You will receive a "confirmation" email with directions to the facility hosting your course. Please call if you do not receive an email .