

Delta Center for Economic Development presents



Computer Technology Courses*

Computer Basics	May 15th	8-4 pm	\$109.00
Word Foundations	May 31st	8-4 pm	\$109.00
Excel Foundations	June 5th	8-4 pm	\$109.00
Adobe Photoshop	TBD	8-4 pm	\$109.00
MS Project	June 14th	8-4 pm	\$109.00
Visio Foundations	June 21st	8-4 pm	\$109.00
Office One Note	June 26th	8-4 pm	\$109.00
Excel Advanced	July 12th	8-4 pm	\$109.00
PowerPoint Foundations	July 17th	8-4 pm	\$109.00
Word Advanced	July 26th	8-4 pm	\$109.00

*All classes have a "make rate", i.e. a minimum number of students required in order to conduct the class. If the course you need is not offered, please contact us and let us know.

2012 Summer Courses

SUPERVISION REFRESHER

Target Audience: Seasoned managers who need a refresher. Former graduates of the Certificate in Supervision course; people in lead positions.

June 11th, 8:30 to 4:00 pm. \$179.00

FUNDAMENTALS OF PROJECT MANAGEMENT

Target Audience: Individuals who are in a new role requiring managing projects or those who have some experience in managing projects but have had no formal training.

June 21st, 8:30 to 4:00 pm. \$179.00

UNDERSTANDING YOUR PSYCHOLOGICAL TYPE (MBTI)

This program is an introduction to the Myers Briggs Type Indicator (MBTI), a well-researched personality inventory and is helpful in understanding one's own work preferences, communication style and leadership style.

Target Audience: Anyone interested in improving teamwork, conflict resolution, and improving communications.

June 26th, 8:00 am to 12, \$99

NOW, DISCOVER YOUR STRENGTHS

The cornerstone of career success and personal satisfaction is exercising your signature strengths. Identify your key strengths and discover how to reinforce them with intentional practice, then find or carve out a role that draws on the best within you every day . . .

July 23rd, 1—5 pm, \$99

Delta Center for Economic Development

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To register: visit www.astate.edu/deltaced