

Professional Development				
Workplace and Management Skills	Marketing Your Business with MS Office	Sept 28, Oct 5 & 12	1-4	\$149
	Project Management w/ MS Project	Oct 28, Nov 4, 11, 18	1-5	\$299
	Tools for Better Managing your Time	Oct 10	9-4	\$129
Insurance (ISTA)	Continuing Education	July 15	Call	
	Life & Disability Pre-License	July 21-24	8-6	\$140
	Property & Casualty Pre-License	Aug 3-6	8-6	\$160
	Continuing Education	Aug 19	Call	
	Life & Disability Pre-License	Aug 25-28	8-6	\$140
	Property & Casualty Pre-License	Sept 14-17	8-6	\$160
	Continuing Education	Sept 23	Call	
Life & Disability Pre-License	Sept 29-Oct 2	8-6	\$140	
Paralegal	Paralegal Secretary Course	Video, Audio, DVD, & Online Programs	Call for Details	
SHRM	Essentials of Human Resources Little Rock Area	Oct 20 & 21	8:30 - 5	\$399
Certificate in Management and Leadership Series \$675	Basics & Interpersonal Skills	Roles & Responsibilities	Sept 9	1-5
		Effective Communication	Sept 16	1-5
		Healthy Working Relationships	Sept 23	1-5
		Leadership	Sept 30	1-5
	Managing Performance	Performance Management	Oct 7	1-5
		Time & Delegation	Oct 14	1-5
		Successful Teams	Oct 21	1-5
		Solving Problems	Oct 28	1-5
		Resolving Conflict	Nov 4	1-5
	Organizational Leadership	The Environment of Change	Nov 11	1-5
		Organizational Well-Being	Nov 18	1-5
		Customer Service	Dec 2	1-5
		Continuous Improvement	Dec 9	1-5
	Advanced Leadership	Negotiation & Ethics	Dec 14	1-5
		Special Leadership Event	Dec 16	1-5
Technology Programs – Certifications				
3M Fiber Certification (includes exam)	Designing & Estimating	Oct 20	8-5	Call
	Installation	Oct 21	8-5	Call
Novell Linux	Fundamentals	Aug 8-12	9-5	\$1995
	Administration	Dec 12-16	9-5	\$1995
+ Programs (includes exam)	A+ Hardware Certification	Aug 22-26	9-5	\$1495
	A+ Software Certification	Oct 17-21	9-5	\$1495

Technology Programs – MS Office					
MS Access	1: Creating a Database	Sept 13	5:30 – 9:30	\$75	
		Oct 27	1 – 5	\$75	
	2: Forms	Sept 20	5:30 – 9:30	\$75	
		Nov 3	1 – 5	\$75	
3: Queries	Nov 16	1 – 5	\$75		
	4: Reports	Nov 30	1 – 5	\$75	
MS Excel	1: Basics	Sept 27	5:30 – 9:30	\$75	
		Oct 26	1 – 5	\$75	
	2: Formatting and Functions	Oct 4	5:30 – 9:30	\$75	
		Nov 2	1 – 5	\$75	
	3: Charts and Lists	Oct 11	5:30 – 9:30	\$75	
		Nov 9	1 – 5	\$75	
	4: Advanced Features	Nov 17	1 – 5	\$75	
		5: Macros	Dec 1	1 – 5	\$75
	MS Outlook	1: Email, Appointments, Mtgs	Nov 10	1 – 5	\$75
		2: Contacts, Tasks, & Notes	Dec 8	1 – 5	\$75
MS PowerPoint	1: Basics	Sept 12	2 – 6	\$75	
	2: Professional Presentations	Sept 19	2 – 6	\$75	
	3: Graphics, Sounds, & Movies	Sept 26	2 – 6	\$75	
MS Publisher	1: Letterhead, Flyers, Newsletters	Nov 7	1 – 5	\$75	
	2: Shapes, Tables, Websites	Nov 14	1 – 5	\$75	
MS Word	1: Basics	Sept 14	1 – 5	\$75	
		Oct 25	5:30 – 9:30	\$75	
	2: Professional Documents	Sept 21	1 – 5	\$75	
		Nov 1	5:30 – 9:30	\$75	
	3: Charts & Reports	Sept 28	1 – 5	\$75	
		Nov 8	5:30 – 9:30	\$75	
	4: Tables, Pics, Mail Merge	Nov 15	1 – 5	\$75	
		5: Forms and WebPages	Nov 29	1 – 5	\$75
	Technology Programs – Other				
	AutoCAD 2005	1: Beginning	Sept 8–Oct 17 Mon & Thur	5:30 - 8:30	\$499
2: Intermediate		Oct 24–Nov 17 Mon & Thur	5:30 - 8:30	\$399	
Miscellaneous	Installing your Home Network	Sept 15	6-9	\$49	
	Introduction to Video Editing	Jul 26 & Aug 2	6-8	\$49	
		Oct 22	9-1	\$49	

Schedule subject to change. For schedule updates and to register, call (870) 972-3850 or email deltacenter@astate.edu. Ask about special programs and discounts.

Registration Form

Course Information

Course Name _____ Fee _____

Date(s) _____ Day(s) _____ Time _____

Participant Information

1. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____ Do Not Include in Newsletter Distribution List.

2. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____ Do Not Include in Newsletter Distribution List.

Payment Information

Invoice Participant: _____

Invoice Company: _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email _____ Web _____

Check Enclosed: _____ Credit Card: _____ Exp: _____

Authorized Signature _____

Mail, Fax or Email to: **Delta Center for Economic Development
Program Registration**

5501 Krueger Drive
Jonesboro, AR 72401
(870) 972-3850 Phone
(870) 972-3829 Fax
deltacenter@astate.edu
www.deltaced.astate.edu

If you are unable to attend a session for which you have registered, please provide a two day notice of cancellation. A 50% cancellation fee is charged unless a 2 day notice is provided. No shows are billed at 100%. Substitutions are encouraged.