

Professional Development						
Insurance (ISTA)	Life & Health Pre-License	Jan 9 - 12	8-6	\$170		
		Feb 6 - 9	8-6	\$170		
		Mar 6 - 9	8-6	\$170		
		Apr 3 - 6	8-6	\$170		
		May 1 - 4	8-6	\$170		
		June 5 - 8	8-6	\$170		
	Property & Casualty Pre-License	Jan 16 - 19	8-6	\$150		
		Feb 13 - 16	8-6	\$150		
		Mar 13 - 16	8-6	\$150		
		Apr 10 - 13	8-6	\$150		
		May 8 - 11	8-6	\$150		
		June 12 - 15	8-6	\$150		
	Continuing Education	Jan 25	8-6	Call		
		Feb 22	8-6	Call		
		Mar 22	8-6	Call		
		Apr 19	8-6	Call		
		May 17	8-6	Call		
		June 21	8-6	Call		
Paralegal	Paralegal Secretary Course	Video, Audio, DVD, & Online	Call for Details			
SHRM	Learning Series (Cert. Prep)	Feb 1 - Mar 29 Thurs	5:30-8:30	\$975		
	Essentials of Human Resources	Apr 12 & 13	8:30 - 5	\$399		
Management and Supervisory Skills Series Series \$675 Call for session pricing	Basics & Interpersonal Skills	Roles & Responsibilities	Jan 31	1-5		
		Effective Communication	Feb 7	1-5		
		Healthy Working Relationships	Feb 14	1-5		
		Leadership	Feb 21	1-5		
	Managing Performance	Performance Management	Feb 28	1-5		
		Time & Delegation	Mar 7	1-5		
		Successful Teams	Mar 14	1-5		
		Solving Problems	Mar 28	1-5		
		Resolving Conflict	Apr 4	1-5		
	Organizational Leadership	The Environment of Change	Apr 11	1-5		
		Organizational Well-Being	Apr 18	1-5		
		Customer Service	Apr 25	1-5		
		Continuous Improvement	May 2	1-5		
		Technology Programs - Certifications				
		+ Programs (includes exam)	A+ Hardware Certification	Feb 26-Mar 2	9-5	\$1495
A+ Software Certification	Apr 9 - 13		9-5	\$1495		

Technology Programs - MS Office				
MS Access	1: Creating a Database	Feb 20	5:30-9:30	\$75
	2: Forms	Feb 27	5:30-9:30	\$75
	3: Queries	Apr 26	5:30-9:30	\$75
	4: Reports	Mar 6	5:30-9:30	\$75
MS Excel	1: Basics	Jan 16	5:30-9:30	\$75
		Apr 17	1-5	\$75
	2: Formatting and Functions	Jan 23	5:30-9:30	\$75
		Apr 24	1-5	\$75
	3: Charts and Lists	Jan 30	5:30-9:30	\$75
		May 1	1-5	\$75
	4: Advanced Features	Feb 6	5:30-9:30	\$75
		May 8	1-5	\$75
	5: Macros	Feb 13	5:30-9:30	\$75
		May 15	1-5	\$75
MS FrontPage	1: Building a Website	Mar 27	5:30-9:30	\$75
	2: Managing a Website	Apr 3	5:30-9:30	\$75
MS Outlook	1: Email, Appointments, Meetings	Jan 11	5:30-9:30	\$75
	2: Contacts, Tasks, & Notes	Jan 18	5:30-9:30	\$75
MS PowerPoint	1: Basics	May 3	1-5	\$75
	2: Professional Presentations	May 10	1-5	\$75
	3: Graphics, Sounds, & Movies	May 17	1-5	\$75
MS Publisher	1: Letterhead, Flyers, Newsletters	May 24	5:30-9:30	\$75
	2: Shapes, Tables, Websites	May 31	5:30-9:30	\$75
MS Word	1: Basics	Feb 22	1-5	\$75
	2: Professional Documents	Mar 8	1-5	\$75
	3: Charts & Reports	Mar 15	1-5	\$75
	4: Tables, Pictures, Mail Merge	Mar 29	1-5	\$75
	5: Forms and WebPages	Apr 5	1-5	\$75
Technology Programs - Other				
AutoCAD 2006	1: Beginning	Jan 22 - Feb 15 Mon & Thurs	5:30-8:30	\$499
	2: Intermediate	Mar 5 - Apr 19 Mon & Thurs	5:30-8:30	\$399
Management Skills	Effective Project Mgmt	Jan 23 - Feb 20	5:30-8:30	\$49

Schedule is subject to change. For schedule updates and to register, please 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.