



Spring 2015 Schedule

Course Name	Dates	Day	Time	Location	Tuition
Professional Development					
Conquering Your Fear of Public Speaking	2/4/15, 2/2/11/15	WED	1-4:00 p.m.	DCED	\$ 238.00
Leverage Your Strengths	2/13/15, 2/20/15	FRI	1-4:00 p.m.	DCED	\$ 179.00
Business Writing That Works	2/8/15, 2/25/15	WED	1-4:00 p.m.	DCED	\$ 159.00
Critical Thinking	3/6/2015	FRI	1-4:00 p.m.	DCED	\$ 89.00
Time Management	3/13/2015	FRI	1-4:00 p.m.	DCED	\$ 89.00
Motivation and Engagement	4/3/2015	FRI	1-4:00 p.m.	DCED	\$ 89.00
Project Management	4/17/2015	WED	1-4:00 p.m.	DCED	\$ 89.00
Cyber Security and Your Business	TBA	TBA	TBA	TBA	TBA
Leadercast 2015	5/8/2015	Friday	8:00 - 4:00	DCED	TBA
College of Business CPE for Accountants	TBA	Friday	8:00 - 4:00	TBA	TBA
<i>* Workforce Training Consortium members are eligible for special pricing for Supervision, Team Leader and Team Member training.</i>					
Certificate in Supervision		Cost for the complete Course (Certificate) \$ 949.00			
Personal Styles	1/22/2015	THURS	1-4:00 p.m.	DCED	
Effective Communication	1/29/2015	THURS	1-4:00 p.m.	DCED	
Healthy Workplace Relationships	2/5/2015	THURS	1-4:00 p.m.	DCED	
Leadership Skills	2/12/2015	THURS	1-4:00 p.m.	DCED	
The Winning Coach	2/19/2015	THURS	1-4:00 p.m.	DCED	
Performance Management	2/26/2015	THURS	1-4:00 p.m.	DCED	
Managing Time, Priorities, and Projects	3/5/2015	THURS	1-4:00 p.m.	DCED	
Leading Successful Teams	3/12/2015	THURS	1-4:00 p.m.	DCED	
Decision Making and Problem Solving	3/19/2015	THURS	1-4:00 p.m.	DCED	
Resolving Conflicts and Aligning Values	3/26/2015	THURS	1-4:00 p.m.	DCED	
Motivation and Engagement	4/2/2015	THURS	1-4:00 p.m.	DCED	
Innovation and Continuous Improvement	4/9/2015	THURS	1-4:00 p.m.	DCED	

Course Name	Dates	Day	Time	Location	Tuition
Essential Skills for Team Leaders					<i>Cost for the complete Course (Certificate)</i> \$ 499.00
Interpersonal Skills, Part 1	1/27/2015	TUES	1-4:00 p.m.	DCED	
Interpersonal Skills, Part 2	2/3/2015	TUES	1-4:00 p.m.	DCED	
Team Dynamics, Part 1	2/10/2015	TUES	1-4:00 p.m.	DCED	
Team Dynamics, Part 2	2/17/2015	TUES	1-4:00 p.m.	DCED	
High Performance Team Skills, Part 1	2/24/2015	TUES	1-4:00 p.m.	DCED	
High Performance Team Skills, Part 2	3/3/2015	TUES	1-4:00 p.m.	DCED	
Essential Skills for Team Members					<i>Cost for the complete Course (Certificate)</i> \$ 329.00
Working in Teams	3/17/2015	TUES	1-4:00 p.m.	DCED	
Making a Decision as a Team	3/24/2015	TUES	1-4:00 p.m.	DCED	
Managing Projects as a Team	3/31/2015	TUES	1-4:00 p.m.	DCED	
Team Roles and Responsibilities	4/7/2015	TUES	1-4:00 p.m.	DCED	
Technology Courses					
PowerPoint 2010 Foundations	1/20/15, 1/22/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Word 2010 Foundations	1/27/15, 1/29/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Excel 2010 Foundations	2/3/15, 2/5/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Word 2010 Intermediate	2/17/15, 2/19/15	TUES, THURS	5:30 - 9:00 p.m.	DCED	\$ 109.00
Excel 2010 Intermediate	2/24/15, 2/26/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Access 2010 Foundations	3/10/15, 3/12/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Excel 2010 Advanced	3/17/15, 3/19/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Access 2010 Intermediate	3/31/15, 4/2/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
MS Publisher 2010 Foundations	4/14/15, 4/16/15	TUES, THUR	5:30 - 9:00 p.m.	DCED	\$ 109.00
Access 2010 Advanced	4/14, 4/21, 4/28/15	TUES	9:00 -12:00 a.m.	DCED	\$ 109.00
Word 2010 Advanced	5/5/15, 5/7/15	TUES, THUR	5:30—9:00 p.m.	DCED	\$ 109.00
Introduction to AutoCAD	2/2/15 - 3/4/15, 30hr	MON & WED	5:30 - 8:30 p.m.	DCED	\$ 450.00
Intermediate AutoCAD	3/16/15 -4/8/15, 24hr	MON & WED	5:30 - 8:30 p.m.	DCED	\$ 360.00

Enroll Now! Call (870) 972-3000, or e-mail adecker@astate.edu

www.astate.edu/deltaced.com