



## Spring 2015 Schedule

| Course Name  | Dates            | Day    | Time        | Location | Tuition  |               |
|--|------------------|--------|-------------|----------|--|---------------|
| <b>Professional Development</b>  |                  |        |             |          |  |               |
| Conquering Your Fear of Public Speaking  | 2/4/15, 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> |                  |        |             |          |  |               |
| <b>Certificate in Supervision</b>  |                  |        |             |          | <i>Cost for the complete Course (Certificate) \$</i> | <b>949.00</b> |
| 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     |  |               |

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|--|---------------------|-------------|------------------|----------|---|
| <b>Essential Skills for Team Leaders</b> |                     |             |                  |          | <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     |   |
| <b>Essential Skills for Team Members</b> |                     |             |                  |          | <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     |   |
| <b>Technology Courses</b>                |                     |             |                  |          |   |
| 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   |

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

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