

Fall 2008 Schedule

Course Name	Dates	Time	Day	Location	Cost
Professional Sales Certificate Series	NEW!				
Sales Success Strategies	8/15/2008	8:00 am - 5:00 pm	FRI	DCED Building	\$159.00
Servicing Accounts & Increasing Business	10/10/2008	8:00 am - 5:00 pm	FRI	DCED Building	\$159.00
Presentation Skills/ Planning Strategies	12/12/2008	8:00 am - 5:00 pm	FRI	DCED Building	\$159.00
Advanced Sales Management	11/12/2008	8:00 am - 5:00 pm	WED	DCED Building	\$199.00
Technology Courses	NEW!				
AutoCad Basic - 2008	9/9/2008-10/16/2008	5:30 pm - 8:30 pm	TU & THUR	FM Building	\$499.00
AutoCad Intermediate - 2008	10/28/2008-11/20/2008	5:30 pm - 8:30 pm	TU & THUR	FM Building	\$399.00
Excel 2007 Foundations	9/16/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Excel 2007 Advanced	9/20/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Using Outlook 2003	9/25/2008	8:30 a.m. -5:00 p.m.	THUR	FM Building	\$129.00
Excel 2007 Foundations	9/27/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Excel 2003 Foundations	9/30/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Excel 2003 Intermediate	10/4/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Access Foundations 2003	10/9/2008	8:30 a.m. -5:00 p.m.	THUR	FM Building	\$129.00
Access Intermediate 2003	10/11/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Using Outlook 2007	10/14/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Access Foundations 2007	10/23/2008	8:30 a.m. -5:00 p.m.	THUR	FM Building	\$129.00
Excel 2007 Advanced	10/28/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Using MS Office Word 2007	11/8/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
MS Office 2007 Powerpoint Foundations	11/11/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
MS Office 2007 Powerpoint Foundations	11/15/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
MS Office 2007 Powerpoint Advanced	11/18/2008	8:30 a.m. -5:00 p.m.	TUE	FM Building	\$129.00
Using Outlook 2007	12/6/2008	8:30 a.m. -5:00 p.m.	SAT	FM Building	\$129.00
Certificate in Supervisory Skills	Cost for the complete Course (Certificate)		\$849.00		
Fundamentals					
Roles and Responsibilities	9/9/2008	1-5 p.m.	TU	DCED Building	\$79.00
Effective Communication	9/16/2008	1-5 p.m.	TU	DCED Building	\$79.00
Improving Relationships in the Workplace	9/23/2008	1-5 p.m.	TU	DCED Building	\$79.00
Leadership Skills for Managers	9/30/2008	1-5 p.m.	TU	DCED Building	\$79.00
Managing Performance					
Performance Mgmt Basics	10/7/2008	1-5 p.m.	TU	DCED Building	\$79.00
Effective Mgmt of Time & Priorities	10/14/2008	1-5 p.m.	TU	DCED Building	\$79.00
Effective Teams	10/21/2008	1-5 p.m.	TU	DCED Building	\$79.00
Decision Making & Problem Solving	10/28/2008	1-5 p.m.	TU	DCED Building	\$79.00
Conflict Management	11/4/2008	1-5 p.m.	TU	DCED Building	\$79.00
Organizational Leadership					
Managing in Changing Times	11/11/2008	1-5 p.m.	TU	DCED Building	\$79.00
Organizational Health & Safety	11/18/2008	1-5 p.m.	TU	DCED Building	\$79.00
Customer Svc - Delivering the Best	12/2/2008	1-5 p.m.	TU	DCED Building	\$79.00
Continuous Improvement	12/9/2008	1-5 p.m.	TU	DCED Building	\$79.00
Negotiation Skills	12/16/2008	1-5 p.m.	TU	DCED Building	\$79.00

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Group Facilitation	NEW!				
Group Facilitation Basics	9/10/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Technology in Presentations	9/17/2008	8 a.m. - 12 noon	THU	DCED Building	\$79.00
Effective Meeting Management	9/24/2008	8 a.m. - 12 noon	FRI	DCED Building	\$79.00
Effective Workplace Skills					
Supervision Refresher Session	10/1-10/8	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Fundamentals of Motivation	10/15/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Coaching Skills for Managers	10/22/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Workplace Anger and Violence	10/29/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Managing Stress	11/5/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Interpersonal Skills & Social Behavior	11/12/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Basic HR for Managers & Supervisors	11/19/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Critical Thinking	12/3/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Problem Solving using PDCA	12/10/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
Effective Decision Making	12/17/2008	8 a.m. - 12 noon	WED	DCED Building	\$79.00
SHRM					
SHRM Essentials Workshop	9/18/2008-9/19/2008	8 a.m. - 5 p.m.	THUR-FRI	Various Locations	\$495.00
SHRM Essentials Workshop	11/6/2008-11/7/2008	8 a.m. - 5 p.m.	THUR-FRI	Various Locations	\$495.00
SHRM Learning System	9/15/2008-12/15/2008	5:30 p.m. - 8:30 p.m.	MON	Various Locations	\$1,095.00
Paralegal Certificate Course					
Paralegal Certificate Course	8/18/2008- 10/3/2008	NA	NA	Online	\$1,089.00
Paralegal Certificate Course	10/13/2008-11/28/2008	NA	NA	Online	\$1,089.00
Online IT Certification Courses	NEW! http://cam.videotrainer.com/asudelta/				
A+ Certification (2007)	Courses are taught online in real time and start at anytime. Visit www.deltaced.astate.edu/professional_workforce_training.htm for a list of available certifications, specific costs, etc.				
Computer Forensics					
MS Office Specialist					
Instructor-Facilitated Online Learning*	www.ed2go.com/astate				
Certificate in Gerontology	9/17/2008	40 hours	NA	Online	\$189.00
Home Inspector Career Certificate	Anytime	140 hours	NA	Online	\$588.00
Creating Web Pages	Anytime	6 weeks	NA	Online	\$89.00
Introduction to Nonprofit Management	Anytime	6 weeks	NA	Online	\$89.00
Grammar Refresher	Anytime	6 weeks	NA	Online	\$89.00
Assisting Aging Parents	Anytime	6 weeks	NA	Online	\$89.00
Speed Spanish	Anytime	6 weeks	NA	Online	\$89.00
Medical Coding & Billing Career Cert.	Anytime	421 hours	NA	Online	\$898.00
GMAT Prep Course	9/17/2008	6 weeks	NA	Online	\$89.00
*This is just a sampling of courses available from www.ed2go.com/astate . Visit the site to view courses in technology, medical, test preparation courses and various certificate programs.					

CALL 870-972-3850 FOR MORE INFO