



February 14, 2014

8:00 am-4:00 pm

West-MEC
5487 N. 99th Ave.
Glendale, AZ 85305

Registration Fee: \$250.00
includes breakfast, lunch,
snacks and materials.

Registration deadline:
October 14, 2013

**This workshop requires a
minimum of 10 registered
by January 31, 2014.**

This workshop is sponsored by
Arizona Department of Education
Highly Effective Schools Division
Career and Technical Education
and **Arizona FBLA**.



GOING TO THE EXTREME WITH MICROSOFT OFFICE 2010

Come prepared to learn Word, Excel and PowerPoint while also learning how to navigate, new tools and functions within in Office 2010 and previewing Office 2013.

Corinne Hoisington, Faculty @ Central Virginia Community College and Author

Professional Development Credit

Participants will receive a certificate for (7) hours of professional development credit upon completion of the workshop.

Registration

Complete this form by January 31, 2013 and e-mail to shea.padilla@azed.gov OR Fax to: (602) 542-5334 (Attention Shea Padilla)

Registration Fee: **\$250.00** which includes breakfast, lunch, snacks and materials

Check Enclosed Purchase Order Enclosed Purchase Order #

CTE Teacher: _____

School/District: _____

Phone: _____

Email: _____

Send your PO's to:
Arizona FBLA
1535 W. Jefferson Ave. Bin 42
Phoenix, AZ 85007
Ryan.Hamilton@azed.gov
Or FAX to (602) 542-5334

Substitution/Cancellation Policy

Notification of cancellation must be received **in writing** (FAX/e-mail OK) no later than **January 31, 2013**. Substitutions accepted. **Registrants who fail to attend without cancellation will be billed.**

Workshop Confirmation, Meeting Room, and Driving/Parking Information will be sent to the email address above unless you request otherwise.

Questions, Shea Padilla, Business, Marketing & Media Program Specialist at (602) 542-5049 or shea.padilla@azed.gov