

# SUCCESS DISCOVERED.

*your life, your career.*

## FALL 2013 PROFESSIONAL DEVELOPMENT COURSES

The UAF Community and Technical College offers a wide variety of training opportunities for professional business people to develop and maintain their skills. Our seminars not only offer relevant course content taught by professional trainers, but are non-credit and award continuing education units (CEUs) necessary for career advancement in many professional organizations. UAF CTC's Professional Development department can also create a customized training to meet your organization's individual needs. We can deliver a customized seminar, create a certificate program specific to your industry, or supply your employees with CEUs. We welcome the opportunity to present these services at your location on the dates and times that work best for your employees, saving you time and money associated with tuition, travel and per diem.

### BUSINESS WORKSHOPS

#### **ABUS F004C Effective Leadership**

Non-Graded CEU Course

**.3 CEU**

Special fees in Lieu of tuition: \$60.00

This is an opportunity to take concepts such as vision and accountability and incorporate them into your organizational leadership. This course will not only explore effective formal leadership, but also examine the need for grass roots leadership.

75049 T01 W 09:00A-12:00P 604B 208 Craddock, D 09/18

#### **ABUS F005C Conflict Resolution**

Non-Graded CEU Course

**.3 CEU**

Special fees in Lieu of tuition: \$60.00

This workshop will address different perspectives on conflict and strategies for resolving conflict. Conflict will be explored in different contexts, including inter-office conflict, supervisor-employee conflict, and cross-cultural conflict, with an emphasis on interpersonal conflict. Attendees will be given the opportunity to reflect on their own style of conflict resolution and how to apply the information presented to their individual situations.

75051 T01 W 09:00A-12:00P 604B 208 Craddock, D 10/09

#### **ABUS F006C Communication in the Workplace**

Non-Graded CEU Course

**.3 CEU**

Special fees in Lieu of tuition: \$60.00

Our ability to relate to people, build and maintain relationships, and develop trust is directly connected to effective communication. This workshop will give you the communication skills which are key to effective supervision, customer service, problem solving, project management, and necessary for every successful relationship.

75052 T01 W 09:00A-12:00P 604B 208 Craddock, D 10/16

#### **ABUS F004C Management Development Series**

Non-Graded CEU Course

**.9 CEU**

Special fees in lieu of tuition: \$150.00

The workshops will include: Effective Leadership, Conflict Resolution, and Communication in the Workplace. The series may be taken together for the above discounted rate or taken individually. See course descriptions above.

75050 T02 W 09:00A-12:00P 604B 208 Craddock, D 9/18-10/16

#### **ABUS F009C Emotional Intelligence for Managers**

Non-Graded CEU Course

**.9 CEU**

Special fees in Lieu of tuition: \$180.00

In this course, you learn the importance of Emotional Intelligence (EI) and why it matters. You will learn the core competencies needed to display Emotional Intelligence and how to apply these competencies in leadership and other interpersonal situations. The course is comprised of three 3-hour sessions.

80125 T01 W 09:00A-12:00P 604B 208 Craddock, D 10/30,11/13,11/27

#### **ABUS F007C Understanding Financial Statements**

Non-Graded CEU Course

**.3 CEU**

Special fees in Lieu of tuition: \$60.00

Understanding financial statements is one of the essential skills a manager needs to master. Learn to understand numbers in a balance sheet and income statement, calculate cash flow, manage a budget, and improve profitability in your company.

79035 T01 W 09:00A-12:00P 604B 208 Robinson, P 10/09

#### **ABUS F008C Social Media for Business**

Non-Graded CEU Course

**.6 CEU**

Special fees in Lieu of tuition: \$120.00

This class is great for business owners, anyone in marketing communications, managers, and entrepreneurs. This course provides an introductory overview of the best social media marketing tools, including Facebook, Twitter, LinkedIn, Blogs, Instagram, Podcasting, YouTube, Online Communities, and other emerging platforms. If social media seems too complicated, like a waste of time, or intimidates you, this class will help. You'll learn which social media tools are best for you, most cost-effective, how to stretch your marketing budget, and how to get started!

79036 T01 W 09:00A-12:00P 604B 208 Bailey/Wilken 11/06-11/13

### COMPUTER WORKSHOPS

#### **CIOS F001C Introduction to Microsoft Excel 2010**

Non-Graded CEU Course

**.9 CEU**

Special fees in Lieu of tuition: \$180.00

Learn how to set up a spreadsheet, use formulas, use groups of workbooks, data filtering, PivotTables and PivotCharts, financial functions, logical functions, templates and organizing data by sorting and subtotaling.

79037 T01 F 09:00A-12:00P 604B 306 TBA 09/20-10/04

#### **CIOS F001C Intermediate Microsoft Excel 2010**

Non-Graded CEU Course

**.9 CEU**

Special fees in Lieu of tuition: \$180.00

Learn how to create tables and columns, simple graphics, insert and modify diagrams and charts, and work with watermarks, symbols and equations.

79679 T02 F 09:00A-12:00P 604B 306 TBA 10/11-10/25

#### **CIOS F002C Introduction to Desktop Publishing with InDesign**

Non-Graded CEU Course

**1.8 CEU**

Special fees in lieu of tuition: \$350.00

This course will introduce students to using Adobe InDesign to create a variety of publications. The course will cover basic design principles and how to combine text and graphics to produce effective publications. Students will learn to use typography as a design element and how to select fonts that are appropriate for the publication's intended purpose.

80240 TE1 T 06:00P-09:00P 604B 312 Swingley, A 09/10-10/15

Revised 8/28/13

### FOR MORE INFORMATION CONTACT:

Kelly Wilson, 907-455-2858 or [kelly.wilson@alaska.edu](mailto:kelly.wilson@alaska.edu)

or visit the Professional Development website at

[www.ctc.uaf.edu/ProDev](http://www.ctc.uaf.edu/ProDev)