



1112 Joshua Avenue, Ste. 205
 Parker, Arizona 85344
 928-669-6183, Fax 928-669-4406



**2012 Business Manager Training
 Hosted by La Paz County ESA**

La Paz County Education Service Agency in conjunction with AASBO, is proud to offer this series of Business Manager Training Classes. Classes are open to everybody. Participants do not have to work in a school business office to attend. The classes are designed to not only train current business office staff but to also help build a "pool" of business office personnel.

The registration cost will be dependent on the number of students enrolled. Class price includes continental breakfast, lunch and drinks each day. All training materials will be emailed to you in advance of the class session so that you can print them out for review in preparation for the class.

#Students Enrolled	Cost per student prior to November 7, 2011	Cost per Student after November 7, 2011
10 to 15 Students	\$450.00 per person	\$500.00 per person
16 or more Students	\$375.00 per person	\$425.00 per person

You can also receive a 3.0 college credits for an additional fee through Central Arizona College, which could be applied toward an Associate of Arts Degree in School Business Management. You may only get credit once for taking each of these classes. Upon successful completion of the training, a "School Business Specialist Certificate" will be awarded by the La Paz County School Superintendents Office and AASBO.

Class Times will be 8:30 a.m.—4:00 p.m. (Tentative)		
SESSION 1	January 6, 2012	School Business Management
SESSION 2	January 27, 2012	Budget & Finance
SESSION 3	February 10	Budget & Finance
SESSION 4	February 24	Purchasing
SESSION 5	March 23	Accounting
SESSION 6	April 13	Personnel

Classes will be held at Arizona Western College campus located at: 1109 Geronimo Avenue, Parker, Arizona.

For registration form see back of this page, go to www.lapazschools.org or call Shelly Rohde at 928-669-6183.

Please make Purchase Order and/or Check payable to: La Paz County ESA
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AASBO
 Arizona Association of
 School Business Officials

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Participant Information:

Name: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Daytime Phone Number: _____

Employer: _____

Current Job Title: _____