

No-Cost “FREE” Training! For Small Businesses with 1 to 99 Employees

Training only for full-time employees. Up to **\$1,800** for tuition and fees per new hire. Up to **\$900** for tuition and fees per incumbent employee.

Training selected from courses offered by Alamo Colleges District Economic & Workforce Development 7 Center Operation locations.



February 2024 Face-2-Face Training

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Westside Education Training Center
610 SW 41st., SA, TX 78237

OSHA 10 (General Industry Safety)
Feb. 7th thru 8th 8am – 3pm

**Critical Elements of
Customer Service (The Basics)**
Feb. 9th 8am – 5pm

**CPR/BLS
for Healthcare Providers**
Feb. 22th 8am – 5pm

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Eastside Education Training Center
4551 Dietrich Rd., SA, TX 78219

**CPR/BLS (4 Hr. Renewal Card)
for Healthcare Providers**
Feb. 6th 8am – Noon

OSHA 10 (General Industry Safety)
Feb. 13th thru 17th 8am – 3pm

**CPR/AED/BBP
for Non-Healthcare Providers**
Feb. 21st 8am – 5pm

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Workforce Center of Excellence
203 Norton St., SA, TX 78226

Microsoft Excel Level 1
Feb. 6th 8am – 5pm

Critical Thinking Workshop
Feb. 19th 8am – 5pm

Microsoft Excel Level 2
Feb. 13th 8am – 5pm

Microsoft Excel Level 3
Feb. 20th 8am – 5pm

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Southside Education Training Center
1760 Martinez Losoya Rd., SA, TX 78219

**CPR/BLS (4 Hr. Renewal Card)
for Healthcare Providers**
ENGLISH – Feb. 12th 8am – Noon
SPANISH – Feb. 13th 8am – Noon

OSHA 10 (General Industry Safety)
ENGLISH – Feb. 14th thru 15th
8am – 3pm
SPANISH – Feb. 28th thru 29th
8am – 3pm

**CPR/AED/BBP
for Non-Healthcare Providers**
ENGLISH – Feb. 16th 8am – 5pm
SPANISH – Feb. 19th 8am – 5pm

***February Online Training!**
For San Antonio and surrounding areas including Greater Kerrville, Brackenridge and Harlandale.

***Supervising Others**
Feb. 26th thru 27th 8am – Noon, Daily





Microsoft Excel Level 1

1 Day/8 Hours (Min. 4/Max. 17 students)

Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 1 covers key introductory Excel skills. Among others, topics in Level 1 include entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data.

Microsoft Excel Level 2

(Prerequisite Excel Level 1)

1 Day/8 Hours (Min. 4/Max. 17 students)

Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 2 covers key inter-mediate Excel skills. Among others, topics in Level 2 include themes, cell styles, and number formats, as well as functions for dates, numbers, and text.

Microsoft Excel Level 3

(Prerequisite Excel Level 2)

1 Day/8 Hours (Min. 4/Max. 17 students)

Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 3 covers key advanced Excel skills. Among others, topics in Level 3 include tables, financial functions, what-if analyses, Pivot Tables and Pivot Charts, workbook protection, collaboration.



ALAMO
COLLEGES
DISTRICT



SKILLS
For Small Business

OSHA 10 General Industry Safety

2 Days/12 Hours (Min. 4/Max. 18 students)

Face-2-Face Classroom: \$360 pp

Prepare to meet the OSHA 10 Hour Training Requirements for 29 CFR 1910 General Industry Safety, and cover topics related to General Industry Safety. Upon completion students who attend all class hours will earn their 10 Hour OSHA Safety and Health card.

First Aid/CPR/BLS

for Healthcare Providers

1 Day/8 Hours (Min. 6/Max. 12 students)

Face-2-Face Classroom: \$349 pp

This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR.

Refresher First Aid/CPR/BLS

for Healthcare Providers

1 Day/4 Hours (Min. 6/Max. 12 students)

Face-2-Face Classroom: \$245 pp

This refresher course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR. **Students MUST have an active certified card to enroll in the refresher course.**

CPR/AED/BBP

for Non-Healthcare Providers

1 Day/8 Hours (Min. 6/Max. 12 students)

Face-2-Face Classroom: \$337 pp

The Heartsaver Total course path of the Heartsaver® First Aid CPR AED course is taught in a classroom setting with focus on lifesaving first aid skills related to your employment. The Bloodborne Pathogens course is designed for individuals who are at risk for on-the-job exposure to blood and other bodily fluids in the workplace. **Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year.**

Critical Thinking

1 Day/8 Hours (Min. 4/Max. 22 students)

Face-2-Face Classroom: \$214 pp

This workshop will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career and provide a great skill in your everyday life.

Critical Elements of Customer Service

1 Day/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

This course is designed around six critical elements of customer service that, when a company truly embraces them, bring customers back to experience service that outdoes the competition.

February Online Training

Supervising Others

2 Days/8 Hours (Min. 4/Max. 22 students)

Online Zoom: \$209 pp

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.