

EMPLOYMENT & TRAINING

MAY 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 Business Writing That Works Day 1 9:00am-3:00pm	5 Business Writing That Works Day 2 9:00am-3:00pm	6 The Art of Delegating 9:00-3:00 pm	7
10 2003 Microsoft Excel Foundation 9:00am-3:00pm	11 2003 Microsoft Excel Foundation 9:00am-3:00pm	12 2003 Microsoft Excel Intermediate 9:00am-3:00pm	13 2003 Microsoft Excel Intermediate 9:00am-3:00pm	14
17 2003 Microsoft Word Foundation Level 9:00-3:00pm	18 2003 Microsoft Word Foundation Level 9:00-3:00pm	19 2003 Microsoft Word Intermediate Level 9:00-3:00pm	20 2003 Microsoft Word Intermediate Level 9:00-3:00pm	21
24 2003 Microsoft Publisher Foundation 9:00am-3:00pm	25 2003 Microsoft Publisher Foundation 9:00am-3:00pm	26 2003 Microsoft Publisher Intermediate 9:00am-3:00pm	27 2003 Microsoft Publisher Intermediate 9:00am-3:00pm	28
31 2003 Microsoft PowerPoint Foundation 9:00am-3:00pm		KIC		

Call 228-5158 to reserve your class