

Upcoming Courses for...

December 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>1 <u>Effective Writing: Strategies for Planning & Persuasion</u> (GI 221) 8:30 - 4:30</p>	<p>2 <u>Word 2007 New Features</u> (PC 722) 9:30 - 11:30 <u>Excel 2007 New Features</u> (PC 720) 1:00 - 3:00 <u>Services Contracting Part 1</u> (GI 148) 8:30 - 4:30</p>	<p>3 <u>Access 2007 New Features</u> (PC 721) 9:30 - 11:30 <u>Services Contracting Part 2</u> (GI 149) 8:30 - 4:30 <u>Coaching & Leading for Top Performance</u> (GI 149) 8:30 - 4:30 <u>Intro to Administrative Law</u> (RM 001) 9:00 - 11:00</p>	<p>4 <u>Excel 2007 Level 3</u> (PC 728) 8:30 - 4:30</p>
7	<p>8 <u>Effective Facilitation Tools & Techniques</u> (GI 202) 8:30 - 4:00 <u>Presentation Skills</u> (GI 104) 8:30 - 4:30 <i>Pearl Harbor Remembrance Day</i></p>	<p>9 <u>Government Ethics & Lobbying Act</u> (RM 009) 9:00 - 10:30 <u>Plain Talk</u> (GI 223) 8:30 - 4:30 <u>Word 2007 Level 2</u> (PC 730) 8:30 - 4:30</p>	<p>10 <u>EEO/AA</u> (NC 202) 1:00 - 4:00 <u>Business English</u> (GI 001) 8:30 - 4:30</p>	11
14	<p>15 <u>PowerPoint 2007 Level 1</u> (PC 736) 8:30 - 4:30 <u>Judicial Rule Review - Webinar</u> (RM 007) 2:00 - 3:30</p>	16	<p>17 <u>Access 2007 Level 1</u> (PC 732) 8:30 - 4:30</p>	18 <i>1st Day of Muharram</i>
21  <i>Winter Begins</i>	22	23	24	25  <i>Christmas</i>
28	29	30	31  <i>New Year's Eve</i>	