



TUITION FREE TRAINING SPRING 2018

Computer & Basic Skills Training for Employed Individuals*

Class	Dates	Times	Locations
MS Excel 1	Fri, Feb 23	9:00am to 5:00 pm	MEM, M315
MS Excel 2	Fri, Mar 2	9:00am to 5:00 pm	MM315
Time Management	Wed / Fri, Mar 21 & 23	10:00am to 4:00 pm	HC Bldg, 2 nd
Public Speaking	Wed / Fri, April 4 & 6	10:00am to 4:00 pm	HC Bldg, 2 nd Floor
Grant Writing for Profit & Non-Profit	Tue/Thu, April 10 & 12	10:00am to 4:00 pm	HC Bldg, 2 nd Floor
Women in Leadership: Finding Your Voice	Wed, Fri, April 24 & 26	10:00am to 4:00 pm	HC Bldg, 2 nd Floor

To Register for any of these classes, enter the URL in your browser or click on the link below:

<https://form.jotform.us/61025409282147>

**Available
only to
employed
individuals***

**No Cost
Training for
Employers
&
Employees**

**Don't Miss
This Great
Opportunity!**

DEPARTMENT OF
CONTINUING
EDUCATION AND
WORFORCE
DEVELOPMENT
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