

August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Basic Excel: 8 a.m. to 12 p.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	5	6 New Employee Orientation and Customer Service: 8 to 11 a.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	7
8	9	10	11 Intermediate Excel: 8 a.m. to 12 p.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	12	13 EEO/SHP (Initial): 8 to 11 a.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	14
15	16	17	18 Advanced Excel: 8 a.m. to 12 p.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	19	20 EEO/SHP (two-year review): 8 to 11 a.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	21
22	23	24	25 Writing Professional Letters & Memos: 8 to 10 a.m., Bldg. 103, room 153. Call ext. 1333 or 1381 to register	26 VALIC Financial Advisor Seminar: 3 to 5 p.m., Bldg. 103, room 153. To register go to: http://my.valic.com/seminars and enter the code: CTCKIL11AA	27	28
29	30	31	NOTES: STARLINK (Available Aug. 30 – Sept. 10, 2010) – “Project Management Strategies and Tips” Contact Employee Training at ext. 1381 for assistance and password.			

Central Texas College Employee Training Department: Employee calendar for training and professional development. Call extension 1333 or 1381 for more details.