Technology & Information Systems Services Division
User Support Services: Employee Business Training Schedule

Please call 799-2840 for information about classes offered by the Employee Business Training Department.

Tuesday, January 29, 2019			
8:00 am to 4:00 pm	ELMS Fundamentals	Location: Lab 1	More Info
8:00 am to 12:00 pm	Creating Manuals & Complex Documents in Word 2010	Location: Lab 2	More Info
Wednesday, January 30, 2019			
8:00 am to 4:00 pm	ELMS Fundamentals	Location: Lab 1	More Info
8:00 am to 11:30 am	Excel 2016 Essentials	Location: Lab 2	More Info
Thursday, January 31, 2019			
8:00 am to 4:00 pm	ELMS Fundamentals	Location: Lab 1	More Info
8:00 am to 11:00 am	Google Essentials	Location: Lab 2	More Info
Tuesday, February 5, 2019			
8:00 am to 10:00 am	Infinite Campus Ad Hoc Essentials	Location: Lab 2	More Info
Wednesday, February 6, 2019			
8:00 am to 10:00 am	Infinite Campus Attendance Wizard	Location: Lab 2	More Info
Tuesday, February 12, 2019			
12:30 pm to 4:00 pm	Google Essentials	Location: Lab 2	More Info
Thursday, February 14, 2019			
8:00 am to 11:00 am	Online Absence Reporting - OARS	Location: Lab 2	More Info
Tuesday, February 19, 2019			
12:00 pm to 3:30 pm	Excel 2016 Essentials	Location: Lab 2	More Info
Thursday, February 21, 2019			
8:00 am to 11:30 am	Word 2016 Essentials	Location: Lab 2	More Info
Wednesday, February 27, 2019			
8:00 am to 11:00 am	PowerPoint 2016 Essentials	Location: Lab 2	More Info
Tuesday, March 12, 2019			
8:00 am to 11:00 am	Online Absence Reporting - OARS	Location: Lab 2	More Info
Friday, March 15, 2019			
8:00 am to 11:00 am	Google Essentials	Location: Lab 2	More Info
Monday, March 18, 2019			
8:00 am to 10:00 am	Infinite Campus Ad Hoc Essentials	Location: Lab 2	More Info
Wednesday, March 20, 2019			
8:00 am to 12:00 pm	Creating Manuals & Complex Documents in Word 2010	Location: Lab 2	More Info
Thursday, March 21, 2019			
8:00 am to 11:30 am	Excel 2016 Essentials	Location: Lab 2	More Info

Training Labs 1 and 2 are located at 4260 Eucalyptus Avenue

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Wednesday, March 27, 2019			
8:00 am to 10:00 am Infinite Campus Attendance Wizard		Location: Lab 2	More Info

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