



Spring 2011 Workshops

Professional Development Series

BEG/INTER WORD Hands-on!

Fri. March 4, 2011 8:30am—3:00pm

This basic introduction is for creating, editing, and manipulating documents of varying sophistication using Microsoft Word software. Learn how to work on two or more documents simultaneously, use the grammar, spelling checker, and thesaurus.

INTER/ADVANCED WORD

Fri. March 11, 2011 8:30am—3:00pm

In the advanced class, topics will include how to customize toolbars, create shortcuts, format letters and mailing labels, and much more!

\$49.00 each (Includes material fees)

BEGINNING EXCEL Hands-on!

Fri. April 8, 2011 8:30am—3:00pm

Learn the basics of creating worksheets using MS Excel, including entering data, formulas, formatting, cut, copy, paste and printing.

INTER/ADVANCED EXCEL

Wed. April 15, 2011 8:30am—3:00pm

The advanced class will show you how to add functional and eye-catching controls to any worksheet and how to use scenarios and data tables to quickly perform multiple what-if analyses.

\$49.00 each (Includes material fees)

ABCs of COMPUTER BASICS

Hands-on!

Wed. March 30, 2011 8:30am—3:00pm

Fri. May 13, 2011 8:30am—3:00pm

Increase your knowledge and proficiency of computers!

This computer literacy training covers foundational topics that enable you to operate a computer. If you have little to no prior experience working with computers, come learn about the desktop, start menu, taskbar, windows, drives, files, folders, the control panel, windows explorer and more!

\$49.00 (Includes material fees)

TIME MANAGEMENT SKILLS - START NOW!

Fri., Mar. 18, 2011 9:00am—12:00pm

Fri., May 06, 2011 9:00am—12:00pm

Individuals who are highly effective, strong achievers and driven by results are essentially masters of time management skills.

Learn how to take control of your workload by exploring your potential with: Goal Setting, Scheduling, Planning, Prioritizing, Productivity...getting control of your life and work!

\$35.00 (Includes material fees)

This workshop will give you the tools and techniques to get started now.

Management Development Series

SEXUAL HARASSMENT PREVENTION

Fri., Feb. 25, 2011 9:00am—12:00pm

Wed., April 13, 2011 9:00am—12:00pm

California law requires employers with 50 or more employees to provide mandatory training and education on sexual harassment for supervisors, every two (2) years. This training meets California AB1825 New Legal Requirements. After completing this workshop, managers and supervisors will be aware of their responsibilities in recognizing sexual harassment and the appropriate corrective actions to take in the event of an occurrence. The training will provide company leadership with the ability to raise a defense or mitigate damages in the event of a sexual harassment claim or lawsuit.

\$85.00 (Includes material fees)



RSVP - Limited Seats/Space!

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