



CENTER FOR BUSINESS/INDUSTRY TRAINING AT BRAZOSPORT COLLEGE

same great lunch &
same great training

2012
SCHEDULE



BOX LUNCH TRAINING

January 24, 2012	Setting Effective Goals
February 23, 2012	What's New in Office 2010
March 28, 2012	Meeting with Purpose
April 26, 2012	Mastering Your Presentations
May 10, 2012	Discussing Undiscussables
June 26, 2012	Sharing Docs & Spreadsheets
July 24, 2012	What's My Style?
August 23, 2012	Cool Tools in Word
September 19, 2012	Broken Promises
October 23, 2012	Analyzing Data Using Pivot Tables & Charts
November 13, 2012	Dealing with Conflict
December 5, 2012	Bringing Charts Center Stage

For only \$29, you can learn while enjoying lunch from 11:30 a.m. to 1:00 p.m. During each of these great topics you will receive tips and techniques you can take away and use the same day! Call 979-230-3050 to register today!