

	Course	Date
1	Building Credibility	Monday, January 23, 2017
2	Communication	Monday, January 30, 2017
3	Customer Service	Monday, February 06, 2017
4	Professionalism	Monday, February 13, 2017
5	Interpersonal Relationships/EQI	Monday, February 20, 2017
6	Decision Making	Monday, February 27, 2017
7	Time Management	Monday, March 06, 2017
8	Grammar Part 1	Monday, March 13, 2017
9	Grammar Part 2	Monday, March 20, 2017
10	Written Communication Part 1	Monday, March 27, 2017
11	Written Communication Part 2	Monday, April 10, 2017
12	Word 2010	Monday, April 17, 2017
13	PowerPoint 2010	Monday, April 24, 2017
14	Excel 2010	Monday, May 01, 2017
15	Outlook 2010	Monday, May 08, 2017
16	Wrap up/Graduation	Monday, May 15, 2017