ALAMEDA COUNTY
training & education
center

January through March 2017 Class List

Date	Time	Course Name	County	Public/ Non Profit	Private
1/10	8:30am – 12:30pm	Performance Management Part I: Planning for Performance	No Fee	NA	NA
1/11	8:30am – 4:30pm	Performance Management Part II: Discipline and Documentation	No Fee	NA	NA
1/18, 1/24, & 2/1 (Three Day Series)	8:30am – 3:30pm	Career Essentials for You and The Organization	No Fee	$525	$675
1/19	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	$175	$175	$225
1/31	8:30am – 12:30pm	Financial management for the Non-Financial Manager	No Fee	$100	$150
1/31	9:00am – 4:30pm	Microsoft SharePoint 2013: Basic	$175	$175	$225
2/2	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	$175	$175	$225
2/2	9:00am – 12:00pm	Procurement	No Fee	NA	NA
2/7 & 2/8 (Two Day Course)	8:30am – 4:30pm	Grammar Fundamentals	$350	$350	$450
2/9	1:00pm – 5:00pm	Managing Within Disability Laws and Leaves	No Fee	NA	NA
2/15	8:30am – 12:30pm	Navigating Within a Civil Service System	No Fee	NA	NA
2/16	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	$175	$175	$225
2/22	8:30am – 12:30pm	Effective Email	$100	$100	$150
2/23	1:00pm – 5:00pm	Diversity & Inclusion	No Fee	NA	NA

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Date	Time	Course Name	County	Public/ Non Profit	Private
2/23	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	$175	$175	$225
2/28	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	$175	$175	$225
3/1, 3/8, 3/15, 3/22, 3/29 & 4/5 (Six, Half-Day Series)	8:30am – 12:30pm	ALCO Team Lead Development Program (TLDP)	No Fee	$600	$900
3/2	9:00am – 4:30pm	Adobe Acrobat Professional X Fundamentals	$235	$235	$275
3/2	8:30am – 4:30pm	Labor Relations	No Fee	NA	NA
.3/7	9:00am – 4:30pm	Microsoft OneNote 2013	$175	$175	$225
3/14	9:00am – 4:30pm	Microsoft Publisher 2013	$175	$175	$225
3/15	9:00am – 4:30pm	Microsoft PowerPoint 2013 Fundamentals	$175	$175	$225
3/16	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	$190	$190	$240
3/21	9:00am – 4:30pm	Microsoft Outlook 2013 Intermediate	$175	$175	$225
3/23	8:30am – 4:30pm	Project Essentials (For the Unofficial Project Manager	$175	$175	$225

To **REGISTER** online for any of our classes, type in http://www.acgov.org/conference/schedule.htm. To **VIEW** our catalog, **REGISTRATION MANUAL,** or to access our **ONLINE REGISTRATION POLICIES & PROCEDURES for** fee classes and location details, type in http://www.acgov.org/conference/schedule.htm into a web browser**.** For **QUESTIONS**, call the Training & Education Center at 510-272-6467 or email aclearningcenter@acgov.org. Please call (510) 272-6467 for more details. Classes can be customized for your organization and held on site. For the Alameda County Competency Grid type in: http://dsmain.acgov.org/docushare/dsweb/Get/Document-23819.

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