



2985 Innsbruck Drive, Redding CA 96003  
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 Website: www.sbetrainingcenter.com

# SBETC 2009 LISTING OF BUSINESS / HR COURSES

DATE	SEMINAR NAME	TIME
2/17 & 19/09	<b>QuickBooks 1</b>	4P - 7P
2/23 & 25/09	<b>Excel - Advanced</b>	4P - 7P
2/24/09	<b>Understanding Workers Compensation</b>	2P - 4P
3/24 & 26/09	<b>QuickBooks 2</b>	4P - 7P
4/16/09	<b>Mechanics Lien Law</b>	8:30A - 5P
4/23/09	<b>Prevailing Wage &amp; Labor Compliance</b>	8A - 12N
4/20 & 21/09	<b>MS Outlook</b>	4P - 7P
4/9/09	<b>*Heat Illness &amp; Injury Prevention</b>	8:30A - 10A
6/8 & 9/09	<b>MS Word</b>	4P - 7P
6/22 & 23/09	<b>Advanced MS Word</b>	4P - 7P
8/10 & 11/09	<b>MS Excel 1</b>	4P - 7P
8/24 & 25/09	<b>MS Excel 2</b>	4P - 7P

DATE	SEMINAR NAME	TIME
10/15/09	<b>Small Claims</b>	8A - 12N
10/15/09	<b>Construction Contracts</b>	1P - 5P
10/22/09	<b>Prevailing Wage &amp; Labor Compliance</b>	8A - 12N
12/3/09	<b>Mechanics Lien Law</b>	8:30A - 5P
TBA	Auto CADD	TBA
TBA	Good Human Resources – How do yours measure up?	10A - 12N
TBA	Developing and Effective Performance Appraisal Process	10A - 12N
TBA	Discipline, Termination & Documentation Procedures	10A - 12N
TBA	MS Access	4P - 7P
TBA	Power Point	8A - 12N
TBA	Wage & Hour Law	8A - 12N
TBA	Sexual Harassment Training	10A - 12N

**MORE COURSE INFORMATION AVAILABLE ON OUR WEBSITE AT**

<http://www.sbetrainingcenter.com/training/seminars.php>

*For additional information on listed courses call Cindy at (530) 222-1917  
 or fax course suggestions / requests to (530) 222-1918*

Please use this form to indicate any classes that you would like to see the SBETC offer that would benefit you and or your company.

Comments:

<p><b>SAFETY</b></p> <hr/> <hr/> <hr/>	<p><b>ELECTRICAL</b></p> <hr/> <hr/> <hr/>
<p><b>BUSINESS / HUMAN RESOURCES</b></p> <hr/> <hr/> <hr/>	<p><b>COMPUTER</b></p> <hr/> <hr/> <hr/>

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

To be removed from our contact list, please call 222-1917 or e-mail [removeme@shastabe.com](mailto:removeme@shastabe.com)

