

**Training Programs That Are
Local, Affordable and Practical**

3Q 2009 Schedule

**Sue Steele Miller
Speak Easy Associates**

**Will be Conducting Classes at the offices of
Mike Lowe, CPA
North Port Commons
14892 Tamiami Trail
North Port, FL 34287**

All Classes are Three Hours and are \$55.00/Person
Includes Course Materials, Certificate of Completion and Light Refreshments

REGISTRATION INFORMATION:

Send check to Speak Easy Associates, 2229 Alliance Avenue, North Port, FL 34286 or contact at 941-429-8559 or speakez2@verizon.net. All checks can be made out to Speak Easy Associates

Check	Class	Date	Day	Time
	Intro to Excel 2007	7/8/9	Wed	9:00—12:00 PM
	Intro to Power Point 2007	7/16/9	Thu	9:00—12:00 PM
	Intermediate Excel 2007—Part 1	8/6/9	Thu	9:00—12:00 PM
	Intermediate Word 2007—Part 1	8/20/9	Thu	9:00—12:00 PM
	Creating Your Customer Database with Access 2007	9/9/9	Wed	9:00—12:00 PM
	Improving Customer Service Skills	9/18/9	Fri	9:00—12:00 PM

Please check which program(s) you wish to enroll in
Please return copy of flyer with your check
Number of Programs to be Taken _____ @ \$55.00/Program = _____

Name of Company _____

Name of Participant _____

First Middle Last

Company Address _____

Email _____ Phone _____

For questions or further information, please call Sue Steele Miller at 941-429-8559

For Additional Course Descriptions, Please Visit the Speak Easy Associates Website

<http://www.speakeasyassociates.com/>

