



Charleston Chapter

2010-2011 Chapter Programs

Check back often for possible changes to program dates and topics!

08/23/10	* <i>Microsoft Office Specialist (MOS) Certification</i> , Karen Mason, CPS/CAP, MOS
09/27/10	* <i>Creating Your Career Portfolio and Strategic Plan</i> , Kelley Fluharty, CPS/CAP
10/25/10	* <i>Microsoft Office 2010</i> , Mark Moore <i>Executive Night</i> , in conjunction with National Boss' Day, where we will honor our boss/executive with a recognition event
11/15/10	* <i>Emergency Preparedness at Work and Home</i> , Ellen Herndon
12/10/10	Christmas dinner - Location TBD
01/24/11	* <i>Newsletter Publishing</i> , Joann Harrison, CPS
02/28/11	* <i>Workplace Wellness</i> , Natalie Proctor, CAP
03/28/11	* <i>How to Build and Keep a Professional Network</i> , TBD
04/25/11	* <i>Administrative Professionals Webinar</i> , Donna Gilliland, MOSTraining
05/23/11	* <i>How to Prepare Your Company for an Audit</i> , Ryan Lindsay, CPA
06/27/11	* <i>Marketing for Your Organization</i> , Steve Davis, Toastmaster Governor

** Certification points will be offered*