

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 4/26/2018 4:21:11 PM

Subject: LSA May Training Calendar

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# Training Calendar

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Training  
opportunities brought  
to you by  
Legislative Services Agency

7

**Legislative Process** - Designed as an introduction to the Legislative Research series. Covers types of legislation, how a bill becomes a law, and parts of a bill. (9:30-11:30)

14

**Legislative Research** - Learn how to use the Quick Search feature on [www.scstatehouse.gov](http://www.scstatehouse.gov) and perform other basic searches available on the Legislation page. (9:30-10:30)

21

**Intro to Word** - Designed for students new to working with *Microsoft Word in Windows*. Students will learn to create, edit, format and print Microsoft Word documents. (9:30-11:30)

28

**Multi- Criteria Search** - Learn to perform more advanced legislative searches based on several different criteria, and produce and print a report of the search results. (9:30-11:00)

**Please register to attend classes.**

Call 803-212-4420 or email [LSALearn@scstatehouse.gov](mailto:LSALearn@scstatehouse.gov) to register.

Classes are held in room 205 of the Blatt Building.