



Introducing the new online SCE Reference Manual!

The SCE Reference Manual is a resource tool for staff (A&R Technicians, Instructional Assistants, Department Assistants, etc.) that has been developed by each functional area to provide pertinent information about their department. Everyone is invited to attend.

- ❁ *Learn how to access the SCE Reference Manual!*
- ❁ *Participate in SCE trivia and win prizes!*

Select one of the following dates:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, October 14	10:00 am – 11:00 am	Anaheim, Room 307
Wednesday, October 15	11:00 am – 12:00 pm	Anaheim, Room 307
Thursday, October 16	2:30 pm – 3:30 pm	Anaheim, Room 307

RSVP to Beverly Heasley, bheasley@sce.cc.ca.us or (714) 992-9514 and provide your name, department and the date that you would like to attend.



**School of
Continuing Education**
North Orange County Community College District

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*Presented by
the SCE Customer Service Workgroup*