

## Upcoming Workshops

### Microsoft Excel 2007 (Level 2)

This course is designed to build on Level 1 and offers a smooth transition from basic to intermediate use of Excel 2007. This course will cover working with large worksheets, adding graphics to worksheets, managing multiple-sheet worksheets and creating tables and outlines. Course will be followed by optional Level 3 Excel. 1/2 credit hour earned.

**Number of Sessions:** 1, Fee: \$55.00

**Date:** Friday, August 6th, 2010

**Deadline:** Friday, July 30th, 2010

**Time:** 8:30 am - 3:30 pm (lunch provided).

**Location:** Shawnee Community College, Room K1134A

### Microsoft Word 2007 (Level 2)

This course is designed to build on Level 1 and offers a smooth transition from basic to intermediate use of Word 2007. This course will cover working with tables, creating a newsletter, creating an employee policy manual, creating a professional brochure and creating a research paper. Course will be followed by optional Level 3 Word. 1/2 credit hour earned.

**Number of Sessions:** 2, Fee: \$55.00

**Date:** Tuesday, August 24th, 2010 and Thursday, August 26th, 2010

**Deadline:** Tuesday, August 17th, 2010

**Time:** 6:00 pm - 9:00 pm

**Location:** Shawnee Community College, Room K1134A

### Food Sanitation Refresher Course

This course teaches the management responsibilities and sanitation regulations of the State of Illinois. You will learn safe handling practices, sanitation, hygiene and health through the completion of the course. Please bring your Food Certificate License Number when registering. This course is offered three different times. 1/2 credit earned. Contact Instructor, Ruth Kessel to reserve at seat (618) 827-4930

**Number of Sessions:** 1, Fee: \$45.00

**Date:** Friday, August 20th, 2010

**Time:** 8:30 am - 2:30 pm

**Location:** Shawnee Community College Anna Extension Center

**Date:** Saturday, October 16th, 2010

**Time:** 8:30 am - 2:30 pm

**Location:** Shawnee Community College

**Date:** Friday, December 10th, 2010

**Time:** 8:30 am - 2:30 pm

**Location:** Shawnee Community College Anna Extension Center

### **Microsoft Publisher 2007 (Level 1)**

Publisher is an easy-to-use publishing program that you can use to create business as well as personal publications. You don't need any prior desktop publishing experience to easily create professional-looking marketing and communication publications. Level 1 teaches you how to create flyers, , create invitations, adding graphics, drawing direction and creating an email letter. Course will be followed by optional Level 2 . 1/2 credit hour earned. Take Level 1 and Level 2 and save \$10.

**Number of Sessions:** 2, Fee: \$55.00

**Date:** Tuesday, September 7th, 2010 and Thursday, September 9th, 2010

**Deadline:** Tuesday, August 31st, 2010

**Time:** 6:00 pm—9:00 pm

**Location:** Shawnee Community College, Room K1134A

### **Microsoft Publisher 2007 (Level 2)**

This course is designed for smooth transition from basic to intermediate/advanced use of Publisher. This course will cover creating business publications, designing a newsletter, creating a mail merge, creating tables and business forms, creating a web site. 1/2 credit hour earned. Take Level 1 and Level 2 and save \$10.

**Number of Sessions:** 2, Fee: \$55.00

**Date:** Tuesday, September 14th, 2010 and Thursday, September 16th, 2010

**Deadline:** Tuesday, September 7th, 2010

**Time:** 6:00 pm—9:00 pm

**Location:** Shawnee Community College, Room K1134A

### **Microsoft Word 2007 (Level 1)**

This course is designed for learning basic Word skills with easy to understand, step-by-step, hands-on, skill based approach to ensure student success. Course will provide a user friendly method for developing a solid foundation in Word basic skills and new coverage of the Ribbon interface. This is a great course for a smooth transition to Word 2007. Course will be followed by optional Level 2 and Level 3 Word. 1/2 credit hour earned.

**Number of Sessions:** 2, Fee: \$55.00

**Date:** Tuesday, September 28th, 2010 and Thursday, September 30th, 2010

**Deadline:** Tuesday, September 21st, 2010

**Time:** 6:00 pm—9:00 pm

**Location:** Shawnee Community College, Room K1134A

### **Customer Service Workshop**

Join us for ½ day of being the best you can for your customers. Learn about the SuperSTAR Customer Service Model, how to ensure the satisfying customers is everybody's job, telephone courtesy related to customer service and how to calm upset customers.

**Number of Sessions:** 1, Fee: \$20.00

**Date:** Friday, October 22<sup>nd</sup>, 2010

**Deadline:** Monday, October 18th, 2010

**Time:** 8:30 am – 12:30 pm (breakfast provided)

**Location:** Shawnee Community College, River Room

### **QuickBooks Pro 2009 (Level 1)**

This course is designed for the basic introduction of QuickBooks. Learn introduction to the software, basic file management principles, fundamental customer skills, vendor skills, banking transactions and create your own company file. This course meets four times and will be followed with optional QuickBooks Level 2. Fee includes materials and 140 day software package. 1 credit hour

**Number of Sessions:** 4, Fee: \$75.00

**Date:** October 7th, 14th, 21st, 28th, 2010 (Thursday Evenings)

**Deadline:** Thursday, September 30th, 2010

**Time:** 6:00 am - 9:00 pm

**Location:** Shawnee Community College, Room K1134A

### **QuickBooks Pro 2009 (Level 2)**

This course is a follow-up of Level 1. Learn intermediate skills, physical inventory, sales tax, payroll, assets, liabilities, equity accounts, estimates and time tracking, customized reports and templates, manage financial data. Fee includes materials and 140 day software package (if not received in Level 1). 1 credit hour earned

**Number of Sessions:** 4, Fee: \$75.00

**Date:** November 8th, 15th, 22nd, 29th, 2010 (Monday Evenings)

**Deadline:** Monday, November 1st, 2010

**Time:** 6:00 am - 9:00 pm

**Location:** Shawnee Community College, Room K1134A

### **E-Commerce & Basic Web Design**

Learn the basic of selling on the web. Know what to look for in a host provider, establish a domain name, learn how to design and manage your own site. Learn ways to track visitors to your site and much more.

**Number of Sessions:** 1, Fee: \$55.00

**Date:** Tuesday, December 21st, 2010

**Deadline:** Wednesday, December 15th, 2010

**Time:** 8:30 am - 3:30 pm (lunch provided).

**Location:** Shawnee Community College, K1134A

**Registration information:** Contact Gabriele Farner at 618-634-3254 or [gabrielef@shawneecc.edu](mailto:gabrielef@shawneecc.edu)

**Payment received by registration deadline will reserve your seat.**

**Cancellations received by registration deadline will be refunded.**