

Upcoming Workshops

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: 1, Fee: \$55.00

Date: Friday, May 21st, 2010

Deadline: Friday, May 14th, 2010

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

Location: Shawnee Community College, Room K1134A

Microsoft Excel 2007 (Level 1)

This course is designed for learning basic Excel 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 Excel basic skills and new coverage of the Ribbon interface. This is a great course for a smooth transition to Excel 2007. Course will be followed by optional Level 2 and Level 3 Excel. 1/2 credit hour earned.

Number of Sessions: 1, Fee: \$55.00

Date: Friday, June 4th, 2010

Deadline: Friday, May 28th, 2010

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

Location: Shawnee Community College, Room K1134A

TAKE 60 – Make Every Minute Count

Business and Professional Development Seminar – SuperSTAR Customer Service. The goal is treat the customer much better than they expect by self-managing five moments of magic: Mental Psyche; Greeting; Meetings Needs; Handling Problems; Follow Through. Offered at two locations during the month of June.

Number of Sessions: 1, Fee: \$15.00 (lunch included)

Date: Thursday, June 17th, 2010

Deadline: Monday, June 14th, 2010

Time: 12:00 pm - 1:00 pm

Location: U of I Extension Center

Number of Sessions: 1, Fee: \$15.00 (lunch included)

Date: Friday, June 18th, 2010

Deadline: Monday, June 14th, 2010

Time: 12:00 pm – 1:00 pm

Location: SCC Metropolis Extension Center

Advertising & Public Relations

Growing your business through advertising and public relations takes a well designed plan. This course will teach you about newspaper, radio, television and internet advertising from experts in the field. Also learn about the importance of public relations. 1/2 credit hour earned

Number of Sessions: 1, Fee: \$55.00

Date: Friday, July 23rd, 2010

Deadline: Friday, July 16th, 2010

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

Location: Shawnee Community College, River Room

Registration information: Contact Gabriele Farner at 618-634-3254 or gabrielef@shawneecc.edu

**Payment received by registration deadline will reserve your seat.
Cancellations received by registration deadline will be refunded.**