

SCC Business & Industry Training Courses for Spring 2015

Shawnee Community College's Business & Industry Training Center is offering Business & Industry Training Courses this Spring. A list of the courses are listed below:

QuickBooks Pro - February 11 & February 18

(2-day course: \$75 fee, which includes materials & lunch)

Learn how to set up and effectively use QuickBooks in your everyday business transactions:

- Set up a new business
- Create chart of accounts
- Work with bank accounts/other accounts
- Enter sales/invoices
- Receive payments/make deposits
- Enter/pay bills
- Reconcile statements
- View/customize reports

Generation Gaps in the Workforce- April 8

(\$55 fee, which includes materials & lunch)

Learn how to work with and benefit from the different generation gaps:

- Traditionalist, Baby Boomers, Generations X's, Generation Y's (millennials)
- Backgrounds, characteristics, working styles
- Learn the difference and identity common ground
- Conflict management
- The power of generation gaps

Microsoft Word 2013- April 22

(\$55 fee, which includes materials & lunch)

Learn how to:

- Navigate Microsoft Word
- Save and manage files
- Format documents
- Mail merge
- Work with graphics
- Format text
- And more!

Time Management- May 13

(\$55 fee, which includes materials & lunch)

Learn how to manage your time and be in control of your time:

- Goal setting
- Prioritizing your time
- Planning wisely
- Tackling procrastination
- Crisis management
- Organizing your workspace
- Delegating made easy
- Maximizing your time
- Meeting management and alternatives

Microsoft Excel 2013: May 6

(\$55 fee, which includes materials & lunch)

Learn how to:

- Navigate Excel
- Save and manage files
- Format worksheets

- Manage multiple worksheets
- Create basic formulas
- Format text
- And much more...

All courses will be held at the SCC Business & Industry Training Center, Room J1024 at the Main Campus from 8:30am-4:00pm. Pre-registration is required at least one week prior to course date.

To register or for additional information, contact Gabriele Farner, Training Coordinator at 618-634-3254 or gabrielef@shawneecc.edu.