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## 01/21/1993 - Business Workshops.pdf

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January 21, 1993

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FOR IMMEDIATE RELEASE:

BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center will offer five workshops in February dealing with professional development and preparation for graduate school.

All workshops, except for a weekend Graduate Management Admissions Test (GMAT) review series, will be held from 6:30 to 9:30 p.m. and are designed to help those who are interested in enhancing their computer, supervisory and business skills.

The first course offering, "Getting Started with Computers," Feb. 2 and 4, will cover the basics of personal computers.

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BUSINESS WORKSHOPS

For those who want to gain a fresh look on managing employees, "Essentials of Supervision," Feb. 9 and 11, will give participants insight into motivation strategies, problem-solving techniques for effective leadership and methods of delegation.

"Introduction to WordPerfect 5.1," Feb. 16 and 17, is designed for those who have experience with computers but aren't familiar with WordPerfect 5.1. Sorting and merging documents, integrating graphics into text and creating columns are among the areas to be covered.

"Business Writing Skills--Effective Communication," Feb. 24 and 25, will help attendees learn how to write better and acquaint them with three major types of business writing.

For those interested in pursuing a Masters in Business Administration degree, a course to prepare individuals for the GMAT will be offered Feb. 20 and 27 and March 6 and 13.

The cost for the six-hour, two-day workshops is \$90 and \$95 for the GMAT review course. Fees should be received no later than five days prior to each workshop.

To register, call Nancy at Eastern's Business Development Center, (217) 581-2913.