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February 25, 1993

FOR IMMEDIATE RELEASE

EASTERN OFFERS BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center is offering seven evening workshops in March and April dealing with personal and professional development.

All the workshops will be held from 6:30 to 9:30 p.m. on Eastern's campus and are co-sponsored by the Charleston Area Chamber of Commerce and Mattoon Chamber of Commerce.

They are designed for anyone who is interested in enhancing team building or computer skills.

The workshop series will begin with "Introduction to Lotus 1-2-3," March 2 and 4. How to create worksheets and understand them; how to copy, retrieve and save information; and how to use the "what-if" analysis are a few of the topics that will be covered. For those who have successfully completed the introductory course, An "Intermediate Lotus 1-2-3" workshop will be offered April 6 and 8.

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MARCH BUSINESS WORKSHOPS

Another workshop, "Introduction to dBase III+," March 8 and 10, will cover uses of databases and how they can save time for individuals and their companies.

"Intermediate WordPerfect 5.1," March 16 and 18, is designed for those who have a good working knowledge of WordPerfect 5.1. Producing outlines, enhancing document design by using headers and footers and using column and table features are among the areas to be covered.

"Employee Involvement: Secrets of Team Building," March 23, covers the elements of a successful employee involvement program such as identifying the root causes of problems, increasing productivity through effective teamwork and reducing direct and indirect costs.

Basic desktop publishing terminology, types of packages available and features such as page layout, paragraph and graphics styles and importing graphics and text sizes will be discussed in a six-hour "Desktop Publishing" workshop March 30 and April 1.

The cost for the six-hour, two-day workshops is \$90 and the cost for a three-hour, one-day workshop is \$65. 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.