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### 10/16/1990 - Business Development Workshop

University Marketing and Communications

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EASTERN ILLINOIS UNIVERSITY  
Charleston, Illinois

# news

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90-581

October 16, 1990

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FOR IMMEDIATE RELEASE:

## BUSINESS DEVELOPMENT WORKSHOPS

CHARLESTON, IL--The Business Development Center at Eastern Illinois University is presenting three workshops on business and computer operations beginning Oct. 23.

"Automated Accounting for Small Businesses" will be held from 6:30 to 9:30 p.m., Oct. 23 and 25, in Eastern's Blair Hall, Room 212. Participants should have a basic knowledge of small business bookkeeping practices.

This workshop is designed for small business owners or managers who have, or who plan to purchase a personal computer to track business income and expenses. Participants will gain practice setting up their own chart of accounts, installing and utilizing personal computer accounting software and generating basic accounting reports.

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WORKSHOP

The instructor, Norman Garrett, has extensive experience in business and education as a manager, consultant and instructor. He has authored numerous articles and books including the text, "Computer Applications in Business."

Alan Siepker, director of Human Resources at United Technologies in Newton, will present "Employee Involvement: How to Succeed--In an Increasingly Competitive World" from 6:30 to 9:30 p.m., Oct. 24, at Eastern's Blair Hall, Room 206.

This workshop describes an employee involvement program that increases customer and employee satisfaction, upgrades quality, reduces costs, cuts absenteeism, and enhances job security.

Plant managers, owners, stewards, supervisors, and employees can attend this workshop, which is applicable to organizations of all sizes.

"Intermediate Lotus: Database, Graphics, and Macros" will be held from 6:30 to 9:30 p.m., Oct. 25 and Nov. 1, at Eastern's Blair Hall, Room 212. Participants should bring a 5¼" double sided, double density diskette.

Anyone who wishes to expand his/her knowledge of database use, graphic presentations or macro use should attend this workshop.

Marilyn Wilkins, EIU professor of Business Education and Administrative Information Systems, will teach participants how to define and develop databases for use as a tool for record keeping, financial planning, or numerical analysis;

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WORKSHOP

how to manipulate and extract information from databases using specific criteria; and how to prepare a variety of presentation graphics to add clarity and impact to presentations or reports.

Each workshop is \$85, except for "Employee Involvement: How to Succeed--In an Increasingly Competitive World" which is \$65, and has limited enrollment. For more information, call the Business Development Center at (217) 581-2913.