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10/06/1989 - Eastern To Host Three Business Workshops

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FOR IMMEDIATE RELEASE:

EASTERN TO HOST THREE BUSINESS WORKSHOPS

CHARLESTON, IL--Three workshops will begin next week as part of Eastern Illinois University's Business Development Center's Fall series.

"Word Processing on the Personal Computer" will be held October 10 and 12 from 6:30 to 9:30 p.m. in room 212 of Blair Hall on Eastern's campus.

Among the skills taught will be the production of letters, memos, texts and reports using a word processor, setting up WordPerfect software, drawing organizational charts and applying direct mail functions.

Christian Beurskens, an instructor in Eastern's Business Education and Administrative Information Systems department, will lead the workshop. The fee is \$75.

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Though there is no prerequisite, a basic knowledge of DOS commands may be helpful. Participants should bring a 5 1/4" double-sided, double-density diskette.

"Negotiate Your Way to Success" will take place from 6:30 to 9:30 p.m. October 11 in the Oakland Room of Eastern's Union.

The \$55 workshop is designed primarily for business people who want to build their personal bargaining power.

Topics will focus on breaking barriers to negotiations, learning keys to successful negotiations, turning weaknesses into strengths, using power tactics and defenses, managing conflicts and choosing when, how and whom in team negotiations.

Attorney Richard Pyles will instruct the workshop. His experiences have led him through the pitfalls, pressures and opportunities surrounding both corporate and private-practice decision makers.

"Intermediate Lotus (Database and Graphics)" will be October 12 and 19 in Blair Hall, room 200 from 6:30 to 9:30 p.m. The registration fee is \$75.

Participants, who should have a working knowledge of Lotus or should have attended the "Introduction to Lotus" workshop, will learn how to define and develop databases, how to manipulate and extract information from them and how to prepare a variety of presentation graphics. They should bring a 5 1/4" double-sided, double-density diskette.

Dr. Marilyn Wilkins, a Professor of Business Education and Administrative Information Systems at Eastern, will lead the workshop. She is a prolific author on database management, word processing, communications and other subjects related to office management.

Further information is available at Eastern's Business Development Center at AC(217) 581-2913.