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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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March 19, 1991

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FOR IMMEDIATE RELEASE:

BUSINESS WORKSHOPS CONTINUE

CHARLESTON, IL--Eastern Illinois University's Business Development Center will continue its series of spring workshops April 3 and 4, with "Management Skills for Secretaries," and "WordPerfect 5.1."

The three- and six-hour evening workshops, taught by EIU Business Education and Administrative Information Systems faculty, are co-sponsored by the Charleston Area Chamber of Commerce and Mattoon Chamber of Commerce.

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BUSINESS WORKSHOPS

Cheryl Noll, who has more than five years' office experience and more than than seven years' teaching experience in a variety of office management courses, will lead "Management Skills for Secretaries," April 3. Noll said, "The workshop provides effective techniques which include issues on personal productivity, team power and time management that can be used in the office every day."

For people who want to learn practical aspects of WordPerfect and have a basic knowledge of computers, "WordPerfect 5.1," April 3 and 4, will provide the essential skills to master the system. Norman Garrett, who has extensive experience in business and education as a manager, consultant and instructor, will demonstrate formatting, editing, graphics, spelling and special features of the WordPerfect system.

Both workshops are held from 6:30 to 9:30 p.m. in Lumpkin Hall, Eastern's new business building.

The fee for the one-day workshop is \$65 and \$90 for the two-day session. Payment should be received no later than five days prior to each workshop.

Interested persons should contact Nancy or Allen at the Business Development Center, 581-2913, for further information.