

UPGRADE EMPLOYEES' SKILLS

Training at the Enterprise Campus

Special training programs offer employees of Wiregrass businesses and industries an opportunity to upgrade their skills.



Non-credit Workforce Development Classes

Word 2007 for Business

This class will prepare the student to work proficiently with Word 2007.

Course Code: TBI300
Section: 101
Dates: September 8-22
Time: 5:30-7:30 p.m., MW
Sessions: Five
Fee: \$90
Instructor: TBA
Room: WA129

Excel 2007 for Business

This course will prepare the student to work proficiently in Excel 2007.

Course Code: TBI300
Section: 102
Dates: October 6-20
Time: 5:30-7:30 p.m., MW
Sessions: Five
Fee: \$90
Instructor: TBA
Room: WA129

Access 2007

This course will prepare the student to work proficiently in Access 2007.

Course Code: TBI300
Section: 103
Dates: October 22-November 5
Time: 5:30-7:30 p.m., MW
Sessions: Five
Fee: \$90
Instructor: TBA
Room: WA129

Quickbooks

This course will provide students with an overview of the Quickbooks program.

Course Code: TBI301
Section: 101
Dates: December 1-15
Time: 5:30-7:30 p.m., MW
Sessions: Five
Fee: \$90
Instructor: TBA
Room: TBA

OSHA

This is a certified 10-hour OSHA general industry course. Completers will be given the 10-hour OSHA certification.

Course Code: TBI651
Section: 101
Dates: November 7-8
Time: 5:00-10:00 p.m. Nov. 7
7:00 a.m.-Noon Nov. 8
Sessions: Two
Fee: \$100
Instructor: Johnson
Room: WA125



**For more
information call
Carl Holbrook at
(334) 347-2623,
ext. 2208 or e-mail
cholbrook@eocc.edu.**

Customer Service

This seminar is designed for employees with customer contact. Topics covered: connecting with customers, meeting unspoken customer needs, resolving complaints, and building a loyal customer base.

Course Code: TBI221
Section: 101
Dates: October 21-23
Time: 5:30-8:00 p.m., TTh

Sessions: Two
Fee: \$50.00
Instructor: Adams
Room: WA125