



Non-credit Workforce
Development Classes

**GREAT CLASSES FOR
WIREGRASS EMPLOYEES**
Upgrade Your Skills!

*ESCC's Enterprise Campus
hosts special training programs
for employees of Wiregrass
businesses and industries.*

June 1–20

Word 2007 for Business

Learn the skills needed to operate Word 2007 proficiently. Create documents that look professional in a timely manner. Book required.

Course Code:	TBICIS	Section:	146
Time:	7:05–9:00 p.m., MW		
Sessions:	Six	Fee:	\$114
Instructor:	TBA	Room:	WA129

June 7–16

Workplace First Aid

Train your employees how to react in emergency situations that occur due to accident or sudden illness. CPR will be covered in this class.

Course Code:	TBI100	Section:	101
Time:	5:00–7:00 p.m., TTH		
Sessions:	Five	Fee:	\$103
Instructor:	TBA	Room:	TBA

June 22–July 13

Excel 2007 for Business

Learn the skills needed to operate Excel 2007 proficiently. Create spreadsheets that make your business run effectively and efficiently. Book required.

Course Code	TBISCIS	Section:	147
Time:	7:00–9:00 p.m., MW		
Sessions:	Six	Fee:	\$114
Instructor:	TBA	Room:	WA129

July 5–14

Resume' Writing and Interviewing

After completing this short course, students will know how to write an effective resume' and go through the interview process successfully.

Course Code:	TBI232	Section:	101
Time:	5:30–7:30 p.m., TTH		
Sessions:	Four	Fee:	\$80.00
Instructor:	Adams	Room:	WA122

July 18–August 3

Access 2007

After completing this class students will be able to navigate Microsoft Access 2007 proficiently. Book required.

Course Code:	TBICIS	Section:	148
Time:	7:05–9:00 p.m., MW		
Sessions:	Six	Fee:	\$114
Instructor:	TBA	Room:	WA129

August 2–4

Customer Service

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

Course Code:	TBI221	Section:	101
Time:	6:00–8:30 p.m., TTH	Sessions:	Two
Fee:	\$50.00		
Instructor:	Adams	Room:	TBA

For more information
call (334) 347-2623, ext. 2208
or e-mail cholbrook@escc.edu.

Classes can also be developed and/or customized
to meet the needs of your particular business
should you have ten or more employees needing training.