

GREAT CLASSES FOR WIREGRASS EMPLOYEES

Upgrade Your Skills!

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



Non-credit Workforce Development Classes

January 11–February 10

Word 2007 for

Business

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

Course Code: TBI300
Section: 201
Time: 6:25–7:40 p.m., TTH
Sessions: Ten
Fee: \$109
Instructor: Shoemake
Room: WA129

February 1–March 8

Conversational Spanish

This course is designed to help individuals communicate with Hispanic speaking co-workers and customers. At the conclusion of the course students will be able to participate in simple conversation with Spanish speaking individuals.

Course Code: TBISPA
Section: 101
Time: 5–7 p.m., T
Sessions: Six
Fee: \$45
Instructor: Staff
Room: TA103

February 8–15

Conflict Management

Learn the skills needed to turn conflict into win-win situations. Topics discussed include anger, communications, grievances, and documentation.

Course Code: TBI210
Section: 201
Time: 6–8:30 p.m., MW
Sessions: Three
Fee: \$80
Instructor: Adams
Room: A125

February 15–March 17

Excel 2007 for

Business

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

Course Code: TBI300
Section: 202
Time: 6:25–7:40 p.m., TTH
Sessions: Ten
Fee: \$109
Instructor: Shoemake
Room: WA129

February 11–12

Internet

This course can be taken for credit or non-credit. Learn to navigate the internet for personal or business purposes.

Course Code: TBI196
Section: 102
Time: 5–10 p.m., F
8 a.m.–4 p.m., Sa
Sessions: Two
Fee: \$109
Instructor: Pirkle
Room: WA129

February 25–26

Troubleshooting Your Computer

This course can be taken for credit or noncredit. Learn to troubleshoot your computer in one weekend.

Course Code: TBI196
Section: 101
Time: 5–10 p.m., F
8 a.m.–4 p.m., Sa
Sessions: Two
Fee: \$109
Instructor: Pirkle
Room: WA129

March 4–5

Human Relationships

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

Course Code: TBIBUS
Section: 189
Time: 5–10 p.m., F
8 a.m.–4 p.m., Sa
Sessions: Two
Fee: \$109
Instructor: G. Baum
Room: WA125

March 22–April 28

Access 2007 for

Business

Learn the skills needed to operate Microsoft Access 2007. At the conclusion of the course students will be able to create and manage databases.

Course Code: TBI300
Section: 203
Time: 6:25–7:40 p.m., TTH
Sessions: Ten
Fee: \$109
Instructor: Shoemake
Room: WA129

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.

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