

Introduction to MS Office Word 2007

This course covers word processing basics: cut, copy and paste, formatting text, spell check, moving text, and saving and printing documents. Students learn to navigate the Word environment, menu bar, tool-bars, and status bar.

Prerequisite: Working knowledge of Microsoft Windows is highly recommended.

WFD 011 CCC 6859

Date: March 4 & 11
Day: Friday
Time: 9:00-11:00 a.m.
Location: Technology Ctr., room 159
Cost: \$ 65, each class
Instructor: Rudy Nielsen

Introduction to MS Office PowerPoint 2007

Students learn to create an effective slide show presentation on PowerPoint, choose a design, and revise and modify text. Topics include inserting text and graphics, such as shapes, clip art, and pictures. Other topics may include headers, footers, tables, charts, printing options, sound, and animation.

WFD 011 BCC 6858

Date: April 8 & 15
Day: Friday
Time: 9:00-11:00 am
Location: Technology Ctr., room 159
Cost: \$ 65
Instructor: Rudy Nielsen

Classes held at HCC Freeport campus, 2998 W. Pearl City Rd., unless otherwise noted

Intermediate MS Office Excel 2007

Prerequisite:

Working knowledge of Microsoft Windows, and the completion of the Introduction to MS Office Excel 2007 or the ability to create, print, and save spreadsheets are highly recommended.

This course takes the student beyond the creation of a basic formatted spreadsheet. The student will learn how to span formulas across worksheets and workbooks, create and modify attractive charts, and design user friendly, well structured workbooks.

WFD 011 ACC 6857

Date: April 29 & May 6
Day: Friday
Time: 9:00 a.m.-11:00 a.m.
Location: Technology Ctr., room 159
Cost: \$65
Instructor: Rudy Nielsen

Aerobics & Toning:

Have more energy at work OR at play!

Get moving in the New Year. This class will consist of an aerobic workout with the use of resistance bands for toning. Participants should bring a yoga mat or small rug for floor work and wear clean athletic shoes.

WFD 051 ACC 6900

Date: February 1, 8, 15, 22 March 1, 8
Day: Tuesday
Time: 4:00 p.m.-5:00 p.m.
Location: Elizabeth Community Building
402 N. West St. (Hwy. 20 West), Elizabeth, IL
Cost: \$30
Instructor: April Einsweiler

TO REGISTER:

Go to
www.highland.edu/schedule/schedule.asp
for complete list of Community Education classes and registration form

Business & Professional Community Education Classes Spring 2011

Need more information? 815-599-3612

Effective Stress Management

Learn to identify stressors and manage them, professionally and personally. Transform old attitudes and beliefs that create "bad" stress into attitudes and actions that are healthy and effective. Make stress work FOR you to be more productive and contented in your work—and life!

WFD 052 BCC 6862

Date: February 18
Day: Friday
Time: 9:00 a.m.-12:00 p.m.
Location: Student/Conference Ctr., room 208
Cost: \$ 65
Instructor: Dieter Ammann



Communication Skills for Supervisors

Miscommunication in the workplace often occurs because people misunderstand what is actually being said. A person's tone and body language may communicate meaning more accurately than spoken words. Listening techniques are discussed and modeled so that participants know how to look for the meaning behind the message.

WFD 052 CCC 6863

Date: March 11
 Day: Friday
 Time: 9:00 a.m.-12:00 p.m.
 Location: Student/Conference Ctr., room 208
 Cost: \$ 65
 Instructor: Dieter Ammann

Managing Conflict for Better Results

We all have disagreements with co-workers, customers, suppliers--the significant people in our lives and even with ourselves! When disagreement moves to confrontation and conflict, it often becomes destructive. Learn to shift to a process that allows satisfaction of everyone's needs. Curious? Join the fun!

WFD 052 ACC 6861

Date: April 29,
 Day: Friday
 Time: 9:00 a.m.-12:00 p.m.
 Location: Student/Conference Ctr., room 208
 Cost: \$ 65
 Instructor: Dieter Ammann

Phone: 815-599-3612 for more information about
 Community Education classes

OSHA 10 Hour

The 10-hour General Industry OSHA course will include the OSHA required introduction to OSHA, walking and working surfaces, exit routes and emergency plans, electrical safety, personal protective equipment, and hazard communication topics. Optional topics in record keeping, hazardous materials and machine guarding, may also be covered. Students passing final test receive 10-hour card.

WFD 048 ACC 6864

Date: March 14 & 15
 Day: Monday & Tuesday
 Time: 8:00 a.m.-2:00 p.m.
 Location: Student/Conference Ctr., room 210
 Cost: \$ 250
 Instructor: John Vaughan

DOT Haz Mat

This course provides an overview of the Training Requirements, Packaging, Hazard Communication, and Security issues related to transportation. DOT Hazardous Materials Regulations (HMR 49CFR Parts 171-180) require training and certification of hazardous material. This may include filling packages, labeling or marking of containers, preparing and/or signing papers.

WFD 048 BCC 6865

Date: April 12
 Day: Tuesday
 Time: 8:00 a.m.-5:00 p.m.
 Location: Student/Conference Ctr., room 208
 Cost: \$150
 Instructor: John Vaughan

TO REGISTER:

Go to
www.highland.edu/schedule/schedule.asp
 for complete list of Community Education
 classes and registration form

Introduction to MS Office Excel 2007

Prerequisite:

Working knowledge of Microsoft Windows is highly recommended

This class provides an introduction to the generation and use of spreadsheets using Microsoft Excel 2007. Participants will learn about editing operations, format properties, workbooks vs. worksheets, and formulas and functions. Students are instructed with lecture and in class activities.

WFD 011 ECC 6860

Date: February 18 & 25
 Day: Friday
 Time: 9:00 a.m.-11:00 a.m.
 Location: Technology Ctr., room 159
 Cost: \$65
 Instructor: Rudy Nielsen

**HCC Business Institute can
 deliver these classes or any other
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