

Please join us for the following FREE trainings!



1. **July 9th, 2015 - Microsoft Word Training 6:30pm – 8:30pm**

This two-hour class builds on the elementary concepts of computers and introduces beginners to the basics of the keyboard and Microsoft Word 2010. Session participants will practice creating documents and discover and practice use of keyboard shortcuts, option settings, pinning recent files, mail merge and split window views. The learning is solidified by a step-by-step, hands-on learning environment.

Location: Northeast Iowa Community College, 8342 NICC Dr., Peosta, IA 52068; Room #: L110

Limited Space of 25 participants, to register please contact: hkueter@ecia.org

2. **July 27th, 2015 – Using EMSI data – Noon – 1pm**

Economic Modeling Specialists Intl., a CareerBuilder company, turns labor market data into useful information that helps organizations understand the connection between economies, people, and work. Using sound economic principles and good data, we build user-friendly services that help educational institutions, workforce planners, and regional developers (such as workforce development boards, economic development organizations, chambers, utilities) build a better workforce and improve the economic conditions in their regions.

Location: ECIA, 7600 Commerce Park, Dubuque, IA 52002

To register please contact: hkueter@ecia.org

4. **August 27, 2015 – Microsoft Excel Training 6:30-8:30pm**

This two-hour session will introduce students to Microsoft Excel 2010 including practicing data entry and editing, selecting cells and ranges, and formatting cell contents. An introduction to creating charts, using formulas and printing worksheets is also included. The learning is solidified by a step-by-step, hands-on learning environment.

Location: Northeast Iowa Community College, 8342 NICC Dr., Peosta, IA 52068, Room # L210

Limited Space of 25 participants, to register please contact: hkueter@ecia.org

5. **September 3rd, 2015 – Social Media Training 6:30-8:30pm**

This two-hour session will introduce the most popular social media platforms – Facebook, Twitter and LinkedIn. Whether the participant is a social media novice or a seasoned veteran, this course will provide a solid foundation and thorough understanding of these platforms and how to use them appropriately to market and build businesses.

Location: Northeast Iowa Community College, 8342 NICC Dr., Peosta, IA 52068, Room # L210

Limited space of 25 participants, to register please contact: hkueter@ecia.org

Please keep in mind that all of the above trainings are free. Please register today!
For questions, please contact Holly Kueter by emailing hkueter@ecia.org or call 1-800-942-4648.

“This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”