



**Workforce Development and Continuing Education**  
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## **Courses approved by the State of Ohio Board of Examiners of Nursing Home Administrators (BENHA) for Continuing Education, Fall 2009**

Please call our office if you are interested in one of these courses and need BENHA hours.

### **Certified Dietary Manager**

BENHA approval # 282-C-09  
Eighteen class meetings (106 class hrs)  
\$899, 14472, 9 a.m.– 5 p.m.  
Fri, **Aug. 28 – Jan. 29, 2010**  
**To receive BENHA credits you must attend every class.**

### **Microsoft Publisher**

BENHA approval # 399-C-09  
One class meeting (5 class hrs)  
\$99, 14736, 9 a.m. - 4 p.m. Tue, **Sept. 22**

### **Project Management**

BENHA approval # 404-C-09  
One class meeting (6 class hrs)  
\$149, 14864, 9 a.m. – 4 p.m. Wed, **Sept. 23**

### **Tips & Techniques for Better Business Writing**

BENHA approval # 400-C-09  
One Class meeting (7 class hours)  
\$149, 14840, 8:30 a.m. – 4:30 p.m. Thu, **Sept. 24**

### **Achieving Communication Excellence- Personal Performance**

BENHA approval # 401-C-09  
One class meeting (4 class hrs)  
\$89, 14795, 8 a.m. – Noon, Mon, **Sept. 28**

### **Power Excel**

BENHA approval # 402-C-09  
One class meeting (6 class hrs)  
\$149, 14747, 9 a.m. – 4 p.m. Mon, **Sept. 28**

### **Powerpoint Introduction**

BENHA approval # 403-C-09  
One class meeting (6 class hrs)  
\$99, 14752, 9 a.m. – 4 p.m. Wed, **Sept. 30**

### **Adobe Acrobat**

BENHA approval # 405-C-09  
One class meeting (6 class hrs)  
\$119, 14816, 8:30 a.m. – 4:30 p.m. Fri, **Oct. 2**

### **Introduction to Graphic Design**

BENHA approval # 406-C-09  
One class meeting (2 class hrs)  
\$59, 14728, 6-8 p.m. Mon, **Oct. 5**

### **Power Excel**

BENHA approval # 407-C-09  
One class meeting (6 class hrs)  
\$149, 14748, 9 a.m. – 4 p.m. Mon, **Oct. 19**

### **Speaking with Confidence-Professional Presentations**

BENHA approval # 408-C-09  
One class meeting (7 class hrs)  
\$169, 14796, 8:30 a.m. – 4:30 p.m. Mon, **Oct. 26**

### **Grammar, Punctuation, & Usage Review**

BENHA approval # 409-C-09  
One class meeting (7 class hrs)  
\$149, 14841, 8:30 a.m. – 4:30 p.m. Thu, **Oct. 29**

### **Powerpoint 2007 for Business**

BENHA approval # 410-C-09  
One class meeting (5 class hrs)  
\$99, 14817, 8:30 a.m. – 2 p.m. Fri, **Oct. 30**

### **Excel 2007 – Vlookups, Pivot Tables & Formulas**

BENHA approval # 411-C-09  
One class meeting (3 class hrs)  
\$59, 14807, 9 a.m. – Noon Tue, **Nov. 10**

### **Wage and Hour Seminar, U.S. Dept. of Labor**

BENHA approval # 412-C-09  
One class meeting (6 class hrs)  
\$35, 14685, 8:30 a.m. – 3:30 p.m. Fri, **Nov. 13**

### **Creating Web Graphics with Photoshop**

BENHA approval # 413-C-09  
One class meeting (3 class hrs)  
\$59, 14721, 1 - 4 p.m. Fri, **Nov. 13**

### **Conflict Management Workshop**

BENHA approval # 414-C-09  
One class meeting (4 class hrs)  
\$89, 14797, 8 a.m. – Noon, Mon, **Nov. 16**

### **Power Macros for Excel**

BENHA approval # 415-C-09  
One class meeting (7 class hrs)  
\$159, 14749, 8:30 a.m. – 4:30 p.m. Mon, **Nov. 16**

**Please let our staff know if you will need BENHA hours: 330-972-7577**

Visit our Web site for course descriptions and registration information:  
[www.uakron.edu/ce](http://www.uakron.edu/ce)

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