Introductory Microsoft Excel for Healthcare Providers

DESCRIPTION

This program is designed to introduce "Basic Excel" functions for healthcare supervisors, directors, nurses, and other healthcare providers who would like to expand his/her knowledge and computer skills for application in the workplace.

OBJECTIVES

Upon completion of this course, the participant should be able to:

1. Demonstrate multiple functions of the worksheet
2. Perform functions within the cell.
3. Format cells.
4. Arrange worksheets
5. Discuss features and versions of different generations of Excel.

TARGET AUDIENCE

Any interested healthcare professionals

FEE $85   Deadline to register 9/29/25

Cancellations and Refund Policy: Cancellations must be made prior to each program's cancellation deadline date as listed on its program details page in order to be eligible for a refund. If you paid a registration fee for your in-person or webinar program and cancel via the registration system by the cancellation refund deadline, you are eligible for a full refund (minus any material fee, if applicable) and our staff will be in touch with refund details — refunds are typically processed within 10-15 business days after that.

CREDIT

AHEC: This program is approved for 0.4CEU's (4.0 clock hours) by Pee Dee AHEC and meets SC AHEC Best Practice standards. Participants must attend 90% of the program and complete an evaluation in order to receive a certificate of attendance. No partial credit will be given.

Tuesday, September 30, 2025

8:45am-9:00am	Check-In
9:00am-1:15pm	Program

LOCATION

Horry County
Adult Education
1808 Rhue Street
Conway, SC 29526

INSTRUCTOR

Jim Scarbrough, JHS Consulting

Jim is a California native and following a 7 year stint in the US Navy, Jim was employed in the Defense Contracting business with General Dynamics. He has spent the past 20 years in the IT field beginning as a computer technician in the Navy. He has held positions as a technical writer, QA support analyst, Level 2 help desk analyst for a pharmaceutical research center and has instructed government finance personnel various Microsoft applications including Word, Excel, PowerPoint, and Access. He has resided in South Carolina since 2000 and currently owns/operates JHS Consulting in Columbia, SC.

**Scan the QR code
to register or
contact our office at 843-845-5257
or by email at
Melissa.brock@mcleodhealth.org**

PEE DEE AHEC
Building and Supporting the Healthcare Workforce South Carolina Needs