

Introductory to Microsoft Excel for Healthcare Providers

DATE:

Monday,
December 8, 2025

TIME:

9:30am - 1:45pm

LOCATION:

Florence Library
509 S. Dargan St.
Florence, SC 29501
Computer Classroom

FEES:

Consortium Member: \$80
Non-consortium Member: \$80

Registration Deadline:

Sunday
December 7, 2025

TARGET AUDIENCE:

Any healthcare professional

**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 applications in the workplace.

OBJECTIVES

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

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

Jimmy Scarbrough

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 18 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 SC since 2000 and currently owns/operates JHS Consulting in Columbia, S.C.

CREDIT

AHEC: This program is approved for 0.4 CEU'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.

CANCELLATION & 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) Refunds are typically processed within 10 -15 business days after that.

For more information or to register,
scan the QR Code.

For questions, contact Kimberly Morris
at 843-777-5352 or
email at Kimberlymorris@mcleodhealth.org.