

Two classes that should interest business owners or those interested in owning businesses are being offered by the Mid-Plains Community College Imperial Campus.

Microsoft Publisher for Business is being taught by Chelsea Zuege April 1, 8 and 15 at the campus. She will teach those interested how to create professional flyers, brochures, newsletters, business cards and pamphlets by using the Microsoft Publisher program.

The classes will be held from 6:30-8:30 p.m. The cost is \$45 for a half college credit.

Basic Microsoft Outlook 2010 will be taught by April Fager April 29 and May 6 and 13 at the campus in Imperial, 1324 Broadway. Those attending will learn how to perform and organize e-mail tasks, manage contacts and create distribution lists, utilize a calendar for appointments and events, set-up meetings and to invite participants. The cost of the half-credit class is \$45. Class will be held from 5:30-8 p.m.

There is a senior citizen discount for both classes. The class maximum is 12 students.

For more information contact Imperial Extended Campus Coordinator Brenda Ledall at (308) 882-5972 or at ledallb@mpcc.edu.