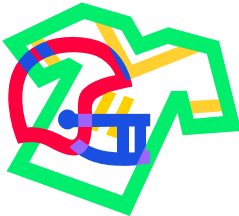




Community Workshops for **SEPTEMBER 2010**

*****PRE-REGISTRATION IS REQUIRED*****Call 601.859.7609

Classes held at The Madison County WIN Job Center, Canton, MS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Please call for additional information</p> <ul style="list-style-type: none"> GED Classes Short -term onsite childcare (ages 8 weeks – 3 years) <p>Please be on time. A grace period of ten minutes will be allowed. After that, no one will be admitted.</p>			1	2 MHV Council Meeting 9:00 - 12:00 noon	3	4
5	6 Center Closed	7 Advanced Data Management in EXCEL 9:00 – 4:00 p.m.	8 Advanced Graphics in WORD 9:00 – 12:00 noon Succulent Gardening 10:00 – 11:00 a.m.	9 Windows XP Basic Computer Skills 8:30 -12:30 p.m.	10 Typing Master 9:30 – 11:30 a.m.	11
12	13 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	14 PowerPoint 8:30 – 12:30 p.m.	15 New Resume Techniques 8:30 – 12:30 p.m.	16 Intro to WORD 8:30 – 4:30 p.m.	17 <u>Developing Management & Leadership Skills</u> 8:30 – 12:30 p.m.	18
19	20 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	21 Training for Your Future 11:00 – 12:00 noon	22 Intro to EXCEL 8:30 – 4:30 p.m.	23 <u>Advertising & Promoting Your Small Business</u> <u>1:00 – 2:00 p.m.</u>	24 Typing Master 9:30 – 11:30 a.m.	25
26	27 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	28 Intro to Internet 8:30 – 12:30 p.m.	29 QuickBooks 8:30 – 4:30 p.m. Basic Money Management 10:00 – 11:00 a.m.	30 Intermediate EXCEL 8:30 – 4:30 p.m.		

Workshops are subject to cancellation or rescheduling. In this event, we will attempt to reach all registered participants. Call 601.859.7609 to check class availability. No children at workshops. Short-term childcare for children ages 8 weeks -3 years is available onsite Monday through Friday from 8:00 a.m. - 4:00 p.m. Please call 601.859.7609 for more information.

General Information Workshops:

- **MHV Council Meeting** – Regular monthly council meetings for the MS Homemaker Volunteers and those interested in membership.
- **Succulent Gardening** – These are often drought tolerant, sun loving plants with water-retaining properties. They are mat-forming and great for planting in between pavers or a green roof plantings. Presenter: Donna Beliech, MS State University Extension Service
- **“Typing Master”** – This self tutorial will help you learn the keyboard and improve your typing skills.
- **Heritage Crafts Quilting** – Learn to quilt. Please bring scissors, needles, thread, straight pins, pencil, ruler and $\frac{1}{2}$ yard of two coordinating prints of cotton fabric and background material. Instructor: MS Homemaker Volunteers
- **New Resume Techniques** – No resume? Got a resume and no results? Learn how to showcase your qualities and experiences that will serve as a blueprint to broader employment possibilities. This workshop offers you cover letter tips, resume development, and electronic delivery tools. Presenter: One-On-One Career Coach Co.
- **Training for Your Future** – This workshop covers information about the many career programs offered by Holmes Community College. Financial assistance and admission into the programs will also be discussed. Presenter: Angela Boyd, WIA Education Coordinator, Holmes Community College
- **Basic Money Management** – Learn the concept of 'want vs. need' spending, set up your own personal budget after learning what a normal working family budget might look like. Instructor: Teresa Lyle, MS State University Extension Service

Computer Skills Workshops: In order to receive a "Certificate of Completion", you must be present for the entire workshop. All Computer Workshops are Microsoft 2007.

- **Advanced Data Management in EXCEL*** – **MUST HAVE KNOWLEDGE OF EXCEL.** This advanced class is designed to provide more practice in sorting, auto filtering and data sub totals. Advanced filtering techniques, data based sums, counts, and averages will also be covered. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Advanced Graphics in WORD*** – **MUST HAVE KNOWLEDGE OF WORD.** Pictures can be grouped, moved in front of and behind text, and moved in front or behind each other. Text can be added to almost any graphic object. Take this course to learn to more effectively place, arrange, and utilize graphics in your documents. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Windows XP/Basic Computer Skills** – Participants will learn about Hardware and Software, Files and Folders, Media Player, and Cleaning Up the System. Beginning with a short introduction of the history of computers, individuals will follow with learning about computers. Presenter: Holmes Community College
- **PowerPoint*** – Learn to open and run a presentation, use HELP options, and close a presentation, create a new presentation, add new slides, save and update changes, rearrange and delete slide, and insert slides from another presentation. Presenter: Holmes Community College
- **Intro to WORD*** – Participants will learn how to create and save documents, cut, copy and paste text. Aligning text, adding borders, headers and footers will also be covered. Also learn how to proof a document, find and replace text and preview and print documents. Presenter: Holmes Community College
- **Intro to EXCEL*** – Learn how to enter and edit text, values, and formulas. Use the SUM function, the AutoSum button, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet. Managing large worksheets and multiple worksheets will also be covered. Presenter: Holmes Community College
- **Intro to Internet** – During this workshop participants will learn how to access the internet, introduce internet features, browse and use search engines, surf the internet safely and securely, as well as complete and submit an online resume. Presenter: Holmes Community College
- **QuickBooks 2008 *** – This workshop provides competency in creating a new QuickBooks company. Opening and using registers for balance sheet accounts, reconciling checking accounts, tracking credit card transactions, invoicing customers, entering bills into accounts payable, paying bills and customizing QuickBooks reports and graphs will also be covered. Presenter: Holmes Community College
- **Intermediate EXCEL*** – **MUST HAVE KNOWLEDGE OF EXCEL.** Learn to set up a data list to make data entry easy, quick and less error prone. Extracting data to create powerful reports will also be covered. Presenter: Holmes Community College

***This class requires students to have the following basic skills: use of a mouse, and the ability to navigate a desktop menu. If you do not have these skills, you may be asked to leave class and register for one of our Basic Computer Skills workshops.**

Employer Workshops:

- **Developing Management & Leadership Skills** – Learn to identify the qualities of effective leaders and understand different leadership styles. Building credibility and trust, involving team members in goal setting, problem solving, and decision making will also be covered. Presenter: Holmes Community College
- **Advertising & Promoting Your Small Business** – This workshop covers various ways of advertising. Also learn the advantages and disadvantages of advertising and how advertising can affect your business. Presenter: Jackson State University, Small Business Development Center