





Community Workshops for **FEBRUARY 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
	1 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	2	3 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	4 MHV Council Meeting 9:00 – 12:00 noon	5 VITA-Free Tax Prep 9:00 – 12:00 noon Typing Master 9:30 – 11:30 a.m.	6
7	8 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	9 Keyboarding/ Intro to Internet 8:30 – 4:30 p.m. Managing Your Money in the New Year 10:00 – 11:00 a.m.	10 Renter's Education 10:00 – 12:00 noon	11 Word 8:30 – 4:30 p.m.	12 Writing a Resume 8:30 – 12:30 p.m. VITA-Free Tax Prep 9:00 – 12:00 noon 7 Principles of Smart Relationships 1:00 – 3:00 p.m.	13
14 	15 Center Closed 	16 A Winning Attitude 11:-00 – 12:00 noon	17	18 Business Communications & Writing 8:30 – 4:30 p.m. Advanced Data Management in Excel 9:00 – 4:00 p.m.	19 VITA-Free Tax Prep 9:00 – 12:00 noon Advanced Graphics in Word 9:00 – 12:00 noon	20
21	22 Heritage Crafts Quilting 9:30 – 12:00 noon VITA-Free Tax Prep 12:00 – 5:00 p.m.	23 PowerPoint 8:30 – 12:30 p.m.	24 Anger Management 10:00 – 11:00 a.m.	25 Excel 8:30 – 4:30 p.m. Small Business Grants & Loans	26 VITA-Free Tax Prep 9:00 – 12:00 noon Developing Motivation & Work	27
28				<p style="color: blue;">Please call for additional information</p> <ul style="list-style-type: none"> GED Classes Short-term onsite childcare (ages 8 weeks – 3 years) <p style="color: red;">Please be on time. A grace period of ten minutes will be allowed. After that, no one will be admitted.</p>		

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:

- **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
- **VITA Free Tax Prep** - Free Tax Preparation specifically for lower income individuals. This tax preparation includes wages, interest, ordinary dividends, and unemployment, Earned Income Credit, Dependent Care Credit and Additional Tax Credit. Will also do Tax Prep for Pensions, Social Security, Schedule C-EZ, Schedule C, Adjusted Gross Income, student loans, Tuition/Fees, etc. For additional information and to avoid long waiting, please contact Sister Donna Gunn at 601.331.3300 to make an appointment.
- **MHV Council Meeting** - Regular monthly council meetings for the MS Homemaker Volunteers and those interested in membership.
- **"Typing Master"** - This self tutorial will help you learn the keyboard and improve your typing skills.
- **Managing Your Money in the New Year** - Make the most of your money in the New Year by learning how to create a budget and use credit wisely. Instructor: Teresa Lyle, MS State University Extension Service
- **Renter's Education** - Learn the dos and don'ts of renting and how to become a smart renter. Presenter: Chandar M. Turner, The University of Southern Mississippi
- **Writing a Resume** - This workshop will help participants identify career objectives, determine the type of resume format that best describes their skills and abilities and discuss components of cover letters. Presenter: Carson Consulting Services
- **7 Principles of Smart Relationships** - In this workshop, discover 7 major principles of developing smart and healthy relationships. Come ready to discuss, engage and discover new and lasting ways to maintain your love interest and seek a good match through paying attention to values and common interest. Instructor: Tashmia Prowell, MS State University Extension Service. Area Extension Agent, Child & Family Development
- **A Winning Attitude** - Your attitude can help or hinder your success. This workshop will cover aspects and benefits of having a winning attitude. Presenter: Anglea Boyd, WIA Education Coordinator, Holmes Community College
- **Business Communications & Writing** - This workshop is for both employers and job seekers whose careers require effective writing and business communications. The workshop will provide instruction in basic writing skills to include business letters, understanding and writing proposals and writing reports. Presenter: Hinds Community College
- **Anger Management** - Learn how anger affects our minds and bodies. Also learn to develop techniques to manage your anger and ways to prevent the buildup of frustration. Presenter: Mississippi Community Education Center
- **Developing Motivation & Work Ethics** - This workshop helps participants discover the value of a positive attitude, workplace values, codes of behavior, and the relationship between value and productivity. Presenter: Carson Consulting Services

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.

- **Windows XP/Basic Computer Skills** - Just starting out with a computer and need to know the very basics? Presenter: Systems Consultants
- **Keyboarding/Intro to Internet** - This class provides instruction in using the keyboard, basic instruction to the internet and web browsers, using the internet to find a job, electronic resumes and market research. Presenter: Hinds Community College
- **Word ***- Learn the basics of Word. Create documents, edit and format text, add tables, use timesavers, setting page displays, and printing options. Presenter: Hinds Community College
- **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 of 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
- **PowerPoint ***- Learn the proper techniques for using the features of PowerPoint. Such as creating, printing, editing, arranging, and presenting slides and transparencies. Instructor: Systems Consultants
- **Intro to Excel ***- Gain an understanding of an electronic spreadsheet, calculate numbers, enter and format text, add tables, use timesavers, create worksheets, and tables. Instructor: Hinds 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:

- **Small Business Grants & Loans** - Learn about the "Grant Writing" process. Information will be given on writing grant proposals, where to find funding, and the types of funding. Presenter: Larry Ward, Jackson State University, Small Business Development Center