



Community Workshops for **JANUARY 2010**

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

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

Please call for additional information • GED Classes • Short-term onsite childcare (ages 8 weeks – 3 years)			Wednesday	Thursday	Friday	Saturday
Please be on time. A grace period of ten minutes will be allowed. After that, no one will be admitted.					1 Center Closed 	2
3	4	5	6 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	7 MHV Council Meeting 9:00 – 12:00 noon	8 Typing Master 9:30 – 11:30 a.m.	9
10	11 Data Management in Excel 9:00 – 4:00 p.m.	12 Graphics in Word 9:00 – 12:00 noon Are You Listening? 11:00 – 12:00 noon	13 Interviewing Skills 8:30 – 12:30 p.m.	14 Keyboarding/ Intro to Internet 8:30 – 4:30 p.m. Renter's Education 10:00 – 12:00 noon	15 Developing Management and Leadership Skills 8:30 – 12:30 p.m. VITA-Free Tax Prep 9:00 – 12:00 noon	16
17	18 Center Closed 	19	20 PowerPoint 8:30 – 12:30 p.m. Managing Your Money for the New Year 10:00 – 11:00 a.m.	21	22 VITA-Free Tax Prep 9:00 – 12:00 noon Typing Master 9:30 – 11:30 a.m.	23
24	25 VITA-Free Tax Prep 12:00 – 5:00 p.m.	26 Word 8:30 – 4:30 p.m.	27 Microsoft Office 2007 Self-Tutorials 9:30 – 11:30 a.m. Active Communication 10:00 – 11:00 a.m.	28 Excel 8:30 – 4:30 p.m. First Steps to Beginning a New Business 1:00 – 2:00 p.m.	29 VITA-Free Tax Prep 9:00 – 12:00 noon Climbing the Corporate Ladder 9:00 – 11:00 a.m.	30
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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 meeting 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.
- **Are You Listening?** – Learning to listen effectively can limit many misunderstandings and help you be more productive in conducting business matters. This workshop provides helpful tips on improving your listening skills. Presenter: Angela Boyd, WIA Education Coordinator, Holmes Community College
- **Interviewing Skills** – Learn to improve your interviewing skills. Participants will be engaged in practical exercises such as handshakes, interview questions, expressing skills and discussing appropriate dress and communication. Presenter: Carson Consulting Services
- **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
- **VITA Free Tax Preparation** – FREE Tax Preparation specifically for lower income individuals. This tax preparation includes wages, interest, ordinary dividends, unemployment, Earned Income Tax 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.
- **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 Extension University Service
- **Active Communication** – Learn active communication skills. These skills will be beneficial for those looking to communicate better with others, whether it is a family member, friend or colleague. Practical tools will help participants apply the skills to their individual situation. Presenter: Patsy Ross, Mississippi Community Education Center

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
- **Data Management in 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. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Graphics in Word*** – MUST HAVE KNOWLEDGE OF WORD. Learn how to insert, move, size, order and arrange graphics in a document. Wrapping text around graphics and putting borders and fill around a graphic will also be discussed. Instructor: Dr. John Giesemann, MS State University Extension Service
- **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
- **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
- **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
- **Microsoft Office 2007 Self-Tutorial*** – By using the manual and software provided, this self-tutorial will build your competency in Windows XP, Internet Explorer, Word, Excel, Access and PowerPoint 2007 for use in a business office or for personal use. Facilitator: Martha Weston, Resource Specialist, Central MS Planning & Development District
- **Excel*** – Gain an understanding of an electronic spreadsheet, calculate numbers, enter and format text, add tables, use timesavers, create worksheets and tables. Presenter: Hinds Community College

***This class requires students to have the following basic skills: use of a keyboard, 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 the different approaches to management and why they are essential to organizations. Also discover how goals and standards fit into the scheme of leadership. Effective delegation of authority, evaluating the standards of goal achievement and determining ways to improve will also be covered. Presenter: Hinds Community College
- **First Steps to Beginning a New Business** – Learn the first steps in beginning a successful new business. Presenter: Larry Ward, Jackson State University, Small Business Development Center
- **Climbing the Corporate Ladder** – Participants will be informed on the skills, behaviors and activities required to get promotions in today's workplace. Presenter: Peter Isokephi, MBA