



Community Workshops for **JULY 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 MHV Council Meeting 9:00 – 12:00 noon	2	3
4 	5 Center Closed	6 File & Folder Management 9:00 – 1200 noon Other Stuff in Word 1:00 – 4:00 p.m.	7 Credit: The American Dream or Nightmare 10:00 – 11:00 a.m.	8	9 Typing Master 9:30 – 11:30 a.m.	10
11	12 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	13 ACT Practice Test 9:00 – 1:00 p.m.	14	15 Check it Out 1:00 – 3:00 p.m.	16	17
18	19 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	20	21 How to Work With People 9:00 – 12:00 noon Child Abuse Awareness & Prevention 1:30 – 2:30 p.m.	22 Great Skin for the Workplace 12:00 – 1:00 p.m.	23 Typing Master 9:30 – 11:30 a.m.	24
25	26 MHV Heritage Crafts Quilting 9:30 – 12:00 noon	27 Anger Management 8:30 – 3:30 p.m.	28 Microsoft Office 2007 Self Tutorial 9:00 – 12:00 noon	29 Small Business Grants & Loans 1:00 – 2:00 p.m.	30 Resume Writing & Interviewing Skills 9:00 – 11:00 a.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.
- **Credit: The American Dream or Nightmare** - Credit is a privilege that can make dreams come true or create nightmares. Learn to use credit to make your dreams come true. Instructor: Teresa Lyle, 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
- **ACT Practice Test** - Come prepared to take a four hour ACT Practice test. You will also receive additional free practice test resources. Presenter: Angela Boyd, WIA Education Coordinator, Holmes Community College
- **Check it Out** - Learn how to choose and keep a checking account. Presenter: Lynda Matthews. Community Coordinator, Bancorp South, Madison County
- **How to Work With People** - Gain people skills that are crucial in the workplace. Learn the skills every individual possesses. Discover your personal style and how to work with each personal style. Facilitator: Martha Weston, Resource Specialist, Central MS Planning & Development District
- **Child Abuse Awareness & Prevention** - In this workshop learn the signs, symptoms, and methods of prevention for the four most common types of child abuse. Become aware of your responsibility as a citizen to report child abuse, and become an advocate for children who may be or have been victims of child abuse. Presenter: Tashmia Prowell, MS State Extension Service, Area Extension Agent, Child & Family Development
- **Great Skin for the Workplace** - Learn to "de stress" your skin for success in the workplace. Discover how to create great skin, tips on choosing colors and looks for interviews the workplace. Also, remember great skin is not just for women, it's for men too. Presenter: Rochelle Dorsey, Business Manager Clinique
- **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. Participants will also learn to develop techniques for conflict resolution and mechanisms for appropriately managing conflict. Instructor: MS Community Education Center
- **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
- **Resume Writing & Interviewing Skills** - Participants will learn how to write a resume that will get noticed and help them obtain an interview. Common interview questions and their ideal answers will be discussed. Presenter: Peter Isokpehi, MBA

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.

- **File & Folder Management*** - Everyone needs to be able to manage files effectively. Creating, deleting, copying, and moving files and folders will be covered. Using the file open and save dialog boxes, Microsoft Explorer, My Computer and the Recycle Bin will also be covered. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Other Stuff in Word* MUST HAVE KNOWLEDGE OF WORD.** - I want to know how to.....in Word. This course is for learning how to do the little things that are not part of other Word courses. Come with questions and let's figure out how to do those things you have always wanted to do. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Microsoft Office 2007 Self-Tutorial*** - "No Instructor Provided" By using the manual and software provided, this **self-tutorial** will build your competency in Word, Excel, Access, and PowerPoint 2007 for use in a business office or for personal use. You must indicate the application you are interested in when registering for the class. Class size is limited.

***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.**