




Community Workshops for **JULY 2009**

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

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

Please call for additional information regarding GED classes and Short-term onsite childcare (ages 6 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	2 MHV Council Meeting 9:00 – 12:00 noon	3	4 
5	6 Center Closed	7 Advanced Formulas in Excel 9:00 – 4:00 p.m.	8 Graphics in Word 9:00 – 12:00 noon Crape Myrtle: Flower of the South 10:00 – 11:00 a.m. Parenting Part 1 of 4 10:00 – 11:00 a.m.	9 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	10 <u>How to Deal With Difficult People</u> 9:00 – 12:00 noon Typing Master 9:30 – 11:30 a.m.	11
12	13 Heritage Crafts Quilting 9:30 – 12:00 noon	14 Workplace Reality 8:30 – 12:30 p.m.	15 Parenting Part 2 of 4 10:00 – 11:00 a.m. Training for Your Future 11:00 – 12:00 noon	16	17 Microsoft Office 2007 Self Tutorials 9:30 – 11:30 a.m.	18
19	20 Heritage Crafts Quilting 9:30 – 12:00 noon	21 Hypertension 10:00 – 11:00 a.m.	22 Parenting Part 3 of 4 10:00 – 11:00 a.m. Preparing for the ACT 10:00 – 2:00 p.m.	23 Word 8:30 – 4:30 p.m. Small Business Grants & Loans 1:00 – 2:00 p.m.	24 Typing Master 9:30 – 11:30 a.m.	25
26	27 Heritage Crafts Quilting 9:30 – 12:00 noon	28 Anger Management 10:00 – 11:00 a.m.	29 Parenting Part 4 of 4 10:00 – 11:00 a.m.	30 Excel 8:30 – 4:30 p.m.	31 Microsoft Office 2007 Self Tutorials 9:30 – 11:30 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 ages 6 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.
- **Crape Myrtle: Flower of the South** - Crape Myrtle: the Flower of the South blooms during our hottest summer weather. This program will focus on colors and sizes available, where to plant it and pruning techniques as well as minor pest control issues. Instructor: Donna Beliech, MS State University Extension Service
- **Parenting** - This four part series of workshops is designed to address issues relevant for each unique group of parents. This program will guide parents in ways to develop courage, responsibility and character in their children. It also explains positive discipline and communication techniques that help families function through effective, non-violent discipline skills. This is an active approach to raise courageous, cooperative children. Instructor: Darrell Smith, MS Community Education Center
- **"Typing Master"** - This self tutorial will help you learn the keyboard and improve your typing skills.
- **Workplace Reality** - Gain valuable information on what really happens in the workplace. Learn about fringe benefits, deductions, clothing requirements and the keys to being promoted. Presenter: Carson Consulting Services
- **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. Instructors: MS Homemaker Volunteers
- **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
- **Hypertension** - Discover tips on prevention, coping with diagnosis, and nutritional information. A health care professional will be on hand to check your blood pressure and answer questions. Presenter: Sta-home Health Agency
- **Preparing for the ACT** - This workshop will cover test-taking tips that will in help you increase your ACT test score. Practice test exercises will be given, along with additional free practice test resources. Presenter: Angela Boyd, WIA Education Coordinator, Holmes Community College
- **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 agencies. Presenter: Larry Ward, Jackson State University, Small Business Development Center
- **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. Greg Biggs, 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 Formulas in EXCEL - MUST HAVE WORKING KNOWLEDGE OF EXCEL.** So you know how to build a spreadsheet. Now you want to add more advanced formulas. Learn how to use functions like IF, AND, OR, VLOOKUP, HLOOKUP, ROUND, SUIF, COUNT, COUNTA, COUNTIF, CHOOSE, MAX, MIN, LARGE, SMALL, and RANK. Learn how to use range names and manipulate dates. Learn more about Absolute and Relative copying. Bring your questions about advanced formulas. Instructor: Dr. John Gieseemann, 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 Gieseemann, MS State University Extension Service
- **Windows XP/Basic Computer Skills** - Just starting out with a computer and need to know the very basics? Instructor: Systems Consultants
- **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. **Class size is limited.**
- **Word *** - Learn the basics of Word. Create documents, edit and format text, add tables, use timesavers, set page displays and print. Instructor: Hinds Community College
- **Excel *** - Gain an understanding of an electronic spreadsheet, calculate numbers, enter text, format text, add tables, use timesavers and create worksheets and tables. Instructor: 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

- **How to Deal With Difficult People** - We all face difficult people on a regular basis, especially in business. Discover practical and workable ways to get along with them. Presenter: Hallie Duckworth, HIS Foundation