



Community Workshops for **JUNE 2009**

*****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	2 Preparing for the ACT 10:00 – 2:00 p.m.	3 Windows XP Basic Computer Skills 8:30 – 12:30 p.m.	4 Word 8:30 – 4:30 p.m. Discover Your Genealogical Roots 12:00 – 1:00 p.m. MHV Council Meeting 9:00 – 12:00 noon	5 Goals, a Road Map to the Future 9:00 – 12:00 noon Typing Master 9:30 – 11:30 a.m.	6
7	8 Macros in Excel 9:00 – 12:00 noon Heritage Crafts Quilting 9:30 – 12:00 noon Pivot Tables in Excel 1:00 – 4:00 p.m.	9 Creating Charts in Excel 9:00 – 12:00 noon	10 Interviewing Skills 8:30 – 12:30 p.m.	11	12	13
14 	15 Heritage Crafts Quilting 9:30 – 12:00 noon	16 Glucose Screening 10:00 – 11:00 a.m.	17 Training for Your Future 10:00 – 11:00 a.m.	18 PowerPoint 8:30 – 12:30 p.m.	19 Typing Master 9:30 – 11:30 a.m.	20
21	22 Heritage Crafts Quilting 9:30 – 12:00 noon Developing Motivation & Work Ethics 8:30 – 12:30 p.m.	23 Excel 8:30 – 4:30 p.m. <u>Business Writing</u> <u>9:00 – 12:00 noon</u>	24 Training for Your Future 1:30 – 2:30 p.m.	25 How to Write a Winning Business Plan 1:00 – 2:00 p.m.	26	27
28	29 Heritage Crafts Quilting 9:30 – 12:00 noon	30 Microsoft Office 2007 Self Tutorials 9:30 – 11:30 a.m.	<p>Please call for additional information regarding GED classes and Short-term onsite childcare (ages 6 weeks – 3 years)</p> <p>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 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:

- **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
- **Preparing for the ACT** – This workshop will cover test-taking tips that will 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
- **MHV Council Meeting** – Regular monthly council meeting for the MS Homemaker Volunteers and those interested in membership.
- **Goals a Road Map to the Future** – Do you spend more time planning your vacation than planning your life? Take control of your destiny by learning how to set goals and develop actions plans to direct your future. Presenter: Hallie Duckworth, HIS Foundation
- **“Typing Master”** – This **self tutorial** will help you learn the keyboard and improve your typing skills.
- **Interviewing Skills** – The success of a job interview depends on how well you have prepared. Learn how to interview with confidence. Presenter: Carson Consulting Services
- **Glucose Screening** – Discover the signs and symptoms of diabetes. Glucose Screenings will be provided. Presenter: Sta-home Health Agency
- **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
- **Developing Motivation & Work Ethics** – Discover the value of a positive role model, 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? Instructor: Systems Consultants
- **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
- **Macros in Excel * - MUST HAVE KNOWLEDGE OF EXCEL.** Do you do the same thing over and over in Excel? If you do, then you are a candidate for Macros. A macro is basically a recorded set of keystrokes that can be used to perform an operation multiple times. Learn how to record and edit macros to do what you want. You will also learn how to create buttons which can be clicked to perform the macro. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Pivot Tables in Excel * - MUST HAVE KNOWLEDGE OF EXCEL.** Got lots of data you need to analyze quickly? Pivot tables can quickly and easily condense massive amounts of data in a useful form. Pivot tables are commonly called frequency tables and/or cross tabulation tables. Learn how to create, modify, and refresh the data in pivot tables during this course. Instructor: Dr. John Giesemann, MS State University Extension Service
- **Creating Charts in Excel * - MUST HAVE KNOWLEDGE OF EXCEL.** Do you need to create bar or pie charts to present your information? Learn to use, create and modify charts in Excel. 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 options. Presenter: Systems Consultants
- **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
- **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.**
***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:

- **Business Writing** – Need a brush up on some of the most common grammar and punctuation rules? Want to be more effective in your memos and e-mails? Come to this class a get a quick review of the basics. Learn some of the new business writing etiquette. Leave with some tips on being a better business writer. Presenter: Instructor: Sara Jane Hope, Vice President Training, Valley Services, Inc.

Quick Bytes: Video Conference a Service of MS State University Extension Service

- **Discover Your Genealogical Roots** – Participants will examine various online resources that are available to them while doing online genealogical research.