

TECHNOLOGY

Time: 8:30 a.m. – 4:00 p.m.

Participants must complete 6 contact hours to earn .6 CEUS

DATE	TOPICS	DESCRIPTION	CONTACT HOURS	REGISTRATION FEE
Friday, February 4, 2022 Friday, March 4, 2022 Thursday, April 5, 2022 Friday, May 6, 2022 Wednesday, June 10, 2022	Microsoft PowerPoint for Beginners	This workshop will help beginners on how to use basic presentation skills, formatting and editing text, graphic images, and tables. Participants will leave knowing how to present a PowerPoint presentation.	6	\$75.00
Tuesday, February 8, 2022 Tuesday, March 15, 2022 Monday, April 7, 2022 Thursday, May 12, 2022 Thursday, June 16, 2022	Introduction to Publisher	This workshop will teach participants on how to create a brochure or flyer using the publisher software package. Participants will be able to share their design through social media outlets.	6	\$75.00
Monday, February 14, 2022 Thursday, March 21, 2022 Thursday, April 19, 2022 Wednesday, May 19, 2022 Tuesday, June 22, 2022	Microsoft Word 101	This workshop will encompass basic functions of using the toolbar in Microsoft Word Program. Participants will leave knowing how to create a document/letter and tables.	6	\$75.00
Wednesday, February 24, 2022 Monday, March 25, 2022 Friday, April 22, 2022 Monday, May 23, 2022 Friday, June 27, 2022	Microsoft Excel Level One	This workshop will teach the fundamental tools in Microsoft Excel. Participants will learn how to create a spreadsheet & input data.	6	\$75.00
Thursday, February 28, 2022 Wednesday, March 30, 2022 Tuesday, April 27, 2022 Wednesday, May 25, 2022 Monday, June 30, 2022	Using Social Media through Technology	This workshop will help participants navigate technology through the use of social media. Participants will leave knowing how to use Facebook, Live Stream, TikTok, Twitter, & Instagram.	6	\$75.00

For more information, call: (601) 979-8887 or (601) 979-8894