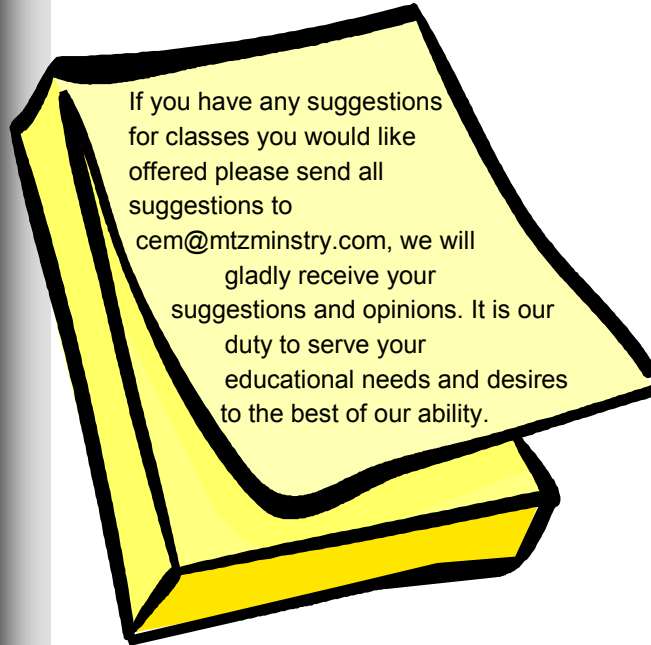


*For further information,  
please contact:*

*cem@mtzbcministry.com*

**ATTENTION, ATTENTION!!!**



1301 Alamance Church Road  
Greensboro, NC 27406  
336-273-7930 (Office)  
336-373-4224 (Fax)  
www.mtzbc.com

Look what's happening in the 4th Quarter!

Registration begins September 2014

Ladies Toolkit

Job Dynamics

MS Excel

And more to come



Mount Zion Baptist Church  
*Continuing Education*

Come learn new skills.  
Come develop your strengths.  
Come exercise mind and body.  
Come and participate in what  
God is doing with the Continuing  
Education Ministry (CEM).



"Get all the advice and instruction  
you can, so you will be wise the rest  
of your life."

Proverbs 19:20 NLT



## Who we are...

Our mission is to utilize Christian teachers to share their God-given wisdom, knowledge and abilities. CEM serves as an instructional outreach to those who experience underemployment, unemployment, or have a genuine interest in their personal/professional development.



### OBJECTIVES

Foster and promote the students' potential by equipping them to face the future with confidence and determination.

Provide a sense of Biblical ethics and values to be applied in students' personal and professional lives.

### CEM OFFERS..

Classes throughout the year are on a quarterly basis. Some classes are once a quarter and others are seminars throughout the year. At times, CEM will partner with other ministries at Mount Zion to offer courses. Continuing Education also provides tutorial assistance for college level courses.

### OUR PURPOSE

Continuing Education is a training and development resource for adults. It is designed to benefit the members of the church and local community. CEM provides learning opportunities to enhance skills for work, school and home. The foundation of each session uses Biblical Principles and aligns with mission and vision of the church.

### COURSES AND DESCRIPTIONS

(2ND QUARTER JULY — SEPTEMBER 2014)

#### **Introduction to Word & Powerpoint 2010**

This course is designed in a series of two Microsoft Office® 2010 Word and PPT sessions. Learn how to create, update and format documents. You will also become familiar with the "Ribbon" in MS Word and PPT 2010. And learn simple functions.



MS WORD 2010	MS PPT 2010
July 26	September 13
August 9	September 20

Prerequisites: Must be able to use a Mouse  
Class Meeting:

Class time: 10:00 a.m. - 12:00 noon **OR**  
1:00 p.m.— 3:00 p.m.

*Limited Seating*

(NOTE: This is a two day course. Two sessions are offered at 2 hours each course).

#### **Take Control**

#### **CO SPONSORED BY HEALTH & WELLNESS MINISTRY**

North Carolinians are taking control of their health with help from the Eat Smart, Move More, Take Control nutrition education program provided by NCSU Cooperative Ext. Developed in response to the obesity epidemic and the chronic diseases associated with excess weight, the program informs, empowers, and motivates adults to change their eating and physical activity



habits to manage, and even prevent, chronic disease. It's not news that NC has a weight problem. Nearly two-thirds of adults in the state are overweight. Excess weight is a risk factor for several serious conditions including coronary heart disease, stroke, type II diabetes, and certain forms of cancer. In an effort to avoid these conditions, some citizens are looking towards nutrition intervention programs to take control of their health.

Prerequisites: N/A

Class Meeting: July 28 – August 20, M & W only  
Class Time: 6:00 p.m.— 7:00 p.m.

*Limited seating*

#### **Not the Classic Interview**

The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews. We will also illustrate hands on activities.

Prerequisites: Required to bring laptop or Tablet

Class Meeting: September 13

Class time: 1:00 p.m.— 3:00 p.m.

*Limited seating*

#### **Footworx**

#### **CO SPONSORED BY MIME DANCE MINISTRY**

No dance partner required...It is the most successful way to create good social dancers and a great way to make new friends. These classes are structured for beginning to advanced learners. Each week builds on the prior week's material. Progressive classes are the most effective way of learning and retaining

techniques and material necessary to become a good social dancer.

- Session I (Mime)

Prerequisites: Willing to have fun through dance, ALL AGES WELCOME

Class Meeting: August 23

Class time: 12:00 noon — 2:00 p.m.

*Limited seating*

#### **Leadership Development Classes: Effective Meeting Management**

In these days of technology, it is even more difficult to be effective when facilitating meetings. You begin a meeting and notice participants are looking at cell phones, iPads and tablets and not paying attention. When you do get their attention, they claim they are taking notes, but can't repeat your statement. In this class you will learn how to develop meetings that keep the eyes on you and attention focused on the subject matter. You will learn tools to: effectively plan a meeting; facilitate a productive meeting; manage distractions during the meeting and successfully close out/follow-up.

Prerequisites: Current MTZBC Ministry Member

Class Meeting: September 20

Class time: 10:30 a.m.— 12:30 p.m.

*Limited seating*

