

Learn And Enjoy

Mitchell Community College

Notary Public - Thursday and Tuesday, Dec. 4 and 9 from 6-9 p.m. in Room 4 of the Continuing Education Center. For anyone interested in becoming a Notary Public in the state of North Carolina, 18 years of age or older and able to read and write English. Course describes the duties, authority, and ethical responsibilities of the Notary Public.

Intermediate Word 2002 - Friday, Dec. 5, from 9 a.m. - 4 p.m. in Room 25 of the Continuing Education Center. Covers software commands and layouts, editing and proofing a document, formatting a document, working with tables, formatting pages, adding graphics and merging documents. Students are encouraged to take the beginning class, Introduction to Microsoft Word 2002, or to have experience in word processing.

Intermediate Excel 2002 - Thursday, Dec. 4, from 9 a.m. - 4 p.m. in Room 25 of the Continuing Education Center. Covers a review of building and editing worksheets; formatting worksheets; working with charts, formulas, and functions; managing workbooks; automating worksheet tasks; and using lists. Students are encouraged to take the beginning class, Introduction to Excel 2002, or have experience in spreadsheets.

Introduction to QuickBooks 2002 - Thursday, Dec. 11, 9 a.m. - 4 p.m. (one-hour lunch break) in Room 25 of the Continuing Education Center. Covers setting up a chart of accounts; writing checks and tracking payables; writing invoices and tracking receivables; generating balance sheets, profit and loss statements and preset reports; account reconciliations and sales tax reports; checking accounts and credit cards; inventory; and setting up payroll.

Intermediate QuickBooks 2002 - Thursday, Dec. 18, 9 a.m. - 4 p.m. (one-hour lunch break) in Room 25 of the Continuing Education Center. Includes a review of the chart of accounts, payment processing, invoicing for services, working with bank accounts, entering and paying bills, customizing forms, and creating profit and loss reports. It is recommended that individuals taking this intermediate course have a basic understanding of QuickBooks 2002 or have completed Introduction to QuickBooks 2002.

MC: Mooresville Center - 219 N. Academy St. - 704-663-1923.
CEC: Continuing Education Center - 701 W. Front St. - 704-878-3220.
MAIN: Main Campus - 500 W. Broad St. - 704-878-3200.

SECRET INGREDIENTS

a cook's specialty shop
formerly the Farmer's Wife

One of the benefits of living in this lovely state is being able to grill in the winter without getting frostbite. The experts from Tex Grill will be showing us how their infrared heat grill prepares the best tasting food!

Holiday Cocktail Party	12/6	10:30 am	\$35
	12/13	10:30 am	\$35
	12/20	10:30 am	\$35
New Years Brunch	12/27	1 pm	\$30
	12/14	1 pm	\$30
	12/21	1 pm	\$30
Cookie Factory	12/16	10:30 am	\$25
	12/18	10:30 am	\$25

Holiday Hours Starting Nov. 9, we will be open Sundays from 11-6pm for your shopping pleasure and convenience through Christmas

Jeffon Village, 1925 N. Cove Rd., Cornelius • 704-872-4646

Christmas Concert Planned

Hospice of Iredell County's Christmas Concert will be held on Dec. 5 at 7 p.m. in the Fellowship Hall of the First Baptist Church, 150 S. Church Street in Mooresville. Nationally recognized country/folk singer and composer Kate Campbell will be the featured entertainer. The performance is sponsored by Hospice of Iredell County in gratitude for the support of the people in this area. There is no admission charge. The plate will be passed to receive any donations to defray expenses and support the work of Hospice.

Kate Campbell is a daughter of a Baptist preacher from Sledge, Mississippi. Her gift for storytelling and command of a full range of American music styles

have earned her critical acclaim. For more information please contact Phillip Tillman, Hospice Chaplain, at 704-873-4719.

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