

**Learn to use your computer**

**More efficiently**

**Hands on Classes Earn 1 credit hour**

**Macy Community College**

**Computer Learning Center**

1. **OFTC 110 keyboarding on the Job**

This course builds competencies needed in today’s offices, speed, accuracy and production of various types of business correspondence, forms and reports

August 22 – October 31

Monday 2:00 -1.50

1. **OFTC Building Speed and accuracy**

This class is designed to improve the keyboarding speed, accuracy through timed copy analysis, goal setting and corrective practice.

August 24 – October 25

Tuesday 11:00 – 11:50

1. **OFTC Using Microsoft Office**

August 23- October 23

Monday 10:00 – 10:50

This course provides an introduction to Microsoft office and the popular word processing, spreadsheet, presentation, information management, and database software.

1. **OFTC 112 Building Speed and Accuracy**

This class covers basis window functions. Learn to enter and edit text, format documents, print file and save your work.

August 23- October 25

Thursday 1.00: 1:50

These are computer courses for beginners. No perquisite required

Macy Community College 415 W. Beale St. Kingman Az. 86401- 5705

To enroll contact our registration office at (928)555-0170

Or register online at [www.macycc.edu/registration/register2.html](http://www.macycc.edu/registration/register2.html)

Fern global commodities

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*New Release Contact: Jessica Thurman*

 *For release immediately*

GREEN BAY W September 22, 2011. In cooperation with Kessler University Fern Global Commodities recently announced its annual professional seminar for mentoring for a brighter future. The seminar will be held each Saturday in February from 10:00 am to 2:00pm on the site at FGM corporation headquarters. The FGM personnel will offer mentoring in the following areas; cost analysis, advertising, sales, packaging, and shipping. The mentorship will also cover warehousing, product distribution, profit analysis and personnel evaluation.

In the April 2019 issue of business management, FGM publishes a recent study of challenges that many companies face in the market. The study revealed one major problem, a critical shortage of experienced employees. It also identified four key factors which contribute to employee shortage in the country. One major factor identified is the increase number of graduates. The second factor is the downsizing of workers, redistribution in the workforce, and early retirement. The study overwhelmingly indicated that as the workplace rapidly changes, jobs once considered routine are becoming more complex. In additional new jobs demands more specialized level of training and skills. The study noted “downsized companies must do more and more with less and less, corporate management recognizes the need to identify and uses the accumulated knowledge and skills and employees who have reached or are rearing retirement age. The study also reported that nearly seventy –five percent managers surveyed have voiced this concern but said that they did not now know how to secure this knowledge.

Careful investigation into the solution in other areas has revealed that monitoring is the way to retain a corporate knowledge. It is regarded as a win-win situation for all the parties concern. However, mentoring is regarded is the process of nurturing employees to become better employees or leaders by acquiring new skills and knowledge. It is done through in house training, seminars and by attending workshops. College students who are interested in manufacturing and marketing enterprise will benefit from the valuable hand on hand experiences this seminar offers. The students who complete the seminar will get two semester hours of credit. Fern Global Commodities also guarantees summer and holiday employment to students who complete the seminar as well as full consideration to fulltime employment upon graduation. Registration is free, interested students must register by January 10th. To register student can call Ms Jessica A. Thurman at 555-0106.