



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

D.P. "Pat" McGowan Workforce Training Center

Ridgeland Campus

Fall 2017

To Register:

Contact Rachel Deer at rdeer@holmescc.edu with the following information:

Class title:

Date:

Name:

Email:

Phone number:

Party Responsible for Payment:

Do you need an invoice?

Professional and Personal Development

Communicate with Confidence

Cost: \$75.00

Meeting Day and Time: Tuesday, 8:30AM-5:00PM

Date: August 1, 2017

Instructor: Sara Jane Hope

Professionals in all fields are looking for the edge that will sharpen their chances of being more successful. Since competition is tough for better positions, valued promotions, key team memberships, or even coveted assignments, they must find a way to stand out from the crowd. Confident communication and professional presence are on the top of the list of characteristics that increase the probability of a successful career-no matter what field, no matter what level of position, no matter what gender or race. Confident communication requires self-awareness and an understanding of knowing what to say and when to say it. Being able to make the distinctions between response styles and defensive tactics is essential. Confident communication can be learned and this course is the place to do it! You'll start by identifying the characteristics, qualities, and benefits of confident communication as well as assess your self-confidence and professional presence

The Great Workplace

Cost: \$125.00

As companies seek to create and sustain a highly engaged and committed workforce, the most effective companies focus on their workplace as a key element of that

<p>Meeting Day and Time: Thursday, 8:30AM-5:30PM Date: August 3, 2017 Instructor: Sara Jane Hope</p>	<p>strategy. This workshop will work with managers in examining the behaviors that create a great workplace. It will examine the best practices of the best companies and give concrete, tangible examples of how organizations have successfully created a high trust culture. The Great Workplace shows that, more than offering great pay and quirky perks, a great workplace is one where employees trust the people they work for, take pride in what they do, and enjoy the people they work with. The class includes a leadership self-assessment to measure the likelihood that your employees experience a wonderful place to work. Participants in the class will gain practical tools for improving the quality of their work environment.</p>
<p><u>Writing the Right Stuff</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: August 16, 2017 Instructor: Sara Jane Hope</p>	<p>Have your high school English classes escaped you? Do you rely on your computer to tell you whether your grammar and punctuation are correct? You know, your computer isn't always right—so it is helpful to remember the basics. This class will help you to avoid some common sentence building issues, to use the right verbs in the right way, to choose the right word for the purpose, and to practice proper punctuation. In addition, some basic business writing techniques and e-mail guidelines will be reviewed. You will come away with the tools you need to improve your written communication with others.</p>
<p><u>Choosing Top Talent: Interviewing Techniques</u> Cost: \$75.00 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: August 31, 2017 Instructor: Sara Jane Hope</p>	<p>Is your company's hiring strategy to just fill open positions or do you choose to hire top talent? How do you know which employees will be high performers to your company? What is your employee value proposition that will enhance top talent to choose your company for their employer? This course will help you evaluate what you need to hire the employees that will be high performers. You will determine the success factors for your positions and identify the skills needed to be competent in those success factors. Participants will write interview questions and learn what can and cannot be asked. Techniques for conducting the actual interview and selecting from your candidates will be reviewed. You will come away from the class with a set of skills and materials that will help you choose top talent!</p>

<p><u>The Team Factor</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: September 13, 2017 Instructor: Sara Jane Hope</p>	<p>Employees who work for a common goal in departments or facilities that are connected by a product work as a team whether they have been formally christened as a team or not. To reach their goals, they must communicate effectively, understand differences, exhibit trust, solve problems, and manage conflict. They also must have a clear picture of the goals that they are trying to accomplish. This interactive workshop will review the basic framework of an effective team environment.</p>
<p><u>It's Okay to Be Boss</u> Cost: \$125.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: September 20, 2017 Instructor: Sara Jane Hope</p>	<p>Too many managers and supervisors are failing to lead, manage, and supervise. They simply do not take charge on a day-to-day basis. They are afraid to, or they don't want to, or they just don't know how to. In today's workplace, there is a shocking and profound lack of daily guidance, direction, feedback, and support for employees. In other words, employees are under-managed. In the It's Okay to Be the Boss workshop, managers are taught that empowerment is not an excuse for under management. This step-by-step program shows managers how to: get in the habit of managing every day; learn to talk like a performance coach; take it one person at a time; make accountability a real process; tell people what to do and how to do it; track performance every step of the way; solve small problems before they turn into big ones; and do more for some people and less for others. Managers will leave the workshop ready to embrace the crucial responsibility.</p>
<p><u>Let's Meet: Having Productive Meetings</u> Cost: \$50.00 Meeting Day and Time: Wednesday, 8:30AM-12:30PM Date: September 27, 2017 Instructor: Sara Jane Hope</p>	<p>Do you feel like you spend a lot of time in meetings? And, you feel like that time could have been better spent doing something else? Meetings are an essential aspect of doing business and they can be productive and efficient! Learn the who, what, why, and how of meetings and some tips and techniques for being a successful meeting facilitator!</p>

<p><u>They've Asked You to Train! BASIC Skills for Trainers</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: October 4, 2017 Instructor: Sara Jane Hope</p>	<p>Congratulations! You are a super star employee and are comfortable in your job. The company is growing and new employees are coming on board. Guess who gets to train them? You! Suddenly you are thrust into a new role and don't have a clue as to where to begin. This course covers BASIC: an acronym for those skills that will help you plan, develop, and deliver the training needed for new employees to become productive ones. Learn the skills needed to train with confidence!</p>
<p><u>Decisions! Decisions!</u> Cost: \$75.00 Meeting Day and Time: Thursday, 8:30AM-12:30PM Date: October 5, 2017 Instructor: Sara Jane Hope</p>	<p>Some people have it—that ability to make up their mind about something and never look back. Others seem to make the right decisions that positively impact their professional and personal lives. Is this just an innate ability or is it a skill? What is the background to how and why we make the decisions we make? There actually are techniques that can assist you with making better decisions that you will not regret. This session will introduce you to steps to become more decisive!</p>
<p><u>Choosing Success</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-12:30PM Date: October 11, 2017 Instructor: Sara Jane Hope</p>	<p>Success isn't guaranteed and it isn't always easy. It requires a disciplined process and making better choices. There are character actions and self-investments which will influence your level of success. Learn to make better choices to achieve what you want out of life.</p>
<p><u>Stepping Up!</u> Cost: \$125.00</p>	<p>Have you been fortunate enough to be promoted? Were you a great employee that has never been trained in supervisory skills? Stepping Up provides new supervisors with an accurate picture of what it truly means to be a supervisor. Participants will understand</p>

<p>Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: October 12, 2017 Instructor: Sara Jane Hope</p>	<p>the scope of a supervisory role and discover the real-life concerns, challenges and pitfalls of being a supervisor. Principles that are needed to build credibility will be reviewed. You will leave with an action plan to develop the skills needed to be successful in your new role.</p>
<p><u>Coaching Power Plus</u> Cost: \$95.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: October 18, 2017 Instructor: Sara Jane Hope</p>	<p>You feel you've mastered many of the coaching techniques. You know how to set expectations, communicate instructions, and give feedback. You ask your employees for input and they seem to be relatively engaged in their work. Yet, there still seems to be something missing. What works for one employee doesn't seem to work as well for another. You feel a real connection with a couple of them but not the others. You feel there is some information out there that would help you but you don't know where to look. Come to this session and learn how to put the "plus" in your coaching power!</p>
<p><u>How High is Your EI?</u> Cost: \$75.00 Meeting Day and Time: Friday, 8:30AM-12:30PM Date: October 20, 2017 Instructor: Sara Jane Hope</p>	<p>Some people have it—some do not. What is it? Leadership requires the ability to influence others, to create environments where people cooperatively, and to build relationships with the people with whom we work. It requires emotional and social intelligence: the people skills that are crucial ingredients to effective leadership. This class will help you identify and employ the skills needed to raise your EI!</p>
<p><u>The Language of Leadership</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: October 25, 2017 Instructor: Sara Jane Hope</p>	<p>Many leaders think of communication as an activity rather than a means to outcomes. Our focus should be on how we want others to think and feel and what we want them to do because of our communication. This requires connecting with others and creating understanding, support, and acceptance. This session will provide you with practical tips to enhance your communication—and your leadership.</p>

<p><u>Mastering Touchy Conversations</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: November 1, 2017 Instructor: Sara Jane Hope</p>	<p>We all have them—the conflict with someone we need to resolve, the performance problem we need to improve, that “something” we’d like to ask for. The skills to discuss high stakes matters where your opinions vary from others and tensions run high can impact your potential for success. Being able to respond appropriately and not react defensively may make just the impression you need to get the results you are looking for. The good news is you can learn how to become an expert in these conversations and situations. Attend this session and do just that!</p>
<p><u>Enhance Your Potential: Reach Your Goals</u> Cost: \$75.00 Meeting Day and Time: Thursday, 8:30AM-12:30PM Date: November 2, 2017 Instructor: Sara Jane Hope</p>	<p>Are there things you want out of life that you just haven’t been able to obtain? Are there things on your bucket list and the time to achieve them is getting shorter? Do you even have written goals or do you keep your dreams in your head? Choosing your goals, writing them specifically, and determining a plan will start you down the right path. Reach your goals and enhance your potential for life success!</p>
<p><u>Professional Presence</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-12:30PM Date: November 8, 2017 Instructor: Sara Jane Hope</p>	<p>Have you ever noticed that there are people who seem to have it all together? It’s not just having competence and confidence—it’s an aura that shows from the inside out. They have what it takes to attract people and influence them to do what needs to be done. They exude professionalism! They are not born with these traits: they have learned how to be this way and so can you! Attend this class and learn how!</p>
<p><u>Women in the Lead</u> Cost: \$75.00</p>	<p>Women have become more than 50% of the total workforce in the United States; yet, many companies and industries have few women in leadership positions. Studies have</p>

<p>Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: November 15, 2017 Instructor: Sara Jane Hope</p>	<p>shown that women have the skills and abilities to hold leadership positions; however, they tend to derail their own progress to the “C Suite” or the Boardroom by some behaviors and habits that work against them. Learn how to identify these tendencies in yourself and others and how to overcome them so that you can be in position to take the lead roles when the opportunity is presented.</p>
<p><u>Your Attitude is Showing</u> Cost: \$75.00 Meeting Day and Time: Friday, 8:30AM-12:30PM Date: November 17, 2017 Instructor: Sara Jane Hope</p>	<p>Attitudes are contagious and their spread can impact the success of your team and your organization. Your attitude helps you get through the days, weeks, months, and years of your work life and it influences those of everyone around you. You determine what that attitude is and only you can change it. Attitude can determine your potential—learn to make it the best possible by attending this session.</p>
<p><u>Present Powerfully</u> Cost: \$75.00 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: November 29, 2017 Instructor: Sara Jane Hope</p>	<p>All of us have that occasion when we have to speak in front of others—at a work meeting, in a class we’re attending, for a sales presentation, or any number of events outside of work. With these occasions, we may have to create visual aids such as a Power Point or a handout. We’ve all been to a boring, unprepared presentation and don’t want to be described like that! Attend this session and become a more powerful presenter.</p>
<p><u>Feeling Overwhelmed? Take Back Your Life</u> Cost: \$75.00 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: November 30, 2017 Instructor: Sara Jane Hope</p>	<p>The holidays are here! The end of the business year is approaching! A big family event is six months away. And you’d like to start a new exercise program and finish that craft project you’ve been working on for a year. How is it that some people seem to be able to fit all of this into their life and remain calm and collected? There are techniques to manage stress and prioritize your tasks that will keep you from feeling overwhelmed. Take back your life and enjoy it more!</p>

Remarkable Leadership: Twelve Topics for Creating Remarkable Leaders

This system is based on Kevin Eikenberry's acclaimed book, Remarkable Leadership: Unleashing your Leadership Potential One Skill at a Time. It helps leaders develop their potential in shorter-format workshops (60-90 minutes) focusing on one skill at a time. Each topic can be presented alone or they can be grouped together in a series with one to all twelve of the modules. Please see the four modules below.

You do not have to take them all together or in order. Pick and choose as needed.

Remarkable Leadership Module I

Cost: \$125.00

Meeting Day and Time: Friday,
8:30AM-12:30PM

Date: August 18, 2017

Instructor: Sara Jane Hope

Building Relationships

Championing Change

Valuing Collaboration and Teamwork

After completing the three topics covered in this module, participants will have accomplished a variety of competencies. With Building Relationships, participants will understand the factors that affect their likeability with other people; listen better to others by following ten specific actions designed to improve listening skills, and know the factors affecting trust, an essential relationship skill. In Championing Change, participants will understand the factors that affect how others respond to change, have a process to develop change plans, and have nine specific tactics to champion change and overcome change resistance. Valuing Collaboration and Teamwork will provide participants with a model for team success, the differences between being a leader and facilitating a team, and key insights into leading team meetings.

<p><u>Remarkable Leadership Module II</u> Cost: \$125.00 Meeting Day and Time: Friday, 8:30AM-12:30PM Date: August 25, 2017 Instructor: Sara Jane Hope</p> <p>Communicating Powerfully</p> <p>Developing Others</p> <p>Focusing on Customers</p>	<p>This module will provide leadership skills in three areas. Communicating Powerfully will help participants recognize four basic communication styles and how to modify their message to best connect with different people. Also included in this module are the keys to powerful presentations. Developing Other trains participants in the importance of demonstrating supportive behaviors, the common sources of feedback, the difference between feedback and feedforward, as well as fourteen common causes of performance problems. Focusing on Customers relates how to impact both internal and external customer service, demonstrates how to instill a customer service mindset, and processes for recovering from a customer service problem.</p>
<p><u>Remarkable Leadership Module III</u> Cost: \$125.00 Meeting Day and Time: Friday, 8:30AM-12:30PM Date: September 1, 2017 Instructor: Sara Jane Hope</p> <p>Influencing with Impact</p> <p>Managing Projects and Processes Successfully</p> <p>Taking Responsibility and Accountability</p>	<p>After completing Module III of the Remarkable Leadership Series, participants will have acquired skills in three additional competencies. The section on Influencing with Impact discusses how values affect one's ability to influence, provides a formula for building credibility, and develops positive attitudes and optimism. Managing Projects points out the difference between projects and processes, relays the three dimensions of success in project management, and provides a simple model for managing projects. The third part of this module relates the importance of being personally accountable, points out what gets in the way of accountability, and teaches effective delegation and empowerment.</p>

Remarkable Leadership Module IV

Cost: \$125.00

Meeting Day and Time: Friday,
8:30AM-12:30PM

Date: September 8, 2017

Instructor: Sara Jane Hope

Setting Goals and Supporting Goal
SettingSolving Problems and Making
Decisions

Thinking and Acting Innovatively

Module IV of the Remarkable Leadership Series adds three more competencies to a leader or potential leader's repertoire. Setting Goals and Supporting Goal Setting emphasizes the importance of goal setting and provides the keys to developing a goal-setting mindset as well as discussing the power of creating goal alignment. Solving Problems and Making Decisions discusses the importance of asking questions in the decision-making process and identifies two main types of questions and how to apply them in problem solving. A common problem-solving model and four decision-making approaches will be learned. Thinking and Acting Innovatively teaches participants how to recognize and address common creativity squelchers, how to conduct better brainstorming sessions, and how to enhance the creative process.

SHRM/HR**SHRM Certification Exam Prep (48 hours)**Cost: \$975.00 SHRM/CAHRA
members; \$1,025.00 non-membersMeeting Days and Time: Tuesday
NIGHTS, August 8-December 5, 2017
6:00P-9:00P

Expand your HR knowledge and skills as well as prepare yourself for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) certification exams. Our course is based on the 2017 SHRM Learning System for SHRM CP/SHRM-SCP. Comprised of learning modules teaching the SHRM Body of Competency and Knowledge (SHRM BoCK), and online resources, this class provides study materials to streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP

<p><i>*will meet each week on Tuesday, except Thanksgiving week</i> Facilitator: Sara Jane Hope</p>	<p>exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.</p> <p>For information regarding SHRM certifications, please visit www.shrmcertification.org.</p> <p>Please visit our web site for more detailed information, including payment information: http://www.holmescc.edu/workforce/programs/shrm.aspx</p> <p><i>Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with SHRM to determine your eligibility to sit for the exam.</i></p>
<p><u>Essentials of Human Resource Management (16 hours)</u> Cost: \$325.00 Meeting Days and Time: Tuesdays, 8:30AM-12:30PM Dates: September 7, 14, 21, and 28, 2017 Facilitator: Sara Jane Hope <u>Please make plans to attend all 4 sessions</u></p>	<p>Backed by SHRM's track record of providing quality HR training, the SHRM Essentials of HR Management course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits. Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of HR Management course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.</p> <p>Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.</p> <p>For more information about this class:</p> <p>http://www.shrm.org/education/educationalproducts/essentials/pages/default.aspx</p>

Project Management Professional

PMP Certification Exam Prep

Cost: \$975.00

Meeting Days and Time: Tuesday & Thursday NIGHTS, August 29- October 10, 2017 6:00P-9:00P

**will meet each week on Tuesday & Thursday, except Thanksgiving week*

Facilitator: Katisha Sutton

Prepare to Pass the PMP® Exam with Holmes Community College.

If you are interested in earning the most sought-after credential in the global project management profession, then you need the best exam preparation course available. Holmes Community College is now offering a Project Management Professional (PMP)® review course using premium quality study materials.

Ensure you're prepared for the rigorous PMP exam with our PMP Exam Preparation Course.

Interactive Teaching System for Maximum Benefit

Our PMP Exam Prep Course will help you:

- Learn the entire *PMBOK® Guide–Fifth Edition* with our experienced and certified PMP instructors.
- Utilize *The Learning System for PMP® Exam Preparation* books and comprehensive online study tools that you will have access to for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35 hour project management education prerequisite.
- Take advantage of your employer's tuition reimbursement program.

	<p>Learn more about PMP certification, prerequisites and exam at PMI.org..</p> <p>Please visit our web site for more detailed information, including payment information: http://www.holmescc.edu/workforce/programs/pmi%20pmp%20exam%20prep.aspx</p> <p><i>Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with PMI to determine your eligibility to sit for the exam.</i></p>
<p><u>Conversational Spanish</u></p>	
<p><u>Conversational Spanish I</u> Cost: \$65.00 Meeting Days and Times: Tuesdays, 6:00PM-8:00PM Dates: September 12- November 14, 2017 Instructor: Victor Paz</p>	<p>The purpose of this class is to give you an immediate speaking ability in Spanish. Participants will learn quickly in an engaging classroom atmosphere. The class will begin by covering the alphabet, pronunciation, key questions, and a look around your home. Participants will learn colors, money, numbers, days of the week, and common greetings. Among other topics, time, directions, traffic signs, menus, and transportation will be covered.</p>
<p><u>Conversational Spanish II</u> Cost: \$65.00 Meeting Days and Times: Thursdays, 6:00PM-8:00PM Dates: September 14- November 16, 2017 Instructor: Victor Paz</p>	<p>For those who have been studying Spanish for a while and would like to take their Spanish to the next level, Conversational Spanish Advanced will take off where the Beginners class left off. If you have taken that class or have some Spanish speaking skills and would like to expand upon your current knowledge and vocabulary, this class is for you.</p>

Computer Classes

**day classes are 2-four hour sessions- MUST attend for a total of 8 hours*

<p><u>Excel 2013: Basics</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: August 10 & 15 OR September 19 & 20 OR October 3 & 4, 2017 Instructor: Chaka Turner <i>must attend both sessions</i></p>	<p>In this introductory course to Excel, participants will explore essential Excel activities and learn the many shortcuts and timesaving features in Excel. Start by learning the basics of getting started with Microsoft Office Excel 2013, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.</p>
<p><u>Excel 2013: Intermediate</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: August 16 & 18 OR September 26 & 27 OR October 17 & 18, 2017 Instructor: Chaka Turner</p>	<p>This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.</p>
<p><u>Excel 2013: Advanced</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: August 30 & 31 OR October 24 & 25, 2017 Instructor: Chaka Turner <i>must attend both sessions</i></p>	<p>This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. You will automate some common Excel tasks, analyze data sets, troubleshoot errors, collaborate on worksheets with other users, audit worksheets, work with multiple workbooks, import and export data and share Excel data with other applications such as the web.</p>

<p><u>Word 2013: Basic</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: September 21 & 28, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p>	<p>With Word, you can create professional looking documents! Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style through tables, page layout, and graphics, then proof and save your work.</p>
<p><u>Word 2013: Intermediate</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: October 5 & 12, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p>	<p>After completing Word 2013: Basics, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.</p> <p>Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.</p>
<p><u>Word 2013: Advanced</u> Cost: \$65.00 Time: 8:30AM-12:30PM Dates: October 20 & 27, 2017 Instructor: Chaka Turner</p>	<p>In Word 2013: Intermediate, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks. However, Word 2013 enables you to do more than simple word processing. It can be used to</p>

<i>must attend both sessions</i>	collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, and secure your business documents. Some of the things you will learn: restricting documents, adding a table of contents, inserting cover pages and blank pages, adding footnotes, endnotes, and bibliographies, and adding a digital signature to files.
----------------------------------	--

NOTICE: Please contact Angela Crain at acrain@holmescc.edu or 601-605-3370 for information regarding the manufacturing basic skills certification, AutoCAD, OSHA, forklift training, welding, and concrete mixer/truck driving training.