



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

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Spring 2017

Ridgeland Campus @ D.P. "Pat" McGowan Workforce Training Center

Professional and Personal Development

Conversational Spanish for Beginners

Cost: \$50.00

Meeting Days and Times: Tuesdays, 6:00PM-8:00PM

Dates: January 24- May 16, 2017

Instructor: Victor Paz

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.

Conversational Spanish Advanced

Cost: \$50.00

Meeting Days and Times: Thursdays, 6:00PM-8:00PM

Dates: January 26- May 18, 2017

Instructor: Victor Paz

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><u>Effective Grant Writing</u> Cost: \$50 Meeting Days and Times: Tuesday, 9:00AM-5:00PM Dates: TBA Instructor: Angela Carson</p>	<p>Does your agency need money to start new projects or complete current projects? Join us for an informative session on how to secure funding through grant writing. This session will explain the components of grant writing, discuss the do's and don'ts of the process and provide helpful tips on how to navigate the application process. Participants will also review requests for proposals (RFPs) and receive ideas about potential funding sources.</p>
<p><u>Selecting the Best: Successful Interview Techniques</u> Cost: \$50 Meeting Days and Times: Wednesday, 8:30AM-5:00PM Dates: February 22, 2017 Instructor: Sara Jane Hope</p>	<p>Do you wonder how you ended up with the employees that you have? Do they seem to be great in the interview and then turn into difficult employees? Do you wish you could look into the future of your new hires? This course will help you hire the employees that you need to be successful in your business. You will determine the success factors for the job and identify the skills needed to be competent in those success factors. Participants will write interview questions for their positions and learn what can and cannot be asked. Techniques for conducting the actual interview and selecting from you candidates will be reviewed. You will come away from the class with a set of skills and materials that will help you hire the best!</p>
<p><u>The Powerful Coach</u> Cost: \$50 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: March 1, 2017 Instructor: Sara Jane Hope</p>	<p>Everyone is a coach. If you are a boss, a parent, or a friend, you have at some time provided another person with advice, instructions, or feedback of some sort. Some of us are better at it than others. We have all had our favorite coaches and many of us have had some that we wish we could forget. Regardless of which category they fall, these people made an impact on our lives. That is what coaches do—make a difference on the lives of others and they are essential to employees feeling engaged at their workplaces. As with everything, there are techniques that make coaches more effective. There are words and actions that have a greater impact than others. There are beliefs and values that must be present so that others want to carry out the actions that you, as their coach, are seeking to accomplish. Coaches must be able to assess, communicate, evaluate, encourage, and support. And, they must do all those things honestly, consistently, and with caring.</p>

<p><u>Communicate with Confidence</u> Cost: \$50 Meeting Day and Time: Wednesday, 8:30AM-5:00PM Date: March 22, 2017 Instructor: Sara Jane Hope</p>	<p>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.</p> <p>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. You'll learn how to channel anger and aggression into constructive and powerful uses.</p>
<p><u>Resource Development</u> Cost: \$50 Meeting Days and Times: Tuesday, 8:30AM-12:30PM Dates: March 28, 2017 Instructor: Angela Carson</p>	<p>Having adequate resources is critical for the success of organizations being able to implement quality programs. This session will discuss various fundraising methods along with internal controls related to fundraising. Steps need to develop a fund development plan will also be discussed.</p>
<p><u>It's Okay to be the Boss</u> Cost: \$95 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: March 30, 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</p>

	<p>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>Writing the Right Stuff</u> Cost: \$50 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: April 6, 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>Job Readiness</u> Cost: \$25 Meeting Days and Times: Tuesday, 8:30AM-12:30PM Dates: April 11, 2017 Instructor: Angela Carson</p>	<p>Finding a job takes time and effort. This workshop will help participants know themselves better, assess skills they possess, be realistic about job options and salaries, and begin an intensive job search.</p>
<p><u>In the Weeds</u> Cost: \$50 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: April 13, 2017 Instructor: Sara Jane Hope</p>	<p>Do you have more things to do than you can accomplish in a day? Does looking at your “to do” list stress you out? This class addresses the principles behind effective time management and helps you take control of your time and tasks. Keeping track of your progress on projects and learning how to say no are essential skills to staying out of the “weeds” and living a life that is more fulfilling and less stressed.</p>

<p><u>Women in the Lead</u> Cost: \$50 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: April 20, 2017 Instructor: Sara Jane Hope</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 shown that women have the skills and abilities to hold leadership positions; however, they have a tendency 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>From Feared to Cheered</u> Cost: \$50 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: April 27, 2017 Instructor: Sara Jane Hope</p>	<p>As a manager, you probably consider the worst part of your job is completing performance appraisals and giving feedback to employees. Did you know that employees list receiving more feedback as one of the top things they want from their jobs? Performance appraisals and feedback, if done correctly, are supposed to be for developing employees rather than disciplining them. In From Feared to Cheered, learn how to properly prepare for performance reviews and how to give feedback on a continuous basis to increase the engagement of your employees. Learn how employees can participate in the process so that they become something to look forward to rather than to dread!</p>
<p><u>Motivation and Work Ethics</u> Cost: \$25 Meeting Days and Times: Tuesday, 8:30AM-12:30PM Dates: May 2, 2017 Instructor: Angela Carson</p>	<p>Employers are looking for great employees who are motivated and willing to work. This workshop helps participants discover the value of a positive attitude, workplace values, codes of behavior, and the relationship between value, productivity and motivation.</p>
<p><u>The Accountability Experience</u> Cost: \$95 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: May 4, 2017</p>	<p>Leadership accountability leads to organizations in which there is crystal-clear clarity about what’s expected to happen, how, and when. Managers and supervisors need to encourage employee accountability at all levels, leading to increased engagement and a decrease in the gap between expectation and delivery. In this class, participants will learn to understand the benefits of an accountable environment and discover one’s</p>

<p>Instructor: Sara Jane Hope</p>	<p>personal skill levels when it comes to accountability. Barriers to accountability will be explained and skills associated with declining, negotiating, and holding others accountable will be reviewed and practiced.</p>
<p><u>Accidental Project Manager</u> Cost: \$50 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: May 11, 2017 Instructor: Sara Jane Hope</p>	<p>Are you often asked to manage a project yet you are not really a project manager? Are you not sure where to start? This course will assist you with the basics of project management beginning with visualizing the project and ending with evaluating the results.</p> <p>We will cover the four basic steps: visualize, plan, implement, and close while working through an "in-class" project that everyone can relate to and enjoy. Learn how to communicate with project stakeholders and the project team. Become familiar with the language of project management and how to plan for better project success.</p> <p><i>Note: This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.</i></p>

Project Management Institute
 Register through vpeducation@pmicmsn.org

<p><u>PMICMS PMP Exam Prep Boot Camp</u> Cost: \$1,000 for PMICMS members; \$1,250.00 non-members Meeting Days and Time: Wednesdays and Thursdays, 1:00PM - 9:00PM each day Dates: May 3, 4, 10 & 11, 2017 Facilitator: TBD</p>	<p>The PMP Bootcamp is an intensive, instructor led 4-day course designed to equip students with the knowledge and techniques needed to pass the PMP Exam on the first try!</p> <p>Course includes:</p> <ul style="list-style-type: none"> •Live! Instructor Led Training •Textbook and Workbook •Study Aids Including a Quick Reference Guide, 250 Flashcards, 6-CD Set of Audio Discussions by the Textbook Author •6 Months Access to a 200 Question Simulated Exam •PLUS! 35 Hours of Project Management Education (*required to sit for the PMP Exam)
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SHRM/HR

Essentials of Human Resource Management (16 hours)

Cost: \$325.00

Meeting Days and Time: Thursdays & Fridays, 8:30AM-12:30PM

Dates: March 2, 3, 9, and 10, 2017

Facilitator: Sara Jane Hope

Please make plans to attend all 4 sessions

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.

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.

For more information about this class:

<http://www.shrm.org/education/educationalproducts/essentials/pages/default.aspx>

Please visit also visit our web site for detailed information, including payment information:

<http://www.holmescc.edu/workforce/programs/essentials%20of%20hr.aspx>

Sorry, we are unable to offer tuition assistance.

SHRM Learning Essentials (48 hours)

Cost: \$975.00 SHRM/CAHRA members; \$1,025.00 non-members

Meeting Days and Time: Tuesday NIGHTS, 6:00P-9:00P

OR

Tuesday DAYS, 8:30AM-11:30AM

Dates: beginning January 24- May 16, 2017

**will meet each week on Tuesday*

Facilitator: Sara Jane Hope

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 2016 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 exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

For information regarding SHRM certifications, please visit www.shrmcertification.org.

Please visit our web site for more detailed information, including payment information:
<http://www.holmescc.edu/workforce/programs/shrm.aspx>

Sorry, we are unable to offer tuition assistance.

Computer Classes

**day classes are 2-four hour sessions- MUST attend for a total of 8 hours*
**night classes are 2- three hour sessions- MUST attend for a total of 6 hours*

Beginner Computers & Email

Cost: FREE

Meeting Days and Time: Tuesday and
Thursday NIGHT, 5:30PM-8:30PM

Dates: January 31 & February 1, 2017

Instructor: Mary Katherine Shipp

**must attend both sessions*

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows operating system. This course will help you to define what a PC is, and familiarize you with the Windows user interface and its basic capabilities, basic computer hardware and function. In this course, you will explore Windows and learn how to create documents, send email, browse the Internet, use a flash drive to save data, play a CD or DVD, and burn a disc. Basic knowledge of the mouse and keyboard is strongly suggested before taking this class.

Access 2010: Basic

Cost: \$50.00

Meeting Days and Time: Tuesday and
Wednesday NIGHT, 5:30PM-8:30PM

Dates: May 2 & 3, 2017

Instructor: Mary Katherine Shipp

**must attend both sessions*

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ball park, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics. Most job roles today involve some form of *data management*. A relational database application such as Microsoft® Office Access® 2010 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

<p><u>Access 2010: Intermediate</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Thursday NIGHT, 5:30PM-8:30PM Dates: May 16 & 18, 2017 Instructor: Mary Katherine Shipp <i>*must attend both sessions</i></p>	<p>Your training and experience using Microsoft® Access® 2010 has given you basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2013 will result in a robust, functional database for your users.</p>
<p><u>Excel 2010: Basics</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Wednesday, 8AM-12PM Dates: February 7 & 8; March 7 & 8; April 4 & 5, OR May 2 & 3, 2017 Instructor: Jayne Hust <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 2010, 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 2010: Intermediate</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Wednesday, 8AM-12PM Dates: February 21 & 22; March 21 & 22; April 11 & 12; OR May 9 & 10, 2017 Instructor: Jayne Hust <i>must attend both sessions</i></p>	<p>Expand your knowledge of Excel! In Excel Basic, you created, edited, formatted, and printed basic spreadsheets. You will now learn to customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, organize and analyze datasets and tables, visualize data by using basic charts, analyze data by using PivotTables, slicers, and PivotCharts.</p> <p>This course is designed for students who already have foundational knowledge and skills in Excel 2010 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 2010: Advanced</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Wednesday, 8AM-12PM Dates: March 28 & 29; April 18 & 19; OR May 16 & 17, 2017 Instructor: Jayne Hust <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 and share Excel data with other applications such as the web.</p>
<p><u>Excel 2013: Basics</u> Cost: \$50.00 Meeting Days and Time: Wednesday & Thursday, 8:30AM-12:30PM Dates: January 25 & 26; March 6 & 9 OR April 5 & 6, 2017 Instructor: Chaka Turner <i>must attend both sessions</i></p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursday, 5:30PM-8:30PM Dates: February 7 & 9; March 7 & 9; OR April 11 & 13, 2017 Instructor: Mary Katherine Shipp <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: \$50.00 Meeting Days and Time: Wednesday and Thursday, 8:30AM-12:30PM Dates: February 8 & 9; March 22 & 23 OR April 19 & 20, 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>NIGHT: Meeting Days and Time: Tuesday & Wednesday, 5:30PM-8:30PM Dates: February 15 & 16; March 21 & 23 (Tues & Thur); OR April 18 & 19, 2017 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></p>	
<p><u>Excel 2013: Advanced</u> Cost: \$50.00 Meeting Days and Time: Wednesday & Thursday, 8:30AM-12:30PM Dates: February 22 & 23 OR April 26 & 27, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p> <p>NIGHT: Meeting Days and Time: Tuesday & Wednesday, 5:30PM-8:30PM Dates: February 21 & 22; OR April 25 & 27, 2017 (Tues. & Thur.) Instructor: Mary Katherine Shipp <u>must attend both sessions</u></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>PowerPoint 2013: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Wednesday, 8:30AM-12:30PM Dates: March 7 & 8, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p>	<p>It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2010</p>

<p>NIGHT: Meeting Days and Time: Tuesday & Thursday, 5:30PM-8:30PM Dates: March 28 & 30, 2017 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	<p>can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2010, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2010 to begin creating engaging, dynamic multimedia presentations.</p>
<p><u>PowerPoint 2013: Intermediate/Advanced</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Wednesday NIGHT, 5:30PM-8:30PM Dates: May 23 & 24, 2017 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	<p>Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements, and that includes sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint 2010 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.</p>
<p><u>Word 2013: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday NIGHT, 5:30PM-8:30PM Dates: February 28 & March 2, 2017 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></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: \$50.00</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</p>

<p>Meeting Days and Time: Wednesday & Thursday, 8:30AM-12:30PM Dates: May 10 & 11, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p> <p>NIGHT Meeting Days and Time: Tuesday & Thursday, 5:30PM-8:30PM Dates: April 4 & 6, 2017 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></p>	<p>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: \$50.00 Meeting Days and Time: Tuesday & Wednesday, 8:30AM-12:30PM Dates: May 16 & 17, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p> <p>NIGHT Meeting Days and Time: Tuesday & Wednesday, 5:30PM-8:30PM Dates: May 9 & 10, 2017 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></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 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.</p>

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.