



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

Writing the Right Stuff

Cost: \$50

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

Date: April 6, 2017

Instructor: Sara Jane Hope

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.

In the Weeds

Cost: \$50

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

Date: April 13, 2017

Instructor: Sara Jane Hope

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><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>The Accountability Experience</u> Cost: \$95 Meeting Day and Time: Thursday, 8:30AM-5:00PM Date: May 4, 2017 Instructor: Sara Jane Hope</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 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 at vpeducation@pmicmsn.org

PMICMS PMP Exam Prep Boot Camp

Cost: \$1,050 for PMICMS members;
\$1,300.00 non-members
Meeting Days and Time: Wednesdays
and Thursdays, 1:00PM - 9:00PM each
day
Dates: May 3, 4, 10 & 11, 2017
Facilitator: TBD

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!

Course includes:

- 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)

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*

Access 2013: Basic

Cost: \$50.00
Meeting Days and Time: Tuesday and
Wednesday NIGHT, 5:30PM-8:30PM
Dates: May 2 & 4, 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

	<p>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>
<p><u>Access 2013: 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 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</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>Dates: February 8 & 9; March 22 & 23 OR April 19 & 20, 2017 Instructor: Chaka Turner</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 <i>must attend both sessions</i></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 <i>must attend both sessions</i></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 <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>PowerPoint 2013: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Wednesday, 8:30AM-12:30PM</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</p>

<p>Dates: March 7 & 8, 2017 Instructor: Chaka Turner <u>must attend both sessions</u></p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursday, 5:30PM-8:30PM Dates: March 28 & 30, 2017 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></p>	<p>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 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 <u>must attend both sessions</u></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: Intermediate</u> Cost: \$50.00 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>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,</p>

<p>Meeting Days and Time: Monday & Wednesday NIGHT, 5:30PM-8:30PM Dates: April 10 & 12, 2017 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	<p>and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well. 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 <i>must attend both sessions</i></p> <p>NIGHT Meeting Days and Time: Tuesday & Wednesday, 5:30PM-8:30PM Dates: May 9 & 10, 2017 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></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.