



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

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Fall 2017

Attala Center

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<p><u>Introduction to Blue Print</u> Cost: \$75.00 Date: Tuesdays & Thursdays- Sept 19, 2017-Oct 19,2017 Time: 6:00-9:00pm- 30 hours Instructor: Michael McCoy</p>	<p>The objective of this 30-hour course is to familiarize the student with how parts are represented and the dimension on engineering drawings. Upon completion of the course, the student should be able to better interpret company drawings. Tapes and exercises will be utilized to help the student improve visualization and interpretation skills.</p>
<p><u>Introduction to Plumbing Trades</u> Cost: \$200.00 Date: Mon-Thurs, Oct. 9- Dec. 8, 2017 Time: 8:00am-3:30pm-220 hours Instructor: Carl Bibbs</p>	<p>The Introduction to Plumbing Trades is an 8-10 weeks course that prepares students to assemble, install, and repair pipes, fittings and fixtures for heating, water, and drainage systems according to specifications and plumbing codes.</p>
<p><u>Health Care Provider's CPR</u> Cost: \$25.00 Date: October 10,2017 Time: 8:30-12:30pm Instructor: Genette Pierce, RN</p>	<p>Description: CPR for healthcare providers cover such important topics. These include basic methods of cardiopulmonary resuscitation for adults, children, and infants, human physiology, emergency scene assessment, and step-by-step emergency response processes. These valuable skills provide the basic ability to respond quickly when a person suffers sudden cardiac arrest. Keeping your CPR skills fresh and your certification current is the best way to ensure procedures to save lives.</p>
<p><u>Healthcare (IV Therapy)</u> Cost: \$200.00 Date: Mondays, September18,2017-October 9,2017 Time: 5:30-8:30 pm-10 hours Instructor: Christi Blair, RN</p>	<p>This course provides continuing education for IV therapy including legal aspects, review of anatomy and physiology, fluid and electrolyte balance, equipment and procedures in IV therapy, complications, prevention, and nursing interventions, and medications.</p>

<p><u>Session 1: Workplace Digital Literacy-2.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: August 14 – October 4,2017 25 hours Time: Mon. &Tues. 3:30 – 5:00 pm (Wed. Sept. 6, for Labor Day) Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Basic Digital Literacy: basic computer skills, Windows for Beginners, World Wide Web for Beginners • Keyboarding Online: basic keyboarding skills using the alphabetic touch system • Microsoft Word Basics: simple business documents—memorandums, letters
<p><u>Session 2: Workplace Digital Literacy-2.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: October 9 – December 6,2017 25 hours Time: Mon. &Tues. 3:30 – 5:00 pm (Tues., Oct 17, for Mon, Fall Break) Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Basic Digital Literacy: basic computer skills, Windows for Beginners, World Wide Web for Beginners • Keyboarding Online: basic keyboarding skills using the alphabetic touch system • Microsoft Word Basics: simple business documents—memorandums, letters
<p><u>Session 3: ADVANCED- Workplace Digital Literacy-1.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: October 9 – December 6,2017 25 hours Time: Mondays 5:30 – 6:00 pm (Tues., Oct 17, for Mon, Fall Break) Outside assignments to receive 15 course hours Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Enhanced Digital Literacy: Computer skills, Word, Email, World Wide Web, Windows • Keyboarding Online: emphasis on speed, skill drills, proofreading • Microsoft Word Essentials: more business documents for the office
<p><u>Computer for the Beginners</u> Cost: FREE Dates: Thursdays, September 7-October 12,2017 Time: 1:00pm-2:30pm-9 hours Instructor: Sandra Howard</p>	<p>During this workshop participants will learn about hardware and software, files and folders, Window components such as media player, flash drives, different ports and cleaning up the system. Beginning with a short introduction of the history of computers, trainees will follow with learning about computers, and conclude with things to consider before e-mailing.</p>

