



**HOLMES COMMUNITY COLLEGE**  
WORKFORCE DEVELOPMENT

Spring 2017  
Attala Center

**Register:**

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**Attala Center**

**Introduction to Blue Print**

Cost: \$75.00

Date: Thursdays, March 23, 2017-May25,2017

Time: 6:00-9:00pm- 30 hours

Instructor: Michael McCoy

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.

**Gas Tungsten Arc Welding (TIG Welding)**

Cost: \$150.00

Date: Thursdays, April 6-June 8, 2017

Time: 6:00pm-9:00pm-30 hours

Instructor: Tim Townsend

This instructional program prepares individuals to apply technical knowledge and to unite or separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas tungsten arc welders.

**Healthcare (IV Therapy)**

Cost: \$275.00

Date: Thursdays, February 16, 2017

Time: 5:30-8:30 pm-80 hours

Instructor: Christi Blair, RN

This course is designed to prepare qualified Licensed Practical Nurses to perform the expected role of IV therapy as outlined in the MS Nursing Practice Law, Rules and Regulations. The course consist of 40 theory hours and 40 clinical hours.

<p><b><u>Manufacturing Certification Training</u></b>  Cost: 75.00 certification fee  Dates: February 13<sup>th</sup> – April 6, 2017  Time: 5:30-9:30pm  Instructors: TBA</p>	<p>Manufacturing Skills Basic Certification is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. You are eligible to take advanced courses after completion of this program. Students will learn the basic skills necessary to be successful in holding a position in the high-performance manufacturing industry. The following courses will be covered during this 128-hour training program:</p> <ul style="list-style-type: none"> <li>• Intro to Employees Success</li> <li>• Basic Computer/Employability</li> <li>• CPR/First Aid</li> <li>• Intro to Power Tools</li> <li>• Blue Print Reading</li> <li>• Precision Measurement</li> <li>• Interview Skills</li> <li>• High Performance</li> <li>• Manufacturing</li> <li>• OSHA 10-hr Safety Certification</li> </ul> <p><b>Pre-requisite:</b> A minimum score of a (Silver Certificate) on the approved sections of the WorkKeys test is required. (Reading for Information, Locating Information, Applied Math). The CRC is given at Holmes Community College so call the number below to schedule a test. In addition, participant must complete Career Ready 101 and pass the Job P.A.S.S. Assessment test.</p> <p><b>Attendance:</b> All absences must be cleared by the instructor before the class that will be missed. A certificate will not be issued unless all modules are completed with satisfactory attendance, as determined by the instructor for each module.</p> <p><b>Course Credit:</b> Upon successful completion of the course, one will receive a Manufacturing Skills Basic Certification certificate. Evaluation of the students is based on, but not limited to, homework assignments, in-class work and participation, instructor provided tests, and online material (if applicable). <b><u>You must maintain an average of 80% on each of the course tests: OSHA Safety, Blue Print Reading, Precision Measurement, and one test for the 5 areas of High-Performance Manufacturing.</u></b></p>
<p><b><u>Health Care Provider's CPR</u></b>  Cost: \$25.00  Date: February 16, 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><b><u>Computer for the Beginners</u></b>  Cost: FREE  Dates: Thursdays, February 23-April 20, 2017</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</p>

Time: 1:00pm-2:30pm-12 hours  
Instructor: Sandra Howard

computers, trainees will follow with learning about computers, and conclude with things to consider before e-mailing.



**Skills Enhancement Classes  
Spring 2017  
ATTALA EDUCATIONAL CENTER**

**Modular Computer Training:** Pick and choose or take them all. **4.0 CEU's** awarded for taking all of the modules:

- **Module 1: PowerPoint Basics Using Office 2016—five sessions**  
Monday nights (First meeting--Tuesday, Jan 17, M-23, M-30, M-Feb 6, M-13) (5:30–7:30pm) **1.25 CEU's--\$25\***--Topics: Creating and Editing a Presentation with Pictures. (Participants should be familiar with Windows 7)  
  
Teresa Trussell, Instructor.
- **Module 2: PowerPoint Essentials Using Office 2016—five sessions:**  
Monday nights (Feb 20, 27, Mar 6, 20, 27) (5:30-7:30pm)  
  
**1.25 CEU's--\$25\***--Topics: Enhancing a Presentation with Pictures, Shapes, and WordArt. (Participants should be familiar with Windows 7 and PowerPoint or have been enrolled in the previous session.)  
  
—Teresa Trussell, Instructor.
- **Module 3: PowerPoint Expanded Using Office 2016—five sessions:**  
Monday nights (Apr 3, 10, 17, 24, T-25) (5:30-7:30pm)  
  
**1.5 CEU's--\$25\***--Topics: Revising a Presentation, Adding Media and Animation. (Participants should be familiar with Windows 7 and PowerPoint or have been enrolled in the previous sessions.)—Teresa Trussell, Instructor

