



Register:
 Contact: Rachel Deer
 Email: rdeer@holmescc.edu
 Web: www.holmescc.edu/workforce

Spring 2016

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

<u><i>Supervisory/Management Training/Professional Development</i></u>	
<p><u><i>Effective Communications</i></u> Cost: \$75 Meeting Day and Time: Wednesdays, 8:30AM-12:30PM Date: February 24, 2016; April 20, 2016; June 15, 2016 Instructor: Michael J. Harbaugh</p>	<p>Why is it that, when people in organizations are surveyed, poor or non-existent communication ranks as the top problem? The purpose for any type of communication is to prompt some form of behavioral response or action. It is the exchange of ideas between two people.</p> <p>Effective communication involves total understanding, not just telling someone something.</p> <p>Studies show that organizations under-communicate by a factor of ten during routine day-to-day operation... and when change happens that factor grows exponentially. This means that on any given day leadership, managers, and employees suffer in terms of morale and productivity... and the organization loses time, resources, and opportunities. This workshop will provide participants with a solid understanding of the key principles of effective communication and written specific goals to apply the learning in everyday situations.</p> <p>Content: Principles of communication, emotions within communication, active listening</p>
<p><u><i>Effective Presentation Skills</i></u> Cost: \$75 Meeting Day and Time: Wednesdays, 8:30AM-4:30PM Date: February 10, 2016; April 6, 2016; June 1, 2016 Instructor: Michael J. Harbaugh</p>	<p>Whether you are a new team leader addressing your team, a facilitator guiding a problem solving team, a training instructor, or a seasoned salesperson, effective presentations can be a powerful tool to help you achieve desired results. This interactive workshop will help participants discover best-in-class presentation concepts and ideas to improve the effectiveness of their communications in front of groups, and then practice those concepts through live presentations and real-time peer and video-based feedback.</p> <p>Content: Power of preparation, getting and keeping attention, making it memorable</p>

<p><u>Time Management For Professionals</u> Cost: \$75 Meeting Days and Times: Monday or Tuesday or Thursday, 8:30AM-12:30PM Dates: February 22, 2016; April 5, 2016; June 2, 2016 Instructor: Michael J. Harbaugh</p>	<p>The great dividing line between success and failure can be summed up in five words: “I did not have time.” A professional’s most precious commodity is time. Whether they manage time, or time manages them... whether they stay ahead of things, or fall farther and farther behind... in a large degree depends on how they invest the available seconds, minutes, and hours of their workday. Workshop participants will self-discover their time management skills and gaps, understand the best practices of time management, and develop time strategies that will help them get more done in less time with less stress on themselves and others.</p>
<p><u>Beyond Customer Service-Creating Customer Loyalty</u> Cost: \$75 Meeting Day and Time: Tuesday or Thursday, 8:30AM-12:30PM Dates: March 22, 2016; May 19, 2016 Instructor: Michael J. Harbaugh</p>	<p>Customer Service and Customer Satisfaction have become commodities. Everyone says they provide them and people no longer see them as a reason to do business with an organization. It’s time to go beyond customer service..., Customer Loyalty is the new frontier.</p> <p>To be competitive in today’s ever-changing economy, organizations need to produce a distinctive personal and emotional experience for each of their customers. Customers recognize and can accept that every organization is not perfect, mistakes will be made, and conflict can arise. Participants will leave with the knowledge of how to turn these obstacles into opportunities to delight the customer.</p> <p>Participants will learn the key elements of what it takes to create loyal customers by exceeding their expectations. They will also understand the skills and attitudes necessary to help them personally and professionally connect with customers.</p> <p>Content: What customer service really means, customer loyalty as a strategic advantage, what customers really want, how customers evaluate service, creating emotional ties, handling customer complaints, measuring customer loyalty</p>
<p><u>What Is Successful Team Leadership?</u> Cost: \$75 Meeting Day and Time: Monday, 8:30AM-12:30PM Date: February 8, 2016 Instructor: Michael J. Harbaugh</p>	<p>Today’s Team Leader is perhaps even more critical to the success of the organization than ever before. Participants in Workshop 1 will gain an understanding of the best practices for what is required to be successful as a team leader. In Role and Function, participants will understand the five elements in the continuous cycle of team leadership. In Meeting Today’s Leadership Challenges, participants will self-assess against criteria required for success in leading others in today’s complex work environment and develop an action plan to address development gaps. Your Ability To Lead provides participants with key concepts necessary to achieve desired results with and through others, and will help them internalize what is necessary for them to become the person that the position demands.</p>

	Content: Role and function of a leader, leadership challenges, your ability to lead
<p><u>Preparing Yourself For Success as a Team Leader</u> Cost: \$75 Meeting Day and Time: Monday, 8:30AM-12:30PM Date: March 21, 2016 Instructor: Michael J. Harbaugh</p>	<p>Why do so many team leaders live daily with frustration, failure, and want? Primarily because they haven't been properly prepared to be successful in the role of team leader. Upon completion of Workshop 2 participants will have acquired knowledge in three important areas. Balance focuses on leveraging the natural goal-seeking nature of participants to drive the emotional and intellectual changes necessary to be successful in their role as a team leader. Authority and Power will provide participants with an understanding of how to grow and use their personal power judiciously. Participants will also analyze the three categories of formal leadership, make decisions on what type of leader they want to become within this framework, and develop specific goals and action steps necessary to achieve that objective.</p> <p>Content: Balance-the secret to success, authority, power & responsibility, what type of leader do you want to be?</p>
<p><u>Want to Lead Others? First Lead Yourself!</u> Cost: \$75 Meeting Day and Time: Monday, 8:30AM-12:30PM Date: April 4, 2016 Instructor: Michael J. Harbaugh</p>	<p>Fortunately, most team leaders already possess most of what they need to keep from being limited in their personal and professional growth. Workshop 3 leverages this truth by adding three more critical competencies to the leader's toolbox. Participants will learn how to evaluate their three 'selves' and understand the role and power of early conditioning on their attitudes and behaviors. Two team leaders can see the same situation differently, one sees the glass half empty, another the glass half full. Participants will learn the value of consistent optimism and the tools that will guarantee their ongoing success. The Ladder of Success details the four 'rungs' that must be scaled in order to become successful as a Team Leader. Each rung requires specific emotional and intellectual transitions that move the individual towards success in their formal leadership role.</p> <p>Content: Importance of understanding you, focusing on the positive, ladder of success</p>
<p><u>Goal Setting For Success</u> Cost: \$75 Meeting Day and Time: Monday, 8:30AM-12:30PM Date: April 18, 2016 Instructor: Michael J. Harbaugh</p>	<p>Ironically, most people spend more time and energy planning a one-week vacation than to planning the other 51 weeks of the year. Workshop 4 will provide leadership knowledge in three key areas necessary to achieve more goals more often. Participants will learn the time-tested WHYSMART process for setting goals that will substantially improve their ability to get results faster, easier, and cheaper than if they continue to do things the same way they have always done them. They will also discover the four types of goals and an easy to remember set of criteria to test their goals against in order to determine the likelihood of achievement. Developing Your GPS provides critical tools and a consistent framework for the decision making and problem solving that is necessary to achieve any personal, professional, and organizational goal.</p> <p>Content: Sustainable goal setting, criteria for effective goal setting, developing your GPS</p>

<p><u>Turning Solutions Into Action</u> Cost: \$75 Meeting Day and Time: Tuesday, 8:30AM-12:30PM Date: May 3, 2016 Instructor: Michael J. Harbaugh</p>	<p>Knowledge is not power, applied knowledge is power. This workshop will provide leadership knowledge in three areas, focusing on the key best practices necessary to turn ideas into goals, goals into action steps, and action steps into desired results. Most people deal with the issue of procrastination at one level or another. For those who are new to leadership this can be one of the most devastating effects of their fear and frustration. Workshop 5 participants will learn the causes and most effective tools for overcoming the habit of procrastination, and for developing the courage necessary to overcome obstacles.</p> <p>Content: Importance of action steps, dealing effectively with procrastination, developing courage</p>
<p><u>Leveraging The Power Of Organizational Goals</u> Cost: \$75 Meeting Day and Time: Tuesday, 8:30AM-12:30PM Date: May 17, 2016 Instructor: Michael J. Harbaugh</p>	<p>Organizational goals provide the purpose and the direction for the organization. As they are carried through every department, business unit, or division, they provide the cornerstone to the organizational structure. They give people something they can sink their teeth into, provide guidelines for achievement and recognition, and promote pride in the organization. In Workshop 6 participants will learn what organizational goals are, why they are important, and how they can harness their power to achieve exceptional performance in their area of responsibility. They will leave with an understanding of the three most important categories of organizational goals and have developed their own individual goals for each.</p> <p>Content: What are organizational goals, developing organizational goals, criteria for meaningful and measurable organizational goals</p>
<p><u>Motivation And Confidence</u> Cost: \$75 Meeting Day and Time: Tuesday, 8:30AM-12:30PM Date: May 31, 2016 Instructor: Michael J. Harbaugh</p>	<p>Motivation is defined as a circumstance or set of circumstances that prompts an individual to act in a certain way, or it is the reason explaining an individual's thoughts, feelings, actions, or behaviors. Participants will learn how to identify what motivates themselves and their team members individually, and as a group. They will leave Workshop 8 with a clear understanding of the most effective strategies for creating a motivational environment for their team. Workshop 8 will develop participant's confidence to actualize what they have learned through specific goals and action steps to make positive changes in the way they interact with their team members, peers, and manager.</p> <p>Content: What motivates people, power of attitude motivation, building confidence</p>
<p><u>Keys to Building A Successful Team</u> Cost: \$75</p>	<p>Everyone in an organization plays an important role in its overall performance. It is no longer enough to be good, you must be exceptional. It is no longer enough to have satisfied customers, you must seek to develop loyal and delighted customers. It is no</p>

<p>Meeting Day and Time: Tuesday, 8:30AM-12:30PM Date: June 14, 2016 Instructor: Michael J. Harbaugh</p>	<p>longer enough to maintain... you must be aggressive, responsive, and quick. The role of an effective team leader is to build the best, strongest, and most productive team possible. Workshop 9 participants will discover the key requirements for analyzing and creating a skilled team with a high level of trust. They will learn principles for effective delegation and the power of using delegation as a way to develop their people individually and as a team. Lastly, participants will leave with a set of guiding principles for creating a positive professional relationship with the manager to whom they report.</p> <p>Content: Team competency and trust, principles of effective delegation, you and your boss</p>
<p><u>Effective Employee Evaluation And Discipline</u> Cost: \$75 Meeting Day and Time: Tuesday, 8:30AM-12:30PM Date: June 28, 2016 Instructor: Michael J. Harbaugh</p>	<p>When properly done, employee evaluations can help a team leader motivate team members to higher levels of performance. When performance is measured, performance tends to increase. When performance is measured and the results are shared with the individual, or the individual is involved in the measurement, the performance evaluation process results increase dramatically.</p> <p>Participants will leave Workshop 11 with a knowledge of the best practices for setting and utilizing performance measurement standards, and getting the most positive results possible from performance evaluations and disciplinary actions.</p> <p>Content: Conducting the evaluation, measuring performance, discipline that gets results</p>

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

<p><u>Access 2010: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Thursday NIGHTS, 5:30PM-8:30PM Dates: February 16 & 18, 2016 Instructor: Mary Katherine Shipp <u>*must attend both sessions</u></p>	<p>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 <i>data management</i>. 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,</p>
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	<p>constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.</p>
<p><u>Access 2010: Intermediate</u> Cost: \$50.00 Meeting Days and Time: Tuesday and Thursday NIGHTS, 5:30PM-8:30PM Dates: May 24 & 26, 2016 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 2010 will result in a robust, functional database for your users.</p>
<p><u>Excel 2010: Basics</u> Cost: \$50.00 Meeting Days and Time: Tuesdays & Wednesdays, 8AM-12PM Dates: February 2 & 3, 2016; March 15 & 16, 2016; April 5 & 6, 2016; May 10 & 11, 2016 Instructor: Jayne Hust <i>must attend both sessions</i></p> <p>NIGHT: Meeting Days and Time: Tuesdays & Thursdays, 5:30PM-8:30PM Dates: February 1 & 3, 2016; May 17 & 19, 2016 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 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: Tuesdays and Wednesdays, 8AM-12PM Dates: February 9 & 10, 2016; March 22 & 23, 2016; April 12 & 13, 2016; May 17 & 18, 2016 Instructor: Jayne Hust</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><u>must attend both sessions</u></p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursdays, 5:30PM-8:30PM Dates: March 22 & 24, 2016 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></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: Varies, 8AM-12PM Dates: February 16 & 17, 2016; March 29 & 30, 2016; April 19 & 20, 2016; May 24 & 25, 2016 Instructor: Jayne Hust <u>must attend both sessions</u></p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursdays, 5:30PM-8:30PM Dates: April 26 & 28, 2016 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 and share Excel data with other applications such as the web.</p>
<p><u>Excel 2013: Basic</u> Cost: \$50.00 Meeting Days and Time: Varies, 8:30AM-12:30PM Dates: February 10 & 12, 2016; April 6 & 7, 2016 Instructor: Chaka Turner</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 setting up a worksheet and modifying it, then adding formulas, functions and formatting.</p>

<p><u>Excel 2013: Intermediate</u> Cost: \$50.00 Meeting Days and Time: Varies, 8:30AM-12:30PM Dates: February 16 & 18, 2016; April 13 & 14, 2016 Instructor: Chaka Turner</p>	<p>Expand your knowledge of Excel! In Excel Basic, you created, edited, formatted, and printed basic spreadsheets. You will now learn to work with charting, formatting, multiple workbooks, graphics and data management and use more of Excel's built-in functions to perform complex calculations</p>
<p><u>Excel 2013: Advanced</u> Cost: \$50.00 Meeting Days and Time: Varies, 8:30AM-12:30PM Dates: February 23 & 25, 2016; April 19 & 20, 2016 Instructor: Chaka Turner</p>	<p>This course enables participants to use advanced Excel 2010 functionality to: export and import data; do advanced data management; use analytical tools including Goal Seeker, Solver, and the Analysis ToolPak; use statistical functions, financial and data functions, and lookups and data tables.</p>
<p><u>PowerPoint 2010: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday, 8:30AM-12:30PM Date: March 1 & 3, 2016 Instructor: Chaka Turner</p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursday, 5:30PM-8:30PM Dates: February 9 & 11, 2016; May 3 & 5, 2016 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></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 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 2010: Intermediate / Advanced</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday, 8:30AM-12:30PM</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</p>

<p>Date: March 15 & 16, 2016 Instructor: Chaka Turner</p> <p>Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday NIGHT, 5:30PM-8:30PM Dates: March 15 & 16, 2016 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	<p>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.</p> <p>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 2010: Basic</u></p> <p>Meeting Days and Time: Tuesday & Thursday NIGHT, 5:30PM-8:30PM Dates: April 12 & 14, 2016 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 2010: Intermediate</u></p> <p>Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday NIGHT, 5:30PM-8:30PM Dates: April 19 & 21, 2016 Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	<p>After completing Word 2010: 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 2010: Advanced</u></p> <p>Cost: \$50.00 Meeting Days and Time: Tuesday & Thursday NIGHT, 5:30PM-8:30PM</p>	<p>In Word 2010: 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</p>

<p>Dates: May 10 & 12, 2016 Instructor: Mary Katherine Shipp <u>must attend both sessions</u></p>	<p>accomplish these tasks. However, Word 2010 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 2010 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>
<p><u>Word 2013: Basic</u> Cost: \$50.00 Meeting Days and Time: Wednesday & Thursday, 8:30AM-12:30PM Dates: March 30 & 31, 2016 Instructor: Chaka Turner</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 Meeting Days and Time: Wednesday & Thursday, 8:30AM-12:30PM Dates: May 4 & 5, 2016 Instructor: Chaka Turner</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. 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: Wednesday & Thursday, 8:30AM-12:30PM Dates: May 10 & 12, 2016 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 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:</p>

	<p>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>
<p><u>Computer for the Beginner</u> Cost: FREE Meeting Days and Time: Wednesdays & Thursdays, 8:30AM-12:30PM Dates: January 20, 21, 27, & 28, 2016 Instructor: Chaka Turner</p>	<p>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 (Windows 7). 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.</p>
<p><u>Community Enrichment & Personal Development</u></p>	
<p><u>Conversational Spanish</u> Cost: \$50 Meeting Days and Time: Wednesday NIGHTS, 6PM-8PM Dates: January 27-May 11, 2016 Instructor: Victor Paz <u>must attend all sessions</u></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. <i>Cost includes materials.</i></p>
<p><u>English as a Second Language (ESL)</u> Cost: \$50 Meeting Days and Time: Tuesday NIGHTS, 6PM-8PM Dates: January 26-May 10, 2016 Instructor: Victor Paz <u>must attend all sessions</u></p>	<p>ESL classes provide students with the opportunity to increase their use and understanding of everyday American English. All levels are conversational and include speaking, grammar, listening comprehension, and vocabulary development. <i>Cost includes materials.</i></p>

Project Management Institute

Register through Jim Shelton at vpeducation@pmicmsn.org

PMICMS PMP Exam Prep Boot Camp

Cost: \$1,000 for PMICMS members;
\$1,250.00 non-members
Meeting Days and Time: TBA
Dates: TBA
Facilitator: TBD

During this four day intensive class, the following modules will be covered: Foundational Concepts, Process Framework, Integration Management, Scope Management, Time Management, Project Network Diagrams, Cost Management, Earned Value, Quality Management, Human Resources Management, Procurement Management and Stakeholder Management.

Spring classes To Be Announced at a later date

SHRM/HR

Essentials of Human Resource Management (16 hours)

Cost: \$325.00
Meeting Days and Time: Monday & Tuesday, 8:30A-4:30P
Dates: February 15 & 16, 2016 *meets both days
Facilitator: Sara Jane Hope

SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. More details:

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

SHRM Learning Essentials (48 hours)

Cost: \$925 SHRM/CAHRA members;
\$975 non-members
Meeting Days and Time: Thursday NIGHTS, 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 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

Dates: January 21-May 12, 2016 *meets each Thursday night, except March 8, plan to attend all sessions

Facilitator: Sara Jane Hope

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.

ESRI Authorized Courses

Offered by the MSU Geosystems Research Institute

<http://www.gri.msstate.edu/geoproject>

Free for MS local and state government agency employees IHL and CC/JC employees and students not eligible

Introduction to GIS using ArcGIS for

Desktop

Cost: \$25; local & state gov't at no cost

Meeting Days and Time: Wednesday &

Thursday; 8:30A-4:30P

Dates: TBA

Facilitator: Gunnar Olson

Space is limited

This course is intended for individuals who have no experience with Geographic Information Systems (GIS), and offers a basic introduction to GIS using ESRI's ArcGIS for Desktop software.

Who Should Attend

Individuals who are interested in learning about Geographic Information Systems (GIS) and ESRI's ArcGIS for Desktop software.

Goals

Course participants will learn and explore the following:

- What GIS is and how is it used.
- Exploring GIS data in ArcGIS for Desktop (ArcMap/ArcCatalog)
- GIS data formats
- Map projections and coordinate systems.
- Symbolizing and Labeling Features in a map.
- Working with attribute tables
- Editing and creating data
- Using geoprocessing tools to process data
- Designing a map layout.
- Analyzing GIS data