



## HOLMES COMMUNITY COLLEGE

Skills Enhancement Classes  
Attala Educational Center-----Kosciusko

### *Spring 2009*

#### **Modular Computer Training -Teresa Trussell, Instructor**

- **Module 1: Keyboarding Skills: meets six sessions:**  
Wednesday nights (Feb. 4, 11, 18, 25, Mar. 4, 11) 6:00—8:30pm;  
15 hours or 1.5 CEU's..... A basic introduction to computer and keyboarding skills;  
or use it as a “brush-up” on keyboarding skills and straighten out some of those  
bad habits. *\$75.00*
  
- **Module 2: Introduction to Word 2007: meets four sessions:**  
Wednesday nights (Mar. 25, Apr. 1, 8, 15) 6:00—8:30pm; 10 hours or 1.0 CEU's  
Learn to create different types of documents in a word processing format using  
Word 2007. *\$50.00*

#### **Module 3: Spreadsheets with Excel 2007: meets five sessions:**

Wednesday nights (Apr. 22, 29, May 6, May 13, and Thurs., May 14) 6:00—9:00pm;  
15 hours or 1.5 CEU's...Learn to create and use spreadsheets, add embedded  
column and pie charts, enter formulas. *\$75.00*

- **Choose one module or take them all.**
- **4.0 CEU's awarded for completing Modules 1, 2, and 3.**
- **Add \$25 for the cost of CEU's whether taking one module or all.**

*For more information contact Angie Burrell at 662-290-0808, X 1  
or email Teresa Trussell at [ttrussell@holmescc.edu](mailto:ttrussell@holmescc.edu).*