



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

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Fall 2016

Attala Center

Attala Center

Customer Service Training

Cost: \$25.00

Date: October 12, 2016

Time: 8:30a-12:30pm - 4 hours

Instructor: Chaka Turner

Learn how to deliver exceptional customer service skills. This four hour course addresses core skills all employees should have for company and career success.

After completing this course, participants will understand:

The Importance of good customer service regarding business impact:

- Business etiquette
- Active listening
- Problem solving
- Handling irate situations

GMAW 30 Hours- Workforce

Cost: \$125.00

Date: Thursdays, September 8-November 10, 2016 (10 weeks)

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

Instructor: Tim Townsend

GMAW, commonly known as MIG welding, is an extremely versatile process for joining metal. For those looking for a comprehensive training program in MIG welding, this class features a combination of lecture and hands-on practice. Our facility has welding stations with MIG welding machines and a well-ventilated workspace for project layout and class collaboration. This class is designed for beginners and those who want to take their skills to the next level. Upon completion, students will be familiar with safety, equipment, equipment set up and proper welding techniques.

GMAW 48 Hours- Workforce

Cost: \$145.00

Dates: Monday-Thursdays, September 12-22, 2016 (2 weeks)

Time: 9:00am-3:00pm-48 hours

Instructor: Tim Townsend

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

<p><u>CPR/First Aid</u> Cost: \$25 Date: September 15, 2016 Time: 8:30am-12:30pm - 3 hours Instructor: Genette Pierce, RN</p>	<p>Heartsaver First Aid and Heartsaver AED – Designed for industry, schools, businesses, and the general public who would like awareness of the skill and knowledge necessary to perform CPR, with the use of an automatic external defibrillator, and have the knowledge necessary to perform basic first aid.</p>
<p><u>Introduction to Plumbing Trades-Prerequisites</u> <u>NCCER Core Curriculum</u> Cost: FREE Date: Monday- Friday, September 19-30, 2016 Time: 8:00am-4:00pm-80 hours Instructor: Jonathon Byrd</p>	<p>The Introduction to Plumbing Trades is a 16 week 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. NCCER's Core Curriculum is a prerequisite to all of its Level 1 curricula and covers topics such as safety, introductions to hand and power tools, employability skills and more. Trainees who complete the curriculum have the basic skills needed to continue training in any craft area he or she chooses.</p>
<p><u>Professional Truck Driver Training</u> Cost: \$1,500.00 Date: September 26-November 18, 2016 – 8 weeks Time: 8:00am-4:00pm-80 hours Instructor: TBA</p>	<p>The Holmes Community College Attala Center in Kosciusko is offering the Professional Truck Driving Training Program beginning Sept. 12. The Professional Truck Driving Training is a six-week program that prepares students to enter the commercial truck driving industry. The program includes classroom, controlled driving environment, and road driving to provide instruction in operating diesel powered vehicles, DOT rules and regulations, shifting techniques, pre and post trip inspections, loading and unloading cargo, and keeping necessary records.</p>



HOLMES COMMUNITY COLLEGE
Skills Enhancement Classes
Fall 2016
Attala Educational Center—Kosciusko

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

- **Module 1: Windows 7 Basics and Excel 13 Basics—five sessions**
Monday nights (Aug. 22, 29, Sept 12, 19, 26) (5:30—7:30pm) **1.25 CEU's--\$25*--**
Topics: Windows 7 Basics—creating folders, navigating files, saving files to external storage medium; Excel Basics—creating worksheets and embedded charts—
Teresa Trussell, Instructor.
- **Module 2: Excel 13 Essentials—five sessions:**
Monday nights (Oct 3, 10, 17, 24, 31) (5:30-7:30pm)
1.25 CEU's--\$25*--Topics: Formulas, Functions, Formatting, Large Worksheets, Charting, and What-if Analysis. (Participants should be familiar with Windows 7 and Excel or have been enrolled in the previous session.)
—Teresa Trussell, Instructor.
- **Module 3: Excel 13 Expanded—five sessions:**
Monday nights (Nov 7, 14, 28, Dec 5, and Tues, Dec 6) (5:30-7:30pm)
1.5 CEU's--\$25*--Topics: Working with Multiple Worksheets, Workbooks, Financial Functions, Data Tables, and Amortization Schedules. (Participants should be familiar with Windows 7 and Excel or have been enrolled in the previous sessions.) —Teresa Trussell, Instructor