



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

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Fall 2016

Goodman Campus

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<p><u>Microsoft Word Intermediate</u> Cost: \$35.00 Date: Wednesdays, September 28-October 26, 2016 Time: 6:00pm-8:00pm - 10 hours Instructor: James Thompson</p>	<p>After completing Word 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><u>Microsoft Excel Basic</u> Cost: \$35 Date: Thursdays, September 29-October 27, 2016 Time: 6:00pm-8:00pm - 10 hours Instructor: James Thompson</p>	<p>You will create and edit basic Microsoft Office Excel 2010/2013 worksheets and workbooks. This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010/2013 worksheets.</p>
<p><u>GMAW 30 hours- Workforce</u> Cost: \$125.00 Dates: Tuesdays/Thursdays, September 13-October 13, 2016 Time: 6:00pm-9:00pm-30 hours Instructor: Ben Lewis</p>	<p>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</p>

	to the next level. Upon completion, students will be familiar with safety, equipment, equipment set up and proper welding techniques.
<p><u>Certified Nursing Assistant</u> Cost: \$400.00- tuition \$105.00 – Occupational Testing Fees <i>*cost does not include books and supplies</i> Dates: Mondays/Wednesdays, beginning August 29,2016 Time: 6:00pm-9:00pm-80 hours Instructor: Sarita Jackson, DNP, MSN</p>	<p>This certificate program provides Nursing Assistant students with knowledge and skills for entry-level positions in a nursing career. The curriculum of this program emphasizes patient safety, infection control, and the role of the certified nurse assistant in a health care team. Students will acquire the necessary level of education, training, skills, and knowledge to qualify for Mississippi Department of Public Health certification exam and to obtain employment as nurse assistants after becoming certified. This program is approved by Mississippi Department of Public Health.</p>
<p><u>Electrical Lineman Program</u> Cost: \$1,500.00 Dates: Monday-Friday, beginning August 1- November 17, 2016 -640 hours Instructor: Clarence McBride/Lamar Dumas</p>	<p>The Electrical Lineman Program consists of 16 weeks, hands on training. Upon completion of this course, the graduates are qualified to make connections of meter loops, transformers, and other equipment on de-energized poles; safely operate bucket trucks, digger derrick trucks, forklifts, check voltage and amperes; and recognize electrical hazards</p>