



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

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Fall 2016

Yazoo

Yazoo County Center

<p><u>Customer Service Training</u> Cost: \$25.00 Date: October 26, 2016 Time: 8:30a-12:30pm - 4 hours Instructor: Chaka Turner</p>	<p>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:</p> <ul style="list-style-type: none">• Business etiquette• Active listening• Problem solving• Handling irate situations
<p><u>CPR/First Aid</u> Cost: \$25 Date: September 13, 2016 Time: 5:00pm-7:30pm - 2.5 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>Computer for the Beginner</u> Cost: FREE Date: Mondays, September 12-October 10, 2016 Time: 6:00pm-8:00pm-10 hours Instructor: TBA</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 computers, trainees will follow with learning about computers, and conclude with things to consider before e-mailing.</p>

<p><u>Microsoft Excel Basic</u> Cost: \$25.00 Date: Thursdays, October 6-November 3, 2016 Time: 6:00pm-8:00pm- 10 hours Instructor: TBA</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>Commercial Driver's License Preparation</u> Cost: FREE Date: Saturdays, November 5 & 12, 2016 Time: 8:00am-3:00pm Instructor: TBA</p>	<p>In this course students will learn what is required to get a commercial driver's license (CDL) permit.</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

***Add \$25 for the cost of CEU's whether taking one module or all modules.**

