



**HOLMES COMMUNITY COLLEGE**  
WORKFORCE DEVELOPMENT

**Register:**  
Contact: Earline Smith  
Email: [esmith@holmescc.edu](mailto:esmith@holmescc.edu)  
Web: [www.holmescc.edu/workforce](http://www.holmescc.edu/workforce)

Spring 2017  
Yazoo County Educational Center

**Yazoo County Center**

<p><b><u>Healthcare CPR</u></b> Cost: \$25.00 Date: February 16, 2017 Time: 5:00pm-4 hours Instructor: Genette Pierce, RN</p>	<p>CPR for healthcare providers cover such important topics. These include basic methods of cardiopulmonary resuscitation for adults, children, and infants, human physiology, emergency scene assessment, and step-by-step emergency response processes. These valuable skills provide the basic ability to respond quickly when a person suffers sudden cardiac arrest. Keeping your CPR skills fresh and your certification current is the best way to ensure procedures to save lives.</p>
<p><b><u>Computer for the Beginner</u></b> Cost: FREE Dates: Mondays, January 30-March 2, 2017 Time: 6:00pm-8:00pm-10 hours Instructor: Kanelia Williams</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><b><u>Microsoft Excel Intermediate</u></b> Cost: \$25.00 Dates: Thursdays, February 2-March 2, 2017 Time: 6:00pm-8:00pm-10 hours Instructor: Romeka Mack</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><b><u>Microsoft Excel Advance</u></b>  Cost: \$25.00  Dates: March 30-May 4, 2017  Time: 6:00-8:00pm-10 hours  Instructor: Romeka Mack</p>	<p>You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.</p>
<p><b><u>Fundamental of Dry Wall</u></b>  Cost: \$75.00  Dates: Monday thru Thursdays, April 14<sup>th</sup>-  March 30,2017 6:00-9:00pm  Instructor: TBA</p>	<p>This 6-week program provides theory and hands-on training relevant to the drywall/interior finishes field including industrial, commercial, and residential applications. In addition, this program will also provide foundational drywall installation skills with an emphasis on general and specific safety training. This program will be delivered through a combination of lecture and hands-on work taking place in on-site.  <i>*Students entering the training must have a high school diploma or GED and score Bronze on the CRC.</i></p>
<p><b><u>Serv-Safe Training</u></b>  Cost: \$150.00  Date: Wednesday, March 8, 2017  Time: 9:00am-5:00pm  Instructor: Shawn Davis</p>	<p>The 8 hour course satisfies the Mississippi Department of Health Requirements: discusses foodborne illnesses, including information on specific foodborne pathogens and biological toxins, such as shellfish poisoning, contamination, and food allergens. Prevention is also covered, with information regarding purchasing and receiving guidelines, food preparation, holding, and serving guidelines, food safety management systems, sanitation guidelines for facilities and equipment, and integrated pest control, as well as food safety regulations and employee training.</p>