



HOLMES COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

Register:

Contact: Earline Smith

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Spring 2018
Attala Center

Attala Center

Serv-Safe Training

Cost: \$150.00

Date: February 22, 2018

Time: 9:00-12:00pm - 8 hours

Instructor: Shawn Davis

This course has been designed using the latest techniques in learning theory, to deliver current food safety information. The course covers critical principles including: personal hygiene, cross contamination, time and temperature, cleaning and sanitizing, and more. An exam is included at the end of the course to help prepare for the proctored ServSafe® Certification exam.

Introduction to Plumbing Trades

Cost: FREE

Date: TBA

Time: 8:00am-3:30pm-220 hours

Instructor: Carl Bibbs

The Introduction to Plumbing Trades is an 8-10 weeks 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.

Health Care Provider's CPR

Cost: \$50.00

Date: February 15, 2018

Time: 8:30-12:30pm

Instructor: Genette Pierce, RN

Description: 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.

Healthcare (IV Therapy)

Cost: \$150.00

Date: TBA

Time: 5:30-8:30 pm-10 hours

Instructor: Christi Blair, RN

This course provides continuing education for IV therapy including legal aspects, review of anatomy and physiology, fluid and electrolyte balance, equipment and procedures in IV therapy, complications, prevention, and nursing interventions, and medications.

<p><u>Session 1: Workplace Digital Literacy-2.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: January 16 – March 27,2018 25 hours Time: Mon. &Tues. 3:30 – 5:00 pm (Wed. open lab 3:30-5:00pm) Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Basic Digital Literacy: basic computer skills, Windows for Beginners, World Wide Web for Beginners • Keyboarding Online: basic keyboarding skills using the alphabetic touch system • Microsoft Word Basics: simple business documents—memorandums, letters
<p><u>Session 2: Workplace Digital Literacy-2.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: October 2 – May 29,2018 25 hours Time: Mon. &Tues. 3:30 – 5:00 pm (Wed. open lab 3:30-5:00pm) Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Basic Digital Literacy: basic computer skills, Windows for Beginners, World Wide Web for Beginners • Keyboarding Online: basic keyboarding skills using the alphabetic touch system • Microsoft Word Basics: simple business documents—memorandums, letters
<p><u>Session 3: ADVANCED- Workplace Digital Literacy-1.5 CEU's</u> Cost: \$25 Course Cost and \$32 Access Code cost (allows access to <i>Keyboarding Online</i> for 1 year) Date: April 2 – May 28,2018 25 hours Time: Mondays 5:30 – 6:00 pm (Tues., Oct 17, for Mon, Fall Break) Outside assignments to receive 15 course hours Instructor: Teresa Trussell</p>	<p>During this workshop participants will learn the following objectives:</p> <ul style="list-style-type: none"> • Enhanced Digital Literacy: Computer skills, Word, Email, World Wide Web, Windows • Keyboarding Online: emphasis on speed, skill drills, proofreading • Microsoft Word Essentials: more business documents for the office
<p><u>Computer for the Beginners</u> Cost: FREE Dates: Thursdays, February 16,2018- March 23,2018 Time: 1:00pm-2:30pm-9 hours Instructor: Sandra Howard</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>

