

Southwest Mississippi Community College Workforce Fall/Winter 2017 Training Schedule

| Food Handlers Safety | | | Page 1 of 11 | | | |
|-----------------------------|--------------------------------|-----------------------------|----------------------|-----------------|------------|-------------|
| <i>Course Title</i> | <i>Sessions</i> | <i>Dates</i> | <i>Time</i> | <i>Location</i> | <i>Fee</i> | <i>CEUs</i> |
| Serv Safe | 1 session 9 hours w/test | July 17 | 8:30 am - 6:30 pm | RWTC Room 151 | \$110 | n/a |
| Serv Safe | 4 hours | August 21 | 4:00 pm - 8:00 pm | RWTC Room 148 | \$110 | n/a |
| | 5 hours (includes test) | August 28 | 4:00 pm - 9:00 pm | RWTC Room 148 | | n/a |
| Serv Safe | 1 session 9 hours w/test | September 25 | 8:30 am - 6:30 pm | RWTC Room 151 | \$110 | n/a |
| Serv Safe | 4 hours | October 16 | 4:00 pm - 8:00 pm | RWTC Room 148 | \$110 | n/a |
| | 5 hours (includes test) | October 23 | 4:00 pm - 9:00 pm | RWTC Room 151 | | n/a |
| Serv Safe | 1 session 9 hours w/test | November 27 | 8:30 am - 6:30 pm | RWTC Room 151 | \$110 | n/a |
| Serv Safe | | No class in December | | | | |

| Outboard Motor Repair | | | | | | |
|--|--------------------------------------|----------------------------|----------------------|---|-------|-----|
| Outboard Motor Repair Course | 10 sessions 30 hours Tues & Th | September 5 - October 5 | 6:00 pm - 9:00 pm | Walthall Co. Career- Tech, Tylertown, MS | \$150 | n/a |
| Outboard Motor Repair Course | 10 sessions 30 hours Tues & Th | October 31 - December 7 | 6:00 pm - 9:00 pm | Walthall Co. Career- Tech, Tylertown, MS | \$150 | n/a |
| Please call Beverly Johnson at 601-276-3836 to register for any of these classes. | | | | | | |

| <u>Law-Enforcement</u> | | | | Page 2 of 11 | | |
|--|--------------------------------|------------------------|--------------------|--|-------|-----|
| Part-Time Law Enforcement Academy | M-T-TH & Sat 313 hours | July 31 -- December 12 | 5:30 pm - 10:00 pm | RWTC Room 152 | \$250 | n/a |
| <u>Enhanced Concealed Carry</u> | | | | | | |
| Enhanced Concealed Carry | 2 sessions 8 hours Thurs & Sat | July 20 | 5:30 pm - 9:30 pm | RWTC Room 148 | \$75 | n/a |
| | | July 22 | 8:00 am - 12:00 pm | McComb PD Firing Range | | |
| Enhanced Concealed Carry | 2 sessions 8 hours Thurs & Sat | August 10 | 5:30 pm - 9:30 pm | RWTC Room 148 | \$75 | n/a |
| | | August 12 | 8:00 am - 12:00 pm | McComb PD Firing Range | | |
| Enhanced Concealed Carry | 2 sessions 8 hours Thurs & Sat | August 24 | 5:30 pm - 9:30 pm | RWTC Room 148 | \$75 | n/a |
| | | August 26 | 8:00 am - 12:00 pm | McComb PD Firing Range | | |
| Enhanced Concealed Carry | 1 session 8 hours Saturday | September 23 | 8:00 am - 5:00 pm | RWTC Room 148 & McComb PD Firing Range | \$75 | n/a |
| Enhanced Concealed Carry | 1 session 8 hours Saturday | October 14 | 8:00 am - 5:00 pm | RWTC Room 148 & McComb PD Firing Range | \$75 | n/a |
| Enhanced Concealed Carry | 2 sessions 8 hours Thurs & Sat | October 26 | 5:30 pm - 9:30 pm | RWTC Room 148 | \$75 | n/a |
| | | October 28 | 8:00 am - 12:00 pm | McComb PD Firing Range | | |

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| <u>Enhanced Concealed Carry</u> | | | | | Page 3 of 11 | |
| Enhanced Concealed Carry | 1 session 8 hours Saturday | November 11 | 8:00 am - 5:00 pm | RWTC Room 148 & McComb PD Firing Range | \$75 | n/a |
| Enhanced Concealed Carry | 1 session 8 hours Saturday | December 9 | 8:00 am - 5:00 pm | RWTC Room 148 & McComb PD Firing Range | \$75 | n/a |

REFUSE TO BE A VICTIM

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|-----------------------|----------------------------------|-------------|----------------------|----------|-----|-----|
| Refuse to Be a Victim | 1 session 4 hours Thursday | August 10 | 1:00 pm - 5:00 pm | RWTC 151 | N/C | n/a |
| Refuse to Be a Victim | 1 session 4 hours Friday | September 8 | 1:00 pm - 5:00 pm | RWTC 151 | N/C | n/a |
| Refuse to Be a Victim | 1 session 4 hours Thursday | November 16 | 5:00 pm - 9:00 pm | RWTC 151 | N/C | n/a |

Civilian Response to Active Shooter Events

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|-------|-----------------------------------|--------------|----------------------|----------|-----|-----|
| CRASE | 1 session 4 hours Thursday | September 7 | 1:00 pm - 5:00 pm | RWTC 148 | N/C | n/a |
| CRASE | 1 session 4 hours Wednesday | September 20 | 5:30 pm - 9:30 pm | RWTC 148 | N/C | n/a |

Please call Beverly Johnson at 601-276-3836 to register for any of these classes.

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|-------|-----------------------------------|-------------|-----------------------|----------|-----|-----|
| CRASE | 1 session 4 hours Wednesday | October 18 | 1:00 pm - 5:00 pm | RWTC 148 | N/C | n/a |
| CRASE | 1 session 4 hours Thursday | November 9 | 5:30 pm - 9:30 pm | RWTC 148 | N/C | n/a |
| CRASE | 1 session 4 hours Wednesday | November 15 | 8:00 am - 12:00 pm | RWTC 148 | N/C | n/a |
| CRASE | 1 session 4 hours Thursday | November 30 | 1:00 pm - 5:00 pm | RWTC 148 | N/C | n/a |

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| <u>ACCOUNTING</u> | | | | | | |
| Quickbooks: Accounting 2015 | 8 sessions 16 hours Thursday | August 10, 17, 24, 31, September 7, 14, 21, 28 | 5:30 pm - 7:30 pm | RWTC Lab 171 | \$100 | 1.6 |
| <u>Income Tax Courses</u> | | | | | | |
| Federal Income Tax for Individuals | 1 session 4 hours Tuesday | August 22 | 8:00 am - 5:00 pm | RWTC Room 151 | n/c | n/a |
| Federal Income Tax for Individuals | 1 session 4 hours Tuesday | September 19 | 8:00 am - 5:00 pm | RWTC Room 151 | n/c | n/a |
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| <u>Income Tax Courses</u> | | | | Page 5 of 11 | | |
|-----------------------------------|----------------------------------|--------------|----------------------|---------------------|-----|-----|
| Federal Income Tax for Businesses | 1 session 8 hours Thursday | August 24 | 5:30 pm - 9:30 pm | RWTC Room 151 | n/c | n/a |
| Federal Income Tax for Businesses | 1 session 8 hours Thursday | September 21 | 5:30 pm - 9:30 pm | RWTC Room 151 | n/c | n/a |

| <u>INDUSTRIAL SAFETY</u> | | | | | | |
|---|--|------------------------------|----------------------|-------------------------|------------|-------------|
| <i>Course Title</i> | <i>Sessions</i> | <i>Dates</i> | <i>Time</i> | <i>Location</i> | <i>Fee</i> | <i>CEUs</i> |
| Fire Extinguisher | 1 session 2 hours Thursday | September 14 | 1:00 pm - 3:00 pm | RWTC Conference Hall | n/c | n/a |
| OSHA 30 (GENERAL INDUSTRY) | 5 sessions 30 hours Mon - Fri | October 2 - 6 | 8:30 am - 5:00 pm | RWTC Room 154 | \$175 | n/a |
| Forklift Operator | 3 sessions 24 hours Mon - Wed | October 23 - October 25 | 8:00 am - 5:00 pm | RWTC Room 146 | \$75 | n/a |
| Fire Extinguisher | 1 session 2 hours Thursday | November 9 | 1:00 pm - 3:00 pm | RWTC Conference Hall | n/c | n/a |
| Forklift Operator | 3 sessions 24 hours Tues -- Thurs | December 12 - December 14 | 8:00 am - 5:00 pm | RWTC Room 146 | \$75 | n/a |
| <i>Please call Beverly Johnson at 601-276-3836 to register for any of these classes.</i> | | | | | | |

BASIC SKILLS

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|---|--|-------------------------------|-----------------------|--------------------------------|------|-----|
| Basic Auto Skills | 3 sessions 3 hours Mon - Wed | September 18 - 20 | 5:00 pm - 8:00 pm | Huddleston Career Technical | n/c | n/a |
| Basic Electrical Skills | 3 sessions 3 hours Tues, Th, Tues | October 17, 19, 24 | 5:00 pm - 8:00 pm | RWTC Room 154 | n/c | n/a |
| Small Engine Repair | 15 sessions 60 hours Mon, Tues, Thurs | July 6 -- August 10 | 4:00 pm - 8:00 pm | Huddleston Career Technical | n/c | n/a |
| Intro to Sewing | 8 sessions 16 hours Monday | September 11 -- October 30 | 6:00 pm -- 8:00 pm | RWTC Room 154 | \$20 | n/a |
| Resume Writing/Interviewing Skills | | | | | | |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | August 14 | 1:00 pm - 3:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | August 14 | 5:00 pm - 7:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | September 11 | 1:00 pm - 3:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | September 11 | 5:00 pm - 7:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | October 16 | 1:00 pm - 3:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/ Interviewing Skills | 1 session 2 hours Monday | October 16 | 5:00 pm - 7:00 pm | RWTC Lab 167 | n/c | n/a |

Please call Beverly Johnson at 601-276-3836 to register for any of these classes.

| Resume Writing/Interviewing Skills | | (cont'd) | | Page 7 of 11 | | |
|------------------------------------|--------------------------------|-------------|----------------------|--------------|-----|-----|
| Resume Writing/Interviewing Skills | 1 session 2 hours Monday | November 13 | 1:00 pm - 3:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/Interviewing Skills | 1 session 2 hours Monday | November 13 | 5:00 pm - 7:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/Interviewing Skills | 1 session 2 hours Monday | December 4 | 1:00 pm - 3:00 pm | RWTC Lab 167 | n/c | n/a |
| Resume Writing/Interviewing Skills | 1 session 2 hours Monday | December 4 | 5:00 pm - 7:00 pm | RWTC Lab 167 | n/c | n/a |

| CEU CLASSES | | | | | | |
|---|-------------------------------------|---|----------------------|-----------------|------------|-------------|
| <u>COMMUNICATION</u> | | | | | | |
| <i>Course Title</i> | <i>Sessions</i> | <i>Dates</i> | <i>Time</i> | <i>Location</i> | <i>Fee</i> | <i>CEUs</i> |
| Conversational French | 6 sessions 12 hours Thursdays | August 31, September 7, 14, 21, 28 October 5 | 5:30 pm - 7:30 pm | RWTC Room 163 | \$20 | 1.2 CEU |
| Communication with Sign Language | 12 sessions 24 hours Tuesdays | September 5, 12, 19, 26, October 3, 17, 24, 31, November 7, 14, 28, December 5 | 5:30 pm - 7:30 pm | RWTC Room 163 | \$40 | 2.4 CEU |
| Conversational Spanish | 6 sessions 12 hours Mondays | September 11, 18, 25, Octobr 2, 16, 23 | 5:30 pm - 7:30 pm | RWTC Room 163 | \$20 | 1.2 CEU |
| <i>Please call Beverly Johnson at 601-276-3836 to register for any of these classes.</i> | | | | | | |

COMPUTER

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|----------------------|-------------------------------------|--|-----------------------|----------------|-----|--------|
| Computer Literacy | 5 sessions 10 hours Wednesday | August 9, 16, 23, 30, September 6 | 1:30 pm - 3:30 pm | McComb Library | n/c | 1 CEU |
| Basic Keyboarding | 5 sessions 10 hours Monday | August 14, 21, 28, September 11, 18 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Intro to Excel | 5 sessions 10 hours Tuesday | August 15, 22, 29, September 5, 12 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Intro to Excel | 5 sessions 10 hours Thursday | August 17, 24, 31, September 7, 14 | 12:30 pm - 2:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Computer Literacy | 5 sessions 10 hours Thursday | August 17, 24, 31, September 7, 14 | 9:30 am - 11:30 am | RWTC Lab 171 | n/c | 1 CEU |
| Intro to Excel | 5 sessions 10 hours Wednesday | September 13, 20, 27, October 4, 11 | 1:30 pm - 3:30 pm | McComb Library | n/c | 1 CEU |
| Intermediate Excel | 5 sessions 10 hours Tuesday | September 19, 26, October 3, 17, 24 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Basic Keyboarding | 5 sessions 10 hours Thursday | September 21, 28, October 5, 12, 19 | 9:30 am - 11:30 am | RWTC Lab 171 | n/c | 1 CEU |
| Microsoft Word | 5 sessions 10 hours Thursday | September 21, 28, October 5, 12, 19 | 12:30 pm - 2:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Computer Literacy | 5 sessions 10 hours Monday | September 25, October 2, 16, 23, 30 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Microsoft PowerPoint | 4 sessions 8 hours Thursday | October 5, 12, 19, 26 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | .8 CEU |

Please call Beverly Johnson at 601-276-3836 to register for any of these classes.

| COMPUTER | | | Page 9 of 11 | | | |
|---------------------------|---------------------------------------|---|-----------------------|----------------|-----|--------|
| Microsoft Word | 5 sessions 10 hours Wednesday | October 18, 25, November 1, 8, 15 | 1:30 pm - 3:30 pm | McComb Library | n/c | 1 CEU |
| Computer Literacy | 5 sessions 10 hours Thursday | October 26, November 2, 9, 16, 30 | 12:30 pm - 2:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Advanced Excel | 5 sessions 10 hours Tuesday | October 31, November 7, 14, 28, December 5 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Microsoft Word | 5 sessions 10 hours Monday | November 6, 13, 27, December 4, 11 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | 1 CEU |
| Social Media | 2 sessions 4 hours Thursday | November 9 & 16 | 5:30 pm - 7:30 pm | RWTC Lab 171 | n/c | n/a |
| Troubleshooting Computers | 2 sessions 5 hours Wed & Thurs. | November 29 & 30 | 5:30 pm - 8:00 pm | RWTC Lab 171 | n/c | .5 CEU |

****\$10 PER CEU CREDIT CLASS****

| MEDICAL | | | | | | |
|--|------------------------------------|-----------------|--------------------|---------------------|-------|-----|
| <u>IV Therapy Refresher</u> | 2 sessions 10 hours Saturday | November 4 & 11 | 8:00am - 2:00pm | RWTC #163 | \$100 | n/a |
| <u>EMS Basic (Night Class)</u> | Tues. & Thurs. 212 hours | Aug 15 - Dec 14 | 6:00pm- 10:00pm | EMT Suite /Room 165 | \$600 | n/a |
| Please call Beverly Johnson at 601-276-3836 to register for any of these classes. | | | | | | |

MEDICAL

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|--|-----------------------------|--------------------------------|----------------------|---------------------|------------|-----|
| <u>EMS Basic (Day Class)</u> | Tues. & Thurs. 212 hours | Aug 15 - Dec 14 | 9:00am-1:00pm | EMT Suite /Room 165 | \$600 | n/a |
| <u>Emergency Medical Refreshers</u> | Sat. & Sun. 38 hours | Oct 28 & 29 Nov 11 & 12 | 9:00am-6:00pm | EMT Suite /Room 165 | \$40/block | n/a |
| <u>Home Health Aide</u> | | | | | | |
| <u>Home Health Aide</u> | Wed. & Fri. 80 hours | September 27 -- November 17 | 8:00 am - 2:00 pm | RWTC 163 | \$200 | n/a |

Basic CPR/First Aid

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|---------------------|----------------------------------|-------------------|-------------------|----------|------|-----|
| Basic CPR/First Aid | 1 session 6 hours Mon - Tues | July 17 - 18 | 5:30 pm-8:30 pm | RWTC 148 | \$50 | n/a |
| Basic CPR/First Aid | 1 session 6 hours Monday | August 21 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |
| Basic CPR/First Aid | 2 sessions 6 hours Mon - Tues | September 18 & 19 | 5:30 pm-8:30 pm | RWTC 148 | \$50 | n/a |
| Basic CPR/First Aid | 1 session 6 hours Monday | October 16 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |
| Basic CPR/First Aid | 2 sessions 6 hours Mon - Tues | November 13 & 14 | 5:30 pm-8:30 pm | RWTC 148 | \$50 | n/a |
| Basic CPR/First Aid | 1 session 6 hours Monday | December 4 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |

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|--|---------------------------------|--------------|----------------------|----------|------|-----|
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | July 18 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | August 22 | 5:00 pm- 10:00 pm | RWTC 148 | \$50 | n/a |
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | September 19 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | October 17 | 5:00 pm- 10:00 pm | RWTC 148 | \$50 | n/a |
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | November 14 | 9:00 am - 4:00 pm | RWTC 148 | \$50 | n/a |
| Basic Life Support for Health Care Providers | 1 session 5 hours Tuesday | December 5 | 5:00 pm- 10:00 pm | RWTC 148 | \$50 | n/a |

Please call Beverly Johnson at 601-276-3836 to register for any of these classes.

RWTC = Regional Workforce Training Center, SMCC Campus, 1146 Horace Holmes Drive, Summit, MS 39666

Payment must be received 10 days prior to course date. Courses require a minimum of 10 participants. This is achieved by a combination of participants from different companies and public participation. Refunds are permitted only if SMCC cancels the class. *\$10 PER CEU CREDIT CLASS*******

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Bill Ashley, Vice President for Student Affairs, Title IX Coordinator and Director of Athletics, 601-276-3717, 1156 College Dr., Summit, MS 39666