

GREAT CLASSES FOR WIREGRASS EMPLOYEES

Upgrade Your Skills!

ESCC's Enterprise Campus hosts special training programs for employees of Wiregrass businesses and industries.

Non-credit Workforce Development Classes:

Work Place First Aid

Train your employees how to react in emergency situations that occur due to accident or sudden illness. CPR will be covered in this class.

Course Code: TBI100
Section: 101
Dates: June 1-15, TT
Time: 5:00-7:00 p.m.
Sessions: Five
Fee: \$103.00
Instructor: TBA
Room: TBA

OSHA

This is a certified 10-hour OSHA general industry course. Completers will be awarded the 10-hour OSHA certification. This is a collaborative course with ATN Eufaula.

Course Code: TBI651
Section: 101
Dates: June 8-9, TW
Time: 8:00-4:00 p.m.
Fee: \$150.00
Instructor: TBA
Room: TBA

OSHA

This is certified National Fire Protection 70E Electrical Training. At the completion of training, employees will understand the purpose of the standard and why it is important. Topics addressed include: basic electrical principals and safety, general electrical hazards, OSHA regulations, LOTO principals, electrically safe work conditions, energized permits and safety program requirements.

Course Code: TBI652
Section: 102
Dates: June 10, Th
Time: 8:00a.m.-4:00 p.m.
Sessions: One
Fee: \$150.00
Instructor: TBA
Room: TBA

Resume Writing and Interviewing

After completing this short course, students will know how to write an effective resume and go through the interview process successfully.

Course Code: TBI232
Section: 101
Dates: July 6-15, TT
Time: 5:30-7:30
Sessions: Four
Fee: \$80.00
Instructor: Adams
Room: WA122

Word 2007

After completing this class, students will be able to navigate Microsoft Word 2007 proficiently.

Course Code: TBI300
Section: 101
Dates: June 1-17, TT
Time: 7:00-8:55 p.m.
Sessions: Six
Fee: \$103.00
Instructor: TBA
Room: WA129

Excel 2007

After completing this class students will be able to navigate Microsoft Excel 2007 proficiently.

Course Code: TBI300
Section: 102
Dates: June 22-July 8, TT
Time: 5:00-7:00 p.m.
Sessions: Six
Fee: \$103.00
Instructor: TBA
Room: WA129

Access 2007

After completing this class students will be able to navigate Microsoft Access 2007 proficiently.

Course Code: TBI300
Section: 103
Dates: July 13-29, TT
Time: 5:00-7:00 p.m.
Sessions: Six
Fee: \$103.00
Instructor: TBA
Room: WA129

Customer Service

This seminar is designed for employees with customer contact. Topics covered include connecting with customers, meeting unspoken customer needs, resolving customer complaints, and building a loyal customer base.

Course Code: TBI221
Section: 101
Dates: August 2-4, MW
Time: 6:00-8:30 p.m.
Sessions: Two
Fee: \$50.00
Instructor: Adams
Room: TBA

Troubleshooting Your

Computer

This course can be taken for credit or non-credit. Learn how to troubleshoot your computer in one weekend.

Course Code: TBI196
Section: 242
Dates: July 16-17, FS
Time: 5:00-10:00 p.m., F
8:00 a.m.-
2:00 p.m., S
Sessions: Two
Fee: \$103.00
Instructor: T. Pirkle
Room: TBA

Internet

This course can be taken for credit or non-credit. Learn to navigate the internet for personal or business purposes.

Course Code: TBI197
Section: 243
Dates: July 9-10, FS
Time: 5:00-10:00 p.m., F
8:00 a.m.-
4:00 p.m., S
Sessions: Two
Instructor: T. Pirkle
Room: TBA

***A great
value for
professional
development!***

**For more information call Carl Holbrook at
(334) 347-2623, ext. 2208 or
e-mail cholbrook@escc.edu.**