



SPECIAL INTEREST CLASSES

SPRING 2024

➤ **Computer Basics and File Management**

Tuesday: February 6, 2024, 5:30-8:30 PM

Last day to register: February 1, 2024

If you are completely new to computers or need a refresher, this course will begin with an introductory lesson in computer concepts that will emphasize basic principles of a personal computer. Participants will also learn how to manage files and navigate the internet, including access and perform tasks in program applications.

Instructor: Shounda Ferguson **Fee:** \$40 **Location:** Room 311, Tom Reed Academic Bldg.

➤ **BLS/CPR**

Tuesdays: February 6, 2024-April 23, 2024, 4:30-7:00 PM

Last day to register: Any time

The goal of the BLS course is training participants to save the lives of victims in cardiac arrest through high-quality CPR. This course will demonstrate basic lifesaving skills, rapidly recognize life-threatening emergencies, give quality chest compressions and ventilations. Basic AED usage will be demonstrated. At the end of the course participants will earn CPR certifications backed by the American Heart Association.

Instructor: Courtney Nichols **Fee:** \$60 **Location:** Room 410, Howard Gardner Bldg.

➤ **Marketing Communications**

Wednesdays: February 7, 21, 28, 2024 5:30-6:30 PM

Last day to register: February 1, 2024

In this class the students will examine tools and techniques of communication used in marketing products, ideas, or services. Students will learn to focus on analyzing, designing selecting, and evaluating marketing communication strategies.

Instructor: Tracy Cusic **Fee:** \$40 **Location:** Library Conference Room

➤ **Microsoft Office (Word, Excel, PowerPoint)**

Tuesday, Wednesday, Thursday: February 20-22, 2024, 5:30-8:30 PM

Last day to register: February 15, 2024

Unlock all the possibilities of Microsoft Office 365, WORD create professional documents and simplify difficult tasks, including flyers, newsletters, forms, and mail mergers. EXCEL-learn basic skills and concepts necessary to create and edit spreadsheets using function tools for managing worksheets and organizing data. POWERPOINT teaches users how to format text on slides, enhance the visual appeal by adding or modifying graphical objects, and adding tables and charts to a presentation to present data in a structured form. Participants should have basic computer skills. Requirements are a notebook, pen or pencil and flash drive.

Instructor: Shounda Ferguson **Fee:** \$135 **Location:** Room 311, Tom Reed Academic Bldg.

Class may be taken as a bundle or taken separately, Individual class Fee: \$55 each.

Microsoft Office Word: Tuesday February 20, 2024

Microsoft Office Excel: Wednesday February 21, 2024,

Microsoft Office PowerPoint: Thursday February 22, 2024

➤ **TAI CHI**

Thursdays: April 4-May 2, 2024, 5:30-7:30 p.m.

Last day to register is March 28, 2024

This course is a combination of relaxing meditation and slow breathing involving upper body movements and slow circular movements and balance. Tai Chi has been known to help improve balance, alleviate pains, improve function and mobility. Other health benefits include increased concentration, stress reduction and learning how to balance the body's energy, regulate blood pressure, mobility, and other fitness needs.

Instructor: Larry Andrews

Fee: \$60

Location: Multi-Purpose Room, Career & Tech.

Bldg.

To register with a credit card please call (601) 446-1204. To pay with cash or check, stop by Copiah-Lincoln Community College; 11 Co-Lin Circle, Natchez MS 39120, Willie Mae Dunn Library located in the Tom Reed Academic Building. Pre-Registration is required and limited space available in some classes. If for some reason you are not satisfied with a class, you may receive a refund. No refunds will be given after the first-class meeting. Registration hours are 7:30 a.m.-3:30 p.m., Monday-Thursday, and 7:30-11:30 a.m. on Fridays. The courses featured in this schedule do not carry credit or lead to academic degrees. If you have any questions, please call (601) 446-1103 or Email: kimberly.grover@colin.edu

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