



HCCSD CAREER and TECHNICAL CENTER Adult Education – Night Classes

Registration

**Tuesday, March 17, 2020
5:30pm - 7:00pm**

Registration Details

The registration fee is a one-time non-refundable payment for **10 weeks of workforce training**; cash or money orders only. Some classes may require students to purchase workbooks and supplies in addition to the registration fee.



Proposed Classes

Each Tuesday and Thursday; 5:30- 8:30pm

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| ◆ Forklift Certification | \$70 |
| ◆ OSHA 10 | \$70 |
| ◆ Facilities Maintenance (carpentry, plumbing, basic electricity) | \$45 |
| ◆ Medical Billing-Coding (CPT) Prerequisite: Medical Terminology | \$30 |
| *Bring proof of Medical Terminology training to registration. | |
| ◆ Medical Terminology | \$25 |
| ◆ Advanced Computer Literacy: Microsoft Office | \$25 |

Registration Location

Holmes County Career and Technical Center

Tuesday, March 17th 5:30-7:00pm

Holmes County Consolidated School District

77 Kickernick Street Lexington, MS 39095 662-834-3052

HOLMES COUNTY CAREER and TECHNICAL CENTER

HCCTC Adult Education Night Classes

2 class meetings each week for 10 weeks

*This training program **does not** yield college credits*

Facilities Maintenance

In this course, students get 3 for 1. This course includes **carpentry**, use of hand/power tools, construction of a woodworking project, hands-on **plumbing** and **basic electricity** training. This course is ideal for the person who wants to train to become a maintenance technician and/or learn to maintain the upkeep of their home.

Medical Billing and Coding (CPT)

Students will learn medical billing and codes used in the health insurance industry, billing and reimbursement processes, code categories and coding guidelines. Employment in this field includes medical clinics, insurance companies, home health agencies and more—many positions include a work from home option. Preference will be given to those adult learners who have completed a **medical terminology study and our Medical Billing and Coding ICD 10 class**.

Medical Terminology

Students will learn common medical industry terms and words by their component parts; define the body structure and its systems, cavities, planes and positions, explain the importance of **medical terminology** in healthcare professions, and more. Must have Medical Terminology before enrolling in our next Medical Billing and Coding class.

Forklift Training

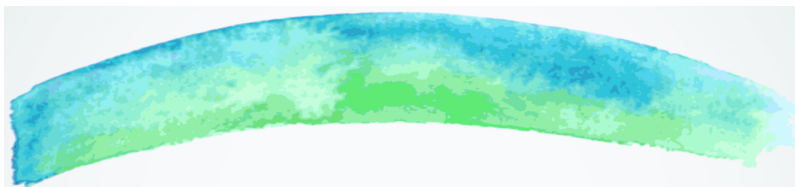
Students will learn to operate a forklift according to industry standards in a manufacturing setting. Upon successful completion, students will receive an industry-recognized certification in Forklift Operations.

OSHA 10

Instructed by a certified OSHA trainer, this course is available to certify and re-certify employees and potential employees in OSHA 10 standards. Upon successful completion, participants will receive the industry recognized OSHA 10 certification.

Advanced Computer Literacy: Microsoft Office

Students will increase proficiency in Microsoft Office Suite applications such as Word, PowerPoint, Outlook, Access and Excel as well as the use of Google Docs. Student must have basic computer literacy skills prior to enrolling.



The Holmes County Career and Technical Center does not discriminate on the basis of race, color, national origin, primary spoken language, religion, age, gender, disabling condition or sex.