

# WORKFORCE DEVELOPMENT

The goal of the Coahoma Community College Workforce Development Center is to provide workforce education to the citizens of Coahoma, Bolivar, Tunica, Quitman and Tallahatchie counties by providing them the skills needed to be more productive and have an improved quality of life and to provide the employers of our area a better trained and educated workforce.

Non-credit workforce education enables the Workforce Development Center to respond to local labor market demands by meeting the workforce needs of current and future employers, as well as the needs of individuals for short-term skills training.

## CUSTOMIZED TRAINING

Customized training is designed to meet the specific needs of business and industry. Workforce coordinators will work with individual businesses and industries to design the best training package to meet the needs of their employees. Services and resources available include:

- Assistance in designing a customized training plan for business/industry
- Training facilities and equipment (can be on-site at business/industry or at the Workforce Development Center)
- State-paid instructors
- Funds for the cost of training
- Pre-employment assessment/screening
- Pre-employment skills training
- On-the-job skill development

### Types of Customized Training:

All training is customized to fit the specific needs of individual business/industry. Available trainings and services include, but are not limited to:

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|---|---|
| • Forklift                                  | • Sexual/ Workplace Harassment            |
| • Safety                                    | • Medical Billing and Coding & Electronic |
| • HazMat                                    | Medical Billing and Coding                |
| • Welding                                   | • Industrial Maintenance                  |
| • Carpentry/Weatherization/Home Repair      | • Computer                                |
| • Supervisory Management                    | • Paralegal                               |
| • CPR & ACLS (Advanced Cardio Life Support) | • Culinary Arts                           |
| • Environmental Services                    | • Pre-employment                          |
| • GED Preparation/Adult Basic Skills        | • Spanish                                 |
| • Customer Service                          | • Train-the-Trainer                       |

Workforce Training Programs are short-term courses geared towards specific workforce skills. Working closely with the Mississippi Employment Commission, the Workforce Development Center assists in job placement, skill development and follow-up. The Career Counseling Center provides information to individuals to assist in making informed educational and career decisions. Available classes and services include, but are not limited to:

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|------------------------|-----------|
| • Computer/Keyboarding | • Welding |
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- Home Repair/Construction
- Medical Billing and Coding
- Pharmacy Technician
- Medical Transcription
- Medical Unit Secretary
- Job Skill/Dexterity Assessment
- Aptitude/Skills Assessment
- Employability Skills Workshops
- Customer Service
- Resume Writing
- Interview Skills

- Career Counseling

## **ADULT BASIC EDUCATION PROGRAMS (ABE)**

The tuition-free program is open to any adult who:

- Is currently not enrolled in school
- Does not have a high school diploma
- Will be 18 years of age or older by July 1<sup>st</sup> of the current school year and do not fall under the compulsory school attendance law.

Adult Basic Education offers for adults the chance to prepare for the General Educational Development (GED) test, college entrance, vocational-technical education, employment, or job promotion.

As a result of Adult Basic Education classes, students can learn to read and write as well as obtain a basic knowledge of:

- Math
- Science
- Social Studies
- Language Arts
- Consumer Education
- Employment Education
- Civic Education
- Citizenship

## GENERAL EDUCATIONAL DEVELOPMENT (GED)

General Educational Development (GED) classes are offered in the high school equivalency exam subject areas of:

- Writing Skills/English
- Social Studies
- Mathematics
- Science
- Literature

Schedules and assignments are specialized to meet the needs of each individual. Classes are free of charge. Books and other educational materials are included upon enrollment.

ABE/GED class enrollment can be achieved by visiting or calling the Workforce Development Center at 662-621-4314.

The GED can be taken in English, French, and Spanish. The five tests are offered in large print, Braille, or audio cassette.

The GED test is composed of five subject areas. They are as follows:

- Language Arts ( Writing)-120 minutes
  - Part I Multiple Choice-75 minutes
  - Part II 200 Word Essay-45 minutes
- Social Studies-70 minutes
- Science-80 minutes
- Language Arts (Reading)-65 minutes
- Mathematics-90 minutes
  - Part I-45 minutes
  - Part II-45 minutes

An average score of 450 with a total of 2250 points overall are mandatory; a score no less than 410 on each subject area test is required to obtain a GED diploma.

The GED Test is given weekly. An application may be obtained from Coahoma Community College by calling 662-621-4209 or by downloading from our website at [www.coahomacc.edu](http://www.coahomacc.edu). A completed application must be on file, and examinee must have attended an orientation session in order to schedule testing. Proof of identity and a \$40.00 testing fee is required by the testing center before testing is allowed.