

## **CONTINUING EDUCATION COURSE DESCRIPTIONS**

### **Administrative Assistant Essentials**

This course is designed to teach students the components of Microsoft Office, improve their basic keyboarding skills, and to develop effective use of the Internet. Students will learn the basics of Windows, Microsoft Word, Excel, PowerPoint, Publisher, and Access. Additionally, the course will teach student how to integrate the application programs with one another to fully utilize the interface capabilities.

### **Beginner's Computer & Internet**

This course introduces the student to the personal computer and computer terminology, as well as concepts and techniques used in the Windows environment. Students will learn basic file management techniques, how to create, edit and save a simple document, how to utilize built-in Windows accessories, and the process of moving and copying data. Material covered in Internet portion of the course includes: hardware and software requirements for accessing the Internet; the purpose and use of browser software .

### **Career as a Volunteer Coordinator**

This course will prepare you for entry-level work as a volunteer coordinator. Learn the art of volunteer management and the government regulations that apply. Recruitment, interviewing, safety and privacy issues, motivation and development, project management included.

### **Commercial Driver's License Class B**

Prepare for a career driving a delivery truck, dump truck, cement truck, utility truck, and many other commercial vehicles. Our Class B Commercial Driver License training provides the vehicle maneuver skills and background needed to take the General Knowledge, Air Brake, and Pre-trip section of the state's CDL B exam.

### **Computer Repair & Troubleshooting**

This course is designed for students who want to know more about building their own computers, how to install hardware and software and how to troubleshoot problems. Networking issues and security will be covered. This course is a must for anyone who wants to understand more about computer maintenance and repair.

### **Digital Photography & Photo Editing**

This course is designed to provide training in digital photography software, printing, internet and e-mail use. Course topics also include storage, file management, photo editing, digital imagery, formal and informal photography, use of light, and the basics of digital photography.

### **Drafting: AutoCAD**

This course will introduce students to the use of 2D AutoCAD drawing commands and to the graphic techniques used to communicate ideas and designs found in the areas of architecture, manufacturing, and engineering. A brief overview of the classical representation methods of orthographic projection, sectioning, and dimensioning is included.

### **Graphics: PowerPoint & Publisher**

Students will become familiar with the key components of the Microsoft PowerPoint environment and then use those tools to create and modify slides in order to run an on screen slide show. Microsoft® Office Publisher 2007, an easy-to-use, flexible program, will teach students to create newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web.

### **Health Unit Coordinator**

This course is designed to teach the skills and applications needed in today's health unit environment. Students will perform data entry and learn to maintain records, reports, and charts. Medical law and ethics will be presented.

### **HRD KeyTrain Lab/ WorkKeys Preparation**

This course is run on an open-entry and open-exit basis and students can begin the course anytime over the course of the semester. Upgrade skills in Reading, Math and Locating Information in preparation for earning a North Carolina (NC) Career Readiness Certificate.

### **HRD Employability Skills and Job-Search Lab**

The course is run on an open-entry and open-exit basis and students can begin the course anytime over the course of the semester. Benefit from individualized assistance with creating and updating resumes, completing online job applications, conducting job searches, practicing for interviews, submitting resumes on-line and other job search related activities.

### **HRD Financial Literacy**

Students will be exposed to real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions related to their role as a member of the workforce. Learn about budgeting, workplace business concepts and basic economic literacy concepts.

## **HRD Career Planning and Assessment**

Identify your interests, abilities, and aptitudes as they relate to careers, employment, and educational goals. Explore potential jobs by learning about average earnings, required educational levels, and common job duties associated with careers of interest.

## **HRD Introduction to Healthcare Occupations**

This course prepares students to take health care classes. Students explore the health care field by learning about specific jobs in the health care field and occupation-specific skills and tasks. The development of customer service skills and training success strategies are emphasized throughout the course.

## **HRD Introduction to CNA (Certified Nurse Aide)**

Upon satisfactory completion of this course, students will have the information needed to enter the nursing assistant program, including course requirements, clinical requirements, and minimum passing criteria. Students will gain knowledge on careers available as a nursing assistant as well as how to complete an application and interview. **This is a pre-requisite to taking the Certified Nurse Aide Level 1 course.**

## **Introduction to Keyboarding**

This class is designed for students who want to become more proficient and accurate on the computer keyboard. This is a self-paced class on the home keys, the alphabet, number symbol keys, and the numeric keypad. Skill building activities for speed and accuracy are included.

## **Job Search Strategies for the Mature Professional**

This course will explore job search techniques based upon personality, interest, and aptitude for mature workers. You will learn to avoid common pitfalls that might impede your job search. You will also learn how to market your years of experience to employers.

## **Physical Therapy Aide**

The class will cover an overview of the physical therapy profession, the role of the physical therapy aide, and associated career opportunities. Topics include: medical terminology, patient charts, musculoskeletal anatomy, thermal and electrical modalities, ambulating techniques, spine safety, range of motion exercises, strengthening and cardiovascular exercise, massage, facility cleanliness, interpersonal skills, and ethics,

### **Medical Coding Program: Medical Terminology**

This course is the introduction to the language of medicine. Learn the medical vocabulary as it relates to anatomy, physiology, pathological conditions, diagnostic testing and medical procedures. Topics covered include: word roots, prefixes, suffixes, combining vowels, human body overview, skeletal system, muscular system, cardiovascular system, lymphatic and immune system, respiratory system, digestive system, urinary system, nervous system, special senses, integumentary system, endocrine system, male & female reproductive system, diagnostic procedures, pharmacology and medical abbreviations. Students learn to pronounce, spell and define medical terms.

### **Medical Coding Program: Medical Coding**

This course provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is on ICD-9-CM, CPT and HCPCS coding principles, including coding practice using actual patient records, patient record abstracts and coding resources. Also included is instruction in the assignment of appropriate modifiers to CPT and HCPCS codes. Introduction & overview of DRG and APC codes will also be covered. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM, CPT and HCPCS codes.

### **Medical Coding Program: Insurance & Billing**

This course introduces students to health insurance claims processing and physical payment processes in all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents, accurate claim form completion, and diagnosis and procedure coding

### **Medical Coding Program: Certification Test Prep**

This course will help students evaluate their readiness to sit for the certification exams offered by either the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

### **Microsoft Word & Excel**

This course is designed as a preview of two popular components of Microsoft Office 2007. Student will be introduced to the new features in Microsoft Word® that are used to create, revise, and save documents for printing and future retrieval. Additionally, students will explore the new features that are used to edit, manage, format and print basic worksheets in Microsoft® Excel®.

## **OpenOffice Software**

This course is designed to provide an overview of the OpenOffice Software Suite. Through this 24-hour course, students will learn various tips, tricks and tools that allow them to increase their proficiency in OpenOffice programs. OpenOffice (OpenOffice.org) is an open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more.

## **Notary Public**

This course is mandatory for becoming a Notary Public in North Carolina. You must attend each class session and be on time; no late arrivals admitted. Bring valid, government-issued, picture ID and the Notary Guidebook to each class. For the requirements for becoming a notary public, go to [www.sosnc.com](http://www.sosnc.com)

## **Not Ready to Retire: Job Search for the Mature Worker**

This course will explore job search techniques based upon personality, interest, and aptitude for mature workers. You will learn to avoid common pitfalls that might impede your job search. You will also learn how to market your years of experience to employers.

## **QuickBooks Pro**

This course is designed to introduce the student to the basic features of QuickBooks, a powerful accounting system for small businesses. Students will be given an opportunity for hands-on practice. They will learn the types of information that businesses need to track, how to enter that information and how to track it in QuickBooks. Students will learn to invoice customers, record payments for customers, pay bills to outside vendors, manage inventory and analyze financial data.

## **Social Networking Security-What Not to Share**

Find out what it's okay to share and what you should probably keep to yourself online. Then find out how to limit what the general public can see on the two major social networking sites: Facebook and Twitter.

## **Substitute Teaching**

This class prepares students with information needed to support the efforts of teachers to deliver quality instruction in an active learning environment. This class provides instructional techniques, classroom and behavior management strategies, and the skills needed for a substitute teacher to succeed in the classroom.

## **Web Page Design**

Students will learn the basics of how to create dynamic Web sites and Web pages containing tables, images, and hyperlinks.

## **COMMUNITY SERVICE CLASSES**

### **Art/Painting**

This course gives students the opportunity to experiment with different types of fabrics, pattern and to develop color skills.

### **Beginner's Sewing**

This course is designed for students to develop proficiency in clothing construction, from selection of suitable pattern and fabrics to a complete garment. This includes alteration of pattern, cutting, fitting, pressing and finishing, plus sewing techniques and use of equipment

### **Cabinetmaking**

This course will provide students with basic shop skills knowledge and techniques to successfully complete basic cabinet building projects.

### **Cake Decorating**

This course is designed to teach the basic cake decorating techniques such as creating borders, flowers, figure piping and writing with icing. Also included in the course will be baking hints and methods.

### **China Painting**

This introductory course is designed to develop within the student occupational skills and techniques in China Painting. The course is developed for students who wish to work toward the production of beautiful and useful china. The course is designed to prepare students for gainful employment in Production Crafts.

### **Floral Design**

This course encompasses the fundamental of flow arranging. This course is perfect for someone who would like to enter the floral industry or someone who would like to expand their creativity. This course includes an introduction to materials, equipment, care and identification of fresh flowers and appropriate use for various arrangements.

## **Motorcycle Safety**

This course is for inexperienced riders who want to learn the basic techniques of riding a motorcycle. Students must pass a written and riding assessment in order to pass the course.

## **Porcelain Doll Making**

This course will provide the opportunity for students to complete a doll and understand the techniques of china painting a doll and how to string the finished doll. Students also learn how to set eyes and wigs. They are instructed how to make and stuff cloth bodies.

## **Quilting**

This course teaches the basics of quilt making. Students will be taught how to select patterns, buy suitable fabrics and use available scraps. Students will learn the true value of color by working with their favorite colors and working with or growing toward less favorite colors.