

Edison College continuing education courses set

Edison College is offering a variety of classes and seminars this summer. All classes will be held at the Lee County campus at 8099 College Parkway, Fort Myers. To register, email ldick@edison.edu. The costs vary. Classes include:

AHA First Aid Class

Can you stand by at the scene of an accident and just watch a seriously injured person? Have you wanted to help but don't feel qualified? Edison College Institute of Public Safety offers a first aid class which meets the requirements of the American Heart Association and the Florida DCFS. You will be taught First Aid Basics, Medical, Injury and Environmental emergencies as well as preparing for disasters. This course runs June 10, 12 and again July 29, 31 from 5-8 p.m. For registration, email [HYPERLINK "mailto:ldick@edison.edu"](mailto:HYPERLINKmailto:ldick@edison.edu) ldick@edison.edu. Cost is \$80.

Microsoft Excel Intermediate

Turn data into useful information. This class starts with techniques for organizing, arranging, and processing data with dragging and dropping, copying and pasting, sorting, filtering, formulas, etc. Then, techniques for displaying and sharing information from the data is covered, including conditional formatting, charts and graphs, tables, and reports. It will be held from 5 - 8pm on Monday and Wednesday, June 16, 18, and 23. Cost is \$129.

Strong Interest Inventory

Choosing a job, choosing a career, choosing a second career can be a maze of confusion. A trained counselor can help you use the results of the SII to better understand your interests; to transform the maze of conflicting choices into focused career options. The SII is the most comprehensive career decision instrument available in the world. This instrument is also invaluable in helping validate a career/occupation you may have already chosen or are thinking about! It will be held from 5 to 8 p.m. on June 17. Cost is \$100.

Medical Coding/Billing Refresher

Experienced Coders, do you have room for improvement? If so it may benefit you to update your skills. This two four hour class will cover a review of the basics of outpatient guidelines for ICD-9-CM and CPT-4 coding for Physician-based medical coders. Learn to link the diagnoses to the procedures and accurately complete the billing form. This course will contain: Review and proper application of the rules, learning the importance of Medical Necessity, the direction to improve your coding accuracy, help your physician fine tune their documentation, putting it all together - complete the billing process, potentially improve revenue flow. Please bring your most current coding books to class for retrieval and application of codes. It will be held from 5 to 9 p.m. on Wednesdays, June 18 and 25. Cost is \$280.

Microsoft Office 2007

Featuring Word, Excel, and PowerPoint Office applications can improve your productivity at work and at home. This class provides an introduction to common office suite applications such as word processors, spreadsheets, presentation software, and desktop publishing programs. Microsoft Office Word, Excel 2007 and PowerPoint, in particular, will be utilized in some depth. It will be held from 5 to 8 p.m. on Mondays and Wednesdays, June 16 - 25. Cost is \$125.

Time Management for All

Each day brings the challenge of striking the right balance between work and home activities, and when at work, or home, making good use of our time. This course will

help you manage your time at work and at home more efficiently. It will free up more time to devote to your life priorities. The instructor has been giving this illustrated entertaining course for over ten years throughout the U.S. and abroad. The target audience includes business professionals, students, busy housewives, and retirees. It will be held from 5 to 7 p.m. on June 16 and 30. Cost is \$90.

Supervisory Skills for Today's Supervisor

This six-week program will focus on best practice concepts, tools and training for new and experienced supervisors. The content has been designed to accurately reflect the challenges supervisors face in today's organizations big and small. Supervising people in today's fast paced work environments during good and bad economic times can be difficult. Each four-hour module will be very experiential: hands-on discussion, case studies, skill practices and small group activities. Each participant will complete an assessment to help them better understand their strengths and opportunity areas and tailor their learning objectives. It will be held from 8:30 a.m. to 12:30 p.m. on June 12 and 19. Cost is \$695.

Leading Change in Tough Times

If your organization is experiencing dramatic change, the time may be right for intervention. The Leading Change workshop specializes in helping organizations train their executives and managers in a way that builds loyalty and maintains productivity during tough times. Productivity can take a huge dip when trust, fear, and uncertainty take over in organizations. Whether you have 30 employees or 3000, the dynamics of change are predictable and can be dealt with effectively. This one-day workshop will prepare you with invaluable information. It will be held from 8 a.m. to 4 p.m. on June 17. Cost is \$495.

SAT / ACT Preparation Workshop

22 hours of instruction, plus bonus review session. Well qualified, experienced instructors with MA degrees. Student will receive diagnostic results of their math

pretests; plus a breakdown of grammar skills. Support materials, plus home review materials that include tips before the test. Limited enrollment 8-22 (Pre-registration required). TWO FOR ONE-Math, Verbal, Essay and Testing Strategies. Cost is for the course only- does not include the cost of the test. It will be held from 10 a.m. - 3:30 p.m. on June 23 - 27. Cost is \$295. ■



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