



Business and Industry Courses at Forsyth Tech

COMMUNITY COLLEGE

Information Technology Training Courses

short.forsythtech.edu/ITTP

Computer Basics 1.....	8/19/20-10/7/20	Weds, Online
Computer Basics 2	10/14/20-12/2/2020.....	Weds, Online
PowerPoint for Beginners	9/2/20-10/14/20.....	Weds, Online
Word For Beginners.....	10/21/20-12/2/20	Weds, Online
Excel 2016 for Beginners.....	10/2/20-11/20/20	Friday, Online
Intro to SQL	9/1/20-10/20/20	Tues, Online
PHP and My SQL	9/3/20-10/15/20.....	Thurs, Online
Excel 2016 Intro and Intermediate	8/19/20-9/30/20	Weds, Online
Excel 2016 Lvl 3 Advanced	10/14/20-11/4/20.....	Weds, Online
Public Speaking & Presentations at Work.....	10/6/20-11/3/20	Tues, Innovation Quarter
SHRM Exam Preparation.....	9/15/-12/15/20	Tues, Hybrid (IQ/Online)

Human Resource Management Courses

short.forsythtech.edu/HRmanagement

Essentials of HR Management.....	9/14-10/12/20	Mon, Hybrid (IQ/Online)
Recruitment, Selection, & Planning.....	10/14-10/21/20	Mon,Wed, Online
Employment Law	10/26-11/9/20	Mon, Wed, Online
Compensation & Benefits	11/10-11/19/20	Tues,Thurs, Online
Employee Relations	11/23-11/25/20	Mon,Wed, Online
Workplace Policies and Procedures	9/17-9/24/20	Weds, Online
End-to-end Talent Acquisition	10/13-10/20/20	Tues,Thurs, Online

To Register please call 336.734.7023