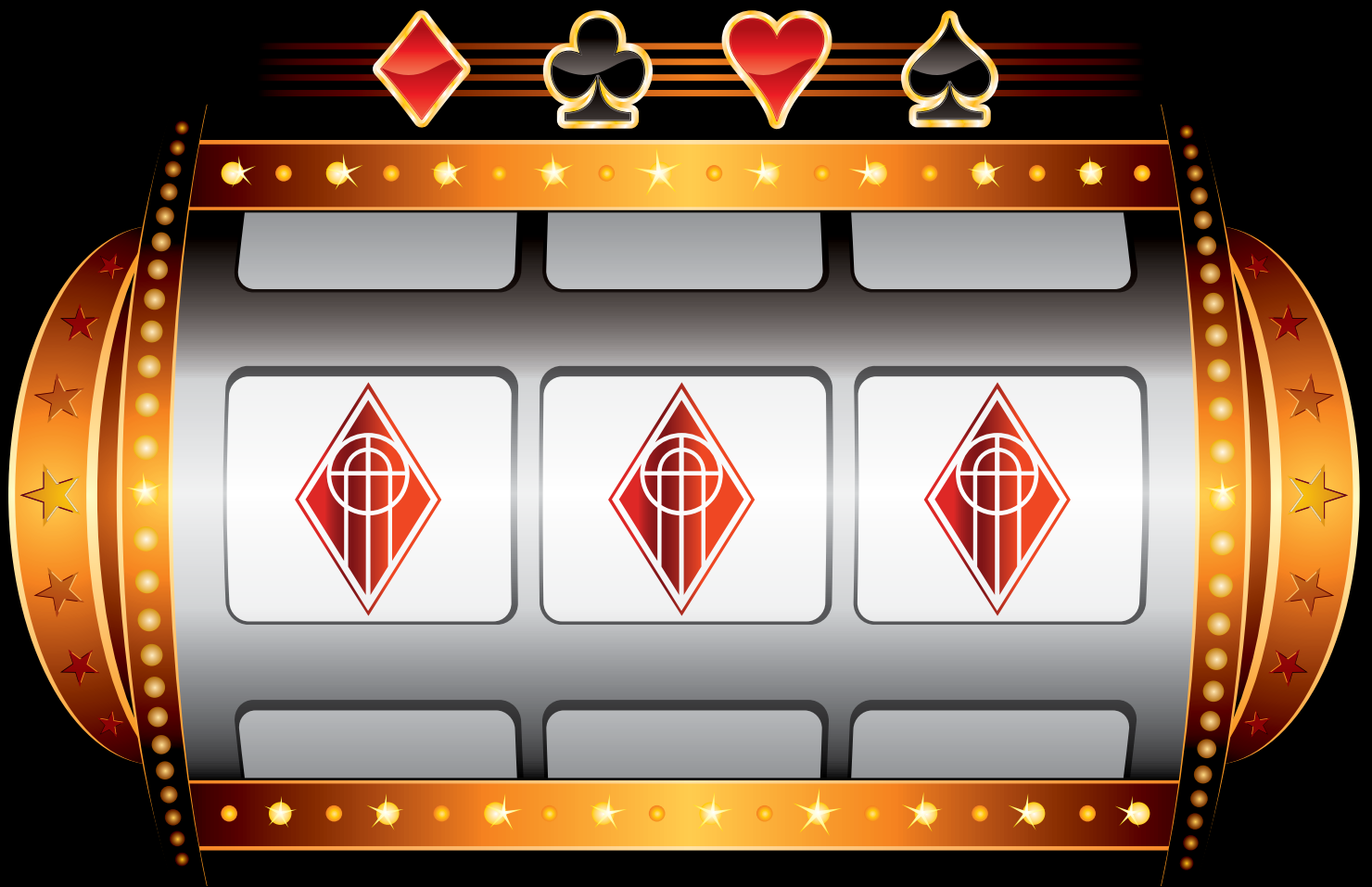


Ogeechee Technical College
is a sure bet...



...for your future.

Continuing Education
Fall 2014 Catalog



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GOT AN IDEA? LIKE TO TEACH? LET US KNOW!

Ogeechee Technical College is always looking for good ideas for Continuing Education courses and topics. If you have an idea for a course, workshop, or training program, or if you would like to teach one of our existing courses, please contact Kathleen Kosmoski at 912.486.7409.

Ogeechee Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies:

For Title IX: Kelli Waters, Special Populations and Equity Coordinator
Office 106, JEK Building | Phone 912.871.1885

For ADA/Section 504: Penny Hendrix, Disability and Student Support Services Coordinator
Office 171E, JEK Building | Phone 912.486.7211

If an individual with a disability needs this catalog in an alternative format, please contact the Disability and Student Support Services Coordinator at 912.486.7211.



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www.ogeecheetech.edu/bookstore | One Joseph E. Kennedy Blvd. | Statesboro, GA | 912.681.5500

Equal Opportunity Institution | A Unit of the Technical College System of Georgia

Excel 2010 – The Basics - \$99

No need to be overwhelmed with the thought of working with spreadsheets. During this Excel course, you will create and edit basic worksheets and workbooks. This course is designed to provide you with the basic knowledge and skills needed to work with spreadsheets. You will learn how to format a spreadsheet, copy and move data, utilize simple formulas, perform calculations, and print a spreadsheet. After completing this course, working with spreadsheets will be a breeze!

Main Campus | Tu & Th | Aug 12-21

6pm-8:30pm | 10 hrs

Main Campus | Tu & Th | Sept 30-Oct 2

8am-12:30pm | 10 hrs



Excel 2010 – The Next Step - \$99

Now that you have the basics of Excel, it's time to take your skills to the next level. You will begin by managing multiple spreadsheets, lists, charts, and tables. By the end of the course, you will be working with hyperlinks, formulas, queries, importing and exporting data, and running simple queries. This is the perfect course to enhance your Excel skills beyond the basic level.

Main Campus | Tu & Th | Oct 14-23

6pm-8pm | 8 hrs

Main Campus | Tu & Th | Dec 2 & 4

8:30am-12:30pm | 8 hrs

QuickBooks 2012 – The Basics - \$99

Come learn the fundamentals of QuickBooks 2012 and track your personal or business finances. During this hands-on course, you will practice how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your accounts. In addition, you will learn how to track your accounts payable and receivable, manage assets, control inventory, generate reports, and work with payroll. Learning to manage your finances has never been easier!

Main Campus | TBA

Word 2010 – The Basics - \$99

Gain the basic knowledge and skills of word processing through this hands-on training course. During this course, you will learn how to create documents, add and edit text, copy and paste words and phrases, change the size and appearance of the text, change page size and layout, adjust margins, align text and paragraphs, use spell check, and final save and print your documents. Once you complete this course, you'll want to take the next step!

Main Campus | Tu & Th | Sept 16-25

6pm-8pm | 8 hrs

Main Campus | Tu & Th | Nov 4 & 6

8:30am-12:30pm | 8 hrs

Windows 8 - \$99

Whether you have a new computer or tablet, the new Windows 8 operating system is your doorway to a brand new universe. During this course, you will examine Windows 8 and learn about all the changes to this new operating system. Whatever kind of PC you have, you'll discover fast and fluid ways to switch between apps, move things around, go smoothly from one place to another, and learn how to personalize your Windows 8 environment. You will leave this class feeling confident in your ability to use Windows 8.

Main Campus | Tu & Th | Aug 26-Sept 4

6pm-8pm | 8 hrs

Main Campus | M & W | Nov 18-20

8:30am-12:30pm | 8 hrs



Online learning
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www.ed2go.com/ogeechee

MEDICAL

Advanced Cardiac Life Support (ACLS) – Recertification - \$125

This course is for healthcare providers who are currently certified in ACLS and need recertification. Prior to the course, participants will need to complete the Pre-Assessment activities and test. The Pre-Assessment completion certificate and expiring ACLS provider card will need to be presented at the start of the course. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

Main Campus | S | Aug 23
8am-3pm | 6 hrs

Main Campus | S | Oct 18
8am-3pm | 6 hrs

Pediatric Advanced Life Support (PALS) – Recertification - \$125

This course is for healthcare providers who are currently certified in PALS and need recertification. Prior to the course, participants will need to complete the Pre-Assessment activities and test. The Pre-Assessment completion certificate and expiring PALS provider card will need to be presented at the start of the course. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

Main Campus | S | Sept 20
8am-3pm | 6 hrs

Main Campus | S | Nov 15
8am-3pm | 6 hrs

Basic Life Support For Healthcare Providers Instructor Course - \$225

This train-the-trainer course teaches the methods and skills needed to effectively instruct others in the Basic Life Support for Healthcare Providers course. In order to register for this course, you must be at least 16 years of age and be currently certified in BLS.

Main Campus | Tu & Th | Sept 9 & 11
5:30pm-9:30pm | 8 hrs

Basic Life Support for Healthcare Providers - \$55 Recertification - \$35

(must have a book and bring to class)

This course is designed for the medical professional who needs to become certified in CPR. Students are taught how to administer CPR,

including two-rescuer to adults, children, and infants, foreign-body airway obstruction, and automated external defibrillation. Upon successful completion of the course, participants will receive a two-year certification. A book is required and is included in the cost of the course.

Main Campus | Th | Jul 31
5:30pm-9:30pm | 4 hrs

Main Campus | Th | Aug 28
5:30pm-9:30pm | 4 hrs

Main Campus | W | Sept 10
8:30am-12:30pm | 4 hrs

Main Campus | Th | Sept 25
5:30pm-9:30pm | 4 hrs

Main Campus | Th | Oct 23
5:30pm-9:30pm | 4 hrs

Main Campus | W | Nov 5
8:30am-12:30pm | 4 hrs

Main Campus | Th | Nov 20
5:30pm-9:30pm | 4 hrs

Main Campus | Th | Dec 11
5:30pm-9:30pm | 4 hrs

Heartsaver CPR & First Aid - \$70

Are you able to respond to an emergency? Do you want to learn to save a life? Then, this course is for you! Through the use of video and hands-on training, you will learn how to administer CPR to adults, children, and infants, remove an airway obstruction, control bleeding, treat burns, use splinting devices, and a host of other first aid skills. Upon successful completion of the course, you will receive a two-year certification and possibly help save a life!

Main Campus | Th | Sept 4
5pm-9:30pm | 4.5 hrs

Main Campus | Th | Nov 6
5pm-9:30pm | 4.5 hrs



Heartsaver First Aid - \$30

Through the use of video and hands on training, you will learn the basics of first aid and safety. During the course, you will learn how to control bleeding, treat burns, use splinting devices, and a host of other first aid and safety topics. Upon successful completion of the course, you will receive a two-year certification.

Main Campus | Th | Sept 4
5pm-7pm | 2 hrs

Main Campus | Th | Nov 6
5pm-7pm | 2 hrs

Dialysis Technician Certificate Program - \$1,299

Over the next five years, dialysis technician positions are projected to increase by 35% and today's healthcare employers are seeking well-trained technicians to fill these positions.



During this course, you will gain the necessary knowledge and skills needed to effectively perform the duties required of a dialysis technician. Our course covers topics of anatomy and physiology, equipment procedures, use, and maintenance, patient assessment and monitoring, and kidney disease manifestations and specific disease pathology. Begin your healthcare career as a Dialysis Technician!

Computer Based Course

www.healthtoday.com/ogeecheetech

EKG Technician Certificate Program - \$699

Looking for a job that is in high demand? This EKG Technician program will prepare you to function as an EKG Technician in a doctor's office, hospital, clinic, or other healthcare facility. During this course you will cover key topics including: electrocardiography terminology, patient care and safety, anatomy and physiology of the cardiovascular system, electrophysiology,

lead placement, basic EKG interpretation and troubleshooting, EKG strip analysis, and rhythm identification. Become an EKG Technician and be in demand.

Computer Based Course
www.healthtoday.com/ogeecheetech

Medical Administrative Assistant Certificate Program – \$1,299

Do you want to work in a doctor's office but don't have the required training? This program will prepare you to function effectively in many of the administrative and clerical positions in the healthcare industry. During this course, you will be provided with an overview of the healthcare industry and the role of the medical administrative assistant. In addition, you will learn about

ethical and legal issues, communication techniques, scheduling and general office duties, medical records management, health insurance coverage, billing and coding procedures, medical accounting, and a host of other medical office topics. After successful completion of this program, you will have the skills and knowledge to obtain an administrative medical assistant position.

Computer Based Course
www.healthtoday.com/ogeecheetech

Medical Terminology Certificate Program- \$499

This Medical Terminology course offers a clear and concise introduction to medical terminology with extensive opportunities for student

practice. The course begins by teaching you about word components and basic principles for interpreting terms within each of the major medical specialties. This course also includes topic areas of: identifying, spelling, and analyzing medical terms, exploring word structure, reviewing body systems, drug classifications, diagnostic tests and procedures, and medical abbreviations and symbols. This course does not require any previous knowledge of science or biology and the skills obtained through this course will benefit you in any healthcare field you choose to pursue.

Computer Based Course
www.healthtoday.com/ogeecheetech

LICENSING & CERTIFICATION

Certified Apartment Maintenance Technician - \$979

Expand your career in the apartment industry by becoming a skilled maintenance technician; one of the fastest growing jobs in our area. Designed as an introduction for new maintenance professionals or as a refresher for the veteran employee, this course will provide you with the knowledge and tools necessary to run an effective maintenance program. Through classroom learning and hands-on training, you will learn about electrical maintenance and repair, plumbing, heating, ventilation, and air conditioning maintenance and repair, and appliance maintenance and repair. The CAMT program is accredited by the American National Standards Institute (ANSI), a private non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. The course fee includes all training materials and supplies, and the certification exam.

Main Campus
Classes starting in September

COMPTIA Boot Camp - \$429

CompTIA A+ certification validates the latest foundation-level knowledge and skills needed by today's computer support professionals. It is the starting point for a career in the Information Technology industry. This boot camp is designed to deliver the computer and networking skills measured by the CompTIA A+ certification exam. Certified instructors help you throughout the boot camp where you'll follow a detailed curriculum, attend classes, practice in the lab, take practice exams, and participate in other A+ boot camp activities. Our A+ certification class completely prepares you for earning your A+ credential. Onsite testing is scheduled for the last day of the CompTIA A+ boot camp. Course fee includes lecture, hands-on lab, and textbook. Exam fee is separate.

Main Campus | Tu | Sept 9-Nov 18
6pm-9pm | 30 hrs

Driver's Education Training - \$379

In 2007, the State of Georgia passed Joshua's Law which requires all teen drivers to take an approved driver's education course before obtaining their driver's license. This state approved driver's education course includes 30 hours of classroom instruction, 6 hours of on-the-road instruction, and meets the requirements

for Joshua's Law. All students must present a valid Georgia Driver's/Learner's permit at time of registration. Classroom instruction dates are listed below, and on-the-road instruction will be scheduled by the driving instructor.

Main Campus | M-Th | July 21-24
8am-5pm | 32 hrs
Main Campus | M-Th | July 28-31
8am-5pm | 32 hrs
Main Campus | M-Th | Oct 13-16
8am-5pm | 32 hrs

Electrical License Exam Prep Course - \$579

This 40-hour prep course is designed to prepare you to take the Georgia Electrical License Exam. During this course, you will review law and regulation compliance, installation and maintenance of electrical controls and devices, D-C & A-C rotation equipment, interior electrical systems, and special conditions, equipment, and locations. You will even have practice test sessions throughout the course. *You must document a minimum of four (4) years of experience under a licensed contractor doing contracting work in order to take the State exam. You are required to have the following books prior to the first day of the course: 2011 NEC Book and The Ugly's Reference Manual.*

Main Campus | M | July 14-Oct 20
6pm-9pm | 40 hrs

LICENSING & CERTIFICATION

Electrical Troubleshooting - \$349

This hands-on training provides an overview of electrical circuits and troubleshooting focusing on practical, hands-on techniques for understanding electrical systems, fundamental operating principles, programming, and troubleshooting on common commercial and industrial circuits. You will learn by building and testing circuits that include several different types of mechanical and solid-state components including: motors, solenoids, lamps, motor drives, control relays, solid-state relays, pushbuttons, proximity and photoelectric switches, surge protectors, capacitors (correcting poor power factor), and other common control devices. The hands-on activities examine essential concepts required when working on electrical systems, and interfacing electrical devices within a system. This includes covering grounding, leakage currents, motor testing and wiring, circuit protection, and the differences between testing and troubleshooting mechanical and solid-state components. This course is a must for those who are looking to enhance their electrical troubleshooting skills!

Main Campus | M & Tu | Sept 29 & 30
8am-5pm | 16 hrs
Main Campus | W & Th | Oct 1 & 2
8am-5pm | 16 hrs

EPA Certification Exam for HVAC & Refrigeration Technicians - \$25

This exam certifies an individual in proper refrigerant handling techniques as required by Section 608 of the Federal Clean Air Act. Technicians that maintain, service, repair, or dispose of appliances that contain regulated refrigerants are required to be EPA certified. In addition to the registration fee, students will need to pay the exam fee of \$35 at the time of the exam.



Main Campus | Call to schedule test date

Forklift Safety Training - \$129

Are you looking for a job in the industrial sector and need a skill to enhance your resume? During this course, you will gain the knowledge and skills to operate a forklift safely. The course is designed for individuals with little or no forklift driving experience. Upon successful completion of the training, you will be presented with an OSHA Forklift Safety Certification.

Main Campus | M & Tu | Aug 18-19
5pm-9pm | 8 hrs
Main Campus | M & Tu | Nov 10-11
5pm-9pm | 8 hrs

Georgia Real Estate Pre-License Fundamentals - \$299

If you are looking to enter the Real Estate profession, look no further. The Georgia Real Estate Pre-License Fundamentals course covers the basics of real estate law, mortgage fraud, finance, contracts, ownership, ethics, and other required topics. Successful completion of this course meets the qualifications for the Georgia licensing exam. This course is accredited by the Georgia Real Estate Commission, and has received distance learning certification from the Association of Real Estate License Law Officials (ARELLO).

Computer Based Course
www.ogeechee.360training.com

Real Estate Continuing Education Courses

Are you in need of continuing education units (CEUs)? From ethics and contracts to environmental issues and meth labs, we offer a large array of online courses to meet your training needs. Our course offerings range from three (3) to 24 hours of training, and because they are online, you can start at any time! All of our courses are accredited by the Georgia Real Estate Commission and have received distance learning certification from the Association of Real Estate License Law Officials (ARELLO). Visit our website to explore all the course offerings available.

Computer Based Course
www.ogeechee.360training.com
Price varies by course

ServSafe - \$159 (includes book)

The Georgia Department of Health requires every food service establishment to have on staff, at least one food service manager who is ServSafe certified. The ServSafe Food Protection Manager Certification is nationally recognized and accredited. During this course, you will learn food safety codes and practices, personal hygiene, cross-contamination prevention and allergens, time and temperature requirements, and cleaning and sanitation methods. The course is an interactive lecture with demonstrations and participatory activities. Be up-to-code and register today!

Main Campus | M & W | Dec 1-10
5:30pm-7:30pm | 8 hrs



Access a wide range of training solutions that will benefit your organization and allow you to make the most of your training dollars! We can customize any of our career/workforce training programs or develop a training program. Our number one priority is to ensure that the course content and learning outcomes are aligned with your training goals.

CUSTOMIZED TRAINING SOLUTIONS

For more information contact
Kathleen Kosmoski at
(912) 486-7409 or email
kkosmoski@ogeecheetech.edu



Customer Service - \$59

Successfully managing customer interactions requires earning customer satisfaction and loyalty. This course has three distinct focuses to help you achieve this goal. You will gain an understanding of the vital role of customers and customer service in today's business environment. You will also learn to understand and identify what customers need and expect from you and how your mood, experience, knowledge, and style influence these expectations. Lastly, you will learn about the two dimensions of customer service and the obstacles that prevent good customer service.

Main Campus | W-Th | Aug 20-21
8:30am-10:30am | 4hrs

Main Campus | Tu & Th | Oct 7 & 9
6pm-8pm | 4hrs



Telephone Skills - \$59

In most businesses, the first contact with a customer is through the phone. Phone etiquette is essential to the success of any business. Since each call is so important, you have a vital role and responsibility to the customer and the company. During this course, you will learn how to project a positive telephone image, develop listening techniques, and manage telephone calls. Create customer loyalty by developing positive and professional telephone skills!

Main Campus | W-Th | Sept 3-4
8:30am-10:30am | 4hrs

Main Campus | Tu-Th | Nov 4-6
6pm-8pm | 4hrs

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Computer Based Course
www.ed2go.com/ogeechee

Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Computer Based Course
www.ed2go.com/ogeechee

Computer Skills for the Workplace

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. You'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned

why employers consider technological literacy so critical to the success of any organization.

Computer Based Course
www.ed2go.com/ogeechee

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here's how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents, including e-mail-that immediately draws readers in and motivates them to do what you want.

Computer Based Course
www.ed2go.com/ogeechee

Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Computer Based Course
www.ed2go.com/ogeechee

WWW.OGEECHEETECH.EDU/CE

PERSONAL ENRICHMENT

Basic Floral Arranging - \$99

Want to learn how to create lovely arrangements for your home? Or, maybe you have been designing for a while and need a refresher course on design mechanics. This is the perfect class for you! In this course you will learn the elements and principles of design, and the mechanics of arranging flowers in various containers. Stop thinking that there are difficult rules about creating beautiful floral arrangements. Learn to trust your own vision while you are creating a floral work of art.

**Colonial House of Flowers | Tu & Th
Sept 9-18 | 6pm-8pm | 8 hrs**



Floral Design with Wreaths - \$79

Southerners enjoy a proud heritage of distinguished homes, inviting verandas, and the hallmark of decorative wreaths on every door. The allure of a floral wreath design can establish your decorative style and underscore seasonal design trends. Come and learn the fundamentals of decorating wreaths, and the limitless items used to create a wreath for any occasion.

**Colonial House of Flowers | Tu & Th
Oct 7 & 9 | 6pm-8pm | 4 hrs**

Holiday Floral Design - \$79

The holiday season is a time for entertaining in your home and visiting friends and family. Everyone enjoys the traditions of the holiday season, so why not start a new tradition by making your own table centerpiece this year. During this course, you will create centerpieces and other holiday decorations utilizing items of the season such as flowers, candles, evergreen, pine cones, and ornaments. You will make your own beautiful floral arrangements to take home and show off to your friends and family.

**Colonial House of Flowers | Tu & Th
Nov 11 & 13 | 6pm-8pm | 4 hrs**

Basic Digital Photography - \$89

Discover the wonderful world of digital photography and learn how to capture the perfect picture every time! Throughout this course, you will gain a better understanding of your camera and have a simple method for taking better pictures. You will learn about different lighting techniques, camera angles, ISO speeds, posing, and special effects. You will practice taking pictures and have those



pictures critiqued, so be sure to bring your camera! You will need to have a DSLR camera. If you have any questions about your camera type, please contact the Continuing Education Office.

**Main Campus | Tu & Th | July 22-31
6pm-8:30pm | 10 hrs
Main Campus | Tu & Th | Oct 7-16
6pm-8:30pm | 10 hrs**

Financial Planning for College & Retirement - \$39/person or \$59/family

Parents of college bound high school students are often faced with the financial challenges of the cost of living today, paying for college, and retiring in the not so distant future. During this course you will learn how to navigate your way through the college years without jeopardizing your own retirement and by the end, have a plan that will allow you to maintain your current lifestyle, pay for college tomorrow, and plan for a successful retirement. Yes, you can plan for college and retirement at the same time!

Main Campus | TBD

Financial Planning for Retirement - \$29/person or \$49/couple

If you are retired or getting close to retiring, you might be wondering how long your retirement savings will last. This course focuses on the financial challenges and opportunities unique for today's retirees. During this course, you will learn the fundamental principles of investing, basic tax reduction strategies including IRA/401K distributions, how to protect your life savings from investment mistakes and unnecessary estate taxes, and how to plan for the threat of a healthcare catastrophe. Enrolling in this course will help you achieve financial peace of mind during your retirement years.

**Main Campus | Tu | July 22 & 29
6pm-8pm | 4 hrs
Main Campus | Tu | Oct 21 & 28
6pm-8pm | 4 hrs**

FACILITY RENTALS

FOR INFORMATION ON FACILITY RENTALS CALL (912) 486-7409.

Whether you need to conduct a meeting or looking for a location to host a training workshop or seminar, Ogeechee Technical College has the facilities and staff for your next event. The campus is easy to access and boasts ample free parking!

WWW.OGEECHEETECH.EDU



Our Assessment and Testing Center is here to meet your testing needs by offering a variety of tests in a quiet and professional environment. Flexible scheduling allows you to select testing times that meet your specific needs. The Assessment Center is open Monday – Thursday, 7:30am to 6:00pm. For additional information and to schedule a testing time, please call 912-871-1693.

Remote COMPASS

COMPASS consists of a series of four tests: Writing, Reading, Mathematics and Algebra. This is a computer-based, multiple-choice test. The COMPASS can be given as a remote exam at Ogeechee Technical College for a fee of \$25.

GED

GED testing is offered at Ogeechee Technical College on Mondays and Tuesdays. Test takers are required to register online at www.GEDcomputer.com or by calling 1-877-EXAM-GED.

Main Campus | M & Tu | July 15-Dec 10
Times Vary

Georgia Pest Control Exam - \$45

Ogeechee Technical College offers testing services for the Georgia Pest Control licensing every Thursday. We offer the Commercial

Applicators Exam (\$45.00), the Employee Registration Exam (\$45.00), and the Certified Pest Control Operator Exam (\$45.00). To register or check the testing schedule, please visit www.gapestexam.com.

Main Campus | Th | July 10-Dec 18
12pm & 3pm

Microsoft Exams

Ogeechee Technical College is an official Prometric test center. Prometric offers one of the most extensive professional and secure testing networks in the world and is the only provider for Microsoft exams. For information about the vast array of tests offered, visit www.prometric.com

Pearson Vue

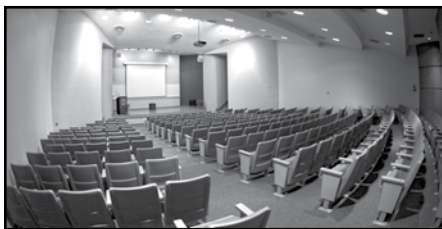
Ogeechee Technical College is an authorized Pearson Vue testing center. Pearson Vue is a

leading provider of global, computer-based testing solutions for information technology, academic, government, and professional testing programs. Pearson Vue offers a large variety of tests and is the only provider of Cisco Exams. Exams are by appointment only. For more information about tests offered, visit www.pearsonvue.com.



CAMPUS FACILITIES & REGISTRATION POLICIES

Whether you need to conduct a meeting or secure a location for a training workshop or seminar, Ogeechee Technical College has the facilities and staff to host your next event. Conveniently located just minutes from I-16 and downtown Statesboro, the College is easily accessible and boasts ample free parking. From catered-in banquets and receptions to training seminars, job fairs, and business meetings, we can provide you with a memorable special event or function.



AUDITORIUM

The Auditorium features tiered seating for 300 people. A newly installed state-of-the-art audio-visual system provides the highest quality sound and projection.

CONFERENCE CENTER

Ideal for banquets, company luncheons, or corporate trainings, our high-tech audio/visual Conference Center is sure to meet your conference needs. With the ability to divide into three smaller rooms or remain one large space, our flexible conference layout allows us to accommodate a variety of events.

CONFERENCE ROOM

The executive level conference rooms comfortably seat 12-18 people. The rooms have complete

audio-visual equipment with space for dry-erase boards and/or flip charts.

CLASSROOMS

All of our classrooms are equipped with projection capabilities and dry-erase boards. Some specialized classrooms are available with Smartboards. Seating capacity varies from 15 up to 40.

COMPUTER LABS

High-tech computer labs are available for training classes up to 25 students. All computers are equipped with Windows 7 and Microsoft Office 2010.

REGISTRATION

Registration for a class or program must be submitted at least 2 days prior to the start of the course. Registration submitted within 2 days of the start of a course, are subject to availability based on enrollment and space allocation.

REGISTRATION CAN BE MADE BY:

Phone: 912.486.7409

Fax: 866.697.4744

Online: www.ogeecheetech.edu/ce

PAYMENT POLICY

Course payments must be made at the time of registration. Students will not be enrolled in a course unless payment is received. Payment may be made by cash, money order, check, or credit card. We accept Visa or Master card. **Make checks and money orders payable to OTC-CE.**

CANCELTION POLICY

Ogeechee Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, students will be notified and have the option to transfer to another class time or receive a full refund.

REFUND POLICY

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Continuing Education
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