

Ignite

your passion for LEARNING



Inside, you could find
what you're looking for...

- job advancement
- new talent
- career change
- a way to save a life

Continuing Education
Fall 2013 Catalog

www.ogeecheetech.edu/ce

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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 143H, 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.



Ogeechee Technical College Bookstore ...it's more than a Bookstore!

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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 20-22
8am-12:30pm | 10 hrs

Main Campus | Tu & Th | Oct 15-24
6pm-8:30pm | 10 hrs

Main Campus | M & W | Dec 2-4
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 | Nov 5-14
6pm-8pm | 8 hrs



Introduction to Computers - \$79

Does the computer scare you? Do you think a mouse is a creature? If so, then this course is for you. Designed for individuals with little or no computer experience, it provides an introduction to computer terminology and the basic components of a computer. You will learn the basic functions of your computer such as operating systems and software applications. You will even discuss factors to consider when purchasing your own computer. Once you complete this course, we won't be able to get you off the computer!

Main Campus | Tu & Th | Aug 6-15
6pm-8pm | 8 hrs

Main Campus | Tu & Th | Sept 10-12
8am-12m | 8 hrs

Main Campus | Tu & Th | Oct 1-10
6pm-8pm | 8 hrs

PowerPoint 2010 – The Basics - \$99

Have you ever wished you knew how to create a presentation on the computer? Are you having difficulty learning all the "ta-das" to enhance your presentation? If so, this course is for you! Come and learn the basic knowledge and skills in producing slide presentations through Microsoft PowerPoint. You will learn how to create and format slides, draw objects, work with graphics such as Word Art and pictures, and modify the presentation during this hands-on lab course. Once you complete this course, your presentations will be flying off the screen.

Main Campus | Tu & Th | Dec 3-12
6pm-8pm | 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 | M & W | Aug 5-7
8am-12pm | 8 hrs

Main Campus | Tu & Th | Aug 27-Sept 5
6pm-8pm | 8 hrs

Main Campus | M & W | Oct 28-30
8am-12pm | 8 hrs

Word 2010 – The Next Step - \$99

If you are familiar with Microsoft Word, now is the time to take your skills to the next level! During this course, you will learn advanced formatting, how to use drawing tools, create and manage tables, and work with columns. You will also learn how to insert different types of graphics, charts, and images, and how to use Word as a simple desktop publishing program. Why stop with writing a simple letter when you can learn to print labels and envelopes, create shortcuts, and design graphs? After completing this course, you will have no more limits to creating professional documents.

Main Campus | Tu & Th | Sept 17-26
6pm-8pm | 8 hrs



**Health Care
In Demand Careers**

Ogeechee Technical College

Continuing Education at Ogeechee Tech offers these career training and certificate programs online:

- ◆ Medical Terminology
- ◆ EKG Technician
- ◆ Dialysis Technician & More

Find the path to your new health care career. Register today!

WWW.OGEECHEETECH.EDU/CE

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 17
8am-3pm | 6 hrs**

**Main Campus | S | Oct 19
8am-3pm | 6 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 | July 25
5:30pm-9:30pm | 4 hrs**

**Main Campus | W | Aug 14
8:30am-12:30pm | 4 hrs**

**Main Campus | Th | Aug 29
5:30pm-9:30pm | 4 hrs**

**Main Campus | Th | Sept 26
5:30pm-9:30pm | 4 hrs**

**Main Campus | Th | Oct 24
5:30pm-9:30pm | 4 hrs**

**Main Campus | W | Nov 6
8:30am-12:30pm | 4 hrs**

**Main Campus | Th | Nov 14
5:30pm-9:30pm | 4 hrs**

**Main Campus | Th | Dec 12
5:30pm-9:30pm | 4 hrs**

CNA Testing

Ogeechee Technical College is a host site for the Georgia Nurse Aide examination. To register for one of the following test dates, please follow the link. To register visit: www.pearsonvue.com

**Main Campus | Th | July 11
8am-3pm | 8 hrs**

**Main Campus | Th | July 25
8am-3pm | 8 hrs**

**Main Campus | Th | Aug 15
8am-3pm | 8 hrs**

**Main Campus | Th | Nov 25
8am-3pm | 8 hrs**

**Main Campus | Th | Dec 12
8am-3pm | 8 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

Georgia X-Ray Safety Training - \$99

Georgia law requires that anyone working with an x-ray machine and associated equipment receive a minimum of six hours of safety training, and this course does just that. During this course, you will learn about the required topics of radiation protection, dark room techniques, patient protection, machine safety, policies, as well as a host of other topics. Be in compliance with Georgia law and enroll now!

**Main Campus | Tu & Th | Aug 13-15
6pm-9pm | 6 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 | Aug 8
5:30pm-9:30pm | 4 hrs**

**Main Campus | Th | Oct 10
5:30pm-9:30pm | 4 hrs**

**Main Campus | Th | Dec 5
5:30pm-9:30pm | 4 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 | Aug 8
5:30pm-7pm | 1.5 hrs**
**Main Campus | Th | Oct 10
5:30pm-7pm | 1.5 hrs**
**Main Campus | Th | Dec 5
5:30pm-7pm | 1.5 hrs**

ICD-10-CM/PCS Boot Camp \$399 or \$150 per section

Are you ready for the big switch? Make the transition now and get ahead of the game! We have partnered with ToriOnIt and Victoria Weinert to help you prepare for the transition to ICD-10. Victoria will use proven training techniques to enhance rapid recall and help you to work efficiently without creating a backlog. The training sessions may be attended as a one-day program of ICD-10-CM instruction, or a combination of all three days including a two-day ICD-10-PCS instruction. Coding practice is woven into the program for each module. Beat the deadline by getting started now! You'll be way ahead and already know how to do the new coding before anyone else does. **The ICD-10-CM/PCS Official Draft Code Set textbook is required. You can purchase one or rent one from our instructor for a fee. If you wish to rent a book, please contact the continuing education office to reserve your copy.**

**Part 1: CM | Main Campus | Th | Aug 15
8am-5pm | 8 hrs**

**Part 2: PCS | Main Campus | Th | Aug 22
8am-5pm | 8 hrs**

**Part 3: PCS | Main Campus | Th | Aug 29
8am-5pm | 8 hrs**



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 provide you 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 Spanish - \$89

Do you work in the medical profession and need help communicating with Spanish-speaking patients? During this course, you will learn simple Spanish commands and phrases to assist Spanish-speaking persons in emergency situation. Emphasis will be placed on concise words and phrases to determine the patient's chief complaint, extent of injury or nature of illness, as well as explain procedures and treatment. This course comes complete with a manual and CD so you can keep your communication skills fresh.

**Main Campus | Tu & Th | Oct 1-10
6pm-8pm | 8 hrs**

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

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 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 21
8am-3pm | 6 hrs**

**Main Campus | S | Nov 16
8am-3pm | 6 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



LICENSING & CERTIFICATION

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, and 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 Uglys References Manual.**

Main Campus | M | July 15-Oct 21
6pm-9pm | 40 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 | Sept 23-24
3pm-7pm | 8 hrs

Main Campus | M & Tu | Nov 11-12
3pm-7pm | 8 hrs



WWW.OGEECHEETECH.EDU/CE

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www.ed2go.com/ogeechee
or call
(912) 486-7409

ServSafe - \$159 (includes book)

The Georgia Department of Health requires every food service establishment to have on staff, at least one food service manager 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 2-11
5:30pm-7:30pm



Business Writing Etiquette- \$99

In the world of email and texting, writing skills in the workplace have taken a back seat. When it comes to writing a letter, memo, or email, most people struggle with sentence structure, proper grammar, and word choice. During this course, you will learn to write clear and concise emails, memos, and business letters, improve your general writing skills, and avoid common writing errors. You will practice writing various correspondences and have them critiqued to enhance your writing skills. This is the perfect course for you to learn writing basics and to refresh your writing skills.

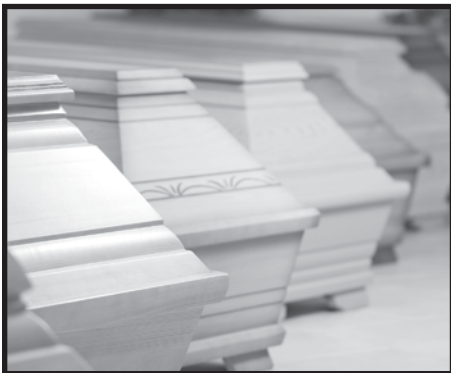
Main Campus | M | Sept 9-Oct 7
6pm-8pm | 10 hrs

Main Campus | W | Oct 23-Nov 20
3pm-5pm | 10 hrs

3rd Annual Funeral Service Conference

Get your CEUs close to home by attending our second annual Funeral Service conference. Topics for this year's conference will include the legalities of operating a funeral home and ways to protect your funeral home from litigation; cremation trends including, pet cremation; and methods to enhance your sales efforts.

Main Campus | TBA



Professional Continuing Education Courses

Ogeechee Tech now offers continuing education hours through our online program. We offer courses in cosmetology, insurance, dental, nursing, radiology, respiratory, engineering, and human resources. Visit our online catalog for a complete listing.

Online at www.ogeechee.360.training.com
Price varies by course

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 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

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



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



PERSONAL ENRICHMENT

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 or Advanced Point and Shoot camera. If you have any questions about your camera type, please contact the Continuing Education Office.

Main Campus | Tu & Th | Oct 15-24
6pm-8:30pm | 10 hrs

Introduction to Sports Photography - \$89

Come and learn from one of our area's best sports photographers, Frank Fortune, as he takes you on a journey through the wonderful world of sports. During this course, you will spend the first session in the classroom where he will discuss equipment and strategies for capturing the best action shots. Then you venture to a local sports venue to practice your new skills with the instructor. You will return to the classroom for the last session to share your pictures with the class and have them critiqued. Now you too can stop the action for that perfect shot! Prerequisite: Basic Digital Photography or advanced knowledge of your camera. Class size is limited.

Main Campus | Tu & Th | Sept 10-17
6pm-8:30pm | 7.5 hrs



Introduction to Photoshop Elements 11 - \$89

Take your images from so-so to spectacular with Photoshop Elements 11. If you're a novice with no photo-editing experience or wanting to upgrade your skills, this is the course for you! During the course you will learn about all the basic tools and functions to edit your images, correct flaws, and enhance your final picture to help you achieve high-quality results. This hands-on course will help you turn your ordinary photos into masterpieces! Students are highly encouraged to bring their own laptop with Photoshop Elements 11 in order to learn the most from this course.

Main Campus | Tu & Th | Nov 5-14
6pm-8pm | 8 hrs

Financial Retirement Survival - \$29

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 & Th | July 23-25
6pm-8pm | 4 hrs

Main Campus | Tu & Th | Oct 15-17
6pm-8pm | 4 hrs

Community Spanish - \$99

Do you want an easy and quick way to learn everyday Spanish? Do you want to be able to communicate and understand common Spanish phrases and questions? If so, this course is for you. Come and learn how to "say" practical, common phrases and questions in Spanish, and how to comprehend many basic and common expressions and phrases used in conversational Spanish. This course comes complete with a manual and CD so you can keep your new language fresh.

Main Campus | Tu & Th | Sept 17-26
6pm-8pm | 8 hrs

Basic Floral Arranging - \$89

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.

Main Campus | Tu & Th | Sept 10-19
6pm-8pm | 8 hrs





Health Care In Demand Careers

Ogeechee Technical College

Continuing Education at Ogeechee Tech offers these career training and certificate programs online:

- ◆ Medical Terminology
- ◆ EKG Technician
- ◆ Dialysis Technician & More

Find the path to your new health care career. Register today!

WWW.OGEECHEETECH.EDU/CE

TESTING SERVICES

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 Mon – Thurs, 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.

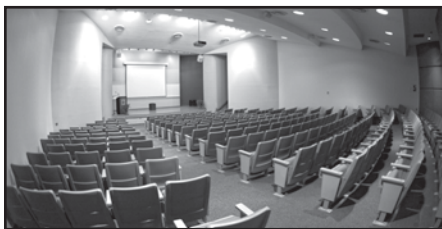
Pearson Vue

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 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 room comfortably seats 12 people. The room has complete audio-vi-

sual 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.**

CANCELATION 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

If you are unable to attend the class you registered for, transferring to another class is encouraged. All refunds must be requested at least 24 hours before the start of a class. Refunds requested after the refund deadline will not be granted. There is a \$20 processing fee for all refunds.



OGEECHEE TECHNICAL COLLEGE

Continuing Education Registration Form

OFFICE HOURS

**Monday—Thursday
8:00 AM—6:00 PM**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Evening Phone: _____

Email: _____

Company: _____

Male/Female: _____ Date of Birth: _____

How did you hear about us?

Family/Friend Mail Newspaper Website Catalog

Course Information

Course Name	Course Date	Course Fee

Payment Method

Check or money order enclosed (amount) \$ _____

Cash (in person only)

Credit Card

MasterCard Visa

Card Number: _____

Expiration Date: _____ Vcode (3 digit code on back): _____

Name on Card: _____

Signature: _____

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