

Continuing Education Fall 2017 Catalog



***Keep Learning,
and Learning,
and Learning...***



LEARN A NEW SKILL
LEARN A NEW HOBBY
LEARN A NEW PROFESSION

DO YOU LIKE TO TAKE
THINGS APART
AND THEN PUT THEM
BACK TOGETHER?



From assembly plants to power manufacturers, industrial maintenance technicians are needed in every industry that uses machinery.

INDUSTRIAL MAINTENANCE FAST TRACK 12-WEEK TRAINING PROGRAM

Class schedule: Oct. 2 - Dec. 21, 2017
Monday -Thursday | 8:00 a.m. to 5:00 p.m.

CREDENTIALS EARNED:

- OSHA 10-hour General Industry
- Fast Track Industrial Maintenance Professional Continuing Education Certificate

Students who **SUCCESSFULLY COMPLETE** the Fast Track Industrial Maintenance program are **GUARANTEED INTERVIEWS** with local manufacturing companies with potential **starting pay of \$15.00/hour**.

Tuition Assistance Provided By:

Coastal

**WORK
SOURCE
GEORGIA**

Connecting Talent with Opportunity
A proud partner of the AmericanJobCenter network



**OGEECHEE
TECHNICAL COLLEGE**
Continuing Education

Interested in gaining the skills needed in the high demand field of industrial maintenance?

INFORMATION SESSION

For dates and times contact:
Kathleen Kosmoski
912.486.7409
kkosmoski@ogeecheetech.edu

For more Information: 912.486.7409 | kkosmoski@ogeecheetech.edu

www.ogeecheetech.edu/fasttrack

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



Lori Durden, *President*
Ogeechee Technical College

Welcome to the Continuing Education Department at Ogeechee Technical College!

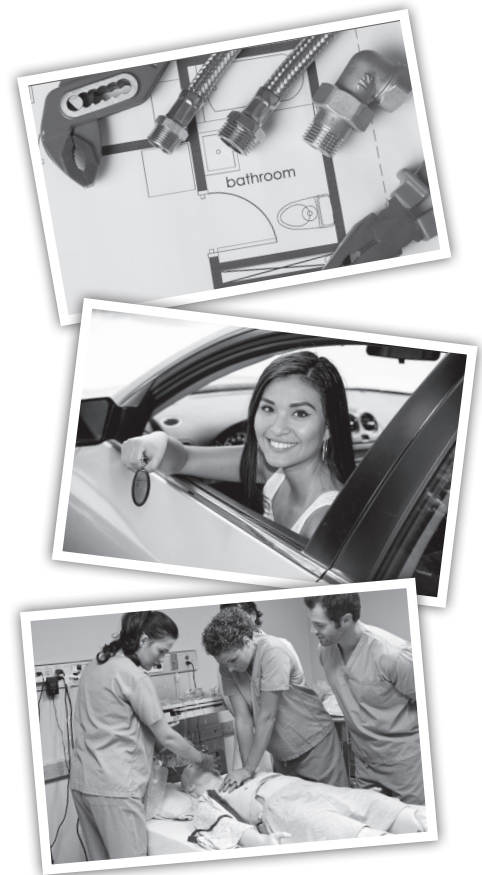
For over 20 years, Ogeechee Tech and the Continuing Education Department have been providing high quality educational opportunities for our community. We offer a wide-range of programs and courses for individuals, businesses, and industry. From career and professional development to personal enrichment and life-long learning, we have something for everyone. We offer courses that are convenient and affordable, and our instructors are field experts who are knowledgeable and caring. We hope you will join us for one of our classes for a fun and rewarding experience.

Sincerely,
Lori Durden

Keep Learning...

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Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Ogeechee Technical College 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 handle inquiries regarding the nondiscrimination policies:

Brandi Helton, Title IX Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, bhelton@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu.

COMPUTERS

Excel 2016 – 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 | Sept 19, 21, 26, & 28
6pm-8:30pm | 10 hrs**

Excel 2016 – Level 2 - \$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.

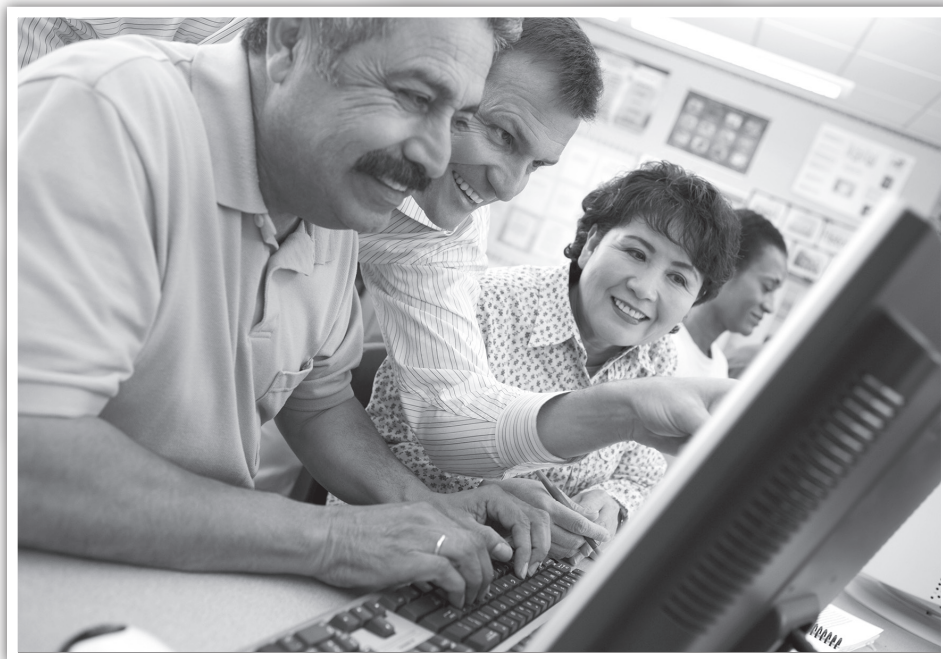
**Main Campus | Tu & Th | Oct 17, 19, 24, & 26
6pm-8pm | 8 hrs**



QuickBooks 2015 – The Basics - \$99

Come learn the fundamentals of QuickBooks 2015 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 | W & Th | Oct 4 & 5
8:30am-12:30pm | 8 hrs**



You could be ready
in **12-WEEKS!**

ogeecheetech.edu/FastTrack

LICENSING & CERTIFICATION

Industrial Maintenance 12-Week Fast Track Training

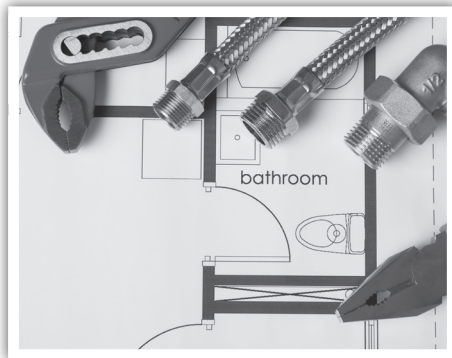
Are you interested in gaining the skills necessary to become employed in the high demand field of industrial maintenance? Did you know that industrial maintenance technicians are needed in every industry that uses machinery, from assembly plants to power manufacturers? Not only do mechanics repair and maintain equipment, they also install and dismantle it.



Ogeechee Technical College has partnered with leading area manufacturing companies to develop a skills training program to meet their growth needs and to help them identify prospective talent in the industrial maintenance field. During this 8-week fast track program, you will learn the necessary knowledge and skills in electronics, industrial wiring, motor controls, fluid power, mechanical systems, instrumentation, PLCs, computers, and troubleshooting for employment in an entry-level manufacturing technician position. Students who successfully complete the program are guaranteed interviews with local manufacturing companies with potential starting pay of \$15.00 per hour.

Tuition assistance available through Worksource Coastal and Ogeechee Technical College. Contact the Continuing Education Office at 912-486-7409 for details.

Main Campus | M-Th | Oct 2 – Dec 21
8am-5pm | 384 hrs



Plumbing Code Update - \$49

This course will provide 4 hours of continuing education units (CEUs) for licensed plumbing contractors and will cover updates and changes to the latest Georgia plumbing codes. The course is led by a licensed master plumbing contractor.

Main Campus | Th | Oct 19
5:30pm-9:30pm | 4 hrs



Electrical License Exam Review Course - \$649

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: 2014 NEC Book and The Ugly's Reference Manual.*

Main Campus | M | July 24 – October 30
6pm-9pm | 42 hrs

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 21 & 22
5pm-9pm | 8 hrs
Main Campus | M & Tu | Oct 23 & 24
5pm-9pm | 8 hrs



ServSafe - \$179 (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! Last day to register and pick up your book is one week before the class begins.

Main Campus | M & W | Nov 27, 29,
Dec 4, & 6 | 4:30pm-6:30pm | 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 | July 20
5:30pm-9:30pm | 4 hrs

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

Main Campus | Th | Sept 13
8:30am-12:30pm | 4 hrs

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

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

Main Campus | Th | Nov 15
8:30am-12:30pm | 4 hrs

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

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

Main Campus | Th | Jan 25
5:30pm-9:30pm | 4 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 currently certified in BLS.

Main Campus | Tu | Sept 26
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 | Aug 3
5pm-9:30pm | 4.5 hrs

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

Main Campus | Th | Dec 7
5pm-9:30pm | 4.5 hrs



WWW.OGEECHEETECH.EDU/CE

TEEN PROGRAMS

Babysitting/Safe Sitter Program - \$79

Safe Sitter is a nationally recognized babysitting training program for students 11-15 years old. The program provides life skills, safety skills, and child care training in order to build safer communities. Students learn life-saving skills in the areas of first aid, CPR and choking, injury prevention, behavior management, basic child development, and child care essentials. After successful completion of the program, students will receive 2 national certifications: a Safe Sitter Certificate and an American Heart Association CPR and First Aid Certification. This training is ideal for middle/high schools students to help teach them responsibility, begin to develop work ethics, and earn a little extra income all while helping to keep our communities safer.

Main Campus | M & T | Nov 20 & 21
8:30am-12:30pm | 8 hrs

Driver's Education Training - \$350

Learning to drive is a major milestone in a teenager's life and it is important for young or inexperienced drivers to learn safe driving techniques. Our state approved driver's education course meets the requirements for Joshua's Law and includes 30 hours of classroom instruction followed by 6 hours of behind-the-wheel instruction. Most insurance companies also give a reduction (up to 15%) on insurance premiums upon successful completion of our course.



Classes are filled on a first-come, first-served basis by submitting the completed registration form with payment and required documentation, including a legible copy of your child's valid Georgia Learner's permit, to the Continuing Education office. Scholarships are available through the Georgia Driver's Education Commission. Please visit our website www.ogeecheetech.edu/driversed for additional information, and to obtain a registration packet, and link to the scholarship portal. Class sizes are limited and fill up fast!

Main Campus | M-Th | Oct 16-19
8am-5pm | 36 hrs
Main Campus | M-Th | Dec 18-21
8am-5pm | 36 hrs



PERSONAL ENRICHMENT

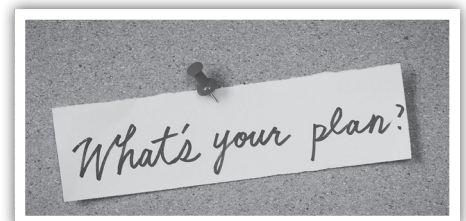
Secrets of Better Digital Photography - \$99

Get control of your digital SLR camera! In this course, you'll break through the technology barrier and learn the secrets on how to use your DSLR to take beautiful photos. You'll start out by learning about the many features and controls of your DSLR. Exposure topics like aperture, shutter speed, metering, and



ISO settings will all make sense as we break them down into simple concepts. You'll find out how to use these features to get the right exposure for every shot. With each session, you'll have an assignment to apply the lesson topic using your own camera and, if you wish, our instructor and your classmates will comment on your assignment images in a safe, constructive and positive environment. By the end of this course, you'll master the secrets of digital photography, and most of all, you'll be able to use your camera to take the photos you've always dreamed of.

Main Campus | Tu & Th | Sept 12, 14, 19, & 21
6pm-8:30pm | 10 hrs
Main Campus | Tu | Nov 7, 14, 21, & 28
10am-12:30pm | 10 hrs



Financial Planning for Retirement - \$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, how to plan for the threat of a healthcare catastrophe, and social security. Enrolling in this course will help you achieve financial peace of mind during your retirement years.

Main Campus | Th | Aug 3 & 10
6pm-8pm | 4 hrs

ONLINE COURSES & PROGRAMS

Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you'll be able to interact with them and with fellow students in lively online discussions. New sessions start every month, so you can sign up anytime. Upon completing the course with a passing score, you'll get a certificate of completion. Below are the program areas and a listing of some of our more popular courses.

WWW.OGEECHEETECH.EDU/CE

Accounting & Finance

- Accounting Fundamentals
- Keys to Successful Money Management
- Stocks, Bonds, and Investing

Business

- Business Communication & Writing
- Grant Writing
- Management & Leadership
- Project Management
- Sales & Marketing
- Start Your Own Business

College Readiness

- SAT/ACT Prep
- GRE Prep
- GMAT Prep

Computer Application

- Adobe
- Crystal Reports
- Microsoft Office

Design & Composition

- Web Design
- InDesign
- Photoshop

Health & Medical

- Dialysis Technician
- EKG Technician
- Medical Administrative Assistant
- Medical Terminology

Language and Arts

- Interior Design
- Creative Writing
- Spanish
- Sign Language

Law & Legal

- Paralegal
- Workplace Law
- Worker's Compensation

Personal Development

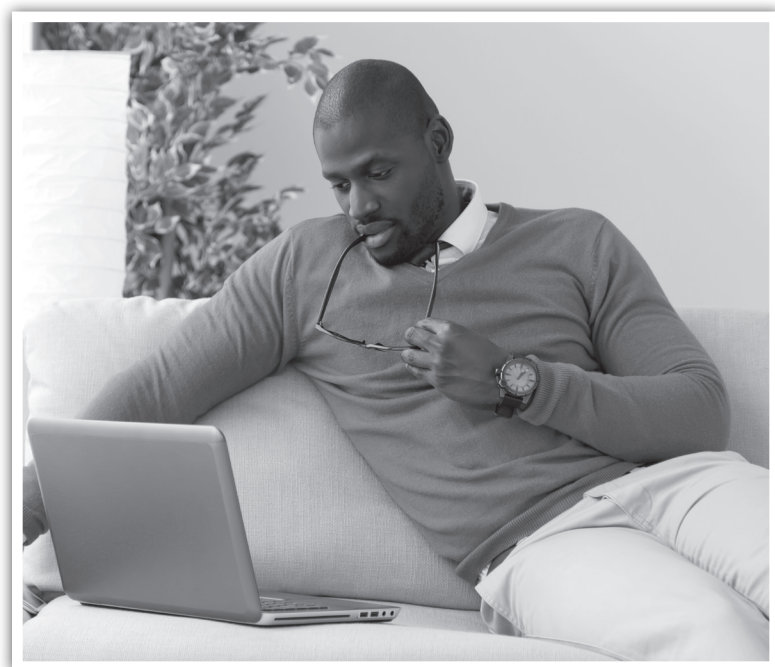
- Grammar Refresher
- Healthy Relationships
- Healthy Living
- Self Improvement

Real Estate

- Georgia Prelicense Fundamentals
- Salesman Exam Prep
- Post License
- Continuing Education

Technology

- Computer Fundamentals
- Computer Networking
- Computer Programming
- Digital Marketing
- Word Press



Our Assessment 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 or visit www.ogeecheetech.edu/testing

Remote Accuplacer

The Remote Accuplacer exam is given at the Assessment for a fee of \$25 per proctored session. Remote Accuplacer testing sessions require a voucher number which is provided to you by your college. Please contact your college and ask for a remote registration for an Accuplacer test prior to scheduling your exam. Visit www.ogeecheetech.edu/testing once you have your voucher number to schedule your remote exam.

Post Exams

POST exams are given to candidates who are attempting to earn the peace officer certification or obtain a position in law enforcement. Candidates who do not perform satisfactorily on the examination shall be ineligible to retake the examination for a period of 30 days after an unsuccessful attempt. Please visit www.ogeecheetech.edu/testing to schedule an exam. There is a \$25 testing fee for this exam that can be paid at the Business Office on the same day of testing.

GED

GED testing is offered at Ogeechee Technical College on Mondays and Tuesdays. Examinees are required to register, schedule, and pay for their exams online at www.GED.com

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

Georgia Pest Control Exam

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**

WWW.OGEECHEETECH.EDU/CE

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.

Microsoft Certification Exams

Microsoft Certification can take you from the start of your career to its pinnacle. Certification can increase your visibility, differentiate you from your peers, and bring you recognition for your knowledge and skills. Microsoft Certification exams are now being delivered by Pearson Vue. Please contact the center at (912) 871-1693 or email dsoutherlin@ogeecheetech.edu to schedule your exam. Fees vary depending on test administered.

Proctored Exams

The Assessment Center offers individualized proctoring sessions to meet your college needs. Please contact the center at (912) 871-1693 or email dsoutherlin@ogeecheetech.edu to schedule your exam. There is a \$25 proctoring fee per testing session.

Miller's Analogy Test (MAT)

The Assessment Center offers individuals the opportunity to take the Miller's Analogy Test for entrance into a post-secondary institution. Please contact the center at (912) 871-1693 or email dsoutherlin@ogeecheetech.edu to schedule your exam. There is a \$70 fee per testing session.



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 to meet your specific needs. 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



REGISTER TODAY!



CONTINUING EDUCATION COURSE REGISTRATION FORM

OFFICE USE ONLY	
RECEIVED	
Date _____	Time _____
By _____	

STUDENT INFORMATION—PLEASE PRINT

 Last Name First Name Middle Name

 Street Address (Mailing Address) State Zip

 County Date of Birth Age Male Female

 E-Mail Address

 Home Phone Cell Phone Day Phone

 Course Name Course Date

 Course Fee

PAYMENT METHOD

Visa MasterCard Check/Money Order

 Credit Card Number Expiration Date

 Signature Date

REGISTRATION: Registration 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. Course payments must be made at the time of registration. You will not be enrolled in a course unless payment is received. You may scan/email, fax, mail, or hand deliver to:

Email: ce@ogeecheetech.edu **Fax:** 866-697-4744

Mail: Ogeechee Technical College
 Continuing Education Office
 One Joseph E. Kennedy Blvd.
 Statesboro, GA 30458 **In Person:** Ogeechee Technical College
 Natural Resources Building, Room 1108
 20 Joseph E. Kennedy Blvd.
 Statesboro, GA 30458

REFUNDS & CANCELLATIONS: 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 reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, you will be notified and have the option to transfer to another class or receive a full refund.

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

ECONOMIC DEVELOPMENT DIVISION

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

Online Course Catalog

Ogeechee Technical College

Continuing Education



COURSE CATEGORIES

- ACCOUNTING & FINANCES
 - BUSINESS
 - NONPROFIT
 - CHILDREN, PARENTS, AND FAMILY
 - COLLEGE READINESS
 - COMPUTERS
 - DATABASE MANAGEMENT
 - DIGITAL PHOTOGRAPHY
 - GRAPHIC DESIGN
 - HEALTH CARE
 - LANGUAGES
 - LAW AND LEGAL
 - MICROSOFT APPLICATIONS
 - PERSONAL ENRICHMENT
 - PROJECT MANAGEMENT
 - TEACHING AND EDUCATION
 - VETERINARY
 - WEB DESIGN
 - WRITING
- AND MORE!

Prices start as low as: **\$99**

Complete your courses anytime anywhere!

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.



Instructor-Led



6-week format



Flexible Pace



Affordable



Student Friendly



Effective

Find Your Course

(912) 486-7409

www.ed2go.com/ogeechee



OGEECHEE TECHNICAL COLLEGE

One Joseph E. Kennedy Blvd.
Statesboro, GA 30458



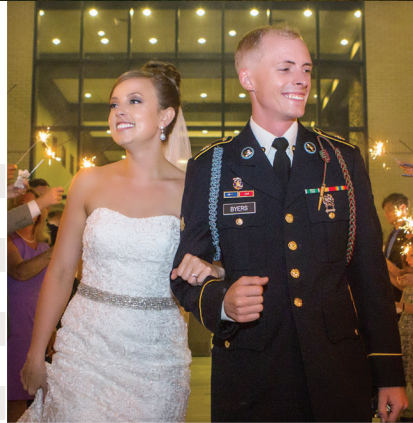
*Celebrate
with Us*

BANQUET ROOMS

RECEPTION AREAS

AUDITORIUM

VERANDA



The Venues
AT OGEECHEE TECHNICAL COLLEGE

venues.ogeecheetech.edu

912.871.8544 | venues@ogeecheetech.edu

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