

Focus on Your Future



Ogeechee Technical College Continuing Education Spring 2013 Catalog

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

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

www.ogeecheetech.edu/ce

TABLE OF CONTENTS

2 COMPUTERS

3 LICENSING & CERTIFICATIONS

5 PROFESSIONAL DEVELOPMENT

6 LEADERSHIP DEVELOPMENT

7 PERSONAL ENRICHMENT

8 EVANS & SCREVEN COUNTY COURSES
TESTING SERVES

9 CAMPUS FACILITIES
& REGISTRATION POLICIES

CONTACT US

LORI DURDEN

Vice President for
Economic Development
912.486.7607
ldurden@ogeecheetech.edu

KATHLEEN KOSMOSKI

Director for Continuing Education
and Industry Training
912.486.7409
kkosmoski@ogeecheetech.edu

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!

GIFTS • APPAREL • SUPPLIES • SNACKS • FRESH COFFEE

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

Customize Your Desktop - \$59

Is your computer screen a mess? Do you want to learn about creating and deleting shortcuts? During this course, you will learn how to customize your desktop. From changing your wallpaper and display color to creating shortcuts and folders, this class has it all. Come and learn how to keep your desktop organized and looking cool!

Main Campus | Tu & Th | Jan 22-24 | 6pm-8:30pm | 5 hrs

Main Campus | Tu & Th | Apr 16-18 | 6pm-8:30pm | 5 hrs

Excel 2010 – The Basics - \$99

Formulas, data, and spreadsheets - Oh My! No need to be overwhelmed with the thought of working with spreadsheets. This basic level Excel course will 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, and print a spreadsheet. After completing this course, the fear of spreadsheets will be gone and have you wanting more!

Main Campus | M & W | Feb 25-27 | 8am-12pm | 8 hrs

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

Main Campus | Tu & Th | Jun 4-13 | 6pm-8pm | 8 hrs

Main Campus | M & W | Jun 10-12 | 8am-12pm | 8 hrs

Excel 2010 – Advanced - \$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 | Mar 19-28 | 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 | Jan 29-31 | 6pm-8pm | 8 hrs

Main Campus | Tu & Th | Apr 30-May 9 | 6pm-8pm | 8 hrs

How to Customize Your iPad - \$29

Come and learn how to customize your iPad. During the course you will review various applications otherwise known as "apps" and how to download them. You will also learn how to create folders, customize your home screen, and take photos and transfer them to and from other devices. These are just a few of the topics our instructor will cover. So bring your iPad and questions for a fun evening of exploration!

Main Campus | T | Feb 5 | 6pm-8pm | 2 hrs

Main Campus | M | Jun 3 | 6pm-8pm | 2 hrs

How to Surf the Internet - \$59

So you are new to the Internet and not sure how to surf or what to surf! During this course, you will explore the internet using various search engines, learn how to search for information, mark a website as your favorite, and save your homepage. Now you will be able to Hang-10 with your teenager!

Main Campus | T | Feb 12 | 6pm-8pm | 2 hrs

Main Campus | W | Apr 10 | 10am-12pm | 2 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 | Apr 2-11 | 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 learn the major facets of QuickBooks, from setting up a new company and managing accounts and vendors to creating invoices, printing checks, setting up budgets, and more. Learning to manage your finances has never been easier!

Main Campus | TBA | TBA | TBA | 8 hrs

Word 2010 – The Basics - \$99

It's here – Microsoft 2010! Gain the basic knowledge and skills of word processing through this hands-on training course. You will learn how to create documents, format letters and text, build tables, and use the tools and attributes of Microsoft Word 2010. Once you complete this course, you'll want to go beyond the basics!

Main Campus | M & W | Feb 11-13 | 8am-12pm | 8 hrs

Main Campus | Tu & Th | Feb 19-28 | 6pm-8pm | 8 hrs

Main Campus | M & W | May 13-15 | 8am-12pm | 8 hrs

Main Campus | Tu & Th | May 21-30 | 6pm-8pm | 8 hrs



LICENSING & CERTIFICATIONS

OSHA and SAFETY TRAINING - Whether you are in the manufacturing, construction/contracting, or service industries, safety is one of your primary concerns. The Occupational Safety and Health Administration (OSHA) was created to assure safe and healthful working conditions by setting and enforcing standards and by providing training, outreach, education, and assistance. We offer a wide array of OSHA training to comply with your safety guidelines. From CPR and First Aid to OSHA 10- & 30-Hour General Industry training, our instructors will customize and deliver courses on-site or at a location of your choice. Here are some of the courses we offer. Call us today so we can help meet your safety and training needs.

**OSHA 10-Hour General Industry
Lockout/Tagout
OSHA 30-Hour General Industry
Arc Flash
Personal Protective Equipment**

**Hazardous Materials
Materials Handling
Confined Space Entry
Hazard Communication
Bloodborne Pathogens**

**Fall Protection
Emergency Medical Responder
Occupational Noise Exposure
CPR & First Aid**

Advanced Cardiac Life Support – Recertification - \$125

This course is for healthcare providers who are currently certified in ACLS and need recertification. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

**Main Campus | S | Feb 23 | 8am-1pm | 4 hrs
Main Campus | S | Apr 27 | 8am-1pm | 4 hrs**

Basic Life Support for Healthcare Providers - \$55

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 | W | Jan 23 | 9am-12pm | 4 hrs
Main Campus | Th | Jan 31 | 5:30pm-9:30pm | 4 hrs
Main Campus | W | Feb 20 | 9am-12pm | 4 hrs
Main Campus | Th | Feb 28 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Mar 28 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Apr 25 | 5:30pm-9:30pm | 4 hrs
Main Campus | W | May 15 | 9am-12pm | 4 hrs
Main Campus | Th | May 30 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Jun 27 | 5:30pm-9:30pm | 4 hrs**

Basic Life Support For Healthcare Providers – Recertification - \$35

This course is for healthcare providers who are currently certified in BLS and need recertification. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

**Main Campus | W | Jan 23 | 9am-12pm | 4 hrs
Main Campus | Th | Jan 31 | 5:30pm-9:30pm | 4 hrs
Main Campus | W | Feb 20 | 9am-12pm | 4 hrs
Main Campus | Th | Feb 28 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Mar 28 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Apr 25 | 5:30pm-9:30pm | 4 hrs
Main Campus | W | May 15 | 9am-12pm | 4 hrs
Main Campus | Th | May 30 | 5:30pm-9:30pm | 4 hrs
Main Campus | Th | Jun 27 | 5:30pm-9:30pm | 4 hrs**

Basic Life Support For Healthcare Providers Instructor Course - \$189

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 | T & Th | Apr 9 & 11 | 5:30pm-9:30pm | 8 hrs

Certified Nurse Aide Training - \$899

This program will provide you with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings, including general medical hospitals, long-term care facilities, and home health care services. Successful completion of the program will allow you to take the Georgia Nurse Aide Examination. *To be eligible for the program, you must submit a clean background check and drug test that has been completed within 30 days from the start of the program.*

Main Campus | M-Th | Jan 22-Mar 11 | 4:30pm-9:30pm | 146 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: www.pearsonvue.com

Main Campus | Th | Jan 10 | 8am-3pm | 7 hrs

Main Campus | Th | Feb 14 | 8am-3pm | 7 hrs

Main Campus | Th | Apr 11 | 8am-3pm | 7 hrs

Main Campus | Th | May 23 | 8am-3pm | 7 hrs

Main Campus | Th | May 30 | 8am-3pm | 7 hrs

Main Campus | Th | Jun 6 | 8am-3pm | 7 hrs

Main Campus | Th | Jun 20 | 8am-3pm | 7 hrs

Main Campus | Th | Jul 11 | 8am-3pm | 7 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 | W & Th | Feb 6 & 7 | 5:30pm-9:30pm | 8 hrs

Main Campus | T & Th | Apr 2 & 4 | 5:30pm-9:30pm | 8 hrs

Main Campus | T & Th | Jun 4 & 6 | 5:30pm-9:30pm | 8 hrs

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

This course is for healthcare providers who are currently certified in PALS and need recertification. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

Main Campus | S | Mar 23 | 8am-3pm | 7 hrs

Main Campus | S | May 18 | 8am-3pm | 7 hrs

Escort Vehicle Driver Certification - \$79

Georgia law now requires that drivers of an escort or pilot vehicle obtain a certification. This course will certify you to drive and operate an escort vehicle for Oversize-Overweight loads as required by Georgia law. You will be taught vehicle safety, Georgia laws and regulations, vehicle standards, and uniform escort operations.

Main Campus | M & Tu | Apr 15-16 | 5:30pm-9:30pm | 8 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 | Mar 11-12 | 3pm-7pm | 8 hrs

Main Campus | M & Tu | May 13-14 | 3pm-7pm | 8 hrs

Health Ed Today – Online Healthcare Certificate Programs

Are you looking for a career in the healthcare field? We now offer online certificate courses in the healthcare industry including: medical administrative assistant, medical terminology, and medical coding, as well as several others. These courses are highly interactive and provide students with an enriched learning experience that includes engaging labs, course videos, and student exercises. Each student will also have access to career building exercise, lifelong learning training, and job search training. Visit us online to experience a course demo and learn more about these exciting new programs!

Online at www.healthedtoday.com/ogeecheetech

Price varies by course

Real Estate

Whether you are planning to enter the real estate field or need to earn continuing education units (CEUs), we offer a large array of online courses to meet your training needs. 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.

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

ServSafe - \$159 (includes book)

ServSafe is the industry standard certification for food safety and meets the Georgia requirement for employee food sanitation. 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. Be safe; enroll today and ensure your restaurant meets the standard!

Main Campus | M | Apr 29 & May 6 | 5:30pm-9:30pm | 8 hrs



PROFESSIONAL DEVELOPMENT

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 | Tu | Apr 16-May 14 | 6pm-8pm | 10 hrs

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 | Feb 20 | 8am-12pm | 4hrs

Main Campus | T & Th | May 7-9 | 6pm-8pm | 4hrs

Main Campus | W | Jun 19 | 8am-12pm | 4 hrs

Social Media for Business - \$59

Web-based and mobile technologies have transformed how people and businesses communicate. During this seminar, you will gain an overview into the world of Facebook, Twitter, and YouTube. Come and learn how to take advantage of the various social media platforms to promote your business, services, and products.

Main Campus | W | Mar 20 | 9am-12pm | 3 hrs

The Wonderful World of Google - \$59

Do you want to reach more customers? Would you like an effective way to operate your business more efficiently? During this three-hour workshop, you will learn about online marketing best practices and how to reach the right audience, how to use Google Analytics to track online traffic and optimize your website, and explore Google Calendars, Docs and Fusion Tables to communicate and share information. You won't want to miss this exciting opportunity to learn how Google can help you grow your business.

Main Campus | W | Apr 24 | 9am-12 Noon | 3hrs

FEATURED WORKSHOP

JUDGE FAYE SANDERS MARTIN PROFESSIONAL WOMEN SERIES

The annual series of lectures honors Judge Faye Sanders Martin for her many accomplishments and achievements. This series will provide an opportunity for the professional woman to enter into a network of professionals to develop and improve business skills, and to learn unique methods for balancing the demands of work and family.

Location TBD | F | Mar 8; Apr 5; May 3 | 11:30am-1pm | \$35 per session

Ed 2 Go

Discover a new world of learning! With online courses, you can study at your convenience and in your preferred learning environment. Our online courses and programs are engaging and relevant, and our interactive instructors support you throughout the course. Choose from a growing catalog of instructor-led courses designed to teach you a new skill or refresh a current one or enter into one of the career training programs geared to place you into a new career in an in-demand field.

Online at www.ed2go.com/ogeechee | Price varies by course

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



LEADERSHIP DEVELOPMENT

Approximately 80% of supervisors/managers are eligible for retirement. Is your business prepared for this shift in your workforce? Let our Supervisor Leadership Series (SLS) provide a practical solution for your succession management needs. The SLS is a program consisting of five courses that will help to develop critical supervisory/managerial skills. This series is beneficial for employees you are considering for management positions as well as those who need to refresh on their skills. Participants can sign up for each individual course for \$99 or for the entire series for \$425. . .a savings of \$70!

Conflict Resolution - \$99

Whether at home or at work, you experience conflict on a daily basis, and the way you handle these conflicts can have a major impact on your happiness, success, and fulfillment in life. During this course, you will explore different aspects of conflict and learn important skills that can help you manage personal and professional conflicts effectively. Even if you are not adept at handling conflict now, you can improve through understanding and practice.

Main Campus | T & Th | Jan 29-31 | 6pm-9pm | 6 hrs

Time Management & Multi-Tasking - \$99

Do you wish you had more hours in a day to get your work done? Could you be more productive if you could find ways to save time? If you answered yes to either question, then this course will be invaluable for you. During this course, you will be equipped with the tools and knowledge to use your time more effectively. You will learn how to prioritize and re-prioritize tasks as situations arise and change, set short-term and long-term goals, identify time-wasters and ways to eliminate them, and implement time management strategies to become more efficient with your time.

Main Campus | T & Th | Mar 5-7 | 6pm-9pm | 6 hrs

Writing Effective Performance Evaluations - \$99

Do you view performance reviews like your birthday – they come around every year whether you want them to or not? During this course you will learn how the performance review serves as an important business tool to help achieve your company's goals, improve communication, motivate personnel, and reduce your risk of legal liability. This course will turn the task of writing performance appraisals from a tedious chore to a powerful management and motivational tool.

Main Campus | T & Th | Apr 23-25 | 6pm-9pm | 6 hrs

Decision Making & Problem Solving - \$99

Some decisions are easy and automatic while others require time and much thought. When solving problems, you need to consider both sides, evaluate all the information, and think creatively. During this course, you will develop skills and strategies to think differently and critically to make sound decisions and solve problems. By combining decision making with problem solving, you can form great ideas, manufacture breakthroughs, and create positive change in the workplace.

Main Campus | T & Th | May 28-30 | 6pm-9pm | 6 hrs

Effective Speaking & Presentations - \$99

Public speaking can be frightening and overwhelming. Some presenters are a natural while others struggle to keep the audience engaged. This course will provide you with the foundation for improving your speaking and presentation skills. You will cover topics such as knowing your audience, overcoming stage fright and creating visual aids. This is an ideal course for the experienced professional, those re-entering the workforce and those beginning their careers.

Main Campus | T & Th | Jun 11-13 | 6pm-9pm | 6 hrs



PERSONAL ENRICHMENT

Basic Digital Photography - \$79

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, film speeds, posing, and special effects. You will practice taking pictures and have those pictures critiqued, so be sure to bring your camera!

Main Campus | Tu & Th | Feb 19-28 | 6pm-8:30pm | 10 hrs

Main Campus | Tu & Th | May 21-30 | 6pm-8:30pm | 10 hrs



Advanced Digital Photography - \$79

Are you ready to take your pictures to the next level? Are your sports shots still a little fuzzy? From motion and exposure to indoor and outdoor shots, you will learn how to control the image with your camera features for the perfect shot every time. Now your photographs will tell a story!

Main Campus | Tu & Th | Mar 19-28 | 6pm-8:30pm | 10 hrs

Cake Decorating – The Basics - \$89

Imagine the joy on the faces of your family and friends when you serve them a dessert made and decorated by you! This Wilton Method Decorating Basics course is the perfect place to start. A certified Wilton Instructor will walk you through the basic steps to prepare and decorate your dessert. You'll start with the basics of icing and then learn how to complete lines, flowers, leaves, roses, and piping. A book and a kit are included in the cost of this course.

Main Campus | Tu & Th | Mar 12-21 | 6pm-8pm | 8 hrs

Organic Gardening 101 - \$39

Do you want to pick fresh organic healthy produce without leaving the house? Do you want to start a garden but don't know how to start or what it will cost? During this course, you will discuss gardening basics, seed starting, fertilizing and watering basics, organic 101, and other frugal tips. By the end of the course you will have a plant to start your own garden, frugal tips, and gardening coupons. Yes, even you can have a green thumb!

Main Campus | Tu | Feb 12 | 6pm-8pm | 2 hrs

Pruning, Propagating, & Landscaping - \$39

Are you looking to add some curb appeal to your house/yard but not sure how to get started or what to do? Well, we have the answers for you. During this course, you will learn how to prune your plants, and how to propagate your favorite shrub. You will even learn what to plant, when to plant it, and what other plants you can plant it with. Join us with your specific questions so that you can have the curb appeal you desire!

Main Campus | Tu | Feb 26 | 6pm-8pm | 2 hrs

Family Style - \$69

Have you ever wanted to introduce your children to cooking? This introductory course to family cooking is the perfect start! During the class, you and your children will learn to make pretzels, pizza, and experiment with food and kitchen gadgets. This one day class offers fun for kids of all ages.

Main Campus | Th | Apr 11 | 6pm-8pm | 2 hrs

I'm Allergic To....\$109

Do you have food allergies and find cooking difficult? Food allergens can really make eating a chore. In this course we will learn to make delicious allergen free food that's outside the box. Monday and Wednesday 5:30-8:30 pm. (2 days)

Main Campus | M & W | May 13 & 15 | 5:30pm-8:30pm | 6 hrs

Soup's On - \$89

Who doesn't like soup and what better way to warm up on a cold winter's day? During this course, you will learn how to make great soup using seasonal, local ingredients and leftovers. You will layer flavors and tantalize your taste buds to create hearty bowls of soup to share with family and neighbors.

Main Campus | Tu | Feb 26-Mar 5 | 5:30pm-7:30pm | 4 hrs



Rubs This Way - \$39

Are you wishing you could give new life to your chicken, veggies, and bread. Well now you can by learning how to flavor your food using spices, fresh citrus oils, yogurt and other ingredients. During this class, you will create your own dry rubs, infused oils, and mouthwatering marinades. Take your meals to the next level and have everyone talking at your next cookout.

Main Campus | Th | Mar 28 | 5:30pm-7pm | 1.5 hrs

EVANS & SCREVEN COUNTY COURSES

Excel 2010 – The Basics - \$99

Formulas, data, and spreadsheets - Oh My! No need to be overwhelmed with the thought of working with spreadsheets. This basic level Excel course will 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, and print a spreadsheet. After completing this course, the fear of spreadsheets will be gone and have you wanting more!

Screven Center | T & Th | May 14-23 | 6pm-8pm | 8 hrs
Hagan Center | T & Th | Jun 18-22 | 6pm-8pm | 4 hrs

Word 2010 – The Basics - \$99

It's here – Microsoft 2010! Gain the basic knowledge and skills of word processing through this hands-on training course. You will learn how to create documents, format letters and text, build tables, and use the tools and attributes of Microsoft Word 2010. Once you complete this course, you'll want to go beyond the basics!

Screven Center | T & Th | Mar 12-21 | 6pm-8pm | 8 hrs
Hagan Center | T & Th | Apr 23-May 2 | 6pm-8pm | 4 hrs

Basic Life Support for Healthcare Providers - \$55

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.

Hagan Center | Th | Jan 24 | 5:30pm-9:30pm | 4 hrs
Screven Center | T | Mar 12 | 5:30pm-9:30pm | 4 hrs
Hagan Center | T | Apr 16 | 5:30pm-9:30pm | 4 hrs
Screven Center | Th | Jun 13 | 5:30pm-9:30pm | 4 hrs

Basic Life Support For Healthcare Providers – Recertification - \$35

This course is for healthcare providers who are currently certified in BLS and need recertification. Participants should already possess a book and, upon successful completion of the course, will receive a two-year certification.

Hagan Center | Th | Jan 24 | 5:30pm-9:30pm | 4 hrs
Screven Center | T | Mar 12 | 5:30pm-9:30pm | 4 hrs
Hagan Center | T | Apr 16 | 5:30pm-9:30pm | 4 hrs
Screven Center | Th | Jun 13 | 5:30pm-9:30pm | 4 hrs

Heartsaver First Aid - \$30

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 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!

Screven Center | Th | Mar 14 | 5:30pm-8:30pm | 3 hrs
Hagan Center | T | Apr 23 | 5:30pm-8:30pm | 3 hrs

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 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.

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.

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-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.



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.

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

OFFICE HOURS

Monday—Thursday
8:00 AM—6:00 PM

BY PHONE

Call 912.486.7409

ONLINE

www.ogeecheetech.edu/ce

BY MAIL

Complete this form and mail with check or money order to the address on the bottom of this page.

BY FAX

Complete form and send with credit card information to 877.257.2778

IN PERSON

Visit us in Room 801 in the Occupational Studies Building.

PAYMENT

We accept MasterCard, Visa, checks, money orders, or cash (in person only).

Make checks and money orders payable to:
OTC-CE

MAIL TO:

Ogeechee Technical College
Continuing Education
1 Joseph E. Kennedy Blvd.
Statesboro, GA 30458



OGEECHEE TECHNICAL COLLEGE

Continuing Education Registration Form

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: _____

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, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143H, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.



**graphic
design
services**

print - digital - offset

- collateral materials
 - > business cards
 - > letterhead & envelopes
 - > brochures, flyers, & catalogs
 - > booklets
- magazines
- business forms, & medical forms
- postcards, & direct mail pieces

↑ labels

promotional items

- mugs • pencils • pens • post-its
- luggage tags • magnets
- padfolios • memo holders

phone
**912
739
2133**

*Let South
Georgia Graphics
add color to
your life!*



OGEECHEE TECHNICAL COLLEGE
One Joseph E. Kennedy Blvd.
Statesboro, GA 30458