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To Succeed



Continuing Education
Spring 2014 Catalog

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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.



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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 | Feb 18-27

6pm-8:30pm | 10 hrs

Main Campus | Tu & Th | Apr 15-17

8am-12:30pm | 10 hrs

Main Campus | Tu & Th | May 20-29

6pm-8:30pm | 10 hrs

Main Campus | M & W | June 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 | June 17-26

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 | Tu & Th | Mar 18-27

6pm-8pm | 8 hrs

Main Campus | M & W | Apr 7-9

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

Main Campus | Tu & Th | Apr 29-May 8

6pm-8pm | 8 hrs

Windows 8 - \$99

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

Main Campus | Tu & Th | Jan 28-Feb 6

6pm-8pm | 8 hrs

Main Campus | M & W | Mar 3-5

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

Main Campus | Tu & Th | June 3-12

6pm-8pm | 8 hrs



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

CUSTOMIZED TRAINING SOLUTIONS

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



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 | W | Jan 15
8:30am-12:30pm | 4 hrs

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

Main Campus | Th | Feb 27
5:30pm-9:30pm | 4 hrs

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

Main Campus | Th | Mar 27
5:30pm-9:30pm | 4 hrs

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

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

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

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

Main Campus | W | Jul 9
8:30am-12:30pm | 4 hrs

Main Campus | Th | Jul 31
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 | Feb 20
8am-3pm | 8 hrs

Main Campus | Th | Apr 17
8am-3pm | 8 hrs

Main Campus | Th | May 15
8am-3pm | 8 hrs

Main Campus | Th | May 22
8am-3pm | 8 hrs

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 | Jan 25
8am-3pm | 6 hrs

Main Campus | S | Mar 22
8am-3pm | 6 hrs

Main Campus | S | May 17
8am-3pm | 6 hrs

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

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

Main Campus | S | Feb 22
8am-3pm | 6 hrs

Main Campus | S | Apr 26
8am-3pm | 6 hrs

Main Campus | S | Jun 28
8am-3pm | 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 | Feb 6
5pm-9:30pm | 4.5 hrs

Main Campus | Th | Apr 3
5pm-9:30pm | 4.5 hrs

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

Heartsaver First Aid - \$30

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

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

Main Campus | Th | Apr 3
5pm-7pm | 2 hrs

Main Campus | Th | Jun 5
5pm-7pm | 2 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 | F | May 2
8am-5pm | 8 hrs

Part 2: PCS | Main Campus | F | May 9
8am-5pm | 8 hrs

Part 3: PCS | Main Campus | F | May 16
8am-5pm | 8 hrs

Driver's Education Training - \$379

In 2007, the State of Georgia passed Joshua's Law which requires all teen drivers to take an approved driver's education course before obtaining their driver's license. This state approved driver's education course includes 30 hours of classroom instruction, 6 hours of on-the-road instruction, and meets the requirements for Joshua's Law. All students must present a valid Georgia Driver's/Learner's permit at time of registration. Classroom instruction dates are listed below, and on-the-road instruction will be scheduled by the driving instructor.

Main Campus | TBA

Electrical License Exam Prep Course - \$579

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

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

Electrical Troubleshooting - \$349

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

leakage currents, motor testing and wiring, circuit protection, and the differences between testing and troubleshooting mechanical and solid-state components. This course is a must for those who are looking to enhance their electrical troubleshooting skills!

Main Campus | T & W | Mar 4 & 5
8am-5pm | 16 hrs

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

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

Main Campus | Call to schedule test date

Escort Vehicle - \$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 | Jan 27-28
5:30pm-9:30pm | 8hrs

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 | Feb 17-18
3pm-7pm | 8 hrs

Main Campus | M & Tu | May 19-20
3pm-7pm | 8 hrs



Georgia Real Estate Pre-License Fundamentals - \$299

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

Computer Based Course
www.ogeechee.360training.com

Real Estate Continuing Education Courses

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

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

ServSafe - \$159 (includes book)

The Georgia Department of Health requires every food service establishment to have on staff, at least one food service manager 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 | Apr 28-May 7
5:30pm-7:30pm | 8 hrs

WWW.OGEECHEETECH.EDU/CE

PROFESSIONAL DEVELOPMENT

Judge Faye Sanders Martin Professional Women Series - \$35

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. This year's topics include, financial planning, woman's health, and creating a professional identity.

Location TBD | F | Apr 4, 18, & May 2
11:30am-1pm

LEAN 101 - \$49

This introductory course is designed to introduce you to LEAN Methodology and a new way of conducting your business. The focus is on eliminating processes that add no value to your product or service, and optimizing or simplifying those that do. During this course you will gain an understanding of the basics of LEAN, mass production versus LEAN production, the tools used during LEAN, and the LEAN implementation steps. This course is the foundation for all other LEAN courses and will prepare you to become a member of your Kaizen improvement team. Register two employees and the third attends for free!

Main Campus | Tu-W-Th | Jan 21-23
9am-12pm | 9 hrs

LEAN Office - \$49

The principles of LEAN Manufacturing are as applicable in an office setting as they are on the factory floor. During the class you will use the fundamentals of LEAN that you learned in LEAN 101 and begin to apply them to your office setting. You will gain an understanding of the basics of LEAN Office, how to conduct more efficient meetings, identify wastes, and use the basics of 5S to improve the functioning of your office. Enroll now and eliminate the waste in your office! Register two employees and the third attends for free!

Main Campus | Tu-W-Th | Feb 4-6
9am-12pm | 9 hrs

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

Leadership Conference - \$199

Catching, Motivating, and Keeping Your Best Employees

The best employees want to work in the best places. If you want to attract them and keep them, this conference is for you! Join us as Dr. Earl Suttle helps you gain greater insight of your leadership style and how to strengthen your relationships on the job. You'll learn how to apply your leadership style and skills to lead your diverse group in a way that will be professionally productive and personally rewarding for you and every member of your team. You will also find out how to help your staff through changes in the workplace and how to keep them when the money isn't there. From Delta Airlines and American Express to the American Hospital Association and the Denver Broncos, Dr. Suttle specializes in working with businesses and organizations to increase their profits and productivity through developing their people. Don't miss this opportunity to be inspired!

Main Campus | W | Apr 9
8am-4pm | 8hrs

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



Online learning
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www.ed2go.com/ogeechee



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.

Colonial House of Flowers | Tu & Th
Mar 4-13 | 6pm-8pm | 8 hrs

Floral Designs with Wreaths - \$59

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

Colonial House of Flowers | Tu & Th
Apr 22-24 | 6pm-8pm | 4 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 18-27
6pm-8pm | 8 hrs



Cake Decorating – Flowers & Design - \$89

In this Flowers and Cake Design course, we will explore even more sophisticated ways to bring your cakes and desserts to life! You will create breathtaking icing flowers such as pansies, lilies and famous Wilton roses. Then you will discover the secrets of arranging them in a beautiful balanced cake-top bouquet. Your amazing flowers will be framed by an impressive border treatment or basket weave design. A book and a kit are included in the cost of this course.

Main Campus | Tu & Th | Apr 29 – May 8
6pm-8pm | 8 hrs

Basic Digital Photography - \$89

Discover the wonderful world of digital photography and learn how to capture the perfect picture every time! Throughout this course, you will gain a better understanding of your camera and have a simple method for taking better pictures. You will learn about different lighting techniques, camera angles, ISO speeds, posing, and special effects. You will practice taking pictures and have those pictures critiqued, so be sure to bring your camera! You will need to have a DSLR camera. If you have any questions about your camera type, please contact the Continuing Education Office.

Main Campus | Tu & Th | Feb 11-20
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 | Mar 4-11
6pm-8:30pm | 7.5 hrs

Introduction to Photoshop Elements 11 - \$99

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 | May 20-29
6pm-8pm | 8 hrs

Point-N-Shoot Photography - \$39

Do you feel inadequate because you have a simple point and shoot camera and your friend has a fancy Digital SLR? Are you wishing your point and shoot pictures were clearer, sharper, and had the correct lighting? Come and hear from our expert photographer how angles, lighting, and the different modes on your camera are critical to capturing the perfect picture. If you want to be a good photographer, even if it is with a point and shoot camera, then enroll in this class and learn helpful tips and techniques to get the right picture every time.

Main Campus | Th | Apr 24
6pm-8pm | 2 hrs



Hand Gun Safety - \$170

In today's world, more and more people are becoming hand gun owners. As a hand gun owner, you have a responsibility to learn about the operation and safe handling of your firearm. This class will provide you with the necessary knowledge, and skills for owning a hand gun. During the course, you will learn about various types of hand guns, equipment

PERSONAL ENRICHMENT

and accessories, safety issues including liability, loading and unloading procedures, proper cleaning techniques, and basic shooting techniques. You will spend the majority of the class time on the shooting range honing your hand gun safety skills. Remember, hand gun education prevents accidents and saves lives! *Participants will need to bring the following equipment to class: hang gun (unloaded); two-three unloaded magazines or speed loaders, 200 rounds of ammunition, gun holster, cleaning kit, eye and ear protection, and a baseball cap.*

**Main Campus | Tu, Th & S | Feb 4, 6 & 8
6pm-8pm & 8am-2pm | 12 hrs**

**Main Campus | Tu, Th & S | Mar 25, 27 & 29
6pm-8pm & 8am-2pm | 12 hrs**

Women's Self Defense - \$79

This Women's Self-Defense Course will help give you the security and peace of mind in knowing that you can dramatically increase the chances of surviving/avoiding a violent attack. The ability to protect yourself, your friends, and your family from dangerous situations is priceless. This self-defense course has been designed specifically to empower you with the skills, tactics, and strategies to increase your chance of surviving a violent situation. This is a great class for mothers and daughters to attend together for a special discount price! Must be at least 14 years of age.

**Main Campus | Th | Feb 20-Mar 13
6pm-8:30pm | 10 hrs**

**Main Campus | Th | June 5-26
6pm-8:30pm | 10 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 25
6pm-8pm | 2 hrs**

Edible Landscapes - \$39

Is your landscape earning its keep? Many trees, bushes, flowers, and vines can not only provide an attractive landscape but can also provide healthy food for your family. Edible landscaping is much easier than you might think. The wonderful climate in South Georgia allows us to grow a variety of edible plants that will enhance the look of your yard, and help you save on your grocery bill!

**Main Campus | Th | Feb 27
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 | Mar 4
6pm-8pm | 2 hrs**

Personal Finance 101 - \$49

It doesn't matter if you are in high school,

college, starting out on your own, or preparing for retirement, you need to have a solid understanding of your finances. This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine, and will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll learn the essentials to make smart decisions about -- and avoid the pitfalls of -- banking, credit, home finance, financial planning, investing and taxes.

**Main Campus | Tu | Feb 25
6pm-8pm | 2 hrs**

Financial Planning for College & Retirement - \$49/person or \$69/family

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

**Main Campus | Tu & Th | Mar 25 & 27 |
6pm-8pm | 4 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, 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 | Apr 22 & 29
6pm-8pm | 4 hrs**

FACILITY RENTALS

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

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

WWW.OGEECHEETECH.EDU



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

Remote COMPASS

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

GED

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

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

Georgia Pest Control Exam - \$45

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

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

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

Microsoft Exams

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

Pearson Vue

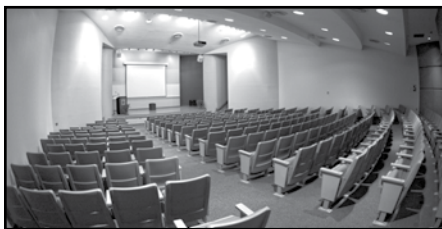
Ogeechee Technical College is an authorized Pearson Vue testing center. Pearson Vue is a

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



CAMPUS FACILITIES & REGISTRATION POLICIES

Whether you need to conduct a meeting or 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.

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 send 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 866-697-4744

IN PERSON

Visit us in Room 808 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:
Ogeechee Technical College**

MAIL TO:

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



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.

Healthcare Certificate Programs

About Our Courses

These courses are highly interactive and provide students with an enriched learning experience. Each course was developed to ensure that students gain the necessary skills to excel in a professional healthcare environment. Additionally, these programs include access to an online community with interactive content and robust student services. Each course includes:

- 24X7 instructor support and course mentoring
- Online healthcare content that supplements each course
- Student and instructor collaboration
- Engaging labs, student exercises, course videos and animated simulations
- Student pre and post assessments and online performance tracking
- National and state **certification opportunities**
- A secure Student Portal which includes: career guidance, resume writing and other career resources
- Certain programs include **clinical externships** - see descriptions at right

Note: The student tuition amount at right includes all textbooks, workbooks and related course material.

For more information,
please visit our website:

[www.healthedtoday.com/
ogeecheetech](http://www.healthedtoday.com/ogeecheetech)

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!

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.

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, an overview of the healthcare industry and the role of the medical administrative assistant will be provided. 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.

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.





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

South Georgia GRAPHICS

print | labels | design

phone 912
739
2133

labels

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

promotional items

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

