



Live ♦ Laugh  
Learn

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





# Facilities

Whether planning a meeting, executive retreat, workforce training, or conference, the accommodating staff at Ogeechee Technical College is focused on handling all the details. Conveniently located just minutes from I-16 and downtown Statesboro, the College is easily accessible and boasts ample free parking.

State-of-the-art audio-visual equipment, wireless Internet access, "smart classroom" technology, superior meeting facilities in a variety of configurations, and on-site catering await. Facilities include comfortable board rooms, common areas, conference centers, and classrooms to help attendees gather and collaborate or network.

From our professional event staff to our state-of-the-art facilities your experience will be simply amazing! Give us a call and see what great opportunities exist!

For more information or to schedule a visit, please contact  
Kathleen Kosmoski at  
912-486-7409  
or [kkosmoski@ogeecheetech.edu](mailto:kkosmoski@ogeecheetech.edu).



*“We have been using Ogeechee Tech’s facility for crop insurance training classes for 10+ years. It would be hard to imagine being anywhere else around the Statesboro area. The computer labs we rent are state-of-the-art. The professionalism and friendliness of their staff is phenomenal. We look forward to using Ogeechee Technical College for years to come!”*

**Michael Smith, Marketing Manager**  
**Rain & Hail Insurance – Southern Division**



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

*Live ♦ Laugh ♦ Learn*

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As set forth in its student catalog, 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, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator, Office 193, Joseph E. Kennedy building, 912.871.1885, [titleix@ogeecheetech.edu](mailto:titleix@ogeecheetech.edu); Section 504 Coordinator, Office 189, Joseph E. Kennedy building, 912.486.7211, [adacoordinator@ogeecheetech.edu](mailto:adacoordinator@ogeecheetech.edu); One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.



# 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 | Feb 7, 9, 14 & 16**

**6pm-8:30pm | 10 hrs**

**Main Campus | M-Th | March 13, 14, 15 & 16**

**8:30am-11am | 10 hrs**

**Main Campus | Tu & Th | May 16, 18, 23 & 25**

**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 | April 11, 13, 18 & 20**

**6pm-8pm | 8 hrs**

## Introduction to PC Troubleshooting - \$99

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems you experience with your computer are completely avoidable, and most can be solved with nothing more than a few minutes of your time. This course takes you

step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, you will be launched into some of the more advanced and nasty problems that crop up. So what are you waiting for? Let's fix your PC!

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**



## Microsoft PowerPoint – 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.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Microsoft Project 2013 - \$99

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Whether you are new to project management or an experienced manager, this course will provide you with the

essential information to prepare for and complete projects efficiently, and make you more valuable to your employer by increasing your skills and competencies. You will become more organized, detailed-oriented, and an excellent communicator. Enroll now and join the fast-growing and highly demanded field of project management.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## QuickBooks 2015 – 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 | W & Th | May 17 & 18**

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

## Microsoft Word – 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!

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**



## 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 11**  
8:30am-12:30pm | 4 hrs  
**Main Campus | Th | July 26**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | Th | Feb 23**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | W | Mar 8**  
8:30am-12:30pm | 4 hrs  
**Main Campus | Th | Mar 30**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | Th | Apr 27**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | W | May 10**  
8:30am-12:30pm | 4 hrs  
**Main Campus | Th | May 25**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | Th | June 29**  
5:30pm-9:30pm | 4 hrs  
**Main Campus | W | July 12**  
8:30am-12:30pm | 4 hrs  
**Main Campus | Th | July 27**  
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 | March 28 |**  
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 | Feb 2**  
5pm-9:30pm | 4.5 hrs  
**Main Campus | Th | Apr 6**  
5pm-9:30pm | 4.5 hrs  
**Main Campus | Th | June 1**  
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 2 | 5pm-7pm | 2 hrs**  
**Main Campus | Th | Apr 6 | 5pm-7pm | 2 hrs**  
**Main Campus | Th | June 1 | 5pm-7pm | 2 hrs**

## Spanish for Medical Professionals - \$99

Are you struggling to communicate with your Spanish-speaking patients? Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. Forget about boring grammar charts! Instead, entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. You'll start with simple words for everyday topics including colors, numbers, conversational phrases, family names,

and words for asking questions. Next, you'll discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment. Spanish for healthcare professionals has never been easier or more fun. ¡Vamos! (Let's go!)

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Advanced Cardiac Life Support (ACLS) – \$225

ACLS is for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. Prior knowledge in the treatment of cardiovascular emergencies is required. This course is a Web-based, self-paced instructional program that uses eSimulation technology in which you will assess and treat patients in a virtual healthcare setting. Through the online learning component, you will apply your knowledge to real-time decision making and skills development. Debriefings and coaching are provided immediately after each simulation to facilitate learning. After completing the cognitive portion of the course, you will schedule an appointment with the Training Center to practice and test your skills with an AHA Instructor. Upon successful completion of both portions of the course, you will receive a two-year certification.

**Online Training plus Hands-On Skills Session**  
[www.ogeecheetech.edu/ce](http://www.ogeecheetech.edu/ce)

## Pediatric Advanced Life Support (PALS) – \$225

PALS is for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies in infants. Prior knowledge in the treatment of infant cardiovascular emergencies is required. This course is a Web-based, self-paced instructional program that uses eSimulation technology in which you will assess and treat patients in a virtual healthcare setting. Through the online learning component, you will apply your knowledge to real-time decision making and skills development. Debriefings and coaching are provided immediately after each simulation to facilitate learning. After completing the cognitive portion of the course, you will schedule an appointment with the Training Center to practice and test your skills with an AHA Instructor. Upon successful completion of both portions of the course, you will receive a two-year certification.

**Online Training plus Hands-On Skills Session**  
[www.ogeecheetech.edu/ce](http://www.ogeecheetech.edu/ce)

**WWW.OGEECHEETECH.EDU/CE**



# MEDICAL

## 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. You will be required to complete a clinical rotation with this course. Begin your healthcare career as a Dialysis Technician!

**Online Training |** [www.healthtoday.com/ogeecheetech](http://www.healthtoday.com/ogeecheetech)

## EKG Technician Certificate Program - \$699

Looking for a job that is in high demand? This EKG Technician program will prepare you to function as an EKG Technician in a doctor's office, hospital, clinic, or other healthcare facility. During this course you

will cover key topics including: electrocardiography terminology, patient care and safety, anatomy and physiology of the cardiovascular system, electrophysiology, lead placement, basic EKG interpretation and troubleshooting, EKG strip analysis, and rhythm identification. Become an EKG Technician and be in demand.

**Online Training |** [www.healthtoday.com/ogeecheetech](http://www.healthtoday.com/ogeecheetech)

## Medical Administrative Assistant Certificate Program - \$1,299

Do you want to work in a doctor's office but don't have the required training? This program will prepare you to function effectively in many of the administrative and clerical positions in the healthcare industry. During this course, you will provide you with an overview of the healthcare industry and the role of the medical administrative assistant. In addition, you will learn about ethical and legal issues, communication techniques, scheduling and general office duties, medical records management, health insurance coverage, billing and coding procedures, medical accounting, and a host of other medical office topics. After successful completion of this program,

you will have the skills and knowledge to obtain an administrative medical assistant position.

**Online Training |** [www.healthtoday.com/ogeecheetech](http://www.healthtoday.com/ogeecheetech)

## Medical Terminology Certificate Program - \$499

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

**Online Training |** [www.healthtoday.com/ogeecheetech](http://www.healthtoday.com/ogeecheetech)

**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 | W & Th | May 31 & June 1  
|8:30am-12:30pm | 8 hrs**

## Driver's Education Training - \$379

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. Please visit our website [www.ogeecheetech.edu/driversed](http://www.ogeecheetech.edu/driversed) for additional information and to obtain a registration packet. Class sizes are limited and fill up fast!

**Main Campus | M-Th | Feb 20-23**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | Apr 3-6**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | June 5-8**

**8am-5pm | 36 hrs**

**Screeven Campus | M-Th | June 12-15**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | June 19-22**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | June 26-29**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | July 17-20**

**8am-5pm | 36 hrs**

**Main Campus | M-Th | July 24-27**

**8am-5pm | 36 hrs**



# LICENSING & CERTIFICATION

## Industrial Maintenance Technology - \$2,950 – Highlight this course

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.

*Financial assistance may be available through the Workforce Innovation and Opportunity Act. Contact the Continuing Education Office for details.*

**Main Campus | M-F | April 3 – May 26  
8am-5pm | 320 hrs**

**Main Campus | M-F | June 5 – Aug 4  
8am-5pm | 320 hrs**



## Electrical Code Update - \$49

This course will provide 4 hours of continuing education units (CEUs) for licensed electrical contractors and will cover updates and changes to the latest NEC electrical codes. The course is led by a licensed electrical contractor and Ogeechee Technical College Electrical Technology Program instructor.

**Main Campus | Th | Apr 20 | 5pm-9pm | 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 | T | 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 | March 13 & 14  
5pm-9pm | 8 hrs**

**Main Campus | M & Tu | May 22 & 23  
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 | April 17, 19, 24 & 26  
4:30pm-6:30pm | 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).

**Online Training  
[www.ogeechee.360training.com](http://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.

**Online Training  
[www.ogeechee.360training.com](http://www.ogeechee.360training.com)  
Price varies by course**

# 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,

# PERSONAL ENRICHMENT

you'll be able to use your camera to take the photos you've always dreamed of.

**Main Campus | Tu & Th | Feb 21, 23, 28 & Mar 2  
6pm-8:30pm | 10 hrs**

**Main Campus | Th & Th | May 2, 4, 9 & 11  
10am-12:30pm | 10 hrs**

## Jekyll Island Adventure – \$89

Join Frank Fortune for a wonderful day of exploration and picture taking on beautiful Jekyll Island, Georgia! On this one day adventure, you will visit driftwood beach, the historic district and other attractions the island has to offer. Throughout the day, Frank will talk with you about the places you are visiting, picture composition, and lighting so that you can capture the perfect picture every time! When you return, there will be an optional session to critique your photographs and gain a few extra tips from Frank. Prerequisites: In order to participate, you must be at least 18 years of age and have taken a Basic Digital Photography class. Lunch is not included in the price.

**Main Campus | S | Mar 25  
7:30am-6:30pm | 11 hrs**

## Start and Operate Your Own Home-Based Business - \$99

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already own.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Photoshop 101 - \$99

Adobe's Photoshop is the industry standard professional photo editing software for digital photographers and graphic artists. During this course, you will focus on the basic features of Photoshop to adjust and modify your images. You will learn how to properly use Photoshop's tools, discover how to retouch and color correct images, edit pictures using



different tools, and refine images by adjusting layers and applying advanced images. Additionally, you will receive an orientation to Photoshop Bridge. After completing this class, you too will be able to take your pictures from good to amazing! *To ensure your success in this course, you should have a basic comfort level with digital photography as well as computers.*

**Main Campus | Tu & Th | June 6, 8, 13 & 15  
6pm-9pm | 12 hrs**

**[WWW.OGEECHEETECH.EDU/CE](http://WWW.OGEECHEETECH.EDU/CE)**

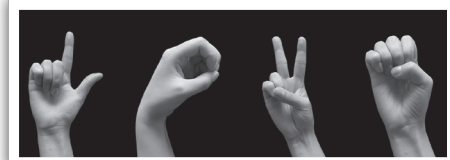
## Financial Planning for Retirement - \$29

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 | Tu | Mar 14 & 21  
6pm-8pm | 4 hrs**

## Discover Sign Language - \$99

Discover the fun of learning sign language and using your hands to communicate with Deaf people. It's truly amazing that we can communicate just by using our hands! In this course, you'll discover how to use this graceful, expressive language to communicate with Deaf people. You'll master how to fingerspell the alphabet, learn signs for colors, numbers, objects, and



family members, and see how to sign phrases and full sentences. Throughout, you'll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. By the end of the course, you'll be ready to have a conversation in sign language.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

# PROFESSIONAL DEVELOPMENT

## Accounting Fundamentals - \$99

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

statement and closing out accounts at the end of each fiscal period.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Computer Skills for the Workplace - \$99

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the

modern job market. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. You'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**



# PROFESSIONAL DEVELOPMENT

## Effective Business Writing - \$99

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

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Fundamentals of Supervision & Management - \$99

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial

job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## Speed Spanish - \$99

Imagine yourself speaking, reading and writing Spanish. With Speed Spanish, you can! After the first week, you will be able to speak Spanish in short phrases. By week two, you will be conversing in complete sentences. Throughout this course, you'll learn six easy methods for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. *Muy Bueno!*

**Online Training | [www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

## 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 Trainings

**[www.ed2go.com/ogeechee](http://www.ed2go.com/ogeechee)**

**Price varies by course**

## JER Online

We have partnered with JER Online to provide a wide variety of online continuing education and training programs. JER Online specializes in career track training and offers more than 1000 courses in subject areas that include work place training, writing, medical, technical, and green education. The courses are industry developed and affordable. With JER Online you can start any time, access your course from anywhere at any time, and have access to your course for a full year. JER Online also offers discounted pricing for company group enrollments.

### Online Trainings

**[www.coursecatalog.com/ogeechee](http://www.coursecatalog.com/ogeechee)**

# TESTING SERVICES

**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](http://www.ogeecheetech.edu/testing)**

## Remote Compass

The Remote Compass exam is given at the Assessment Center for a fee of \$25 per proctored session. Remote Compass testing sessions require a remote registration number which is provided to you by your college. Please contact your college and ask for a remote registration for a Compass test prior to scheduling your exam. Visit [www.ogeecheetech.edu/testing](http://www.ogeecheetech.edu/testing) once you have your registration 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 six (6) months after an unsuccessful attempt. Please visit [www.ogeecheetech.edu/testing](http://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](http://www.GED.com).

**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](http://www.gapestexam.com).

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

## 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](http://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. To register for the exam please visit [www.certipoint.com](http://www.certipoint.com).

## Proctored Exams

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

# 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





# Industrial Maintenance Technology Training

Our innovative Industrial Maintenance Program has been specifically designed to meet the needs of our local industry to help establish a highly skilled workforce. This learning system covers the full range of needed skills. Whether your employees need to start with the basic fundamentals or focus on advancing their skills, our program addresses the various technologies used in industry today.

The curriculum is based on a selection of pre-established objectives required by industrial maintenance technicians. Each student completes only those elements of the program that are useful for his/her circumstances as identified through the E-Assessment. Each course is delivered by a combination of self-paced, online instruction, and individually scheduled hands-on labs.

Our program is comprised of three components:

**E-Assessment** – identifies an employee's strengths, weaknesses, and training needs

**E-Learning** – self-paced online instruction available through any computer with internet access

**Hands-On Lab** – verifies learning objectives and outcomes

## Course Offerings

ARC Flash Safety Training	Mechatronics
Blue Print Reading	Process Control
Electrical Systems	Programmable Controllers
Fluid Power	Robotics
Forklift Safety Training	Thermal Systems
Manufacturing Processes	Workplace Effectiveness
Mechanical Systems	



## Program Highlights

Training Program individualized to meet employee's needs.

E-Learning is convenient, flexible, and supports a wide array of learning styles.

E-Learning can be completed, at work, at home, at OTC, or any location with web access.

Hands-on training verifies skills and knowledge.

Training Program builds basic fundamental skills and fills knowledge gaps.

Provides ability to cross-train employees to become multi-crafted.

Includes non-manufacturing topics such as workplace skills, safety, quality assurance, workplace effectiveness, and LEAN Manufacturing.

Curriculum is constantly reviewed and updated to reflect current industry standards.



**OGEECHEE TECHNICAL COLLEGE**

One Joseph E. Kennedy Blvd.  
Statesboro, GA 30458



## **FREE GED CLASSES**

Ogeechee Technical College Adult Education Program offers free classes to help students age 16 and above prepare for the GED Exam. Call one of our three offices today to get started!

**Screven County Workforce  
Development Center**  
107 Community Drive  
Sylvania, GA 30467  
**912-564-7326**

**Ogeechee Technical College  
Natural Resources Building**  
20 Joseph E. Kennedy Blvd.  
Statesboro, GA 30458  
**912-871-1721**

**Evans Technical Education  
Complex**  
625 Cedar Avenue  
Hagan, GA 30429  
**912-739-2959**

### **Flexible Class Schedules and Online Classes Available.**

Students who attend class regularly and progress in the program may be eligible for GED Exam scholarships.

**[www.ogeecheetech.edu/ged](http://www.ogeecheetech.edu/ged)**



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