Continuing Education Fall 2012 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
Excel 2010 – The Basics
Introduction to Computers I
Introduction to Computers II
PowerPoint 2010 – The Basics
Publisher 2010 – The Basics
Quickbooks 2012 – The Basics
Word 2010 – The Basics

3 LICENSING & CERTIFICATIONS
OSHA Training
Advanced Cardiac Life Support - Recertification
Basic Life Support for Healthcare Providers
Certified Nurse Aide Training
CNA Testing
Commercial Truck Driver Refresher Course
Electrical License Exam Prep Course
Emergency Medical Responder
Escort Vehicle Driver Certification
Forklift Safety Training
Heartsaver CPR & First Aid
Pediatric Advanced Life Support - Recertification
Pest Control Certification Exam
ServSafe

FEATUED WORKSHOPS:
Funeral Service Conference

5 PROFESSIONAL DEVELOPMENT
Spanish for Medical Professionals
Starting a Small Business
Planning and Financing for Your Small Business
Legal Issues for Your Small Business
Social Media for Business
The Wonderful World of Google
Customer Service
Telephone Skills
Writing for the Workplace

6 LEADERSHIP DEVELOPMENT
Skills for the First Time Supervisor
Embracing Diversity
Handling Conflict
Decision Making & Problem Solving
Time Management & Multi-Tasking
Teamwork

7 PERSONAL ENRICHMENT
Basic Digital Photography
Advanced Digital Photography
Build Your Own Rain Barrel
Community Spanish: A Survival Guide
Caio Italia!
30 Minute Meals
Holiday Baking 101

7 ONLINE COURSES
Real Estate
Ed 2 Go
Professional Continuing Education

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Got an Idea? Like to Teach? Let Us Know!
Ogeechee Technical College is always looking for good ideas for Continuing Education courses and topics. If you have an idea for a course, workshop, or training program, or if you would like to teach one of our existing courses, please contact Kathleen Kosmoski at 912.486.7409.

Ogeechee Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The System and Technical Colleges 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, Student Activities and Special Populations Coordinator | Office 143D, 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.

To register visit us online @ www.ogeecheetech.edu/ce
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 | Th | Sept 6 | 8am - 5pm | 8 hrs
Main Campus | Tu & Th | Oct 16 - 25 | 6 - 8pm | 8 hrs
Main Campus | M | Dec 3 | 8am - 5pm | 8 hrs

Introduction to Computers I - $59
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 be introduced to various operating and software applications, and you will discuss factors to consider when purchasing your own computer.

Main Campus | Tu & Th | Sept 11 & 13 | 6 - 8:30pm | 5 hrs
Main Campus | Tu & Th | Nov 13 & 15 | 6 - 8:30pm | 5 hrs

Introduction to Computers II - $79
Now that you know what a computer is and all its parts, come and explore the internet using various search engines and learn the components of Microsoft Office. You will learn the basic functions of your computer and how to set it up. Once you complete this course, we won’t be able to get you off the computer!

Main Campus | Tu & Th | Sept 18 - 27 | 6 - 8pm | 8 hrs
Main Campus | Tu & Th | Nov 27 - Dec 6 | 6 - 8pm | 8 hrs

PowerPoint 2010 – The Basics - $99
Have you ever wished you knew how to create a presentation on the computer? Are you having difficulty learning all the “ta-das” to enhance your presentation? If so, this course is for you! Come and learn the basic knowledge and skills in producing slide presentations through Microsoft PowerPoint. You will learn how to create and format slides, draw objects, work with graphics such as Word Art and pictures, and modify the presentation during this hands-on lab course. Once you complete this course, your presentations will be flying off the screen.

Main Campus | Tu & Th | Oct 30 - Nov 8 | 6 - 8pm | 8 hrs

Publisher 2012 – The Basics - $99
Learn to add some pizzazz to your newsletters, brochures, and flyers! This course is designed to teach you the core features and functions of Publisher. You will learn how to create and edit various types of publications, arrange text and pictures, create different layouts, export your publication to a PDF, and prepare your publications for commercial printing. Now, you too, can have that extra zing when creating your marketing pieces.

Main Campus | Tu & Th | Aug 7 - 16 | 6 - 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 | W | Aug 29 | 8am - 5pm | 8 hrs
Main Campus | Tu & Th | Oct 2 - 11 | 6pm-8pm | 8 hrs
Main Campus | Tu | Nov 27 | 8am - 5pm | 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.

Advanced Cardiac Life Support (ACLS) – 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 | Jul 28 | 8am - 3pm | 6 hrs
- Main Campus | S | Oct 20 | 8am - 3pm | 6 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 | Jul 25 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Aug 29 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Sept 26 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Oct 24 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Nov 28 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Dec 12 | 5:30 - 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 | Jul 25 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Aug 29 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Sept 26 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Oct 24 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Nov 28 | 5:30 - 9:30pm | 4 hrs
- Main Campus | W | Dec 12 | 5:30 - 9:30pm | 4 hrs

Certified Nurse Aide Training - $1,599
This program will provide you with classroom training and practice as well as the clinical experiences necessary to care for patients in various set-

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](http://www.pearsonvue.com)

Certified Nurse Aide Training - $1,599
This program will provide you with classroom training and practice as well as the clinical experiences necessary to care for patients in various set-

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
Emergency Medical Responder (First Responder) - $899
This course will prepare you as an entry-level first responder in a medical or industrial setting. You will gain the basic knowledge and skills to be able to manage medical- and trauma-related emergencies. Some of the topics you will cover include patient assessment, airway and circulation, illnesses and injuries, childbirth, and lifting and moving patients. Successful completion of the program will allow you to take the National Registry of Emergency Medical Technicians certification examination.

Main Campus | M & W | Oct 1 - Nov 7 | 5 - 9pm | 50 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 | Jul 18 - 19 | 5:30 - 9:30pm | 8 hrs
Main Campus | W & Th | Sep 19 - 20 | 5:30 - 9:30pm | 8 hrs
Main Campus | W & Th | Dec 5 - 6 | 5:30 - 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 | Aug 18 | 8am - 3pm | 6 hrs
Main Campus | S | Nov 17 | 8am - 3pm | 6 hrs

Commercial Truck Driving Refresher Course - $499
plus fuel costs
If you have a CDL and haven’t been driving a truck for over 12 months, then you need to take this truck driving refresher course. During this 40-hour course, you will participate in classroom instruction; demonstrate basic control, shifting, cornering, backing skills and driving; conduct walk-around inspections; and review federal and state rules and regulations. Prerequisites: Must have a current Class A CDL, submit a current motor vehicle report, submit a current long form DOT physical, pass a drug screen, and possess a certificate from an accredited driving school.

Hagan Campus | F | Aug 17 - Sept 7 | 8am - 5pm | 40 hrs

Forklift Safety Training - $129
Are you looking for a job in the industrial sector and need a skill to enhance your resume? During this course, you will gain the knowledge and skills to operate a forklift safely. The course is designed for individuals with little or no forklift driving experience. Upon successful completion of the training, you will be presented with an OSHA Forklift Safety Certification.

Main Campus | M & Tu | Aug 27 - 28 | 3 - 7pm | 8hrs
Main Campus | M & Tu | Nov 12 - 13 | 3 - 7pm | 8hrs

Electrical License Exam Prep Course - $449
This 40-hour prep course is designed to prepare you to take the Georgia Electrical License Exam. During this course, you will review law and regulation compliance, installation and maintenance of electrical controls and devices, D-C & A-C rotation equipment, and interior electrical systems, and special conditions, equipment, and locations. You will even have practice test sessions throughout the course. You must document a minimum of four (4) years of experience under a licensed contractor doing contracting work in order to take the State exam. You are required to have the following books prior to the first day of the course: 2011 NEC Book and The Uglys References Manual.

Main Campus | Tu | Aug 7 - Oct 30 | 6 - 9pm | 40hrs

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 | Sept 10 - 11 | 5:30 - 9:30pm | 8hrs

Pest Control Certification Exam - $45
Individuals working in the pest control industry are required by Georgia law to take and pass a certification exam. Exam areas include Certified Pest Control Operator, Commercial Applicator, and Registered Employee Technician.

Main Campus | Every Th | 12 - 6pm | 2.5 hrs

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 | Aug 6 & 13 | 5:30 - 9:30pm | 8 hrs
Main Campus | M | Dec 3 & 10 | 5:30 - 9:30pm | 8 hrs

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

Main Campus | W | Oct 24 | 8am - 4pm
Spanish for Medical Professionals - $89
Do you work in the medical profession and need help communicating with Spanish-speaking patients? During this course, you will learn Spanish commands and phrases to assist Spanish-speaking persons in emergency situations. Emphasis will be placed on using concise words and phrases to determine the patient's chief complaint, and extent of injury or nature of illness, as well as to explain procedures and treatment. This course comes complete with a manual and CD so you can keep your communication skills fresh.

Main Campus | M & W | Oct 1 - 10 | 6 - 8pm | 8 hrs

Starting a Small Business - $59
Are you considering starting a small business? Attending this class may be one of the most important decisions you make prior to opening your business. Come and learn what it really takes to be successful by identifying the needed skills and resources, legal obligations, failure factors, and financial commitments of owning a small business.

Main Campus | M | Sept 24 | 6pm-9pm | 3 hrs

Planning and Financing for Your Small Business - $59
Poor planning is one of the top reasons small businesses fail. During this workshop, you will discuss marketing strategies, estimate start-up costs, manage cash flow, examine legal forms, permits, and licensing requirements, and talk about ways to manage your risk. Whether you are planning to start a small business or needing to re-position your current business, this workshop will provide you with the tools and resources to make better decisions.

Main Campus | M | Oct 8 | 6pm-9pm | 3 hrs

Legal Issues for Your Small Business - $59
Whether you are thinking of starting a small business or currently own a business, you need a basic understanding of the laws and regulations that govern business operations. During this workshop you will cover topics of business ownership and structure, licensing and permit requirements, partnership agreements, and labor laws. At the conclusion of this workshop, you will have a basic understanding of the major aspects and legal implications of running a small business.

Main Campus | M | Oct 22 | 6 - 9pm | 3 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 You Tube. Come and learn how to take advantage of the various social media platforms to promote your business, services, and products.

Main Campus | F | Sept 14 | 9am - 12 Noon | 3 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 | M | Aug 20 | 5 - 9pm | 4hrs
Main Campus | W | Sept 19 | 1 - 5pm | 4hrs

Telephone Skills - $59
In most businesses, the first contact with a customer is through the phone. Phone etiquette is essential to the success of any business. Since each call is so important, you have a vital role and responsibility to the customer and the company. During this course, you will learn how to project a positive telephone image, develop listening techniques, and manage telephone calls. Create customer loyalty by developing positive and professional telephone skills!

Main Campus | M | Aug 27 | 5 - 9pm | 4hrs
Main Campus | W | Sept 26 | 1 - 5pm | 4hrs

Writing for the Workplace - $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 | Sept 25 - Oct 23 | 6 - 8pm | 10 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 | F | Sept 28 | 9am - 12 Noon | 3hrs
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 six 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 $459...a savings of $135!

Skills for the First Time Supervisor - $99
Ever wonder what it takes to be a supervisor? Do you think you have what it takes to be the next supervisor? This course examines the fundamental skills of a supervisor and provides you with the foundation necessary for becoming an effective supervisor. Through brief lectures and integrated activities, you will cover topics from leadership and motivation to communication and employee evaluations. This is the ideal starting point for the person looking to learn more about supervision and management.

Main Campus | M | Sept 10 & 17 | 6 - 9pm | 6 hrs

Embracing Diversity - $99
Every year the workforce becomes more diverse with an increase in women, younger and older workers, and workers with different lifestyles and different personalities. Your company has become global and your customer base is worldwide. The sessions and activities in this course will teach you how to work more effectively with co-workers of different backgrounds, experiences, and lifestyles. Some of the activities include describing your current work environment, exploring your own awareness and culture, identifying barriers to cultural diversity, and learning how to increase your understanding and acceptance of diversity to become a successful supervisor.

Main Campus | M | Sept 24 & Oct 1 | 6 - 9pm | 6 hrs

Handling Conflict - $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 | M | Oct 8 & 15 | 6 - 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 | M | Oct 22 & 29 | 6 - 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 | M | Nov 5 & Nov 12 | 6 - 9pm | 6 hrs

Teamwork - $99
Ever wonder how a team functions or why teamwork is so important? During this course, you will participate in group discussions and activities to develop teamwork skills. Course topics include the nature of teamwork, team member roles, techniques for effective listening and speaking, developing trust among your teammates, and how to be an effective team leader.

Main Campus | M | Nov 19 & 26 | 6 - 9pm | 6 hrs
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 | Oct 30 - Nov 8 | 6 - 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 | Aug 14 - 23 | 6 - 8:30pm | 10 hrs

Build Your Own Rain Barrel - $69
Keep your flowers, vegetables, grass, and pocketbook happy this summer by collecting your roof’s rainwater to water your plants. You could have hundreds of gallons of free water simply by collecting it. During this class, you will build a rain barrel and gain some valuable water conservation information. The cost of the course includes a barrel and rain barrel kit. Take an active role in recycling water and build a rain barrel!

Main Campus | M | Jul 30 | 6 - 8pm | 2 hrs

Community Spanish: A Survival Guide for English Speakers - $89
Do you want an easy and quick way to learn everyday Spanish? Do you want to be able to communicate and understand common Spanish phrases and questions? If so, this course is for you. Come and learn how to “say” practical, common phrases and questions in Spanish, and how to comprehend many basic and common expressions and phrases used in conversational Spanish. This course comes complete with a manual and CD so you can keep your new language fresh.

Main Campus | Tu & Th | Sept 18 - 27 | 6 - 8:30pm | 10 hrs

Caio Italia! - $159
Come and learn how to cook authentic Italian dishes and say goodbye to bottled sauce. In this course, you will learn how to make traditional Italian “gravy”, including marinara, Alfredo, and Pesto. From chicken parmigian to meatballs and stromboli, you will learn creative ways to bring your family to the table.

Main Campus | Tu & Th | Oct 2 - Oct 18 | 6 - 8:30pm | 15 hrs

30 Minute Meals - $159
No, you’re not cooking with Rachel Ray, but you are a working parent trying to juggle life and still provide dinner for the family. We can help you develop the skills needed to plan, prepare, and execute a home cooked meal during those busy weekday nights instead of heading for the drive thru. Let’s work together to feed your family healthier, quicker, and more cost effective meals. This could be the best gift you give yourself and your loved ones.

Main Campus | Tu & Th | Aug 28-Sept 13 | 6pm-8:30pm | 15 hrs

Holiday Baking 101 - $99
Have you ever wondered why your baked goods don’t exactly resemble the picture even though you followed the recipe? Simple solutions and foolproof pie crusts could help you solve the dilemma you face when it comes to baking. Together, we will bake simple cookies, perfect pie crusts, custards, coffeecakes and more, just in time for the holidays!

Main Campus | M & W | Nov 5-14 | 6pm-8:30pm | 10 hrs

ONLINE COURSES

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

Professional Continuing Education
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

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
WHAT IS GEORGIA WORK READY?

Georgia Work Ready was created to ensure that Georgia’s workers have the best skills, easy access to training, and world-class job opportunities. The backbone of the initiative is the Work Ready Certificate, which assesses the real world skills of Georgia’s workers. Georgians can use their Work Ready Certificates to prove their work readiness to potential employers. Georgia also offers gap training aimed at helping to improve Certificate scores, enabling career growth and continued on-the-job success. This, combined with innovative job profiling process that accurately identifies the exact skills required for specific jobs, is helping create the perfect match between Georgia workers and jobs.

HOW DO I GET CERTIFIED?

The Work Ready assessment is administered by ACT’s nationally accredited WorkKeys® system and measures both core skills and work habits. Core skills assessments measure skills in applied mathematics, reading for information, and location information, three skills that are highly important to the majority of jobs in the workplace. The work habits assessment measures work-related attitudes and behaviors in areas that are trainable and coachable, such as carefulness, cooperation, discipline, and drive.

Ogeechee Technical College offers the Georgia WorkReady exam each Wednesday at 9:00 a.m. or 3:00 p.m. in the Assessment Center. You need to register for the exam prior to test day. You can register by going to www.ogeecheetech.edu/gwr. Here you will see a yellow button that says “Schedule.” Click here and it will take you to the registration page. Follow the steps at the top of the registration page. You will need your ID the day of testing. Please allow about 3.5 hours to complete the exam. For more information call 912-871-1693.
Whether you need to conduct a meeting or need 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. For pricing and availability, please call 912.486.7409.

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, is equipped with a complete audio-visual system, and has space for dry-erase board and/or flip chart.

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.

You will not receive written confirmation of your registration; your payment confirms your enrollment.

CANCELLATION 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 is 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
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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Date</th>
<th>Course Fee</th>
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</thead>
<tbody>
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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.