

# Fall 2025

## CONTINUING EDUCATION COURSE CATALOG



**OGEECHEE**  
TECHNICAL COLLEGE  
*Continuing Education*



***Professional Development  
& Training to Advance  
Your Career.***



[www.ogeecheetech.edu/ce](http://www.ogeecheetech.edu/ce)



Statesboro Herald

**Best of  
the Boro  
2024**

Reader Favorites



**OGEECHEE  
TECHNICAL COLLEGE**

**Teen Driver's Education Program**

Course satisfies Joshua's Law requirements for teen drivers.



**Scan QR code or call 912.871.8544  
for information and upcoming course dates.**

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

# Greetings!

Thank you for taking the time to read through our Continuing Education course offering catalog.

We pride ourselves in offering high-quality lifelong educational opportunities for our community. Our classes are designed with you in mind and we strive to provide a wide-range of programs and courses for individuals, businesses, and industries. Our instructors have expertise in the classes they teach and provide a welcoming and fun environment for learning. This spring, we are offering several new classes that we hope will help you uncover an inner talent just waiting to be revealed.

Come join us for one of our classes and discover the joy of lifelong learning!

Check out our online classes too!



**BOB OLLIFF**  
*Director for Continuing Education*

The Ogeechee Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability.

Title IX Coordinator, Office 198C, Joseph E. Kennedy Building, 912.486.7607, [titleix@ogeecheetech.edu](mailto:titleix@ogeecheetech.edu); ADA/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.

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**Be sure to like us on Facebook!**  
[www.facebook.com/ContinuingEdOTC](http://www.facebook.com/ContinuingEdOTC)



# HEALTH, MEDICAL, & SAFETY

## Basic Life Support for Healthcare Providers

Offered as a hybrid course, this American Heart Association training is designed for individuals employed in the healthcare industry and require basic life support (CPR) certification. You will learn single-rescuer and team life support skills for use in both pre-hospital and in-facility environments. During this course you will focus on high quality CPR, AED and team dynamics, and participate in simulated clinical scenarios. Upon successful completion of the course, participants will receive a two-year certification.

Statesboro Campus | 1 Session | \$59 | [Click Here to Enroll](#)

Tu	Aug 25	5:30pm-8:30pm	3 hrs	\$59
Tu	Sep 30	5:30pm-8:30pm	3 hrs	\$59
Tu	Oct 28	5:30pm-8:30pm	3 hrs	\$59
Tu	Nov 18	5:30pm-8:30pm	3 hrs	\$59
Tu	Dec 16	5:30pm-8:30pm	3 hrs	\$59

## AHA Basic Life Support & Heartsaver Instructor Course

The American Heart Association train-the-trainer course teaches the methods and skills needed to effectively instruct others in the Basic Life Support for Healthcare Providers or Heartsaver CPR and First Aid course. In addition to the classroom portion, you will be required to complete the Online Instructor Essentials course prior to the start of the class. Information regarding the online course will be provided once you register. In order to register for this course, you must be at least 16 years of age and currently certified in BLS or Heartsaver.

Statesboro Campus | [Click Here to Enroll](#)

Tu	Sep 22	5:30pm-9:30pm	4 hrs	\$229
Tu	Dec 11	5:30pm-9:30pm	4 hrs	\$229

## Heartsaver CPR & First Aid

Are you able to respond to an emergency? Do you want to learn to save a life? Then, this American Heart Association 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! A student manual is included in the price.

Statesboro Campus | [Click Here to Enroll](#)

Tu	Sep 9	5:30pm-8:30pm	3 hrs	\$89
Tu	Oct 21	5:30pm-8:30pm	3 hrs	\$89
Tu	Dec 9	5:30pm-8:30pm	3 hrs	\$89

## Medical Coding

This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure, which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field - doctors offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

Online Training | [Click Here to Enroll](#) | \$154

Instructor led or self-paced options.



## Certificate in Nutrition, Chronic Disease, and Health Promotion

Nutrition is a major determinant of health as well as a factor in many common chronic diseases. In this certificate program, you'll gain an understanding of the role food and water play in health, and see how making appropriate changes in one's diet can have powerful effects on health throughout life.

You'll examine how the burden of chronic diseases is rapidly increasing worldwide as traditional, largely plant-based diets are being replaced by high-fat, energy-dense diets with a substantial content of animal-based foods. This certificate addresses these issues and more and provides a solid foundation of for both health care professionals and those wishing to enter the fields of nutrition, health promotion, and lifestyle and wellness coaching.

Online Training | [Click Here to Enroll](#) | \$140

## Certified Medical Administrative Assistant

Ready to enter an in-demand field? The U.S. Bureau of Labor Statistics projects a 16% growth in medical assistant jobs through 2031, much faster than average. This course will teach you how administrative medical assistants, skilled multitaskers, direct patient flow to ensure efficient operations, increased revenue, and positive patient experiences. Their duties include managing the reception area, welcoming patients, scheduling appointments, verifying insurance, obtaining prior authorizations, collecting co-payments, and communicating via phone and patient portal. This online certification course prepares you for roles performing these tasks and the Certified Medical Administrative Assistant (CMAA) exam by the National Healthcareer Association (NHA), with the exam fee included.

Online Training | [Click Here to Enroll](#) | \$2,195

## Certified Physical Therapy Aide

Physical therapy (PT) aides support physical therapists and physical therapy assistants in tasks related to running a clinic. Physical therapy aides are important physical therapy team members-and there's a growing need for these trained professionals. Additionally, physical therapy aide and assistant jobs are projected to grow 19% by 2032, with roughly 27,500 new openings per year, according to the U.S. Bureau of Labor Statistics. The training you will receive during your online physical therapy aide program will help you master the skills you need to work as an in-demand physical therapy aide.

Online Training | [Click Here to Enroll](#) | \$2,395

## Fire Safety for Caregivers Course

The Fire Safety for Caregivers Course is a mandatory program for individuals responsible for the care and safety of occupants in caregiver facilities across Georgia. This training, overseen by the Georgia Insurance and Safety Fire Commissioner, is part of a statewide initiative to promote fire safety education and save lives. The course is required for directors, operators, and staff of various facilities, including day-care centers, assisted living communities, memory care units, personal care homes, and similar establishments for both children and adults. Participants must complete a minimum of three hours of initial fire safety training within 90 days of employment or facility licensure to receive a certificate of completion. Additionally, a two-hour refresher course is required every three years to maintain certification. The training curriculum must be approved by the State Fire Marshal's Office and delivered by registered instructors who follow state policies. This program ensures that caregiving professionals are well-prepared to address fire safety and comply with Georgia's Safety Code.

*NOTE: Specific dates and pricing have not yet been determined. Please call the Continuing Education office for more information.*

**Externship included with some online healthcare programs.**

# PROFESSIONAL EDUCATION, LICENSING, & CERTIFICATION

## Electrical License Update

This course will provide 4 hours of continuing education hours for licensed electrical contractors and will cover updates and changes to the latest Georgia electrical codes.

Statesboro Campus | [Click Here to Enroll](#)

\*Please check our website for the current class schedule.

## Graphic Design with Photoshop

This course will provide you with robust instructions on how to use Adobe Photoshop as a tool to create engaging and effective visuals. Using principles, theories, and time-tested practices of graphic design, you will discover strategies for producing images that convey desired messages, styles, and tones. You will practice with real-world examples, challenges, and thought-provoking assignments and learn how to determine a client's needs, create work to meet those needs, and assemble your work in an online portfolio to enter the industry. The course's combination of creative, technical, and soft skills will offer you a well-rounded and challenging learning experience.

Online | [Click Here to Enroll](#) | \$2,195

## Certified Paralegal

Paralegals play a vital role in the legal profession by taking on a variety of tasks ranging from legal research to drafting legal documents in all types of settings. This course will teach you how to conduct legal research and legal interviews, how to perform legal analyses, and prepare you to enter the legal field. The course concludes with a capstone project and portfolio review. Start your training for a legal career as a certified paralegal!

Online | [Click Here to Enroll](#) | \$2,775

## Georgia Pest Control Exam

We offer testing services for the Georgia Pest Control licensing for Commercial Applicators Exam Employee Registration Exam, and the Certified Pest Control Operator Exam. Exams are offered every Thursday. Please visit [www.gapestexam.com](http://www.gapestexam.com) to register.

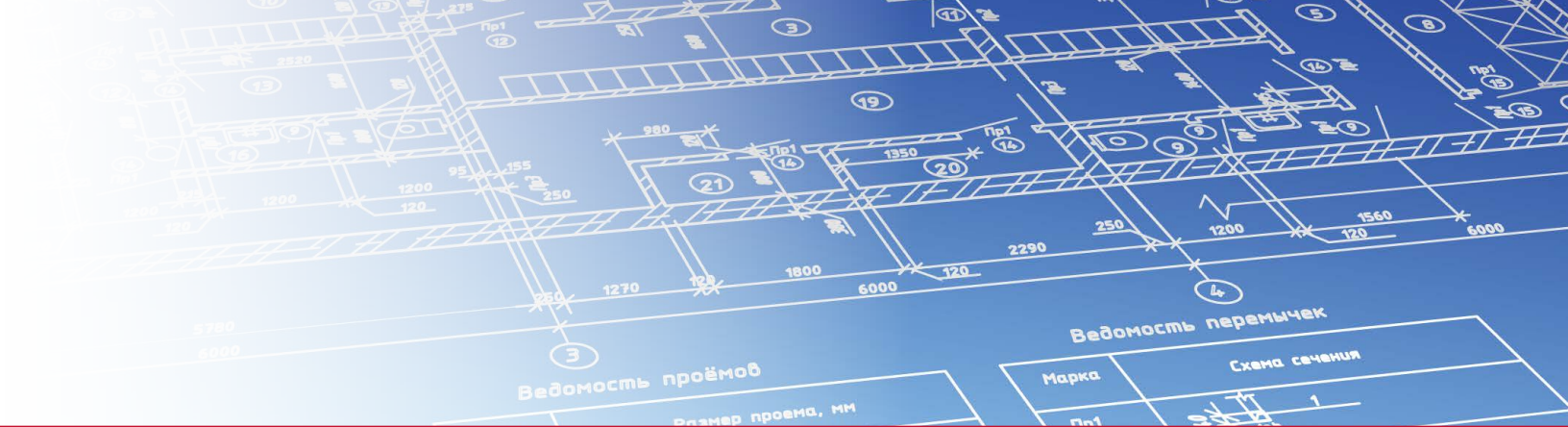
Statesboro | Thursdays - By Appointment - 912.871.1693 | \$45

## Forklift Safety Training

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. Must be at least 18 years old and have a valid driver's license. Workbook included in price.

Statesboro Campus | [Click Here to Enroll](#)

\*Please check our website for the current class schedule.



## ServSafe

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. Workbook and exam fee included in price.

Statesboro Campus | [Click Here to Enroll](#)

\*Please check our website for the current class schedule.

## 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 | Course fees as low as \$29 | [Click Here to Enroll](#)

## ServSafe Exam Only

Statesboro Campus | [Click Here to Enroll](#)

## Georgia Real Estate Pre-License Fundamentals

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 packages start at \$295 | [Click Here to Enroll](#)



# COMPUTERS

## Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who can effectively send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not.

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. This course will also focus on practical applications for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

Online | [Click Here to Enroll](#) | \$147

## Creating Web Pages

Learn the basics of HTML as you design, create, and post your very own website. This course will help you plan the content, structure, and layout of your website, create neatly formatted text, build links, and add color, graphics, and tables, as well as understand no-cost web marketing strategies and SEO.

Online | [Click Here to Enroll](#) | \$147

## Introduction to PC Troubleshooting

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting 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. We even dive into some of the more advanced and nasty problems. Get ready to troubleshoot - and fix - some PCs!

Online | [Click Here to Enroll](#) | \$144

## Adobe Certified Professional

In the fast-paced world of digital media, it is essential to become proficient with Adobe software. Our Adobe

Certified Professional course is designed to provide you with comprehensive training in five key tools: Photoshop, Illustrator, InDesign, Premiere Pro, and Animate. For those interested in gaining a graphic design certification, the course also prepares you for these Adobe certification exams. With a multi-faceted learning approach, you will encounter short explanations and demonstrations, hands-on exercises, video reviews, and quizzes throughout this course. Each module provides you with a comprehensive grasp of the software, from foundational elements to nuanced specifics that may be part of the certification exams.

Online | [Click Here to Enroll](#) | \$2,995

## Accounting with MS Excel 2019 Suite

As the most widely used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports, and prepare forecasts. The Accounting with MS Excel 2019 Suite will help you gain basic accounting skills while training you to effectively use Microsoft Excel 2019. Discover how to create and use worksheets, charts, graphs, and more advanced features of Excel as you learn the double-entry bookkeeping, financial reporting, and other accounting fundamentals used in small to mid-sized companies.

Online | [Click Here to Enroll](#) | \$564

## QuickBooks Online Series

Quickbooks continues to be the dominant accounting software used by small and medium-sized businesses. Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will teach you how to manage your business financials using QuickBooks Online.

The Introduction to QuickBooks Online course focuses on key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The Intermediate QuickBooks Online course builds upon the skills learned in the Introduction to QuickBooks Online course. You will learn how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.

Online | [Click Here to Enroll](#) | \$280





# PERSONAL ENRICHMENT

## Secrets of Better Digital Photography

Get control of your digital SLR camera! In this course, you'll break through the technology barrier and learn the secrets on how to use your DSLR to take beautiful photos. You'll start out by learning about the many features and controls of your DSLR. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as we break them down into simple concepts. You'll find out how to use these features to get the right exposure for every shot. With each session, you'll have an assignment to apply the lesson topic using your own camera and, if you wish, our instructor and your classmates will comment on your assignment images in a safe, constructive and positive environment. By the end of this course, you'll master the secrets of digital photography, and most of all, you'll be able to use your camera to take the photos you've always dreamed of.

10 hrs | \$125 | [Click Here to Enroll](#)

\*Please check our website for current class schedule

## Start and Operate Your Own Home-Based Business

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 have.

Online | [Click Here to Enroll](#) | \$144

## Keys to Effective Communication

If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. Each lesson works through the step by step process needed to become a great conversationalist. You will learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Online | [Click Here to Enroll](#) | \$143

## Introduction to Interior Design

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

Online | [Click Here to Enroll](#) | \$144

## Other Personal Enrichment Courses

- [Basic Business Courses](#)
- [Discover Sign Language](#)
- [Drawing for the Absolute Beginner](#)
- [Keyboarding](#)
- [Language Arts Courses](#)
- [Personal Enrichment Courses](#)
- [Start Your Own Edible Garden](#)
- [Writing Fiction](#)

# TEEN PROGRAMS

## Driver's Education Training - \$375

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. NOTE: The 6 hours of behind-the-wheel training does not take place until AFTER the classroom portion has been completed. Most insurance companies also give a reduction (up to 15%) on insurance premiums upon successful completion of our course.

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

Statesboro Campus | 4 Sessions | 30 hrs | \$375 | [Click Here to Enroll](#)

M-Th	Oct 13-16	8am-5pm
M-Th	Apr 6-10	8am-5pm
M-Th	June 1-4	8am-5pm
M-Th	June 8-11	8am-5pm
M-Th	June 22-25	8am-5pm
M-Th	July 6-9	8am-5pm
M-Th	July 13-16	8am-5pm
M-Th	July 20-23	8am-5pm

# INSTRUCTOR RECRUITMENT



If you have a hobby, a professional skill, or knowledge you've mastered, consider sharing it with others. We are always looking for enthusiastic learning facilitators to lead our classes. If you've got the skills and desire to share and teach others, we've got the students. Email your idea to us and turn your passion into an opportunity at Ogeechee Tech!

Email Continuing Education at [ce@ogeecheetech.edu](mailto:ce@ogeecheetech.edu)



# ONLINE COURSES, POLICIES, & REGISTRATION

## Online Courses

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

Class pricing varies, and we offer courses in the following areas:

- Business
- College Readiness
- Computer Application
- Design & Composition
- Health & Medical
- Language and Arts
- Law & Legal
- Medical Admin Assisting
- Medical Coding
- Nutrition & Health
- Personal Development
- Real Estate
- Technology

[Click Here to Enroll  
in Career Training](#)

## Registration for Classroom Courses

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 phone, scan/email, fax, mail, or hand deliver by:



### EMAIL

ce@ogeecheetech.edu



### PHONE

912.871.8544



### MAIL

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



### IN-PERSON

Ogeechee Technical College  
Continuing Education Office  
Jack Hill Building, Room 1108  
20 Joseph E. Kennedy Blvd  
Statesboro, GA 30458

## 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, Discover, & American Express.

Please make checks and money orders payable to Ogeechee Technical College (OTC).

You will receive written confirmation of your registration.

## 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.





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



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[www.facebook.com/ContinuingEdOTC](http://www.facebook.com/ContinuingEdOTC)