Spring 2024

CONTINUING EDUCATION
COURSE CATALOG

OGEECHEE
TECHNICAL COLLEGE
Continuing Education

Professional Development
& Training to Advance
Your Career.

DEPARTMENT OF LABOR · UNITED STATES OF AMERICA

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Connecting Talent with Opportunity

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Technology Association of Georgia

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TCSG
Technical College System of Georgia

www.ogeecheetech.edu/ce

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.; ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy Building, 912.486.7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.

INSIDE

Be sure to like us on Facebook!
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	Jan 30	5:30pm-8:30pm	3 hrs	$59
Tu	Feb 20	5:30pm-8:30pm	3 hrs	$59
Tu	Mar 26	5:30pm-8:30pm	3 hrs	$59
Tu	Apr 23	5:30pm-8:30pm	3 hrs	$59
Tu	May 28	5:30pm-8:30pm	3 hrs	$59
Tu	June 18	5:30pm-8:30pm	3 hrs	$59
Tu	July 23	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	April 16	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	Feb 6	5pm-9:30pm	4.5 hrs	$89
Tu	Apr 9	5pm-9:30pm	4.5 hrs	$89
Tu	June 11	5pm-9:30pm	4.5 hrs	$89

Introduction to Medical Coding

Explore a career as a medical coder and gain knowledge to help you work, with confidence, almost anywhere in the medical field from doctors' offices, clinics, hospitals, or even in the comfort of your home. This course teaches use of the CPT manual and IDC-10-CM which will give you a leg up on others who are new to this career.

As you explore a career in medical coding, you'll also explore each of the main systems of the human body—integumentary (skin), musculoskeletal, respiratory, cardiovascular, gastrointestinal, endocrine, and male and female genitourinary—outlining the medical terminology, conditions, diseases, injuries, treatments, and procedures you will see most often in each of these systems.

Online Training | **Click Here to Enroll** | $115

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** | $135

Medical Administrative Assistant Certificate Program

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 | **Click Here to Enroll** | $1,895

Certified Physical Therapy Aide

There's a growing need for physical therapy aides. In fact, PT aide jobs will grow over 29 percent through 2029. This online course will help you master the skills you need to work as a physical therapy aide. During this course you will learn human anatomy and physiology, patient transfers, common exercises, modalities, and identify medical equipment. By the end of the course, you'll have the knowledge and skills to sit for the AMCA Physical Therapy Aide national exam. The cost of the exam is included in the course fee.

Online Training | **Click Here to Enroll** | $1,995

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. The course is led by Loren Cranford, a licensed electrical contractor.

Statesboro Campus | **Click Here to Enroll**

Th | Apr 25 | 5:30pm-9:30pm | 4 hrs | $59

Electrical License Exam Review Course

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: Most recent edition of NEC Book and The Ugly's Reference Manual.**

Statesboro Campus | **Click Here to Enroll**

14 Sessions | Tu | July 30 - Oct 29 | 6-9pm | 42 hrs | $549

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 anysyses, and prepare you to enter the legal field. The course concludes with a capstone project and portfolio reivew. Start your training for a legal career as a certified paralegal!

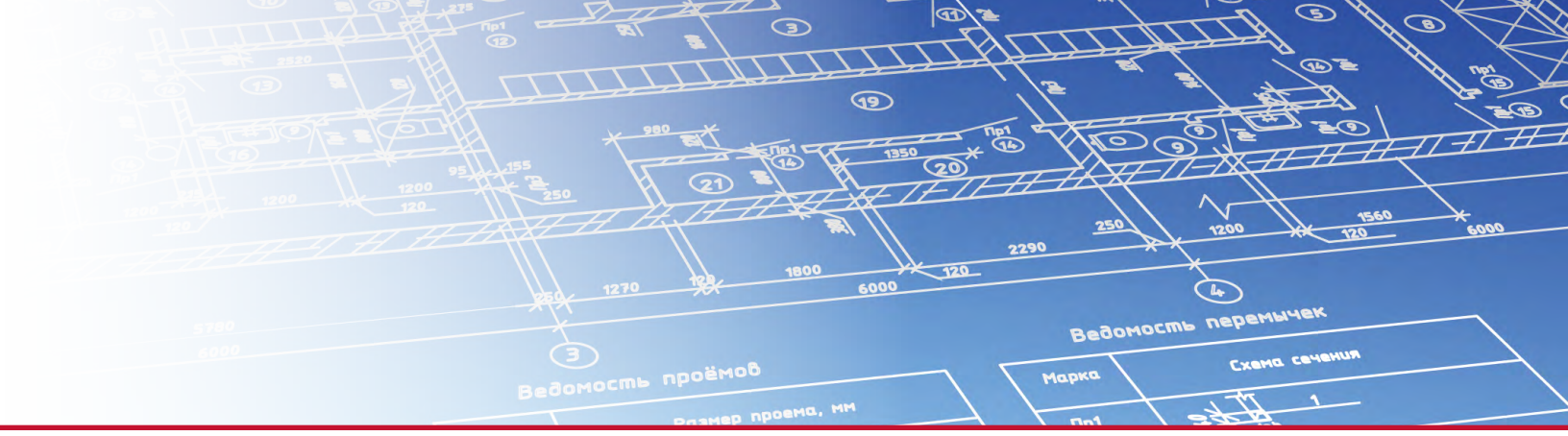Online | **Click Here to Enroll** | $2,695

Plumbing Technician

Plumbers are one of the most high demand professions in the United States with a starting annual salary of $45,000.00! This course will prepare you to function as an entry-level plumber in residential and commercial settings. During the course you will learn safety issues and practices, personal protective equipment, use of critical safety information, confined-space safety. Students will also be introduced to plumbing tools, applicable math as well as plumbing drawings, interpretation and application to layout and installation, pipe fittings, and plumbing layout and installation. Register today and start your training for this high demand job!

Online | **Click Here to Enroll** | $3,750

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 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 to Enroll**

1 Session	Th	Feb 8	9:00am-3:00pm	6 hrs	$139
2 Sessions	M&Tu	Mar 18 & 19	5:30-8:30pm	6 hrs	$139
2 Sessions	M&Tu	May 13 & 14	5:30-8:30pm	6 hrs	$139
1 Session	Th	June 20	9:00am-3:00pm	6 hrs	$139

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**

4 Sessions	M-Tu	Mar 4, 5, 11, & 12	4:30-6:30pm	10 hrs	$189
4 Sessions	M-Tu	June 17, 18, 24, & 25	4:30-6:30pm	10 hrs	$189

ServSafe Exam Only

Statesboro Campus | **Click Here to Enroll**

1 Session	W	Mar 13	4:30pm-6:30pm	2 hrs	$89
1 Session	W	June 26	4:30pm-6:30pm	2 hrs	$89

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 $279 | **Click Here to Enroll**

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 $19 | **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** | $115

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** | $115

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** | $115

Video Game Design & Development

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training course, you'll master skills that open doors to the growing video game industry. By the end of the course, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Online | **Click Here to Enroll** | $2,145

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** | $395

QuickBooks Online Series

Quickbooks contines 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** | $199

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.

Statesboro | 4 Sessions | 10 hrs | $99 | **Click Here to Enroll**

| Tu/Th | Dates TBD | 6:00pm-8:30pm |

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** | $115

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** | $115

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. 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/driversed** 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	Feb 12-16	8am-5pm	M-Th	June 24-27	8am-5pm
M-Th	Apr 1-5	8am-5pm	M-Th	July 15-18	8am-5pm
M-Th	June 3-6	8am-5pm	M-Th	July 22-25	8am-5pm
M-Th	June 10-13	8am-5pm			

Safe Sitter®

Safe Sitter® is a nationally recognized babysitting training program for children 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 to be better prepared to handle situations that arise whether home alone or watching younger children. Topics covered include: injury prevention and management, basic child development, child care essentials, behavior management, CPR, choking, and first aid. Students will receive 2 National Certifications:

    Safe Sitter® Certification

    American Heart Association CPR & First Aid Certification

Statesboro Campus | 2 Sessions | 3 hrs | $89 | **Click Here to Enroll**

M & Tu	TBD	8:30am-12:30pm
M & Tu	TBD	8:30am-12:30pm

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

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
- Personal Development
- Real Estate
- Technology

Click Here to Enroll in Career Training

Click Here to Enroll in other Online Programs

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 not receive written confirmation of your registration: your payment confirms your enrollment.

Cancelation Policy

Ogeechee Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, students will be notified and have the option to transfer to another class time or receive a full refund.

Refund Policy

If you are unable to attend the class you registered for, transferring to another class is encouraged.

All refunds must be requested at least 24 hours before the start of a class. Refunds requested after the refund deadline will not be granted. There is a $20 processing fee for all refunds.

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