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<td>As set forth in its student catalog, Augusta 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). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:</td>
<td></td>
</tr>
</tbody>
</table>

Randall Davis, Title IX Coordinator |
Augusta Campus, Building 100 |
706-771-4081 or rdavis@augustatech.edu |
Karissa Wright, Section 504 Coordinator |
Augusta Campus, Building 1300 |
706-771-4067 or kwright@augustatech.edu |
Augusta Technical College, 3200 Augusta Tech Drive, Augusta, GA 30906 |
American Heart Association Training Center

**BLS—Healthcare Provider** – Cost: $40*
This course is the required CPR certification course for most healthcare professionals. *You will need to purchase on your own the following manual prior to the class: Healthcare Provider Manual by the American Heart Association.

- Thur Sept 4 9AM
- Tues Oct 7 9AM

**Heartsaver First Aid & CPR** - Cost: $50*
This course is a combination of content including AHA Heartsaver Adult CPR; AED; barrier devices; intervention for choking; and the signs of a heart attack, stroke, and airway obstruction. *You will need to purchase, on your own, the following manual prior to the class: Heartsaver First Aid CPR AED Manual by the American Heart Association.

- Wed Aug 20 9AM
- Mon Sept 22 9AM
- Tues Oct 28 9AM

**BLS Instructor Training**: Thursday, October 16, 2014  Cost: $175
An AHA course to educate instructor candidates for CPR Instructor certification. Candidates must hold a current BCLS Healthcare Provider card and complete BLS Instructor Essentials Course. Candidates will also be required to verify competency in BCLS skills.

**ACLS Instructor Training** *Call for available dates.*
A course for currently certified ACLS providers who have been recommended for instructor certification and have completed the ACLS Instructor Essentials Course.

**PALS Instructor** - *Call for available dates.*
A course for currently certified PALS providers who have been recommended for instructor certification and have completed the PALS Instructor Essentials Course.

**Heartsaver Instructor** - *Call for available dates.*
This program prepares Heartsaver Instructor candidates to administer and manage all Heartsaver programs including CPR, AED, First Aid, Bloodborne Pathogens, and CPR for friends and family. The Pre-requisite to this program is the Heartsaver Instructor Essentials Course.

Disclaimer: The American Heart Association promotes knowledge and proficiency in BLS, ACLS, PALS and First Aid and has developed instruction materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the AHA and any fees charged for such a course does not represent income to the association.

**Register**
1- FAX Registration Form 706-771-4091
2- MAIL Registration Form
3- Register IN-PERSON
   Building 600, Augusta Campus

*Payment*
Bring payment to class: exact cash, money order, or check payable to Augusta Technical College

AHA Training Center, Augusta Technical College, Building 600
Nancy Aldridge, Training Coordinator 706-771-5713 or naldridg@augustatech.edu
American Heart Association Training Center
Registration Form

Please print or type. If typing, you may use your “tab” key to navigate through the form.

Name – as it will be printed on your AHA Card

| First Name |  |
| Last Name |  |
| Street Address |  |
| City |  |
| State |  |
| Zip/Postal Code |  |
| Institution/Employer |  |
| Home Phone |  |
| Work Phone |  |
| Email |  |

| Course Name | Date | Price |

Minimum Class Size Policy: We always strive to conduct all scheduled workshops. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience this may cause.

To Return Form:
1) Fax to 706-771-4091
2) Email to naldridg@augustatech.edu
3) Deliver in person to Building 600, Augusta Campus

How do I pay for the class?
Bring exact cash, money order, or check payable to Augusta Technical College to class.
Safety Training Programs

**OSHA 10-Hour General Industry Training**

Provides instruction on general industry safety and health standards to entry-level workers.

<table>
<thead>
<tr>
<th>Introduction to OSHA</th>
<th>Walking &amp; Working Surfaces</th>
<th>Personal Protective Equipment</th>
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</thead>
<tbody>
<tr>
<td>Ergonomics</td>
<td>Fall Protection</td>
<td>Machine Guarding</td>
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<tr>
<td>Electrical</td>
<td>Bloodborne Pathogens</td>
<td>Industrial Hygiene</td>
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<td>Hazardous Materials</td>
<td>Materials Handling</td>
<td>Hazard Communication</td>
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<tr>
<td>Exit Routes, Emergency Action &amp; Fire Prevention Plans</td>
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<td>Fire Protection</td>
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</table>

Participants receive a certificate of training upon completion of the course and their official OSHA card within three weeks of the course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
<th>Bldg</th>
<th>Room</th>
<th>Cost</th>
<th>Registration Deadline</th>
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<tbody>
<tr>
<td>OSHA 10 General Industry</td>
<td>Wed Sept 17 &amp; Thurs Sept 18</td>
<td>8am – 1:30p</td>
<td>600</td>
<td>606</td>
<td>$195</td>
<td>Friday Sept 12 by Noon</td>
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<td>OSHA 10 General Industry</td>
<td>Wed Oct 15 &amp; Thurs Oct 16</td>
<td>8am – 1:30p</td>
<td>600</td>
<td>606</td>
<td>$195</td>
<td>Friday Oct 10 by Noon</td>
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<tr>
<td>OSHA 10 General Industry</td>
<td>Wed Nov 12 &amp; Thurs Nov 13</td>
<td>8am – 1:30p</td>
<td>600</td>
<td>606</td>
<td>$195</td>
<td>Friday Nov 7 by Noon</td>
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<tr>
<td>OSHA 10 General Industry</td>
<td>Tues Dec 16 &amp; Thurs Dec 18</td>
<td>8am – 1:30p</td>
<td>600</td>
<td>606</td>
<td>$195</td>
<td>Thurs., Dec 11 by Noon</td>
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</table>

**OSHA 30-Hour General Industry Training**

Provides a variety of training to workers with some safety responsibility.

<table>
<thead>
<tr>
<th>OSHA Introduction</th>
<th>Walking &amp; Working Surfaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Safety &amp; Health</td>
<td>Hazard Communications</td>
</tr>
<tr>
<td>Electrical</td>
<td>Personal Protective Equipment (PPE)</td>
</tr>
<tr>
<td>Materials Handling</td>
<td>Exit Routes, Emergency Action Plans &amp; Fire Protection</td>
</tr>
<tr>
<td>Elective Topics</td>
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</tbody>
</table>

Participants receive a certificate of training upon completion of the course and their official OSHA card within three weeks of the course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
<th>Bldg</th>
<th>Cost</th>
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<tr>
<td>OSHA 30 General Industry</td>
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<td>TBD</td>
<td>600</td>
<td>$525pp</td>
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</tbody>
</table>

*** Call for special discount pricing on groups of 7 or more. ***

Laura Giddings | Business & Industry Services | 706-771-5705 | lgiddings@augustatech.edu
Safety Training Programs

First Responder Training
This course trains individuals who are the first to arrive at an emergency to provide efficient and accurate pre-hospital care. Trainees assess patients for wounds to determine if trauma, shock, burns or closed airways are a problem and how to address those issues by dressing wounds, stabilizing the person or administering oxygen. They immobilize patients and address common emergency medical issues with basic treatments. This course includes hands-on, practical experience. This course is appropriate for Emergency Response for the community responder or for the responder in the industry setting.

Arc Flash Awareness and Customized Electrical Safety Training
This training consists of both classroom training with written assessment and hands-on training with employee demonstration. The training will include the NFPA 70E recommendation along with your company’s safety documents and procedures as reference materials.

Topics covered:
- Introduction to NFPA 70E
- Review of company’s Electrical Safety program
- Electrical Safety Work Practices (in accordance with company’s safety documents)
- Lockout/tagout (in accordance with company’s LO/TO procedures)
- Energized Electrical Work Permits (in accordance with company’s safety documents)
- Causes and effects of arc flash and electrical shock (NFPA 70E)
- Approach boundaries and Hazard Risk Categories (NFPA 70E)
- Inspection and use of Personal Protection Equipment

Laura Giddings | Business & Industry Services | 706-771-5705 | lgiddings@augustatech.edu
Industrial Training Programs
PLC Technology Series

High-tech training to support local manufacturers

PLC I: PLC Control Fundamentals

This 40-hour module provides an introduction to the principles of operation and practical applications of PLC input and output devices used to control motors, solenoids, relays, and other devices controlled by the PLC.

General principles of motor control, DC, single phase, and three phase
- Magnetic motor starters
- Push-button control, relays, contactors & magnetic starters
- Ladder diagram
- Timing relays, counters
- Pressure switches, float switches, limit switches
- Two wire control, three wire control multiple push-button stations
- Jog control, hand-off automatic control, drum switch
- Basic sequence control
- Reduced voltage starters
- Introduction to PLC technology & introduction to VFDs

PLC III: Intermediate

This 40-hour module builds on knowledge gained in PLC II and provides additional theory and practical hands-on application in the PLC lab using RS Logix 5 and RS Logix 500.

- Math functions in PLC programming
- Data manipulation and messaging
- Addressing formats
- sequencers
- Introduction to PID technology
- Interrupt Instructions
- Troubleshooting using the PLC

PLC II: Introduction to Programmable Logic Controllers

This 40-hour module covers programming ladder logic using timers, counters, retentive timers and master control resets. Provides knowledge to install, program, and troubleshoot PLC systems. Hands-on learning results in an understanding of the process for programming with Allen Bradley software (RX Logix 5 and RS Logix 500).

- Introduction to types of PLCs and PLC components
- Introduction to Boolean Algebra and numbering systems
- Developing a working knowledge with AB software
- Practical operation of the software and programming
- Inputs, outputs – XIC, XIO, latch, unlatch, OTE
- RSLogix software and ladder logic
- Introduction to SFCs (Sequence Function Charts)
- Addressing I/O, data files, and documentation
- B and N files
- Timers: retentive, non-retentive, types & bits
- Counters – type, bits and reset
- One shot
- Troubleshooting with PLCs and PLC Safety

PLC IV: Advanced

This 40-hour module includes training with operator smart devices, encoders, busses, and status files using Rockwell software (RS Logix 5 and RS Logix 500). This course reviews the more popular bus communication technologies and how they interface with the PLC.

- Review of PLC III topics
- Operator smart devices
- Status files
- Introduction to encoders
- Busses used with PLCs
- Introduction to HMI and GUI
- Troubleshooting using the PLC

ControlLogix

This 40-hour module covers the ControlLogix platform and includes practical hands-on application. Content includes tags, tasks, SFC, structured text, and function block programming. This module includes a comparison of RSLogix software (RS Logix 5, RS Logix 500, and RS Logix 5000).

- ControlLogix overview and hardware
- Compare/contrast RSLogix5000 to 500 and 5
- Module configuration, communicate with I/O
- Tag structures
- Program SFC and program structured text
- Program ladder logic and function block diagram
- Communicate with other devices
- Motion- Servos
- Troubleshooting using the PLC

Laura Giddings | Business and Industry Services | 706-771-5705 | lgiddings@augustatech.edu
Industrial Training Programs
Advanced Manufacturing Assessment and Training

Assess - Get Results - Target Training

Assess
- Automation
- Electrical
- Fluid Power
- Green Energy
- Industry Fundamentals
- Lean Manufacturing
- Machining
- Manufacturing Processes
- Materials
- Workplace Effectiveness
- Measurement & Gauging
- Mechanical
- Prints and Drawings
- Process Control
- Quality
- Safety
- Structural Engineering
- Surveying
- Thermal

Get Results
- Get individualized results for each employee
- Identify skills gaps and training needs for each employee

Target Training
- Training options include traditional hands-on learning, e-learning with virtual simulations, or a hybrid of both training methods.

For More Information Contact:
Lisa Palmer  |  Economic Development  |  706-771-4089  |  lpalmer@augustatech.edu
Customized Maintenance Training

We are committed to supporting your workforce development needs.

We offer:
- Assessment of company’s specific needs
- Development or modification of training materials to meet your needs
- Qualified, experienced trainers
- Training conducted on-site or at Augusta Technical College
- Evaluation and follow-up

Core Electrical Maintenance Skills:

Electrical Fundamentals Topics
- Intro to Basic Electrical Components, Circuits, Terms, Diagrams
- Electrical Measurement Equipment
- Introduction to AC Transformers and Lighting
- Overview of Electricity and Magnetism

Industrial Electricity Topics
- AC Motors and Motor Controls
- Sensors and Control Devices
- DC Motors and Motor Controls
- Introduction to Conductors and Fiber Optics
- Raceways, Receptacle Boxes, and Branch Circuits
- Three-Phase Power, Transformers, and Grounding

Core Mechanical Maintenance Skills:

General Industrial Topics
- Blueprints for Mechanical Maintenance
- General Plant Safety
- Hand Tools; Power Tools

Math Topics
- Decimals and Fractions
- Ratio & Proportion; Percentages
- Shapes in Two Dimensions & Objects in Three Dimensions
- Using Formulas; Metric System
- Calculators

Precision Measurement Topics
- Steel Rule, Vernier Calipers, Micrometers, Dial Indicators

Science Foundations Topics
- Force, Work, Rate, Power
- Simple Machines

Specific Mechanical Topics
- Fasteners, Torque, Bearings, Seals, Gears
- Lubrication, Couplings, Belt Drives; Chain Drives
- Clutches, Shafts and Shaft Alignment

Pneumatics & Hydraulics Topics
- Pneumatic and Hydraulic Actuators
- Complex Circuits
- Control Devices
- Measuring Devices
- Fluid Power
- Overhauling Cylinders and Positive Displacement Pumps
- Power Units

Lisa Palmer | Economic Development | 706-771-4089 | lpalmer@augustatech.edu
Leadership Skills Training

Leadership Skills Series for New and Emerging Leaders

Peer Yesterday…Leader Today  
Transitioning from a peer to a leader can be a challenge! New leaders are often introduced to gray areas, and they need to build confidence and apply strategies to successfully negotiate challenging situations. This course enables newly promoted leaders to successfully make the transition from co-worker to leader.

Leadership Overview  
The role of leadership has evolved over the past few decades. Participants will learn about Situational Leadership and apply the model to different situations, determining the most effective approach to take based on numerous factors such as employee willingness, ability, time on the job, and experience. Participants will also develop a measurable goal for self-development.

The Motivated Workplace  
This course provides an awareness of why employees are motivated to work and explores factors that affect performance. The course also examines the decision making and problem solving techniques that determine motivation factors. Motivation techniques will be practiced through a series of exercises that will assist the leader in creating a motivating environment.

Communication Skills for Leaders  
Leaders must be able to communicate with every level of the organization. Participants will engage in activities that focus on strategies for effective filter-free speaking, active barrier-free listening, and tailoring messages to fit one’s audience.

Coaching in Action  
The course examines the impact and effectiveness of coaching others for success. Participants will focus on developing and assessing performance and utilizing feedback and rewards. Understanding how to apply these coaching skills will empower leaders with the ability to positively lead employee performance every day. Prerequisite: Communication Skills for Leaders.

Conflict Resolution for Leaders  
Understanding the sources of conflict, identifying conflict or potential conflict situations, and recognizing typical behaviors in conflict situations is vital to good leadership. Leaders will be provided with skills to resolve and reduce conflict and create a positive team environment.

Open Enrollment: $375 per person for entire series or $75 per module

Pricing for customized training for companies also available.

Laura Giddings  |  Business and Industry Services  |  706-771-5705  |  lgiddings@augustatech.edu
Customer Service Skills Training

Customer Service and The Language of Business 4 hours  $35
Learn about the field of customer service and how employees fit into the organization’s “big picture”. The industry's impact on the economy is emphasized. Topics include serving customers, understanding customer expectations, and the importance of business language and workplace image. An assessment is included to increase self-awareness of skills.

Telephone Service Skills 8 hours  $75
Learn to create customer loyalty by providing a positive telephone service image. Call management techniques such as greeting, questioning, resolutions, and ending the call are discussed and role played. An optional tour of a local customer care center is available, if desired.

Business Math and Computer Skills 4 hours  $35
Gain an understanding of calculating tax, discounts, and proration. Learn how Excel is used for creating basic formulas and reports. Navigate through multiple windows of information to resolve customer issues.

Business Writing 4 hours  $35
Style, tone, and grammar are critical elements in business writing. Learn to use the correct format and verbiage for email and written workplace communication.

Personal Style, Diversity, and Inclusion 6 hours  $55
Increase your self-knowledge and awareness of personality preferences. Learn to communicate effectively with different personalities, promote inclusion, and work through language barriers. Learn how diversity benefits the individual, team, and organization as a whole.

Managing Multiple Tasks & Priorities and Navigating Change 6 hours  $55
Learn to plan, set priorities, and schedule your time. Identify time wasters and savers that will help you adapt more easily as the organization evolves and changes. Understand the necessity of organizational change.

Managing Difficult Situations 6 hours  $55
Gain skills in managing challenging customer situations. Learn how listening, managing emotions, reflection, and other specific strategies can result in a positive outcome. Includes applied practice with recorded role-play.

The Service of Selling 6 hours  $55
Learn to provide service by customer-focused sales. Gain strategies to develop rapport, identify needs, provide solutions, and close the sale. Activities are provided to reinforce learning.

Open Enrollment Sessions: $400 per person for entire series
Pricing for customized training for companies also available.

Laura Giddings  |  Business and Industry Services  |  706-771-5705  |  lgiddings@augustatech.edu
Looking for a short-training program with a GUARANTEED job interview?

Interested in a Career with a Local Customer Care Center?

Typical Two-Week Training Schedule:

8:00 am - noon first week & 8:00 am – 2:30 pm second week Monday- Friday each week

- **Tour** a customer care center and talk with employees who work there
- Gain training to work in one of our area’s **fastest growing** job markets
- Train in a program **CREATED by local employers** in the Chamber of Commerce’s 4C group (these include ADP, T-Mobile, Electrolux, WOW, SITEL, and others!)
- **Small** class size with individualized assistance.

**To apply:**

- Contact Laura Giddings, Augusta Technical College, 706-771-5705 or lgiddings@augustatech.edu for an application to the Academy.
- Contact a WIA Representative today for WIA assistance (Burke, Jenkins, and Richmond County residents only).

706.790.8500 Goodwill Job Connection, Peach Orchard Road- South Augusta One-Stop
706.721.3131 Georgia Department of Labor, Greene Street- Augusta One-Stop
706.437.6903 Augusta Technical College – Burke County One-Stop
Professional Continuing Education

ServSafe

ServSafe Training & Exam 8 Hours
ServSafe Food Safety Manager Training & Exam is a one day, 8-hour training with the ServSafe ANSI/CFP Exam by HRB Universal. The ServSafe training and exam meet all regulatory requirements.

Construction and Industrial Updates

NEC Code Update 4 Hours
This code class helps electricians understand the most recent version of the National Electrical Code (2014) and introduces non-electrical personnel to the topic with a practical introduction to the NEC.

Master Electrician Update 4 Hours
The State of Georgia mandates this course for the Master Electrician’s license renewal.

Conditioned Air Contractor Update 4 Hours
The State of Georgia mandates this course for the Conditioned Air Contractor's license renewal.

Residential/Light Commercial Contractors Update 4 Hours
The State of Georgia mandates this course for the Residential/Light Commercial Contractor's license renewal.

Master Plumber Update 4 Hours
The State of Georgia mandates this course for the Master Plumber's license renewal.

Welding Refresher Training
These refresher courses are only available to trained welders who need additional practice. For more information, contact Mr. Tommy Greer at (706) 771-4106.

A = Augusta Campus  CCC = Columbia County Center  T = Thomson Campus  W = Waynesboro Campus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Campus-Building/Room</th>
<th>Cost</th>
<th>CRN</th>
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<tbody>
<tr>
<td>ServSafe Training &amp; Exam</td>
<td>09/03/14-10/22/14-12/03/14—Register by 08/25-10/11-11/20</td>
<td>Wed</td>
<td>9am-5pm</td>
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<td>Wed</td>
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<td>TBD</td>
<td>Wed</td>
<td>6pm-10pm</td>
<td>A / CCC / W</td>
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<td>A / CCC / W</td>
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<td>Residential/ Light Commercial Master Plumber Update</td>
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<td>ARC Welding</td>
<td>08/25-12/18</td>
<td>M &amp;Tu</td>
<td>6pm-10pm</td>
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<td>$475</td>
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<td>MIG Welding</td>
<td>08/25-12/18</td>
<td>M &amp;Tu</td>
<td>6pm-10pm</td>
<td>A- Building700/701 W-149</td>
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<td>M &amp;Tu</td>
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<td>6pm-10pm</td>
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</tr>
</tbody>
</table>

Andrew Jefferson | Continuing Education | 706-771-4090 or 706-771-5712 | ajeffers@augustatech.edu
Professional Continuing Education

Transportation Training Programs

Commercial Straight Truck & Passenger Driving
30 Hours
To be licensed with a CDL, one must pass both a written test and an on-road test that measures driving skills. This class prepares students for the CDL Class B written test to obtain a CDL Class B Instruction Permit. Content includes preparation for General Knowledge, Air Brakes, School Bus, and Passenger Transport written exams. Through this program, students will obtain the necessary knowledge and skills to enable them to pass the written CDL Class B examinations. This class does not include on-road testing.

DOT Escort Program (Escort Driver)
8 Hours
Escort Drivers drive vehicles that accompany oversized loads being driven. The vehicles are equipped with warning lights and signs to escort the oversized trucks (8 hours).

Prepare for a Career in Real Estate

Real Estate Pre-Licensing
75 Hours
This accredited and approved 75-hour course prepares students for the GA licensing exam. For further information, contact Jeff Keller at (706) 294-7509.

Course Learning Objectives
Identify the careers available in real estate and the professional organizations that support them. Learn about the five categories of real estate. Explain the operation of supply and demand in the real estate market. Distinguish the economic, political, and social factors that influence supply and demand. Identify the rights that convey with ownership of real property and the characteristics of real estate. Learn the types of laws that affect real estate.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
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<td>Commercial Straight Truck &amp; Passenger Driving</td>
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<tr>
<td>DOT Escort Program (Escort Driver)</td>
<td>TBA</td>
<td>-----</td>
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</tr>
</tbody>
</table>

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Computer and Software Training

Increase your effectiveness on the job.

Keyboarding and Computer Basics

**Keyboarding I (Typing) 10 hours**
This course is designed for the true beginner and for those wanting to improve keyboarding techniques.

**Keyboarding II (Typing) 10 hours**
This course is designed to take beginners to the next level and improve keyboarding techniques.

**Computer Basics 10 hours**
This course provides an overview of basic computing concepts including software, hardware, and applications. Required Text: *Welcome to the World of Computers 4th Edition*

**MS Office 2010 Concepts 10 hours**
Get an introduction to the MS Office 2010 software including MS Word, Excel, Outlook, and Access. Pre-requisite: Computer Basics. Required Text: *Welcome to Microsoft Office 2010*

**MS Office 2010 Comprehensive 75 hours**
Learn fundamental concepts and operations such as computer terminology, Windows, networking, word processing, spreadsheets, and databases. It is recommended that students have basic computer and keyboarding skills before taking this course. Textbook Required

---

**Microsoft Word 2010**

**MS Word 2010 Level 1 10 hours**
Learn to create and print business letters, simple reports, and flyers. Pre-requisite: MS Office 2010 Concepts. Required Text: CE AC08 or SC05 MS Office Word 2010 Level 1 of 3

**MS Word 2010 Level 2 10 hours**
Gain experience with mail merge, fields and forms, charts and tables, document merge, and insertion. Pre-requisite: MS Word 2010 I. Required Text: CE AC10 or SC11 MS Office Word 2010 Level 2 of 3

**MS Word 2010 Level 3 10 hours**
Learn to perform different tasks within multiple documents. Pre-requisite: MS Word 2010 I and MS Word 2010 II. Required Text: CE AC10 or SC11 MS Office Word 2010 Level 3 of 3

---

**A= Augusta Campus  CCC= Columbia County Center  T= Thomson Campus  W=Waynesboro Campus**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Campus-Building/Room</th>
<th>Cost</th>
<th>Senior Discount</th>
<th>CRN</th>
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<td>Keyboarding I (Typing)</td>
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<td>Keyboarding II (Typing)</td>
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<td>$75</td>
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</tr>
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Enjoy small class sizes and individualized attention.

**Microsoft Excel 2010**

**MS Excel 2010 Level 1** 10 hours
Learn to create simple spreadsheets. Topics include tabs, ribbons, worksheets, cells, formatting, and functions. Prerequisites: Computer Basics. Required Text: CE AC05/SC20 MS Office Excel 2010 Level 1 of 3

**MS Excel 2010 Level 2** 10 hours
Learn to work with large worksheets by adding graphics; using templates; protecting workbooks; and navigating multiple worksheets; and working with tables and outlines. Required Text: CE AC05/SC20 MS Office Excel 2010 Level 2 of 3

**MS Excel 2010 Level 3** 10 hours
Learn to manipulate information in worksheets; sort and filter data to find specific information; and perform basic mathematical operations. Required Text: CE AC05/SC20 MS Office Excel 2010 Level 3 of 3

**Microsoft Access**

**MS Access 2010 Level 1** 10 hours
Learn the basic concepts and properties of relational databases and examine how objects in the database relate. Topics include structuring existing data, queries, creating forms and reports, and maintaining a database. Required Text: MS Access 2010 Level 1 of 3

**Microsoft PowerPoint**

**MS PowerPoint Level 1** 10 hours
Create smart and professional presentations, slides, and brochures. Learn how to add sound, animations, and special visual effects with PowerPoint 2010. Pre-requisite: Basic Computer Literacy Skills. Required Text: CE PP01/SC88 MS PowerPoint 2010 Level 1 of 3

**QuickBooks**

**QuickBooks Level 1 and Level 2** 10 hours
A series of two quick courses to teach payroll management, inventory, sales, and other small business needs. The software’s features include marketing tools, merchant services, product and supplies, and training solutions. Practice features that include: monitoring expenses, creating invoices and reports; tracking change orders and job status; and managing inventory, customers, vendors, and employees.

**Social Media**

**Social Media for Seniors and Juniors** 10 hours
Course will introduce you to Facebook, Twitter, LinkedIn and WordPress. Learn to create an account and update your status by creating messages that can include hyperlinks, photos and videos. You will then be ready to add or invite friends or contacts to your page!

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Campus-Building/Room</th>
<th>Cost</th>
<th>Senior Discount</th>
<th>CRN</th>
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</table>

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Web Page Design

Basic Web Design I  10 Hours
The student will be introduced to basic web page layout using image editing software. Topics will include background files, use of colors, text, graphics, grids design, and web terminology. Basic computer skills will be required for this class.

Basic Web Design II  10 Hours
Utilizing skills learned in Basic Webpage Design I, students will be introduced to basic webpage publishing skills. Topics include splices, hot spots, frames, site planning, domains, and publishing. Basic computer skills will be required for this class.

Working with Digital Photography

Basic Photo Manipulation I  10 Hours
Learn basic digital photography using your own camera and basic photo manipulation using photo editing software. Topics include getting to know your camera, optical vs. digital zoom, exposure, and image resolution. Basic computer skills are required for this class.

Basic Photo Manipulation II  10 Hours
Utilizing skills learned in Basic Photo Manipulation I, students will gain advanced skills with basic digital photography using their own cameras and basic photo manipulation using photo editing software. Topics will include: composition, lighting, color models, green screen, saving, and printing. Basic computer skills are required.

Introduction to Digital Photography  2.5 Hours
Learn the basics of digital photography through hands-on activities specifically designed for those with limited experience. Learn digital camera features, storage capabilities, shooting techniques, resolution, image size and sharing photos by email and printing.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Campus-Building/Room</th>
<th>Cost</th>
<th>Senior Discount</th>
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</table>

Affordable on-line classes are available at:
http://www.ed2go.com/augustatech
or http://www.coursecatalog.com/aug
Personal Development
Commit to personal growth.

Spanish for the Workplace

Spanish for the Workplace 20 Hours
Learn key Spanish terms and phrases that are important in the workplace. Vocabulary revolves around home, work, school, numbers, time, colors and personal characteristics. Required Text: CE WS03 Spanish Now Level I

Repair Your Own Engine

Small Engine Repair 30 Hours
Student will learn the basic operations of small gasoline engines. They will also be introduced to different types of engines and how to repair or rebuild small gasoline engines.

Taking the Fear Out of Algebra

Introduction to Algebra I 10 Hours
This is a course for students who are considering enrolling in the college to prepare for the Compass Entrance exam learning to support algebra course or College Algebra.

Introduction to Algebra II 10 Hours
This course will be an extension of Introduction to Algebra I and will expand on the skills learned.

Horticulture and Golf Course

Horticulture Overview 80 Hours
Landscape Management: This course cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques.

Golf Swing Analysis 10 Hours
Hit longer and more accurate drives tips from a golf swing analysis. Learn the basics to improving your golf swing with continuing education class.

Affordable on-line classes are available at:
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or http://www.coursescatalog.com/aug

<table>
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<tr>
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<th>Day</th>
<th>Time</th>
<th>Campus-Building/Room</th>
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<td>Horticulture Overview</td>
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<td>Basic Golf Swing Analysis</td>
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<td>A- Building 1400/109</td>
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</table>

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Certified FLSA Administrator
CISSP Certified Information Systems Security Professional
Human Resources Certifications
Microsoft Certified Application Specialist Office 2007
Senior Professional in Supply Management (SPSM)
... and more

Other Hot Topics
Mobile App Development
Technical Writing
Global Business Project Management
Six Sigma and Lean

In Spanish (en Español)
Spanish for Health Professionals
Forklift Safety
Asbestos Awareness
Bloodborne Pathogens
Electrical Safety

Contact: Laura Giddings, lgiddings@augustatech.edu
706-771-5705

Contact: Andrew Jefferson, ajeffers@augustatech.edu
706-771-5712

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Accounting and Finance 31 courses
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Computer Applications 78 courses
Design and Composition 53 courses
Healthcare and Medical 39 courses
Language and Arts 84 courses
Law and Legal 8 courses
Personal Development 126 courses
Teaching and Education 67 courses
Technology 97 courses
Writing and Publishing 41 courses
For more than 40 years, Quick Start has provided customized workforce training free-of-charge to qualified businesses in Georgia.

Today, the program is one of the state’s key assets for supporting new and expanding industries. Quick Start delivers training in classrooms, mobile labs or directly on the plant floor, wherever it works best for a company.

Quick Start is Georgia's internationally acclaimed program providing customized training free-of-charge to qualified new, expanding and existing businesses. Quick Start is one of Georgia's most important economic development incentives for attracting new investment to the state and promoting job creation. Quick Start has worked with entrepreneurial start-ups as well as international, Fortune 500 corporations. For over 40 years the program has provided customized training for industries ranging from biotech to warehousing and distribution.

**Georgia Retraining Tax Credits**

Georgia Retraining Tax Credits are available to foster the competitiveness of Georgia’s existing businesses by encouraging workforce development through retraining tax incentives, help companies offset the costs of retraining employees that are affected by the implementation of new equipment or new technology, and enhance the skills of Georgia employees to enable them to successfully use new equipment, technology, or operating systems.

An eligible business may be granted tax credits equal to one half of the direct cost of retraining, up to $500 per program per year per person, up to $1,250 per person per year, and up to 50% of the amount of the taxpayer’s income tax liability for the taxable year as computed without regard to this code. For more information about Retraining Tax credits in Georgia, visit:

http://www.georgiaquickstart.org/econdev/retrain.html

Lisa Palmer, Ed.D.
Vice President, Augusta Technical College, Building 600
706-771-4089 | lpalmer@augustatech.edu
One-Stop Career Centers help people conveniently manage their careers. The Centers are common places to find out about employment opportunities, training, educational programs, as well as social and community programs. There are currently three One-Stop Career Center locations serving residents of Richmond and Burke Counties. These are:

1) Department of Labor Career Center in downtown Augusta
2) Goodwill Industries on Peach Orchard Road in South Augusta
3) Waynesboro Campus of Augusta Technical College

One-Stop Career Centers are funded by the CSRA Regional Commission through WIA funding.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Amerigroup Georgia helps improve health care access and quality for more than 288,000 low-income Georgians by developing innovative care management programs and services</td>
<td>Employment counseling, interviewing skills, on-the-job training, job search assistance, computer training, certified nursing aide training and other training for eligible older workers</td>
<td>Core services related to testing and admissions to college and GED training</td>
</tr>
<tr>
<td>Augusta Technical College</td>
<td>Resume preparation and interviewing assistance, job referrals, job screening, labor market information and employment workshops</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Low income housing assistance through the Public Housing Program and Housing Choice Voucher Program</td>
<td>Goodwill: Worksite based training programs, job search assistance, bilingual services, Money Smart and Veterans workshops, and certification programs through career services. Helms College is our post-secondary education program and located at 3179 Washington Road. Goodwill Staffing Services provides short-term work placement opportunities.</td>
</tr>
<tr>
<td></td>
<td>Financial and credit counseling, debt management programs, 1st time Home Buyer Education and Default Mortgage counseling. Also provides free financial literacy education to the community</td>
<td>Outreach/recruitment, orientation, initial assessment and career counseling and planning for eligible youth</td>
</tr>
<tr>
<td></td>
<td>Emergency housing assistance, low income home energy assistance, substance abuse education, congregate/homebound meals, supportive and transitional housing, job search/placement assistance, etc.</td>
<td>GVRA: Employment and support for persons with disabilities, vocational training and employment placement</td>
</tr>
<tr>
<td></td>
<td>Outreach/recruitment, orientation, employment assessment, placement and supportive services, initial eligibility determination for TANF, Food Stamps, Medicaid and Childcare programs</td>
<td>More Partners Coming in 2014!</td>
</tr>
</tbody>
</table>

Tiffany Brooks
One Stop Career Center, Department of Labor, Greene Street
AUGUSTA TECHNICAL COLLEGE
CONTINUING EDUCATION
REGISTRATION FORM
3200 Augusta Tech Drive, Augusta, Georgia 30906 - A Unit of the Technical College System of Georgia

Revised February 19, 2014

PLEASE PRINT LEGIBLY

DATE ____________________ SOCIAL SECURITY# ____________________ DATE OF BIRTH ____________________

NAME __________________________________ ADDRESS ________________________________________

CITY ____________________ STATE __________ ZIP CODE __________ COUNTY __________

HOME# ____________________ WORK# ____________________ CELL# ____________________

E-MAIL ________________________________________________________________

ETHNIC BACKGROUND: Native American ( ) Asian/Pacific Islander ( ) Black/Non-Hispanic ( )
Caucasian ( ) Hispanic ( ) Prefer Not to Respond ( )

EDUCATION HIGHEST LEVEL: 9, 10, 11, 12, GED - COLLEGE: 1, 2, 3, 4

COURSE TITLE______________________CRN#________________________COST____________________
COURSE TITLE______________________CRN#________________________COST____________________
COURSE TITLE______________________CRN#________________________COST____________________

(Make Check or Money Order Payable to: Augusta Technical College)

Please Mail To: Augusta Technical College, Bldg. 600, 3200 Augusta Tech Dr., Augusta, GA 30906

If you prefer to register in person, you may do so in the 600 building of the Augusta Campus or the main office of any of the Branch Campuses. Continuing Educations classes may be paid by Cash, Check, Money Order, VISA or MASTERCARD

A qualified individual with a disability who wants this or any publication in an accessible format should make their request known to the Special Needs Counselor, 3200 Augusta Tech Drive, Augusta, Georgia 30906, 706-771-4067 (TTY/TDD)

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