

TRAINING CATALOG SUMMER 2023

BUSINESS AND PROFESSIONAL TRAINING



DEVELOPING NEW MANAGERS

In this 4-week workshop, participants will understand the value of investing in employees and developing management. Attendees will get the tools they need to become an effective leader and successfully manage a diverse team.

June 16 – July 7

Friday, 8am to 12pm

Location: Augusta

Price: \$125

July 10 – August 7

Mon-Wed, 6pm to 8pm

Location: Augusta

Price: \$125

INTRODUCTION TO QUICKBOOKS

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more!

June 14 – July 26

Instructor-led, online

Price: \$125

July 12 – August 16

Instructor-led, online

Price: \$125

HEALTHCARE TRAINING



MEDICAL SCRIBE FOR ALLIED HEALTH PROFESSIONALS

This program is specifically for practicing Allied Health Professionals (MA, MTs, LVNs, Techs, EMTs, etc. This program starts from the vantage point that each candidate is well-versed in Medical Terminology and Anatomy & Physiology. This course is designed to give you the information necessary to become a medical scribe.

Continuous Enrollment

Instructor-led, online

Two months, 10 hours/week

Price: \$1,285

MEDICAL SCRIBE PROFESSIONAL

This program is designed for individuals who are new to healthcare or individuals who are looking to increase their knowledge in the areas of Medical Terminology and Anatomy & Physiology prior to learning how to Scribe.

Continuous Enrollment

Instructor-led, online

Four months, 10 hours/week

Price: \$2,285

INDUSTRIAL AND TECHNICAL TRADES



FORKLIFT TRAINING

This 2 day, 12-hour, OSHA-compliant course is a comprehensive program for forklift operators in the manufacturing environment. It is designed for individuals requiring the basic operator skills to drive and operate a forklift. Those completing the course will receive a Certified Forklift Operator Card (3 years) and a digital badge.

June 12 & 13

Monday/Tuesday, 8am to 2pm

Location: Augusta Price: \$225

July 17 & 18

Monday/Tuesday, 8am to 2pm

Location: Augusta Price: \$225

10—DAY FASTTRACK MANUFACTURING

Fast Track to Manufacturing is a hybrid training course. It includes self-paced online modules and structured classroom meetings. The self-paced modules emphasize valued soft-skills that are designed to enhance students' employability through a focus on workplace communication, teamwork, resumé-building, and interviewing. Classroom meetings will offer students a hands-on approach through virtual reality simulations of job tasks common in manufacturing and warehouse settings.



Certifications Obtained:

- OSHA-10
- First Aid/CPR
- Forklift Operator
- Six Sigma White Belt
- Bennett Mechanical Aptitude Test

June 1 – June 15

Monday through Thursday, 8am to 5pm

Location: Waynesboro

June 14 – June 29

Monday through Thursday, 8am to 5pm

Location: Augusta



OSHA-10 GENERAL INDUSTRY

This course provides instruction on general industry safety and health standards to entry-level workers.

Topics include:

- Intro to OSHA
- Ergonomics
- Electrical
- Hazardous materials
- Exit routes, emergency action & fire prevention
- And much more!

June 9 & 16

Friday, 9am to 3pm

Location: Augusta

Price: \$215

June 26 & 27

Friday, 9am to 3pm

Location: Augusta

Price: \$215

June 12 & 13

Monday/Tuesday , 8am to 2pm

Location: Waynesboro

Price: \$215

June 23 & 30

Friday, 9am to 3pm

Location: Thomson

Price: \$215

PLC I: PLC CONTROL FUNDAMENTALS

This 36-hour course 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. This is a highly recommended prerequisite course to PLC II-Introduction to Programmable Logic Controllers.

July 11-August 17

Tuesday/Thursday, 6pm to 9pm

Location: Augusta

Price: \$599

INSTRUMENTATION AND PROCESS CONTROL: INTRO TO INSTRUMENTS

Introduction to instrumentation and major topics: Safety, hand tools, calibrators; instrumentation Air Supply Systems/Identification Symbols; Pressure measurement; flow measurement and flow instruments; level measurements.

July 11—August 17

Monday/Wednesday, 6pm to 9pm

Location: Augusta Price: \$599

COMMUNITY ENRICHMENT

CONVERSATIONAL SPANISH

Learn and practice key Spanish terms and phrases used in everyday conversations. Small class sizes—fun and interactive.

June 7 – June 28

Wednesday, 6pm to 8pm

Location: Augusta

Cost: \$125

July 10 – July 31

Monday, 6pm to 8pm

Location: Augusta

Cost: \$125

June 8 – June 29

Thursday, 6pm to 8pm

Location: Grovetown

Cost: \$125

July 13 – August 3

Thursday, 6pm to 8pm

Location: Grovetown

Cost: \$125

Basic Computer Skills

This class will teach you the basics of computers to include turning a computer on and off, use a mouse, perform basic keyboarding, connect to the internet and access web pages, create and save files, create a personal email account, and send and receive email messages.



June 6 – June 27

Tuesday, 6pm to 8pm

Location: Augusta

Cost: \$75

June 8 – June 29

Monday, 6pm to 8pm

Location: Waynesboro

Cost: \$75

June 7 – June 28

Wednesday, 6pm to 8pm

Location: Thomson