



AUGUSTA TECH
**Corporate &
Community Education**

2023 Training Catalog

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.



2023 SCHEDULE:

- **June 9 – June 30**
 - » **Friday, 8am to 12pm**
 - » Location: Augusta
 - » Price: \$125

- **July 10 – August 2**
 - » **Mon-Wed, 6pm to 8pm**
 - » Location: Augusta
 - » Price: \$125

Introduction to Microsoft Suite for Business

Learn to use or get a refresher on the basic features of Microsoft Word 365, Microsoft Excel 365, and Microsoft PowerPoint 365, three of the most fundamental programs used in professional settings.

- **June 9 – June 30**

- » Friday, 8am to 12pm
- » Location: Grovetown
- » Price: \$125 + book

- **June 7 – June 28**

- » Wednesday, 1pm to 5pm
- » Location: Thomson
- » Price: \$125 + book

- **July 10 – August 2**

- » Mon-Wed, 6pm to 8pm
- » Location: Augusta
- » Price: \$125 + book



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

AMERICAN HEART ASSOCIATION (AHA) TRAINING CENTER

AHA-certified training for health care professionals, employees in workplace settings, and individuals of the general public.

- **BLS-Healthcare provider:**
 - » Designed for individuals in the health care industry who need to know how to perform CPR and basic life support skills. This training reinforces CPR, relieving choking, use of an AED.
- **BLS-Healthcare provider:**
 - » Designed for anyone with little or nonmedical training. This course prepares individuals to provide basic CPR in an emergency setting.

CERTIFIED CLINICAL MEDICAL ASSISTANT

Students will learn the professional traits and responsibilities to become a clinical medical assistant. After completion, you will be prepared to take the Certified Clinical Medical Assistant (CCMA) exam.

- **Open Enrollment**
 - » 12 months, 540 course hours.
 - » Online, self-paced
 - » Price: \$2,795 (MyCAA approved)





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.

- **May 15 & 16**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225
- **June 12 & 13**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225
- **July 17 & 18**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225





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 12 & 13**
 - » Friday, 10am to 4pm
 - » Location: Waynesboro
 - » Price: \$215
 - **June 26 & 27**
 - » Friday, 9am to 3pm
 - » Location: Augusta
 - » Price: \$215
 - **May 26 & June 2**
 - » Friday, 9am to 3pm
 - » Location: Thomson
 - » Price: \$215
- **May 25 & 26**
 - » Thursday/Friday, 10am to 4pm
 - » Campus: Augusta
 - » Location: \$215
 - **May 26 & June 2**
 - » Friday, 9am to 3pm
 - » Location: Augusta
 - » Price: \$215
 - **June 9 & 16**
 - » Friday, 9am to 3pm
 - » Location: Augusta
 - » Price: \$215



**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
- » Price: FREE

• **June 14 – June 29**

- » Monday through Thursday, 8am to 5pm
- » Location: Augusta
- » Price: FREE

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.

• **May 23 – June 29**

- » Tuesday/Thursday, 6pm to 9pm
- » Location: Augusta
- » Price: \$599

• **July 11 – August 17**

- » Monday/Wednesday, 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 5 – June 26**
 - » Monday, 6pm to 8pm
 - » Location: Augusta
 - » Cost: \$75
- **June 7 – June 28**
 - » Monday, 6pm to 8pm
 - » Location: Grovetown
 - » Cost: \$75
- **July 10 – July 31**
 - » Monday, 6pm to 8pm
 - » Location: Augusta
 - » Cost: \$75
- **July 12 – August 2**
 - » Monday, 6pm to 8pm
 - » Location: Grovetown
 - » Cost: \$75

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 5 – June 26**
 - » Monday, 6pm to 8pm
 - » Location: Burke
 - » Cost: \$75
- **June 6 – June 27**
 - » Tuesday, 6pm to 8pm
 - » Location: Augusta
 - » Cost: \$75
- **June 7 – June 28**
 - » Wednesday, 6pm to 8pm
 - » Location: Thomson



Business and Professional Training

FILM & TELEVISION POST-PRODUCTION CERTIFICATION

GFA 1040

This course is the first step in earning a Film & Television Post-Production Certification which is recognized by production companies, studios, networks and entertainment businesses providing opportunities of employment in Georgia's growing Entertainment Arts industry and across the nation. Introduction to Film & Television Post-Production (GFA 1040/FILM 1045) offers the chance to learn from industry professionals and certify in Avid Media Composer and Pro Tools at a state-of-the-art facility or online.

- **August 14-December 5**
 - » **GFA 1040 Section 1 (online w/ live meetings)**
 - » M 4-10
 - » Price: \$750
 - » **GFA 1040 Section 2 (online w/ live meetings)**
 - » W 9-3
 - » Price: \$750

This intensive and interactive "Live and Virtual" 12-week program is designed by SHRM and uses a proven approach for teaching adult learners. This program as well as the online learning system help you understand, apply, and engage with behavioral competencies and HR Knowledge.

Online learning modules, based on the SHRM BoCK, and interactive study tools, testing your knowledge and decision-making skills, are incorporated into the study process. There's no better way to successfully prepare for the SHRM certification exams!

The SHRM Learning System consistently delivers the most comprehensive, flexible, and effective SHRM-CP and SHRM-SCP exam preparation.

Here is what is included within the program:

- » **Live Weekly Online Training Sessions (12 weeks/36 hours) with instructor**
- » 24/7 Access to your Online Learning Platform (18-month access)
- » Printed Study Guides and Materials including: Pre-Test & Post-Test Practice Exam, Practice Exam Questions, Flash Cards, Case Studies, Weekly Class Slides

SHRM® CERTIFICATION SHRM-CP® AND SHRM-SCP® 12-WEEK PREP COURSE



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- **Continuous Enrollment**

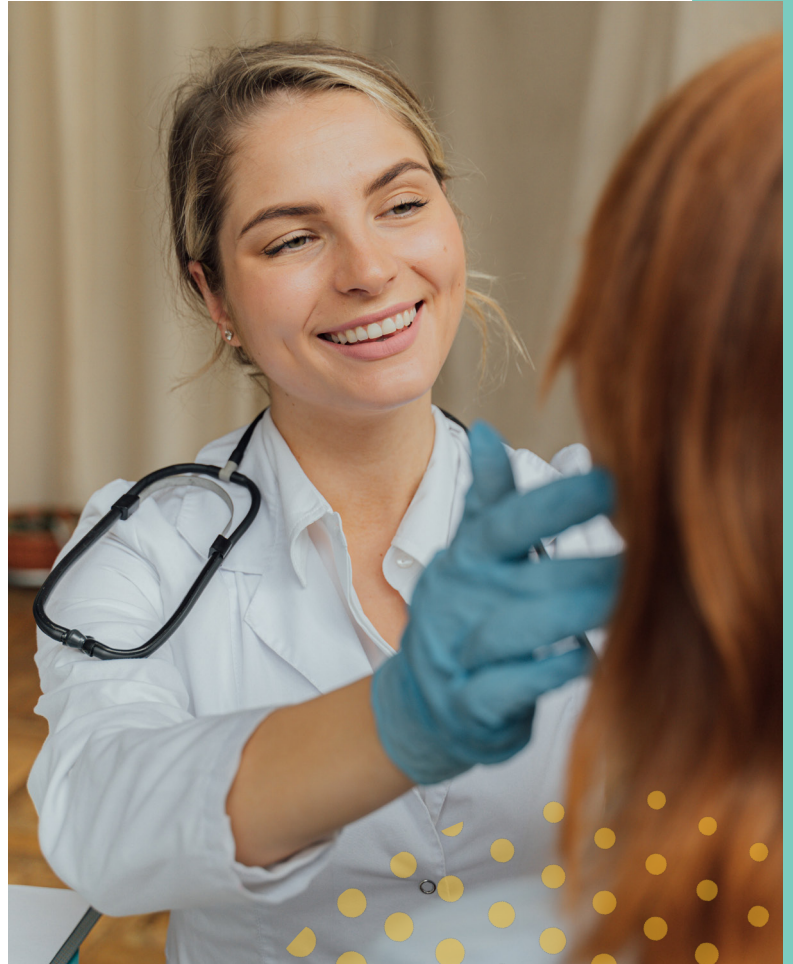
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- » Two months, 10 hours/week
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- **August 21 & 22**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225
- **September 25 & 26**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225
- **October 9 & 10**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Waynesboro
 - » Price: \$250
- **October 30 & 31**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Augusta
 - » Price: \$225
- **November 6 & 7**
 - » Monday/Tuesday, 8am to 2pm
 - » Location: Thomson
 - » Price: 250
- **November 27 & 28**
 - » Monday/Tuesday, 8am to 2pm

» Location: Augusta

» Price: \$225

- **December 4 & 5**

» Monday/Tuesday, 8am to 2pm

» Location: Waynesboro

» Price: \$250

- **December 18 & 19**

» Monday/Tuesday, 8am to 2pm

» Location: Augusta

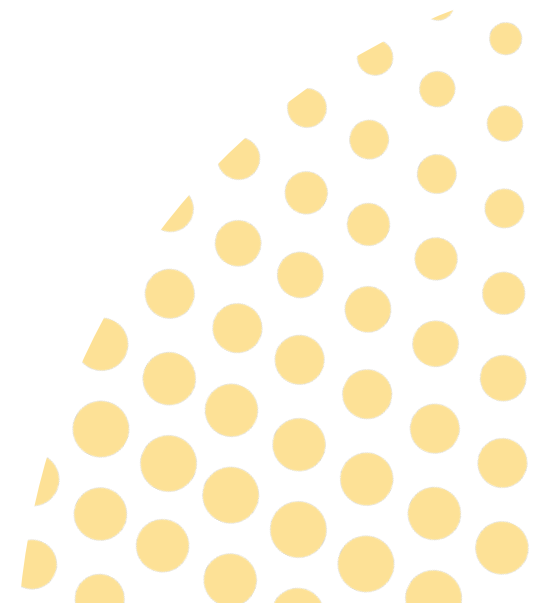
» Price: \$225

- **October 30 & 31**

» Monday/Tuesday, 8am to 2pm

» Location: Augusta

» Price: \$225





OSHA-10 GENERAL INDUSTRY

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 - **Ergonomics**
 - **Electrical**
 - **Hazardous materials**
 - **Exit routes, emergency action & fire prevention**
 - **And much more!**
-
- **October 26 & 27**
 - » Thursday/Friday , 9am to 3pm
 - » Location: Augusta
 - » Price: \$215
 - **November 16 & 17**
 - » Thursday/Friday, 9am to 3pm
 - » Location: Augusta
 - » Price: \$215
 - **December 14 & 15**
 - » Friday, 9am to 3pm
 - » Location: Augusta
 - » Price: \$215
-
- **August 17 & 18**
 - » Thursday/Friday, 9am to 3pm
 - » Campus: Augusta
 - » Location: \$215
 - **September 11 & 12**
 - » Monday/Tuesday, 9am to 3pm
 - » Location: Thomson
 - » Price: \$215
 - **September 21 & 22**
 - » Thursday/Friday, 9am to 3pm
 - » Location: Augusta
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Community Enrichment

CONVERSATIONAL SPANISH

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

- **August 21 to October 2**
 - » Monday, 6pm to 8pm
 - » Location: Augusta
 - » Cost: \$145
- **August 22 to September 26**
 - » Tuesday, 6pm to 8pm
 - » Location: Grovetown
 - » Room: 130
 - » Cost: \$145

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.

- **August 21 – September 18**
 - » Monday, 5pm to 7pm
 - » Location: Grovetown
 - » Cost: \$75
- **August 22- September 12**
 - » Tuesday 5:30pm to 7pm
 - » Location: Waynesboro
 - » Cost: \$75

CANVA

This Canva class will teach you to create graphics with a flare. Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos, and more. Learn to animate your graphic designs and make your designs creative, easy to read, and professional.

- **August 31 – October 5**
 - » Thursday, 6pm to 8pm
 - » Location: Augusta
 - » Cost: \$125

