

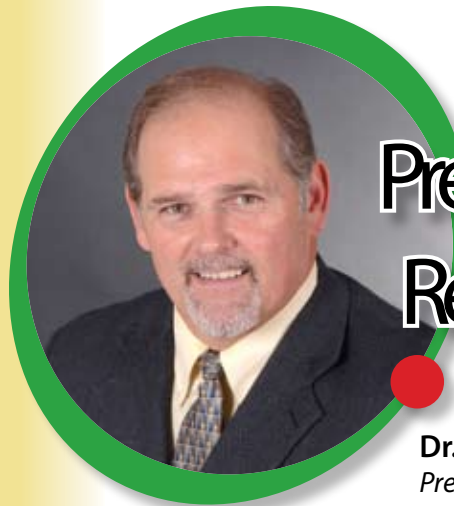
# Continuing Education

*For Life Long Learning*

**Spring  
and  
Summer  
2008**



*Proudly Serving*  
**Carroll Coweta Douglas Haralson**



# President's Remarks

**Dr. Skip Sullivan**  
President  
West Central  
Technical College

Some of our more popular programs are our Teen Drivers Education course, 55 and Alive Senior computer series, Weight Management University, American Sign Language, Grant Writing, and our highly anticipated "What's New in Office 2007" class and Summer Kidz Camp.

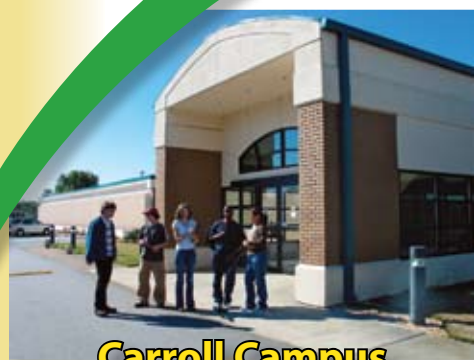
We offer two options which allow you to take advantage of our programs whether it is in a traditional classroom setting or from the comfort of your own home. Instructor-led courses are available on each campus in every county we serve, including Carroll, Douglas, Haralson and Coweta. And with over 400 different instructor-led courses offered online, you can complete a class from the comfort of your own home, at your convenience, day or night – 24 hours a day!

I invite you to take a closer look and see what our new schedule of classes can do to help you find comfort, fun and excitement this spring and summer. If there is a topic that interests you and it is not listed, we'd love to hear from you. Once you've had an opportunity to view our schedule of classes, please stop by one of our campuses or visit us on the web at [www.westcentraltech.edu](http://www.westcentraltech.edu).

Thank you for choosing WCTC for your lifelong educational needs. We are dedicated to serving the businesses and individuals in our community with valuable educational and workforce development experiences.

Welcome to West Central Technical College, a college full of rich tradition and lifelong learning opportunities! Our faculty and staff are committed to providing the highest level of quality service and instruction to ensure exciting learning experiences for you.

The Continuing Education Department at West Central Technical College has put together a great slate of professional development and personal enrichment classes for spring and summer. Some classes are designed to give you "added value" at work to advance your career and some are for you to explore new talents and interests that will enrich your leisure time. We have classes that will enhance your ability to communicate more effectively using the latest computer technology while others will enable you to speak the language of ever-growing diverse groups of customers, co-workers, and members of the community.



### Carroll Campus

997 South Highway 16  
Carrollton, GA 30116  
**770.836.6800**



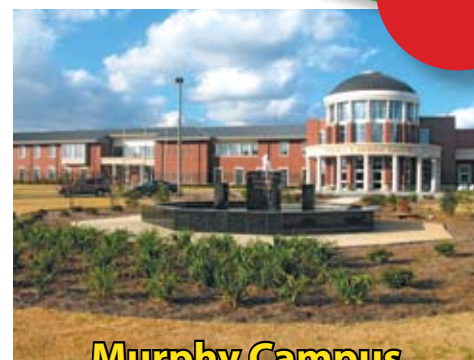
### Coweta Campus

160 Martin Luther King Jr. Drive  
Newnan, GA 30263  
**678.423.2000**



### Douglas Campus

4600 Timber Ridge Drive  
Douglasville, GA 30135  
**770.974.7300**



### Murphy Campus

176 Murphy Campus Boulevard  
Waco, GA 30182  
**770.537.6000**

## Economic Development Division Staff

**Scotty Parker**  
Interim Executive Director  
Economic Development

**Anita Jones**  
Director  
Continuing Education

**Joe Hajducko**  
Director  
Corporate Training

**Barbara Folds**  
Administrative Assistant  
Continuing Education

**Gail Reeves**  
Administrative Assistant  
Economic Development

## Board of Directors

**Fred O'Neal**  
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Carroll Tomorrow - Carroll

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Retired - Coweta

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Vice President  
Hightower Funeral Home - Haralson

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Piedmont Newnan Hospital - Coweta

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Attorney at Law  
Attorney - Haralson

## Continuing Education Spring & Summer 2008

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### Want to be an instructor?

We are always in search of subject matter experts to deliver training. Send us your resume or call today!!

For course information and registration assistance,

Call **770.537.7942** or **770.537.6060**  
or Email: [coned@westcentraltech.edu](mailto:coned@westcentraltech.edu)

**our campuses**  
**For Life Long Learning**

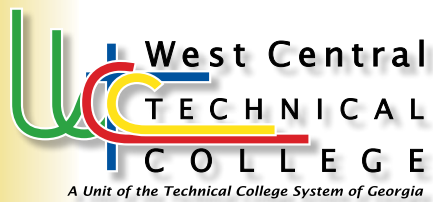
## Steps to Registration

You must be paid and registered at least 10 days before the beginning date of each class. We recommend that you call ahead to confirm receipt of your registration and payment to ensure that your space is reserved.

Complete the registration form below and pay your class fee(s) via fax, mail, or in person at any of our West Central campuses.

We accept Visa and MasterCard, checks, money orders, cash and company purchase orders. Financial Aid does not cover classes for Continuing Education.

You will receive a certificate of completion by mail after the conclusion of each class. Continuing Education Units (CEUs) or Professional Learning Units (PLUs) are awarded upon the completion of courses.



Mail to:  
West Central Technical College  
Attn: Continuing Education  
176 Murphy Campus Blvd.  
Waco, GA 30182

Fax to: 770.537.7973 (credit card payments only!)  
Pay in Person: any WCTC campus

If a class is cancelled or rescheduled, all participants will be contacted by email or phone at least 2 days prior to the scheduled first day of class. You also have the option of checking the Continuing Education website for class scheduling notices.

**REFUND POLICY:** You will receive a 100% refund of the registration fee only if you withdraw up to 3 business days prior to the first day of class or if West Central Tech cancels the class and it is not rescheduled. NO REFUNDS can be issued if you do not show up for class or drop out after the class begins. You have up to six months of the original start date to reschedule your classes.

For additional information, please call 770.537.7942 or email coned@westcentraltech.edu with any questions concerning West Central Technical College's Continuing Education Program.

## Registration Form

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Course Name	Date	Campus	Fee

To pay by credit card:     MasterCard     Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Technical College System of Georgia and West Central Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) coordinator is V.P. of Student Affairs, ADA (Section 504) coordinator is V.P. of Administration. Both are located at 176 Murphy Campus Blvd., Waco, Georgia. 770.537.6000.



Choose from one of our two "Create - A - Combo" course options.

**2 - Class Combo**  
Save 5% & \*pay only \$237.<sup>00</sup>

Register for a Module 1 and Module 2 Microsoft Office computer application class of your choice:

- Word                      • Access
- Excel                     • Outlook
- PowerPoint            • FrontPage

\* Seniors 2 - class combo discount - pay only \$199.<sup>00</sup>

**3 - Class Combo**  
Save 10% & \*pay only \$337.<sup>00</sup>

Register for "any" three Microsoft Office computer classes of your choice:

- Introduction to Computers    • PowerPoint
- Windows XP                      • Access
- Word                                • Outlook
- Excel                                • FrontPage

\* Seniors 3 - class combo discount - pay only \$283.<sup>00</sup>

# \$SAVE - \$SAVE - \$SAVE 5 - 10%

We are excited to offer you a chance to SAVE on our Microsoft courses. Save up to 10% on regular computer classes priced at \$105.<sup>00</sup> & \$125.<sup>00</sup> each when you choose a "Create - A - Combo" option.

Offer is "Non-Refundable" and is valid for six months from registration unless otherwise posted. Combos cannot be split between other parties. Registration can only be transferred to other courses included in offer.



Classes Purchased	Fee	Discounted Savings
10	\$1,125. <sup>00</sup>	\$ 125. <sup>00</sup>
20	\$2,125. <sup>00</sup>	\$ 375. <sup>00</sup>
30	\$3,000. <sup>00</sup>	\$ 750. <sup>00</sup>
40	\$3,750. <sup>00</sup>	\$1,250. <sup>00</sup>

Discounts apply to Microsoft computer application classes only. Vouchers are non-refundable but are good for up to one year. Payment must be submitted in advance and prior to training. Prices include book fee.

Are you looking for a more efficient way to deliver staff development and computer training to your employees? Are you looking for a class that is 100% hands-on, has flexible scheduling, high quality of training and great prices? If so, then you're in the right place...

### Benefits...

- Ideal for employee's seeking professional development
- Perfect for "new hire" training
- Knowledgeable and professional instructors
- Certificates of participation issued
- Packaged discounts available for multiple classes
- Pay for many classes on a single invoice
- Easier to track and plan for training budgets
- Packages are good for up to a year
- Short and long term courses available
- Choose any of our Microsoft computer courses
- Day, Evening, and Saturday classes available at each of our four campuses

### Microsoft Courses Include...

- Introduction to Computers    • PowerPoint
- Windows                            • Access
- Word                                 • Outlook
- Excel                                 • FrontPage



### AMERICAN SIGN LANGUAGE, I

This 18-hour beginning sign language course provides basic knowledge and skills for communicating non-verbally through the use of hand signs, finger spelling and sign language. For ages 16 & up. All 12-15 year olds must be accompanied by an adult who must also register for the class. **18 hours - 6 days at 3 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	M-W	04/14 - 04/30	6:00pm - 9:00pm
Douglas	M-W	06/02 - 06/18	6:00pm - 9:00pm
Murphy	M-W	08/11 - 08/27	6:00pm - 9:00pm

### AMERICAN SIGN LANGUAGE, II

This 18-hour course provides intensive practice in comprehension and production of finger-spelled words and numbers with emphasis on clarity and accuracy. Focuses on finger spelling and numeral incorporation as used by native users of American Sign Language.

**Prerequisite ASL, I 18 hours - 6 days at 3 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	M-W	05/12 - 05/28	6:00pm - 9:00pm
Douglas	M-W	07/14 - 07/30	6:00pm - 9:00pm
Murphy	M-W	09/08 - 09/24	6:00pm - 9:00pm

### CONVERSATIONAL SPANISH, I

This 30-hour course is designed to assist you in communicating with your Spanish-speaking customers, co-workers and employees. Topics include: Hispanic culture, greetings, numbers, days, time, relationships, everyday expressions, vocabulary development and much more. **10 days at 3 hours each**

Cost: \$ 249 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	W	04/09 - 06/18	5:30pm - 8:30pm

### CONVERSATIONAL SPANISH, II

Spanish II includes 30-hours of enhanced conversational exercises, a strong focus on vocabulary expansion, and a more in-depth study of Spanish grammar rules.

**10 days at 3 hours each**

Cost: \$ 249 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu	07/15 - 09/16	5:30pm - 9:00pm

### HEALTH CARE PROVIDER SPANISH

This 24-hour introductory level course helps health care professionals communicate with Spanish-speaking patients. Lessons include basic conversation components and focus on specific health care scenarios including physician, radiology, laboratory, nursing, and registration. **8 days at 3 hours each**

Cost: \$ 249 Textbook Included.  
 Call For Scheduling 770.537.7942 or 770.537.6060

### OCCUPATIONAL SPANISH

We offer a series of 24-hour, 8-week, job-specific language training programs to help employees with little or no Spanish training communicate with Spanish customers, clients, and other employees in the workplace. **Minimum Class Size: 5 8 days at 3 hours each**

#### Occupations Included:

- Banking
- City Government
- County Government
- Commercial Construction
- Customer Service
- Health care Providers
- Landscapers
- Pharmacists
- Law Enforcement
- Firefighters
- Real Estate
- Restaurants
- Retailers
- Supermarkets
- Teachers
- School Administrators
- Travelers / Tourists

Cost: \$ 189 Textbook Included.  
 Call For Scheduling 770.537.7942 or 770.537.6060

### CONVERSATIONAL JAPANESE, I

Designed to teach beginners a day-to-day language, and to introduce pronunciation, basic sentence patterns and essential vocabulary for communicating in the standard spoken language. The course includes reading and writing both the hiragana and the katakana writing systems, using daily phrases, understanding numerals, time expressions, and counting systems. **10 days at 3 hours each**

Cost: \$ 349 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	M	04/14 - 06/19	6:00pm - 9:00pm
Carroll	Sa	04/12 - 06/14	9:00am - 12:00pm

### CONVERSATIONAL JAPANESE, II

Students will continue to build upon the basic foundation acquired in Level 1, while emphasizing further vocabulary and conversational practice using new grammar including the conjugation of adjectives, and the -te and -nai forms of verbs. Examples of customary behavior in everyday situations such as giving and receiving gifts, using the telephone, asking directions will be introduced. The course provides frequent practice in reading and writing hiragana and katakana. **10 days at 3 hours each**

Cost: \$ 349 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Tu	07/15 - 09/23	6:00pm - 9:00pm
Carroll	Sa	07/12 - 09/13	9:00am - 12:00pm



### BLS - HEALTH CARE PROVIDER CPR

Taught by American Heart Association certified instructors. This course is designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed health care professionals. **8 hours - 1 day course**

Cost: \$ 75 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	F	04/11	9:00am - 5:00pm
Carroll	F	05/09	9:00am - 5:00pm
Douglas	F	06/13	9:00am - 5:00pm
Coweta	F	07/11	9:00am - 5:00pm
Douglas	F	08/08	9:00am - 5:00pm
Carroll	Sa	08/23	9:00am - 5:00pm
Coweta	F	09/19	9:00am - 5:00pm

These courses require pre-registration of at least 2 weeks before the start of class or test.



### CARE GIVING AT HOME FOR FAMILIES & VOLUNTEERS

Department of Labor statistics project that Americans will need 433,000 more personal care and home health aides to provide home-based services by 2008. Much of that in-home care will fall upon a relative or family member.

### NATIONAL LEAGUE FOR NURSING - NLN EXAM : (RNs Only)

Students wishing to enter the Registered Nursing program at WCTC must take this pre-entrance exam. This is a standardized exam developed by the National League for Nursing for students seeking admittance into nursing schools nationwide. This is a 3-hour exam that consists of three sections which include: verbal skills, mathematics, and science. Limited seating is available. The test begins promptly and lasts approximately 3 1/2 - 4 hours. Please arrive 30 minutes before the start time. **DO NOT BE LATE!** No students will be allowed to enter the exam room after the test has begun.

Cost: \$ 75 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Th	04/10	5:30pm - 9:30pm
Murphy	Th	08/21	5:30pm - 9:30pm

### PSYCHOLOGICAL SERVICES BUREAU - PSB EXAM

Students wishing to enter into one of the following programs: Practical Nursing (LPNs), Dental Hygiene, Medical Assistant, Medical Lab Tech, Radiology Tech, and Surgical Tech must take the new PSB entrance exam. This is a 3-hour, timed, computer-based exam. There is limited seating per test session and the doors will close once testing has begun.

Cost: \$ 60 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	F	04/18	8:30am - 12:00pm
Murphy	F	05/16	8:30am - 12:00pm
Murphy	F	06/20	8:30am - 12:00pm
Murphy	F	07/18	8:30am - 12:00pm
Murphy	F	08/15	8:30am - 12:00pm
Murphy	F	09/19	8:30am - 12:00pm

Through a series of short lectures, DVDs, hands-on demonstrations, and question and answer sessions, this 22-hour (11 session) program provides information and support for those caring for someone in the home. It is taught by an R.N. with extensive experience in home health care and in the teaching of adult learners. Topics include: Getting Ready, Prepare Yourself and Your Home, Safety Issues, Daily Home Care, Managing Medication, Vital Signs, and Care for the Caregiver. The course includes the book *Quick Tips for Caregivers* which is recognized by the National Alliance for Care giving as an exceptionally comprehensive and easy to use resource guide for the layperson. This class is offered to groups of ten or more people. Call 770. 537.7942 to schedule a class for your family members, a church group or organization today!  
**22 hours**

**Weeknights - 11 Sessions at 2 hours each or Saturdays - 7 Sessions at 3 hours each**

Cost: \$ 199 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	05/03 - 06/21	9:00am - 12:00pm
Douglas	M-W	04/21 - 05/28	6:30pm - 8:30pm
Coweta	Tu-Th	04/22 - 05/27	6:30pm - 8:30pm
Carroll	Tu-Th	07/22 - 08/26	6:30pm - 8:30pm
Douglas	Sa	07/12 - 08/23	9:00am - 12:00pm
Murphy	Tu-Th	08/12 - 09/16	6:30pm - 8:30pm



## Basic Leadership

### HIGH PERFORMANCE LEADERSHIP - BASIC

Attend all six modules and receive a completion certificate for Basic Leadership Skills. **24 hours - 6 days at 4 hours each. Minimum Class Size: 6**

Six Modules for **\$ 399!** Text & Materials included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-W	04/21 - 05/07	9:00am - 1:00pm
Douglas	M-W	07/14 - 07/30	9:00am - 1:00pm
Coweta	M-W	08/04 - 08/20	9:00am - 1:00pm

### LEADERSHIP OVERVIEW

This module explains the changing role of the leader in business today. It also defines Situational Leadership to include the four different leadership styles (Tell, Sell, Consult, Join), choosing an appropriate style and various applied case studies.

### PEER YESTERDAY, LEADER TODAY

Individuals will identify the role of the new supervisor and how this role differs from the non-management employee and the challenges in working relationships created by the job promotion.

### COMMUNICATION SKILLS

Emphasizes communication skills and includes the five-element model of communication, positive impact phrases, active listening skills, communication styles, and versatility skills.

### CONFLICT RESOLUTION

Individuals will learn how to identify sources of conflict among employees. They will identify conflict behavior styles and develop leader skills to assist employees in adjusting their behavior and apply techniques for resolving and reducing interpersonal conflict.

### MOTIVATION

Module includes motivation and performance planning for setting clear expectations, performance measurement and feedback, removing obstacles, positive reinforcement, and recognizing and rewarding high performance.

### COACHING IN ACTION

Individuals will define "effective communication" and its impact on relationships and production. They will learn to identify and use the "4-Step Coaching Model", how to monitor and measure employee performance, establish agreement for desired performance, and role-play.



## Advanced Leadership

### HIGH PERFORMANCE LEADERSHIP - ADVANCED

Attend all six modules and receive a completion certificate for Advanced Leadership Skills. **Pre-requisites: Basic Leadership Skills. 24 hours - 6 days at 4 hours each. Minimum Class Size: 6**

Six Modules for **\$ 399 or \$ 85** per each class. Text & Materials included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th	05/20 - 06/05	9:00am - 1:00pm
Douglas	Tu-Th	08/12 - 08/28	9:00am - 1:00pm
Coweta	Tu-Th	09/02 - 09/18	9:00am - 1:00pm

### PROBLEM SOLVING / DECISION MAKING

This module gives students a method for working their way through problems and solving them faster. Individuals will learn to develop better solutions, get more cooperation, and minimize frustrations.

### INTERVIEWING SKILLS

Students will learn the skills needed for selecting good interview candidates. Students will learn how to prepare and conduct an interview and identify job requirements, candidate requirements, and develop effective interviewing questions within applicable laws.

### LEGAL RESPONSIBILITIES OF LEADERS

Module covers Labor Law in Georgia, Equal Employment Opportunity (EEO), the Civil Rights Acts of 1964 and 1991, Americans with Disabilities (ADA), Affirmative Action Plans (AAP's), Legal Hiring Practices and Procedures, Sexual Discrimination, Sexual Harassment and Identifying discrimination.

### MANAGING CHANGE

Change within any organization always remains constant. Priorities shift, urgent situations arise and new problems develop that demand attention. This module teaches leaders how to regain control by managing their reactions to change. Training includes the causes and benefits of change, how change affects us, the change process and techniques for managing change in the workplace.

### MANAGING MULTIPLE TASKS AND PRIORITIES

Module includes planning, prioritizing and scheduling, urgency and importance, managing your time, creating an organized work space, eliminating procrastination, minimizing interruptions and meeting management. It discusses the relative importance of each task for achieving daily goals, organizational objectives and life-long success.



## Customer Service

### CUSTOMER SERVICE SKILLS

Customer Service is critical in today's highly competitive business environment. Customers expect exceptional service and make purchasing decisions based on their perceptions of the quality of the service and care they receive. Every "moment of truth" is critical for winning and keeping loyal customers. The organizations and individuals that will grow, succeed and prosper are those who can provide the most exceptional customer service experiences. Attend all six modules and receive a completion certificate for Customer Service Career Skills. **24 hours - 6 days at 4 hours each.**

Six Modules for **\$ 299 or \$ 85** per each class. Text & Materials included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	M-W	04/07 - 04/23	9:00am - 1:00pm
Carroll	Sa	05/03 - 06/14	9:00am - 1:00pm
Douglas	Tu-Th	04/15 - 05/01	5:30pm - 9:30pm
Carroll	M-W	04/07 - 04/23	5:30pm - 9:30pm
Douglas	Sa	07/12 - 08/16	9:00am - 1:00pm
Douglas	Tu-Th	07/08 - 07/24	5:30pm - 9:30pm
Douglas	Tu-Th	08/12 - 08/28	5:30pm - 9:30pm

### CUSTOMER SERVICE OVERVIEW

This course focuses on understanding the vital role of customers, what customers' value and expect from service providers and how to translate customer needs and expectations into skills and techniques for successfully managing positive customer interactions.

### Top 10 Customer Service Mistakes:

1. Untrained staff
2. Trying to win the argument
3. Inaccessibility
4. Standing by your policy
5. Unfulfilled promises
6. Poor record keeping
7. The runaround
8. Email/on-line cop outs
9. Failure to listen
10. Forgetting the basics

*To learn more about these common mistakes and how to prevent them, sign up today..!*

### CUSTOMER SERVICE: FACE-TO-FACE

Face-to-Face interaction with customers provides the opportunity to apply customer service concepts and skills. Service providers also learn how to successfully manage critical "moments of truth" with customers using a four-step method that ensures customers are satisfied.

### TELEPHONE SERVICE SKILLS

Professional use of the telephone by service providers is essential to the success of a service facility. Specific Skills taught in this module include creating a positive telephone service image, communication and listening skills, and call management techniques.

### MANAGING THE DIFFICULT CUSTOMER

Individuals will learn the skills and techniques needed to calm angry customers and to resolve problems. Through role play and other activities, service providers will practice communicating with angry customers and applying problem solving techniques.

### SERVING THE MULTICULTURAL CUSTOMER

This module helps service providers better understand and serve internal and external multicultural customers. Individuals will expand their awareness of multicultural customer needs and expectations and learn specific techniques for serving diverse groups.

### POSITIVE IMAGE

In any work environment, it is critical that individuals are aware of the image they present to others. A positive image has physical elements - such as appearance, dress, cleanliness - and mental elements such as attitude. Service providers will learn the importance of presenting a positive image in the workplace.

**"The future of work consists in learning a living"**

- Marshall McLuhan

Over the past decade, in particular, learning has moved from the periphery of public and private enterprises to the center. Individuals know that their careers depend upon their willingness to engage in lifelong learning that can help them advance to meet new challenges. And enterprises realize that to achieve high performance and sustain the competitiveness, their people must be fully competent to execute strategy today and in the future.

(Source: Accenture 2004 Survey of Learning Executives)



### BUSINESS COMMUNICATIONS

Business Communication impacts all aspects of our lives. This introductory course will teach participants to communicate in a clear, courteous, concise, and correct manner on both personal and professional levels. Competency will be developed in oral, written, interpersonal, technological, and employment environments. Listening skills will be incorporated throughout the course. The overriding goal is to provide participants with a solid communication base so they are able to communicate effectively in any setting. **8 hours - 2 days at 4 hours each**

Cost: \$ 69 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-W	04/28, 30	5:30pm - 9:30pm
Coweta	Tu-Th	05/13, 15	5:30pm - 9:30pm
Douglas	M-W	06/02, 04	5:30pm - 9:30pm
Murphy	Tu-Th	07/08, 10	5:30pm - 9:30pm
Carroll	M-W	07/21, 23	5:30pm - 9:30pm
Coweta	Tu-Th	08/05, 07	5:30pm - 9:30pm
Douglas	M-W	08/18, 20	5:30pm - 9:30pm
Murphy	Tu-Th	09/16, 18	5:30pm - 9:30pm

### PUBLIC SPEAKING FOR PROFESSIONALS

This is the public speaking course you've been searching for! It will completely change the way you think about the art and science of speaking to a group. You will emerge from the training with a thorough understanding and grasp of the skills needed to speak like an expert. Believe it or not, you will actually look forward to your next presentation! You will become knowledgeable of the speech-making process and learn the dynamics of speaking to various types of audiences. **28 hours**

Cost: \$ 169

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W	07/07 - 08/19	6:30pm - 8:30pm
Douglas	Sa	07/12 - 08/23	8:30am - 1:30pm
Carroll	M	08/04, 11, 18	9:00am - 5:00pm
Carroll	Sa	09/06, 13, 20	9:00am - 5:00pm
Coweta	W	09/03, 10, 17	9:00am - 5:00pm

### AN INTRODUCTION TO GRANT WRITING

The course presents an introduction to grant writing for state, foundations, corporate, educational, and international funding sources. Students will review the application process, define problem statements, characterize goals and objectives, and evaluate sustainability. The course presents an overview and summary of the grant writing process. **9 hours**

Cost: \$ 229 Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W	04/28, 30, 05/05	9:00am - 12:00pm
Douglas	M-W	04/28, 30, 05/05	6:00pm - 9:00pm
Douglas	M-W	07/28, 30, 08/04	9:00am - 12:00pm
Douglas	M-W	07/28, 30, 08/04	6:00pm - 9:00pm
Carroll	M-W	05/12, 14, 19	9:00am - 12:00pm
Carroll	M-W	05/12, 14, 19	6:00pm - 9:00pm
Carroll	M-W	08/18, 20, 25	9:00am - 12:00pm
Carroll	M-W	08/18, 20, 25	6:00pm - 9:00pm
Murphy	M-W	04/14, 16, 21	9:00am - 12:00pm
Murphy	M-W	04/14, 16, 21	6:00pm - 9:00pm
Murphy	M-W	09/08, 10, 15	9:00am - 12:00pm
Murphy	M-W	09/08, 10, 15	6:00pm - 9:00pm
Douglas	Sa	04/12, 19, 26	9:00am - 12:00pm
Douglas	Sa	04/12, 19, 26	1:30pm - 3:30pm
Douglas	Sa	08/02, 09, 16	9:00am - 12:00pm
Douglas	Sa	08/02, 09, 16	1:30pm - 3:30pm

### PROFESSIONAL RESUME WRITING

A strong first impression is everything when it comes to a new job search. If you don't want to sell yourself short and you are unsure of your resume's power, these courses are exactly what you need. They are designed to teach you the skills needed to create a winning resume. You will also learn the various tools for resume submission.

**10 hours - 3 days at 3 1/2 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W-M	04/21, 23, 28	6:00pm - 9:00pm
Carroll	M-W-M	05/12, 14, 19	6:00pm - 9:00pm
Douglas	M-W-M	06/09, 11, 16	6:00pm - 9:00pm
Carroll	M-W-M	07/14, 16, 21	6:00pm - 9:00pm
Douglas	M-W-M	08/11, 13, 18	6:00pm - 9:00pm
Carroll	M-W-M	09/08, 10, 15	6:00pm - 9:00pm

### WINNING THE JOB: PERFECTING YOUR INTERVIEWING SKILLS

Are you in the job market? Are you looking to advance with your current employer? Are you sure of what to say and not to say during an interview? Are you just interested in sharpening your interviewing skills? If you answered yes to any of these questions then this is the class for you. **16 hours**

This class will cover the following areas and more:

- Skills Assessment
- Research
- What questions to ask and not to ask
- Dress for success
- The pitfalls of interviewing
- The different types of interviews

Cost: \$ 145

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	F	05/02 - 06/20	9:00am - 11:00am
Douglas	Tu	07/15 - 09/02	6:00pm - 8:00pm



### INDEPENDENT STUDY TYPING

This course provides introductory development of basic keyboarding skills. It proceeds from basic alphabetic keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing touch control of the keyboard using proper keyboarding techniques and building basic speed and accuracy.

**8 hours - maximum 4 days**

Cost: \$ 25 Textbook & Materials Included.

Call For Scheduling 770.537.7942 or 770.537.6060

### WELCOME TO THE WORLD OF COMPUTERS

Have you recently purchased a new computer? Is your job now requiring that you have basic computer skills? This course presents an introduction to the basic skills needed for using a Windows-based computer. You will be introduced to important computer concepts and learn major functional components of a computer system. Topics include how to operate desktops, keyboards and the mouse, how to navigate through program and document windows, how to create and print documents, and how to store and retrieve files. **12 hours - 4 days at 3 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/12, 19	8:30am - 1:30pm
Douglas	Sa	06/10, 17	8:30am - 1:30pm
Coweta	M-W-M	04/14, 16, 21	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Carroll	M-W-M	05/05, 07, 12	6:00pm - 9:30pm
Murphy	M-W-M	06/02, 04, 09	6:00pm - 9:30pm
Carroll	Sa	07/12, 19	8:30am - 1:30pm
Douglas	Sa	09/06, 13	8:30am - 1:30pm
Coweta	M-W-M	07/14, 16, 21	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	07/15, 17, 22	6:00pm - 9:30pm
Carroll	M-W-M	08/05, 07, 12	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	09/02, 04, 09	6:00pm - 9:30pm

### UNDERSTANDING WINDOWS XP

This course presents more in-depth information for navigating the Windows environment. Topics include advanced computer terminology, storing, managing, and backing up files and data, manipulating the desktop and using the full range of control panel functions. **Prerequisite: Introduction to Computers or equivalent**

**10 hours - 3 days at 3 1/2 hours each**

Cost: \$ 125 Textbook & CD Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Carroll	Sa	05/17, 24	8:30am - 1:30pm
Douglas	M-W-M	06/10, 12, 17	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	07/22, 24, 29	6:00pm - 9:30pm
Carroll	Sa	08/16, 23	8:30am - 1:30pm
Douglas	M-W-M	09/08, 10, 15	6:00pm - 9:30pm

### UP-TO-DATE WITH INTERNET & EMAIL

Learn basic techniques and skills for using email and navigating the World Wide Web. Topics include how the internet works, browsing web pages, searching the web, shopping online, sending, receiving, and organizing email messages, and basic internet security. **Pre-requisite: Introduction to Computers or equivalent**

**10 hours - 3 days at 3 1/2 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/26, 05/03	8:30am - 1:30pm
Coweta	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Douglas	M-W-M	06/02, 04, 09	6:00pm - 9:30pm
Murphy	M-W-M	07/14, 16, 21	6:00pm - 9:30pm
Carroll	Sa	07/12, 19	8:30am - 1:30pm
Coweta	Tu-Th-Tu	07/15, 17, 22	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	08/12, 14, 19	6:00pm - 9:30pm
Murphy	M-W-M	09/08, 10, 15	6:00pm - 9:30pm

### THE PARENT POLICE

#### Internet Security & Parental Controls

Learn how to safely browse and download information when surfing the World Wide Web. You will learn what to watch for, what to be aware of and how to back up information. You will also learn how to select anti-virus software and protect your personal information. This course includes tips for protecting and monitoring children's Internet usage. **Pre-requisite: Introduction to Computers or equivalent**

**10 hours - 3 days at 3 1/2 hours each**

Cost: \$ 125 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/12, 19	8:30am - 1:30pm
Douglas	Sa	07/07, 14	8:30am - 1:30pm
Douglas	Tu-Th-Tu	07/29, 31, 08/05	6:00pm - 9:30pm
Carroll	Sa	09/06, 13	8:30am - 1:30pm

**\$SAVE - \$SAVE - \$SAVE**

Choose from one of our two "Create - A - Combo" course options.

See page 3 for ways you can **\$SAVE** on multiple courses!!!



### MICROSOFT WORD 2003, I

This "beginner" course teaches you how to create and save word documents, edit word documents, format and manipulate text and paragraphs, and use toolbars and proofing tools. *Prerequisite: Introduction to Computers or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W-M	04/14, 16, 21	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	05/06, 08, 13, 15	6:00pm - 9:30pm
Coweta	M-W-M	05/26, 28, 06/02	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	06/10, 12, 17	6:00pm - 9:30pm
Douglas	M-W-M	07/14, 16, 21	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	08/05, 07, 12	6:00pm - 9:30pm
Carroll	Sa	07/12, 19	8:30am - 1:30pm
Coweta	M-W-M	08/25, 27, 09/03	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	09/09, 11, 16	6:00pm - 9:30pm

### MICROSOFT WORD 2003, II

This "intermediate" course teaches students how to work with pictures and Word Art, format word document sections, work with styles, and tables, compare and merge documents, and work with comments and tracked changes. Students will also learn how to work with charts and columns. *Prerequisite: MS Word for beginners or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-W-M	06/09, 11, 16	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	05/20, 22, 27	6:00pm - 9:30pm
Carroll	M-W-M	09/08, 10, 15	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	07/19, 21, 26	6:00pm - 9:30pm

### MICROSOFT WORD 2003, III

This advanced course provides competency in creating forms; working with form fields; enhancing, protecting and testing forms; using the Mail Merge tool to create form letters, labels and envelopes; and using advanced collaboration features. *Prerequisite: MS Word I & II or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th-Tu	06/10, 12, 17	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	09/09, 11, 16	6:00pm - 9:30pm

### MICROSOFT EXCEL 2003, I

Get started with Excel and create, modify, print, and format worksheets, work with basic formulas and functions and use styles and AutoFormats. *Prerequisite: Introduction to Computers or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Coweta	M-W-M	05/05, 07, 12	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	05/27, 29, 06/03	6:00pm - 9:30pm
Murphy	M-W-M	06/09, 11, 16	8:30am - 1:00pm
Carroll	Sa	06/07, 14	8:30am - 1:30pm
Douglas	Sa	05/03, 10	8:30am - 1:30pm
Carroll	Tu-Th-Tu	07/14, 16, 21	6:00pm - 9:30pm
Coweta	M-W-M	08/04, 06, 11	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	08/26, 28, 09/02	6:00pm - 9:30pm
Murphy	M-W-M	09/08, 10, 15	8:30am - 1:00pm
Carroll	Sa	09/06, 13	8:30am - 1:30pm
Douglas	Sa	08/02, 09	8:30am - 1:30pm

### MICROSOFT EXCEL 2003, II

Continue learning Excel as you work with multiple worksheets, advanced functions, explore advanced formatting, locate and update data, use special format and print options, protect and share worksheet data, use templates and use advanced filtering options. *Prerequisite: MS Excel for beginners or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Douglas	M-W-M	05/05, 07, 12	6:00pm - 9:30pm
Coweta	Tu-Th-Tu	06/10, 12, 17	6:00pm - 9:30pm
Douglas	Sa	06/14, 21	8:30am - 1:30pm
Carroll	Sa	06/07, 14	8:30am - 1:30pm
Carroll	Tu-Th-Tu	07/15, 17, 22	6:00pm - 9:30pm
Douglas	M-W-M	08/04, 06, 11	6:00pm - 9:30pm
Coweta	Tu-Th-Tu	09/09, 11, 16	6:00pm - 9:30pm
Douglas	Sa	07/23, 30	8:30am - 1:30pm

### MICROSOFT EXCEL 2003, III

"Using Excel as a Database System"  
This advanced course provides competency in validating data, creating and modifying list ranges, sorting database data, using database functions, using the Advanced Filter and Automatic Subtotal features, creating and modifying PivotTables and PivotCharts, formatting and adjusting PivotTables, auditing worksheets, performing what-if analyses, and working with scenarios. *Prerequisite: MS Excel for beginners & Excel II*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W-M	06/03, 05, 10	6:00pm - 9:30pm
Carroll	Sa	05/24, 31	8:30am - 1:30pm
Douglas	Sa	08/23, 30	8:30am - 1:30pm
Carroll	Sa	09/13, 20	8:30am - 1:30pm

### MICROSOFT POWERPOINT 2003, I

This course outlines the basic concept of designing electronic presentations and the steps needed to build winning presentations with the use of clip art and digital media. *Prerequisite: Introduction to Computers or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	M-W-M	04/21, 23, 28	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	04/08, 10, 15	6:00pm - 9:30pm
Douglas	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Murphy	Tu	06/03, 10, 17	6:00pm - 9:30pm
Carroll	Sa	04/12, 19	8:30am - 1:30pm
Douglas	Sa	06/07, 14	8:30am - 1:30pm
Coweta	M-W-M	07/21, 23, 28	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	07/22, 24, 29	6:00pm - 9:30pm
Douglas	M-W-M	08/11, 13, 18	6:00pm - 9:30pm
Murphy	Tu	09/02, 09, 16	6:00pm - 9:30pm
Carroll	Sa	07/19, 26	8:30am - 1:30pm
Douglas	Sa	09/13, 20	8:30am - 1:30pm

### MICROSOFT POWERPOINT 2003, II

This course introduces you to advanced PowerPoint features and the steps required to use the features correctly. Guided step-by-step exercises provide an opportunity for practicing new skills, such as using the outline pane, creating charts and tables, inserting sound and motion clip files, working with design templates, inserting hyperlinks, and routing a presentation. *Prerequisite: MS PowerPoint for beginners or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th-Tu	06/03, 05, 10	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	09/09, 11, 16	6:00pm - 9:30pm

### MICROSOFT OUTLOOK 2003

This course provides competency in working with contacts, using e-mail, formatting and managing messages, creating and managing tasks, working with the calendar, creating and managing notes, and finding and organizing Outlook information. *Prerequisite: Introduction to Computers or equivalent*  
6 hours - 2 days at 3 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-W-M	04/21, 23, 28	6:00pm - 9:30pm
Douglas	Th-Tu-Th	04/17, 22, 24	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	05/06, 08, 13	6:00pm - 9:30pm
Carroll	Sa	06/07, 14	8:30am - 1:30pm
Douglas	M-W-M	07/21, 23, 28	6:00pm - 9:30pm
Murphy	Th-Tu-Th	08/07, 12, 14	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	08/19, 21, 26	6:00pm - 9:30pm
Carroll	Sa	09/13, 20	8:30am - 1:30pm

### MICROSOFT ACCESS 2003, I

This basic course teaches you how to create and modify database tables, forms, reports and queries. You will also learn basic formatting techniques when modifying reports and how to apply Auto Formatting. *Prerequisite: Introduction to Computers or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Coweta	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	06/03, 05, 10	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	06/10, 12, 17	6:00pm - 9:30pm
Douglas	Sa	06/07, 14	8:30am - 1:30pm
Carroll	Tu-Th-Tu	07/08, 10, 15	6:00pm - 9:30pm
Coweta	M-W-M	08/18, 20, 25	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	09/02, 04, 09	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	07/29, 31, 08/05	6:00pm - 9:30pm
Carroll	Sa	09/20, 27	8:30am - 1:30pm

### MICROSOFT ACCESS 2003, II

This advanced course teaches you how to create table relationships and look up fields. You will also use sub-datasheets and sub-forms. Students will explore Expressions Builder and create reports in Design View. Focus will be placed on advanced filters in queries, data access pages, and exporting data in Excel. *Prerequisite: Introduction to Computers or equivalent*  
10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-W-M	04/08, 10, 15	6:00pm - 9:30pm
Coweta	M-W-M	05/05, 07, 12	6:00pm - 9:30pm
Douglas	M-W-M	06/09, 11, 16	6:00pm - 9:30pm
Carroll	M-W-M	07/08, 10, 15	6:00pm - 9:30pm
Coweta	M-W-M	08/11, 13, 18	6:00pm - 9:30pm
Douglas	M-W-M	09/08, 10, 15	6:00pm - 9:30pm

### WHAT'S NEW IN OFFICE 2007? - NEW!!!

Office 2003 students will learn what's new in Office 2007 and what hasn't changed. This class will cover the use of the Ribbon, the Office Button (Where is the File menu?), Help features, the Mini Toolbar, the Quick Access Toolbar, new file formats and many other fun features that you will learn to use for your home or office. *Prerequisite: Introduction to Computers or equivalent*  
12 hours - 4 days at 3 hours each

Cost: \$ 135 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W	04/15, 17, 22, 24	6:00pm - 9:30pm
Coweta	M-W	05/06, 08, 13, 15	6:00pm - 9:30pm
Carroll	M-W	06/10, 12, 17, 19	6:00pm - 9:30pm
Murphy	M-W	05/20, 22, 27, 29	6:00pm - 9:30pm
Carroll	Sa	04/12, 19, 26, 05/01	9:00am - 12:00pm
Douglas	M-W	07/08, 10, 15, 17	6:00pm - 9:30pm
Coweta	M-W	08/05, 07, 12, 14	6:00pm - 9:30pm
Carroll	M-W	09/09, 11, 16, 18	6:00pm - 9:30pm
Murphy	M-W	08/19, 21, 26, 28	6:00pm - 9:30pm
Murphy	Sa	07/19, 26, 08/02, 09	9:00am - 12:00pm

## WORD 2007, BASIC

Learn all of the basics of Microsoft Word 2007! You will create a simple document, locate and modify text, format text and paragraphs, use Word tools to make your documents more accurate, add tables and graphics, and control page setup and overall appearance. A manual is included in the course fee.

*Prerequisite: Introduction to Computers or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/26, 05/03	8:30am - 1:30pm
Coweta	Tu-Th-Tu	05/13, 15, 20	6:00pm - 9:30pm
Douglas	Sa	07/26, 08/02	8:30am - 1:30pm
Murphy	M-W-M	09/03, 08, 10	6:00pm - 9:30pm

## WORD 2007, ADVANCED

Take your Word 2007 skills to a higher level with customized lists, tables, charts and graphics, styles, outlines, mail merge, and time-saving macros. Customize and automate the way Word works for you and improve the quality of your work. A manual is included in the course fee.

*Prerequisite: Word Basic or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	05/17, 24	8:30am - 1:30pm
Coweta	Tu-Th-Tu	06/03, 05, 10	6:00pm - 9:30pm
Douglas	Sa	08/23, 30	8:30am - 1:30pm
Murphy	Th-Tu-Th	09/11, 16, 18	6:00pm - 9:30pm

## EXCEL 2007, BASIC

Learn all of the basics of Microsoft Excel and create spreadsheets that "pop"! You will create, edit, format, and print basic worksheets, perform calculations, develop and print a workbook, and customize the layout of the Excel window.

*Prerequisite: Introduction to Computers or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/19, 26	8:30am - 1:30pm
Coweta	M-W-M	04/08, 10, 15	6:00pm - 9:30pm
Douglas	W-M-W	05/14, 19, 21	6:00pm - 9:30pm
Murphy	Tu-Th-Tu	06/03, 05, 10	6:00pm - 9:30pm

## EXCEL 2007, ADVANCED

Using Excel 2007, gain the skills necessary to collaborate on worksheets with others, create macros that automate common Excel tasks, audit and analyze worksheet data, create PivotTables and PivotCharts, and import and export data. A manual is included in the course fee.

*Prerequisite: Excel Basic & Intermediate or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	07/12, 19	8:30am - 1:30pm
Coweta	Tu-Th-Tu	07/29, 31, 08/05	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	08/19, 21, 26	6:00pm - 9:30pm
Murphy	M-W-M	09/08, 10, 15	6:00pm - 9:30pm

## ACCESS 2007, BASIC

Get acquainted with the powerful features of Access 2007 as you learn how a relational database works by examining existing table relationships, managing data, performing queries, and designing simple forms. A manual is included in the course fee.

*Prerequisite: Introduction to Computers, Excel Basic/Intermediate or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	06/10, 17	8:30am - 1:30pm
Douglas	Tu-Th-Tu	04/22, 24, 29	6:00pm - 9:30pm
Coweta	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Carroll	Tu-Th-Tu	07/08, 10, 15	6:00pm - 9:30pm
Carroll	Sa	07/26, 08/02	8:30am - 1:30pm
Coweta	Tu-Th-Tu	08/05, 07, 12	6:00pm - 9:30pm
Douglas	Tu-Th-Tu	09/02, 04, 09	6:00pm - 9:30pm

## ACCESS 2007, ADVANCED

Take your Access 2007 skills to a higher level with more complex table designs and relationships, selective queries, and custom forms and reports. A manual is included in the course fee.

*Prerequisite: Access Basic or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	09/13, 20	8:30am - 1:30pm
Douglas	Tu-Th-Tu	08/19, 21, 26	6:00pm - 9:30pm

## POWERPOINT 2007, BEGINNERS

Using PowerPoint 2007, you will learn how to prepare and deliver a presentation using a template; to create and modify graphics on slides; and develop charts, tables, and graphs for your PowerPoint presentation. A manual is included in the course fee.

*Prerequisite: Introduction to Computers, Word or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	05/03, 10	8:30am - 1:30pm
Douglas	Sa	07/12, 19	8:30am - 1:30pm
Coweta	W-M-W	09/10, 15, 17	6:00pm - 9:30pm

## QUICKBOOKS LEVEL 1

Using QuickBooks, you can successfully and efficiently manage your small business - and you don't need to be an accountant. You'll learn how to set up your company and work with Accounts Receivable, Accounts Payable, and Payroll functions. Also learn how to run and modify important reports that track your inventory, profits, and cash flow. This class is packed with tips and tricks that will help you work smarter. Students should know basic business practices and Windows.

18 hours - 6 days at 3 hours each

Cost: \$ 165 Textbook Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Tu-Th	04/22, 24, 29, 05/01, 06, 08	6:00pm - 9:30pm
Murphy	Tu-Th	07/15, 17, 22, 24, 29, 31	6:00pm - 9:30pm

## QUICKBOOKS LEVEL 2

Expand upon their knowledge of accounting principles using QuickBooks, while completing five projects. Projects will consist of common practical applications used in almost any business: inventory control, inventory control using partial piecework, setting up the budget, cost accounting (covers the construction industry using time tracking), and QuickBooks problem solving. *Prerequisite: Students need to have strong basic knowledge using QuickBooks or have taken Level 1.*

18 hours - 6 days at 3 hours each

Cost: \$ 165 Textbook Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Tu-Th	06/03, 05, 10, 12, 17, 19	6:00pm - 9:30pm
Murphy	Tu-Th	09/02, 04, 09, 11, 16, 18	6:00pm - 9:30pm

## MICROSOFT FRONTPAGE

*"Design Your Own Web Pages"*

Learn how to build websites using one of the best known web authoring programs. Students learn to create, modify, and format web pages, work with text, create hyperlinks, insert and manipulate images, and design templates.

*Prerequisite: Introduction to Computers or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook & CD Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/19, 26	8:30am - 1:30pm
Douglas	M-W-M	04/21, 23, 28	6:00pm - 9:30pm
Coweta	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Carroll	Sa	05/31, 06/07	8:30am - 1:30pm
Douglas	M-W-M	06/09, 11, 16	6:00pm - 9:30pm
Coweta	Tu-Th-Tu	06/10, 12, 17	6:00pm - 9:30pm
Carroll	Sa	07/12, 19	8:30am - 1:30pm
Douglas	M-W-M	07/21, 23, 28	6:00pm - 9:30pm
Coweta	M-W-M	08/11, 13, 18	6:00pm - 9:30pm
Carroll	Sa	08/23, 30	8:30am - 1:30pm
Douglas	M-W-M	09/08, 10, 15	6:00pm - 9:30pm
Coweta	Tu-Th-Tu	09/09, 11, 16	6:00pm - 9:30pm

## HANDHELD DEVICES...(PDA's)

Learn how to manage your handheld tool and how to synchronize it with your personal data. You will be able to collaborate and communicate more effectively once you have mastered all of your device's major functions. Courses are available in BlackBerry, Treo, and Pocket PC training.

4 hours - 2 days at 2 hours each

Cost: \$ 105 Textbook & Materials Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th	04/22, 24	6:30pm - 8:30pm
Carroll	M-W	05/12, 14	6:30pm - 8:30pm
Carroll	Sa	05/10	8:30am - 12:30pm
Douglas	Tu-Th	06/10, 12	6:30pm - 8:30pm
Carroll	M-W	06/16, 18	6:30pm - 8:30pm
Douglas	Sa	07/12	8:30am - 12:30pm
Douglas	Tu-Th	07/22, 24	6:30pm - 8:30pm
Carroll	M-W	08/18, 20	6:30pm - 8:30pm
Carroll	Sa	08/09	8:30am - 12:30pm
Douglas	Tu-Th	09/16, 18	6:30pm - 8:30pm
Carroll	M-W	09/08, 10	6:30pm - 8:30pm
Douglas	Sa	09/06, 13	8:30am - 12:30pm

## EBAY!

*"The Basics of Buying and Selling"*

Learn how to sell effectively on eBay!, including proper marketing techniques, payment acceptance, and security features. Understand the selling opportunities and how to become an eBay! power seller.

*Pre-requisite: Introduction to Computers or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/19, 26	8:30am - 1:00pm
Douglas	M-W-M	04/28, 30, 05/05	6:00pm - 9:30pm
Douglas	Sa	06/07, 14	8:30am - 1:00pm
Carroll	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Carroll	Sa	07/12, 19	8:30am - 1:00pm
Douglas	M-W-M	08/04, 06, 11	6:00pm - 9:30pm
Douglas	Sa	09/06, 13	8:30am - 1:00pm
Carroll	M-W-M	07/21, 23, 28	6:00pm - 9:30pm

## PICTURE PERFECT DIGITAL PHOTOGRAPHY

Learn how to select and purchase a digital camera. Includes composing photos, camera settings, working with memory cards, LCDs, image review, organizing and storing photos, adjusting color, editing photographs with Photoshop Elements, and outputting to printers and the Web.

*Pre-requisite: Introduction to Computers or equivalent*

10 hours - 3 days at 3 1/2 hours each

Cost: \$ 125 Textbook Included.			
CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/26, 05/03, 10, 17	8:30am - 1:00pm
Carroll	Sa	07/12, 19, 26, 08/02	8:30am - 1:00pm
Douglas	Sa	04/12, 19, 26, 05/03	8:30am - 1:00pm
Douglas	Sa	08/09, 16, 23, 30	8:30am - 1:00pm







### 55 & ALIVE SERIES

You are never too wise to learn! Classes are available especially for seniors in computers, word processing, buying a digital camera, digital photo editing & printing, scanning & digitizing existing photos, sending and receiving email, and surfing the internet.



### 55 & ALIVE: MASTERING YOUR COMPUTER

#### "BASIC"

Designed especially for the young at heart, this "beginner" course presents an introduction to the basic skills needed for using a Windows-based computer. You will be introduced to basic computer concepts and learn major functional components of a computer system, how to operate desktops, keyboards and the mouse, how to navigate through program and document windows, how to create and print documents, and how to store and retrieve files.

*Prerequisite: None*

10 hours - 1 day class at 9 hours & 3 day classes at 3 hours each

Cost: \$ 105

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Sa	04/12, 19	8:30am - 1:30pm
Coweta	Tu-Th-Tu	04/15, 17, 22	6:00pm - 9:30pm
Douglas	M-W-M	05/12, 14, 19	6:00pm - 9:30pm
Carroll	Sa	06/07, 14	8:30am - 1:30pm
Carroll	Tu-Th-Tu	04/29, 05/01, 06	6:00pm - 9:30pm
Murphy	F	04/25, 05/02	8:30am - 1:30pm
Douglas	Sa	07/12, 19	8:30am - 1:30pm
Coweta	Tu-Th-Tu	07/15, 17, 22	6:00pm - 9:30pm
Douglas	M-W-M	08/12, 14, 19	6:00pm - 9:30pm
Carroll	Sa	09/06, 13	8:30am - 1:30pm
Carroll	Tu-Th-Tu	07/29, 31, 08/05	6:00pm - 9:30pm
Murphy	F	08/29, 09/05	8:30am - 1:30pm

### 55 & ALIVE: MASTERING YOUR COMPUTER

#### "ADVANCED"

Part two of this course teaches you how to use the internet, sign-up for an email account, compose and send email messages, use basic webmail commands and functions, and print messages. You will also learn how to work with email attachments and message folders.

Cost: \$ 85

Textbook included.

### 55 & ALIVE: ALL ABOUT DIGITAL CAMERAS!

This course teaches you how to buy the camera that's just right for you, how to edit photos, scan and digitize photos, and send and receive photos via email.

*Prerequisite: MS PowerPoint for beginners or equivalent*

10 hours - 3 days at 3 hours each

Cost: \$ 105

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/19, 26	8:30am - 1:30pm
Douglas	Sa	05/10, 17	8:30am - 1:30pm
Carroll	Sa	06/14, 21	8:30am - 1:30pm
Douglas	Sa	07/19, 26	8:30am - 1:30pm
Carroll	Sa	08/16, 23	8:30am - 1:30pm
Douglas	Sa	09/13, 20	8:30am - 1:30pm

## Don't Panic!!!

## instead... \$AVE - \$AVE - \$AVE

Choose from one of our two "Create - A - Combo" course options.

See Page 3 for Details



### PROFESSIONAL INVESTIGATOR CAREER CERTIFICATE

The employment of private detectives and investigators is expected to grow faster than the average for all occupations through 2012. Learn the professional skills that can launch a new career in crime scene analysis, divorce/child custody investigation, surveillance, insurance fraud – and more.

This 80-hour comprehensive course taught by state board-certified instructors exceeds the State of Georgia required training hours.

80 hours - 20 days at 4 hours each

- Ideal for Criminal Justice majors seeking more options for career advancement.
- Complete the training in one quarter!
- Established by the State Board of Private Detective Agencies.
- Exceeds State of Georgia required training hours.
- Placement Rate - Good.
- Background check required.
- Age requirement to carry a weapon - 21 years old.

Cost: \$ 525

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th	04/15 - 06/19	6:00pm - 10:00pm
Douglas	Tu-Th	07/15 - 09/18	6:00pm - 10:00pm

### BODYGUARD 101

*An Introduction to Executive Protection*

*"Ideal for Students Wishing to Provide Personal Security for Music Artist, Hollywood Celebrities and Personal Athletes"*

The world is not a safe place; more and more corporate executives, politicians, entertainers and celebrities must rely upon trained professionals to protect them from threats. If you have ever wanted to pursue a career in the protection industry, this course is for you. Students will learn the art of protective operations and how to get started in this type of career. The course covers such topics as threat assessments, security and safety surveys, and protective operations. Taught by industry professionals, this class is a must for anyone who works with high-risk clients and those that may need a higher level of protection.

24 hours - 6 days at 4 hours each

Cost: \$ 315

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Th	04/24 - 05/29	6:00pm - 10:00pm
Carroll	Tu	05/13 - 06/17	6:00pm - 10:00pm
Douglas	Th	07/17 - 08/21	6:00pm - 10:00pm
Carroll	Tu	08/05 - 09/09	6:00pm - 10:00pm

### INTRODUCTION RETAIL SECURITY & LOSS PREVENTION

Designed specifically for business owners, managers, employees, and security professionals, this certificate course is specifically designed to provide training in retail security and loss prevention. The course will introduce participants to methods and theories used to protect company assets and the many ways to identify and prevent shoplifting, internal theft, and other security issues concerning liability and safety.

Taught by board-certified instructors, the course also meets the requirements set forth by the Georgia State Board of Private Detective and Security Agencies (GBPDSA) Act for continuing education credits.

8 hours - 2 days at 4 hours each

Cost: \$ 129

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M	04/21, 28	6:00pm - 10:00pm
Carroll	M	05/12, 19	6:00pm - 10:00pm
Douglas	M	06/09, 16	6:00pm - 10:00pm
Carroll	M	07/14, 21	6:00pm - 10:00pm
Douglas	M	08/04, 11	6:00pm - 10:00pm
Carroll	M	09/08, 15	6:00pm - 10:00pm

### CORPORATE SECURITY SPECIALIST

This certificate course is specifically designed to provide diverse training in the field of corporate security. The course introduces the student to the fundamentals of private security, including the basics of the industry, knowledge of legal requirements, concepts and overall understanding of the security industry. It will focus upon various topics that introduce the student to security concepts such as loss prevention, internal theft, external theft, workplace violence and physical security methods.

40 hours - 10 days at 4 hours each

Cost: \$ 645

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	W	04/16 - 06/18	6:00pm - 10:00pm
Douglas	W	07/16 - 09/17	6:00pm - 10:00pm

### SECURITY OFFICER TRAINING

This course is taught by a board-certified Instructor and meets the 24-hour state mandatory training requirement prescribed by the Georgia Board of Private Detective and Security agencies. All security employees that work for licensed companies must have this training. Topics include the role of security, emergency response, crimes in progress, first aid overview and more. 24 hours

Cost: \$ 315

Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W	05/05 - 05/21	6:00pm - 10:00pm
Carroll	M-W	06/02 - 06/18	6:00pm - 10:00pm
Douglas	M-W	07/14 - 07/30	6:00pm - 10:00pm
Carroll	M-W	08/11 - 08/27	6:00pm - 10:00pm
Douglas	Tu-Th	09/02 - 09/18	6:00pm - 10:00pm

Criminal Justice is one of today's hottest growth careers. But with so many agencies and jobs to choose from, where do you start? We can help you decide.

**770.537.7942**  
**coned@westcentraltech.edu**



### EMERGENCY PREPAREDNESS COORDINATOR TRAINING "Ideal Training for Implementing an Emergency Plan Coordinator for your Home or Business"

In today's society emergency readiness is the focal point of many organizations and a constant worry for individuals. Businesses, as well as the average single individual and home owner must be ready for catastrophic events that come unexpectedly. Whether it is a terrorist attack or natural disaster, many individuals will be caught off guard without a plan due to the lack of proper emergency response training.

This course seeks to help individuals who are responsible for coordinating emergency procedures. It will guide participants through areas such as planning, protection and business continuity once a disaster has occurred. Students will also be introduced to resources, checklists and hands on preparation planning that will assist them in protecting not only their company but their own family.

**40 hours - 10 days at 4 hours each**

Cost: **\$ 375** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-Th	04/15 - 05/15	6:00pm - 9:30pm
Douglas	M-W	07/21 - 08/20	6:00pm - 9:30pm

### IDENTITY THEFT 101

How can you protect who you are? Is your good name in jeopardy? Identity theft is the fastest growing crime in the United States. Identity thieves are tenacious and can take your identity and make themselves wealthy, all at your expense. This course will discuss how these thieves take your good name and use it to destroy your credit. Certain proactive strategies will be presented in order to protect yourself and your peace of mind.

**2 hours**

Cost: **\$ 49** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu	04/22	6:30pm - 8:30pm
Carroll	Tu	05/06	6:30pm - 8:30pm
Coweta	Tu	05/20	6:30pm - 8:30pm
Douglas	Tu	06/03	6:30pm - 8:30pm
Carroll	Tu	06/17	6:30pm - 8:30pm
Coweta	Tu	07/15	6:30pm - 8:30pm
Douglas	Tu	07/29	6:30pm - 8:30pm
Carroll	Tu	08/12	6:30pm - 8:30pm
Coweta	Tu	08/26	6:30pm - 8:30pm
Douglas	Tu	09/09	6:30pm - 8:30pm

### SECURITY ANALYSIS FOR SMALL BUSINESS

How secure is your small business? Do you have a security plan? When is the last time you conducted a security analysis? If you cannot answer these questions, this class may be for you. This course is designed for the small business owner and how they can protect their assets from criminal activity. It will provide guidelines for "self-audit" and applying best security practices to your business. **4 hours**

Cost: **\$ 69** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-W	04/28, 30	6:30pm - 8:30pm
Carroll	M-W	05/12, 14	6:30pm - 8:30pm
Coweta	M-W	05/19, 21	6:30pm - 8:30pm
Douglas	M-W	06/02, 04	6:30pm - 8:30pm
Carroll	M-W	06/16, 18	6:30pm - 8:30pm
Coweta	M-W	07/14, 16	6:30pm - 8:30pm
Douglas	M-W	07/28, 30	6:30pm - 8:30pm
Carroll	M-W	08/11, 13	6:30pm - 8:30pm
Coweta	M-W	08/25, 27	6:30pm - 8:30pm
Douglas	M-W	09/08, 10	6:30pm - 8:30pm
Carroll	M-W	09/15, 17	6:30pm - 8:30pm

### SECURITY ADMINISTRATION FOR CHURCHES

Houses of worship are just as vulnerable as any business entity. Most churches fail to realize that they have significant assets in people and property and all could be at risk. This course introduces church administrators and staff to a unique approach for protecting their house of worship. Using a modified business approach, the course will discuss topics such as intrusive visitors, emergency and safety planning, and realistic security issues that are present in a religious environment. **8 hours**

Cost: **\$ 89** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th	04/22, 24, 29, 05/01	6:30pm - 8:30pm
Carroll	Tu-Th	05/06, 08, 13, 15	6:30pm - 8:30pm
Coweta	Tu-Th	05/20, 22, 27, 29	6:30pm - 8:30pm
Douglas	Tu-Th	06/03, 05, 10, 12	6:30pm - 8:30pm
Carroll	Tu-Th	07/15, 17, 22, 24	6:30pm - 8:30pm
Coweta	Tu-Th	07/29, 31, 08/05, 07	6:30pm - 8:30pm
Douglas	Tu-Th	08/12, 14, 19, 21	6:30pm - 8:30pm
Carroll	Tu-Th	08/26, 28, 09/02, 04	6:30pm - 8:30pm
Coweta	Tu-Th	09/09, 11, 16, 18	6:30pm - 8:30pm

### EMPLOYEE BACKGROUND CHECKS

This course is designed for business owners that are concerned about screening potential employees. Topics include the application process, proper releases, the Fair Credit Reporting Act, criminal history checks, and other investigative measures used to hire honest employees with integrity. **3 hours**

Cost: **\$ 59** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	W	04/23	6:00pm - 9:00pm
Carroll	W	05/07	6:00pm - 9:00pm
Coweta	W	05/21	6:00pm - 9:00pm
Douglas	W	06/04	6:00pm - 9:00pm
Carroll	W	06/18	6:00pm - 9:00pm
Coweta	W	07/16	6:00pm - 9:00pm
Douglas	W	07/30	6:00pm - 9:00pm
Carroll	W	08/13	6:00pm - 9:00pm
Coweta	W	08/27	6:00pm - 9:00pm
Douglas	W	09/10	6:00pm - 9:00pm



### COMMON SENSE IN SELF DEFENSE

Don't know karate? Don't carry a weapon? Well this class is for you. Instead of relying on fighting techniques, this seminar will focus on how to use common sense strategies to your everyday life. Topics include shopping, traveling, recognizing predatory behavior, preventing assault, defense techniques and safety protocols. **3 hours**

Cost: **\$ 59** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M	04/21	6:00pm - 9:00pm
Carroll	M	05/05	6:00pm - 9:00pm
Coweta	M	05/19	6:00pm - 9:00pm
Douglas	M	06/02	6:00pm - 9:00pm
Carroll	M	06/16	6:00pm - 9:00pm
Coweta	M	07/14	6:00pm - 9:00pm
Douglas	M	07/28	6:00pm - 9:00pm
Carroll	M	08/11	6:00pm - 9:00pm
Coweta	M	08/25	6:00pm - 9:00pm
Douglas	M	09/08	6:00pm - 9:00pm



"Travelers can be easy pickings for savvy criminals.  
But you can learn how to outsmart them..."

Most women, men and youngsters in our society have heard:

**"Don't fight back as you will make him or her angry".**

Yet statistics show that 4 out of 5 individuals who fight back get out of a situation! However, most people do not believe they can fight back; this is in fact a myth. You can fight back, you just don't know how to yet! With these courses, you will learn how to identify a potential threat and the "do's and don'ts" for preventing assault.

### THE HUMAN PREDATOR

It's a scary thought... but they walk among us. We don't have to wait for the next big news story; instead we could very well meet someone or have contact with such an individual any day of our life. This course discusses what makes a human predator. It also includes many safety considerations and what to look for in some of the manipulative behaviors and actions these predators take on their prey. Topics include identifying suspicious behaviors, developing a "sixth sense", and safety considerations.

**4 hours**

Cost: **\$ 69** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu-Th	04/08, 10	6:30pm - 8:30pm
Carroll	Tu-Th	04/22, 24	6:30pm - 8:30pm
Coweta	Tu-Th	05/06, 08	6:30pm - 8:30pm
Douglas	Tu-Th	05/20, 22	6:30pm - 8:30pm
Carroll	Tu-Th	06/03, 05	6:30pm - 8:30pm
Coweta	Tu-Th	06/17, 19	6:30pm - 8:30pm
Douglas	Tu-Th	07/08, 10	6:30pm - 8:30pm
Carroll	Tu-Th	07/22, 24	6:30pm - 8:30pm
Coweta	Tu-Th	08/05, 07	6:30pm - 8:30pm
Douglas	Tu-Th	08/19, 21	6:30pm - 8:30pm
Carroll	Tu-Th	09/02, 04	6:30pm - 8:30pm
Coweta	Tu-Th	09/16, 18	6:30pm - 8:30pm

### TRAVEL SMART 101

Planning to do some traveling? This course will help you with some safety and security considerations when traveling. It will cover such topics as overseas safety, terrorism, and personal safety planning as well as security considerations. **2 hours**

Cost: **\$ 49** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	W	04/16	6:30pm - 8:30pm
Carroll	W	04/30	6:30pm - 8:30pm
Coweta	W	05/14	6:30pm - 8:30pm
Douglas	W	05/21	6:30pm - 8:30pm
Carroll	W	06/11	6:30pm - 8:30pm
Coweta	W	06/18	6:30pm - 8:30pm
Douglas	W	07/09	6:30pm - 8:30pm
Carroll	W	07/16	6:30pm - 8:30pm
Coweta	W	07/30	6:30pm - 8:30pm
Douglas	W	08/13	6:30pm - 8:30pm
Douglas	W	08/27	6:30pm - 8:30pm
Douglas	W	09/10	6:30pm - 8:30pm



## Paralegal Certificate

### PARALEGAL CERTIFICATE

Ever think of working in a legal office? The paralegal profession is one of the fastest growing careers! Here's your chance to gain valuable knowledge about the law, courts, and the legal system. West Central Technical College offers several choices for pursuing an online paralegal certificate. Textbooks are required and must be purchased by the student. Course materials are not included in class fee.

Cost: \$ 149 per certificate course



visit: [www.ed2go.com/wctc](http://www.ed2go.com/wctc)

#### Certificate 1

An overview of the American judicial system focusing on the origins of American law and the litigation process.

#### Certificate 2

An overview of common legal documents. Students will prepare sample documents and analyze legal problems.

#### Certificate 3

An overview of how evidence is gathered and used in civil cases.

#### Certificate 4

Course focuses on developing skills needed to conduct legal research.

#### Certificate 5

Course focuses on using computers to assist in legal research. Students will prepare a sample appellate brief.

#### Certificate 6

A view into the paralegal in the law office and techniques for securing a position as a paralegal.

For additional on-line options, visit:



Gatlin Education: [www.gatlineducation.com/wctc](http://www.gatlineducation.com/wctc)



eLearning: [www.wctc.thelearningcenter.com](http://www.wctc.thelearningcenter.com)



## Real Estate

### REAL ESTATE PRE-LICENSE COURSE

The pre-license course is a 75-hour, computer based, independent study course that offers you the opportunity and convenience of studying at your own pace and schedule. This course meets the educational requirements established by the Georgia Real Estate Commission for pre-license preparation for the state exam. A course textbook, workbook, and CD are included.

System requirements: Windows 98 or higher.

Cost: \$ 395

Participants must complete course within one year of initial registration.

### CONTINUING EDUCATION FOR REAL ESTATE

Our courses meet the continuing education requirement established by the Georgia Real Estate Commission for currently certified real estate professionals. All courses are computer based independent-study courses.

System requirements: Windows 98 or higher.

• Environmental Basics . . . . .	6 Hours	\$ 90
• Home Inspection . . . . .	6 Hours	\$ 90
• Real Estate Math . . . . .	6 Hours	\$ 90
• Tax Strategies for Independent Contractors. . . . .	6 Hours	\$ 90
• Pricing Property . . . . .	4 Hours	\$ 60
• Human Land Use . . . . .	4 Hours	\$ 60
• ADA Fair Housing . . . . .	3 Hours	\$ 45
• Community Ethics . . . . .	3 Hours	\$ 45
• Contracts . . . . .	3 Hours	\$ 45
• Energy Resources . . . . .	3 Hours	\$ 45
• GA License Law . . . . .	3 Hours	\$ 45
• Real Estate Ethics. . . . .	3 Hours	\$ 45
• METH Madness . . . . .	3 Hours	\$ 45
• Water Resources . . . . .	3 Hours	\$ 45



## Date Night

### DATE NIGHT

*Cooking for Two....with Chef Amy Chaffin!*

Grab your partner and join us in making a meal that's sure to be both romantic and memorable. Have fun together as you learn to create starters, sweets and everything in between. It's the perfect date night! No cooking experience needed to attend. Ask about group discounts for parties of 16 or more! **6 hours**

Cost: \$ 85 Couples Price: \$ 149

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Sa	04/26	9:00am - 3:00pm
Coweta	Sa	05/17	9:00am - 3:00pm
Murphy	Sa	06/21	9:00am - 3:00pm
Coweta	Sa	07/19	9:00am - 3:00pm
Murphy	Sa	08/16	9:00am - 3:00pm

### CREATIVE WRITING "BASIC"

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. **24 hours - 8 days at 3 hours each**

Cost: \$ 115 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M	04/21 - 06/16	6:00pm - 9:00pm
Coweta	W	04/16 - 06/11	6:00pm - 9:00pm

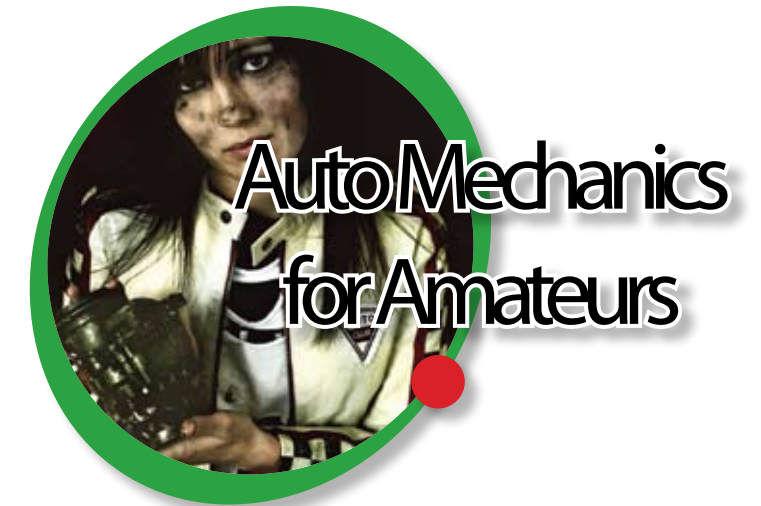
### INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

*A Workshop for Anyone Who Has Always Wanted to Play the Piano*

This is an absolutely beginning class in chord piano techniques that will have you playing your favorite songs soon after only one session. It's a proven, fun and relaxed approach to professional-style playing. No one will be embarrassed or put on the spot in class and people are amazed at how much they learn in just one session. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. **3 1/2 hours - 1 day class**

Cost: \$ 80 Textbook & CD Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Murphy	Th	08/14	6:00pm - 9:30pm
Douglas	Th	09/04	6:00pm - 9:30pm



## Auto Mechanics for Amateurs

### AUTO MECHANICS FOR AMATEURS

*Do It Yourself!!*

This course is geared toward individuals who would like to learn the basic maintenance and upkeep of their vehicles. This is a great opportunity for women to learn vehicle maintenance. It is ideal for beginning drivers and amateur "do-it-yourselfers". Students will check fluid levels, tire pressure, change tires, and road trip safety tips. **10 hours - 2 days**

Cost: \$ 85 Textbook & Auto Kit Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Sa	04/19, 26	9:00am - 2:00pm
Carroll	Sa	05/10, 17	9:00am - 2:00pm
Carroll	Sa	05/31, 06/07	9:00am - 2:00pm
Carroll	Sa	06/14, 21	9:00am - 2:00pm
Carroll	Sa	07/12, 19	9:00am - 2:00pm
Carroll	Sa	07/26, 08/02	9:00am - 2:00pm
Carroll	Sa	08/16, 23	9:00am - 2:00pm
Carroll	Sa	08/30, 09/06	9:00am - 2:00pm
Carroll	Sa	09/13, 20	9:00am - 2:00pm

### FLORAL DESIGN BASICS

From beginners to experienced designers, you'll learn to work with a bountiful array of high quality seasonal flowers, foliages, fruits and vegetables artistically designed in elegant containers. Our instructor will share wonderful hints and creative ideas for bringing the best of the season into your home, then lead you as you create your own arrangement. Students take home their individual creations to keep or give as a gift. Make a party out of it and bring along a friend!

The registration fee includes all the flowers and materials you will need. Class size is limited, so pre-registration and pre-payment are required. No refunds for cancellations 10 days prior to class. **20 hours - 10 week class**

Cost: \$ 215 Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	Tu	04/15 - 06/17	6:30pm - 8:30pm
Coweta	Th	04/17 - 06/19	6:30pm - 8:30pm
Douglas	Sa	04/12 - 06/21	10:00am - 12:00pm
Coweta	Tu	07/15 - 09/16	6:30pm - 8:30pm
Coweta	Th	07/17 - 09/18	6:30pm - 8:30pm
Douglas	Sa	07/12 - 09/20	10:00am - 12:00pm



### CDL REFRESHER

This course is designed to assist truck drivers who have been out of work or who haven't driven over a 2 year span or more. It is designed to refresh the experienced CDL driver who has been out of the trade for a period of time including those who have not driven since acquiring their CDL. Course review includes: classroom lecture, driving range and road, pre-trip, and video refreshers.

*Carroll campus only. Saturdays 8:00am - 5:00pm*  
**40 hours - 4 days at 10 hours each**

Cost: **\$ 515** Textbook Included.

**Call For Scheduling 770.537.7942 or 770.537.6060**

### GENERAL KNOWLEDGE, COMBINATION VEHICLE & AIR BREAKS

Includes instructor-led classroom training. Students will be educated in general knowledge, combination vehicle, and air brakes which will prepare them for re-entering the trucking industry.

**8 hours - 1 day class** Cost: **\$ 125** Text and Materials included.

### HAZARDOUS MATERIALS ENDORSEMENT (HAZMAT)

Includes instructor-led classroom training and review for those desiring to renew or obtain CDL hazmat endorsement.

**4 hours - 1 day class** Cost: **\$ 75** Text and Materials included.

### 107 POINT PRE-TRIP

Includes instructor-led classroom training. Ideal for those who desire to test for a CDL and are experienced with truck driving, but unsure of certain inspection or operating/test procedures and traffic laws.

**6 hours - 1 day class** Cost: **\$ 100** Text and Materials included.

### HIGHWAY WATCH

West Central Technical College offers the Highway Watch training to any person or organization wishing to be trained to help keep our roads and highways safe in America.

*Carroll and Murphy campus only. Monday-Friday, 9:00am - 5:00pm, 1 hour*

Cost: **FREE** Textbook Included.

**Call For Scheduling 770.537.7942 or 770.537.6060**



### POWERED INDUSTRIAL TRUCKS

This OSHA compliant course is designed for individuals needing to learn or update skills for operating a forklift. It includes classroom instruction and supervised hands-on operation of a forklift, including:

- Introduction & Safety Procedures
- Pedestrian Awareness
- Lift Truck Theory
- Design & Operation
- Forklift Familiarization
- Pre-Trip Inspections
- Fuel Source (battery & propane)
- Operating the Lift Truck

Cost: **\$ 125** Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
<b>Call For Scheduling 770.537.7942 or 770.537.6060</b>			

Upon successful completion of the course, participants will be awarded a certificate of participation from the West Central Continuing Education department.

**4 hours - 1 day course**

### FAQs:

#### Why should I receive forklift operator training?

Most importantly, to provide the safest workplace possible, to minimize losses related to forklift accidents, and, because IT IS THE LAW!

#### Who should receive forklift training?

Prior to operating a forklift in the workplace each operator must receive classroom and practical instruction to evaluate their competency and ability to operate a powered industrial truck safely. All individuals applying for jobs requiring the use of powered industrial trucks and employees whose job responsibilities include the operation of powered industrial trucks (forklifts, high-lift order pickers, motorized hand trucks, etc...) must receive training in their safe use.

#### Will this course certify me as a forklift operator for my job?

No. This course meets the general classroom training requirement for operating a forklift. Your current or prospective employer is responsible for site-specific hands-on training for the specific forklift that you will be using. Additionally, the current employer is required to observe and evaluate the employee's ability to safely operate the forklift. Both the training and the evaluation must be documented.

#### Is a license or certification required to operate a forklift?

There is no license or "certification" requirement for forklift operators. The requirement is that the operator receives training in general forklift operation and safety information and workplace-specific training, including a hands-on demonstration on the type of forklift the operator will actually be using.



### OSHA SAFETY TRAINING

West Central Technical College is offering computer-based OSHA awareness training. Courses are designed to meet OSHA standards for safety training for industry employees and industrial contractors. The courses will aide in the reduction of duplication of training sessions for contractors working in multiple industrial locations.

Independent Study, Cost: **\$ 75** per subject

*Monday - Friday, 8 am - 4 pm, Murphy Campus*

#### Courses Include:

Accident Investigation, Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Ergonomics, Fire Safety, Forklift Safety, Hazard Communication - "Identifying the Dangers", Hazwoper First Responder - "Awareness Level", Health care Safety Orientation, Health care Violence - "Be Part of the Cure", Lockout/Tagout, Personal Fall Protection, Personal Protective Equipment, Respiratory Protection and Working Safely with Power Tools.

#### Don't forget the PPE...

*According to OSHA, over 30% of all disabling injuries, ranging from face to foot injuries could have been prevented with the correct protective equipment.*



### LEVEL IA - FUNDAMENTALS

This a one day course designed to train contractors, builders, developers, site superintendents, grading and utility contractors, and monitoring consultants in the proper installation, maintenance, and inspection of BMPs on construction sites. Topics covered in this course are fundamentals of erosion and sediment control, the Georgia Erosion & Sedimentation Act, NPDES Permits, field maintenance, stream buffers, vegetative and structural BMP practices.

Students will be state certified to perform erosion control inspections on construction sites, be educated on site erosion control practices, and have basic knowledge of state and federal permitting requirements for environmental controls.

Cost: **\$ 145** Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	Tu	05/15	7:30am - 4:45pm
Douglas	Tu	06/10	7:30am - 4:45pm
Carroll	Tu	07/22	7:30am - 4:45pm
Murphy	Tu	08/19	7:30am - 4:45pm
Coweta	Tu	09/16	7:30am - 4:45pm

Cost: **\$ 85** Recertification

Coweta	W	08/13	8:00am - 12:00pm
Carroll	W	10/15	8:00am - 12:00pm

### LEVEL IB - ADVANCED FUNDAMENTALS

This is a two day course that is designed to train regulatory enforcement inspectors and non-regulatory personnel inspectors contracted to do regulatory work to accurately inspect land disturbance areas for compliance with state erosion and sedimentation laws. The course will cover several topics such as the role of the inspector, ES&PC planning and review, and local program overview criteria.

Cost: **\$ 235** Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	Tu-W	07/29, 30	7:30am - 4:45pm

Cost: **\$ 85** Recertification.

Coweta	W	08/13	1:00pm - 5:00pm
Coweta	W	10/15	1:00pm - 5:00pm

### LEVEL II - INTRODUCTION TO DESIGN

Level II Introduction to Design is a two day course for both plan reviewers and design professionals. Topics included in this course include design and review of Erosion, Sedimentation, and Pollution Control Plans.

Cost: **\$ 235** Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	Tu-W	06/17, 18	7:30am - 4:30pm

Cost: **\$ 85** Recertification

Coweta	Th	08/21	8:00am - 12:00pm
Carroll	Th	10/16	8:00am - 12:00pm

### SUBCONTRACTOR AWARENESS

The Subcontractor Awareness seminar is required for individuals involved in land disturbing activities working in a subcontractor capacity under a primary, secondary or tertiary permittee. It is important to note that a subcontractor certification does NOT qualify an individual to perform the duties of a "qualified" or "certified person/personnel". If you are performing such duties, a Level IA certification is required.

Cost: **\$ 75** Textbook & Materials Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Coweta	Th	08/14	6:00pm - 8:00pm
Carroll	Sa	09/20	9:00am - 11:00am



### DANCE ACADEMY!! - NEW!

We are excited to be able to offer a variety of dance classes that offer a fun and energetic approach to enhancing your physical health and well-being. You will learn basic to advanced dance techniques and styles for rhythm and coordination.

#### Locations & Registration:

Classes are only available in Coweta. Students must contact the One Word Productions Dance Studio at **770-683-4600** in Newnan for specific dates and times. To qualify for West Central rates, you must register and pay fees through the Continuing Education department at any one of our four campuses. Please call our main office for directions to the Coweta class location. **770.537.7942**

### ADULT BALLET

A classical dance form characterized by grace and precision of movement and by elaborate formal gestures, steps, and poses. Intense stretching exercises for increased flexibility and movement will be introduced. French terminology will also be used to help students learn to adapt to the art form. Student must bring their own ballet shoes or slippers. White socks can also be worn.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals Only

### BEGINNING JAZZ

Students will learn theatrical and contemporary style dances seen in many Broadway shows such as "Cats." Contains elements of both jazz and modern dance. It is a soulful dance with graceful movement. Students begin class with intense stretching exercises for increased flexibility and movement. It includes across the floor combinations and techniques. Jazz shoes are required.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals Only

### TAP

Learn tap combinations, and routines. Warm-up exercises will give students a sense of rhythm, timing, and musicality. Dance like Sammy Davis Jr, Gregory Hines, and Mr. Bojangles. Students will learn classical to rhythm tap to urban beats! Must have tap shoes!

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### BEGINNING SALSA

Dance like stars! Fun, energetic dance with interchangeable patterns, complete with lots of spins, sharp movement, and crisp turns. Performed to latin beats from around the globe. Wear comfortable shoes. No partner necessary.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### INTERMEDIATE SALSA

Continue to "dance like stars" in this fun, energetic intermediate dance with interchangeable patterns, complete with lots of spins, sharp movement, and crisp turns. Performed to latin beats from around the globe. Wear comfortable shoes. No partner necessary.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### BALLROOM LEVEL I

Dance like stars! For beginner students. Ballroom is the most useful social dance. Performed with big band, country, latin, and a variety of other popular music selections. Great for all social occasions. Includes foxtrot, swing, waltz, and rumba. Wear comfortable shoes. No partner necessary.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### BALLROOM LEVEL 2

This class is for those who have already taken the beginner class and or/received permission from the instructor. It will expand on the dances taught in the beginner class. Show off your skills with this intermediate class. Wear comfortable shoes. No partner necessary. Great for all social occasions.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### BALLROOM LEVEL 3

Expands on the dances taught in the Intermediate class. You should have taken both Ballroom I & II and know enough to go out for social dancing with ease. Wear comfortable shoes. No partner necessary. Great for all social occasions.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples

### HIP-HOP AEROBICS

Time to sweat! Learn real street-style hip-hop! High energy hip-hop moves from the greatest choreographer on the southside who's appeared in magazines, music videos, film, and TV! Great for beginners! All dance levels welcome.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals Only

### LATIN AEROBICS

Learn to dance salsa and get a great cardio workout for strength, tone, and endurance. Done to hot latin grooves!!! Fun is a must! Great for all dance levels beginner and up.

**8 hours - 8 days at 1 hour each**

Cost: **\$ 90** Individuals & **\$ 140** Couples



### WEIGHT MANAGEMENT UNIVERSITY - "WMU"

Introducing, Weight Management University "WMU" - a comprehensive weight management educational course that is based on extensive research and human physiology.

This is just the beginning! Weight Management University is so much more than just another "weight loss program". It's a complete course for sure-fire success and possibly the most comprehensive solution for health improvement and fat loss ever developed! No hype, no gimmicks, just the FACTS you need to know to get fit and control your weight for life. This is NOT an exercise or aerobic class, but an actual course where students will engage in discussions and hands on workbook and group activities to track progress. Dress is casual. **12 hours - 10 days at 1 hour each**

Cost: **\$ 297** Textbook Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	Tu	04/15 - 06/17	6:30pm - 7:30pm
Carroll	Th	04/17 - 06/19	6:30pm - 7:30pm
Douglas	Tu	07/15 - 09/16	6:30pm - 7:30pm
Carroll	Th	07/17 - 09/18	6:30pm - 7:30pm

### In WMU, a fun interactive 10-week course you will learn:

- Why it's physiologically impossible for conventional diets to ever work for long-term results.
- How to break through any fat loss plateau-even if you've been stuck at the same weight for years! Seven fool-proof methods that work like magic every time.
- Can doing too much cardio actually make you fatter? The answer will surprise you.
- Why dieting can make you fatter!
- Why eating certain "good" fats can actually speed up fat loss and increase your energy levels.
- How food manufacturers mislead you on nutrition labels. Learn the TWO crucial places you MUST look on a food label.
- A simple method to increase the fat burning effects of your cardio workout by up to 300%.
- Which body type classification you are and how to eat right for your body type.
- Secrets of meal frequency and timing that will amplify your body's natural rate of calorie-burning.
- How to get your body burning fat around the clock - even while you're sleeping!
- The truth about how much cardio you REALLY need to lose body fat and when you should do it for maximum impact.
- A simple yet effective "12-minute workout" designed to fit your schedule and experience level. A great way for people crunched for time to get in shape.



### David B. Jenkins, CSCS, NSCA-CPT

David Jenkins is a consummate fitness professional, health educator and weight management expert with a proven ability to develop and implement effective exercise prescriptions, supportive nutritional programs, and provide the proper motivation required to help clients improve their health, physical readiness and self-esteem. Numerous clients of Mr. Jenkins' have reported lowering their blood pressure, cholesterol levels, increasing bone density levels and being taken completely off all prescription drugs within a year of retaining his services.

Mr. Jenkins has over 16 years of diverse experience in the fitness industry which includes preparing U.S. Marines for combat during Dessert Storm, developing a youth fitness and nutrition program (Fitkidz) for Fulton and Douglas County Schools and earning the distinguished Certified Strength & Conditioning Specialist (CSCS) and Certified Personal Trainer credentials from the National Strength & Conditioning Association.

A graduate of Morehouse College, he is the President of Motivational Fitness Group, Inc. Atlanta's premier service provider for workplace wellness and in-home personal training; and the Founder of Weight Management University a 12-hour weight course developed to empower students to SUCCESSFULLY live a healthier lifestyle and SUCCESSFULLY manage their weight for life.

# Kidz Camp

**All NEW  
All FUN  
This  
SUMMER**



**Safe  
Smart**

## SAFESMART KIDZ!! - Ages 6 & Up

Abduction, harassment and bullying are unfortunate evil elements in our society. This two day course will give the students insight on how to be safe and learn some of the street smarts that could save their life. Topics include how to avoid abduction, when to get help, what do to in an emergency and others. This course will also help kids recognize trouble and follow the natural instincts to stay alive. **8 hours**

Cost: \$ 115

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-Tu	06/30, 07/01	9:00am - 1:00pm
Carroll	M-Tu	07/14, 15	9:00am - 1:00pm
Douglas	Sa	06/14, 21	9:00am - 1:00pm

## THE JUNIOR DETECTIVE ACADEMY - Ages 10 & Up

Ever want to be a detective? This course will allow young students to learn the skills of real-life detectives. Topics include crime scene investigation, criminal law, rules of evidence, the United States legal system, and investigative techniques used by law enforcement and private investigators. **15 hours**

Cost: \$ 249

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	M-F	07/28, 29, 30, 31, 08/01	9:00am - 12:00pm
Douglas	M-F	07/21, 22, 23, 24, 25	9:00am - 12:00pm
Douglas	Sa	06/07, 14, 21	9:00am - 2:00pm
Carroll	Sa	08/05, 12, 19	9:00am - 2:00pm

## WHO DID IT? CSI CAMP - Ages 12 & Up

Crime Scene Investigation is always a fascinating topic and kids are more and more interested in pursuing this as a career. This course will allow kids to be a crime scene investigator for a week. Topics will include processing crime scenes, fingerprinting, DNA analysis, trace evidence, criminal investigation and others. It is designed for those with an interest in criminal investigation and crime scenes. Students will get to do practical exercises and process an entire crime scene. **15 hours**

Cost: \$ 249

CAMPUS	DAY(S)	START/END DATES	TIMES
Douglas	M-F	06/23, 24, 25, 26, 27	9:00am - 12:00pm
Carroll	M-F	07/07, 08, 09, 10, 11	9:00am - 12:00pm
Douglas	Sa	06/07, 14, 21	9:00am - 2:00pm
Carroll	Sa	08/02, 09, 16	9:00am - 2:00pm



**Teen  
Drivers**

## TEEN DRIVER'S EDUCATION

With the new Joshua's Law in effect which requires that 16-year olds take an approved driver's education course to obtain a driver's license, beginning January 1, 2007, all 16 year olds applying for a Class D driver's license must complete a 30/6 hour driver education course.

With over 10,000 15 and 16-year olds in our four-county service area, we expect this course to be widely received by the students and their parents. This 30-hour course will also make a significant contribution to the community by keeping our young drivers and our roadways safer.

This 30/6-hour National Safety Council course teaches safe and effective driving skills to new teen drivers using Department of Driver Services (DDS)-approved standardized curriculum.

The program consists of 30 hours of classroom instruction plus 6 hours of supervised on-the-road driving instruction.



**Online  
Test Prep**

**ed2go**  
extend your reach

visit: [www.ed2go.com/wctc](http://www.ed2go.com/wctc)

The WCTC Driver's Education course includes the National Safety Council's 6-hour Defensive Driving course, approved for the state law mandated 10% reduction in auto insurance premiums.

**36 hours - 4 days plus 1 driving day**

Cost: \$ 290

Textbook & CD Included.

CAMPUS	DAY(S)	START/END DATES	TIMES
Carroll	Tu-W-Th-F	04/01, 02, 03, 04	8:30am - 5:00pm
Carroll	Sa	04/05, 12, 19, 26	8:30am - 5:00pm
Carroll	Sa	05/03, 10, 17, 24	8:30am - 5:00pm
Carroll	Sa	06/07, 14, 21, 28	8:30am - 5:00pm
Carroll	Sa	07/12, 19, 26, 08/02	8:30am - 5:00pm
Carroll	Sa	08/09, 16, 23, 30	8:30am - 5:00pm
Carroll	Sa	09/13, 20, 27, 10/04	8:30am - 5:00pm
Carroll	Sa	10/11, 18, 25, 11/01	8:30am - 5:00pm
Carroll	Sa	12/08, 15, 22, 12/06	8:30am - 5:00pm

## REGISTRATION INSTRUCTIONS:

- "Driver Education Registration Packet" must be completed and received in our office before your enrollment can be confirmed.
- Registration packet is available for download from the Continuing Education website.
- You can also pick up a packet at any of our four campuses.
- Course is offered on Saturdays at our Carroll Campus in Carrollton from 8:30 am - 5:00 pm.
- Please check course schedule to verify dates.
- Class sizes are limited!!
- Applicants must have a valid Georgia learner's permit at the time of registration.

## SAT/ACT Preparation - Part 1 (\$79)

So, you've decided you're going to college. Now you just need to take the entrance exams! This course will prepare you to take the verbal question types on both the ACT and the SAT. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.

## SAT/ACT Preparation - Part 2 (\$79)

You've decided you're going to college. Now you have to sit through the entrance exams! This course will prepare you to fly through the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. We'll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. We'll practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers. Taking both courses in this two-part series will prepare you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world.



## FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES

### 1. *When can I register for a class?*

You can register any time before a class begins, if there is space available. However, decisions on whether to cancel a class are usually made 2-5 business days prior to the beginning date based on adequate paid registrations. Therefore, it is recommended that you register at least 7 days prior to the start of class.

### 2. *How do I register?*

All you have to do is complete a continuing education registration form and pay your class fee. If paying at an off-site campus, you must call our office to confirm receipt of your registration. This ensures space and your seat in the upcoming class.

### 3. *Are the computer classes hands-on?*

Yes, all computer classes are hands-on activities mixed with lecture. Our computer labs are equipped with 10-24 computer stations, and in order to ensure that each participant receives adequate support from the instructor, computer classes are limited to a maximum of 12 – 15 students.

### 4. *Are books provided with the class?*

Books and necessary training aids are included in the class fee for most classes. There are a few exceptions which are noted in the appropriate course description.

### 5. *What methods of payment are available?*

We accept Visa, MasterCard, cash, check, money order and company purchase orders.

### 6. *Does the HOPE grant apply to continuing education classes?*

No, there is no financial aid available for any of the continuing education classes.

### 7. *How will I know if a class has cancelled due to low enrollment?*

If a class is cancelled, all students who have registered and paid will be contacted at least 3-5 business days before the scheduled class start date.

### 8. *Do I receive anything when my class ends?*

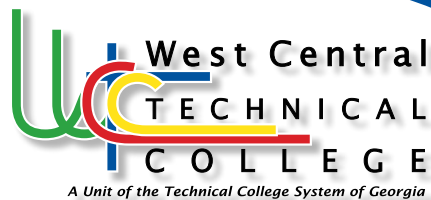
As long as you are present for each day of class, you will receive a certificate of completion in the mail or during your last meeting date upon the conclusion of class.

### 9. *When is your office open?*

Our office hours are from 8:00am until 4:30pm, Monday through Friday.

**More Questions? Call 770-537-7942 or 770-537-6060  
or Email: [coned@westcentraltech.edu](mailto:coned@westcentraltech.edu)**

# REAL COLLEGE for REAL Jobs!



**Career Opportunities** West Central Technical College is "Real College for Real Jobs". With our four convenient campus locations, we offer affordable Technical Certificates, Diplomas, and Associate Degree programs with an overall 99% job placement rate.

**Our Core Values** West Central Technical College believes in the value of integrity, professionalism, excellence, and student centeredness in all aspects of our programs, services, and operations. These core values are fundamental to the success of West Central Technical College in realizing its mission and vision.

**Integrity:** Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a combination of high ethical standards and practical considerations.

**Professionalism:** We foster respect and truth through exhibiting ethical standards in a courteous and conscientious manner.

**Excellence:** We exhibit high quality by meeting or exceeding the needs and expectations of our students and the community. We promote exceptional performance by recognizing and rewarding excellence in our students, faculty, staff, and community.

**Student Centeredness:** We value and respect all students as unique individuals. We assist students in realizing their educational goals and work hard to create a dynamic learning environment.

**For credit enrollment information call Student Affairs at 770-537-5740**

**RETURN TO INDEX**

**[www.westcentraltech.edu](http://www.westcentraltech.edu)**