

ECONOMIC DEVELOPMENT & CONTINUING EDUCATION

JANUARY - APRIL 2018

PROFESSIONAL DEVELOPMENT

COURSES & TRAINING SERIES @ HART COLLEGE & CAREER ACADEMY

Continuing education opportunities
designed with *you* in mind.



To register for an upcoming class or series:

Email training@athenstech.edu or Call **706-369-5763**

Have you considered enrolling in a continuing education or professional development course in the past but had second thoughts? Do you want to ready yourself for advancement opportunities at work? Or are you a seasoned, adult learner looking for a fresh take on computer training or other soft skills? If so, Continuing Education and Professional Development at Hart College & Career Academy in partnership with Athens Technical College is the right place for you. Our knowledgeable and caring instructors are skilled at teaching adults at every level, and are here to make each training session or class an enjoyable, successful learning experience for each participant- every time.

Sign up to take a class with HCCA & ATC today, and you'll leave with a fresh take on continued learning. Call or email us today to register for any of the courses listed below. We want to help you meet your professional and personal learning goals.

Professional Development & Continuing Education Courses are made possible through the Partnership of Athens Technical College and Hart College & Career Academy.



HART COLLEGE AND
CAREER ACADEMY



**ATHENS
TECHNICAL
COLLEGE**
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ATHENS TECHNICAL COLLEGE | CONTINUING EDUCATION

Hart College & Career Academy | 59 5th Street | Hartwell, GA 30643

Athens Technical College is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

ATHENS TECHNICAL COLLEGE
 PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION AT
 HART COLLEGE & CAREER ACADEMY

SCHEDULE

JAN-APR 2018

PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT



Microsoft Excel

Fee Per Course Level: \$59; Fee for Series: \$149
 Book Fee: \$18 (Text covers all three levels)
 Hours Per Course Level: 6

Each course is conducted in two parts. Participants are provided with a text book during classroom exercises and lectures, or it can be purchased for a nominal fee. Participants may purchase each of the three courses separately, or preregister for the entire series. Laptops are provided, or students may use their own if Excel has been installed on their computer.

Excel 1

This entry-level course is for students and professionals new to Microsoft Excel, and focuses on core Excel skills needed to perform everyday tasks. Topics range from fundamentals to formatting, drawing toolbar, printing, and editing.

Part 1: February 8
 Part 2: February 15

Excel 2

Excel 2 is designed for those with a working knowledge of Excel's basics. This class advances the student's core skills. Topics include advanced analysis, formulas, data capturing, charts, graphs, and presentations.

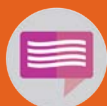
Part 1: February 22
 Part 2: March 1

Excel 3

The third level of the series is designed for those Excel users who use the program as an integral part of their work and want to master the advanced components of Excel including data tables, macros, goal seek, scenarios, and the basics of pivot tables.

Part 1: March 8
 Part 2: March 15

Excel classes are held from 4:30pm-7:30pm each evening.



Public Speaking for Non-Public Speakers

Course Fee: \$65
 Textbook is included in course fee.
 Hours: 6

For many people, the thought of getting up to speak in front of a group of people creates nervousness- leaving them feeling a little weak in the knees. Glossophobia, or the fear of speaking in public, is normal! This course will help individuals at every comfort level become better, more successful presenters- no matter the occasion. Participants will become familiar with the essential tips and tricks that will make public speaking easier for non-public speakers. Whether you want to give a toast at your daughter's wedding, have been invited to accept an award and need to give an acceptance speech, or if you simply want to be more comfortable speaking in groups or with people you are meeting for the first time, this course is for you!

Public Speaking for Non-Public Speakers

Part 1: March 22
 Part 2: March 29

Public Speaking is from 4:30pm-7:30pm each evening.



Flowers from the Heart

Course Fee: \$45
 All materials are included in the course fee.
 Hours: 3

Just in time for Valentine's Day, this course will teach the basics of floral design featuring a skilled instructor and a hands-on project. At the conclusion of class, students will leave with a lovely arrangement, the basic understanding of using floral cutters, and how to handle and care for fresh flowers. Fun for interior designers, ladies' groups, and anyone interested in creating an arrangement from the heart.

Flowers from the Heart: Floral Arranging for Valentine's Day
 February 6: 4:30pm-7:30pm



Extreme Egg Decorating

Course Fee: \$39
 All materials are included in the course fee.
 Hours: 3

Egg decorating is an age-old art. Americans have dyed eggs in celebration of Easter for generations. If you enjoy dying eggs, then you will love *Extreme Egg Decorating*. Participants will have the opportunity to create amazing egg designs, and will leave with several eggs to add to their Easter basket! And don't forget the egg itself- you'll no longer let it go to waste after taking *Extreme Egg Decorating*. Watch out Martha Stewart!

Extreme Easter Egg Decorating
 March 13: 4:30pm-7:30pm

**Please note that this class uses food coloring and dyes in addition to natural coloring. Those allergic to food dyes should use caution when registering for this class.*



Smart Phone Camera Smarts

Course Fee: \$25
 All materials are included in the course fee.
 Hours: 3

Tired of snapping pictures on your smart phone never to edit, print, or display them? If so, this class is for you! This course will teach you how to take advantage of a technology that is literally at your fingertips and is often shrugged off as "not the real thing." This hands-on class will cover topics such as taking photos with your camera; downloading, storing, and retrieving pictures; photo editing and amplifying for free; and technology add-ons to enhance the photo-camera experience. Participants will leave with up to three printed photos!

Required for participation: Smartphone with camera and application accessibility. Not sure if your phone will meet requirements for this class? Call for more information!

Smart Phone Camera Smarts
 April 10: 4:30pm-7:30pm

All classes are held at Hart County College & Career Academy - Located at Hart County High School.

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SCHEDULE JAN-APR 2018

CERTIFICATION & SAFETY COURSES



CPR, FIRST AID & AED CERTIFICATION

Course Fee: \$89; Hours: 8
All materials are included in course fee.
Certification of completion is awarded at conclusion of course.

This essential class educates attendees on the critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

CPR, First Aid & AED Classes

January 31 | 8am-5pm
August 28 | 8am-5pm
October 23 | 7:30am-4:30pm

CPR, First Aid & AED (2-Part Course)

Both sessions must be completed to achieve certification.
March 29 | 1pm-5pm | CPR & AED
April 11 | 1pm-5pm | First Aid



OSHA 10

Course Fee: \$159; Hours: 10
All materials are included in course fee.
Certification of completion is awarded at conclusion of course.

In this course, participants will learn to apply OSHA policies, procedures, standards, and general industry safety and health principles. This class is held over two days, and is ideal for new employees, safety and field personnel, and team supervisors. Training topics for the OSHA 10-hour include: Overview of OSHA, walking working surfaces, electrical safety, Hazcom, PPE, exit routes, fire safety, material handling, bloodborne pathogens, hearing conservation, industrial hygiene, machine guarding, and lockout/tagout.

OSHA 10 Certification Course

February 13 & 14 | 7:30am-4:30pm Each Day
May 16 & 17 | 8am-5pm Each Day
Participants must attend both days to achieve certification.

**CALL TODAY
TO REGISTER FOR
THE COURSE
THAT IS RIGHT
FOR YOU!**

706.369.5763

OR EMAIL

TRAINING@ATHENSTECH.EDU

Register for both
**OSHA Confined Space
Entry & Rescue** for just
\$159 per person!



OSHA: Hazwoper 8

Course Fee: \$159; Hours: 8
All materials are included in course fee.
Certification of completion is awarded at conclusion of course.

The Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) applies to five distinct groups of employers and their employees. This includes any employees who are exposed or potentially exposed to hazardous substances- including hazardous waste. This course is a great addition to your OSHA certification and addresses topics such as clean-up operations, corrective actions, uncontrolled hazardous waste sites, water-borne waste spills, and fire-related waste hazards.

OSHA: Hazwoper 8

March 21 & 22 | 1pm-5pm Each Day
Participants must attend both days to achieve certification.



OSHA: Confined Space Entry

Course Fee: \$89; Hours: 4
All materials are included in course fee.
Certification of completion is awarded at conclusion of course.

Many workplaces contain spaces that are considered "confined" because their configurations hinder the activities of employees who must enter, work in, and exit them. Do you work in or around confined spaces? If so, our brand new Confined Space Entry Training course is what you need. This course will show you how to work in a confined space environment to maximize safety for you and those around you. This course is based on the OSHA 29 CFR 1910.146 permit-required confined space standards for general industry.

OSHA: Confined Space Entry

April 18 | 1pm-5pm



OSHA: Confined Space Rescue

Course Fee: \$89; Hours: 4
All materials are included in course fee.
Certification of completion is awarded at conclusion of course.

This course is designed to meet the training demands of 29 CFR 1910.146 (k) and NFPA 1670. Classroom and field instruction insures that your facility's confined space rescue team will be proficient in the basic skills needed to safely and efficiently perform entry rescues in your workplace. Topics covered in the class include assessment of confined space hazards, atmospheric monitoring, confined space rescue equipment use and limitations, knots, vertical and horizontal hauling, lowering systems, personal protective equipment, and patient packaging.

OSHA: Confined Space Rescue

April 19 | 1pm-5pm

All classes are held at Hart County College & Career Academy - Located at Hart County High School.

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Economic Development Services Division | training@athenstech.edu | 706-369-5763

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SCHEDULE 2018 LEARNING OPPORTUNITIES

CERTIFICATION & SAFETY COURSES Continued



OSHA: Lockout / Tagout

Course Fee: \$89; Hours: 4

All materials are included in course fee.

Certification of completion is awarded at conclusion of course.

Proper lockout/tagout (LOTO) practices and procedures safeguard workers from the release of hazardous energy during servicing and maintenance of machines and equipment. In this course workers learn to define, understand, and follow the applicable provisions of the hazardous energy control procedures. Upon completion of this course, employees will have the knowledge and skills required for the safe application, usage, and removal of energy control devices.

OSHA: Lockout/Tagout

May 3 | 7:30am-11:30am



OSHA: Emergency Action Plans & Fire Prevention Plans (Extinguishers)

Course Fee: \$89; Hours: 4

All materials are included in course fee.

Certification of completion is awarded at conclusion of course.

This training will help employers and key team members understand how to write and implement an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) that meet OSHA standards. This course will also cover the use of portable fire extinguishers in the workplace, and the means by which a company that uses them remains in compliance.

OSHA: Emergency Evacuation Plans & Fire Prevention Plans

August 16 | 1pm-5pm



OSHA: Ladders, Stairways & Fall Protection

Course Fee: \$159; Hours: 8

All materials are included in course fee.

Certification of completion is awarded at conclusion of course.

Fall hazards are present at most worksites, and many workers are exposed to these hazards on a daily basis. The purpose of this course is to provide workers with information that will enable them to recognize major fall hazards in their workplace including issues with ladders and stairways. Participants will discover techniques and equipment that will help to protect themselves and others from falls. Methods discussed include the use of guardrail systems, safety net systems, and personal fall protection systems.

OSHA: Ladders, Stairways & Fall Protection

September 19 & 20 | 1pm-5pm Each Day

Participants must attend both days to achieve certification.



OSHA: Bloodborne Pathogens

Course Fee: \$89; Hours: 4

All materials are included in course fee.

Certification of completion is awarded at conclusion of course.

This course is designed for those who are at risk of exposure to blood and other bodily fluids while at work. Participants will learn how bloodborne pathogens are spread, how to avoid exposure, and what to do if exposed to infectious material.

OSHA: Bloodborne Pathogens

October 18 | 1pm-5pm



OSHA: Electrical Safety & NFPA Arc Flash

Course Fee: \$159; Hours: 8

All materials are included in course fee.

Certification of completion is awarded at conclusion of course.

Participants in this course will develop an understanding of the OSHA standards for electrical safety in the workplace. Upon completion, employees will be able to identify, reduce, and/or eliminate electrical safety hazards at work. Topics covered include electrical safety principles, guidelines for qualification of personnel, job planning requirements, and the responsibilities of management in electrical safety. Arc flash regulations, including solutions for reducing arc flash, will be covered in this class. Reduction methods discussed will include decreasing fault clearing time, increasing the distance from the arc to the worker, and/or reducing fault current.

OSHA: Electrical Safety & NFPA Arc Flash

November 14 & 15 | 1pm-5pm Each Day

Participants must attend both days to achieve certification.

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