CONNECTIONS
A Calendar of Continuing Education Classes
Training Close to Home

YOUR BRIDGE TO CONTINUING EDUCATION

**Servsafe Certification**
January 30
page 8

**Teen Driver’s Education**
page 5

**Southeastern Technical College’s Economic Development Connections**
is a quarterly publication. Please call us with your email address to see our latest Economic Development courses and services offered or go to www.southeasterntech.edu.

If you have ideas for a course that we have not offered, please call or email us with your ideas. Many of our best classes were suggested by someone in the community. Your ideas are appreciated!

**What are Continuing Education courses?**
Continuing Education courses are developed in response to special educational demands and requests of citizens, professional and business groups, and other organizations. The major role of continuing education is to develop and implement courses for career and professional development and personal interest and enrichment.

Continuing Education courses are offered in an informal and non-competitive setting. Usually, there are no grades, exams, or prerequisites. Admission to the school is not required. However, a one-week advance registration into the class is recommended.

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## Computer Courses

### EXCEL FUNCTIONS
This course is designed to demonstrate excel functions that will enhance expertise of user. Topics will include: IF, OR, And, Nested, SUMIF, COUNTIFS, AVERAGEIFS, FV.

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<td>Vidalia EDC Campus</td>
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### BASIC COMPUTER
Designed to eliminate computer frustration for participants with little or no experience. Topics will include email basics and internet. This slower paced class will give the novice the confidence they need.

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<tbody>
<tr>
<td>Vidalia EDC Campus</td>
<td>November 10, 12, 17, 19</td>
<td>5:30pm-8:30pm</td>
<td>$99</td>
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### MICROSOFT WORD BEGINNER
This is a must for organizations/individuals who need to produce, organize, and store written material and correspondence. You will learn to create and edit documents with all the shortcuts. If you have tried to teach yourself but fall a little short, this course will make you efficient and give you all the bells and whistles.

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<td>Vidalia EDC Campus</td>
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### SOCIAL MEDIA — HOW DO I GET STARTED?
Need to connect with family and friends? Love sharing photos? Want to browse internet for products and services? This course is designed to get you connected.

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<td>Vidalia EDC Campus</td>
<td>December 7, 9</td>
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### POWERPOINT BEGINNER
Use this dynamic presentation tool to get your point across. You can create slides, charts and graphs that are easy to understand. In presentations you will be able to enhance your information and data and add value to a speech or report with the dramatic effects of PowerPoint.

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<td>Vidalia EDC Campus</td>
<td>December 2, 9</td>
<td>5:30pm-8:30pm</td>
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### EXCEL BEGINNER
Learn to store, organize, and manipulate data. Excel users can also create graphs and tables that will enable them to analyze data.

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<td>Vidalia EDC Campus</td>
<td>December 8, 10</td>
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### LET’S GOOGLE
This course will cover the many facets of Google including mail, google drive, google Apps, google docs (like Word and Excel), and google slides (like PowerPoint). You will learn how google apps can give you many kinds of options to improve collaboration, project management, graphic design, brainstorming, and much more.

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<td>December 14, 15, 17</td>
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**CALL & REGISTER TODAY!**

912-538-3258  478-289-2326
Health and Safety Courses

**BASIC LIFE SUPPORT (BLS)** certification required of many health professionals to help revive, resuscitate, or sustain a person while experiencing cardiac arrest or respiratory failure of some sort. This could include a drowning victim, heart attack or stroke patient, or any scenario where breathing or heart beat have been compromised. Certified by American Heart Association.

**LOCATION**
- Vidalia October 29
- Vidalia November 10
- Vidalia December 3

**DATE**
- Vidalia October 29
- Vidalia November 10
- Vidalia December 3

**TIME**
- 6pm-9pm
- 6pm-9pm
- 6pm-9pm

**COST:**
- INITIAL $55
- RECERT $40
- INSTRUCTOR $120

**HEARTSAVER FIRST AID/CPR/AED** teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency.

**LOCATION**
- Vidalia Nov. 03
- Swainsboro Nov. 04
- Vidalia Dec. 08
- Swainsboro Dec. 09

**DATE**
- Vidalia Nov. 03
- Swainsboro Nov. 04
- Vidalia Dec. 08
- Swainsboro Dec. 09

**TIME**
- 6pm-9pm
- 6pm-9pm
- 6pm-9pm
- 6pm-9pm

**BLOODBOURNE PATHOGENS TRAINING** helps meet OSHA standards and teaches students how BBP’s are spread and how to help prevent exposure incidents by following work practice controls.

**LOCATION**
- Vidalia Nov. 12

**DATE**
- Vidalia Nov. 12

**TIME**
- 6pm-8pm

**COST** $20

**PEDIATRIC ADVANCED LIFE SUPPORT (PALS)** This recertification course is taught to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

**LOCATION**
- Vidalia October 15

**DATE**
- Vidalia October 15

**TIME**
- 1pm-7pm

**COST:**
- INITIAL $150
- RECERT $120
- INSTRUCTOR $120

**ADVANCED CARDIOVASCULAR LIFE SUPPORT (ACLS)** This recertification course teaches students to enhance their skills in treating victims of cardiac arrest or other cardiopulmonary emergencies while earning their American Heart Association ACLS Completion Card.

**LOCATION**
- Vidalia Oct. 28
- Vidalia Nov. 24
- Vidalia

**DATE**
- Vidalia Oct. 28
- Vidalia Nov. 24
- Vidalia

**TIME**
- 1pm-7pm
- 1pm-7pm
- 1pm-7pm

**COST:**
- INITIAL $150
- RECERT $120
- INSTRUCTOR $120

**EKG RECOGNITION** This course is for healthcare professionals who participate in the management of cardiopulmonary arrest or other cardiovascular emergencies.

**LOCATION**
- Vidalia

**DATE**
- Call for dates

**TIME**
- 6pm-9pm

**COST** $60

**PEDIATRIC FIRST AID/CPR/AED** This course is taught to meet the regulatory requirements for child care workers. We teach students to respond to injuries in a child or infant in the first few minutes until professional help arrives.

**LOCATION**
- Vidalia

**DATE**
- Nov. 5

**TIME**
- 6pm-9pm

**COST** $55

**N95 MASK FITTINGS** Call now to set up classes.

*A one-week advance registration into the class is recommended. For more details about classes call Tommy Jenkins at 912-538-3200.*
Driving Courses

DEFENSIVE DRIVING
This course will train drivers many techniques in preventing collisions. Various driving situations will be discussed to convey the importance of knowing how to handle real life situations. This course may be used to lower auto insurance rates. Check with your insurance carrier. Because defensive knowledge is crucial to prevention, young drivers as well as the more experienced will benefit from this course. 6 hours.

LOCATION   DATE       TIME   COST
Vidalia     December 7 & 10 6pm - 9pm $50

VEHICLE ESCORT DRIVER
This training satisfies the requirements for the Department of Transportation Oversize-Overweight load escort vehicle drivers. A Defensive Driving course is required to take this course.

LOCATION   DATE       TIME   COST
Vidalia     December 11 8am - 5pm $79

CDL REFRESHER
Do you have a Commercial Driver License (CDL) but have been off the road for a while? We can help.

LOCATION   DATE       TIME   COST
Vidalia EDC Campus Nov. 13, 14, 20, 21 8am-6pm $575

* You must have driven at least one year in the past 10 years to take the CDL Refresher course.

Real Estate Courses for the Professional

Courses to acquire or maintain your professional real estate license are available through the Economic Development Center. Courses are offered as home computer study.

Therefore, they may be completed at home, at your convenience. We also offer computer use and a quiet reserved space at our facility for a small fee.

COST:
PRE-LICENSE $395
POST-LICENSE $150
CONTINUING ED $50-$100 PER COURSE

Got an idea for a class?

Do you know an interesting instructor? We welcome your suggestions!

Susan Rustin (912)538-3197
srustin@southeasterntech.edu

Janene Betts (478)289-2326
jbetts@southeasterntech.edu
Teen Driver’s Education

Georgia Joshua’s Law requires all teenagers to take an approved driver’s education course before they can obtain their driver’s license. Southeastern Technical College is offering the following teen driver education course:

State required 36 hour driver’s education course that consists of:
- A minimum of 30 hours of classroom training, and
- 6 hours of behind the wheel training, with an approved instructor

• Approved by the Georgia Department of Driver Services (DDS)
• Meets Georgia Joshua’s Law requirements
• Must have a valid Georgia learner’s permit by the first day of class
• Insurance companies may discount insurance premiums for teens that have completed a certified course

COURSE INFORMATION:

LOCATION
Southeastern Technical College
Economic Development Center
100-A Brinson Road
Vidalia, Ga. 30474

DATE
Classes are forming now. Call for dates and additional information.

COST: FREE
Grant Paid Scholarships Limited Seating

REGISTRATION PACKETS ARE AVAILABLE AT THE ECONOMIC DEVELOPMENT CENTER.

Completed registration packet due one week prior to the start of the course.

FOR MORE INFORMATION CONTACT:

Susan Rustin
Director, Continuing Education
(912) 538-3197
Fax: 912-538-3259
srustin@southeasterntech.edu

Equal Opportunity Institution

Limited Number of FREE SCHOLARSHIPS for Driver’s Ed
RULE #1: Be AWARE
Safety for you and your loved ones

BE AWARE! BE PREPARED! BE SAFE!
This awareness course will help you identify and react to dangerous scenarios. By avoiding confrontation and staying aware of your surroundings, you can reduce the risk of harm to you and your family. Case studies and how to avoid conflict will be included. The "what if" session will offer answers that can ward off unwanted scenarios. PARENTS will be able to discuss and warn their children of all ages how to react to dangerous situations.

THE CLASS WILL COVER:
- How to identify and react to dangerous scenarios
- Learn how to control, contain and survive an attack
- How to avoid conflict
- Case study discussions
- “What if” session – offers answers to ward off unwanted scenarios
- Learn to discuss and warn children of all ages how to react in dangerous situations

CONTACT:
Susan Rustin, 912-538-3197, srustin@southeasterntech.edu
Janene Betts, 478-289-2326, jbetts@southeasterntech.edu

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Personal Enrichment

INTRODUCTION TO COMPUTERS
Not too fast, but not too slow...That is the way we like to handle this introductory computer course. This course is for those who have limited or no knowledge of computers. Learn what they are, what they can do, why you might want one, how they work, and many other related topics in a relaxed atmosphere. This course is an excellent introduction for our other computer classes.

LOCATION DATE TIME COST $25
Swainsboro Call for Dates 6pm-8pm

HEARTSAVER FIRST AID/CPR/AED
Teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency.

LOCATION DATE TIME COST $55
Swainsboro November 4 6pm-9pm
Swainsboro December 9 6pm-9pm
EXPLORE A CAREER AS A PHARMACY TECHNICIAN
You’ll start by learning basic terms for medical conditions and anatomy, gaining the skills you’ll need to read prescriptions and patient records easily. In addition, you’ll find out how common classes of drugs are made and how they work. Next, you’ll master the simple math that every pharmacy tech needs to know. You'll learn how to calculate dosages accurately, practice using simple formulas and math tools, and find out how to translate metric measurements into familiar household measures like teaspoons and tablespoons. Turning to the business side, you'll look at sales and find out how prescription pricing works.

“I took this course to see if my daughter, who is in high school, would like to get into this field - she had a strong background in chemistry and math. I think she would be perfect. Thanks for all your help!”

DRAWING FOR THE ABSOLUTE BEGINNER
Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you’ve always dreamed you could be! You’ll gain a solid understanding of the many tools of the trade. You’ll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You’ll even discover how best to get in touch with your right brain.

“I thoroughly enjoyed this class- and I will recommend it to others.”

PERSONAL COMPUTER SECURITY
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security.

“I have to admit I was completely clueless on how encryption works with WiFi. The horror stories on the web about individuals hacking personal info by breaking encryption always concerned me, as I had no real idea on securing my own network. Now I have an idea how to go forward with securing my laptop and other computers.”

WHAT IS YOUR INTEREST? WE HAVE IT! ASK US ABOUT OUR MANY OTHER COURSES SUCH AS:
Preparing for GED Math Test  Certificate in Stress Management
Blogging and Podcasting for Beginners  Certificate in Gerontology
Understanding the Cloud  Explore a career in Pharmacy Technician
Explore a career in Medical Coding  Becoming a Veterinary Assistant

COURSES FROM $99
6 week courses Beginning Nov. 11
6 week courses Beginning Dec. 09

More courses at Ed2go visit www.ed2go.com/conedstc
or contact Susan at srustin@southeasterntech.edu
Leadership Academy
Better Training = Effective Leaders = Higher Profits

Being an effective leader means practicing skills that make a positive difference for individual employees and for the company. Statistics prove that companies with well trained leaders are more profitable and have fewer employee/employer problems to solve. This course will provide training that gives leaders the opportunity to sharpen and adjust their leadership skills for the employees they supervise. Becoming aware of more effective methods to think and behave as a supervisor is the first step to becoming the leader a company desires. We will show supervisors new tools and behaviors to do their jobs easier and more effectively.

WHO SHOULD ATTEND?
Front line managers, supervisors, lead operators, new and seasoned leaders; anyone looking to lead their organization to better performance and increased profitability.

TOPICS COVERED INCLUDE:
• How to define the culture you want in your workplace using your company’s vision or mission.
• Accomplishing more through teamwork.
• How to run effective meetings that result in action, not just talk.
• How to coach and grow even difficult employees.
• Learning how to listen effectively to eliminate mistakes in the workplace.
• Skills of delegation that turn assignments into win-win tasks.
• Accountability that makes a difference.
• What a smart goal can do for you.
• Why communication fails.
• Where are our work ethics?
• Planning to exceed expectations.
• Benefits of time management.

FOR PRICES AND FURTHER DETAILS, CONTACT:
David Yarbrough, 912-538-3119, dyarbrough@southeasterntech.edu
Gail Ware, 478-289-2331, gware@southeasterntech.edu
Fast-Track for Advanced Manufacturing Employment
Manufacturing Boot Camp

Manufacturing Training
*Online, Interactive Training Modules

Learn the skills area employers are demanding right now.
If you are a Dislocated Worker or Veteran wishing to upgrade your skills set, special pricing may apply.
For prices and further details, call 478-289-2331 OR 2326.

* MANUFACTURING 101 BOOt CAMp – MANUFACTURING FUNDAMENTALS (APPROX. 25 HOURS)
This program is designed to be completed in 90-120 days, the online curriculum can be accessed 24/7 from any computer with internet access. This program will allow you to train in the basic foundational skills for advanced manufacturing and then pick a pathway of specialization. The program includes an in-depth pre and post assessment to assess skill gaps and knowledge gain.

* MANUFACTURING 102 – WELDING BASICS (APPROX. 20 HOURS)
This program is designed to be completed after Manufacturing 101 Boot Camp – Manufacturing Fundamentals. Welders are responsible for joining metal parts by melting the joint with heat generated by an electrical current. This position demands an understanding of electrical conductivity and circuits, arc welding equipment and processes, properties of metals, and print reading. Arc welders often work indoors and outdoors in a variety of settings and must know the proper safety practices.

* MANUFACTURING 103 – INDUSTRIAL MAINTENANCE BASICS (APPROX. 24 HOURS)
This program is designed to be completed after Manufacturing 101 Boot Camp – Manufacturing Fundamentals. General maintenance and repair workers are responsible for maintaining and fixing a wide range of building systems and mechanical equipment. This position requires a broad knowledge of electrical systems and wiring, fluid systems and plumbing, mechanical drives and machines, hand tools and fasteners, and print reading. General maintenance and repair workers also benefit from learning preventive maintenance and similar approaches.

* MANUFACTURING 104 – MACHINING BASICS (APPROX. 40 HOURS)
This program is designed to be completed after Manufacturing 101 Boot Camp – Manufacturing Fundamentals. Machinists and machine setters are skilled machine tool operators capable of working with both lathes and mills, as well as both manual and CNC machines. This position demands an understanding of cutting tool theory, CNC coordinate systems, basic G code programming, manual machining, part inspection, and workpiece material properties. General machinists and machine setters also are expected to have excellent print reading and math skills and will likely perform first-time setups for new jobs.

FOR PRICES AND FURTHER DETAILS, CONTACT:
David Yarbrough, 912-538-3119, dyarbrough@southeasterntech.edu
Gail Ware, 478-289-2331, gware@southeasterntech.edu
Susan Rustin, 912-538-3197, srustin@southeasterntech.edu
Janene Betts, 478-289-2326, jbetts@southeasterntech.edu
ASSESSMENTS AND CERTIFICATIONS

We can help you take your career to a new level

Many professions today require certification training and testing. Our Economic Development division can provide timely training and certification testing to keep your professional work credentials current.

PROFESSIONAL CERTIFICATIONS INCLUDE:
• Teacher certification
• HVAC certification
• Welder certification
• Electrician Code Update
• Pesticide Applicator’s certification
• Forklift
• First Aid / CPR
• Real Estate
• Professional Forester
• Master Timber Harvester

SERVSAFE CERTIFICATION COURSE (ANSI-CFP)
Earn Nationally Accredited Food Safety Certification from the National Restaurant Association.

LOCATION DATE TIME COST $140
Vidalia EDC Campus January 30 8am-6pm

CERTIFIED TEEN SITTER AHA CERTIFICATION
Give your teen the confidence they need to be a GREAT Sitter. Child Safety is of utmost importance especially when it is your responsibility to care for children. Course includes American Heart Association Certification for CPR/First Aid and AED, Fire Safety awareness, Stranger danger clues, and more. Open to boys and girls ages 13-15.

LOCATION DATE TIME COST $75
Vidalia EDC Campus December 10 1pm-5pm

FORKLIFT OPERATOR SAFETY TRAINING
Students attending this 6 hour course will gain the knowledge necessary for safe operation of a powered industrial truck; to fully understand the methods and procedures necessary to safely operate a powered industrial truck in the workplace.

LOCATION DATE TIME COST $60
Swainsboro Call for Dates 8:30am-2pm

SCISSOR LIFT AND BOOM LIFT OPERATOR SAFETY TRAINING
Students attending this course will gain the knowledge necessary for safe operation of a powered industrial scissor lift or boom truck; to fully understand the methods and procedures necessary to safely operate a powered industrial truck in the....

* Training Offered On the Work Site
Facility Rental & Services
On The Ponds
CONFERENCING and CATERING

The Economic Development Center offers conferencing and catering for your training session or event. The distraction free meeting venue in the heart of Vidalia is available for events such as training workshops, seminars, teambuilding programs and more. We have the latest in conference center technology including Wi-Fi, white boards and state of the art audiovisual equipment. In addition, we are ready to cater your breakfast, lunch, dinner and refreshment breaks.

CLASSROOMS AND BREAKOUT ROOMS
We have several classrooms available with ample space for flip charts and visual displays. Rooms contain the technology you request.

COMPUTER LABS
Our labs are uniquely appointed to accommodate a wide breadth of software training. Two computer labs are available, each with 20-25 computers. Each lab has LCD projector capability and high-speed connectivity.

CONFERENCE ROOMS
We can accommodate small or large conference events with the latest in audio visual capability.

Have It Your Way! Customized Training

We can provide customized training to meet your needs. We will partner with you to develop a training program that fits your skill requirements and time restraints. We are ready to deliver how, where, and when you want training. We have experience in training employees, potential leaders, and experienced leaders in many professional development areas such as team building, communication, time management, train the trainer, delegation, accountability and much more.

CONVENIENT TRAINING RIGHT HERE AT HOME

TRAIN THE TRAINER
In today’s business climate, more and more people are becoming trainers, either by choice or because there are fewer folks to do a specific job. Often employees are thrust into a situation without much understanding of what training is or how to do it well. This course is designed to provide you with skills, information and practical experience to become effective in passing your specific skills and knowledge on to others. This course guarantees techniques that will promote success in small or large businesses.

Call for Customized Training.