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

**Basic Computers** 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.  
Cost $99

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**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.  
Cost $25

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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.  
Cost $79

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**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.  
Cost $79

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**Social Media (Beginner)** 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.  
Cost $60

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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.  
Cost $79

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<td>Sept. 15, 22</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.  
Cost $79

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<td>Sept. 3, 10, 17</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.  
Cost $99

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Health and Safety Courses

Basic Life Support (BLS) certification is required of many health professionals to help revive, resuscitate, or sustain a person who is 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 heartbeat have been compromised. Certified by American Heart Association.

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**Cost $40**

Heartsaver First Aid/CPR/AED teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency.

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**Cost $55**

Bloodborne 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.

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**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.

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**Cost $120**

Advanced Cardiovascular Life Support (ACLS) 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.

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**Cost $120**

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

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**Cost $60**

Pediatric First Aid CPR AED 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.

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**Cost $40**

**Ngo Mask Fittings**

Call now to set up classes.

*A one-week advance registration into the class is recommended.*
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.

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**Cost** $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.

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**Cost** $79

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

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

**Cost** $575

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.

Pre-License $395

Post-License $150

Continuing Ed $50-$100 per course

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**ATTENTION: AUTO SALES AND SERVICE, HOTEL MOTEL STAFF, BANK TELLERS, LAW ENFORCEMENT OFFICERS, COURT PERSONNEL** and many more....

DO YOU WANT TO EXPAND your CUSTOMER BASE? ....then OCCUPATIONAL SPANISH is for you.

We offer Spanish instruction for various occupations. Our goal is to prepare your employees to be able to say words or phrases of kindness and respect in Spanish. Participants should also be able to understand small amounts of general and basic Spanish found in most routine interchanges in daily life. Classes can be customized to meet your business needs. Call for more info and group rates.

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Got an idea for a class? Do you know an interesting instructor?

We welcome your suggestions!

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

Janene Betts (478)289-2326
jbetts@southeasterntech.edu
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.

Cost $49
Group Discounts Offered for 4 or more participants.

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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 at 912-538-3197
srustin@southeasterntech.edu

Janene Betts at 478-289-2326
jbetts@southeasterntech.edu
Online Courses at Your Convenience!

**A TO Z GRANT WRITING**
This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers.

“This was one of the best courses I have ever taken. Your vast experience and attention to detail, along with your obvious passion for what you do, shows in all of the lessons. I thoroughly enjoyed the course and learning about grant writing. I plan to take more grant writing courses and possibly change careers into this field. Thank you!”

**PC 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 Wi-Fi. 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.”

**USING SOCIAL MEDIA IN BUSINESS**
One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

“This class has been so practical. I am really enjoying the “put it to use” today aspect. So many Social Media folks talk in platitudes. It is nice to have a “how to”.

Need a quiet place to take your online course?
Ask about our private computer & scheduled facility usage option offered for a small fee.

What is your interest? We have it! Ask us about our many other courses such as:
- Preparing for GED Math Test
- Blogging and Podcasting for Beginners
- Understanding the Cloud
- Explore a career in Medical Coding
- Certificate in Stress Management
- Certificate in Gerontology
- Explore a career in Pharmacy Technician
- Becoming a Veterinary Assistant

Courses start at $99
6 week courses beginning July 15
6 week courses beginning August 12
6 week courses beginning September 16

Many More Great Courses Online!
Online classes for all your needs.
Visit www.ed2go.com/conedstc or call (912)538-3197 or email srustin@southeasterntech.edu for assistance.
Personal Enrichment

Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you. You'll explore climate considerations, learn how to read a zone hardness map, and find out how to spot a micro-climate in your yard. After that, you'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you'll see how to identify problems in pH and drainage and fix them. You'll even learn to understand fertilizers and make compost! Each type of crop has specific needs, so you'll get tips on starting seeds, transplanting, pruning, and using container gardens and support structures. In addition, you'll learn what to watch out for so you can spot pests and diseases before they destroy your bounty. And you'll take the guesswork out of watering your garden as you explore a variety of irrigation options. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

On-line 6 weeks course  Beginning July 15, August 12, or September 16  Cost $99

Start a Pet Sitting Business
If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you'll master the essentials of running a cat and dog sitting business. You'll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You'll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Next, you'll discover how to handle home visits and impress your potential clients. You'll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. In addition, you'll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. You'll find out how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money. To complete the picture, you'll identify many opportunities for expanding your pet sitting services. Is a dog-walking service right for you? Do you want to look after other animals, including horses? By the end of this course, you'll have all the knowledge you need to become a professional pet sitter.

On-line 6 weeks course  Beginning July 15, August 12, or September 16  Cost $99

Stocks, Bonds, and Investing: Oh, My!
Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Wish you had some guidance to put your finances into clear and understandable perspective? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. Stocks, Bonds, and Investing: Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. This course won't just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You'll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have provided yourself with the independence, confidence, and peace of mind you'll need to make your own investment decisions. Full of solid advice and good common sense, this course is bound to make life just a little easier for you.

On-line 6 weeks course  Beginning July 15, August 12, or September 16  Cost $99

Tales From (under) the Hood: Auto Maintenance for Teens & Parents
An auto repair and maintenance course for beginners! Beginning with checking 7 vital fluids under the hood, you will learn about the weight of oil, how to maintain your tires, and when to replace them. Using your own car and basic tools provided by your teacher, you will learn when to call a mechanic, and when you don't need to. Learn to safely jump-start your car and change a flat tire! Learn enough to teach your parents and friends a thing or two about cars. Your instructor also provides internet sites to help you after the class is over. Parent/Guardian participation required.

Cost $35

Instant Piano (For Hopelessly Busy People)
If you yearn to experience the joy of playing piano, but you don't want years of weekly lessons, this course is for you. In just a few hours you can learn enough secrets of the trade to make piano playing a part of your life. How is it done? Typical piano lessons teach you note reading, but piano professionals use chords. You will learn all the chords needed to play any pop song in this one session: any song. Any song, any key, and you'll get a healthy dose of insider secrets. If you already know your way around a keyboard a little, you know enough to enroll in this workshop. If not send an S.A.S.E to: Michael McMillian, 120 Summer LN, Covington, GA 30016 for a FREE pamphlet which explains the basics.

Swainsboro  Aug. 31  6pm – 9pm  Cost $60  Supplies $25

Decorative Painting – Flower Pots
Be creative and have some fun. Enjoy creating your own special flower pot and impress your friends with your new found art skills.

Swainsboro  Aug. 20  6pm – 8pm  Cost $30
Swainsboro  Sept. 10  6pm – 8pm

CONNECTIONS A CALENDAR OF CONTINUING EDUCATION CLASSES
Save 15% when you enroll in any 3 or more courses in a single transaction.
What’s Hot?

Certified Teen Sitter

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. Training in this area will give your teen the confidence they need to give the very best to each child. In addition, the parents of the child in care will feel confident they have the right teen for such an important responsibility.

Course includes:

- American Heart Association Certification CPR/First Aid and AED
- Training in Bloodbourne Pathogens
- Fire Safety Awareness
- Stranger Danger Clues
- Training for a variety of emergencies
- Responsible communication skills
- Food safety tips
- Proper hygiene procedures
- Age appropriate games and activities for sitter use

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<td>Vidalia</td>
<td>July 27, 28</td>
<td>1pm – 5pm</td>
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We encourage boys and girls ages 13-15 to sign up now! Class limited to 20 seats.

Contact: Susan Rustin at 912-538-3197 srustin@southeasterntech.edu

Janene Betts at 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
Vidalia July 25 8am – 6pm
Cost $140

The **Work Ready Certificate** is awarded after passing assessments in three core areas: Applied Mathematics, Reading for Information and Locating Information. Georgians can use their Work Ready Certificate to prove their work readiness to potential employers. Call to reserve a seat!
Swainsboro (Thursdays 8am or 1:15pm) (478-289-2250)
Vidalia (Wednesdays 1:30pm) (912-538-3258)
Cost $40

**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.
Vidalia July 27 & 28 1pm-5pm
Cost $75

**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 and to utilize a barcode scanner for effective receiving and/or shipment of a product in the workplace.
Swainsboro July 10 8:30am – 2:30pm
Swainsboro Sept. 18 8:30am – 2:30pm
Cost $60

**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 workplace.
Call 478-289-2326 for More Information
Training Offered On the Work Site

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

Latest Graduates from TUMI Luggage

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.

Call for more information.

Contact: David Yarbrough 912-538-3119
dyarbrough@southeasterntech.edu

Gail Ware 478-289-2331
gware@southeasterntech.edu
Fast-Track for Advanced Manufacturing Employment

Manufacturing 101 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.

*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 additional 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 additional 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 additional 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 work piece 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
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Susan Rustin at 912-538-3197
srustin@southeasterntech.edu

Janene Betts at 478-289-2326
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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.

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