

Continuing Education Schedule

Registration may be conducted by phone with credit card payment by calling 706.295.6382 for Catoosa and Floyd Campus classes or 706.764.3591 for Walker or Whitfield-Murray Campus classes. To register by mail use the Continuing Education Registration Form at [GNTC Continuing Education Registration Form](#). Students may withdraw from a class within 5 days of the start day and receive a full refund. Withdraws within 5 days of the start day will be charged a processing fee of 50% of the cost of the class or be transferred to the next available class. There will be no refunds after the beginning of class. Exceptions to this policy are posted to individual course descriptions.

Computer Basics and Desktop Applications

Short Term Computer Training at GNTC or On Site at Your Location

Customized computer training can be arranged for your business or organization. Take advantage of the computer labs on one of our five campus locations, or we will bring the training to you. Georgia Northwestern Technical College will provide an instructor, wireless laptop computers, and spiral-bound workbooks for instruction. Price is based on the number of hours of instruction and the number of students in the class. Minimum class size: 6 students for each course offering. For more information call (706) 295-6382 for Floyd County or (706) 764-3591 for Walker/Whitfield-Murray Campus.

Computer Training for Senior Adults

This beginners' computer training includes 8 hours at Level I or Level II with basic principles and topics to include: Level I covers computer hardware, Windows 10 basics, creating and using email, the internet and browsers, basic photo handling and current topics. Level II covers more details with topics including file management, the basics of word processing and spreadsheets, more on using the Internet, enhancing and managing photos. Social media websites, online safety and computer privacy will be covered in Level II. Enroll today for this information filled training with hands-on experience using a computer.

Floyd County Campus

Wednesday 2pm – 4pm

Level 1: September 5, 12, 19, 26, 2018

January 9, 16, 23, 30, 2019

Level 2: October 10, 17, 24, 31, 2018

February 6, 13, 20, 27, 2019

\$200

Health and Safety

Certified Nurse Assistant (CNA)

This 92-hour course has been designed for individuals seeking to become State of Georgia certified nursing assistants. It includes a 24-hour clinical component that will be accomplished utilizing the facilities of Prewitt Health Care in Ft. Oglethorpe. This course is approved by the Georgia Department of Medical Assistance. Certificates are awarded to those who successfully complete the course. Georgia residents, who were originally placed on the Georgia Nurse Aide Registry (NAR) and became "inactive" should contact Georgia Health Partnership Nurse Aide Program by phone at 1-800-414-4358 or fax at 866-483-1044 or website: [Certified Nurse Aid Registry](#) .

There are options to hold this class on one of 2 campuses, students will be polled prior to enrollment to determine the campus requested by the most students:

Walker County Campus or Catoosa County Campus
Tue/Wed, Nov 7, 2018 – Feb 6, 2019, 5:30pm-9:45pm
No Classes: Dec 25 & 26, 2018 – Christmas Holiday
No Classes: Jan 1 & 2, 2019 – New Year Holiday
\$549 (includes malpractice insurance premium)
CNA workbook (approx. \$70)
Background Check and Drug Screening (approx. \$97)
Uniform (approx. \$35)

Re-Entry Program for Registered Nurses

Online Course with Clinical Component Completed at Participant's Community Hospital

A noncredit course designed for registered nurses previously licensed in Georgia who are not currently licensed and desire to re-enter the workforce.

The Georgia Board of Nursing (GBON) has specific guidelines for those registered nurses who have been inactive but wish to return to the workforce. This program of study will meet the didactic and clinical requirements for the GBON as well as provide support and guidance during the re-entry process. The student is able to complete the course independently and at his/her own pace. The clinical component will be completed within the community and provide opportunity for the re-entry nurse to return to the clinical area under the guidance of a licensed professional nurse preceptor.

The didactic program is designed as an independent study course and will be at the student's own pace. There are 28 modules which can be completed in about 40 clock hours. The clinical portion is scheduled with a preceptor and involves 160 clock hours which are scheduled with the clinical preceptor to match the student's schedule. To meet the requirements of the GBON, the entire program must be completed within six months from the time the temporary permit is obtained. Once registered nurse licensure is granted in the state of Georgia by the GBON, the nurse may then apply for reciprocity in other states if desired.

The applicant must apply for a temporary permit at the Georgia Board of Nursing website [GBON](#). Contact Continuing Education at 706-764-3591 to apply for this non-credit continuing education program. The registration fee must be paid at time of program acceptance and includes the RN Re-entry Program notebook offered by the Southwest Georgia Area Health Education Center. The pre-clinical requirements are an additional cost to the applicant.

Walker Campus
\$745

Professional Certification & License Renewal

Licensing Renewal Classes are offered in Spring and Fall.

Georgia Contractor License Renewal Continuing Education

Georgia Contractor License renewal requires continuing education each year starting with 2012 renewal cycle. Residential Basic requires at least three hours each year and Residential Light Commercial requires at least six hours each year. Completion of the first evening (Monday) satisfies the requirement for Residential Basic and completion of both evenings (Monday-Tuesday) satisfies

the requirement for Residential Light Commercial. Certificate documents completion. Class meets from 6pm until 9pm.

Campus	Day	Date	Cost
Floyd	Monday	September 17	\$49 Residential Basic
	Monday/Tuesday	September 17-18	\$99 Light Commercial
Walker	Monday	September 24	\$49 Residential Basic
	Monday/Tuesday	September 24-25	\$99 Light Commercial

Electrical License Renewal Continuing Education

This class meets the four-hour continuing education requirement for electrical contractors in the state of Georgia. The focus of the class will be on topics that are of interest to electrical contractors seeking to maintain certification in Georgia. Participants should bring a copy of the National Code Book to the seminar. Participants receive a certificate to document completion of the course. Class meets on Thursday from 6pm until 10pm.

Campus	Day	Date	Cost
Floyd	Thursday	October 11	\$69
Walker	Thursday	October 25	\$69

Heating & Air Conditioning License Renewal Continuing Education

This class meets the four-hour continuing education requirement for conditioned air contractors in the state of Georgia. The focus of the class will be topics that apply specifically to HVAC professionals. Participants receive a certificate to document completion of the course. Class meets on Thursday from 6pm until 10pm.

Campus	Day	Date	Cost
Floyd	Thursday	September 27	\$69
Walker	Thursday	October 18	\$69
Whitfield	Thursday	October 25	\$69

Plumbing License Renewal Continuing Education

This class meets the four-hour continuing education requirement for plumbing contractors in the state of Georgia. Participants should bring a copy of the National Code Book to the seminar. Participants receive a certificate to document completion of the course. Class meets on Thursday from 6pm until 10pm.

Campus	Day	Date	Cost
Floyd	Thursday	October 4	\$69
Walker	Thursday	September 27	\$69

Occupational Testing and Training

Skills Tests for CDL Class A, Class B, & Class C

Skills tests for Class A, Class B, and Class C without vehicle passenger endorsement are offered on a scheduled basis on the Walker Campus for those seeking a commercial driver's license. The \$100 test fee is due no later than two weeks prior to the scheduled appointment time and can be paid by cash, money order, VISA, MasterCard, Discover, or American Express. The \$100 fee covers 1-exam. Should the tester not successfully pass the exam, there is a 2 day wait period before re-testing. Re-testing is \$100. Prior to each skills test being administered, the applicant must provide

a vehicle appropriate for the license sought, must present a learner's permit, and must have proof of insurance coverage on the vehicle being used for the skills test. Vehicles used for skills testing must have a data plate with the GVWR. Applicants taking the skills test in a vehicle without air brakes will have an air brakes restriction on their CDLs. Call 706-764-3591 or 706-764-3698 for appointments.

Commercial Pest Control Exams

Georgia Northwestern Technical College offers the Georgia Commercial and Employee Registration Pest Control Exams on the Floyd and Walker Campuses. The exams are proctored by Georgia Northwestern Technical College personnel. Anyone who applies domestic or commercial pesticides must receive certification. The Georgia Department of Agriculture has endorsed this exam. Individuals who wish to obtain a commercial applicator license must pass the general standards examination, as well as at least one major category examination with a score of 70%. The general standards exam is designed to test for general knowledge on the use of pesticides, while the category examinations are more specific to particular types of pesticide application. Persons interested in this exam can register online at [Georgia Pest Exam Website](#). Phone inquiries can be made to 706-295-6957 (Floyd) or 706-764-3591 (Walker).

Workkeys Assessments

WorkKeys assesses your "real world" skills. Core assessment measures skills in Workplace Documents (replaced Reading for Information), Applied Mathematics, and Graphic Literacy (replaced Locating Information), three skills that are highly important to the majority of jobs in the workplace. WorkKeys measures skills that employers consider essential to success on the job. Having a skills credential that is locally and nationally recognized facilitates job placement, retention, and advancement. Scores are available at the end of the testing session. For more information on obtaining WorkKeys Test Transcripts or re-testing information, call 706-295-6958.

WorkKeys Testing Schedule:

Campus	Location	Day	Time	Cost	Registration Information
Floyd	Building I, Lab 112	Every Thursday	9 am – 1 pm	\$65	1 st Come/1 st Serve, 8 am-8:30 am
Walker	Building 400, Lab 409	2 nd Tuesday and Thursday	9am-1pm	\$65	Call 706-764-3591
Whitfield-Murray	Lab 618	2nd Wednesday	9am-1pm	\$65	Call 706-764-3591

Georgia Department of Transportation Exams

Georgia Northwestern Technical College administers the Asphalt Quality Control Technician (QCT) and Roadway Testing Technician (RTT) written examinations for GDOT's internal and external customer as part of the OMR Technician Certification Program. To schedule an exam date and time, or for more information call (706) 295-6382.

Asphalt Quality Control Technician, Level 1 (QCT)

This program is designed to provide asphalt plant training and administer certification exams to the Quality Control Technician in the performance of Acceptance Sampling and Testing and ensure high quality materials meeting the specifications are incorporated into the work and construction achieves the specified end.

2 hour timed exam

Study Guide \$15

Calculator provided during exam

\$150

Roadway Testing Technician (RTT)

This program is designed to provide roadway training and administer certification exams to the Roadway Testing Technician in the performance of Acceptance Sampling and Testing, and to ensure high quality materials meeting the specifications are incorporated into the work and construction achieves the specified end.

3 hour timed exam

Study Guide \$15

Calculator provided during exam

\$150

[Paralegal Certificate Program](#)

Paralegals are not only crucial members of a law firm's team; they also have job opportunities in the legal departments of large corporations and in government offices, as well as freelance work. They are needed in almost every field imaginable and often specialize in such diverse areas as government, medical, real estate, family and estate planning, and litigation or corporate law. The job outlook for paralegals is excellent. According to data from the US Bureau of Labor Statistics, this occupation is expected to grow faster, through 2018, than other occupations requiring post-secondary training.

This six-month program will prepare you for a career in this exciting field. GNTC offers the paralegal certificate program on the Floyd and Gordon Campuses. Reservations are now being

accepted for classes to start March 2019. Classes will meet on Monday and Thursday evenings from 6:00 until 9:00.

Program applicants must have a high school diploma or a GED and must complete the ACT WorkKeys assessment earning a minimum score of 4 (Silver Level) in Workplace Documents (replaced Reading for Information), Applied Mathematics, and Graphic Literacy (replaced Locating Information). WorkKeys assessments are offered at Georgia Northwestern Technical College at a cost of \$65 for the three core exams. To learn more about the WorkKeys Assessment, please call 706-295-6553.

Mon/Thu

Floyd County Campus (FCC)

Gordon County Campus (GCC)

\$1400, Books \$250 (approximately)

Fees are not covered by HOPE

Program Course Outline*

Session I Role of The Paralegal

Introduction to Program; general responsibilities of a paralegal; review of local, state, and federal court structure and rules; regulation and licensing; time and billing procedures; ethics and professionalism; office management.

Session II Legal Research

An introduction to the law library; computer based and internet research systems; drafting of legal memoranda, appellate, and trial briefs; proper citation techniques. Includes training on the use of Westlaw Internet Research.

Session III General Practice Skills

This session will provide an overview of areas of the law such as divorce and family law, bankruptcy, worker's compensation, estates, and wills and trusts.

Session IV Litigation

Overview of a lawsuit; the discovery process; drafting of pleadings, including discovery; overview of medical terminology, interviewing and investigating; deposition summary; preparing for trial and trial responsibilities of a paralegal.

Session V Criminal Litigation

Overview of criminal litigation. A courtroom visit is required.

Session VI Civil Litigation

Overview of civil litigation.

Session VII Business Organizations

Examination of various forms of business organizations including partnerships, limited partnerships, and corporations.

Session VIII Real Estate

Real estate sales contracts, title examinations, materialman liens, easements, foreclosures, encumbrances, and closings.

Session IX Paralegal Careers

Resume writing, job interview preparation, review salaries and the job market, and techniques for job hunting and networking.

*This Course Outline is subject to change.

Class size is limited. Call 706-295-6382 for more information.

Personal Enrichment

Introduction to American Sign Language

This 6 week class offers a simple approach to learning the basics of American Sign Language (ASL). Content includes numbers, fingerspelling, common phrases, terminology, basic conversational skills, and an overview to understanding the deaf culture. Basic knowledge in ASL is helpful but not required. Registration deadline: Wednesday, September 19, 2018

Floyd County Campus

Thurs, October 4 – November 8, 2018

5:30-7pm

\$140 includes book

American Sign Language – Voices Off

This course in American Sign Language is designed to immerse students in an environment in which only ASL is used in the classroom. Voices Off will facilitate fluency in the language. All students will be expected to communicate in ASL during class time. Non-verbal communicating such as gesture, mime, and pencil/pen are allowed and will assist in learning to express yourself and become more familiar with the Deaf culture. This intermediate level class requires basic knowledge of ASL to include: numbers, fingerspelling, common phases, and some conversational skills. Registration deadline: Thursday, December 27, 2018

Floyd Campus

Thurs, January 10 – February 14, 2019

Times: 5:30 – 7:30pm

\$210, includes Book/CDs