

# Course Schedule

## Fall and Summer Quarters FY2011

### Computer Basics

#### COMPUTERS DON'T BYTE

Do you have a new computer, or have you had one for a while and just don't know how to make it work for you? If so, this is the class for you! You will learn the difference between hardware, software, and memory. You will also learn how to use the mouse, desktop, taskbar, start menu, shortcuts, operate Windows efficiently, and more. You will learn the basics of file management, windows explorer, and changing your computer settings. Keyboarding skills are not taught in this class.

Students wishing to improve their keyboarding skills prior to class may wish to purchase Keyboarding Pro 4, similar software.

Location: Floyd Campus – Morning & Evening  
Gordon & Polk Campus – Evening only  
Date: Tue/Thu Jul 6 - 15, Sep 28 – Oct 7  
Time: 9am -- 12pm, 6 – 9pm  
Instructor: Staff  
Cost: \$125 (includes book)

#### INTRODUCTION TO PERSONAL COMPUTERS

This one-day course is designed for the person with little, no computer experience. You will cover basic computer concepts, terminology, and operations, as well as factors to be considered in purchasing a computer. You'll gain hands-on experience in key functions, disk loading, printing, word processing, spreadsheet analysis, and file manipulation. No previous computer knowledge is required.

Location: Walker Campus  
Date: Sat Jul 10, Aug 7, Sep 11  
Time: 9am -- 4pm  
Instructor: Staff  
Cost: \$89

#### SENIORS DO WINDOWS, TOO!

Finally, a way to bridge the generation gap! If you were not fortunate enough to be born during the "computer age," this course is for you. You will be introduced to the personal computer and the Windows environment, including basic operation, file management, the desktop, and much more!

Location: Floyd, Gordon, & Polk Campuses  
Date: Tue/Thu Jul 6 – 15, Sep 25 – Oct 7  
Time: 9am -- 12pm  
Instructor: Staff  
Cost: \$125 (includes book)

#### INTRODUCTION TO WINDOWS VISTA

New to computers? Thinking of buying? Upgrade your computer to a newer version of Windows? Feeling overwhelmed after your computer boots by all those pull down menus and icons? Join us for a fascinating and essential tour through the Windows VISTA operating system! This class will cover the important and most commonly used features of Microsoft Windows. This is another great course for those who have no prior experience with the Windows program.

Location: Walker Campus  
Date: Sat Jul 17, Aug 14, Sep 18  
Time: 9am -- 4pm  
Instructor: Staff  
Cost: \$89

#### GET CONNECTED! INTERNET & EMAIL FUNDAMENTALS

Do you need a roadmap to the Information Highway? You can learn how the Internet and e-mail can help you at work and at home, help you find information on virtually any subject. This hands-on experience will open your eyes to all you can do with the Internet and e-mail.

Location: Floyd Campus – Morning & Evening  
Gordon & Polk Campus – Evening only  
Date: Tue/Thu Jul 20 – 29, Oct 12 - 21  
Time: 9am -- 12pm, 6 – 9pm  
Instructor: Staff  
Cost: \$125 (includes book)

## **INTRODUCTION TO THE INTERNET**

Learn to "Surf the net" in this informative basic introduction to the Internet. Participants will learn what the Internet is, how to access the information super highway, and will actually "surf the net" at individual computer stations. Whether you are an old pro at the keyboard, just getting started, this is a great way to discover the wealth of information literally available at your fingertips.

Location: Walker Campus  
Date: Sat Jul 24, Aug 21, Sep 25  
Time: 9 am – 4 pm  
Instructor: Staff  
Cost: \$89

## Desktop Applications

### MICROSOFT WORD 2007 FUNDAMENTALS

Microsoft Word 2007 is a versatile and powerful tool for creating your professional, personal documents. In this interactive course you will learn how to enter and edit text, and save and browse documents. You will learn how to enhance the appearance of a document by using various formatting options, and will create tables, insert headers and footers, proof and print documents, and insert graphics

Location:	Floyd Campus – Morning & Evening Gordon & Polk Campus – Evening only	Walker Campus – One Day
Date:	Mon/Wed Aug 2 – 11, Oct 25 – Nov 3	Sat Oct 9, Nov 6, Dec 4
Time:	9am -- 12pm, 6 – 9pm	9am – 4pm
Instructor:	Staff	Staff
Cost:	\$125(includes book)	\$89

### MICROSOFT WORD 2007 INTERMEDIATE

Are you ready to take your knowledge of Microsoft Word to the next level? Learn how to work with sections and columns, format tables, import Excel data, create and modify styles, and work with headers and footers. You will also learn how to print labels and envelopes, work with graphics and objects, apply and create templates, and manage document versions.

Location:	Floyd Campus – Morning & Evening Gordon & Polk Campus – Evening only
Date:	Mon/Wed Aug 16 – 25, Nov 8 - 11
Time:	9am -- 12pm, 6 – 9pm
Instructor:	Staff
Cost:	\$125 (includes book)

### MICROSOFT POWERPOINT 2007 FUNDAMENTALS

Master this easy-to-use presentation software and you will become a hit at the office. Professional presentations are a snap with Microsoft PowerPoint. You will learn to create and edit slides, insert clipart into a presentation, utilize data from Excel spreadsheets in presentations, and run automatic and manual slide shows with transitions and builds. Put it all together for a winning presentation that sizzles!

Location:	Floyd Campus – Morning & Evening Gordon & Polk Campus – Evening only
Date:	Tue/Thu Aug 31 – Sep 7, Nov 30 – Dec 7
Time:	9am -- 12pm, 6 – 9pm
Instructor:	Staff
Cost:	\$109 (includes book)

### MICROSOFT EXCEL 2007 FUNDAMENTALS

Learn how to navigate worksheets and workbooks in today's most popular spreadsheet application. You will enter and edit text, values, formulas, and pictures, and save workbooks in various formats. You will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, you will create and modify charts, and learn how to manage large workbooks.

Location:	Floyd Campus – Morning & Evening Gordon & Polk Campus – Evening only	Walker Campus – One Day
Date:	Tues/Thu Aug 3 – 12, Oct 26 – Nov 4	Sat Jul 31, Aug 28, Oct 2
Time:	9am -- 12pm, 6 – 9pm	9am – 4pm
Instructor:	Staff	Ward
Cost:	\$125 (includes book)	\$89

### MICROSOFT EXCEL 2007 INTERMEDIATE

Become proficient using such Excel features as customizing toolbars and menus, consolidating data, using advanced chart formatting options, sorting and filtering lists, using special formatting options, templates, error tracing features, worksheet protection, and linking worksheets by using 3-D formulas. Before taking this course you should have some experience using Microsoft Excel, have taken Microsoft Excel 2003 Fundamentals

Location:	Floyd Campus – Morning & Evening Gordon & Polk Campus – Evening only
Date:	Tue/Thu Aug 17 – 26, Nov 9 - 18
Time:	9am -- 12pm, 6 – 9pm
Instructor:	Staff
Cost:	\$125 (includes book)

### **MICROSOFT ACCESS 2003 FUNDAMENTALS**

This database management software will help you organize client listings, mail-outs, and a variety of other tasks. Learn to create, edit, and query a database. Join us in learning to manage your office information more efficiently

Location: Floyd Campus – Morning & Evening  
Gordon & Polk Campus – Evening only  
Date: Tue/Thu Aug 31 – Sep 9, Nov 30 – Dec 9  
Time: 9am -- 12pm, 6 – 9pm  
Instructor: Staff  
Cost: \$125 (includes book)

### **HTML FUNDAMENTALS**

Learn the basics of creating Web pages using HTML coding. This hands-on introduction to basic HTML structure includes formatting text; creating links for documents, e-mail and intra-documents; inserting images; creating and modifying tables; and style sheets. A basic knowledge of personal computing and the World Wide Web is all you need to create exciting and simple Web pages

Location: Floyd Campus  
Date: Mon Jul 5 – 19, Oct 4 - 18  
Time: 6 -- 9pm  
Instructor: Staff  
Cost: \$109 (includes book)

### **ADOBE DREAMWEAVER CS3 FUNDAMENTALS**

Learn the fundamentals of Adobe Dreamweaver CS3, the most powerful web design and development application available. Dreamweaver is the application that takes the beginning web developer from start to finish with a basic web site and from best practices to the latest advanced technologies. You will learn to define, publish and maintain a Web site using this versatile and efficient design and development tool. You should be familiar with basic Web concepts and terminology.

Location: Floyd Campus  
Date: Mon Jul 26 – Aug 9, Oct 25 – Nov 8  
Time: 6 -- 9pm  
Instructor: Staff  
Cost: \$109 (includes book)

### **QUICKBOOKS ONE DAY OVERVIEW**

Learn to use Intuit's QuickBooks software to put you in control of your company's finances by learning to:

- Set up a QuickBooks company
- Set up and work with inventory lists
- Create customer invoices and billing statements
- Receive payments
- Perform bank transactions
- Enter bills into accounts payable
- Pay bills

Location: Walker Campus  
Date: Sat Oct 16, Nov 13, Dec 11  
Time: 9am – 4pm  
Instructor: Ward  
Cost: \$99

### **INTRODUCTION TO QUICKBOOKS**

If a full day of Quickbooks does not fit your schedule, this Introduction to Quickbooks is the right format for you. In this two-night class, you cover the same topics as in the One-Day overview, but in two three-hour blocks.

Location: Floyd Campus Walker Campus  
Date: Mon Aug 9 & 16 Mon & Thu Jul 12 & 15, Aug 2 & 5, Sep 13 & 16  
Time: 9am – 12pm 6 -- 9pm  
Instructor: Fussell Ward  
Cost: \$99 \$99

## INTERMEDIATE QUICKBOOKS

Once you know the basics, you can utilize Quickbook's more advanced features to give your company the extra measure of polish you have been seeking. In this course you will learn how to:

- E-mail and fax your invoices directly from QuickBooks
- Let customers pay invoices online
- Authorize and record credit card charges within QuickBooks
- Create customized forms, reports, & letters
- Track and pay sales tax
- Manage payroll
- Complete job estimates, time tracking, and costing
- Work with asset, liability, and equity accounts

Pre-requisite: Introduction to Quickbooks, Quickbooks One Day Overview, or comparable knowledge

Location:	Floyd Campus	Walker Campus
Date:	Mon Aug 23, Oct 25	Mon/Thu Jul 26 & 29, Aug 16 & 19, Sep 27 & 30
Time:	9am – 12pm	6 – 9pm
Instructor:	Fussell	Ward
Cost:	\$49	\$99

## CHURCH ACCOUNTING

Church accounting requires a unique methodology which can be quite confusing. In this two-hour seminar you will learn about the preparation of year-end church accounting reports, staff compensation, accounting for donations and gifts. Designed for church bookkeepers, secretaries, and office managers.

Location:	Floyd Campus
Date:	Mon Nov 15
Time:	9 – 11am
Instructor:	Fussell
Cost:	\$39

## SHORT TERM COMPUTER TRAINING – WALKER CAMPUS

Word and Excel classes can be taken for groups ranging from four to fifteen students. These classes are 12 hours in length and can be taken in various session lengths (2 sessions of 6 hours, 3 sessions of 4 hours, or 4 sessions of 3 hours) for \$125 per student.

Access and PowerPoint classes can be taken for groups ranging from four to fifteen students as well. These classes are 8 hours in length and are offered in 2 sessions of 4 hours for \$90 per student.

All four classes are excellent values for the money for four, more friends, club members,, corporate training programs and can be offered at times specified by you and your group, club,, company. A wire spiral bound workbook is provided along with the hands-on training. Call 706-764-3591, 706-764-3700 to schedule this training.

## SHORT TERM COMPUTER TRAINING AT YOUR LOCATION

Microsoft Word, Excel, Access, and PowerPoint training can be conducted at your business, organization. Georgia Northwestern Technical College will provide an instructor, wireless laptop computers, and spiral-bound workbooks for instruction. There must be a minimum of four students with a maximum of ten students for each course offering. The cost of two 2-hour sessions for basic training in any of these applications is \$125 per student. Intermediate training which includes two additional 2-hour sessions for a total of eight training hours is \$175 per student. Advanced training which includes two additional 2-hour sessions in addition to the basic and intermediate training sessions is \$225. Call 706-764-3591, 706-764-3700 to schedule this training at your location.

## Social Media Lab

Do you want to learn how social media can help your business reach existing customers and build relationships with new ones? If so, bring your laptop and join us for a fun and exciting Social Media Lab and take away completed projects each week that you can start using immediately. Social Media Lab is a six-week program offering the “how to” basics for promoting your business through social networking and blogging. Each week we will cover building a different site in a 3-hour lab. Find out from the experts how to build your business as you build Friends, Fans, and Followers.

Labs will be held on the Floyd Campus on Monday mornings from 9am until noon. You may choose Session I, July 12 – August 9, or Session II, November 1 - 29. Each week’s class can be taken separately, but for the best value and to learn how the different types of media interact, register for all six weeks together! Register for individual weeks for \$79 each, or for all five for \$289. Register for the complete program and bring a friend, and get \$10 off the second registration. Register five or more people together and receive a 5% discount on all registrations!

### **SOCIAL MEDIA OVERVIEW**

What is it? What’s in it for you? How can engaging in social media help your business? Do you know the difference between LinkedIn, Twitter, and Facebook? And just what in the world is Blogging? In this introductory class you will learn the basics and the purpose of each of these, and how integrating them will give you the greatest bang for your buck. This first week sets the stage for the remaining sessions.

Date: Mon Jul 12, Nov 1

### **TWITTER**

Create a Twitter account and learn proper twittiquette. Tweeting is like text messaging to the world; just don’t say anything you don’t want Grandma to see! Find out what it means to follow and be followed. Although it may sound like it, it’s really not cyber-stalking at all!

Date: Mon Jul 19, Nov 8

### **LINKED IN**

From building your personal profile to participating in groups, learn the ins and outs for getting the most of this online rolodex and resume.

Date: Mon Jul 26, Nov 15

### **FACEBOOK**

Build a Fan Page and find out ways to promote it to your friends and customers. This is one online cocktail party you don’t want to miss.

Date: Mon Aug 2, Nov 22

### **BLOG BUILDING**

Learn the basics of building a Wordpress blog. Your blog is the foundation of your social media program. A well-built blog will be one of your Website’s Top 10 referral sources. We will spend the first session setting up your site, and the second session actually posting to make you blog come alive.

Date: Mon Aug 9, Nov 29

### **ABOUT YOU INSTRUCTOR**

Carol Flammer is a public relations and social media marketing expert, strategist, and consultant. With 20 years of experience, Carol has established herself as the “go to” for real estate and construction products public relations and social media. Carol is president of Flammer Relations, Inc., and managing partner of mRELEVAMCE, LLC, an Internet Marketing, Social Media and Public Relations firm with offices in Atlanta and Chicago. She holds the MIRM (Member of the Institute of Residential Marketing), CAPS (Certified Aging in Place Specialist) and CSP (Certified Sales Professional) designations from NAHB

## Health and Safety

### CPR FOR HEALTH CARE PROVIDERS

If you are a professional healthcare provider, day-care worker, lifeguard,, any other individual whose job responsibilities require you to respond in an emergency, you need to be trained in the latest American Heart Association CPR techniques for adult, child, and infant CPR. Books will be available during class for all students, and can be purchased if desired for \$15. Participants will receive a 2-year CPR Certification Card issued by the American Heart Association.

Location: Floyd Campus  
Date: Tue Jul 13, Aug 17, Sep 7, Oct 5, Nov 9, Dec 7  
Time: 9am – 2pm  
Instructor: Kinder  
Cost: \$45 + \$15 Book (optional)

### HEARTSAVER FIRST AID

If you are assigned to respond to emergencies in the workplace or community or you want to learn first aid, CPR and AED skills, the Heartsaver First Aid course is for you. You will develop the skills to effectively assess and maintain life from the critical minutes immediately following an emergency until the arrival of emergency medical services personnel. The course provides a complete health and safety training solution for first aid, adult CPR and AED. Books will be available during class for all students, and can be purchased if desired for \$15. Participants will receive a 2-year Heartsaver First Aid Certification Card issued by the American Heart Association.

Location: Floyd Campus  
Date: Wed July 14, Sep 8, Oct 6, Nov 10  
Time: 9am – 3pm  
Instructor: Kinder  
Cost: \$45 + \$15 Book (optional)

### PEDIATRIC HEARTSAVER FIRST AID

If you are involved I child care and have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements, this course is a must have for you. Child care workers, teachers, foster care workers, camp counselors, youth organization workers, and coaches for children's sports are just some examples of those needing this course. You will learn how to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies, Optional First Aid Topics, and CPR and AED. Participants will receive a 2-year Pediatric Heartsaver First Aid Certification Card issued by the American Heart Association. Class can be scheduled as needed or groups of 4 to 6. Call 706-295-\*6382 to schedule.

Location: Floyd Campus  
Time: 9am – 2pm  
Instructor: Kinder  
Cost: \$45 + \$15 Book (optional)

### HUNTER SAFETY

This course conducted by the Department of Natural Resources, is designed to update you on hunting safety and new hunting laws. Classes are held on the Floyd and Gordon campuses. Pre-registration is required and may be accomplished by accessing the website at <http://www.gohuntgeorgia.com>. Classes are held from 5:30 until 9:30pm on two nights. An online option is available for \$9.95. Individuals choosing this option are required to come to GNTC for a two –hour classroom exam. For course dates, please access the DNR website or call 706-624-1367.

### BLOODBORNE PATHOGENS

This course is invaluable to maintain the safety of your employees and your patients. All OSHA guidelines for bloodborne pathogens will be covered. Topics include PPE, waste disposal, diseases, and safety equipment use. Class can be scheduled as needed or groups of 4 to 6. Call 706-295-\*6382 to schedule.

Location: Floyd Campus  
Time: 9 – 11am  
Instructor: Kinder  
Cost: \$19

## **REENTRY 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 reenter 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 reentry 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 reentry 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 GBON website ([www.sos.state.ga.us/plb/m/](http://www.sos.state.ga.us/plb/m/)) and contact Diane Peters, the program director of the Associate Degree Nursing Program, by calling 706-764-3854 (email:dpeters@gntc.edu) to apply for this non-credit continuing education program. The registration fee must be paid at time of program acceptance and includes the RN Reentry Program notebook offered by the Southwest Georgia Area Health Education Center. The pre-clinical requirements are an additional cost to the applicant.

Location: Walker Campus  
Cost: \$745

## **CERTIFIED NURSE ASSISTANT (CNA)**

This 85-hour course has been designed for individuals seeking to become State of Georgia certified nursing assistant. It includes a 16-hour clinical component that will be accomplished utilizing the facilities of Ft Oglethorpe Nursing Center. The Georgia Department of Medical Assistance has approved this course. 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 at 1-800-414-4358. The fax number is 866-483-1044. The website is [www.ghp.georgia.gov](http://www.ghp.georgia.gov). Georgia residents who have completed Nurse Aide Training within the last two years and who are seeking employment as a CNA in Tennessee, can contact the Tennessee Health Professionals/Licensing Board at (615) 532-5171 or fax (615) 248-3601. Georgia residents seeking employment as a CNA in Alabama should contact the appropriate Alabama Health Professionals/Licensing Board to ascertain the requirements needed to be placed on the State of Alabama's CNA Registry.

Date: Mon/Tue Jul 5 – Sep 13 (no class on Sep 6)  
Mon/Tue Oct 4 –Dec 7  
Time: 5:30 pm – 9:45 pm  
Instructor: Dunn  
Cost: \$280 + CNA workbook + uniform + \$15 malpractice insurance premium

## **DENTAL ASSISTING**

Your career opportunities are excellent after completing this hands-on training program. You will be taught by practicing dental professionals in a fully equipped practicing dental facility. Topics covered will be dental theory and terminology, front desk operations, radiology and sterilization techniques, four-handed assisting, operative dentistry, oral surgery, endodontics, orthodontics and pediatric assisting. Upon successful completion of the program, participants will be certified in dental radiology and receive a certificate in Dental Assisting.

Applicants must have a high school diploma. To register, please call Northwest Georgia Dental Assisting at (706) 639-3422 and mention that Georgia Northwestern Technical College is the referring organization when you call.

Location: 1213 North Main Street, Lafayette  
Date: Sat Sept 11 – Nov 13  
Time: 5:30 pm – 9:45 pm  
Instructor: Dunn  
Cost: \$2,795

## Professional Certification & License Renewal

### RESIDENTIAL CONTRACTOR LICENSE EXAM REVIEW

Effective July 1, 2008, Georgia law requires contractors to be licensed and regulated by the Professional Licensing Board. Individuals who did not meet the minimum requirements to receive a license prior to July 1, including submission of required application, must obtain a license by passing a licensing examination. The purpose of the Residential Contractor License Exam Review is to prepare individuals for the Residential Basic exam. You will review material from the 2006 International Residential Code as well as other publications from which the test questions were taken. Business and Law as well as practical skills and knowledge will be reviewed.

Location: Floyd Campus  
Date: Mon/Wed Jul 12 – 21, Aug 23 – Sep 1, Nov 8 – 17  
Time: 5:30 – 9pm  
Instructor: Martin  
Cost: \$299

### 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.

Location:	Floyd Campus	Walker Campus
Date:	Thu Nov 19	Thu Jul 8, Oct 7
Time:	6 – 10pm	6 – 10pm
Instructor:	Evans	Copeland
Cost:	\$65	\$65

### 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.

Location:	Floyd Campus	Walker Campus
Date:	Thu Nov 5	Thu Jul 15, Oct 14
Time:	6 – 10pm	6 – 10pm
Instructor:	Martin	Adams
Cost:	\$65	\$65

### PLUMBING LICENSE RENEWAL CONTINUING EDUCATION

This class meets the four-hour continuing education requirement for plumbing contractors seeking re-certification 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.

Location:	Floyd Campus	Walker Campus
Date:	Thu Nov 12	Thu Jul 22, Oct 21
Time:	6 – 10pm	6 – 10pm
Instructor:	Martin	Hayes
Cost:	\$65	\$65

### ELECTRICAL LICENSE EXAM REVIEW

This 12-hour review course is for individuals needing to satisfy a continuing education requirement prior to retaking the state licensing exam or for individuals wishing to review prior to taking the exam. Pre-registration for the exam is required. To obtain information about the exam, please call (478) 207-2440. Please note: The exam will not be offered at Georgia Northwestern Technical College.

Location: Floyd Campus  
Date: Mon/Wed Jul 7 – 14, Oct 20 – 27  
Time: 6 – 10pm  
Instructor: Evans  
Cost: \$299

### **FORKLIFT OPERATOR CERTIFICATION**

Safe operation of forklift trucks is essential in the industrial workplace. The morning session is spent gaining general knowledge of powered industrial (forklift) truck safety and operation procedures, followed by a written examination. The afternoon session will be devoted to skills development and assessment. Participants will be required to satisfactorily complete both written and practical skills examinations for certification. A 3-year license will be issued upon satisfactory completion of the written and demonstrated skills exams.

Location: Gordon Campus  
Date: Thu Jul 8, Aug 5, Sep 16, Oct 14, Nov 4, Dec 2  
Time: 8am – 4pm  
Instructor: McIntosh  
Cost: \$109

### **FORKLIFT INSTRUCTOR CERTIFICATION**

This training course is designed to prepare potential instructors to provide forklift truck operator training in the workplace. The first day of class will be devoted to training techniques for one-on-one and classroom training. The second day will consist of 8 hours of operator training, described above, and the remaining 4 hours will be scheduled instructor observation. During the instructor observation the trainee will be required to teach an operator class under the supervision of the GNTC instructor to ensure adequate performance and course design.

Location: Gordon Campus  
Date: Wed/Thu Jul 7 & 8, Aug 4 & 5, Sep 15 & 16, Oct 13 & 14, Nov 3 & 4, Dec 1 & 2  
Plus 4 hours of observation to be determined with each student  
Time: 8am – 4pm  
Instructor: McIntosh  
Cost: \$595

### **COMMERCIAL PEST CONTROL EXAMS**

Georgia Northwestern Technical College now offers the Pest Control Exams in on the Floyd and Walker Campuses. The exams are proctored by Georgia Northwestern 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 on-line at [www.gapestexam.com](http://www.gapestexam.com). Phone inquiries can be made to 706-295-6957 or 706-764-3591.

### **PRE-LICENSE COURSE FOR LIFE & HEALTH INSURANCE**

This course satisfies the state law requirement of 40 classroom hours of insurance instruction to take the agent's L & H exam. There is no continuing education credit given for this course by the Insurance commissioner's office, but a certificate of completion will be issued by GNTC. Course fees must be paid at least two weeks prior to the start of the class. Tuition cannot be refunded less than two weeks prior to the beginning of class. An Exam Simulator Study CD providing extra study quizzes is available for an additional cost.

Location:	Walker Campus	Floyd Campus
Date:	Tue – Fri Jul 27 – 30 Nov 1 – 4	Aug 24 – 27 Oct 18 – 21
Time:	8am – 6pm	
Instructor:	Scanlan	
Cost:	\$400 plus \$37 optional Exam Simulator Study CD	

### **SUB-AGENT & LIMITED SUB-AGENT FOR LIFE & HEALTH INSURANCE**

The first 20 hours of the pre-license for Life and Health Insurance Course satisfies the state law requirement for sub-agent and limited sub-agent. There is no continuing education credit given for this course by the insurance commissioner's office, but a certificate of completion will be issued by GNTC. Fees required no later than two weeks prior to the course start date and cannot be refunded after that time. An Exam Simulator Study CD providing extra study quizzes is available for an additional cost.

Location:	Walker Campus	Floyd Campus
Date:	Mon / Tue July 27 & 28 Nov 1 & 2	Aug 24 & 25 Oct 18 & 19
Time:	8am – 6pm	
Instructor:	Scanlan	
Cost:	\$225 plus \$37 optional Exam Simulator Study CD	

### **SO YOU WANT TO BE A PRIVATE DETECTIVE**

This course provides the basic information necessary to familiarize one with the rules and regulations, as well as requirements for becoming a licensed private detective in the state of Georgia. In class, you will find out where the information is located and how you can obtain it. You will learn what is public and what is private. You will learn how to access searches and to conduct background investigations. This is an ongoing course, which provides all the training necessary to be registered as a Private Detective, both armed and unarmed, in the State of Georgia. A Licensed Private Detective and Georgia Certified Instructor for both classroom and firearms will teach the course. Successful completion of the course will result in a Certificate of Training with 12 hours credited towards receiving a PI license. Approximately 88 hours of instruction is required to complete the training program.

Location: Walker Campus  
Date: Tue Jul 8 – 29, Oct 7 – 28  
Time: 6 – 9pm  
Instructor: Brooks  
Cost: \$95

### **MORE PRIVATE DETECTIVE**

This course is a follow-up class to the popular "So Your Want to Be a Private Detective" class. More advanced information will be covered as the student gets more involved in the area of investigative techniques. Successful completion of the course will result in a Certificate of Training with 12 hours credited towards receiving a PI license. Class will not be held on Thanksgiving, November 25.

Location: Walker Campus  
Date: Tue Aug 12 – Sep 2, Nov 11 – Dec 9  
Time: 6 – 9pm  
Instructor: Staff  
Cost: \$95

### **SKILLS TESTS FOR CDL CLASS A, CLASS B, & CLASS C**

Skills Tests for CDL Class A, Class B, & Class C With & Without Passenger Endorsement (Except Transit & Motor Coach)  
Georgia Northwestern's Walker Campus offers Class A, Class B, Class C without vehicle passenger endorsement, and Class C with vehicle passenger endorsement with any vehicle under 26,001 pounds carrying 16 or more passengers including the driver (except transit and motor coach) skills tests on a scheduled basis for those seeking a commercial driver's license for a \$50 fee.

The \$50 test fee must be paid at least two weeks prior to the scheduled appointment time and can be paid by cash, money order, VISA, or MasterCard. The test fee covers the cost of a second skills test if first skills test is not successfully accomplished. Call 764-3591 for appointments. Prior to each skills test being administered by Georgia Northwestern's third party examiner, the applicant must provide a vehicle for the appropriate license for which the applicant is seeking, 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

## Legal Assistant Certificate Program

Legal assistants 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. They are needed in almost every field imaginable and often specialize in such diverse areas as government, medical, real estate, family and estate planning, litigation or corporate law.

This six month program will prepare you for a career in this exciting field! The next session starts November 1, 2010. Classes meet on Monday and Thursday evenings from 6:00 until 9:00. Cost of the program is \$1200 plus books (approximately \$160). Register by October 1st and receive an early bird discount of \$200. Fees are not covered by HOPE. Program applicants must have a high school diploma or a GED, and must hold a Georgia Work Ready Certificate with the following minimum scores: Reading for Information (6), Locating Information (4), and Applied Mathematics (5). The Georgia Work Ready assessment is offered free of charge at Georgia Northwestern Technical College. To learn more about the Georgia Work Ready Assessment or to register for the assessment, please call 706-295-6553.

For more information on the program, including detailed instructions for registration, please call 706-295-6382.

### **SESSION I      ROLE OF THE LEGAL ASSISTANT**

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 a session on Internet Research with an instructor from Westlaw.

### **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, 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      CAREER OF LEGAL ASSISTANT**

Learn to write a resume, prepare for a job interview, review salaries and the job market, and discuss job hunting and networking

## Occupational Training

### **AUTOCAD**

*GNTC offers a wide variety of AutoCAD classes from beginning to advanced. Our classes are appropriate for anyone working in AutoCAD 2000 through AutoCAD 2009. Instructor Doug Elliott has over 30 years of drafting experience, and has taught at both the high school and adult levels. Mr. Elliott is available for the courses listed below, as well as customized courses designed to fit your company's needs. Call 706-295-6958 for more information on these and other AutoCAD courses*

### **AUTOCAD LEVEL I**

Learn the fundamentals of computer aided design and drafting with AutoCAD 2008 or AutoCAD LT 2008. The concepts, commands, and strategies for creating, plotting, and editing 2D drawings are covered. Topics included are terminology, setup, basic drawing commands, drawing aids, the drawing editor and edit commands, display commands, making drawings precise, dimensioning, organization tools such as layering, tool bars, tool pallets, extracting drawing information, layouts, and plotting. The class incorporates hands-on experience with AutoCAD. Students will create, edit, add proper dimensions and add annotations to drawings they construct in class and plot them accurately. Adherence to ASME technical graphics standards will be stressed. Prerequisite: Microsoft windows experience and an understanding of basic drafting principles.

Location: Floyd Campus  
Date: Thu Jul 18 – 29, Sep 30 – Oct 14  
Time: 6 – 9pm  
Instructor: Elliott  
Cost: \$110

### **AUTOCAD LEVEL II**

This course is a logical progression from AutoCAD 2009 Level I. The focus is on techniques and concepts necessary for creating and manipulating project level drawings. Topics addressed will be advanced 2-D drafting and dimensioning techniques, as applied to mechanical drafting. This course also covers 3-D basic commands and operations. Topics include: complex geometric, orthographic and isometric drawings, sectioning, assemblies, paper and model space, extruding 2-D profiles and more, using AutoCAD. Prerequisite: AutoCAD Professional, Level I or equivalent.

Location: Floyd Campus  
Date: Thu Aug 5 – 26, Nov 21 – Dec 11  
Time: 6 – 9pm  
Instructor: Elliott  
Cost: \$110

### **AUTOCAD 2009 3D DRAWING & MODELING, LEVEL III**

This course is directed to the experienced user who wishes to develop a better understanding of AutoCAD's various 3D modeling capabilities. Topics included are the reasons to use 3D, the various types of 3D modeling, the 3D coordinate system, user coordinate systems, simple surface objects, complex surfaces, solid modeling concepts, simple solids, composite solids, creating solids from 2D objects, editing solids, manipulating objects in 3D, working with layouts, generating 2D drawings from 3D models, refining 3D model views, and rendering 3D models. Prerequisite: AutoCAD Professional, Level II or equivalent.

Location: Floyd Campus  
Date: Thu Sep 2 – 23, Nov 18, Dec 2 – 16  
Time: 6 – 9pm  
Instructor: Elliott  
Cost: \$110

### **VIRTUAL ASSISTANCE – LEVERAGE FOR SMALL BUSINESS**

Get more done...in less time...at a fraction of the cost! Are you an entrepreneur or professional who wants to achieve success in your business and/or career? If so, this two-hour course is for you. Participants will take an in-depth look at the Virtual Assistance industry including how and where to locate the best Virtual Assistants in the country. Register today to learn how to leverage your business/career for success and achieve maximum results! Resources include a course manual and one free hour of coaching.

Location: Walker Campus  
Date: Mon Aug 16, Nov 15  
Time: 6pm – 8pm  
Instructor: Chesney  
Cost: \$38

### **WHAT IT TAKES TO BECOME A SUCCESSFUL VIRTUAL ASSISTANT**

This two-hour course is designed to provide basic information about how to become a Virtual Assistant. In this course, participants learn what skills, education, and experience is required and necessary, including an overview of the top organizations providing professional training and development. If you're thinking about becoming a Virtual Assistant, this course is for you. Resources include a course manual and one free hour of coaching.

Location: Walker Campus  
Date: Thu Aug 19, Nov 18  
Time: 6pm – 8pm  
Instructor: Chesney  
Cost: \$38

## **INDUSTRIAL & OSHA TRAINING**

*GNTC can help your business meet its OSHA mandated training needs. The following courses are available as customized solutions to your company's specific needs. The training is led by an approved OSHA outreach trainer. Call 706-295-6961 in Floyd and Polk Counties or 706-624-1138 in Gordon & Chattooga Counties or 706-764-3592 in Catoosa, Dade, & Walker Counties for more details or to see how we can best meet your OSHA training needs.*

### **OSHA'S MOST FREQUENTLY CITED STANDARDS FOR GENERAL INDUSTRY**

Take the fear out of your next OSHA visit! Explore with us as we take a comprehensive look at exactly which standards OSHA cites most often, and how to comply with each standard. Standards covered are: hazardous communication, respiratory protection, lockout-tagout, machine guarding, electrical safety, and wiring methods. The class will begin with a general introduction to OSHA. Course is 16 hours in length.

### **ARC FLASH AND SAFE ELECTRICAL WORK PRACTICES**

Arc Flash and Safe Electrical Work Practices focuses on the National Fire Protection Association (NFPA) 70e Standard for Electrical Safety in the workplace. The class begins with an introduction to OSHA and the National Fire Protection Association. Some of the topics covered are arc flash, lockout-tagout, equipment-specific lockout, and electrical safe work practices. Course is 16 hours in length.

### **HAZARDOUS COMMUNICATION 1910.1200**

This course covers an introduction to OSHA, purpose of the hazcom standard, written program, labeling and identification, MSDS sheets, and required training. Course is 8 hours in length.

### **OSHA 10 HOUR OR 30 HOUR GENERAL INDUSTRY OUTREACH TRAINING**

The 10-hour program is intended to provide a variety of training on General Industry safety and health to entry level workers. The 10-hour classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The 30-hour program is intended for individuals with some safety responsibility. Students successfully completing this course will receive a wallet card from OSHA. The 10-hour course is 16 hours in length and the 30-hour course is 40 hours in length.

### **ARC FLASH**

On average, approximately 5 to 10 arc flash explosions occur on the job every day in the United States. What are you doing to protect your employees and your company from these potentially devastating arc flash hazards? In this four hour course we will discuss the cause and hazards of arc flash explosions, as well as the selection and use of personal protective equipment. Course is 4 hours in length.

### **CUSTOMIZED OSHA MODULES**

Georgia Northwestern Technical College is now able to provide more flexibility and customizing features for the OSHA training modules. This course on the Walker Campus has been designed to standardize OSHA safety training for industry employees, industrial contractors, and to reduce the duplication of training sessions for contractors working in multiple industrial locations. The course content relates to industrial workplace hazards. The cost for all subjects and certification is \$125. Modules can be customized to meet the needs of the industry or contractor. Upon completion, Georgia Northwestern Technical College will issue a safety certified contractor/employee photo identification badge, will maintain safety course module documentation, and will provide a renewal tracking process for re-certification. Call 706-764-3700 or 706-764-3591 for more information on how Georgia Northwestern Tech can customize a program to meet your needs. OSHA Safety Training can be offered on campus or at your site.

### **ON-LINE INDUSTRIAL TRAINING: MAINTENANCE, PLANT OPERATIONS, CONTROL SYSTEMS, AND SAFETY**

Georgia Northwestern Technical College offers 75 courses in Maintenance for \$785, 110 courses in Plant Operations for \$835, 44 courses in Control Systems for \$680, and 25 courses in Safety for \$140. Each instructional area allows on-line access for 12 months from time of enrollment. Each course, designed to be completed within 1 1/2 to 3 hours, consists of a pretest, course content, and post test. A score of 85 percent on the post test is required for successful completion. For more information call 706-764-3592.

## Personal Enrichment

### FUNCTIONAL SPANISH LEVEL I

Are you looking for a strong foundation for functioning in the Spanish language? Then this course is for you. It includes a thorough study of the phonetic system, basic grammar skills, syntax, dictionary skills, cultural insights, and practical survival tips. No prior knowledge of Spanish is needed. Monday classes will not meet on September 7, Labor Day. A makeup day will be determined by the class.

Location:	Floyd Campus	Gordon Campus
Date:	Mon Jul 5 – Sep 13, Oct 4 – Dec 6	Tue Jul 6 – Sep 14, Oct 5 – Dec 7
Time:	6 – 9pm	
Instructor:	Dixon	
Cost:	\$139 (includes books)	

### COMMAND SPANISH®

What are Command Spanish® e Training programs? Web-based Spanish language training courses that you can take whenever and wherever you want, because they are asynchronous and non-instructor-led. They are designed to be efficient, effective, and not teacher-bound. Moreover, you take the course at your convenience and pace. Upon completion of each course, you will be able to print your own personalized Certificate of Completion. Specific modules are available for financial institutions, law enforcement officers, construction supervisors, doctors and nurses, general workplace, library personnel, real estate agents, school teachers, and travelers. For more information or to register for classes, click [here](#). Modules are \$99 each.

### DIGITAL PHOTOGRAPHY – Floyd Campus

Do you need guidance on purchasing, working with your digital camera? This course begins with an overview of choosing and evaluating digital cameras. From there, you will learn about memory cards, how to transfer images, format the cards, back up photos and care for storage media. Also covered are composition basics, camera settings, and editing and refining photographs, and a brief introduction to Photoshop Elements. You should bring your own digital camera and instruction manual

Location:	Floyd Campus	
Date:	Tue/Thu	Aug 17 – 26, Oct 26 – Nov 4
Time:	9am -- 12pm	
Instructor:	Robinson	
Cost:	\$125 (includes book)	

### DIGITAL PHOTOGRAPHY – Ringgold High School

The expansion and evolution of photographic image making in the 21st Century relies upon the use of digital photography. This course is designed to be a photography course with the emphasis upon image making through the medium of digital photography. Participants will investigate the elements and principles of design by way of producing digital photographs. Hands-on activities will include learning the basic operations of digital cameras, related equipment, and printing. Participants will need their own digital camera with a removable storage device (such as a Sony camera's "Memory Stick") for printing. Course will be conducted at Ringgold High School. \$35 lab fee is payable first night to instructor.

Location:	Ringgold High School	
Date:	Tue/Thu	Sep 7 – 23, Oct 12 – 28
Time:	6 – 8pm	
Instructor:	Bunch	
Cost:	\$95 plus \$35 lab fee	

### PHOTO EDITING WITH PHOTOSHOP ELEMENTS

Enhance, correct, and manipulate images like a pro using Photoshop Elements. Basic techniques such as rotating, straightening and cropping photos, as well as repairing and retouching photos are taught. You will also learn to import and save images from a digital camera and scanner, as well as share images over e-mail and print photos. You will learn advanced editing utilizing new layer techniques such as changing order, copying, combining, resizing, transforming and deleting layers. Finally you will add special effects to your layers and hand tint photos.

Location:	Floyd Campus	
Date:	Tue/Thu	Aug 31 – Sep 9, Nov 9 – 18
Time:	9am -- 12pm	
Instructor:	Robinson	
Cost:	\$125 (includes book)	





### **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 short course is for you. By learning chord piano techniques and getting a healthy dose of insider tips you can make piano playing a part of your life. Upon registrations you will receive a free pamphlet containing the prerequisites for the class. Topics include how chords work in music, shortcuts, how to speed read sheet music, how to derive all major, minor, and time signatures, and more. Instructor David Haynes will collect a materials fee of \$25 for the spiral bound workbook and 60-minute practice cassette during the class.

Location: Walker Campus

Date: Mon Aug 16

Time: 6 – 9pm

Instructor: Dixon

Cost: \$54 + \$25 materials fee payable to instructor

## Culinary Creations

At Georgia Northwestern Technical College we are very excited that our newest program, Culinary Arts, is now available. We are also extremely pleased to share the talents of Chef Greg Paulson, CEC, our Culinary Arts Program Director, with you through a variety of hands-on continuing education seminars and programs. All classes will meet in the historic Woodlee House, which has been recently renovated with a state of the art kitchen to house the Culinary Arts program. All classes are hands-on. You do the cooking, and you get to enjoy the fruits of your labor with the food you prepare! With the exception of **Basics of Cooking for Busy People**, you should have an understanding of basic food preparation principles. Unless otherwise noted, these classes are limited to 15 people, and they will fill up. Don't miss your favorite topic. Register early!

### KNIFE SKILLS WORKSHOP

Finally, learn how to use knives properly to gain speed, confidence & create more visually pleasing food. We'll demonstrate sharpening, storage, proper holding & usage, knife styles & options. A variety of cutting techniques will be taught. This class will change the way you operate in the kitchen!

Date: Thu Jun 10  
Time: 6:30 - 8:30pm  
Cost: \$40

### SCRUMPTIOUS BRUNCHES

Think outside the yolk! From eggs Benedict to quiche and frittata, everyone loves brunch. We'll include some salad and dessert ideas too.

Date: Sat Jun 19  
Time: 10:30am - 1:30pm  
Cost: \$65

### SAUCES 101 - THE FIVE MOTHER SAUCES

This class will teach students the five mother sauces including: Sauce Hollandaise, Sauce Béchamel, Sauce Espagnole, Sauce Velouté, and Sauce Tomato. We will also demonstrate how to prepare a beuree blanche and beuree rouge sauce (white and red butter sauces).

Date: Sat July 10  
Time: 10:30am - 1:30pm  
Cost: \$65

### SOUPS 101

What could be more comforting than a bowl of homemade soup? In this class we will learn how to prepare a clear broth soup, creamy purée, chunky gumbo, and rib-sticking chowder. Chef Greg will demonstrate how to prepare a consommé as well. By the end of the day you'll realize just how versatile soups can be!

Date: Sat July 24  
Time: 10:30am - 1:30pm  
Cost: \$65

### PIZZA WORKSHOP

Starting out as poor man's flat bread in 18th-century Naples, pizza has since been elevated to ethereal heights. Considered one of Italy's greatest gifts to America, as a nation we happily consume over three billion pizzas per year. With the right ingredients, tools and techniques, you can make fresh homemade pizzas right in your own home that rival the best pizzerias in Naples. Learn how a cool rise followed by intense heat produces the perfect pie. At the end of class we will have our own pizza party. Ciao!

Date: Thu Aug 5  
Time: 6:30 - 9:30pm  
Cost: \$45

### GRILLING, BROILING, AND SMOKING

Get ready for the 4th of July cookfest with this summer course. Learn to marinate, smoke, create perfect grill marks and test for doneness. Become master of the grill! Learn tried-and-true tips for preparing the grill, regulating the heat, smoking, and grilling. We will prepare fall-off-the-bone baby back ribs, pulled pork, fantastic barbecued chicken, Carolina coleslaw, potato salad, and great dry rubs. Limited to 12 students.

Date: Thu Aug 12  
Time: 6:30 - 9:30pm  
Cost: \$65

### **CHARCUTERIE, SAUSAGE MAKING, & CONDIMENT WORKSHOP**

Learn to work with marinades, brines, relishes, cold sauces to create innovative cold items. In this class, you'll the proper ways to smoke a variety of meats and seafood. You'll also learn how to prepare forcemeats for homemade sausages, as well as the proper way to handle, store, and use casings. You will also create ketchup, mustards, dressings, and other condiments.

Limited to 12 students.

Date: Sat Aug 12  
Time: 10:30am - 3:30pm  
Cost: \$85

### **FLAVORS OF ASIA**

Discover the treasures of the Asian kitchen. The styles, culinary traditions, and the flavors that encompass Asian cuisine are as vast as the continent itself. In this one-day exploration of the intricacies of Asian cookery, you'll explore the cuisines of Vietnam, Thailand, China, Japan, and Korea. You'll discover intriguing new ingredients and techniques unique to the Eastern world, and also learn how to incorporate everyday food items into your Asian-inspired dishes

.Date: Thu Sep 2  
Time: 6:30 - 9:30pm  
Cost: \$65

### **COOKING WITH FRESH HERBS**

Discover the benefits of using fresh herbs in your dish preparation, using our very own fresh herbs grown by our horticulture students. Identify fresh herbs and their uses in cooking. Menu will consist of Shrimp wrapped with prosciutto and fresh basil, Grilled Salmon rubbed with "Herbs de Provence" with Chevre Aioli and Black Tapenade Vinaigrette, and Spring Salad of Tarragon & Chervil Roasted Chicken drizzled with a Dijon Vinaigrette over Mesclun Greens, Goat Cheese, and Oven-Dried Cherry Tomatoes. Limited to 12 students.

Date: Thu Sep 9  
Time: 6:30 - 9:30pm  
Cost: \$65

### **BASICS OF COOKING FOR BUSY PEOPLE**

A comprehensive 6-week series (Saturday mornings) guaranteed to teach kitchen skills required to build confidence & creativity in learning how to cook meals that maximize nutritional value & flavor and minimize excess time for meal preparation. Thousands of Seattleites have taken this very popular & signature Cook's World Basics Series and transformed their lifestyles...START here! This series is also for those who know how to cook but need to understand better the foundations of cooking science & technique so they can become less recipe-dependent & more efficient/creative in the kitchen.

Date: Sat Sep 11 – Oct 9  
Time: 11am - 2pm  
Cost: \$295

### **FISH COOKERY**

Just for the Hal-i-but we will prepare classic fish recipes: Pan-Seared Salmon with Succotash with a Bourbon Glaze, Cioppino (Italian Fish Stew), Seared Ahi with Lemon-Ponzu Sauce, and Steamed Halibut en Papillote. We'll include some salad and possibly dessert ideas too.

Date: Thu Sep 23  
Time: 6:30 - 9:30pm  
Cost: \$65

### **SOUFFLES 101**

Learn to make surprisingly simple but elegant sweet and savory soufflés. Menu items prepared will be Grand Marnier Soufflé with Crème Anglaise; Spinach and Cheese Soufflé; Chocolate Soufflé with Warm Raspberry Sauce

Date: Thu Sep 30  
Time: 6:30 - 9:30pm  
Cost: \$65

### **GIRLS' NIGHT OUT - PARIS, FRANCE**

Everyone loves Paris – the "City of Light." Travel to the ultimate European food city to discover new twists on French classics. Laugh and learn with your girlfriends in this lively, fun-filled workshop. MENU: Caramelized Sweet Onion, Asparagus and Goat Cheese Tartlets with Fresh Herb Salad; Pan-Roasted Filet of Salmon with Herb Crust; Individual Chocolate Soufflés with Raspberry Sauce. Limited to 12 students.

Date: Sat Oct 9  
Time: 6:30 - 9:30pm  
Cost: \$65

**BRAISING 101**

Learn to turn inexpensive cuts of meat and poultry into award winning classic dinners. We will teach you the art of slow cooking for maximum flavor. The original make-it-ahead cooking technique, as only the dish get better the next day. Menu will include beef pot roast, lamb shanks with rosemary, braised chicken cacciatore, and braised bitter greens.

Date: Thu Oct 14

Time: 6:30 - 9:30pm

Cost: \$65

**FLAVORS OF SPAIN - SPANISH TAPAS**

Enjoy the simplistic and representative of casual entertaining of Spain, tapas are all the rage. These incredibly satisfying "little plates" have become part of all the world, and in this class you'll get the introduction to the recipes and techniques for preparing everything from light finger foods to heartier small bites. You'll work with classic ingredients such as olive oil, almonds, piquillo peppers, saffron, anchovies, coarse sea salt, and smoky paprika as you enjoy a taste of the Spanish table.

Olé!

Date: Thu Oct 28

Time: 6:30 - 9:30pm

Cost: \$65

**BEHIND THE MEAT COUNTER - BUTCHERING 101**

Whether shopping at a farmers' market or a discount wholesale store, purchasing large cuts of meat and portioning them at home can save you money. Get a comprehensive lesson in meat butchery in this hands on course. Learn a variety of meat-cutting skills, including frenching a rack of lamb, dividing a pork loin into chops or roasts, cleaning a beef tenderloin and cutting it into steaks, and fabricating a chicken into smaller portions. We'll also cover proper knife handling, knot tying, hand saw skills, storage and food safety tips, and how to assess meats for quality.

Date: Thu Nov 11

Time: 6:30 - 9:30pm

Cost: \$65

**GINGERBREAD HOUSES 101**

Get into the holiday spirit with you children, spend some fun quality time creating and assembling your own personal gingerbread house. Chef Greg Paulson, Grand Prize winner of Women's Day Magazine Gingerbread Contest and renown Gingerbread craftsman will teach you and your child all his professional secrets.

Date: Sat Dec 11

Time: 10:30 – 1:00pm

Cost: \$65 per unit (parent & child);  
\$30 each add'l participant