

## **COMPUTER BASICS AND DESKTOP APPLICATIONS**

### COMPUTERS DON'T BYTE

Basics of hardware, software, file management, desktop, Windows Explorer, shortcuts, Windows 7 operation, taskbar, start menu, and more.

Floyd, Gordon, & Polk Campuses;

Mon/Wed, Feb 27 - Mar 7; 6 – 9pm

\$149 (includes book)

### INTRODUCTION TO PERSONAL COMPUTERS

Basic computer concepts, factors to consider when purchasing, key functions, printing, etc. Previous experience not required.

Walker Campus; Sat, Mar 3, 9am – 4pm

\$89

### INTRODUCTION TO WINDOWS 7

Most important and useful features of the Windows 7 operating system. Designed for the absolute beginner.

Walker Campus; Sat, Mar 10, 9am – 4pm

\$89

### INTRODUCTION TO THE INTERNET

Basics of Internet and email, including settings, web searches, security, browsing, organizing messages, and more.

Floyd, Gordon, & Polk Campuses; Tue/Thu, Feb 28 - Mar 8;

\$149 (includes book)

Walker Campus; Sat, Mar 17, 9am – 4pm

\$89

### MICROSOFT OFFICE APPLICATIONS

#### **Floyd, Gordon, & Polk Campuses**

*Classes are 12 hours each & include a book*

**Word Fundamentals** Tue/Thu, Mar 13 – 22, 6 – 9pm

**Word Intermediate** Tue/Thu, Mar 27 – Apr 5, 6 – 9pm

**Excel Fundamentals** Mon/Wed, Mar 12 – 21, 6 – 9pm

**Excel Intermediate** Mon/Wed, Mar 26 – Apr 4, 6 – 9pm

**Access Fundamentals** Tue/Thu, Apr 10 – 19, 6 – 9pm

\$149

#### **Walker Campus**

*Classes are 8 hours each & do not include a book*

**Word Fundamentals** Sat, Mar 31, 9am – 4pm

**Excel Fundamentals** Sat, Mar 24, 9am – 4pm

\$89

### ADOBE DREAMWEAVER FUNDAMENTALS

Define, publish, & maintain a website with this powerful tool

Floyd Campus; Mon, Apr 9 – 23; 6 – 9pm

\$119 (includes book)

### QUICKBOOKS OVERVIEW – HALF OR FULL DAY

Set up a company, set up and work with inventory lists, create customer invoices and billing statements, receive payments, perform bank transactions, enter bills into accounts payable, and pay bills.

Floyd Campus; Mon, Apr 30, 9am – 12pm

\$49

Walker Campus; Sat, May 5, 9am – 4pm

\$99

### QUICKBOOKS OVERVIEW – TWO DAY

Same as full day overview, but in two three-hour sessions

Walker Campus; Mon/Wed, Apr 30 & May 2, 6 – 9pm

\$99

### INTERMEDIATE QUICKBOOKS

Payroll, job accounting, online transactions, customization, credit cards, asset, liability, and equity accounts

Pre-requisite: QuickBooks Overview or comparable knowledge

Walker Campus; Mon/Wed, May 7 & 8, 6 – 9pm

\$99

## CHURCH ACCOUNTING

Learn about the preparation of year-end church accounting reports, staff compensation, and accounting for donations and gifts. Designed for church bookkeepers, secretaries, and office managers.

Floyd Campus; Tue, May 1, 9am – 12pm

\$49

We will customize these and other short term computer classes for groups of eight or more students. Visit our website at [www.gntc.edu](http://www.gntc.edu) and select **Continuing Education/Course Schedule** from the drop down menu or call 706-295-6957 or 706-764-6591 for more information on our customized training options.

## **HEALTH AND SAFETY TRAINING**

### CPR FOR HEALTH CARE PROVIDERS

American Heart Association Basic Life Support for adults, children, and infants. Two-year certification card awarded at completion.

Floyd Business Expansion Center

Wed, Feb 15, Mar 21, or Apr 18, 9am – 1pm

\$49 plus \$15 textbook (optional)

### HEARTSAVER FIRST AID CPR AED

American Heart Association certification for first responders in the community or workplace. Adult First Aid, CPR and AED. Two-year certification card awarded at completion.

Floyd Business Expansion Center

Mon, Mar 19 or Apr 4, 9am – 3pm

\$59 plus \$15 textbook (optional)

### PEDIATRIC HEARTSAVER FIRST AID CPR AED

American Heart Association certification for child care workers who have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements. Two-year certification card awarded at completion. Scheduled as needed for groups of 4 to 6 by calling 706-295-6382.

Any GNTC Campus or Onsite at Client Location; 9am – 3pm

\$59 plus \$15 textbook (optional)

### CERTIFIED NURSING ASSISTANT

Prepares you to become a Georgia Certified nursing assistant. 85-hour course includes a 16-hour clinical component at Heritage Healthcare at Shepard Hills Nursing Center. For more information, visit our website at [www.gntc.edu](http://www.gntc.edu). Select Continuing Education/Course Schedule from the drop down menu.

Walker Campus

Mon & Tue, Jan 9 – Mar 19, 5:30 – 9:45pm

\$280 + \$15 malpractice insurance + \$166 textbook + uniform

### REENTRY PROGRAM FOR REGISTERED NURSES

Non-credit course designed for previously licensed RNs desiring to reenter the workforce. Online independent study course plus clinical at a community hospital. For more information, visit our website at [www.gntc.edu](http://www.gntc.edu). Select Continuing Education/Course Schedule from the drop down menu.

Walker Campus

\$745

## PROFESSIONAL LICENSE CERTIFICATION AND RENEWAL

### ELECTRICAL, HEATING & AIR CONDITIONING, or PLUMBING LICENSE RENEWAL CONTINUING EDUCATION

Four-hour continuing education requirement for electrical, heating & air, or plumbing contractors in the state of Georgia. Pertinent topics in each subject area are covered. Certificate documents attendance.

Walker Campus

**Electrical** Thu, Apr 12, 6 – 10pm

**Heating and Air Conditioning** Thu, Apr 19, 6 – 10pm

**Plumbing** Thu, Apr 26, 6 – 10pm

\$69

### 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, Residential Light Commercial requires at least six hours each year, and General requires at least eight hours each year. Completion of the first evening satisfies the requirement for Residential Basic. Completion of the first two evenings satisfies the requirement for Residential Light Commercial. Completion of all three satisfies the requirement for General. Certificate documents completion.

Walker Campus

Tue/Wed/Thu, Mar 7, 8, 9; 6 – 9pm

Floyd Campus

Tue/Wed/Thu, Mar 27, 28, 29; 6 – 9pm

Whitfield Campus

Tue/Wed/Thu, Apr 16, 17, 18; 6 – 9pm

\$49 Basic; \$99 Light Commercial; \$129 General

### FORKLIFT OPERATOR CERTIFICATION

Classroom component to gain general knowledge of safety and operation procedures, followed by written examination and skills development. A 3-year license will be issued upon satisfactory completion of the written and demonstrated skills exams.

Gordon Campus; Thu, Feb 23, Mar 22, Apr 19; 9am – 2pm

\$109

### FORKLIFT INSTRUCTOR CERTIFICATION

Prepares potential instructors to provide forklift truck operator training in the workplace. The first part of the class will be the Operator Certification, described above, with the remaining three hours devoted to training techniques for one-on-one and classroom training. After successful completion of the first two components, the instructor will schedule onsite observation, requiring the trainee to teach an operator class under the supervision of the GNTC instructor to ensure adequate performance and course design.

Gordon Campus; Thu, Feb 23, Mar 22, Apr 19; 9am – 5pm

\$599

### ESCORT VEHICLE OPERATOR CERTIFICATION

Eight classroom hour certification program required to obtain an approval to perform the duties of an oversized / overweight load escort vehicle operator in Georgia. A certificate documents completion of the course. GNTC does not offer the defensive driving course, which is also required to obtain certification. Please contact the Georgia Oversize Permit Unit, Customer Service Line at 888-262-8306 with questions or for further information.

Whitfield Campus Sat, Mar 10, 9am – 5pm

Gordon Campus Sat, Apr 14, 9am – 5pm

\$79

### SO YOU WANT TO BECOME A PRIVATE DETECTIVE

Series of nine classes that prepare you to take the Georgia state licensing examination to become a private detective. Instructors are a licensed private detective and a certified weapons, safety, and firing range instructor. You may start with any of the nine classes but you will not get credit for repeating any of the nine classes you have successfully completed as precense classes for the Georgia state exam. Three texts are required: (1) **Successful Personal Injury Investigation** by Francis C. Ritter, CLI in Book format - \$95 and/or DVD format - \$35; (2) **Manual for Legal Investigators** by John R. Rose - \$50; (3) **Uncovering Reasonable Doubt** by Brandon Perron - \$19. Class minimum is five students. Please visit our website at [www.gntc.edu/coned](http://www.gntc.edu/coned) to view course descriptions for each session.

Walker Campus; \$95 + texts

**Private Detective I** Mon, Mar 5 - 26; 6 – 9pm

**Private Detective II** Mon, Apr 2 - 23; 6 – 9pm

**Private Detective III** Mon, Apr 30 - May 21; 6 – 9pm

**Private Detective IV** Mon, Jun 4 - 25; 6 – 9pm

**Private Detective V** Mon, Jul 2 - 23; 6 – 9pm

**Private Detective VI** Mon, Jul 30 - Aug 20; 6 – 9pm

**Private Detective VII** Mon, Aug 27 - Sep 24 (no class on 9/3); 6 – 9pm

**Private Detective VIII** Mon, Oct 1 - 22; 6 – 9pm

**Private Detective IX** Mon, Oct 29 - Nov 19; 6 – 9pm

### COMMERCIAL PEST CONTROL EXAMS

Georgia Commercial and Employee Registration Pest Control Exams, endorsed by Georgia Dept. of Agriculture are required to apply domestic or commercial pesticides. Register on-line at

[www.gapestexam.com](http://www.gapestexam.com). Phone inquiries can be made to

706-295-6957 (Floyd) or 706-764-3591 (Walker).

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

Skills tests for Class A, Class B, Class C without vehicle passenger endorsement. Call 706-764-3591 or 706-764-3698 for appointments.

Walker Campus

\$50

## **OSHA INDUSTRIAL CLASSES**

### **ELECTRICAL SAFETY AWARENESS**

This 10 hour is designed for Electrical Safety Qualified personnel. It covers the following topics: OSHA, NFPA-70E, NEC, IEEE, ANSI, Electrical Safety, Environmental Conditions and working with measuring devices. This content will help individuals to identify electrical hazards in the work place and will provide help to implement immediate work habit adjustments.

Whitfield Campus

Tue, Mar 20, 8am – 3pm & Thu, Mar 22 8am – 12pm

\$139

### **ELECTRICAL LICENSE REVIEW FOR THE INDUSTRIAL ENVIRONMENT**

The National Electrical Code was revised in 2011. This 4-hour refresher course will highlight the changes to the code. Students should bring copies of the 2011 NEC to class. Students wishing to purchase a copy from GNTC should indicate their intentions at the time of registration.

Whitfield Campus

Tue, Apr 17, 12pm – 4pm

Thu, Apr 19, 5pm – 9pm

\$69 NEC 2011 Softcover Text (Optional) \$90

### **BLOODBORNE PATHOGENS**

This course is designed for anyone with a reasonable chance of coming in contact with blood borne pathogens. AHA's course uses the PACT acronym (Protect, Act, Clean, Tell) and slogan, "Make a PACT, Know How to Act," to help students learn and easily recall bloodborne pathogens training. This class is designed to meet all OSHA requirements for blood borne pathogens training.

Whitfield Campus

Fri, Apr 20, 9am – 11am or 12pm – 2pm

\$29

## **CULINARY CREATIONS**

### **CLASSICAL FRENCH CUISINE - BRAISING**

Learn how to turn inexpensive cuts of meat and poultry into award winning classic dinners. Slow cooking maximizes flavors, and is the original make-it-ahead technique as it only gets better the next day. Menu includes classic beef bourguignon, lamb shanks with rosemary, veal os bucco, and chicken cacciatore.

Floyd Campus; Thu, Feb 23, 6:30 – 9:30pm

### **PIZZA PIZZA WORKSHOP**

Considered one of Italy's greatest gifts to America, over three billion pizzas per year are consumed in the US each year. With the right ingredients, tools, and techniques, you can make pizzas in your won home that rival the best pizzerias in Naples. At the end of class we will have our own pizza party. Ciao!

Floyd Campus; Thu, Mar 15, 6:30 – 9:30pm

### **SAUSAGE MAKING**

Learn the proper ways to prepare forcemeats for homeade sausages, as well as the proper way to handle, store, and use casings. Create breakfast, Greek, and Italian sausage, Mexican chorizo, and German bratwurst.

Floyd Campus; Thu, Mar 29, 6:30 – 9:30pm

### **FLAVORS OF ITALY**

Italian food is known for its straightforward cooking methods and fresh, vibrant flavors. Master simple cooking techniques used in Italian classics; then indulge in the pleasures of la dolce vita (the sweet life). White bean soup with fried sage leaves, Tuscan-roasted pork loin, broccoli rabe pasta with spicy olive oil dressing, traditional lasagna, and classic tiramisu.

Floyd Campus; Thu, Apr 12, 6:30 – 9:30pm

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

Everyone loves Paris, the "City of Lights". 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. Caramelized sweet onion, asparagus and goat cheese tartlets with fresh herb salad, pan-roasted filet of salmon with herb crust, individual chocolate souffles with raspberry sauce.

Floyd Campus; Thu, Apr 26, 6:30 – 9:30pm

*All Culinary Continuing Education classes are taught in the historic Woodlee House across the street from the Floyd Campus. Cost of all classes is \$69 per person. Our culinary classes are hands-on, so wear comfortable close-toed shoes and get ready to cook! Class size is limited and classes will fill up quickly, so register early to ensure your place in class.*

## **OCCUPATIONAL SKILLS TRAINING**

### **AUTOCAD LEVEL I**

Learn the fundamentals of computer aided design and drafting with AutoCAD. Covers concepts, commands, and strategies for creating, plotting, and editing 2D drawings. 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. Incorporates hands-on experience with AutoCAD. Prerequisite: Microsoft Windows experience and an understanding of basic drafting principles.

Floyd Campus; Thu, Mar 8 – 29, 6 – 9pm

\$119

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

In-depth look at the Virtual Assistance industry including how and where to locate the best Virtual Assistants in the country. Resources include a course manual and one hour of coaching.

Floyd Campus; Mon, Feb 27, 6 – 8pm

\$38

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

Basic information about how to become a Virtual Assistant. Learn what skills, education, and experience is required and necessary, including an overview of the top organizations providing professional training and development. Resources include a course manual and one hour of coaching.

Floyd Campus; Thu, Mar 1, 6 – 8pm

\$38

### **THE GOAL ACHIEVER**

There is a big difference between goal setting and goal achieving. Gain a thorough understanding of how all the elements of your life work together to achieve results. Learn how to identify your real goals and focus on them to achieve them. Includes 8 audio CD lessons, Goal Card, and your personal Goal Achiever Action Planner. Registration fee must be paid by March 16 to ensure materials on first night of class.

Walker Campus; Mon / Thu, Apr 2 - May 10, 6 – 7:30pm

\$250 per person or \$325 per family-related couple