

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 Jan 14 – Feb 4, Apr 8 - 29
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 Feb 11 – Mar 4, May 6 - 27
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 Upon Request
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 Feb 15, May 17
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 Feb 18, May 20
Time: 6pm – 8pm
Instructor: Chesney
Cost: \$38

OSHA APPROVED 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.