

Open Enrollment Courses

To register for any of these courses, complete the [Economic Development Registration Form](#).

Safety Courses

- Arc Flash/NFPA 70E

The Arc Flash/National Fire Protection Agency (NFPA) 70E training seminar will assist with satisfying employers' current Occupational Safety and Health Administration (OSHA), NFPA 70E, and risk management requirements related to training and protecting employees from electrical hazards associated with working on, around, or near electrical equipment, machinery, and circuits. This course includes the latest changes to 70E.

- Introduction to LEAN

This training course includes an introduction to and the real-life application of the LEAN Tools necessary to help an organization achieve improved productivity and the elimination of waste. Participants will gain knowledge of Lean, but will not lead Kaizen projects on their own. Lean Introduction training introduces process management and the basic tools of Lean, giving employees a stronger understanding of processes, and enabling each individual to provide meaningful assistance in achieving the organization's overall objectives.

- OSHA 10 – General Industry

This 10-Hour program provides training on a variety of general industry safety and health topics. Each session will provide an in-depth view of mandatory and optional topics in General Industry Safety and Health. Special emphasis is placed on those areas that are the most hazardous.

Throughout this course, you will receive 10 hours of training that covers relevant job site safety topics, including:

- Worker rights and employer responsibilities under OSHA
- Requirements for selecting and wearing personal protective equipment (PPE)
- How to protect oneself and coworkers from slip, trip, and fall hazards
- Major material handling hazards
- Fixed and portable ladders
- Unguarded and inadequately guarded machinery
- Flammable and combustible liquids
- Spray finishing, compressed gases, and dipping and coating operations
- Electrical hazards
- Effects of workplace hazards on the human body and how to protect against them
- Activities that can lead to MSD and RMD injury and illness
- The major difference between acute and chronic health effects
- Emergency egress and access, planning, and fire prevention and protection
- The role of management and workers in improving a company's current safety culture
- Rights that require workers to know the identity and properties of workplace chemicals

- Employer requirements for effectively reducing and preventing employee injuries, illnesses, and fatalities through a safety and health program

With knowledge about these topics, you'll be trained in the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplace. You'll also be up-to-date on workers' rights, employer responsibilities, and how to file a complaint with OSHA and the Department of Labor (DOL).

Date: June 20 & 22, 2023
Time: 8:00 AM – 1:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$225

Date: July 18 & 20, 2023
Time: 8:00 AM – 1:00 PM
Location: Floyd County Campus (FCC)
Price: \$225

Date: August 15 & 17, 2023
Time: 8:00 AM – 1:00 PM
Location: Gordon County Campus (GCC)
Price: \$225

- OSHA 30 – General Industry

The OSHA 30-Hour General Industry course is designed to take four days to complete and provides an expansive list of safety topics associated with workplace hazards including, but not limited to recognition, avoidance, abatement, and prevention of hazards.

Participants of the OSHA 30-Hour General Industry training can expect that this training features the required steps of completing OSHA Outreach Training, receiving a valid OSHA 30-Hour Card, and achieving the safety level prescribed by individual employers for work within the General Industry sector.

OSHA 30-Hour General Industry course provides 30 full hours of safety and health training designed to cover relevant topics. Specific course topics include, but are not limited to the following:

- Introduction OSHA
- Fire protection and prevention
- Walking and working surfaces
- Disaster readiness
- Electrical safety
- Bloodborne pathogens
- Power tool safety
- Fall protection and prevention
- Heat stress
- Forklift safety, scaffold safety & aerial lifts
- Lead safety
- Machine Guarding
- Eye, back & hearing safety

- Lead safety
- Gas asbestos awareness
- Hazard recognition
- Welding safety compressed
- Industrial ergonomics

Specific industry terms covered throughout the three courses include the following:

- Personal protective equipment (PPE)
- Lockout/Tagout (LOTO)
- Hazard Communication (HAZCOM)
- Hexavalent Chromium
- Job Safety Analysis (JSA)
- Globally Harmonized System of Classification (GHS)
- Musculoskeletal disorders (MSDs)
- Personal fall arrest systems (PFAS)

Date: July 24 - 27, 2023
 Time: 8:00 AM – 5:00 PM
 Location: Whitfield Murray Campus (WMC)
 Price: \$475

Date: August 21 - 24, 2023
 Time: 8:00 AM – 5:00 PM
 Location: Floyd County Campus (FCC)
 Price: \$475

- Forklift Instructor – Train-the-Trainer

The forklift instructor program is designed for companies that have an ongoing need to train operators, multiple locations, or complex operations. If your company has a qualified supervisor or safety officer then a forklift train-the-trainer certification class is a practical choice for you.

If your company has a need to train forklift operators on an ongoing basis, then training one or more employees as instructors may be your best solution.

Our Forklift Instructor Training course provides a three-year operator license as well as instructor certification. Training consists of operator certification and classroom training.

Each Student Will Receive:

- Forklift Operator Card valid for three (3) years from training completion date;
- Forklift Train the Trainer Card with no expiration date;
- Instructors Manual with forms, quizzes, etc., in a binder for easy duplication;
- An electronic copy of forms;
- PowerPoint Presentation with additional forklift training media;

- A written copy of the basic Forklift Safety Training Program (which meets OSHA approval and all compliance guidelines) will be included in Trainer's Manual.

Date: June 16, 2023
Time: 9:00 AM – 5:00 PM
Location: Gordon County Campus (GCC)
Price: \$299

Date: August 4, 2023
Time: 9:00 AM – 5:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$299

- Forklift Operator

This fully comprehensive course is designed for an individual with little or no lift truck experience. This course comprises classroom instruction, including discussion and a written test, as well as hands-on practical training and evaluation. Upon successfully completing the course, the operator will be presented with a lift truck certificate as proof of training.

This course demonstrates proper forklift operation techniques following Occupational Safety and Health Administration (OSHA) compliance regulations. In this course, participants will gain the necessary skills and fundamental knowledge to operate a sit-down counterbalanced, LP gas-powered forklift. In addition, participants will learn safety aspects, operations, basic maintenance, and OSHA compliance issues. Topics covered in the course include:

- Definitions
- Classifications
- Components
- Inspection
- Controls and Instrumentation
- Visibility
- Designations
- Hazard Identification
- Responsibilities
- OSHA Inspection
- Engine Operation
- Operating Limitations

Date: June 16, 2023
Time: 9:00 AM – 1:00 PM
Location: Gordon County Campus (GCC)
Price: \$299

Date: August 4, 2023
Time: 9:00 AM – 1:00 PM
Location: Whitfield Murray Campus (WMC)

Price: \$150

- DOT Hazardous Materials

The DOT Hazardous Materials Transportation training seminar is in compliance with U.S. DOT regulations (49 CFR 172.704 Subpart H) also known as HM – 181, this U.S. Department of Transportation (DOT) training is for individuals who handle, manage, transport, or ship hazardous materials/hazardous waste.

This includes employees who load, unload, and handle hazardous materials; select, mark, label, or modify containers or packaging; prepare materials for shipping; prepare shipping papers; are responsible for the safety of hazardous materials during shipment; and vehicle operators.

- Hazwoper 8-hour Annual Refresher

This course meets the requirements outlined in OSHA 29 CFR 1910.120 for 8 hours of annual refresher training for workers at hazardous waste sites. Individuals who need to keep their 24-hour HAZWOPER or 40-hour general site worker certification current and in compliance. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards.

The 8-hour HAZWOPER Refresher course will keep you up-to-date on a wide range of topics relevant to hazardous waste operations, including:

- Decontamination
- Respirators
- Toxicology
- Site Safety Planning
- Levels of Protection
- Hazard Communication
- Detecting Hazardous Materials
- Hazardous Waste

Computer Skills Courses

- Introduction to Computers in the Workplace

This course is designed to provide students with the knowledge and skills required to be able to use and operate a PC and navigate the software to perform tasks that include starting applications, creating folders, copying and moving files, and also learning how to personalize the Windows Operating System.

Module 1: Getting Started with Personal Computers, Identifying Uses of Personal Computers, Identifying Input Devices, Identifying the Storage Devices, Setting up the Computer, Examining Personal Computer Functionality

Module 2: Exploring Windows Operating System, Exploring the Desktop, Working with Windows, Using Windows Help and Support, Turning Off Personal Computers

Module 3: Managing Folders and Files, Navigating to Folders with Windows Explorer, Working with Folders and Files, Coping Data onto Storage Media

Module 4: Using Common Tools and Programs, Examining Application Software, Creating a Document in Word and Spreadsheet in Excel, Working with the Calculator, Customizing a Graphic with Paint tool

Module 5: Customizing the Start Menu, Customizing the taskbar, Personalizing the desktop, Setting a Screen Saver, Adding Gadgets

Module 6: Browsing the Internet, Email Basics, Browsing Websites with different browsers

Date: July 18 & 20, 2023
Time: 9:00 AM – 1:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$175

Date: August 22 & 24, 2023
Time: 9:00 AM – 1:00 PM
Location: Floyd County Campus (FCC)
Price: \$175

- Microsoft Excel Level 1

This course will introduce students to spreadsheets and the fundamental concepts of Microsoft Excel. Learn these features of Microsoft Excel and get more done quickly. Learn how to: Quickly set up workbooks, enter data, and format it for easier viewing, Perform calculations and find and correct errors, Visualize data with charts and graphs, and print worksheets and charts.

Level 1: Microsoft Excel

- Create, edit, and format worksheets
- Navigate worksheets and customize the ribbon
- Create and copy formulas and functions
- Create and modify charts
- Apply trendlines
- Work with Borders and Shading
- Understand relative, absolute, and mixed references
- Use alignment, indent, and text control options

Date: June 14 & 16, 2023
Time: 9:00 AM – 1:00 PM
Location: Gordon County Campus (GCC)
Price: \$175

- Microsoft Excel Level 2

This course will teach students how to perform more advanced calculations and work with larger worksheets in Microsoft Excel. In this intermediate Excel course, you will learn how to: Perform

Calculations on Data, Manage Worksheet Data, Reorder and Summarize Data, Combine Data from Multiple Sources, Analyze Alternative Data Sets, and Collaboration.

Level 2: Microsoft Excel

- Create headers and footers
- Adjust page setup, print area, and print titles
- Logical, financial and date functions
- Freeze and unfreeze rows and columns
- Sort worksheet data
- Link cells and insert 3-D references
- Use Conditional Formatting and Name Cells/Ranges
- Perform data analysis
- Use and customize templates

Date: June 13 & 15, 2023
Time: 9:00 AM – 1:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$175

Date: July 12 & 14, 2023
Time: 9:00 AM – 1:00 PM
Location: Gordon County Campus (GCC)
Price: \$175

- Microsoft Excel Level

This course will teach students advanced tasks in Microsoft Excel. In this advanced Excel course, you will learn about Alternative Data Sets, Dynamic Worksheets with PivotTables, Automating Repetitive Tasks with Macros, Working with Other Microsoft Office Apps, Merge and linking workbooks, Consolidate worksheets, and Import and export data.

Level 3: Microsoft Excel

- Data filters for sorting
- Analyze data using VLookup, PivotTables and PivotCharts
- Protect and audit workbooks
- Merge and link workbooks
- Consolidate worksheets and data validation
- Insert Comments
- Import and export data
- Track Changes and Merge Workbooks
- Use Excel Tables with Word Mail Merge

Date: July 11 & 13, 2023
Time: 9:00 AM – 1:00 PM
Location: Whitfield Murray Campus (WMC)

Price: \$175

- Microsoft Word Level 1

Topics introduced include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more.

- Creating and Editing Business Letters
- Creating a Memorandum
- Creating a Simple Report
- Working with Tables

- Microsoft Word Level 2

Topics introduced include newsletter columns, WordArt and clip art, document themes, styles, picture editing, Mail Merge, footnotes, and endnotes, headers and footers, templates, tables of contents and indexes, and more.

- Using Mail Merge
- Creating a Newsletter
- Creating a Promotional Brochure
- Creating a Form

- Microsoft Word Level 3

Topics introduced are Track Changes, Macros, Digital Signatures, Customization Options, and more.

- Organizing Long Documents
- Collaborating in Word
- Sharing and Securing Content in Backstage View
- Personalizing Word
- Integrating Word with Excel, PowerPoint, and the Web

Leadership Courses

- New Supervisor Bootcamp

Moving into a position of authority means meeting new challenges, taking on new responsibilities, and mastering new skills. This new supervisor training was specifically designed to address the needs of anyone who is new to managing others. What you learn in this class will arm you with a powerful new set of skills, strategies, and techniques for dealing with the issues you will encounter as you take on your new position and move forward in your career. Your new role

- Adapting to your new position and added responsibilities
- The boss-employee dynamic and how it affects you
- 5 common mistakes new supervisors make
- Building trust and respect

- Finding your personal leadership style
- Eliminating roadblocks to your success

Leading with skill and poise

- Establishing your authority without appearing “bossy”
- Managing your time and priorities effectively
- Keeping your cool when things go haywire
- How to effectively delegate responsibilities
- Conflict resolution that will leave all parties satisfied

Communicating for maximum effect

- Supervisor talk: The keys to successful communication
- Gathering and giving effective feedback
- Communicating up and down the job ladder
- Nonverbal communication and how to ensure you’re sending the message you intended
- Resolving communication barriers and problems

Dealing with former peers

- Simple strategies to deal with ill will from your promotion
- Using personal relationships for your gain: A how-to
- Managing friends and close associates
- Dealing with criticism from your team
- Encouraging frank discussion with your former peers
- Disciplining problem employees
- The right way to manage employees who are older than you

Expert motivation techniques

- Giving feedback the right way, without hurting feelings
- Vital listening skills that will make your job easier
- Setting a good example to get the most from your team
- Identifying and motivating chronic underachievers
- Using the right motivational technique for each situation

Date: July 20, 2023
 Time: 9:00 AM – 4:00 PM
 Location: Whitfield Murray Campus (WMC)
 Price: \$175

Date: August 24, 2023
 Time: 9:00 AM – 4:00 PM
 Location: Floyd County Campus (FCC)
 Price: \$175

- Your Leadership Success Roadmap

Anyone can lead an organization. All it takes is the desire to create a positive impact. If you want to develop the capacity to lead, we want to help.

This course provides a step-by-step guide to developing yourself as a leader. Developing a Personal Leadership Development Plan will give you a roadmap to use throughout your leadership journey. Each stop on the roadmap provides an opportunity to develop skills like Communication, Influence, Connection, and Balance to help you become the leader you want to be.

Date: July 27, 2023
Time: 9:00 AM – 4:00 PM
Location: Floyd County Campus (FCC)
Price: \$175

Date: August 31, 2023
Time: 9:00 AM – 4:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$175

- **Effective Communication Skills**

In this course, you will learn effective communication and listening skills for better supervision in the workplace.

Verbal and Nonverbal Communication

Topics:

Understanding the surrounding circumstances; Understanding the receiver's background; Understanding nonverbal language; Working with language; Language growth; Building word awareness; Phrasing the message; Understanding varied meanings; Understanding other verbal clues; Understanding levels of language;

How to Listen

Topics:

Listening is important; What makes a poor listener; What good listening means; Head off trouble by listening; How to be a good listener; The importance of getting feedback; Asking questions and paraphrasing; How to be open to new ideas

Communication Maintenance

Topics:

What you need to be a supervisor; Oral communication skills; Making sure your instructions are clear; Handling bad news; Motivating your crew; Communication maintenance; How language is understood; Checking your language skills; Developing your vocabulary; Listening as a supervisory skill; Asking for feedback; Management vocabulary

Date: July 28, 2023
Time: 9:00 AM – 4:00 PM
Location: Whitfield Murray Campus (WMC)
Price: \$175

Date: August 25, 2023
Time: 9:00 AM – 4:00 PM
Location: Floyd County Campus (FCC)
Price: \$175

- New Supervisor Training in Spanish

This two-session course is designed to help new managers and supervisors become more effective leaders. The training is designed for Spanish-speaking employees. You will gain a broader and deeper understanding of the role of the manager, management best practices, and the importance of good communication skills in the workplace. As you explore your own personality, strengths, and weaknesses, you will begin to evolve a leadership style that is uniquely yours. You will return to work with newfound confidence and an action plan for continuing your growth as a leader.

Professional Development Courses

- Conversational Spanish

This course is for those individuals interested in learning key Spanish terms and phrases that are important in your job or business.

Classes are non-credit, fun, and highly interactive. Learn basic workplace phrases that will help you better communicate with your co-workers, customers, neighbors, and employees.

Join the more than 400 million people worldwide who speak Spanish! Learn to effectively converse with customers, co-workers, or neighbors or prepare for a trip abroad, this course will give you the skills needed to understand spoken Spanish and communicate effectively in real-life situations. For real beginners with no experience in learning languages.

- Exceptional Customer Service

Exceptional Customer Service is critical to the success of any service organization. This customer service training course introduces entry-level customer service representatives to the fundamental principles and techniques required to deliver excellent service. Customer Service has one simple but very important goal: to enhance the participant's ability to create and manage positive relationships with customers. Customer satisfaction is important, and most interactions with customers are straightforward and pleasant. However, the job becomes more challenging when dealing with critical situations or difficult customers, both internal and external, and when they may not know what they want or need. It is especially important to handle phone interactions effectively.

Our exceptional Customer Service training program will provide skills, ideas, and techniques to improve customer service along with an opportunity to practice using real-life situations. Participants will learn to improve and strengthen communication skills, telephone and greeting skills, as well as listening, asking questions, problem-solving, and managing difficult customers. After completing training, participants should be able to:

- Understand the Expectations of Customers
- Deal with Conflict
- Manage a Difficult Customer
- Create a Positive Telephone Service Image
- Listen Actively to Understand Customer's Expectations and Feelings
- Understand the Concept of Tone of Voice Carries the Message

Date: July 21, 2023
 Time: 9:00 AM – 4:00 PM
 Location: Whitfield Murray Campus (WMC)
 Price: \$175

Date: August 18, 2023
 Time: 9:00 AM – 4:00 PM
 Location: Floyd County Campus (FCC)
 Price: \$175

- Diversity & Inclusion in the Workplace

Learn how to help make your organization a more engaging place. That involves creating an understanding of various institutional, perceptual, and psychological processes and how they impact other people and team members.

- Improving Employee Engagement
- Countering Unconscious Bias
- Fostering Inclusiveness

Personal Enrichment

- Cooking with Fresh Herbs

Discover the benefits of using fresh herbs in your dish preparation. We will be using our very own fresh herbs grown by our horticulture students. This class will identify fresh herbs and their uses in cooking.

Menu: Shrimp wrapped with prosciutto and fresh basil, Grilled Red Snapper 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.

Date: July 18, 2023
 Time: 6:00 PM – 9:00 PM
 Location: Floyd County Campus (FCC) – Woodlee Building
 Price: \$65

- Flavors of Italy

Italian food is known for its straightforward cooking methods and fresh, vibrant flavors. Master simple cooking techniques used in delightful Italian classics; then indulge in the pleasures of la dolce vita (the sweet life).

Skills and Techniques: Making soup; frying herbs; stuffing, tying, and roasting pork; sautéing vegetables; making classical classic tiramisu. We will prepare White Bean Soup with Fried Sage Leaves, Tuscan-Roasted Pork Loin, Broccoli Rabe Pasta with Spicy Olive Oil Dressing, traditional lasagna, and classic Tiramisu.

Date: June 27, 2023
Time: 6:00 PM – 9:00 PM
Location: Floyd County Campus (FCC) – Woodlee Building
Price: \$65

- Ladies' Summer 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 Souffles with Raspberry Sauce.

Date: August 15, 2023
Time: 6:00 PM – 9:00 PM
Location: Floyd County Campus (FCC) – Woodlee Building
Price: \$65 Sold Out!

CDL Courses

- Entry Level CDL Hazardous Materials Endorsement Driver Training – Online

Georgia Northwestern Technical College offers the Entry Level Driver Training CDL Hazardous Materials (Hazmat) endorsement, online, and at your convenience. Hazmat drivers are held to a higher standard than commercial drivers and are in high demand. You may haul gases, explosives, poisons, and/or radioactive materials. This online course will provide the training you need for your endorsement to haul and deliver hazardous materials in accordance with the Federal Motor Carrier Safety Administration (FMCSA).

If you are a Commercial Driver and would like to either:

- Broaden your employment opportunities or
- Earn a better wage

This course requires a copy of your CDL License or Learners Permit with your current address must be submitted with your registration.

Healthcare Training Courses

- CPR & AED
- Nurse Re-Entry Program

The Technical College System of Georgia (TCSG), with the support of the Georgia Board of Nursing (GBON), has developed two pathways to re-enter the high-demand nursing field in Georgia. These nurse re-entry programs are designed for those nurses who are presently ineligible for reinstatement of their license because the license has lapsed or has been inactive. Nurses with active licenses returning to direct patient care and who have not worked in the clinical area for some time may also benefit from this program.

The cost of this program is \$1,500. You will be required to pay after you have received approval to enter the program.

Who Does This Apply To?

- RNs and LPNs who have an active GA nursing license but have not practiced nursing for a period of time and want to refresh their knowledge base and nursing skills in preparation to reenter the nursing profession in a clinical setting
- RNs and LPNs who want to reinstate their GA nursing license by completing a required Board-approved reentry/refresher program
- RNs and LPNs who have an active nursing license in another state but need to complete a required Board approved reentry/refresher program to apply for a GA nursing license

License Renewal Courses

Courses are for Georgia Contractors to satisfy the continuing education requirement for renewal of current Georgia licenses.

- Basic & Light Commercial Contractor Licensure (6-hour)
- Basic & Light Commercial Contractor Licensure (3-hour)
- Electrical Contractor
- Plumbing Contractor

Industrial Maintenance Courses

- Basic Mechatronics Academy