2016 Continuing Education Schedule

Computer Basics and Desktop Applications

SHORT TERM COMPUTER TRAINING AT GNTC OR AT YOUR LOCATION
Customized computer training can be arranged for your business or organization. Take advantage of the computer labs on one of our five campus locations, or we will bring the training to you. Georgia Northwestern Technical College will provide an instructor, wireless laptop computers, and spiral-bound workbooks for instruction. Price is based on the number of hours of instruction and the number of students in the class. There must be a minimum of six students for each course offering. Call (706) 295-6382 or (706) 764-3591 for more information.

Health and Safety

CPR FOR HEALTH CARE PROVIDERS
If you are a professional healthcare provider, day-care worker, lifeguard, or 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.
Floyd Business Expansion Center
Apr 1, Apr 22, Jul 15; 9am–1pm
$59 plus $15 textbook (optional)

HEARTSAVER FIRST AID CPR AED
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 CPR AED 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 AED Certification Card issued by the American Heart Association.
Floyd Business Expansion Center
Apr 15, May 18; 9am–2pm
$59 plus $15 textbook (optional)

PEDIATRIC HEARTSAVER FIRST AID CPR AED
If you are involved in 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 for groups of 4 to 6.
Call 706-295-6382 to schedule a date.
Floyd Business Expansion Center or Onsite at Client Location
9am–2pm
$59 plus $15 textbook (optional)
Continuing Education Schedule

HEARTSAVER BLOODBORNE PATHOGENS
Heartsaver Bloodborne Pathogens is designed for anyone with a reasonable chance of coming into contact with bloodborne pathogens. This includes individuals who work as correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, health and fitness club staff, or tattoo artists. Topics include PPE, waste disposal, diseases, and safety equipment use. Class can be scheduled for groups of four to six. Call 706-295-6382 to schedule.
Floyd Business Expansion Center or Onsite at Client Location
9am–11am
$29

CORRECTIVE BODYWORK – Neuromuscular Therapy SEMINAR
Myofascial tissue comprises upwards of 70% of the body’s mass. Myofascial pain syndrome is the most common cause of body pain. This interactive, hands-on seminar explains the complexity of pain and how sensors within the myofascia interact and contribute to pain in the body. Knowledge is power as you learn the patterns of neuromuscular imbalance and the therapeutic skills to bring them back into balance. This seminar will be taught by Dr. Bruce Costello, massage therapist, chiropractor, and corrective exercise specialist. Participants earn 12 Continuing Education Hands-On Contact Hours. For more information, see Corrective Bodywork Flyer in Links List.
Floyd County Campus
June 25–26, 2016
Saturday, June 25 – Registration 9:30am. Seminar 10am - 5pm
Sunday, June 26 – Seminar 8am - 3pm
$250 – Registration by June 17, 2016
$275 – After June 17, 2016
$150 – Student currently enrolled in a massage school

Oncology Massage Therapy: Caring for Clients with Cancer
As the role of massage therapy in cancer care expands, it is an exciting time to provide oncology massage. In this intensive course, the art and practice of touch to create safe, effective massage sessions for clients with cancer and cancer histories is combined. In a lively, supportive learning environment, participants learn simple, concrete ways to adapt massage to cancer and cancer treatment. Unique positioning and bolstering techniques are introduced for pain relief, sleep support, and overall comfort. This class incorporates a balanced approach to learning by blending lecture, spirited discussion, and hands-on work. In-depth homework is assigned prior to the course (2-3 hour instructional videos) and during the course (approximately 1 hour of homework on days 1, 2, and 3). Upon completion of the course the therapist will receive essential oncology massage tools: sample protocols, a client intake form, follow-up intake questions, a visual decision tree, clearly described pressure guidelines, supervised hands-on practice experiences, and an extensive training manual. New for 2016: A Peer Practice Clinic. For more information, see the 2016 Course Information Sheet and Oncology Massage Flyer in the Links List.
Floyd Campus - Building H1010ABC
September 15 – 18, 2016
Thursday 9:00am-6:00pm
Friday and Saturday 8:30am-6:00pm
Sunday 8:00am-4:00pm
$647, late registration after July 21 - $747
Refunds less $50 processing fee available until September 1. After September 1 NO REFUNDS.
RE-ENTRY PROGRAM FOR REGISTERED NURSES
Online Course with Clinical Component Completed at Participant’s Community Hospital

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

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

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

The applicant must apply for a temporary permit at the GBON website (www.sos.state.ga.us/plb/my/) 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 Re-entry Program notebook offered by the Southwest Georgia Area Health Education Center. The pre-clinical requirements are an additional cost to the applicant.
Walker Campus
$745

CERTIFIED NURSE ASSISTANT (CNA)
This 92-hour course has been designed for individuals seeking to become State of Georgia certified nursing assistants. It includes a 24-hour clinical component that will be accomplished utilizing the facilities of Heritage Health Care in Ft. Oglethorpe. 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 https://www.mmis.georgia.gov
Walker Campus
Mon/Tue, June 1 – September 12, 5:30pm–9:45pm
$399 (includes malpractice insurance premium)
CNA workbook (approx. $60) and uniform
2016 Continuing Education Schedule

Professional Certification & License Renewal
To register by phone, call 706.295.6382 for Floyd Campus or 706.764.3591 for Walker or Whitfield-Murray Campus. To register by mail use the Registration Form available in the Registration Form Listing for the specific class in which you are interested. Click on the Registration Form link, print, and complete the form and mail.

GEORGIA CONTRACTOR LICENSE RENEWAL CONTINUING EDUCATION
Georgia Contractor License renewal requires continuing education each year starting with 2012 renewal cycle. Residential Basic requires at least three hours each year and Residential Light Commercial requires at least six hours each year. Completion of the first evening (Monday) satisfies the requirement for Residential Basic and completion of both evenings (Monday-Tuesday) satisfies the requirement for Residential Light Commercial. Certificate documents completion. Class meets from 6pm until 9pm.
Floyd Campus Walker Campus Trion City Hall
Mon/Tue Mon/Tue Mon/Tues
Apr 18–19 Apr 11-12 May 2-3
$49 Residential Basic
$99 Light Commercial

ELECTRICAL LICENSE RENEWAL CONTINUING EDUCATION
This class meets the four-hour continuing education requirement for electrical contractors in the state of Georgia. The focus of the class will be on topics that are of interest to electrical contractors seeking to maintain certification in Georgia. Participants should bring a copy of the National Code Book to the seminar. Participants receive a certificate to document completion of the course. Class meets from 6pm until 10pm.
Floyd Campus Walker Campus
Thu, May 19 Thu, May 26
$69

HEATING & AIR CONDITIONING LICENSE RENEWAL CONTINUING EDUCATION
This class meets the four-hour continuing education requirement for conditioned air contractors in the state of Georgia. The focus of the class will be topics that apply specifically to HVAC professionals. Participants receive a certificate to document completion of the course. Class meets from 6pm until 10pm.
Floyd Campus Walker Campus Whitfield Campus
Thu, April 28 Thu, April 21 Thu, May 19
$69 $69 $69

PLUMBING LICENSE RENEWAL CONTINUING EDUCATION
This class meets the four-hour continuing education requirement for plumbing contractors in the state of Georgia. Participants should bring a copy of the National Code Book to the seminar. Participants receive a certificate to document completion of the course. Class meets from 6pm until 10pm.
Floyd Campus Walker Campus
Thu, April 7 Thu, April 14
$69 $69
PLUMBING/HVAC CONTRACTOR INSTALLER TRAINING EVENT
Offered in partnership with Municipal Gas Authority of Georgia
This training course will cover installation of tankless gas water heaters, direct vent heaters, and corrugated stainless steel gas tubing. Information will also focus on the selling features of gas products. Presenter for training is Matt Wilbanks, Sunbelt Marketing Sales Director/Georgia. Matt has over 20 years in the industry having worked with Hansgrohe as Product Manager and TOTO USA as Senior Product Manager. Participants will earn 4 Continuing Education credit hours. For more information and to reserve a space, call Steve Edwards at 404-295-3234.
No Cost to Licensed Plumbing and HVAC Contractors
Location: Ryan's Restaurant Banquet Room, 2305 Shorter Avenue, Rome, GA
Tue, April, 12, 2016
5:30pm

SKILLS TESTS FOR CDL CLASS A, CLASS B, & CLASS C
Skills tests for Class A, Class B, and Class C without vehicle passenger endorsement are offered on a scheduled basis on the Walker Campus for those seeking a commercial driver’s license. The $50 test fee is due no later than 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. Prior to each skills test being administered by GNTC’s third party examiner, the applicant must provide a vehicle appropriate for the license sought, must present a learner’s permit, and must have proof of insurance coverage on the vehicle being used for the skills test. Vehicles used for skills testing must have a data plate with the GVWR. Applicants taking the skills test in a vehicle without air brakes will have an air brakes restriction on their CDLs. Call 706-764-3591 or 706-764-3698 for appointments.

ENERGY EFFICIENT UPGRADES TO YOUR HOME THAT WON’T BREAK THE BANK
Are your utility bills high? Do you want a more energy efficient house that is a healthier place for you to live but don’t want to start from the ground up? In just two hours, you will learn how minor changes in your home can save you money and make your home a healthier place to live. Taught by GNTC’s certified Green Building and Energy Efficiency instructors, this class is a must for any homeowner.
Gordon Campus
Thu, Mar 31 or May 26; 6–8pm
Tues, Apr 12 or Jun 14; 6–8 pm
Sat, Apr 23; 10am–12 pm
$39

COMMERCIAL PEST CONTROL EXAMS
Georgia Northwestern Technical College offers the Georgia Commercial and Employee Registration Pest Control Exams on the Floyd and Walker Campuses. The exams are proctored by Georgia Northwestern 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. Phone inquiries can be made to 706-295-6957 (Floyd) or 706-764-3591 (Walker).
WORKKEYS ASSESSMENTS
WorkKeys assesses your “real world” skills. Core assessment measures skills in Reading for Information, Applied Mathematics, and Locating Information, three skills that are highly important to the majority of jobs in the workplace. WorkKeys measures skills that employers consider essential to success on the job. Having a skills credential that is locally and nationally recognized facilitates job placement, retention, and advancement. Scores are available at the end of the testing session. For more information on obtaining WorkKeys Test Transcripts or testing on one area, call 706-295-6958. For more information, see the WorkKeys Schedule in the Links List.

Floyd Campus
Building I, Lab 112
Every Thursday 9am-12:30 pm
Registration 8am-8:30am
$40

Walker Campus
Building 400, Lab 409
2nd Tuesday and Thursday; 9am-1pm
Call 706-764-3591 for Registration
$40

Whitfield-Murray Campus
Lab 618
2nd Wednesday; 9am-1pm
Call 706-764-3591 for Registration
$40
Paralegals are not only crucial members of a law firm’s team; they also have job opportunities in the legal departments of large corporations and in government offices, as well as freelance work. They are needed in almost every field imaginable and often specialize in such diverse areas as government, medical, real estate, family and estate planning, and litigation or corporate law. The job outlook for paralegals is excellent. According to data from the US Bureau of Labor Statistics, this occupation is expected to grow faster, through 2018, than other occupations requiring post-secondary training.

This six-month program will prepare you for a career in this exciting field. GNTC offers the paralegal certificate program on the Floyd and Gordon Campuses. Reservations are now being accepted for classes beginning in October 2016. Classes will meet on Monday and Thursday evenings from 6:00 until 9:00.

Program applicants must have a high school diploma or a GED and must complete the ACT WorkKeys assessment earning a minimum score of 4 (Silver Level) in Reading for Information, Applied Mathematics, and Locating Information. WorkKeys assessments are offered at Georgia Northwestern Technical College for $40 for all three exams. To learn more about the WorkKeys Assessment or to register for the assessment, please call 706-295-6553.

Specific test times can be found by clicking the WorkKeys Schedule in the Links List

Mon/Thu
Floyd County Campus (FCC)
Gordon County Campus (GCC)
$1200
Books $210 (approximately)
Pay in full up front and receive an early bird discount of $200. Fees are not covered by HOPE.

Orientations will be held in September 2016 – Please call 706-295-6382 to reserve a seat at one of the orientations.

Floyd Campus – Date to be announced 5:30 pm Building I, Room 114
Gordon Campus – Date to be announced 5:30 pm Building 100, Auditorium Room 160

PROGRAM COURSE OUTLINE*

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

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

SESSION III GENERAL PRACTICE SKILLS
This session will provide an overview of areas of the law such as divorce and family law, bankruptcy, worker’s compensation, estates, and wills and trusts.
SESSION IV    LITIGATION
Overview of a lawsuit; the discovery process; drafting of pleadings, including discovery; overview of medical terminology, interviewing and investigating; deposition summary; preparing for trial and trial responsibilities of a paralegal.

SESSION V    CRIMINAL LITIGATION
Overview of criminal litigation. A courtroom visit is required.

SESSION VI    CIVIL LITIGATION
Overview of civil litigation.

SESSION VII    BUSINESS ORGANIZATIONS
Examination of various forms of business organizations including partnerships, limited partnerships, and corporations.

SESSION VIII    REAL ESTATE
Real estate sales contracts, title examinations, materialman liens, easements, foreclosures, encumbrances, and closings.

SESSION IX    CAREER OF PARALEGAL
Resume writing, job interview preparation, review salaries and the job market, and techniques for job hunting and networking.

*This Course Outline is subject to change.

Class size is limited. Call 706-295-6382 for more information.
THE ART AND SCIENCE OF BEEKEEPING – A BEGINNER’S GUIDE
Have you ever thought of becoming a beekeeper? Learn about this fun and fulfilling hobby. It is easier than you may think and more rewarding than you might imagine. This introduction to the fascinating art and science of beekeeping teaches you everything you need to get started. Beginning with an overview of beekeeping, you will learn about honeybee biology, equipment and hive tools, starting with nucs (nucleus hives) vs. packages, honeybee package installation, products of the hive, and challenges and management of hives. You will learn all you need to know to plan and set up your hive and be ready to start your hive in the spring. To register, call 706-295-6382.
Gordon Campus
Sat, April 2
9am–5pm
$49

AMERICAN SIGN LANGUAGE - Moving Beyond the Basics
This course in American Sign Language is designed to review basic conversational skills and transition into more advanced skills. Information covered will include conversational vocabulary, facial expressions, and grammatical principles of American Sign Language while also introducing the historical, cultural, and social aspects of deafness. A portions of the class will be designated as ‘voices off’ (non-speaking times). Book/CDs included. Registration
Floyd Campus
Mon, April 4 – June 20, 2016
5:30 -7:30pm
$190
2016 Continuing Education Schedule

Driver’s Education Program

DRIVER’S EDUCATION
Learning to drive is a major milestone in a teenager's life. It's important for young, inexperienced drivers to learn safe driving techniques. The mission of the driver’s education program is to provide students with the skills, knowledge, and thought processes necessary to become a safe driver. This course meets the requirements for Joshua’s Law which requires 30 hours of classroom instruction and 6 hours of behind-the-wheel (BTW) with an instructor to receive a Class D license. It also qualifies for the Teen Driver’s Education insurance discount (Georgia Code O.C.G.A. 33-9-42) upon successful completion of the course. Full scholarships valued at $350 are available for students who are Georgia residents between the ages of 15-18 and possess a Learner’s Permit. A one-hour parent orientation is required.

The interest in the Driver's Education classes for Spring and Summer has been tremendous. March and April 2016 classes are filled with a max of 20 students. There are currently 150+ names on the reservation list for Spring and Summer classes. At this point additional reservations will not be taken until those on the reservation list have been offered and scheduled for classes.

Reservations for Fall classes will be accepted in late August. Please continue to check this webpage for information and instructions on making reservations for Fall classes.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th>Times</th>
<th>BTW Training Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, Mar 5, 12, 19, 26</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>Sat, Apr 2, 9, 16, 30</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>Sat, May 7, 14, 21, 28</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>T-F, May 24-May 27</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>M-F, Jun 6-Jun 10</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>9:00am-4:00pm</td>
<td>Click Here</td>
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<tr>
<td>M-F, Jun 20-Jun 24</td>
<td>Floyd Campus, Bldg D, Rm 115</td>
<td>9:00am-4:00pm</td>
<td>Click Here</td>
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<tr>
<td>Sat, Apr 9, 16, 23, 30</td>
<td>Walker Campus, Bldg 400, Rm 408</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>M-Th, May 23-May 26</td>
<td>Walker Campus, Bldg 400, Rm 408</td>
<td>8:30am-5:00pm</td>
<td>Click Here</td>
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<tr>
<td>M-F, Jun 6-Jun 10</td>
<td>Walker Campus, Bldg 400, Rm 408</td>
<td>9:00am-4:00pm</td>
<td>Click Here</td>
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<tr>
<td>M-F, Jun 20-Jun 24</td>
<td>Walker Campus, Bldg 400, Rm 408</td>
<td>9:00am-4:00pm</td>
<td>Click Here</td>
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