



Another Trip to Savannah for Southwest Georgia Senior Adults!

Back by popular demand! We had so much interest in this exciting trip that we are planning a sequel. For only \$220 (all prices based upon double occupancy) you can join us for this escorted and safe overnight visit via tour bus to one of Georgia's most popular tourist locations. Included in this price are a fully narrated trolley tour of the historic district, a river boat site seeing tour, trolley privileges to visit many historic locations, and accommodations in a historic district hotel. Don't miss the opportunity to see the many beautiful parks and to enjoy some of the best restaurants in the South! For only \$220, you can create a memory you will never forget. In a few short hours, a comfortable, luxurious tour bus will transport you to this remarkable city. Your tour departs on Tuesday, October 28 at about 8 a.m. (in time for lunch in Savannah) and will return you to Thomasville at about 6 p.m. on October 29. Participants will be asked to attend a short planning meeting. Don't delay! Call Ruby Barron at (229) 227-2579 to reserve a seat.

Continuing Education for Child Care Workers & Home Schooling Parents

SWGTC is providing opportunities for child care workers to attend continuing education classes which will help them become certified or retain their certifications to work in the child care field. To meet continuing education requirements, a wide range of topics are offered during the dates and times indicated in the course descriptions.

Marcie Nugent is certified to teach these courses and would like to invite all interested child care workers to contact Ruby Barron at 229-227-2579 for more information. **Please see page 7 for class descriptions.**



ALSO INSIDE THIS ISSUE:

Management Development Workshops, Health Courses, Safety & Violence Prevention, Computer Courses, Photography, Tax Preparation, and more!



Flowers for the Holidays

Decorating with a festive flower arrangement can make any family or social gathering more special. Jimmy Singletary, from *Singletary's Flowers*, will show you how to create the best holiday atmosphere for your home, office, or party. This two-hour session provides information about floral design and demonstrates how to make that perfect flower arrangement. Jimmy's talent is well known throughout Thomasville and southwest Georgia. He will provide advice for purchasing flowers, including how long they last. **Please see page 5 for more information and class descriptions.**



Firearm Fundamentals

Southwest Georgia Technical College and ALLPRO, LLC have collaborated to provide an excellent way to learn the fundamentals of firearms. Would you or someone you know like to learn more about firearms from qualified and expert instructors? Safety is paramount in this series of educational courses but you will gain the practical experience and training to feel comfortable and knowledgeable about the various aspects of handling firearms. Whether you are a novice, want to improve your knowledge, or just want an opportunity to practice your skills, these classes are for you. Choose one or all three courses to take advantage of this opportunity to learn more about firearms fundamentals. **Please refer to the individual courses on page 4, or call Ruby Barron at (229) 227-2579 for more information.**



Customized Training

Let us customize a course to fit your company's training needs! Customized Training is training specifically designed to meet your company's individual needs when you need it! It can include, but is not limited to Training Consultation, Training Analysis, Course Development, and Instruction. Training can take place in your company's facilities, at SWGTC, or another appropriate site. For more information, contact Gary Pitts (gpitts@southwestgatech.edu • (229) 227-2414).

OSHA Training

Let us help you comply with OSHA regulations! Training can be customized to suit your needs at your location. Annual OSHA required training is always a challenge, but we can help you with this important requirement. For more information, please email Gary Pitts at gpitts@southwestgatech.edu or call (229) 227-2414. The following topics can be taught by an instructor certified to teach OSHA general industry topics:

- Back & Lifting Safety
- Bloodborne Pathogens
- Confined Space Awareness
- Electrical (General Only)
- Emergency Response
(Includes evacuation & fire safety)
- Ergonomics
- Fall Protection/ Ladder safety
- Fire Extinguishers (PASS method only)
- Hand Safety
- HazCom
- Home Safety
- Lock Out/ Tag Out
- Machine Guarding
- Personal Protective Equipment (PPE)
- Walking & Working Surfaces.

Medical Billing/Coding/Insurance

This course teaches the basics of coding using CPT and ICD-9 CM coding material/text. Medical Coders are desired in a variety of areas such as physician offices, dental offices, hospital, or other health care service offices. Cost: \$125 without books or \$338 with books included. For dates and times, please call us at (229) 227-2579.



Managerial/Supervisory Workshop

SWGTC is presenting a Supervisory Workshop which is specifically designed for new supervisors who need training to introduce them to best practices and ways to improve job performance. However, this series of important lessons would be a great refresher for those supervisors who could benefit from opportunities to "brush up" on certain areas and to learn innovative ways to do a better job. Course topics will be taught by managers who have many years of experience in dealing with issues that today's supervisors face on a regular basis. A participative approach will be encouraged and "role playing" and skits will be included to add realism to the course. There will be four sessions which meet two days per week from 6 p.m. to 8 p.m. for two weeks. This training is also available onsite and can be customized to fit the specific needs of your business. The cost is \$200 per person. For more information, please call us at (229) 227-2579.

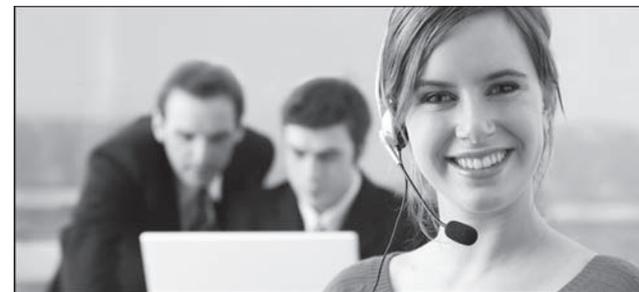
Workplace Spanish

Wish you could communicate with your Spanish speaking friends, customers, or co-workers? Each course is only \$100 and includes a textbook & 16 hours of instruction. Basic courses are available to cover common phrases, vocabulary, numbers and correct pronunciation for everyday use. You will also learn about Hispanic culture and customs. No prior Spanish knowledge required. You can also continue to build your vocabulary of Spanish with an intermediate course focused on more challenging sentences and phrases. Learning will be enhanced by using fun and creative activities that increase your understanding of the Spanish language. Call (229) 227-2579 for setting up classes specifically for your company.

Spanish I Oct. 28 - Nov. 20 (TTH) 6:30 – 8:30 p.m.
Spanish II Sept. 23 - Oct. 16 (TTH) 6:30 – 8:30 p.m.

Forklift Train-the-Trainer

This course prepares employees to train and evaluate the potential of powered industrial truck (forklift) operators and to re-train previously trained operators. Guidelines and information are provided to show course attendees how to evaluate potential drivers' competence and how to ensure that organizations comply with OSHA and other regulatory agencies.



HOPE Scholarships!

Georgia residents who enroll in the Certified Customer Service Specialist or Certified Warehousing & Distribution Specialist course (see below) are eligible for HOPE scholarships!

Don't miss this opportunity to attend College and graduate with a certificate in only two quarters! These College courses are for credit and proper admissions procedures must be followed. For more information, please call the SWGTC Economic Development Department at (229) 227-2579.

Certified Customer Service Specialist

Excellent customer service is the key to any organization's survival and prosperity in today's highly competitive market. Enroll today in this 15 credit hour program designed for anyone providing services to customers, especially in business areas such as retail, hospitality, banking, etc. Topics include: teamwork principles, face-to-face customer service, telephone skills, managing the difficult customer, customer contact skills, computer skills, serving the multicultural customer and sales skills.

MKT 161 Service Industry Business Environment
 MKT 162 Customer Contact Skills
 MKT 163 Computer Skills for Customer Service
 MKT 164 Business Skills for Service Environments
 MKT 165 Personal Effectiveness in Customer Service

Certified Warehousing & Distribution Specialist

Enroll today in this Georgia Quick Start program designed for personnel employed in Warehousing and Distribution or for those who would like to become part of this exciting industry! Participants in this program will gain knowledge of and exposure to optimal Warehousing and Distribution practices. Don't miss this opportunity to improve your skills and to develop the expertise which will enable you to help maximize efficiencies for your organization. Enhance your employment opportunities and graduate with State and College certificates. This 15 credit hour program designed for anyone currently working in or anyone who is interested in a career in Warehousing and Distribution.



MANAGEMENT DEVELOPMENT WORKSHOPS

Southwest Georgia Technical College offers a wide range of Supervisory and Managerial workshops and short courses. These topics are designed to help new supervisors adjust to new areas of responsibility and to act as refresher courses for those who have experience in a supervisory position. Classes may be taken individually or as part of a package. Also, we can design curriculums to meet your needs. The cost for one class is \$75, two classes for \$140, and three for \$200. Please contact Ruby Barron at (229) 227-2579 for more information. All courses are two hours.

Motivational Workshop for Supervisors

- Provides information that you can use to be a better supervisor!
- Explains what you need to be successful!
- Provides information that will rejuvenate!
- Explains why attitude is important.
- Discusses the critical nature of consistency.
- Explains why responsibility is really important.
- Discusses loyalty and commitment and why these topics are a two-way street.
- Discusses intangibles that are required for most managers to be successful!
- Includes skits and role play.

Discipline Guidelines & The Law

Reviews the following Regulations: ADA, Title VII, & FMLA. Review of Compliance Tips:

- Discuss supervisory responsibilities
- Discuss discipline procedures
- Review performance modification
- Explains documentation & follow-up

Teamwork: This class is very participative and uses visual aids for group discussions.

- Teams defined
- Role clarification
- Groups vs. teams
- Four stages of team development
- How to motivate teams?

Leadership Styles

- Review different leadership styles.
- Helps you identify what style you use and what style(s) could be related to your subordinates!
- Provides information that will help you improve your personal style of managing.
- Reinforce the need for consistency!
- This presentation includes skits and group discussion activities.

Coaching

- Understand the role of a coach
- Discuss the key techniques involved in successful coaching
- Discuss how to apply this knowledge to improve employee performance

Dealing with Difficult Customers

- What is a difficult customer and why this term is relative?
- Clues of difficult customers
- Why customers leave or are frustrated
- How to handle an angry customer
- A model that works!
- Complaints or Opportunities?
- This session includes skits and role play

Time Management

- How to stay focused on your top priorities
- Maintaining commitments to the big picture
- Keeping multiple goals moving forward
- Developing your own plan using tools and methods that work for you
- Reduce stress and gain more life balance by eliminating focus robbers

Employee Retention & Training

- How to hire the best person(s) for the job!
- Effective interviewing.
- Why conduct background checks?
- Is drug testing necessary?
- 90 days probationary period.
- Effective performance evaluations.
- Why training is important.

5S Workshop: For those Managers Who Want to Improve Workplace Organization

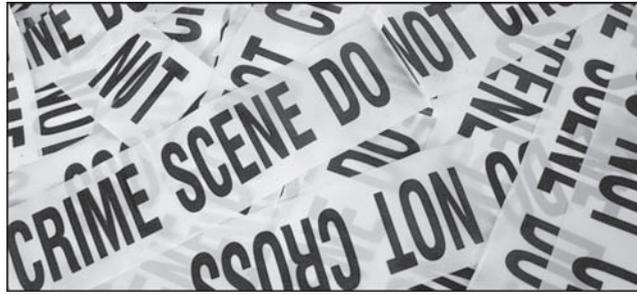
- Defines and discusses the need for 5S.
- Explains the 5S philosophy.
- Explains the Japanese terminology.
- Shows how 5S is a foundation for zero defects, cost reduction, steady improvement, & a safe work area.
- Presents 5S as a Systematic way to improve employee involvement.
- Provides instructions & implementation guidelines.

Telephone Techniques for Exceptional Customer Service

- Class activities to determine vocal quality, listening skills and how well you work with a telephone
- How to present a positive telephone service image by understanding the powers and pitfalls of the telephone and how perceptions are formed.
- How to develop/maintain a positive vocal picture
- Listening skills: key to excellent customer service
- Seven parts to a telephone call. Learn how to become more effective during each part.
- Sentences you should never use
- Using voice mail
- Practical exercises to record, listen to and critique each participant's "telephone voice"

For HR Managers Only!

HR certification is a career-long commitment that proves to your peers and your organization that you are driven to be successful in HR management. Earning your HR credentials can: (1) Increase your professional confidence; (2) Set you apart from your peers; (3) Result in greater respect from the organization in which you work. Organizations that employ certified HR professionals can be assured that their certified employees understand and can apply forward thinking employment practices and policies and are staying abreast of changes in the field through recertification. SWGTC is introducing a PHR and SPHR preparatory class for those HR Managers who plan to take one of these SHRM certification tests. Make the commitment to take your HR career to the next level by achieving HR certification and maintaining your certification throughout your HR career. Although we cannot guarantee you a passing score, we can assist you in preparing for these important exams.



SAFETY AND VIOLENCE PREVENTION COURSES

SWGTC's Economic Development Department and All Pro Safety Education Consultants have formed a team to provide the best possible crime prevention workshops. These classes are taught by experienced police officers (Rachelle Denmark and Norman Taylor). Together, they provide information and training to meet your safety requirements. Their goal is to give you the tools and knowledge to stay alert and stay alive.

Retail & Loss Prevention Safety Solutions (two hours) \$35

- In store loss prevention
- Tackle check fraud
- Credit card fraud
- Shoplifting: Definition and probable cause
- How to spot a shoplifter
- Arrest and detention of shoplifters
- Employee theft
- How employees steal
- Preventing theft and inventory shrinkage
- Loss prevention procedures

Home Security (two hours) \$35

Knowledge is power and knowing how to improve the security of your home can make you feel more secure. This knowledge can be utilized to actually create a safer environment for your home. Let instructors who have many years of experience as police officers provide information that will make you much more comfortable about your personal security. They will answer questions and provide information about the following and other useful topics:

- Current statistics
- The crime triangle and target hardening
- Home entry points
- Three lines of defense
- Perimeter barriers
- Building exteriors
- Interior controls
- Protecting your property
- You can stop a thief
- Protecting yourself from attacks
- Alertness and survival tactics

Bank Robbery Prevention/Awareness

Two hour class normally conducted at the bank. Cost is \$595 per session. Banks may include up to 15 people at no additional charge.

- Robbery preparedness (prepare and train)
- Personal security during a robbery
- Statistics and methods of bank robberies
- Suspicious people: recognize and report them
- Alarm procedures
- Post robbery emergency actions
- The importance of suspect identification and protecting the crime scene

Basic Bank Security

Two hour class normally conducted at the bank. Cost is \$595/session. Banks may include up to 15 people at no additional charge.

- Required training by the FDIC
- Opening procedures
- Closing procedures
- Procedures during banking hours
- Bank robbery basics
- Suspicious persons, mentally unstable persons, irate customers, and disgruntled employees

Introduction to Firearms

Provides basic instructions in the safe and effective use of firearms for beginners. A live fire-course will be an optional component of this course for an extra fee for those students with legally owned handguns. \$40 per student (4 hours classroom/firearms simulator) or \$75 per student (6 hours classroom/simulator/firing range). All students must be 21 or older and legally own their handgun (100 rounds of ammo required). Enroll early, class size is limited! Offered on Saturdays, Oct. 18 or Nov. 22 (8 a.m. - 12 Noon). Topics covered include:

- Basic parts and operation of a gun
- Types of guns
- Gun safety
- Civil liability and criminal laws covering
- Use of force
- Basic principles of shooting
- Students get familiar with proper stance, operations of guns and target shooting

Handgun Concealed Carry Course

Do you own a handgun and have a concealed weapons permit? Are you thinking of buying a handgun and applying for a concealed weapons permit? 3 hour block of instruction, \$30 per person. Enroll early, class size is limited! Offered on Saturdays, Nov. 1 or Dec. 13 (8 a.m. until 12 Noon) This course instruction includes:

- The safe and effective use of firearms plus legal issues/instructions involving concealed weapons
- Georgia law regarding concealed weapons
- Civil liability and criminal laws regarding use of force
- Simulation training with the FATS (firearms training simulator) assists students with proper stance, operation of a gun and target shooting
- This course will provide the latest information on "carrying a concealed weapon" in a legal manner

Marksmanship & Judgmental Shooting Course

Provides instruction to those more advanced shooters who are familiar with the operation and use of firearms. Serves as a refresher course for shooters and offers an opportunity to interact with actual law enforcement response scenarios. This course provides insight into the unknown and hazardous conditions and the importance of decision making that infiltrate the law enforcement profession. 4 hour course \$40 per person. Offered on Saturday, Dec. 6 (8 a.m. until 12 noon). Enroll early, class size is limited! Topics include:

- Civil liability and criminal laws regarding use of force
- Safe and effective use of firearms
- Legal issues for firearm possession, carry and use
- Marksmanship drills and practice
- Practical application of firearms fundamentals using law enforcement response scenarios of FATS (Firearms Training Simulator)

radKIDS (\$50 per child. For ages 7-12)

This course empowers children to replace the fear, confusion, and panic of dangerous situations with confidence, personal safety skills, and self-esteem. The most important thing a parent can do is teach their children to think and be prepared. Because when you are prepared, you're not scared. 10 hour class with five 2-hour sessions. Dec. 15-19 (MTWTF) 4-6 p.m.



Personal Protection

Four hour course: \$25 or \$40 for both classes.

- Home security tactics and tips
- Safe and secure away from home
- Self defense—what is it anyway?
- Self defense—how and when to use it
- Hands on tactics and demonstrations

Eight hour course: \$80

- Home security tactics and tips
- Safe and secure away from home
- Protecting yourself from attack
- Self defense tactics
- How to deal with the most common attacks
- Using spatial and verbal skills to prevent assault
- Defend yourself against chokes and strangles
- Defend yourself when the attacker is on top of you
- Rape escape techniques

Workplace Violence Prevention

(two hours) Dates TBA (\$40)

- What is workplace violence; where does it occur?
- Mutual responsibility and common myths
- Identify workplace situations that could have the potential for violence
- Recognize warning signs for potential violence
- Threat and violence levels
- Responding to actual or potential violent workplace situations
- OSHA Compliance and recordkeeping/evaluations

Safety Solutions for Home Health

Care Providers (two hours) Dates TBD

- Guard your personal safety on home visits
- Worker strategies
- Pre-visit awareness
- Know the neighborhood and environment
- Safety while en-route to client's home including vehicular safety
- Client visits
- Recognizing potential threats
- Hazard assessment
- Signs of violence in home care settings
- Delusional and venting clients
- Leaving the home
- General tips for safety



HEALTH COURSES

SWGTC offers services and training for individuals and companies in our certified Community Training Center (CTC) for the American Heart Association. Training is available for businesses, industries, and other organizations. On-site training can be arranged by calling Missy Pullen or Flip Harper at (229) 227-2410.

Healthcare Courses: Healthcare courses in areas such as First Aid and CPR can be easily arranged to suit your personal and professional needs. Courses are available in the following areas:

- Healthcare Provider CPR (\$60)
- Heartsaver CPR Adult/Child/Infant (\$50)
- Heartsaver CPR Adult (\$40)
- Heartsaver CPR Child/Infant (\$40)
- First Aid/CPR (\$60)
- First Aid only (\$40)

Heart Saver CPR: Teaches lay rescuers how to recognize and treat life threatening emergencies, including cardiac arrest and choking for adult, child, and infant victims. Students also learn to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children.

Heartsaver First Aid: Provides the skills to effectively assess and maintain life from the critical minutes immediately following an emergency to the arrival of EMS personnel.

Healthcare Provider CPR: Teaches the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of foreign-body airway obstruction.

Instructor Trainer: Individual must have a minimum of 2 years experience instructing CPR class.

Automated External Defibrillator (AED): Teaches the proper use of this equipment.

Healthcare Provider/CPR Instructor: Individual must have held a Healthcare Provider Card for a minimum of 2 years.

Heartsaver First Aid Instructor: Must be an active CPR instructor to enroll in this class.

Learn Lifesaving CPR & First Aid

American Heart Association certified instructors will give you (or your organization) the CPR skills needed to help someone experiencing cardiac arrest. CPR provided immediately after cardiac arrest can double a victim's chance of survival. Nov. 18 from 8 a.m. until 5 p.m. (this course can be taught for organizations upon request). The cost is \$40 per person. For more information, contact Ruby Barron at (229) 225-5288 or rbarrow@southwestgatech.edu.

Dr. Charlene Parrish “The Natural Doctor” discusses Natural Medicine

Many people are disillusioned with traditional prescription and over-the-counter medicines and want to try vitamin and supplement natural alternatives but aren't sure which product to use. If you go to one of the mega-store websites that boast 20,000 vitamins and nutritional supplements, you'll find little help in choosing the right product for your particular condition or need. Ordering a natural health supplement for the first time can be confusing—with all the brands, sizes, doses, and prices, you can quickly feel frustrated and overwhelmed.

Dr. Parrish wants to help you make the best choices in the least amount of time for the best value. She believes that shopping for your health care products shouldn't give you a headache and can even be enjoyable. On top of that you need the best new health products at the best value for your money. Finally, you want to buy supplements that will make a difference! Dr. Parrish will tell you why she likes certain products, the results her customers have had using them, and more information that will be useful to you in making a decision about Natural Medicine. For more information, call Ruby Barron at 229-227-2579. This class is only \$25 and meets Oct. 27 at 6-7:30 p.m.

Flowers for the Holidays

(continued from cover page)

Two different classes will be taught. The first will introduce “Fall Decorating through Thanksgiving,” and the second will show you how to “Deck the Halls” with the perfect Christmas floral arrangements!

A special added bonus to this class will be the flower arrangement that you take home for the holidays! Participants should plan to provide their own vase. Don't miss this exciting opportunity to brighten your holidays with a flower arrangement that you made under guidance of one the most talented floral designers in Southwest Georgia. The cost of either class is \$55. “Fall Decorating through Thanksgiving” will meet on Oct. 21 (6-8 p.m.). The Christmas class will meet on Nov. 18 (6-8 p.m.). Contact Ruby Barron at (229) 225-5288 or rbarrow@southwestgatech.edu for more information.



BlackBerry Training

Many BlackBerry users have requested help and others have asked for tips and trouble-shooting information. Some BlackBerry users have questions to fill in holes in their knowledge about these new "cell phones." Proper training can ensure that you are able to fully utilize this latest technology. Students will be presented information that will significantly enhance their basic knowledge of BlackBerry solutions and their handheld skills. This course allows live interaction between students and our instructor, Steve McCoy, Southwest Georgia Technical College's IT Director. Steve has an abundance of experience with the latest Blackberry models and is very knowledgeable about current BlackBerry tips. He can answer questions that you might have about operating and maximizing the utilization of your hand held device. Gain a better understanding of the many functions that your BlackBerry can perform! This class is only \$25 and is scheduled on Oct. 30 from 6-8 p.m. Call Ruby Barron at (229) 227-2579 for more information. Topics include:

- BlackBerry icons description
- How to better utilize the telephone features
- How to receive and send emails
- How to utilize the address book
- How to utilize the calendar for planning
- How to utilize the internet

Digital Scrapbooking

According to Wikipedia, "Scrapbooking is a method for preserving personal and family history in the form of photographs, printed media, and memorabilia contained in decorated albums, or scrapbooks." But in today's world, it can be a fun way to organize and store your photographs. The advent of scanners, desktop publishing, page layout programs, and advanced printing options make it relatively easy to create innovative and creative layouts in digital form. In fact, you can create scrapbooks that will be fresh and interesting to friends and family for many years to come. In addition, there are many options that can involve the internet and computers. Learn more about this fascinating hobby and start your own digital scrapbook during this exciting class. To learn how to create your own digital scrapbook, call Ruby Barron at (229) 227-2579 for more information. The class is \$35 and will meet on Nov. 24 from 6-8 p.m.



Learn Photography with Chuck Dyess

Are you pleased with the photographs you take? Do you want to learn more about photography and how to shoot excellent pictures? These classes will provide an opportunity for you to learn the basics of photography and allow you to share your work with the class.

Some of the principles of photography that will be discussed and demonstrated are: film speed, shutter speed, focal length lenses, lighting, and posing. Students will have an opportunity to take pictures and bring them to class for discussion and critique. Each session will provide ample time for questions and answers. Call (229) 227-2579 for more information or to register.

Basic Photography (\$50)

Oct. 7-21 (Tuesdays 6-8 p.m.)

Intermediate Photography (\$75)

Oct. 28 - Nov. 18 (Tuesdays 6-8 p.m.)

Advanced Photography (\$75)

Nov. 25 - Dec. 16 (Tuesdays 6-8 p.m.)

Digital Photography for Beginners

This course will be a tremendous opportunity to learn more about your digital camera. Howard Stephens would like to teach you the general characteristics of digital cameras and how to take the best digital photographs possible. Although there are many brands and types, he can explain the general technology for digital cameras and how to make it work for you! An important part of this class will be your involvement! You will take photographs and bring them to class for review and suggestions on how to improve the quality of your pictures. By practicing under Howard's guidance, you will learn how to take better digital photographs.

He will also help you determine how to improve lighting and other common areas that are so important for exceptional digital photographs! Finally, he will describe the basic workflow which begins with the snapshot and ends with a photograph of a topic or subject. This process includes downloading pictures to your computer and organizing them into retrievable files. Don't miss this opportunity to learn to take pictures that you will treasure. Please Call (229) 227-2579 to register. \$80 per person. Oct. 15 - Nov. 12 (W) 6-8 p.m.



Computer Package for Beginners

When I was in school, they didn't teach computers. My children keep bugging me to get email. I would love to email pictures of my grandchildren. How do I use the Internet for its great storehouse of information? How do I use the Internet to purchase products? If you have made one of these statements or asked one of these questions, this series of classes is for you! \$80 for each class or \$200 for the series.

Computer Basics for Beginners: Learn the basics of computers from turning it on and off, to creating files, to creating an email and using the Internet. 6-8:30 p.m., Oct. 6, 7, and 9 (MTTH)

Fundamentals of Windows XP: Learn more about using your PC effectively. Learn how to work with menus, toolbars, dialog boxes, and taskbars. Get your files and folders organized and customize your workstation for your preferences and work needs. 6-8:30 p.m., Oct. 13, 14, and 16 (MTTH)

Internet Fundamentals: Increase your knowledge of the Internet. Learn to navigate through the World Wide Web and how to download/save information and images. 6-8:30 p.m., Oct. 20, 21, and 23 (MTTH)

Additional Computer Courses

(All courses are \$80 and include book)

Intro to Word 2003: Oct. 27, 28, 30 (6-8:30 p.m.)

Intro to Excel 2003: Nov. 3, 4, 6 (6-8:30 p.m.)

Intro to Publisher: Nov. 10, 11, 13 (6-8:30 p.m.)

Intermediate Excel: Nov. 17, 18, 20 (6-8:30 p.m.)

Intro to PowerPoint: Nov. 3, 4, & 6 (6:30-8:30 p.m.)

Keyboarding: Dec. 1, 2, & 4 (6:30-8:30 p.m.)

Intro to Access: Dec. 8, 9, & 11 (6:30-8:30 p.m.)

Introduction to Photoshop CS2

This course covers starting Photoshop, using the layers and history palettes, opening/saving documents, and using the help feature. The course also covers working with layers, making selections using the many different tools, incorporating color techniques, placing type in an image, and using filters along with blending options. Students will learn to restore and enhance photos; as well as creating stunning graphic designs from digital photos that could easily be used to enhance web pages. Nov. 17 - Dec. 15 (MW) 6-8 p.m. \$100 per person. Building A, Room 230. Taught by Howard Stephens.



Continuing Education for Child Care Workers (& Homeschooling Parents)

Learning Goals for Preschoolers: This class includes Georgia Prekindergarten Program Learning Goals that the Office of School Readiness (Bright from the Start) has established for Pre-K children, Developmental Stages, and Developmentally Appropriate Activities for Language and Literature, Math Development, Science, Social Studies, Stages of Block Play, Stages of Social Play and Multiple Intelligences. Cost is only \$25. Sept. 30 and Oct. 2 (TTH) 6-8:30 p.m.

Classroom Management: This class includes managing the classroom in terms of environment, instruction, and behavior. It will include floor space, storage space, bulletin boards, wall space, rules, and procedures, as well as building positive teacher-student relationships and reinforcing desired behaviors. Cost is only \$25. Oct. 14 and Oct. 16 (TTH) 6-8:30 p.m.

Creative Arts and Music: This class will emphasize appropriate materials, environment, storage, and adaptations for creative expression. It will stress creative ideas from the children and relating new ways to do something or fresh solutions to solve old problems. Cost is \$15. Oct. 21 (T) 6-8:30 p.m.

Inclusion and Cultural Diversity: This class will include creating a supportive, caring environment, offering a responsive curriculum, varying the instruction, and providing assistance when needed. We will stress ways to include the children with disabilities and varied cultural backgrounds as one of all the rest of the children while providing for their needs. Cost is \$15. Oct. 23 (TH) 6-8:30 p.m.

Communicating with Parents, Administration, and the Community: During this session, we will stress the different types of communication and ways to handle different types of contacts. We will go over the information that we communicate, why it is important, and we will practice some of the different methods in class. Cost is \$15. Nov. 13 (TH) 6-8:30 p.m.

Classroom Discipline: This class will emphasize misbehaviors in context, causes of misbehaviors, types of misbehaviors, degrees of severity, practices to avoid, and responses to behaviors. Cost is \$15. Nov. 11 (T) 6-8:30 p.m.



Lesson Planning: This class includes setting up the format for your daily, weekly, or monthly schedules, what to include in planning, how to write it up, and ways to take less of your valuable time in preparing. It will include setting up your own lesson plan templates, information that you must include, and information that you want to include. Bring your own lesson plans to review and possibly change. Cost is only \$25. Oct. 28 and Oct. 30 (TTH) 6-8:30 p.m.

Assessment, Observations, Samplings, and Portfolios: During these two sessions we will learn about the best kinds of assessments including anecdotal notes, matrices, photos, and work samplings. We will learn which ones are important and best to include in your portfolios. We will learn how to set up a portfolio and to maintain a portfolio, and why we should include it in our planning as well as in practice. Cost is only \$25. Nov. 4 and Nov. 6 (TTH) 6-8:30 p.m.

Safety Solutions for Real Estate Agents (two hours) TBA (\$40)

- Basic home safety
- Protect your office/agents
- Office safety strategies
- Safe and smart marketing
- Protect your clients
- Hands on self defense
- Basic office safety
- 10 Second rule
- Distress codes
- Safety at showings
- Fight or flight
- Learn from others

Want to Work in Real Estate?

These independent study courses provide interactive instruction via a personal computer (IBM compatible). You may take the course(s) on your own schedule and start at any time you select.

Study at SWGTC or from the comfort of your home or office computer. All courses are approved by Applied Measurement Professionals of Georgia and The Georgia Real Estate Commission.

Independent Study Courses (CD-ROM)

- 75 hours \$375 Sales Pre-license
- 25 hours \$160 Sales Post License
- 60 hours \$395 Broker Pre-License

CONTINUING EDUCATION REGISTRATION FORM

Date _____

Name _____

Address _____

County _____

Home Phone _____

Business/Cell Phone _____

Email _____

Fax _____

Place of Employment _____

Date of Birth _____ Sex _____ Race _____

Seminar/Course Title & Date(s) _____

Method Payment: Check/Cash (Call for credit card payment)

Payment Amount _____

Employer Invoicing Address _____

Please mail or fax to :
 SWGTC Economic Development
 15689 US Highway 19 N Thomasville, GA 31792
 (229) 227-2579 • FAX (229) 227-2578

Payment must be made in advance of class or seminar date. SWGTC has the right to cancel class due to low enrollment at which time payment will be refunded. Refunds are made if requested one week (7 days) before date of first class.

EEO STATEMENT

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Alison Welch, SWGTC Building A, (229) 227-2793.

Defensive Driver's Course for Mature Drivers

Interested in learning to be a safer driver and how you could possibly earn a reduction in your insurance costs? This course was designed for mature drivers who would like to refresh their knowledge of rules and changes that have taken place in recent years. The session is a six-hour course and is required by many government and business organizations. A Certificate of Completion is issued upon successful completion. The instructors are certified by the National Safety Council. Certificates are valid for three years for which many insurance companies will give premium discounts. Books and information are included. Call (229) 227-2579 for more information. The cost is \$35. Nov. 10 & 11 (MT) 5-8 p.m.

Driver's Education

This thirty-six hour course emphasizes safe driving techniques for young or inexperienced drivers. The class includes thirty hours of classroom instruction with six optional hours (scheduled separately after class for \$60) of on-the-road experience (valid learner's permit required). Most insurance companies give a reduced rate (often 10%) on insurance premiums upon successful completion. Space in this class is guaranteed only if fully paid. Students must complete a total of 30 classroom hours to receive certification (NO EXCEPTIONS). Space is limited and capacity will be reached early! Cost is \$199.

Defensive Driving Course

This session is a six-hour course and is required by many government and business organizations. A Certificate of Completion is issued upon successful completion. The instructors are certified by the National Safety Council. Certificates are valid for three years for which many insurance companies will give premium discounts. Books and information are included. For more information, please call Ruby Barron at (229) 227-2579. The cost is \$35 per person. Oct. 6 & 11 (TTH) 5-8 p.m.

Southwest Georgia Technical College

15689 U.S. Highway 19 North

Thomasville, GA 31792

Phone (229) 227-2579 • Fax (229) 227-2578



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Prepare Your Own Taxes!

Would you like to prepare your own taxes? Are you uncertain about completing the annual forms that must be sent to the Internal Revenue Service and the Georgia Department of Revenue? Most people will agree that the current tax system can be very cumbersome and complicated. However, it doesn't have to be that way for everyone.

If you claim the standard deduction or if you itemize deductions and your taxes do not require extensive research, then this class is for you. We show you where to obtain the necessary forms and how to complete them with very little effort. Also, we can show you how to expedite your tax refunds so that you can enjoy your money as soon as possible. This class lasts only two hours but it could save you a lot of money and put your mind at ease about completing your tax forms. Call (229) 227-2579 for more information. Cost \$25.



Cake Decorating

Learn to decorate cakes for special occasions with Kalina Richard. You will be provided icing recipes and taught how to create different flower patterns, borders, fill techniques, and cake construction. Students must purchase a Wilton Kit (found at local stores). Class meets on Nov. 3, 10, 17, 24, and Dec. 1 (6-8 p.m.). Cost is \$55. For more information, call (229) 227.2579.

Dance like a Star

Come join the fun and learn how to "Dance like a Star" in a social dance class at SWGTC on Thursday nights, October 16 thru November 13 at 7:00 p.m. – 8:30 p.m.. John and Judi Bremer, who can make Fred Astaire and Ginger Rogers look like amateurs, are the instructors for this exciting class. You will be introduced to the ever popular "Cha-Cha" and to another dance that you will really enjoy, the "East Coast Swing."

The cost for this five week class of fun and dance lessons is \$60 per couple. The only requirements are a partner, leather-soled shoes, and a desire to have fun. Don't delay because this will be our last dance class opportunity for the year! Contact Ruby Barron at (229) 225-5288 or rbarrow@southwestgatech.edu for more information.