

**Savannah Technical College**  
**Professional Continuing Education Spring Course Schedule**  
**July - September 2010**

**912.443.5808**



*Please note campus locations - Savannah, Crossroads, Effingham and Liberty*

**SAVANNAH AND CROSSROADS CAMPUS**

**BUSINESS....CLICK US! WWW.SAVANNAHTECH.EDU/CWO/PROFESSIONAL\_CONTINUING\_EDUCATION/**

| <b>COURSE TITLE</b>                                 | <b>HRS</b> | <b>DAYS</b> | <b>BEGIN</b> | <b>END</b> | <b>COST</b> | <b>TIME</b>       | <b>LOCATION</b> |
|---|------------|-------------|--------------|------------|-------------|-------------------|-----------------|
| The 7 Habits of Highly Effective People "New"       | 32         | W/Th        | 28-Jul       | 26-Aug     | \$259+      | 6:00 PM - 9:00 PM | C               |
| Business Writing for Professionals                  | 20         | M/W         | 19-Jul       | 9-Aug      | \$159       | 6:00 PM - 9:00 PM | C               |
| Quicks Books 2003                                   | 8          | T/TH        | 20-Jul       | 29-Jul     | \$99        | 6:00 PM - 8:00 PM | S               |
| Effective Time Management                           | 8          | W           | 4-Aug        | 25-Aug     | \$109       | 6:00 PM - 9:00 PM | C               |
| Personal Money Management                           | 8          | M/W         | 19-Jul       | 28-Jul     | \$99        | 6:30 PM - 8:30 PM | S               |
| Customer Service Excellence                         | 20         | T/TH        | 20-Jul       | 12-Aug     | \$279       | 6:00 PM - 8:30 PM | C               |
| Customer Service Excellence for Supervisors "NEW"   | 30         | T/TH        | 3-Aug        | 9-Sep      | \$319       | 6:00 PM - 8:30 PM | C               |
| How to Bid and Negotiate Federal Grants & Contracts | 4          | W           | 28-Jul       | 4-Aug      | \$129       | 6:00 PM - 8:00 PM | C               |
| Introduction to Event Planning                      | 24         | T/TH        | 27-Jul       | 19-Aug     | \$199       | 6:00 PM - 9:00 PM | C               |
| Fundamental of Leadership                           | 24         | M/W         | 26-Jul       | 8-Aug      | 199+        | 6:00 PM - 9:00 PM | C               |
| Dealing With Difficult People                       | 24         | T/Th        | 27-Jul       | 19-Aug     | 199+        | 6:00 PM - 9:00 PM | C               |
| Job Hunting Skills (101) "NEW"                      | 8          | W           | 28-Jul       | 18-Aug     | \$99+       | 6:00 PM - 8:00 PM | C               |
| Teambuilding & Effective Communication              | 24         | T/TH        | 27-Jul       | 19-Aug     | \$199+      | 6:00 PM - 9:00 PM | C               |

**ED2GO Online Courses....CLICK US! WWW.ED2GO.COM/**

**CAREER AND PROFESSIONAL**

| <b>COURSE TITLE</b>         | <b>HRS</b> | <b>DAYS</b>      | <b>BEGIN</b> | <b>END</b> | <b>COST</b> | <b>TIME</b> | <b>LOCATION</b> |
|-----------------------------|------------|------------------|--------------|------------|-------------|-------------|-----------------|
| Accounting                  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Business and Management     | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Certificate Prep            | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Grant Writing and Nonprofit | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Health Care                 | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Law and Legal               | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Sales and Marketing         | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Start Your Own Business     | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Teaching and Education      | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Veterinary                  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |

**WRITING AND PUBLISHING**

|                  |    |                  |         |         |      |         |          |
|------------------|----|------------------|---------|---------|------|---------|----------|
| Business Writing | 12 | Internet Anytime | Anytime | Anytime | \$89 | Anytime | Anywhere |
|------------------|----|------------------|---------|---------|------|---------|----------|

|  |            |                  |              |            |             |             |                 |
|--|------------|------------------|--------------|------------|-------------|-------------|-----------------|
| Creative Writing   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Grant Writing  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Publishing   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| <b>COMPUTER APPLICATIONS</b>   |            |                  |              |            |             |             |                 |
| Basic Computer Literacy  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Certification Prep   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Computer Applications  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Database Management  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Graphic and Multimedia Design  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| PC Network and Security  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| The Internet   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Web and Computer   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| <b>PERSONAL ENRICHMENT</b>   |            |                  |              |            |             |             |                 |
| Arts   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Children, Parents and Family   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Digital Photography  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Health and Wellness  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Job Search   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Languages  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Personal Enrichment  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Personal Finance   | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| Test Prep  | 12         | Internet Anytime | Anytime      | Anytime    | \$89        | Anytime     | Anywhere        |
| <b>Gatlin Online Courses.....CLICK US! WWW.GATLINEDUCATION.COM/SAVANNAHTC/</b> |            |                  |              |            |             |             |                 |
| <b>COURSE TITLE</b>  | <b>HRS</b> | <b>DAYS</b>      | <b>BEGIN</b> | <b>END</b> | <b>COST</b> | <b>TIME</b> | <b>LOCATION</b> |
| Administrative Dental Assistant  | 150        | Internet Anytime | Anytime      | Anytime    | \$1,595     | Anytime     | Anywhere        |
| Advanced Coding for the Physician's Office                                     | 80         | Internet Anytime | Anytime      | Anytime    | \$1,395     | Anytime     | Anywhere        |
| Advanced Hospital Coding and CCS Prep  | 80         | Internet Anytime | Anytime      | Anytime    | \$1,695     | Anytime     | Anywhere        |
| Certified National Pharmaceutical Representative                               | 120        | Internet Anytime | Anytime      | Anytime    | \$1,595     | Anytime     | Anywhere        |
| Coding, Reimbursement and Documentation for Physicians                         | 12         | Internet Anytime | Anytime      | Anytime    | \$795       | Anytime     | Anywhere        |
| Pharmacy Technician  | 240        | Internet Anytime | Anytime      | Anytime    | \$1,795     | Anytime     | Anywhere        |
| Certified Bookkeeper   | 80         | Internet Anytime | Anytime      | Anytime    | \$1,795     | Anytime     | Anywhere        |
| Certified Global Business Professional   | 400        | Internet Anytime | Anytime      | Anytime    | \$2,495     | Anytime     | Anywhere        |
| Freight Broker/Agent Training  | 150        | Internet Anytime | Anytime      | Anytime    | \$1,695     | Anytime     | Anywhere        |
| Leadership and Legacy: Seven Steps to Leading High Achieving Teams             | 70         | Internet Anytime | Anytime      | Anytime    | \$1,395     | Anytime     | Anywhere        |
| Payroll Practice and Management  | 80         | Internet Anytime | Anytime      | Anytime    | \$1,595     | Anytime     | Anywhere        |
| Principles of Private Investigation  | 200        | Internet Anytime | Anytime      | Anytime    | \$1,995     | Anytime     | Anywhere        |
| Travel Agent Training  | 200        | Internet Anytime | Anytime      | Anytime    | \$1,595     | Anytime     | Anywhere        |

**Gatlin Online Courses**

| <b>COURSE TITLE</b>   | <b>HRS</b> | <b>DAYS</b>      | <b>BEGIN</b> | <b>END</b> | <b>COST</b> | <b>TIME</b> | <b>LOCATION</b> |
|---|------------|------------------|--------------|------------|-------------|-------------|-----------------|
| AutoCAD 2009  | 150        | Internet Anytime | Anytime      | Anytime    | \$1,995     | Anytime     | Anywhere        |
| Cisco CCNA Authorized Certification Training                      | 100        | Internet Anytime | Anytime      | Anytime    | \$1,995     | Anytime     | Anywhere        |
| Microsoft Certified System Administrator Plus 2003 (MCSA)         | 340        | Internet Anytime | Anytime      | Anytime    | \$2,195     | Anytime     | Anywhere        |
| Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) | 480        | Internet Anytime | Anytime      | Anytime    | \$3,095     | Anytime     | Anywhere        |
| Web Database Developer  | 200        | Internet Anytime | Anytime      | Anytime    | \$2,195     | Anytime     | Anywhere        |
| Webmaster   | 150        | Internet Anytime | Anytime      | Anytime    | \$1,795     | Anytime     | Anywhere        |
| Revenue Cycle Management for Health Care Provider                 | 12         | Internet Anytime | Anytime      | Anytime    | \$795       | Anytime     | Anywhere        |

**Real Estate Online Courses....CLICK US! WWW.AMERICAS-BEST.NET/**

| <b>COURSE TITLE</b>                                | <b>HRS</b> | <b>DAYS</b>      | <b>BEGIN</b> | <b>END</b> | <b>COST</b> | <b>TIME</b> | <b>LOCATION</b> |
|--|------------|------------------|--------------|------------|-------------|-------------|-----------------|
| GA Prelicense Fundamental                          | 75         | Internet Anytime | Anytime      | Anytime    | \$313       | Anytime     | Anywhere        |
| GA Post License - Starting Your Real Estate Career | 25         | Internet Anytime | Anytime      | Anytime    | \$160       | Anytime     | Anywhere        |
| Introduction to Property Management                | 15         | Internet Anytime | Anytime      | Anytime    | \$150       | Anytime     | Anywhere        |
| Homeowner's Association Management                 | 12         | Internet Anytime | Anytime      | Anytime    | \$150       | Anytime     | Anywhere        |
| Basic of Real Estate Finance                       | 8          | Internet Anytime | Anytime      | Anytime    | \$80        | Anytime     | Anywhere        |
| Work Smarter, Not Harder                           | 6          | Internet Anytime | Anytime      | Anytime    | \$60        | Anytime     | Anywhere        |
| GA Brokerage and Trust Accounts                    | 6          | Internet Anytime | Anytime      | Anytime    | \$60        | Anytime     | Anywhere        |
| Advanced Home Inspection                           | 6          | Internet Anytime | Anytime      | Anytime    | \$60        | Anytime     | Anywhere        |
| The Loan - An Overview                             | 6          | Internet Anytime | Anytime      | Anytime    | \$60        | Anytime     | Anywhere        |
| Human Land Use                                     | 4          | Internet Anytime | Anytime      | Anytime    | \$40        | Anytime     | Anywhere        |
| Ethics of Sustainability                           | 4          | Internet Anytime | Anytime      | Anytime    | \$40        | Anytime     | Anywhere        |
| Managing - All Types of Rental Units               | 4          | Internet Anytime | Anytime      | Anytime    | \$40        | Anytime     | Anywhere        |
| ADA Fair Housing                                   | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Real Estate Ethics                                 | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Contracts  | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Energy Resources                                   | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Community Ethics                                   | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Water Resources                                    | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| GA License Law                                     | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| A Day in the Life of an Appraiser                  | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Client Focused Communications                      | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Qualifying - Buyer and Property                    | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |
| Bad Loans - Predatory                              | 3          | Internet Anytime | Anytime      | Anytime    | \$30        | Anytime     | Anywhere        |

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|---------------------|------------|-------------|--------------|------------|-------------|-------------------|-----------------|
| MS Windows          | 8          | M/W         | 19-Jul       | 28-Jul     | \$69        | 6:00 PM - 8:00 PM | C               |

|  |    |      |        |        |        |                    |   |
|--|----|------|--------|--------|--------|--------------------|---|
| MS Word Intro  | 12 | M/W  | 2-Aug  | 8-Sep  | \$75   | 6:00 PM - 8:00 PM  | C |
| MS Word - Intermediate   | 16 | T/TH | 30-Aug | 23-Sep | \$95   | 6:00 PM - 8:00 PM  | C |
| MS Excel - Intro   | 12 | M/W  | 1-Sep  | 22-Sep | \$75   | 6:00 PM - 8:00 PM  | C |
| MS Excel - Intermediate  | 16 | T/TH | 10-Aug | 2-Sep  | \$95   | 6:00 PM - 8:00 PM  | C |
| MS Excel - Advanced  | 20 | T/TH | 2-Sep  | 5-Oct  | \$115  | 6:00 PM - 8:00 PM  | S |
| MS PowerPoint - Intro  | 6  | M/W  | 23-Aug | 30-Aug | \$75   | 6:00 PM - 8:00 PM  | C |
| MS PowerPoint - Intermediate   | 10 | M/W  | 2-Aug  | 16-Aug | \$105  | 6:00 PM - 8:00 PM  | C |
| MS 4-in-1 (MS Windows, Word, Excel, PowerPoint) '2003' <b>"WIA Approved"</b> | 38 | M/W  | 26-Jul | 18-Oct | \$239  | 6:00 PM - 9:00 PM  | C |
| MS 4-in-1 (MS Windows, Word, Excel, PowerPoint) '2007' <b>"WIA Approved"</b> | 38 | T/TH | 27-Jul | 19-Oct | \$239  | 6:00 Pm - 9:00 PM  | C |
| MS Outlook 2003 <b>"NEW"</b>   | 8  | T/TH | 10-Aug | 19-Aug | \$69   | 6:00 PM - 8:00 PM  | S |
| MS Project Management  | 8  | T/TH | 3-Aug  | 12-Aug | \$99   | 6:00 PM - 8:00 PM  | S |
| MS Publisher 2003 <b>"NEW"</b>   | 8  | W    | 11-Aug | 1-Sep  | \$129+ | 6:00 PM - 8:00 PM  | C |
| Introduction to Web Design   | 20 | T/TH | 17-Aug | 16-Sep | \$179  | 6:00 PM - 8:00 PM  | S |
| Architectural Desktop - Beginners  | 34 | T/TH | 26-Aug | 23-Sep | \$199  | 8:00 PM - 10:00 PM | S |
| Architectural Desktop - Advanced   | 48 | T/TH | 17-Aug | 15-Oct | \$259  | 6:00 PM - 9:00 PM  | S |
| Intro to CAD   | 30 | M/W  | 9-Aug  | 8-Sep  | \$199  | 6:00 PM - 9:00 PM  | S |

## INDUSTRIAL TECHNOLOGY

| COURSE TITLE                                       | HRS | DAYS | BEGIN  | END    | COST   | TIME              | LOCATION |
|--|-----|------|--------|--------|--------|-------------------|----------|
| Forklift Operator <b>"WIA Approved"</b>            | 8   | Sat  | 17-Jul | 17-Jul | \$209  | 8:30 PM - 4:30 PM | S        |
| Forklift Operator <b>"WIA Approved"</b>            | 8   | Sat  | 21-Aug | 21-Aug | \$209  | 8:30 AM - 4:30 PM | S        |
| Forklift Operator <b>"WIA Approved"</b>            | 8   | Sat  | 18-Sep | 18-Jun | \$209  | 8:30 AM - 4:30 PM | S        |
| Residential Building Academy <b>"WIA Approved"</b> | 40  | T/TH | 27-Jul | 30-Sep | \$499  | 7:00 PM - 9:00 PM | C        |
| OSHA 10 Hrs.                                       | 10  | TH   | 29-Jul | 19-Aug | \$199  | 6:00 PM - 9:30 PM | C        |
| OSHA 30 Hrs.                                       | 30  | T/TH | 24-Aug | 30-Sep | \$299  | 6:00 PM - 9:00 PM | C        |
| Basic Electricity Fundamental                      | 40  | T/TH | 3-Aug  | 7-Oct  | \$229+ | 6:00 PM - 8:00 PM | C        |
| Welding Fundamental (Stick Arc, Mig & Tig)         | 40  | T/TH | 5-Aug  | 3-Sep  | \$299+ | 8:00 AM - 5:00 PM | S        |

## PERSONAL ENRICHMENT

| COURSE TITLE                                   | HRS | DAYS | BEGIN  | END    | COST   | TIME                | LOCATION |
|--|-----|------|--------|--------|--------|---------------------|----------|
| "Facebook for Fun" <b>"NEW"</b>                | 4   | T    | 4-Aug  | 11-Aug | \$59   | 6:00 PM - 8:00 PM   | C        |
| "Twitter Now or Later" <b>"NEW"</b>            | 2   | Th   | 19-Aug | 19-Aug | \$49   | 6:00 PM - 8:00 PM   | C        |
| "Scrapbook Your Life Experiences" <b>"NEW"</b> | 4   | M    | 23-Aug | 30-Aug | \$59   | 6:00 PM - 8:00 PM   | C        |
| Digital Photography                            | 8   | W    | 21-Jul | 11-Aug | \$89   | 6:00 PM - 8:00 PM   | C        |
| Digital Photography                            | 8   | W    | 25-Aug | 15-Sep | \$89   | 10:00 AM - 12:00 PM | C        |
| Floral Arrangement                             | 8   | T    | 20-Jul | 10-Aug | \$89   | 6:00 PM - 8:00 PM   | C        |
| Floral Arrangement                             | 8   | T    | 24-Aug | 14-Sep | \$89   | 6:00 PM - 8:00 PM   | C        |
| "Poetry for Beginners" <b>"NEW"</b>            | 8   | W    | 1-Sep  | 22-Sep | \$89   | 6:00 PM - 8:00 PM   | C        |
| Introduction to Interior Decorating            | 24  | T    | 29-Aug | 5-Oct  | \$199+ | 6:00 PM - 9:00 PM   | C        |

|   |            |             |              |            |               |                      |                 |
|---|------------|-------------|--------------|------------|---------------|----------------------|-----------------|
| Creative Writing for Beginners <b>"NEW"</b>     | 8          | W           | 1-Sep        | 22-Sep     | \$99          | 6:00 PM - 8:00 PM    | C               |
| <b>FOREIGN LANGUAGE</b>                         |            |             |              |            |               |                      |                 |
| <b>COURSE TITLE</b>                             | <b>HRS</b> | <b>DAYS</b> | <b>BEGIN</b> | <b>END</b> | <b>COST</b>   | <b>TIME</b>          | <b>LOCATION</b> |
| America Sign Language (ASL)                     | 24         | M/W         | 2-Aug        | 8-Sep      | \$249+        | 6:00 PM - 9:00 PM    | C               |
| Conversational Spanish for The Workplace        | 32         | T/TH        | 27-Jul       | 31-Aug     | \$269+        | 6:00 PM - 9:00 PM    | C               |
| Intermediate Conversational & Practical Spanish | 60         | M/W         | 20-Sep       | 10-Nov     | \$359+        | 6:00 PM - 10:00 PM   | C               |
| Conversational French, Introduction             | 30         | T/TH        | 2-Aug        | 1-Sep      | \$239         | 6:00 PM - 9:00 PM    | S               |
| Conversational German, Introduction             | 30         | M/W         | 19-Jul       | 18-Aug     | \$239         | 6:00 PM - 9:00 PM    | S               |
| Arabic Language And Culture, Introduction       | 24         | T/TH        | 20-Jul       | 12-Aug     | \$219         | 6:00 PM - 9:00 PM    | L               |
| <b>TECHNICAL CERTIFICATE OF CREDIT PROGRAMS</b> |            |             |              |            |               |                      |                 |
| *Certified Customer Service Specialist          | 150        | M/W/TH      | Sept. 13     | Dec. 16    | Financial Aid | Assistance Available | C               |
| *Certified Manufacturing Specialist             | 168        | M/W/TH      | Sept. 13     | Dece. 16   | Financial Aid | Assistance Available | C               |
| *Certified Warehousing Distribution Specialist  | 159        | M/W/TH      | Sept. 13     | Dec. 16    | Financial Aid | Assistance Available | C               |
| Team Supervisor/Leadership                      | 270        | M/W/TH      | Oct. 4       | 31-Mar     | Financial Aid | Assistance Available | C               |

**\*"Guarantee Interview" for more details call  
912.443.5808!!!!**

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| <b>PROFESSIONAL CONTINUING EDUCATION DEPARTMENT CONTACT INFORMATION</b>  |
| <b>CLICK US! <a href="http://WWW.SAVANNAHTECH.EDU/CWO/PROFESSIONAL_CONTINUING_EDUCATION/">WWW.SAVANNAHTECH.EDU/CWO/PROFESSIONAL_CONTINUING_EDUCATION/</a></b>                    |
| <b>CALL US! Reeshemah Johnson (O) 912.443.5808 or (F) 912.966.6735</b>   |
| <b>EMAIL US! (RJOHNSON@SAVANNAHTECH@EDU)</b>   |
| <b>Mail registration form and payment to:<br/>Professional Continuing Education Department<br/>Savannah Technical College<br/>190 Crossroads Parkway<br/>Savannah, Ga. 31407</b> |