



Community Education

Summer 2009

May - August

For more information:

(478) 275-6592
Or
(478) 274-3010

lgreen@heartofgatech.edu

Or

aharrelson@heartofgatech.edu

www.heartofgatech.edu

All classes held in the DuBose Porter Center Room 608 or 609 unless noted.

In the US, over 700,000 people suffer a new or recurrent stroke every year.



MEDICAL INCREDIBLE

BLS Renewal \$60.00

This 4.5 hour course is for the professional healthcare provider and others whose jobs require that they respond in a healthcare emergency and must have a credential (card) documenting successful completion of a CPR Course. It covers core material such as adult, child and infant CPR (including two rescuer scenarios and use of the bag-mask), foreign-body airway obstruction, barrier devices, and automated external defibrillator.

*June 24, 2009
July 22, 2009
8:30 am—12:30 pm*

ACLS Renewal \$150.00

This course enhances the healthcare provider's skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergencies. Designed for nurses, doctors, respiratory therapists, EMS personnel and other professionals who need to respond to a cardiovascular emergency.

*August 6, 2009
8:30 am—4:30 pm*

First Aid & CPR \$60.00

This course is designed to teach rescuers how to manage illness and injuries in the first few minutes of an emergency until professional help arrives. Course content includes General Principles of First Aid, Medical Emergencies, and Injury Emergencies with optional topics, Adult/Child CPR/choking, Adult Child AED, Infant CPR and Choking and Environmental Emergencies. This course is for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements.

*June 9, 2009
July 21, 2009
8:30 am—2:30 pm*

First Aid only \$30.00

8:30—10:30 am

CPR only \$30.00

8:30—11:30 am

CERTIFICATIONS AVAILABLE

IV Therapy \$150.00

This is an eight hour refresher course for licensed nursing staff. The course content includes insertion and management of peripheral IV's; management of Central IV lines, such as Triple Lumen Catheters, Groshongs, Hickmans, Port-a- Caths and PICC lines; guidelines for peripheral and central IV medication administration; and manikin practice time. Cost of the course is \$150.00 per student, if conducted at HGTC campus. Additional fee, based on distance, if conducted off-site. Minimum of 6 students.

*June 3, 2009
July 15, 2009
August 18, 2009
8:30 am—4:30 pm*

ASLS (Advanced Stroke Life Support) \$75.00

In the US, over 700,000 people suffer a new or recurrent stroke every year. Of these 700,000, one-third die, one-third become disabled and one-third recover. This eight hour course teaches healthcare providers early recognition using the MEND (Miami Emergency Neurologic Deficit) exam, early intervention, and new treatment to save brain tissue and reduce disability from a Thromboembolism.

*June 23, 2009
8:30 a.m.—2:30 p.m.*

For more information please contact [Beverly Trevisol](#) at (478) 275-5148.

All American Heart Association Courses will be taught by Beverly Trevisol, Heart of Georgia Tech's CTC Manager.

Computer Classes

Beginning Word 2007 \$49.00

Participants will master fundamental skill required for effective use of Word:

- Working with Word Basics
- Creating & Editing Business Letters
- Creating a Memorandum & Working with Fonts, Themes & Proofreading Tools
- Creating a Simple Report
- Using Mail Merge

Date: Aug. 7 & 14, 2009
9:00 am – 12:00 pm

Intermediate Word 2007 \$34.00

Participants will build on the fundamental skills learned in Beginning Word; and:

- Working with Tables
- Creating A Newsletter & Working with Clip Art & Columns
- Formatting & Navigating Long Documents
- Creating a Brochure & Using Draw Shapes, Word Art, and Picturing Editing
- Creating A Research Paper & Using End-notes & Footnotes
- Working with Templates

Date: June 5, 2009
9:00 am – 1:00 pm

Advanced Word 2007 \$34.00

The focus of this course is to master Word's advanced features:

- Organizing Long Documents, Inserting Tables & Working with Multiple Headers
- Collaborating in Word, Tracking Changes & Using Review Tools
- Using Macros & Forms
- Sharing & Securing Content
- Integrating with Other Programs

Date: June 12, 2009
9:00 am – 1:00 pm

Beginning Excel 2007 \$49.00

Participants will master fundamental skills required for effective use of Excel:

- Exploring Excel
- Editing, Viewing, & Printing Worksheets
- Working with Formulas & Functions
- Formatting the Contents of Cells
- Changing the Appearance of Worksheets.
- Discovering the Magic of Excel Charting

Date: June 15 & 17, 2009
9:00 am – 12:00 pm

Intermediate Excel 2007 \$64.00

Participants will build on the fundamental skills learned in Beginning Excel

- Working with Large Worksheets
- Adding Graphics to Worksheets
- Using Templates & Protecting Workbooks
- Managing Multiple-Sheet Workbooks
- Creating Tables & Outlines

Date: June 22, 24, & 26, 2009
9:00 am – 12:00 pm

Advanced Excel 2007 \$64.00

The focus of this course is to master Excel's advanced features:

- Creating Pivot Tables & Macros
- Using Financial Functions & Data Analysis
- Auditing & Additional Functions
- Using Advanced Formatting & Analysis Tools
- Collaborating in Excel
- Integrating Excel with Other Programs

Date: July 13, 15, & 17, 2009
9:00 am – 12:00 pm

Access 2007 Level I \$99.00

Participants will master fundamental skills required for effective use of Access

- Creating Tables & Queries
 - Database Tables
 - Relationships between Tables
 - Modifying & Managing
 - Performing Queries
- Creating Forms & Reports
 - Creating Forms
 - Creating Reports & Mailing Labels
 - Modifying, Filtering & Viewing Data
 - Importing & Exporting Data

Date: June 2, 4, 9 & 11, 2009
9:00 am – 12:00 pm

Access 2007 Level II \$99.00

Participants will build on the fundamental skills learned in Access Level I:

- Advanced Tables, Relationships, Queries & Forms
 - Designing the structure of Tables
 - Relationships & Lookup Fields
 - Advanced Query Techniques
 - Creating & Using Custom Forms
- Advanced Reports, Access Tools & Customizing Access
 - Creating & Using Custom Reports
 - Using Access Tools & Managing Objects
 - Automating, Customizing & Securing Access
 - Integrating Access Data

Date: June 29, July 1, 8, & 10, 2009
9:00 am – 12:00 pm

Register for

All three Word Classes
\$100.00

All three Excel Classes
\$149.00

Both Access Classes
\$175.00

OSHA Forklift Safety Certification \$109.00

For the experienced individual with good mechanical skills. Students will become certified in areas covering subjects such as loading, pre-operation inspection, refueling and recharging batteries, etc. Students with no prior experience will be required to complete a two day class prior to taking the final exam.

*Date: TBA
Call for Information*

Pest Control Exam \$45.00 each

You will need to register for the exam at www.gapestexam.com. This is done through the Georgia Department of Agriculture.

*Dublin
Date: Mondays
9:00am-12:00 pm*

ServSafe Certification \$200.00

Four hours of classroom training the first two days and the exam will be the last day of class. This satisfies state law.
Dublin Campus only.

July 9, 16, & 23, 2009
Aug. 13, 20, & 27 2009
Sept. 3, 10, & 17, 2009
1:00 - 5:30 pm



ServSafe Test (Test only) 60.00

Anyone wanting to take only the test must pay the testing fee 10 days prior to the exam date.

May 28, 2009
July 23, 2009
Aug. 27, 2009
Sept. 17, 2009
1:00 pm

Basic Photoshop \$150.00

During this class we will learn the basics of Photoshop. The class will begin by explaining the basic navigation tools available in Photoshop. This class will be hands on and will include several tutorials on how to sharpen photos, adjust color of photos, heal photos to remove blemishes or artifacts from the image, work with layers and other basic editing techniques. Other topics include, color swatches, color picker, resizing image, merging layers and file organization. The class will be instructed at the pace of the students and will be open for questions and answers. Class size is limited to 14.

May 12, 14, 19 & 21, 2009 6:30-9:30 pm

Intermediate Photoshop \$115.00

In this class, you will learn intermediate level Photoshop commands, and it is for those familiar with Basic Photoshop, but wanting to learn more specific details for use. The class will teach you to hone in your skills for dealing with print media and photography. You will work with various mediums and will be asked to bring in your own ideas for work. Class size is limited to 14.

June 2, 4, & 9 6:30--9:30 pm

Advanced Photoshop \$115.00

Advanced Photoshop is a specialized class for those who have experience using Photoshop. Classwork will focus on advanced techniques in photo-editing, composite photography and graphic design. Additional focus will include a deeper understanding of the different tools and palates and how to use selections, masks, layers and filters to achieve desired effects. General graphic design techniques and instructions on preparing files for professional printing will also be discussed. Class size is limited to 14.

June 18, 23, & 25, 2009 6:30-9:30 pm



HGTC's non-credit online classes - Learn at your own pace, in your own home or office.
<http://www.ed2go.com/hgtconline/>

Basic Computer Literacy
 The Internet
 Computer Applications
 Web & Computer Programming
 PC Troubleshooting, Networking, & Security
 Database Management & Programming

Web Graphics & Multimedia Graphic Design
 Digital Photography & Video
 Personal Development
 Languages
 Personal Finance & Wealth Building
 Writing & Publishing
 Grant Writing & nonprofit Management
 Math, Philosophy, & Science
 Art, History, Psychology, & Literature

Start Your Own Business
 Sales & Marketing
 Accounting
 Business Administration
 Law & Legal Courses
 Certification & Test Prep
 Entertainment Industry
 Courses for Teaching Professionals
 & a lot more

DRIVER'S EDUCATION **\$299.00**

[Joshua's Law Requires Teen's to Complete the 36 Hours Driver's Education Course to receive their license at 16....](#)

This 36 hour course meets the new State of Georgia Law for Driver Education. All students must have a valid Georgia learner's permit in order to register for this class. The course includes 30 hours of classroom instruction and 6 additional hours of on the road instruction. Most insurance companies offer a rate reduction on insurance premiums

- Comply with new Georgia state laws
- Reduce insurance premiums
- Become a "Safe Driver"
- Learn to cope with stressful driving situations
- Improve awareness of potentially dangerous driving situations
- Parent orientation the first day of class. (will take about 15 min.)

Pricing is subject to change with gas prices. Lunch is on your own.

There is an additional 6 hours of behind the wheel driving that you will need to sign up for to complete this course.

Dublin Campus
 June 22-25, 2009
 or
 July 20-24, 2009
 8:00 am – 4:00 pm

Meet some of your Teachers



Beverly Trevisol, RN - Is the CTC Manager and CPR Instructor for HGTC. She has 38 years Nursing experience in various fields including ICU, OR, Orthopedics and Nursing Administration. She had been the CTC Coordinator, BLS, ACLS & PALS instructor at Heart of Georgia Tech since 2005.



Jonathan Dye is HGTC's Photoshop Instructor. He is the Creative Director for the Courier-Herald where he works primarily on front page layout and design. Jonathan graduated from the University of Georgia in 2003 and has been using Photoshop for



Sherry holds both an Associate's and Bachelor's Degree in Business Administration, and has over ten years instructional; experience. Additionally, Sherry holds MOUS (Microsoft Office User Specialist) Certification in Word, Excel, PowerPoint and Outlook. An expert in the Field, Sherry returned to HGTC in 2009 and we are all very happy for her to be back!