

Links

summer
fall 2006

DESIGN
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Southern Polytechnic

Georgia's **Technology** University

Continuing Education
1100 South Marietta Parkway
Marietta, Georgia 30060
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oce.spsu.edu

Links

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Links is published by Southern Polytechnic State University's Office of Continuing Education, 1100 S. Marietta Parkway, Marietta, GA 30060-2896.

Class Location

All classes will be held on the Southern Polytechnic State University campus unless otherwise noted.

General Information

All of the statements included in this publication are for informational purposes only and should not be construed as the basis for a legal contract between the individual and Southern Polytechnic State University. Some of our certificate programs are approved for VA education benefits. Call 678.915.7240 for details.

Directions to Campus

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take exit 263 (S. Marietta Parkway). Travel west for 1.5 miles. Cross the intersection of U.S. 41 (Cobb Parkway), and enter the university from the second left turning lane. The Office of Continuing Education is located in Building F. If you need additional directions, please call 678.915.7240.

Inclement Weather

For inclement weather updates, tune to one of these stations. Television: WSB, WAGA, WXIA, WGCL. Radio: WSB, KISS, WFOX, The BEAT, WGST, WSTR (Star 94), WZGC (Z93), WLTM (94.9 Lite FM), or WVEE.

Information and Registration

Registrations

Because class sizes may be limited, early registration is recommended. Registrations are accepted on a space available basis until the start of the program. Your registration will be complete upon receipt of your payment. Please make all checks payable to Southern Polytechnic State University.

Cancellations

Southern Polytechnic State University doesn't want to cancel any class. However, cancellation is necessary in some cases. Southern Polytechnic reserves the right to cancel a class for any reason, including, but not limited to, insufficient enrollment. If a class is canceled by Southern Polytechnic, any registration fees will be refunded or transferred.

If you need to cancel your registration,

1. notify Continuing Education by calling 678.915.7240 at least three business days prior to the program start date;
2. to receive a refund (less a \$10 administrative fee), provide a written request to cancel no later than stated in your course confirmation. Please allow six to eight weeks to receive a refund.

For stop payments, you will be charged a returned check fee of \$25 or five percent of the face amount of the check, whichever is greater. A stop payment does not constitute a formal cancellation.

Transfers, Substitutions, No Shows

Transfers are allowed up to three business days prior to the program start date. Participant substitutions are permitted at any time. "No Shows" do not receive refunds and cannot be transferred.

Discounts

Discounts apply only at the time of registration. For questions about discounts, please call Continuing Education at 678.915.7240.

Special Needs

Participants with special needs should contact Continuing Education well in advance of the course start date so that appropriate arrangements can be made.

Registration Form

There are five convenient ways to register:

1. **ONLINE**, by clicking the course number on the web.
2. **CALL** 678.915.7240. Have your payment information available.
3. **FAX** the completed registration form with payment information to 678.915.7490.
4. **MAIL** the completed registration form with check or credit card information to:
Office of Continuing Education, Southern Polytechnic State University, 1100 S. Marietta Parkway, Marietta, GA 30060-2896.
5. **VISIT** our office. Our business hours are: Monday - Friday, 8 am - 5 pm We are also open most evenings and Saturdays for your convenience. Call us for daily schedules.

Course Name		Course Date	Price
Your Name		E-mail address	
Title	S.S.#		
Organization			
Home Address			
City	State	ZIP	
Business Phone #		Home Phone #	
Method of Payment:			
P.O. #		Federal ID #	
Check <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	American Express <input type="checkbox"/>
Card No. _____		Expiration Date _____	
Signature _____			

Please make additional copies as needed.

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

CISCO Certified Network Associate (CCNA)

This four-course program prepares the student for the CCNA certificate examinations. CCNA is a recommended prerequisite for Cisco's CCNP, CCDP, CCDA, and CCIE. The sequence is based on CISCO-developed online curriculum, hardware and educational materials for optimal compatibility with the certification exam. As a subset, the first two courses contain the necessary curriculum for the CompTIA Network + Certification. All instructors are certified CISCO Academy instructors. Each class is limited to 10 participants.

Prerequisite: Be proficient in the use of software in a Windows-based environment and possess one year experience in computer applications.

Bundle Price:
Enroll in all four CISCO courses at the same time for \$4,125, a savings of \$255

Course 1: Networking Basics v3.0

Networking basics is the first of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA I introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, LANs, WANS, OSI models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing, and network standards. (4.0 CEUs)

Competencies:

- Basics of Ethernet Technologies
- Cabling LAN and WANS
- Network Media
- Basics of TCP/IP and IP addressing
- Routing Fundamentals

06SC01000 Jul 10 – Aug 9 (M/W, 6 – 10pm)

06SC01001 Sep 23 – Oct 21 (Sa, 8am – 5pm)

\$1,195

Course 2: Routers and Router Basic v3.0

CCNA 2: Routers and Routing Basics is the second of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on the initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS, Configure

routing protocols, and create access lists controlling access to the router. (4.0 CEUs)

Competencies:

- Basics of configuring routers
- Routing protocols
- TCP/IP concepts
- Access control lists
- Networking troubleshooting skills

06SC02000 Aug 21 – Sep 25 (M/W, 6 – 10pm)

doesn't meet 9/4

06FC02001 Nov 4 – Dec 9 (Sa, 8am – 5pm)

doesn't meet 11/25

\$1,195

Course 3: Switching Basics and Intermediate Routing

CCNA 3: Switching Basics and intermediate Routing is the third of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning tree Protocol (STP), and VLAN Trunking Protocol (VTP). (3.2 CEUs)

Competencies:

- VLSM
- Basics of OSPF and EIGRP
- Switch concepts and configuration

- Spanning-Tree Protocol
- VLANs and VTP

06FC03000 Oct 9 – Nov 1 (M/W, 6 – 10pm)

07WC03001 Jan 20 – Feb 10, 2007 (Sa, 8am – 5pm)

\$995

Course 4: WAN Technologies

CCNA 4: WAN Technologies is the last of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation (NAT), Port Addressing Translation (PAT), and DHCP, WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam. (3.2 CEUs)

Competencies:

- ISDN and DDR
- Frame Relay
- PPP
- WAN Technologies
- NAT, PAT, and DHCP

06FC04000 Nov 13 – Dec 13 (M/W, 6 – 10pm) doesn't meet 11/20 & 11/22

07WC04001 Feb 24 – Mar 17, 2007 (Sa, 8am – 5pm)

\$995

Hardware and Operating Systems

A+/Net+ Certificate

The A+/Net+ Certificate program prepares individuals with little or no computer experience for an entry level career opportunity in the IT field. This 112-hour curriculum includes both PC and Networking installation, preventative maintenance, troubleshooting and repair. The main focus of your classroom experience will be to obtain the A+/Net+ certification. This A+/Net+ Certification is used as electives for those interested in pursuing additional certifications such as MCSA, MCSE or Novell. (11.2 CEUs) Prerequisite: Proficiency in reading and math skills, basic keyboarding and familiarity with Windows 95/98/2000/XP

06SC22000 Sep 11 – Dec 20 (M/W, 6 - 10 p.m.) doesn't meet 11/20 & 11/22

\$2,995

Linux+ Certificate Program

CompTIA, the Computing Technology Industry Association, has introduced the Linux+ certification to measure foundation-level Linux operating system proficiency as a reliable indicator of employee success for both professionals and employers. The Linux+ certification measures vendor-neutral Linux knowledge and skills for an individual with at least 6 months practical experience. Linux+ certification is for any individual interested in demonstrating fundamental Linux knowledge and skills. The Linux+ certification, which serves as a stepping-stone to higher-level Linux certification tracks from LPI to Sair, was developed with the expertise of industry leaders. Potential job roles include Help Desk Technician, technical writer, software application specialist, programmer/analyst, and entry-level service technician. This certificate program provides comprehensive coverage of exam topics including user administration, shell scripting and networking in preparation for the certification exam. (4.0 CEUs) Prerequisites: Basic computer skills and Internet experience.

06SC21000 Jul 31 – Aug 30 (M/W, 6 - 10pm)

06SC21001 Sep 23 – Oct 21 (Sa, 8am – 5pm)

06FC21002 Nov 14 – Dec 21 (M/W, 6 - 10pm) doesn't meet 11/21 & 11/23

\$1,595

CIW Associate

CIW Associates have mastered the fundamental knowledge and skills required to work in an Internet technology-enabled environment. These foundational skills include basic knowledge of Internet technologies such as Web browsers, FTP and e-mail; Web page authoring using Extensible Hypertext Markup Language (XHTML); basic infrastructure networking, and project management. CIW Associate certification is valuable for individuals working in fields such as sales, business development, advertising, technical recruiting and other areas that depend on Web-enabled systems for productivity. To become a CIW Associate, the candidate must pass one required CIW exam (IDO-510). CIW Associate certification is also required to qualify for all CIW Professional and Master CIW certifications.

Foundations

The CIW Foundations course provides the basic hands-on skills and knowledge that a professional is expected to understand and use. Foundational skills include basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. The course is broken down into three sections: Internet business, site development, and network technology. This course prepares you for the CIW Associate Certification Exam (IDO-510) that is required for all upper tier CIW certifications. (3.2 CEUs) Prerequisites: Basic Knowledge of the Windows XP Operating System

06SC29000 Aug 14 – Sep 11 (M/W, 6 – 10pm) doesn't meet 9/4

06FC29001 Oct 7 – 28 (Sa, 8am – 5pm) doesn't meet 11/25
\$995

Master CIW Designer Certification

Master CIW Designers develop and maintain Web sites using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer e-commerce Web sites. Master CIW Designer certification can lead to a successful career as a Web designer, creative director, Web marketing/ business specialist or art director. Candidates must pass three required CIW exams to become a Master CIW Designer.

Course 1 - Design Methodology and Technology

Design Methodology and Technology is a course that teaches students how to create and manage Web sites with tools such as Microsoft FrontPage, Macromedia Dreamweaver and Flash, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course

focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations. This course prepares the participant for the CIW Site Designer Exam (IDO-520) and is the second of three steps in the Master CIW Designer Certification. It also earns the participant the CIW Professional Certification. (3.2 CEUs) Prerequisites: Foundations

06SC30000 Sep 25 – Oct 18 (M/W, 6 – 10 pm)

06FC30001 Nov 11 – Dec 9 (Sa, 8am – 5pm) doesn't meet 11/25
\$995

Course 2 - E-Commerce Strategies and Practices

E-Commerce Strategy and Practices is a course that teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. This course prepares you for the CIW E-Commerce Designer Exam (IDO-525) and is the last step in achieving the Master CIW Designer Certification. (3.2 CEUs) Prerequisites: Design Methodology and Technology

06FC31000 Oct 30 – Nov 29 (M/W, 6 – 10pm) doesn't meet 11/20, 11/22

07WC31001 Jan 20 – Feb 10, 2007 (Sa, 8am – 5pm)
\$995

CIW Web Developer Certification

CIW Web Developers create and maintain Web applications through programming, scripting and/or server administration. This certification validates the skills and knowledge required to assemble and maintain Java-based Web applications. Web Developers focus on the business-re-

quirements aspect of the application development cycle. The candidate must pass one required CIW exam to become a CIW Web Developer. Alternatively, under an agreement with IBM, candidates who have passed IBM Exam IS4 may request to be to be granted the CIW Web Developer certification as well. The Web Developer exam validates skills in using development tools to assemble J2EE-centric Web solutions consisting of thin-client Web applications that interact with business services, databases and Web services. Skills include writing application control logic, writing application display logic, utilizing business services and exposing application components using business services. Once you become a CIW web developer you will have passed an essential exam for IBM's Certified Solutions Developer -- WebSphere Studio v5.0.

Course 1 - JavaScript Fundamentals

JavaScript Fundamentals is a course that teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. (1.2 CEUs) Prerequisites: CIW Foundations

06FC32000 Oct 17 – 24 (T/Th, 6 – 10 pm)
\$395

Course 2 - XML Document Design

XML Document Design teaches you how to create intelligent structured documents using the Extensible Markup Language (XML). You will study the functions and relationships between XML and other members of the XML family of technologies, including Extensible Hypertext Markup Language (XHTML), Extensible Stylesheet Language (XSL), XPath, XLink, namespaces, schemas, and Extensible Stylesheet Language Transformation (XSLT). You will create and apply styling to XML documents in a series of hands-on labs that focus on the development of coding conventions and compliance with the rules for well-formed XML. (2.0 CEUs) Prerequisites: JavaScript Fundamentals

06FC33000 Oct 26 – Nov 9 (T/Th, 6 – 10 pm)
\$595

Course 3 - Java Programming Fundamentals

The Java Programming Fundamentals course teaches you how to write Java applications and applets. You will learn the Java language mechanics found in other programming languages, such as variables, iterations, control statements, methods and arrays. You will also discuss object-oriented theory as it relates to Java. You will create Graphical User Interfaces (GUIs) for applications and applets, emphasizing components, layouts, and graphics. The course concludes with an in-depth

study and implementation of the SDK 1.2 event delegation model, an essential element in further Java studies. You will also complete a course-long project to create an operational client/server messaging system. (3.2 CEUs) Prerequisites: XML Document Design

06FC34000 Nov 14 – Dec 14 (T/Th, 6 – 10 pm) doesn't meet 11/20, 11/22
\$995

Course 4 - Building Database Client Applications

Building Database Client Applications Using JDBC 2.0 is a 12-hour course that teaches students how to build database client applications using JDBC 2.0. Students will learn how to apply the JDBC API to connect to relational databases; issue SQL statements and queries; and use transactions, prepared statements, stored procedures and metadata to create and manipulate database information. Students will apply the knowledge they learn in class by building a graphical client application. (1.2 CEUs) Prerequisites: Java Programming

07WC35000 Jan 9 – 16, 2007 (T/Th, 6 – 10 pm)
\$395

Course 5 - Java Servlets

Welcome to Java Servlets, a course designed to teach you how to use Java servlets technology to build Web applications. This course will empower you with the skills to design server-side applications that greatly increase the value of your Web site. The first part of this course will introduce you to the fundamental concepts of Java servlets and related technologies. The second part will build on your knowledge and present solutions for more functional and exciting Web pages. By the end of this course, you will understand and use the most popular applications of Java servlets. (1.2 CEUs) Prerequisites: Building Database Client Applications

07WC36000 Jan 18 – 25, 2007 (T/Th, 6 – 10 pm)
\$395

Course 6 - JavaServer Pages

Welcome to JavaServer Pages, a course focused on the JavaServer Pages (JSP) server-side development environment. JSP is a Java-based technology used to create dynamic, data-driven Web applications. In this course, you will learn the fundamentals of JSP, including using JSP to interact with JavaBeans, the creation of JSP custom tags and tag libraries, and the use of JSP with databases. This course will also teach you the basics of using JSP files to interact with Java servlets. (2.0 CEUs) Prerequisites: JavaServer Pages

07WC37000 Feb 6 – 20, 2007 (T/Th, 6 – 10 pm)
\$595

E-Business Solutions in Java Certificate

The Internet is the critical path in business-to-business (B2B) applications, business-to-consumer (B2C) applications, and even intra-business applications. Java is the premier language for these applications. It provides a robust, secure, Internet-ready set of technologies, Java 2 Enterprise Edition (J2EE), for writing enterprise applications. JDBC, JMS, servlets, JSP, and EJBs form the core technologies for J2EE. J2EE delivers on the promise that an application can run on any operating system, with any EJB enterprise server and with any database. Replacing any part (operating system, EJB server, or database) requires a simple redeployment of software without any modification to code. This certificate program covers the core technologies of J2EE and also introduces participants to Java-based XML processing. XML is a platform- and application-independent method of exchanging data, making it an ideal candidate for creating J2EE applications that leverage legacy enterprise applications. During the course of the program participants will develop a fully functional application using all the J2EE technologies and XML. (9.2 CEUs) Prerequisites: Working knowledge of HTML plus 1 year Java programming or SPSU's Beginning or Accelerated Java. This class is not intended to teach the Java programming language.

06SC20000 Aug 22 – Nov 7 (T/Th, 6 - 10 p.m.)
\$2,995

Embedded Systems Software Certificate

This 164-hour program will qualify the individual in the design, development, methodologies, and manufacture of embedded systems. This certificate includes four courses. Participants must complete all courses in the specified order to earn certification. In addition to the 4 courses of the standard certificate, an individual may receive an advanced certificate by completing a fifth elective course. For more information on these courses, please contact Greg Scott at 678-915-7386. See website for advanced certification information.

Embedded Systems: #1 Introduction to Embedded Systems

Technically-oriented survey of embedded computers emphasizing the diversity of technologies and applications. Topics include typical hardware components, software options, and product design considerations. (2.4 CEUs) Prerequisites: Bachelor's level course work in computer architecture, assembly language, and a high-level programming language.

06SC05000 Aug 8 – 24 (T/Th, 6 – 10pm)
\$695

Embedded Systems: #2 Embedded Systems Principles

Principles of operation of a typical embedded computer system. Laboratory exercises use an off-the-shelf industrial controller to demonstrate concepts covered in lecture. Areas of emphasis include powerup/startup operations, analog and digital I/O control of external devices, communication interfaces, firmware development tools, and porting of software to different processors. (5.6 CEUs) Prerequisites: Introduction to Embedded Systems and One year of C language programming in a real-world environment.

06SC06000 Sep 5 – Oct 19 (T/Th, 6 – 10pm)
\$1395

Embedded Systems: #3 Real-Time Operating Systems

Introduction to real-time operating systems (RTOS) for embedded computers. Focus is on programming, but programming assignments will include control of external hardware devices. Topics include RTOS kernels, threads and multi-tasking, task priorities, task scheduling, pre-emption, task switching, task synchronization, re-entrancy, interrupt service routines, latency and timing issues, and processor-specific considerations. (5.6 CEUs) Prerequisites: Embedded Systems Principles

06FC07000 Oct 31 – Dec 21 (T/Th, 6 – 10pm) doesn't meet 11/21 & 11/23
\$1395

Embedded Systems: #4 Software Process for Embedded Systems

In-depth analysis of the design, build, and coding of an embedded software system. Includes a survey of the software development processes used for embedded systems development with emphasis on accepted industry best practices presented from a developer's point of view. (2.8 CEUs) Prerequisites: Real-time Operating Systems

07WC08000 Jan 9 – 30, 2007 (T/Th, 6 – 10pm)
\$695

The new Microsoft Certified Systems Administrator 2003 (MCSA) credential

proves that you have the skills to successfully implement, manage, and troubleshoot the ongoing needs of Windows 2000-based platforms, including Windows .NET Server. This 144-hour program includes five courses: four Windows 2003 operating system core classes and one Windows 2003 application class. The elective presented is based on market demand for SQL skills.

Core Classes:

MS 2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2003 environment. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum. It prepares participants to take Microsoft Exams # 70-290. (4.0 CEUs)

Prerequisite: Basic knowledge of windows operating systems

06SC15000 Jul 10 – Aug 9 (M/W, 6 - 10pm)

06SC15001 Sep 23 – Oct 21 (Sa, 8am - 5pm)

\$1595

MS 2276: Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts

The goal of this two-day course is to provide students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server™ 2003 networking infrastructure. This is the second course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003. It prepares participants to take Microsoft Exams # 70-291 in combination with MS 2277. (1.6 CEUs)

Prerequisite: MS 2273

06SC16000 Aug 21 - 30 (M/W, 6 - 10pm)

06FC16001 Nov 4 – 11 (Sa, 8am - 5pm)

\$645

MS 2277: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services

This five-day, instructor-led course provides students with the knowledge and skills to

implement, manage, and maintain a Microsoft Windows Server™ 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This is the third course in the Systems Administrator and Systems Engineer track for Windows Server 2003. It prepares participants to take Microsoft Exams # 70-291 in combination with MS 2276. (4.0 CEUs)

Prerequisite: MS 2273 and MS 2276

06SC17000 Sep 11 – Oct 11 (M/W, 6 – 10pm)

06FC17001 Dec 2 – Jan 27, 2007 (Sa, 8am - 5pm) doesn't meet 12/23, 12/30, 1/6/07 & 1/13/07

\$1,595

MS 2285: Installing, Configuring, and Administering Microsoft Windows XP Professional

This 2-day, instructor-led course provides students with the knowledge on how to deploy configure and troubleshoot the Microsoft Windows XP operating system. It includes setting up users, connecting to servers and setting up other client applications. This is the third course in the Systems Administrator and Systems Engineer track

Bundle Price:
Enroll in all five classes
at the same time for
\$4,995, a savings of
\$1080

for Windows Server 2003. It prepares you for the Microsoft Exam# 70-270. (1.6 CEUs)

Prerequisite: MS 2273, MS 2276 and MS 2277

06FC18000 Oct 23 – Nov 1 (M/W, 6 – 10pm)

07WC18001 Feb 10 – 17, 2007 (Sa, 8am - 5pm)

\$645

Elective Class:

MS 2823: Implementing and Administering Security in a Microsoft Windows Server 2003 Network

This five-day instructor-led course addresses the MCSA and MCSE skills path for IT Pro security practitioners, specifically addressing the training needs of those preparing for the 70-299 certification exam. The primary product focus is on Microsoft Windows Server 2003 based infrastructure solutions but will include some client focused content where appropriate. This learning product is to provide functional skills in planning and implementing infrastructure security. This course is part of the Security Portfolio and will act as the primary entry point for IT Professionals at the implementation level. (4.0 CEUs) Prerequisite: MS 2273, MS 2276, MS 2277, and MS 2285

06FC19000 Nov 13 – Dec 20 (M/W, 6 – 10pm) doesn't meet 11/20 & 11/22

07WC19001 Mar 3 – 31, 2007 (Sa, 8am - 5pm)

\$1,595

Oracle 10g DBA Certification Preparation Program

Oracle Database 10g: Introduction to SQL

This class is applicable to Oracle8i, Oracle9i and Oracle Database 10g users. This course introduces Oracle Database 10g technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. (3.5 CEUs)

06SC24000 Jul 10 – Aug 9 (M/W, 6 - 9:30 p.m.)

06SC24001 Sep 30 – Oct 28 (Sa, 9 a.m. - 5 p.m.)

\$1,205

Oracle Database 10g: Administration Workshop I

Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database. Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on

Accelerated Java

This five-day course is designed to bring the experienced programmer quickly up to speed in Java. Topics include Java fundamentals, objects, arrays, graphical user interfaces, data structures, class design, abstract classes and interfaces, program organization, exceptions, streams, threads, and networking. Covers the latest version of Java (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (3.5 CEUs) Prerequisite: Beginning Java or one year of experience using a C-based programming language (such as C, C++, C#, or Perl).

06SP01000 Aug 7 - 11 (M-F, 9am - 5pm)

06FP01001 Oct 14 - Nov 11 (Sa, 9am - 5pm)

\$1095

**Beginning Java**

This five-day course provides a gentle introduction to the Java programming language for those who have never programmed before or whose skills are rusty. Topics include classes, objects, control structures, arrays, graphics, class variables and methods, primitive types, and class design. Covers the latest version of Java (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (3.5 CEUs) Prerequisite: Significant computer experience; previous programming experience (in any language) is helpful.

06SP02000 Jul 24 - 28 (M-F, 9am - 5pm)

06FP02001 Aug 26 - Sep 23 (Sa, 9am - 5pm)

\$1095

new Java Swing

This three-day course shows how to build professional-looking graphical user interfaces using Java's Swing technology. Topics include Components, containers, events, layout managers, models, and timers. Covers the latest version of Swing (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (2.1 CEUs) Prerequisite: Beginning Java or Accelerated Java or one year of Java experience.

06SP03000 Jul 10 - 12 (M-W, 9am - 5pm)

06FP03001 Dec 2 - 16 (Sa, 9am - 5pm)

\$695

new AJAX

Asynchronous JavaScript and XML, or AJAX, is at the cutting edge of Web based Graphical User Interface (GUI) technology. AJAX greatly enhances the responsiveness of Web based GUIs, giving them the feel of more traditional desktop applications. AJAX has become an integral part of Web GUI solutions for such industry leaders as Google and Microsoft. AJAX is not a single technology but rather a melding of several technologies. It uses a combination of XHTML, XML, and JavaScript on the browser and any set of server side technologies such as Java and .NET. This class provides an introduction to AJAX using a combination of lectures and hands-on lab work. Participants will create a working Web GUI using AJAX and acquire the basic skills needed to implement AJAX solutions. The server side work will be done in Java. .NET will not be covered in this class. Participants are expected to have a working knowledge of Java comprised of one year of professional Java experience or to have successfully completed either Beginning Java or Accelerated Java from SPSU. Topics Covered: JavaScript, XHTML forms, XML, Server side processing using Java, Servlets, and POJO.

06SP05000 Aug 26 - Sep 23 (Sa, 9am - 5pm)

06FP05001 Dec 2 - 16 (Sa, 9am - 5pm)

\$695

practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. (3.5 CEUs)

06SC25000 Aug 21 - Sep 25 (M/W, 6 - 9:30 p.m.) doesn't meet 9/4

06FC25001 Nov 11 - Dec 16 (Sa, 9 a.m. - 5 p.m.) doesn't meet 11/25

\$1,205

Oracle Database 10g: Administration Workshop II

Oracle DBAs manage the industries most advanced information systems and command some of the highest salaries. This course advances your success as an Oracle professional in the area of database administration. In this class, you'll learn how to configure an Oracle database for multilingual applications. Students will practice various methods of recovering the database, using RMAN,

SQL, and Flashback technology. Tools to monitor database performance and what steps to take to improve database performance are also covered in this course. Students will also learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). The lesson topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. (3.5 CEUs)

06FC26000 Oct 9 - Nov 8 (M/W, 6 - 9:30 p.m.)

07WC26001 Jan 20 - Feb 17, 2007 (Sa, 9 am - 5 pm)

\$1,205

QUESTIONS?

• **CALL** •
678.915.7240

• **E-MAIL** •
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oce.spsu.edu

Microsoft Certified Application Developer (MCAD) Certification Preparation Program

The Microsoft Certified Application Developer (MCAD) credential provides industry recognition for professional developers who build powerful applications using Microsoft Visual Studio® .NET and Web services. This 192-hour program includes six courses: four Microsoft .NET core classes and two .NET application class. To obtain certification, a developer must pass two core exams and one elective exam.

Discount: Enroll in all six classes at the same time for \$5,395, a savings of \$2380.

Core Classes:

MS 2389 - Programming with Microsoft ADO.NET

This three-day or six-night instructor-led will teach developers to build data-centric applications and Web services with Microsoft ADO.NET, Microsoft SQL Server™ 2000,

and the Microsoft .NET Framework. This course is designed for the professional platform developer who is responsible for designing and building data-centric, distributed applications for his or her organization. It is designed for developers who have component and Web application development skills, and who have previously built solutions by using Microsoft Visual Studio®. (2.4 CEUs) Prerequisites: Experience with a .NET language such as Microsoft Visual Basic® .NET, Microsoft Visual C#™, or Microsoft Visual C++®; an understanding of object-oriented concepts and terminology; experience developing distributed applications; and experience developing Web-based applications hosted on Internet Information Server.

06SC09000 Jul 11 – 27 (T/Th, 6 – 10pm)

06SC09001 Sep 9 – 23 (Sa, 8am – 5pm)

\$995

MS 2555 - Developing Microsoft .NET Applications for Windows (Visual C# .NET)

This ten-evening or five-day, instructor-led course provides students with the skills required to build Microsoft® Windows® Forms applications by using the Microsoft .NET Framework. This course is a part of the Microsoft Visual C#™ .NET curriculum

and is intended to provide C# programmers with the skills required to create Windows Forms applications by using the .NET Framework. The course will cover the major topics for Windows client application programming on the .NET Framework. These topics include: Windows Forms, GDI+, simple data access, interoperating with unmanaged code, threading and asynchronous programming issues, simple remoting, Web access, Web Services consumption, debugging, security, and deployment issues for desktop applications. This course is intended for the intermediate programmer who is responsible for designing and building Windows-based applications with the .NET Framework. (4.0 CEUs) Prerequisite: MS 2389

06SC10000 Aug 8 – Sep 12 (T/Th, 6 – 10pm)

doesn't meet on 9/4

06FC10001 Oct 7 – Nov 4 (Sa, 8am – 5pm)

\$1595

MS 2524 - Developing XML Web Services Using Microsoft ASP.NET

The goal of this three-day or six-night instructor-led course is to provide students with the knowledge and skills that are required to develop Extensible Markup Language (XML) Web services-based solutions to solve common problems in the

Programming

Developing Security-Enhanced Web Applications in the .Net Environment

This three-day instructor-led course provides students with the knowledge and skills that are needed to build Web applications by using security-enhanced coding techniques. Students will learn how to identify Web application security vulnerabilities and understand the trade-offs between functionality and performance when choosing the appropriate security mechanisms for their Web applications. Throughout this course, students will get hands-on experience in creating security-enhanced Web applications. (2.4 CEUs) Prerequisites: Experience with C#.Net or VB.Net, ASP or ASP.Net, SQL Server, and IIS.

06SP07000 Aug 14 – 16 (M-W, 8am – 5pm)

06SP07001 Sep 11 – 27 (M/W, 6 – 10pm)
\$695

Getting Started with Microsoft .NET for COBOL Programmers

This three-day instructor-led course will introduce COBOL programmers to Microsoft Visual Basic® .NET programming techniques. At the end of the course, students will be able to create simple Microsoft .NET Windows® Forms and Microsoft ASP.NET Web Forms using Microsoft Visual Studio® .NET. After

completion, participants will be able to explain the .Net programming environment, create applications in VB .Net, access data using ADO .Net, read XML files, and create ASP.Net web forms. (2.4 CEUs) Prerequisites: Experience programming in COBOL
06SP08000 Sep 11 – 13 (M-W, 8am – 5pm)
06FP08001 Oct 2 – 18 (M/W, 6 – 10pm)
\$695

Introduction to C# Programming with Microsoft .NET

In this five-day instructor-led course, developers learn the fundamental skills that are required to design and develop object-oriented applications for the Web and Microsoft Windows® by using Microsoft Visual C#® .NET and the Microsoft Visual Studio® .NET development environment. This course provides an alternative entry point for less experienced programmers who are not familiar with object-oriented design and programming with Windows or the Web. After completion participants will be able to configure and use Visual Studio .Net, program in C#, Use ADO .Net to manipulate data in databases, create windows based applications and use XML web services in a C# application. (4.0 CEUs) Prerequisites: Basic computer skills

06FP09000 Oct 9 – 13 (M-F, 8am – 5pm)

06FP09001 Nov 6 – Dec 13 (M/W, 6 – 10pm)

\$995

Introduction to Microsoft .NET Development

This two-day instructor-led seminar provides students with an introduction to the technologies that comprise the Microsoft .NET strategy. This course is a high-level overview of multiple aspects of .NET, and is intended as a starting point for developers and business decision-makers to evaluate Microsoft .NET tools and technologies. As an introductory seminar, it provides pointers to training courses and other resources that give more detail on specific topics. (1.6 CEUs)

06FP10000 Nov 2 – 3 (Th-F, 8am – 5pm)

06FP10001 Dec 4 – 13 (M/W, 6 – 10pm)

\$495

Introduction to SQL

Learn Structured Query Language for data retrieval. Course covers interactive vs. embedded SQL, relational database characteristics and structural features of a relational database. Topics include creating a relational database; how to use and define datatypes; using SQL to retrieve data, alter tables, join tables, and define keys; using SQL functions and data manipulations; and understanding security, the data dictionary and the windows interface. (.6 CEUs) Prerequisite: Windows, Introduction, or equivalent knowledge, and Database experience

distributed application domain. The course focuses on using Microsoft Visual Studio® .NET and Microsoft ASP.NET to enable students to build, deploy, locate, and consume Web services. This course is intended for experienced software developers who have previously built component-based applications. (2.4 CEUs) Prerequisite: MS 2555

06SC11000 Sep 26 – Oct 12 (T/Th, 6 – 10pm)

06FC11001 Nov 18 – Dec 9 (Sa, 8am – 5pm)

doesn't meet 11/25

\$995

MS 2557 - Building COM+ Applications Using Microsoft .NET Enterprise Services

This ten-evening or five-day instructor-led course provides students with the knowledge and skills to effectively build scalable, distributed applications that use Microsoft .NET Enterprise Services and the Microsoft .NET Framework. This course is intended for Departmental developers who currently build client/server applications and large-scale solutions for departments inside a business, Consultants who work with developers to build client/server applications and large-scale solutions for businesses, Web developers who build Web-based applications

requiring significant infrastructure support such as transactions, security, and pooling of resources and Line-of-business (LOB) application developers. (4.0 CEUs) Prerequisite: MS 2574

06FC12000 Oct 24 – Nov 30 (T/Th, 6 – 10pm)

doesn't meet on 11/21 & 11/23

07WC12001 Jan 20 – Feb 17, 2007 (Sa, 8am – 5pm)

\$1595

MS 2663 - Programming with XML in the Microsoft .NET Framework

This three-day or six-night instructor-led his course teaches developers how to program with XML in the Microsoft® .NET Framework in order to build Microsoft Windows® or Web-based integrated applications that are easier to build, scalable, and flexible. This course is intended for programmers who build Web-based or Windows applications that access data, programmers who build Web services, or programmers who build applications that access data stored as XML. (2.4 CEUs) Prerequisite: MS 2557

06FC13000 Dec 5 – 21 (T/Th, 6 – 10pm)

07WC13001 Mar 3 – 17, 2007 (Sa, 8am – 5pm)

\$995

MS 2840 - Implementing Security for Applications

This five-day instructor-led class provides students with a thorough grounding in Microsoft .NET security implementation and general development security best practices. This course will prepare a student to take the Implementing Security for Applications exam (available in Microsoft Visual Basic® .NET 70-330 and Microsoft Visual C#® 70-340). This course is intended for experienced, professional application developers, including those employed by software companies or working on corporate development teams. (4.0 CEUs) Prerequisite: MS 2663

07WC14000 Jan 9 – Feb 8, 2007 (T/Th, 6 – 10pm)

07WC14001 Mar 31 – Apr 28, 2007 (Sa, 8am – 5pm)

\$1595

(must know how to create and manipulate tables).

06SP12000 Aug 25 (F, 9am – 4pm)

06FP12001 Oct 17 – 19 (6 – 9pm)

\$295

Perl/CGI Programming

A working knowledge of Perl provides students with the ability to develop and maintain Perl programs, as well as the ability to port legacy programs to other languages such as Java. The course material covers the Perl language and using Perl and CGI to create dynamic Web sites. Training consists of lectures followed by practical programming labs with the solutions coded by the students. Some labs have "advanced" programming challenges in addition to the standard lab. Topics in Perl include: basic language elements; scalar, list and, hash variables; control and looping statements; expression modifiers; regular expressions for matching, replacement and transliteration; subroutines; file I/O and directory access. Topics in CGI include: concepts of CGI; creating dynamic HTML; working with forms and cookies; making and using libraries; and using Perl packages. (2.1 CEUs) Prerequisite: Introduction to Programming or equivalent knowledge

06FP13000 Oct 14 – 28 (Sa, 9am – 5pm)

06FP13001 Dec 4 – 6 (M-W, 9am – 5pm)

\$595

AutoCAD

AutoCAD User Certification

This is the final preparatory course for the Certification Program in AutoCAD. Emphasis will be on practical use and application in the fields of Architecture, Mechanical, and Site Plan Layout. Several projects will be completed using AutoCAD. The applications are intended to prepare the student to successfully complete the Certified AutoCAD User Exam given on the final night of class. If additional exam attempts are needed, the student must schedule an examination appointment with the Office of Continuing Education and pay a \$100 examination fee for each retake. Certification Application and Project completion is the responsibility of the student and will require access to AutoCAD software outside the class time. (2.7 CEUs) Prerequisites: AutoCAD Level 1: Part 1; AutoCAD Level 1: Part 2; and AutoCAD Level 2 (Note: These prerequisites are mandatory and cannot be substituted with courses taken at another institution.)

06SC38000 Sep 26 - Oct 24 (Tu/Th, 6pm - 9pm)

06FC38001 Oct 16 - Nov 13 (M, 9am - 4pm)

\$2,395

**See our complete
AutoCAD curriculum
on Pages 20-21.**



WE WANT TO HEAR FROM YOU!

**We are always looking for
new course ideas and great
instructors!**

**To share your ideas with us,
call 678.915.7240, e-mail
ConEd@spsu.edu, or visit us
online at oce.spsu.edu.**

new**Dynamic Website Design Using Dreamweaver and PHP**

This course was designed to teach non-programmers how to use Macromedia Dreamweaver 8.0 to design robust dynamically driven websites. It starts with installing the environment and ends with a site many seasoned programmers would envy. Topics include but not limited to inserting forms into MySQL tables, password protected pages, using phpmyadmin to administer databases and making dynamic reports for displaying your data. This course makes producing quality low maintenance websites easy. (1.6 CEUs) Prerequisite: General knowledge of the Dreamweaver interface.

06SP11000 Sep 19 - 28 (T/Th, 6 - 10pm)

06FP11001 Nov 4 - Dec 2 (Sa, 8am - 12pm)

\$495

Fundamentals of Web Site Technology & Production

Gain an overview of all aspects of Web site production from domain registration, multimedia elements and Web terminology to usability testing, maintenance, advertising and redesign. The central focus is information architecture - the underlying concept for building an effective Web site. Simulating Web teams in class, you

will devise a comprehensive proposal as a blueprint for a state-of-the-art Web site. (1.2 CEUs) Prerequisite: Familiarity with Windows, plus experience using a Web browser.

06SP17000 Aug 1 - 10 (T/Th, 6 - 9pm)

06FP17001 Nov 28 - Dec 7 (T/Th, 6 - 9pm)
\$295

HTML, Advanced

This course includes many special features of HTML 4.0. Topics include using frames; additional document, table, and form elements; cascading style sheets. (.6 CEUs) Prerequisite: HTML, Intermediate or equivalent.

06SP14000 Jul 25 - 27 (T/Th, 6 - 9pm)

06FP14001 Nov 14 - 16 (T/Th, 6 - 9pm)
\$195

HTML, Intermediate

Learn how to create Web sites using more advanced features of HTML 3.2 and 4.0. Course covers how to create tables and forms; how to work with animated GIFs; how to include image maps, applets, and multimedia objects; how to validate and test your HTML, and guidelines on planning and designing your web site. (.6 CEUs) Prerequisite: HTML, Introduction or equivalent.

06SP15000 Jul 18 - 20 (T/Th, 6 - 9pm)

06FP15001 Nov 7 - 9 (T/Th, 6 - 9pm)
\$195

HTML, Introduction

Learn the basic HTML commands and syntax that you need to create a simple web page. Course covers the basic HTML document structure, basic text formatting tags, how to change the background, how to include images and how to create hyperlinks. (.6 CEUs) Prerequisite: Familiarity with Windows, plus experience using a Web browser.

06SP16000 Jul 11 - 13 (T/Th, 6 - 9pm)

06FP16001 Oct 31 - Nov 2 (T/Th, 6 - 9pm)
\$195

new**(XML) eXtensible Markup Language**

eXtensible Markup Language provides a new level of data exchange and access to information than had previously been possible with HTML alone. This class covers creation of XML documents, XML definitions, XLink, XPath, and CSS and XLS. The class is a combination of lectures and labs. At the completion of the class, students will be able to author a complete XML document that may be displayed in current browsers. (1.2 CEUs) Prerequisites: HTML Advanced and Intro to PCs or equivalent knowledge.

06SP06000 Aug 17 - 18 (Th-F, 9am - 4pm)

06FP06001 Nov 6 - 15 (M/W, 6 - 10pm)
\$455

Do it anywhere, any time

eCore is the University System of Georgia (USG) core curriculum offered in a fully online format. Southern Polytechnic State University (SPSU) is an e-Core affiliate with USG.

We offer the university system core classes online for WebBSIT students, regular SPSU students, and transients who wish to register through SPSU.

Program Tuition 2007

eCore Classes (resident or non-resident) \$144.00 / credit hour

Contact

Dawn Ramsey

Dean, Extended University and eCore® Advisor
Atrium J330

Phone: (678) 915-4287 Fax: (678) 915-3576
dramsey@spsu.edu

<http://ecore.spsu.edu>

**Southern
Polytechnic**

Georgia's Technology University

CORE CURRICULUM

- **Chemistry**
- **Communications**
- **English**
- **History**
- **Math**
- **Philosophy**
- **Physics**
- **Political Science**
- **Psychology**
- **Sociology**

Introduction to Statistics

Participants will be introduced to a variety of statistical tools, beginning with the most basic and gradually progressing to more advanced. Agenda includes a brief review of basic math, frequency distributions, sampling, range, skewness, coefficient of variation, probability theory, binomial distribution, poisson distribution, normal distribution, linear regression, correlation coefficient, confidence intervals, analysis of variance. Students must bring a calculator to class. This course is required for Six Sigma Black Belt certification. (2.1 CEU's)

DAYTIME: 3 days 8:30am- 4:30pm

06SQ08000 Jul 24-26

06SQ08001 Sep 6-8

06FQ08004 Nov 14-16

EVENING: 7 nights 6pm-9pm

06SQ08002 Aug 8-Aug 29 (T/TH)

06FQ08005 Oct 24-Nov 14 (T/TH)

WEEKEND: 2 nights and 2 days (Fri. night 6pm – 9pm and Sat. 8am – 5pm)

06SQ08003 Sep 22 & 23, 29 & 30

Intro to Stats Online (call 678-915-7417 to sign up for a pending list)

\$750
all sessions

Six Sigma Green Belt

This 3-day certificate training program provides an overview of how six sigma is effectively deployed within all types of organizations. The training focuses on six sigma philosophy and objectives, benefits to the organization, seven basic quality tools, theory of variation, basic statistics, process capability, cost implications, root cause analysis. To receive the certificate, participants must attend all scheduled sessions and pass the Green Belt exam, given on the last day. Green Belt certification is required for acceptance into the Six Sigma Black Belt Certification program. (2.1 CEU's)

DAYTIME: 3 days 8:30am- 4:30pm

06SC27000 Jul 11-13

06SC27001 Aug 15-17

06SC27002 Sep 11-13

06FC27003 Oct 17-19

06FC27004 Nov 8-10

06FC27005 Dec 12-14

EVENING: 7 nights 6pm – 9pm

06SC27006 Jul 17-Aug 7 (M/W)

06SC27007 Sep 12-Oct 3 (T/TH)

WEEKEND: 2 nights and 2 days (Fri. night 6pm – 9pm and Sat. 8am – 5pm)

06SC27008 Sep 8 & 9, 15 & 16

\$1,200
all sessions

“Leadership is 99 percent of getting Six Sigma installed.”
(Mikel Harry, Ford's Six Sigma consultant)

“There's no doubt that Six Sigma has greatly affected the businesses that have embraced it, producing incredible cost savings and waste reduction.”
(D. Dusharme, Six Sigma Survey, Quality Digest, February, 2003)

Six Sigma Black Belt Certificate

Six Sigma as coined by Motorola in the 1980s, represents what is now the most advanced quality initiative available. Six Sigma has become the world standard for improving all types of product and service operations. It is a systems approach to improving organizational performance.

This is a 3-week, 15-day intensive training program. Emphasis is on applications of advanced statistical measurement concepts and methodologies. Training focuses on the DMAIC six sigma methodology, supported by application of cost of quality strategies, descriptive and inferential statistics, regression analysis, reliability, design of experiments, short-run SPC, and measurement systems analysis. Curriculum is based on the national ASQ Black Belt competencies. To achieve a Black Belt certificate, participants must attend all scheduled sessions, pass the BB exam, and complete an acceptable six sigma project no later than 12 months after last training date. (10.5 CEU's)

DAYTIME: 15 days (3 non-consecutive weeks) 8:30am- 4:30 p.m

06SC28000 Sep 18-22, Oct 23-27, and Nov 27-Dec 1

WEEKEND

06FC28001 Oct 6-28, Nov 3-18, Dec 1-9 (Fri. night 6pm – 10pm and Sat. 8am – 5pm) Thanksgiving weekend optional

\$7,500
all sessions

QUALITY MANAGEMENT**Certified Quality Improvement Associate (CQIA)**

Basic introduction to quality principles and tools. Great for team leaders and first-level supervisors and managers who need to acquire a solid foundation in quality systems and quality improvement methodologies. Curriculum is based on the national ASQ competencies: quality principles and beliefs, team formation and group dynamics, continuous improvement tools, and customer-supplier relationships. All students can benefit from this program, regardless of whether you plan to take the national ASQ-CQIA exam. Program is taught by experienced quality professionals. (2.1 CEU's)

06FQ5000 Oct 3-5 (8:30am – 4:30pm)

\$695

Special Note: The national ASQ-CQIA exam is scheduled for Dec 2, 2006.

CMQ/OE Certified Manager of Quality Organizational Excellence

All managers will benefit from this “systems approach” to learning effective leadership and management skills for improving product and service quality. Curriculum is based on the national ASQ competencies in the areas of leadership, strategy development and deployment, quality management tools, customer-focus, supplier performance, effective management strategies, and training and development. This program serves as an exam refresher and a foundation for quality management. The program is taught by a CMQ/OE manager. (3.5 CEU's)

06SQ06000 Aug 21-25 (8:30am – 4:30pm)

\$995

Special Note: The national CMQ/OE exam is scheduled for Oct 21, 2006 through ASQ.

Corporate Training Options

We can customize courses to suit your business needs. Through our corporate training option, courses can be delivered either on the Southern Polytechnic campus or at your location. We can also help coordinate your next teleconference.

For more information about corporate training or other continuing education services, call 678-915-5467.



ISO 17799 Information Security Management Systems

BSI's ISO 17799 /ISO 27001 Understanding an Information Security Management System

Understanding an Information Security Management System course provides an overview of the latest techniques and examines issues surrounding Information Security Management System (ISMS). This course details the requirements for a formal management system as specified in ISO/IEC 27001:2005 and outlines information security issues including methods of control and countermeasures for threats. Experienced instructors lead students through exercises designed to help them understand the processes involved in implementing and managing information security. (1.6 CEU's)

06SI11000 Jul 25-26 (8am – 5:30pm)

06SI11001 Sep 18-19 (8am – 5:30pm)

06FI11002 Nov 27-28 (8am – 5:30pm)

\$1,095

QUESTIONS?

• call us at •
678.915.7240

BSI's ISO 17799:2005/ISO 27001:2005 – Information Security Management System Implementation

This course details the requirements for implementing a formal management system as specified in BS 7799-2:2002 and outlines information security issues including methods of control and countermeasures for threats. Experienced instructors lead students to help them understand the processes required to implement and manage information security. Exercises and discussions teach students how to implement controls and how to integrate ISMS activities with business and other security objectives.

06SI12000 Aug 21-23 (8am – 5:30pm)

06SI12001 Sep 20-22 (8am – 5:30pm)

06FI12002 Nov 29- Dec 1 (8am – 5:30pm)

\$1,495

BSI's ISO 27001:2005 (BS 7799) Information Security Management System Lead Auditor

This course teaches students the fundamentals of auditing information security management systems to ISO 27001:2005 (BS 7799-2:2002). This five-day intensive course trains students on how to conduct audits for certification bodies and facilitate the ISO 27001:2005 registration process. The auditing exercises and lectures are based on ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The course is

designed specifically for those people who wish to conduct external assessments or internal audits to ISO 27001:2005, although students will also gain the knowledge and understanding necessary to give practical help and information to other individuals and organizations working toward conformance to the standard. This course is registered* by the governing board of the IQA - International Register of Certified Auditors (IRCA) and meets part of the training requirements of those seeking registration as a lead auditor under that scheme. It also meets the training requirements for IATCA auditor certification. (4.0 CEU's)

06FI13000 Oct 16-20 (8am-5:30pm, Day 5:

8am-12:30pm (Exam)

\$2,495

QUESTIONS?

• find us online at •
oce.spsu.edu

ISO 14001 Environmental Management

BSI's Understanding ISO 14001:2004

Course is designed to provide students with a basic knowledge and a degree of comfort with ISO 14001:2004. Students gain a working understanding of key environmental management concepts, such as aspect and impact identification and setting objectives and targets. The course structure incorporates presentations and interactive discussions. An experienced instructor provides a detailed overview of the ISO 14000 series of standards and the registration process. (.7 CEU's)

Learning Objectives

- Understand Environmental Management Definitions, Concepts, and Guidelines
- Understand the Requirements of ISO 14001:2004 standard
- Interpret the Clauses of ISO 14001:2004
- Understand the Importance and Benefits of an Environmental Management System
- Understand the Registration Process

06SI07000 Aug 21 (8am – 5:30pm)

06FI07001 Nov 7 (8am – 5:30pm)

\$445

BSI's Implementing an Environmental Management System (EMS)

Course provides students with the knowledge to implement and manage an environmental management system (EMS) appropriate to the needs of their organizations. Students gain the necessary tools and skills to help them successfully develop the key processes, controls, and documentation for an effective EMS. Knowledgeable instructors guide students through the implementation stages, and group exercises give students practice in implementation activities. (1.6 CEU's)

06SI08000 Aug 22-23 (8am – 5:30pm)

06FI08001 Nov 8-9 (8am – 5:30pm)

\$895

BSI's Environmental Management Systems Internal Auditor

Course teaches the principles and practices of effective environmental management systems and process audits in accordance with the ISO 14000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors assist students with developing a high proficiency in environmental management system concepts, and role-play exercises provide students with practical experience in conducting internal audits. (1.6 CEU's)

06FI09000 Oct 10-11 (8am – 5:30pm)

\$895

QUESTIONS?

• e-mail us at •
ConEd@spsu.edu

LEAN PRACTITIONER

Certified Lean Practitioner Training

This course is offered in partnership with SAI Global-Excel Partnership, Inc. and is designed to provide the participants with a comprehensive introduction to Lean Enterprise, Six Sigma and ISO. They will also learn the LSI (Lean Sigma-ISO 9000) Deployment Model, Applied Tools and Analysis Techniques. The class will participate in a real-time hands-on workshop within selected business processes to learn how to properly deploy, integrate and manage an LSI project. Tangible results and realistic improvement action plans are expected deliverables. Participants will have the basic tools to deploy LSI Enterprise on a project by project basis. If you are a practitioner and are capable of developing a plan and immersing yourself in the implementation process, this is the course for you. (2.8 CEUs)

06FS04000 Oct 24-27 (Day 1-3: 8am – 5pm; Day 4: 8am – 4:30pm)

06FS04001 Dec 5-8 (Day 1-3: 8am – 5pm; Day 4: 8am – 4:30pm)

\$1,295

**Check on page 11 for
information about Six
Sigma Green and Black
Belt Certification Programs**

BSI's ISO 14001:2004 Environmental Management Systems Lead Auditor

Course teaches the principles and practices of effective environmental management systems (EMSs) and process audits in accordance with the ISO 14000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. This course is certified by the RABQSA. Students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for RABQSA EMS Auditor and EMS Lead Auditor certification. (4.0 CEU's) Long hours and evening work are to be expected.

06SI10000 Sep 25-29 (M-Th 8am – 6:30pm; F 8am – 12:30pm Exam)

06FI10001 Nov 13-17 (M-Th 8am – 6:30pm; F 8am – 12:30pm Exam)

\$1,795

QUALITY SYSTEMS

BSI's ISO 9001:2000 Lead Auditor

Course teaches the principles and practices of effective quality management systems and process audits in accordance with the ISO 9000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. This course is certified by the RABQSA. Students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for QMS Auditor and QMS Lead Auditor certification. (4.0 CEU's) Long hours and evening work are to be expected.

06SI02000 Aug 14-18 (See web for times for each meeting)

06FI02001 Oct 2-6 (See web for times for each meeting)

06FI02002 Dec 4-8 (See web for times for each meeting)

\$1,695

BSI's Implementing ISO 9001:2000

Course introduces the concepts needed to understand, develop, and implement a Quality Management System. This course covers the ISO 9000 family of standards including ISO 9000:2000 and ISO 9004:2000, which contain key principles and guidance for implementing a Quality Management System. Experienced instructors explain how to integrate the family of standards during system implementation, prepare for audits, and achieve ISO 9001:2000 registration. Exercises prepare students to identify key requirements, create documentation, develop project plans, and prepare a scope map. (1.6 CEU's)

06SI04000 Sep 14-15 (8am – 5:30pm)

06FI04001 Dec 14-15 (8am – 5:30pm)

\$895

BSI's Understanding ISO 9001:2000 Requirements

This course teaches a general understanding of the concepts of the ISO 9000 series of standards and how the requirements impact the day-to-day operations of organizations in any industry. An experienced instructor explains the clauses of ISO 9001:2000 in detail, providing a base for understanding the Quality Management Principles. Students learn by participat-

ing in group exercises and in-depth discussions. Students receive comprehensive course manuals with reference materials, including a copy of ISO 9000:2000, ISO 9001:2000, and ISO 9004:2000. (.7 CEU's)

06SI05000 Sep 11 (8am – 5pm)

06FI05001 Dec 11 (8am – 5pm)

\$445

BSI's Quality Systems Documentation

Course provides practical guidance on writing and maintaining readable and usable documents in accordance with an ISO 9001:2000-based quality management system. Experienced instructors lead students through the writing process, define document types, and explain document control, record control, and documentation benefits. Using ISO 9004:2000 and ISO/TR 10013:2001 for additional guidance, students will complete exercises that develop skills to evaluate and prepare procedures, quality manuals, instructions, and forms. (1.6 CEU's)

06SI03000 Sep 12-13 (8am – 5:30pm)

06FI03001 Dec 12-13 (8am – 5:30pm)

\$895

BSI's Internal Quality Systems Auditor (RABQSA Certified)

Course teaches the principles and practices of effective internal audits in accordance with the ISO 9000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through internal audits that are required for a quality management system based on ISO 9001:2000. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. (2.4 EU's) Long hours and evening work are to be expected.

06SI01000 Jul 18-20 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

06SI01001 Sep 19-21 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

06FI01002 Nov 14-16 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

\$1,095

QUESTIONS?

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Continuing Education

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ISO 13485 Healthcare/FDA

Healthcare/FDA Understanding and Implementing ISO 13485 Standard

Sponsored by SAI Global-Excel Partnership.

This 2-day course is the ideal starting point toward understanding and successfully implementing ISO 13485:2003. The training provides the information and guidance needed to implement and/or upgrade your system to the 2003 requirements. This introduction will guide companies toward reviewing current processes and systems, planning for change, and understanding the challenges and benefits of implementing ISO 13485:2003. (1.4 CEU's)

06SI15000 Aug 7-8 (Day 1: 8:30am

- 5pm; Day 2: 8am - 4pm)

06SI15001 Sep 19-20 (Day 1: 8:30am

- 5pm; Day 2: 8am - 4pm)

\$995

AS9100 Standard Lead Auditor Training (RABQSA Certified)

Sponsored by SAI Global-Excel Partnership.

This course is intended for the auditor who wants to become an Aerospace Experience Auditor (AEA) and has not successfully completed an RABQSA certified or OEM approved ISO 9000-based auditor course. This course is also intended for experienced auditors, as it can serve as an excellent opportunity to polish auditing skills that have been developed so far and facilitate growth as an auditor. This 40-hour (5-day) course is taught to the AS9100, Revision B standard and is designed to meet the full requirements of the SAE AIR5493 and AIR5359, section 7.2. This is a highly participative course which provides comprehensive instruction on auditing quality management systems for those who wish to audit in the aerospace arena. It includes an expanded discussion on the AS9100 standard (Section I, which aligns with the ISO 9000:2000 standard) and the requirements of the AIR5359 and AIR5493 documents. The training concentrates primarily on external audits, such as supplier and third-party audits and OEM shared audits. Practical workshops, case studies, and simulated assessments are used to practice new skills and techniques. A certification examination is conducted on the last day. The audit skills, techniques and abilities developed in this class are applicable to such activities as internal audits, external audits (such as supplier auditing) and certification and surveillance

Risk Management/Risk Analysis for Medical Devices

Sponsored by SAI Global-Excel Partnership. To provide understanding of risk management as well as risk analysis and how they apply to medical devices; to develop the skills necessary to apply risk management and risk analysis methodologies, such as FMEA, to medical devices throughout product life cycle. Risk is a measurable factor. It is defined by safety specialists as a function of hazard severity and the probability that a hazard will occur. Safety, however, cannot be measured precisely. It requires a judgment by designers and production professionals acting together with management, taking account of what is technically and economically feasible. The assessment of safety involves balancing the risks that cannot be eliminated from the product against the benefit and utility of the product. These two factors (probability and severity) form the basis for a product safety profile, which provides management with information to decide whether to bring a device to market.

Risk management is required by ISO 13485:2003. Risk analysis is required by FDA's Quality System Regulation (QSR) and the Annex I Essential Safety Requirements of the European Union's three Medical Devices Directives (Active Implantable, Medical Devices and In Vitro Diagnostics). The EU requires a risk analysis for all medical device product family technical files, including those already on the market. The FDA initiated its risk analysis expectations on June 1, 1996 and requirement June 1, 1997. Risk management/risk analysis are not only required during design control, but throughout the entire product life cycle, including all aspects of Product Realization. For sterile packaging, risk analysis is expected for design validation, process validation and distribution validation. (1.4 CEU's)

06SI16000 Aug 9-10 (Day 1: 8:30am - 4:30pm; Day 2: 8:30am - 4:45pm)

06SI16001 Sep 21-22 (Day 1: 8:30am - 4:30pm; Day 2: 8:30am - 4:45pm)

\$995

audits (such as registrar audits). (4.0 CEU's) Long hours and evening work are to be expected.

06SI14000 Sep 11-15 (See web for times for each meeting)

06FI14001 Dec 4-8 (See web for times for each meeting)

\$1,995

BSI's ISO TS16949 2002-Internal Auditor

Course helps students understand and practice internal auditing for ISO/TS 16949:2002. Students will gain the skills to create audit schedules, follow audit trails, and write nonconformance and audit reports. Experienced instructors lead students through case studies and audit simulations, and students gain a working knowledge of ISO 19011:2002, Guidelines for Quality and/or Environmental Management Systems Auditing." The instructor-led lectures also help students understand the role of customer-specific requirements within the auditing process. (2.4 CEU's)

06FI06000 Oct 24-26 (8am - 5:30pm)

\$1,095

TL 9000 QM System Auditing

Sponsored by SAI Global-Excel Partnership. This three-day program provides an interactive learning environment for auditors of the TL 9000 4.0 requirements and measurements. The program is structured to "bridge the gap" between ISO 9001 and TL 9000 from the perspective of an auditor. Step-by-step you'll learn how to interpret and

understand the specific requirements of TL 9000, and how to effectively audit to verify effective implementation by the auditee. Through dynamic learning activities, workshops, case studies and instructor-led discussions, you will be given challenging tasks that reinforce the key points of each module. There is an exam on the final day to demonstrate knowledge and comprehension. (2.4 CEU's)

06SI17000 Sep 18-20 (8am - 5:15pm)

06FI17001 Nov 13-15 (8am - 5:15pm)

\$1,200

TS 16949-Lead Auditor

Sponsored by SAI Global-Excel Partnership. This five-day, highly participative course provides comprehensive instruction on auditing quality management systems for the automotive industry. The course utilizes the principles defined in ISO 19011, the international standard, which defines the guidelines for quality and/or environmental management systems auditing. The training concentrates primarily on external audits, such as supplier and third-party audits. Practical workshops, case studies, and simulated assessments are used to practice new skills and techniques. The certification examination is conducted on the last day. (3.6 CEU's)

06SI18000 Sep 25-29 (Day 1-8am -7:00pm;

Day 2-4: 8am -6:30pm; Day 5: 8am-12 noon)

06FI18001 Nov 13-17 (Day 1-8am -7:00pm;

Day 2-4: 8am -6:30pm; Day 5: 8am-12 noon)

\$1,695

Facilitation 4 Results — Basics

A three-day course based on the International Association of Facilitators (IAF) competencies for certification, which teaches the basics of effective facilitation skills. Students will learn how to build collaborative client relationships, how use the key facilitation techniques and processes such as consensus-building, conflict management, and decision-making, how to avoid common pitfalls, and how to guide groups/teams through productive meetings to achieve desired outcomes. This course uses the "Facilitator4hire, Inc." curriculum and is the first step toward attainment of the CPF awarded by the International Association of Facilitators (IAF). (2.1 CEU's)

06SS01000 Sep 19-21 (8:30am – 4:30pm)

06SS01001 Nov 14-16 (8:30am – 4:30pm)

\$995

Facilitation 4 Results — Advanced

A 2-day course designed to address advanced core competencies and facilitation process tools. Students will identify areas for improvement and receive coaching and feedback from peers and the instructor, learn how to plan for and implement advanced facilitation and quality processes and methods, gain insight and skills for complex meeting preparation and events, and how to lead more collaborative work environments. This course also will help students prepare for the certification requirements of the International Association of Facilitators for the CPF (Certified Professional Facilitator). Prerequisite: Facilitation 4Results — Basics course. (1.4 CEU's)

06SS02000 Aug 15-16 (8:30am – 4:30pm)

06FS02001 Oct 17-18 (8:30am – 4:30pm)

06FS02002 Dec 5-6 (8:30am – 4:30pm)

\$695



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Professional Project Management (PPM)

SPSU's PPM Certificate program prepares you for the PMP Exam and will teach you proven methodologies, concepts and principles of project management based on the Project Management Institute's (PMI) well-known Project Management Body of Knowledge (PMBOK). Project management is comprised of five Project Management Process Groups Initiating Processes, Planning Processes, Executing Processes, Monitoring and Controlling Processes, and Closing Processes as well as nine Knowledge Areas. These nine Knowledge Areas center on management expertise in Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resources Management, Project Communications Management, Project Risk Management and Project Procurement Management. Three schedule options are available.

PPM Evening-Foundational and Exam Prep

Focus is foundational and in-depth coverage of PMBOK, 2004, competencies in preparation for the national PMP exam. Designed for students who have at least three years of project management experience and meet the other PMI requirements for certification. Homework required. Prospective students should contact PMI at www.pmi.org for information on the PMP exam and other certification requirements. (8.4 CEUs)

06SC39000 Jul 10-Sep 20 (M/W, 6 – 10pm)

06SC39003 Sep 12-Nov 21 (T/Th, 6 – 10pm)

\$3,560

PPM Daytime-Fast Track -Exam Prep

This program is an intense focus on PMBOK exam prep. Designed for students who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about PMBOK, 2004, competencies. Homework required. Prospective students should contact PMI at www.pmi.org for information on the PMP exam and other certification requirements. (4.0 CEUs)

06SC39001 Aug 21-25 (M-F, 8:30am – 5:30pm)

06FC39004 Oct 23-27 (M-F, 8:30am – 5:30pm)

\$1,395

PPM Weekend-Advanced Fast Track-Exam Prep

This program is a very intense focus on PMBOK exam prep. Designed for students who have at a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about PMBOK, 2004, competencies. Homework required. Prospective students should contact PMI at www.pmi.org for information on the PMP exam and other certification requirements. (4.0 CEUs)

06SC39002 Sep 8-30 (3 Weekends: Friday evening (6 – 9 pm) and Saturday (8am – 5pm))

06FC39005 Oct 27-Nov 18 (3 Weekends: Friday evening (6 – 9 pm) and Saturday (8am – 5pm))

\$1,595

Malcolm Baldrige National Quality Award Criteria

MBNQA for Business, Education, Malcolm Baldrige National Quality Award Criteria

This three-day program is targeted to those organizations that desire to apply for the MBNQA, the Georgia Oglethorpe Award, or to use the Criteria as a self-assessment to evaluate an organization's level of performance excellence against best practices. Will include an in-depth study of the 7 criteria categories, a discussion of the linkages, the Criteria expectations related to continuous improvement, and break-out sessions using a Baldrige case study. (2.1 CEU's)

06SS03000 Sep 18-20 (8:30am – 4:30pm)

06FS03001 Dec 4-6 (8:30am – 4:30pm)

\$895

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP)

The certification was designed to recognize mastery of an international standard for information security and understanding of a Common Body of Knowledge (CBK). Certification can enhance a professional's career and provide added information security credibility. This certification is the information security industry's "de facto" standard for demonstrating the skills and experience in order to manage the protection of information assets within any organization. This 60-hour course is designed to introduce the 10 common bodies of knowledge (domains) of the information security profession. Taught by industry professionals with practical experience, this course offers students the unique advantage of learning from instructors who are CISSP certified. The course will consist of an in-depth review of each domain, section reviews, out of classroom assignments and case studies. This format will be presented in a manner to assist students new to Information Security or experienced students who are focused on passing the CISSP exam. (6.0 CEUs Evening and 4.0 CEUs Weekend)

06SC40000 Sep 11-Nov 15 (M/W 6pm – 9pm) Evening

\$3,000

06FC40001 Oct 6-28 (F 6pm – 9pm and Sat 8am – 5pm) Weekend

\$2,000

Quality Management / Process Tools

PROJECT MANAGEMENT

Project Management Theory & Concepts

This 1-day course provides theory and core methodology you need to manage projects or participate on project teams. This course does not make use of any project management software application, but instead focuses on the conceptual foundations you need in order to use any project management software application effectively. Course covers project management terminology, phases of the Project Management Life Cycle, elements of a Risk Management Plan, techniques for planning and sequencing project activities, identifying the Critical Path, cost elements and budgets, elements of good communication and reporting, and project close-out. (0.6 CEUs) Prerequisite: Prior experience using Microsoft Windows software.

06SB01000 Aug 7 (M, 9am – 4pm)

06FB01001 Oct 3 (T, 9 am – 4 pm)

\$175

**Learn about our
Microsoft Project
2003 course
offering, Page 19.**

Process Mapping**Sponsored by SAI Global-Excel Partnership.**

In this 2-day course, students will learn how a process map is a communication tool, a planning tool, and a tool to drive unnecessary costs out of your organization. Processes are the most effective way to manage an organization at any level and eventually support its overall goals. By improving processes, a business or organization can improve internal efficiencies, effectiveness, adaptability and customer service. Through an engaging combination of focused discussions, classroom exercises, and interactive workshops, students will learn how to select the right process to map, how to identify team members and responsibilities, operational definitions and measurement plans, documentation requirements, and continual improvement. (1.4 CEU's)

06SI19000 Sep 21-22 (8am – 4:30pm)

06FI19001 Nov 16-17 (8am – 4:30pm)

\$895

Balanced Scorecard: Measuring Organizational Effectiveness

Gain a better understanding about the "health" of your organization. This workshop teaches how to develop a "balanced" set of performance measures. A balanced scorecard goes beyond the traditional financial measures to include customer, internal business processes, and learning and growth indicators. You will learn how to establish a tracking system for the "value drivers" of your organization and use this scorecard as a strategic management system. (1.4 CEUs) Prerequisite: Some experience as a manager in establishing organizational performance metrics.

06SQ01000 Sep 12-13 (8:30am – 4:30pm)

06FQ01001 Nov 15-16 (8:30am – 4:30pm)

\$495

Conflict Resolution

How conflicts are resolved determines the positive or negative impact of situations. This workshop focuses on the effective methods of conflict resolution, not conflict avoidance. Participants will use a self-assessment to determine conflict style and will analyze several different scenarios to determine the best methodology. (.7 CEU's)

06SQ02000 Jul 17-18 (8:30am – 4:30pm)

06SQ02001 Sep 26-27 (8:30am – 4:30pm)

06FQ02002 Dec 6-7 (8:30am – 4:30pm)

\$495

Customer-Supplier Partnerships

This workshop is designed to provide participants with the skills required to develop "partnerships" with key suppliers that will lead to improved quality, delivery, total cost and service.

What You Will Learn:

- Develop a Customer-Supplier Continuous Improvement Partnership
- Plan and Implement a Supplier Certification Program
- Improve Your Quality System
- Review the Role Supplier Certification Plays in the Malcolm Baldrige National Quality Award
- Identify Pitfalls to a Successful Partnership Program
- Learn about Customer-Supplier Success Stories
- Create Supplier Surveys and Measurements
- Develop Supplier Rating Systems

(1.4 CEU's)

06SQ04000 Aug 1-2 (8:30am – 4:30pm)

06FQ04001 Oct 23-24 (8:30am – 4:30pm)

\$495

Leading Change

This one-day change workshop is designed for all employees at any level who want to learn the effective strategies for successful change initiatives. Emphasis is on the importance of individual

behavior to the success of an overall change effort. A one-hour diagnostic instrument is used to assess organizational change leadership behaviors. (.7 CEU's)

06SQ05000 Jul 19 (8:30am – 4:30pm)

06SQ05001 Sep 19 (8:30am – 4:30pm)

06FQ05002 Dec 5 (8:30am – 4:30pm)

\$245

Team Leader's Toolkit

This course is ideal for project team leaders, other managers who serve in leadership positions, and those who strive to attain a leadership position within an organization. Participants will learn how leadership styles align with group dynamics and how to use the most effective style to fit the specific dynamics of the team. The course equips leaders with a specific toolkit of proven techniques and methodologies that will provide the fundamentals to keep teams motivated and energized as well as providing clear direction to achieving team goals in alignment with the organizations strategic objectives. Also, included are the common barriers to effective communication in organizations and how a team leader can mitigate those. (1.4 CEU's)

06SQ07000 Aug 8-9 (8:30am – 5:30pm)

06FQ07001 Nov 8-9 (8:30am – 5:30pm)

\$495

Root Cause Analysis

In this 2-day course, students will learn a systematic approach to identify, analyze, and reduce or eliminate errors and waste. RCA tools and strategies can also be used very effectively as a preventive strategy to avoid unnecessary costs, avoid process delays, accidents, and other costly incidents. The key tools covered are brainstorming, checksheets, pareto charts, cause and effect diagrams, scatter diagrams, histograms, flowcharts. Root cause analysis is an industry-recognized best practice. (1.4 CEU's)

06SQ06000 Jul 25-26 (8:30am – 4:30pm)

06FQ06001 Oct 3-4 (8:30am – 4:30pm)

\$495

SPC (Statistical Process Control)

Introductory course on understanding process improvement, using appropriate quality tools, and applying statistical methodologies. Includes coverage of basic quality management principles, the seven basic quality tools, basic statistics and parameters, system variation, and effective use of variable and attribute control charts. Participants must bring a calculator to the workshop. (2.1 CEU's)

06SQ07000 Sep 18-20 (8:30am – 4:30pm)

06FQ07001 Dec 13-15 (8:30am – 4:30pm)

\$695

Introduction to Technical Writing

Learn the skills you need to write clear, precise, accurate, and coherent technical reports, proposals, abstracts and instructions. Participants analyze

passages from a variety of technical documents to understand how grammar, usage, style, and punctuation serve the unique demands of scientists and technicians. Appropriate format for various audiences are also addressed. Numerous exercises help participants grasp fundamental skills. This workshop is thorough, interesting, and lively. Participants will be engaged and challenged. (1.2 CEUs)

06SB02000 Jun 13 & 15 (T & Th, 9am – 4pm)

06SB02001 Jul 25 & 27 (T & Th, 9am – 4pm)

06FB02000 Sep 18 & 19 (M - T, 9am – 4pm)

06FB02001 Nov 13 & 14 (M - T, 9am – 4pm)

\$285

QuickBooks 2006 – Ready, Set, Go! (formerly Introduction)

Recently purchased QuickBooks® and need help getting started? Or perhaps your QuickBooks® file is already set up and you need to learn the basics. Either way, this course will get you started in the right direction. In this course you will learn how to setup a new company file, learn the QuickBooks interface, learn to work with lists (customer, vendor, employee, items), setup and manage

inventory, handle receivables (invoices, cash sales, statements, deposits manage bank accounts, and enter and pay bills. Each attendee will receive a New Business Starter Kit which includes evaluation copies of software (QuickBooks® editions, TurboTax, and Customer Manager), a business checklist, and more! *This class is taught by a Certified QuickBooks® ProAdvisor who has been providing consulting services to small businesses for over 15 years.* Prerequisite: PC Basics Fast Start or basic computer concepts and comfortable using Windows, Windows software, and the mouse.

06SG04000 Jul 27 (Th, 9am – 4pm)

06SG04001 Sep 27 (W, 9am – 4pm)

06FG04002 Dec 8 (F, 9am – 4pm)

\$210

Customer Service Excellence

A dynamic session that focuses on successful strategies for managers and empower frontline staff to provide outstanding customer service. We guarantee it.

- Who is the Customer, Anyway
- Customer Service...The COMPETITIVE EDGE

- Where Is Your Company Going
- 4 Major CS Goals to Strive For
- Who are the GIANTS in CS
- Frontline Authority Means Responsibility
- It's more than "Being Nice"
- Building Long-Term Relationships
- Revelations about Satisfied Customers
- Revelations about Dissatisfied Customers
- Dazzle Customers with T.R.E.A.T.
- What Customers Care About Most:
- Top 10
- Handling Negative Customer Incidents
- Internal Customers also need to be T.R.E.A.T.ed
- Beyond the Basics

(.7 CEU's)

06SQ03000 Aug 15 (8:30am – 4:30pm)

06FQ03001 Nov 6 (8:30am – 4:30pm)

\$245

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dramsey@spsu.edu

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WORD, BASIC TO ADVANCED

Word 2003 – Basic Documents (formerly Introduction)

This class provides a thorough introduction to using Word. You will learn how to create, edit, and print documents; move quickly within a document, change the appearance of text; indent paragraphs; set tabs; change margins, use spell check, and print documents. (.6 CEU's) Prerequisite: PC Basics Fast Start or PC Basics Using Windows Software or Introduction to PCs or equivalent knowledge

06SM08000 Jul 13 (Th, 9am – 4pm)

06SM08001 Sep 13 (W, 9am – 4pm)

06FM08002 Nov 17 (F, 9am – 4pm)

\$175

Word 2003 – Enhanced Documents (formerly Intermediate)

Participants will learn how to: work with section breaks, create headers and footers, create newspaper columns, create, edit and enhance tables, create styles, use basic collaboration features, and insert pictures and graphs. (.6 CEU's) Prerequisite Introduction to Word or equivalent knowledge

06SM09000 Aug 3 (Th, 9am – 4pm)

06FM09001 Oct 11 (W, 9am – 4pm)

\$175

Word 2003 – Forms, Mail Merge & Collaboration (formerly Automating Word Documents)

Learn how to automate daily tasks by creating forms, mail merging documents and working with advanced collaboration features. (.6 CEU's) Prerequisite Intermediate Word or equivalent knowledge

06FM10000 Nov 1 (W, 9am – 4pm)

\$175

PRESENTATIONS BASICS

PowerPoint 2003, Basic Presentations (formerly Introduction)

This class provides a thorough introduction to using PowerPoint. You will learn how to create, edit, and show a simple presentation, use the outline feature to quickly organize a presentation, change the appearance of text, insert clip art, charts and tables, use the Slide Show Viewer, and print presentation handouts. (.6 CEU's)

Prerequisite: PC Basics Fast Start or PC Basics Using Windows Software or Introduction to PCs or equivalent knowledge.

06SM12000 Jul 19 (W, 9am - 4pm)

06SM12001 Sep 22 (F, 9am - 4pm)

06FM12002 Nov 3 (F, 9am - 4pm)

\$175

SPREADSHEETS, BASIC TO ADVANCED

Excel 2003 – Basic Worksheets (formerly Introduction)

This class provides a thorough introduction to using Excel. You will learn how to create, edit, and print a simple spreadsheet with simple formulas, move quickly within a spreadsheet, change the appearance of text and numbers; copy formulas; and use built-in templates. (.6 CEUs) Prerequisite: PC Basics Fast Start or PC Basics Using Windows Software or Introduction to PCs or equivalent knowledge

06SM04000 Jul 12 (W, 9am – 4pm)

06SM04001 Sep 15 (F, 9am – 4pm)

06FM04002 Nov 8 (W, 9am – 4pm)

\$175

Excel 2003 – 3D Workbooks & Advanced Formulas (formerly Intermediate)

In this course you will expand on your understanding of working with spreadsheets. You will learn how to use multiple worksheets, work with advanced functions and formatting features, use AutoFilters, use special format and print options, protect worksheet data, manipulate the screen display, import and export data, and create simple charts.(.6 CEU's) Prerequisite: Introduction to Excel or equivalent knowledge.

06SM05000 Jul 26 (W, 9am - 4pm)

06SM05001 Sep 29 (F, 9am - 4pm)

06FM05002 Nov 15 (W, 9am – 4pm)

\$175

Excel 2003 – Database Features & Functions (formerly Advanced)

In this course you will learn how use the powerful database functions and features that help you solve problems. Topics include: creating a database, sorting data, extracting data, using advanced filters, using automatic subtotals, creating and using look-up and pivot tables, and using Goal Seek and Solver. (.6 CEU's) Prerequisite: Intermediate Excel or equivalent knowledge.

06SM06000 Aug 16 (W, 9am – 4pm)

06FM06001 Oct 13 (F,9am – 4pm)

06FM06002 Dec 6 (W, 9am – 4pm)

\$175

Excel 2003 – Collaboration and Macros (formerly Automating)

Learn how to automate daily tasks. Topics include: customizing Excel interface, use collaboration features, import data, and create, edit, and troubleshoot macros. (.6 CEU's) Prerequisite: Advanced Excel or equivalent knowledge.

06SM07000 Aug 30 (W, 9am – 4pm)

06FM07001 Dec 13 (W, 9am – 4pm)

\$175

DATABASES, BASIC TO ADVANCED

Access 2003, Creating Databases (formerly Introduction)

Learn how to create simple single and multi-table databases. In addition, you will learn the basics of working with forms, queries, and reports as well as how to link and export a table. (1.2 CEUs) Prerequisite: Familiarity with Windows operating system and software.

06SM02000 Aug 23-24 (W-Th, 9am – 4pm)

06FM02001 Oct 26-27 (Th-F, 9am – 4pm)

\$285

Access 2003, Advanced Databases (formerly Advanced)

This course expands the skills you learned in the Introduction course. You will learn how to join tables, enhance select queries, create advanced reports, work with advanced form controls, create multi-table forms and create simple macros. (1.2 CEUs) Prerequisite: Access 2003, Introduction

06FM03000 Nov 30-Dec1 (Th-F, 9am – 4pm)

\$325

PROJECT MANAGEMENT**Project Management Using MS Project**

Examine project management theory, explore a project management case study, and work with projects. Topics include printing views and reports; creating projects; working with tasks; organizing schedules; assigning task relationships; adding resources and assigning costs to tasks and resources; working with calendars, evaluating and adjusting time, resource, and cost factors; tracking progress; controlling printed output; customizing reports; working with multiple projects; and using subprojects and templates. The last day provides in-class time to setup and work with your own projects. (1.8 CEUs)

Prerequisite: Project Management Theory & Concepts or equivalent knowledge. Some familiarity of the Microsoft Project interface is helpful, but not required. Reviewing the tutorials within Microsoft Project will provide this experience.

06SM16000 Aug 8-10 (T-Th, 9am – 4pm)

**06FM16001 Oct 4-6 (W-F, 9am – 4pm)
\$575**

**LEARN ABOUT OUR PROJECT
MANAGEMENT — THEORY &
CONCEPTS COURSE OFFERING,
PAGE 16.**

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- Graduate Certificate in Technical Communications (GCTC)
- Graduate Certificate in Content Development (GCCD)
- Graduate Certificate in Communications Management (GCCM)
- Graduate Certificate in Visual Communication and Graphics (GCVCG)
- Undergraduate Certificate in Specialty Construction (SCC)
- eCore (University System of Georgia [USG] core-curriculum classes)
- Bachelor of Science in Information Technology (WebBSIT)



dl.spsu.edu

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Southern Polytechnic State University is an Autodesk Authorized Training Center (ATC). All classes in this series are taught by an Autodesk professionally certified instructor with extensive knowledge in the use, application, and inner workings of the latest AutoCAD software. These classes are designed to include more hands-on hours to prepare the student with a broader knowledge base using AutoCAD. The classroom presentation is not application specific therefore giving the student a more extensive base of software usage. All classes use Autodesk Official Training Courseware that is specifically written for the best learning support possible. Instructor presentation includes coverage of all commands and options provided in the AutoCAD software. For more information or questions, call us at 678.915.7240 or e-mail ConEd@spsu.edu.

AutoCAD User Certification

This is the final preparatory course for the Certification Program in AutoCAD. Emphasis will be on practical use and application in the fields of Architecture, Mechanical, and Site Plan Layout. Several projects will be completed using AutoCAD. The applications are intended to prepare the student to successfully complete the Certified AutoCAD User Exam given on the final night of class. If additional exam attempts are needed, the student must schedule an examination appointment with the Office of Continuing Education and pay a \$100 examination fee for each retake. Certification Application and Project completion is the responsibility of the student and will require access to AutoCAD software outside the class time. (2.7 CEUs) Prerequisites: AutoCAD Level I: Part I; AutoCAD Level I: Part 2; and AutoCAD Level 2 (Note: These prerequisites are mandatory and cannot be substituted with courses taken at another institution.)

06SC38000 Sep 26 - Oct 24 (Tu/Th, 6pm - 9pm)

06FC38001 Oct 16 - Nov 13 (M, 9am - 4pm)

\$2,395

new Autodesk Civil 3D Design

Civil engineers need a single design and drafting solution to more efficiently handle projects from survey to final plan production. With Autodesk® Civil 3D® software, project components like roads, surfaces, lots, and utilities are intelligently linked, so that a change made in one place instantly updates the entire project. Civil 3D also gives extended design and drafting team's access to up-to-date project data so everyone stays synchronized through all project phases. This course has been designed to guide students through the features and capabilities of this robust software package, giving confidence and knowledge to get the project done on time and on budget. Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU

06SD11000 Sep 20 - 22 (W-F, 9am - 5pm)

06FD11001 Nov 7 - 16 (W-F, 9am - 5pm)

\$795

new Autodesk Land Desktop

This hands-on foundation-level course covers the essentials of Autodesk® Land Desktop 2007 software: the key features, how to create a survey plan and a topographic survey drawing, and how to lay out roadways and subdivision lots. In this courseware, students use Autodesk Land Desktop software to perform land development activities for a sample project. Objectives include:

Identifying Autodesk Land Desktop features and set up preferences, set up a drawing and manage the project environment, create a legal survey plan, create a topographic survey drawing, lay out subdivision roadways, generate alignment stakeout reports, lay out and size subdivision lots, and create a conceptual plan. Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU

06FD12000 Oct 18 - 20 (W-F, 9am - 5pm)

06FD12001 Dec 6 - 8 (W-F, 9am - 5pm)

\$795

AutoCAD, Level 1: Part 1 Express Track

This beginner's course uses the latest version of AutoCAD to teach basic skills to create and edit 2D production drawings. Participants receive extensive, hands-on practice and learn step-by-step procedures to create, access and share design information. (1.4 CEUs) Prerequisite: None; however, Introduction to PCs and experience using Windows are helpful.

06SD01000 July 10-11 (M - Tu, 9am - 5pm)

06SD01001 Aug 7-8 (M - Tu, 9am - 5pm)

06SD01002 Sept 5-6 (T - W, 9am - 5pm)

06FD01003 Oct 2-3 (M - Tu, 9am - 5pm)

06FD01004 Oct 31- Nov 1 (T - W, 9am - 5pm)

06FD01005 Nov 27-28 (M - Tu, 9am - 5pm)

\$595

AutoCAD, Level 1: Part 1 Standard Track

Same description and prerequisite as day class, however, there is additional time for practice and exercises. (1.8 CEUs)

06FD02000 Oct 26- Nov 16 (Tu/Th, 6pm - 9pm) Does not meet 10/31

\$795

AutoCAD, Level 1: Part 2 Express Track

Build on the concepts and skills learned in Part I. Learn to effectively work with paper space, reference files and dimension styles, and explore solutions to commonly encountered problems. (1.4 CEUs) Prerequisite: AutoCAD, Level I: Part I or instructor approval.

06SD03000 July 12-13 (W - Th, 9am - 5pm)

06SD03001 Aug 9-10 (W - Th, 9am - 5pm)

06SD03002 Sept 7-8 (Th - F, 9am - 5pm)

06FD03003 Oct 4-5 (W - Th, 9am - 5pm)

06FD03004 Nov 2-3 (Th - F, 9am - 5pm)

06FD03005 Nov 29-30 (W - Th, 9am - 5pm)

\$595

AutoCAD, Level 1: Part 2 Standard Track

Same description and prerequisite as day class, however, there is additional time for practice and exercises. (1.8 CEUs)

06SD04000 Jul 11 - 27 (Tu/Th, 6pm - 9pm)

06FD04001 Nov 28 - Dec 14 (Tu/Th, 6pm - 9pm)

\$795

GOT QUESTIONS?

E-mail us at

ConEd@spsu.edu

AutoCAD, Level 2: Intermediate Express Track

Build on the concepts taught in Level I, Part I and Part 2. Course provides effective ways of working with selection sets, managing XREFs, raster images, drafting tools, dimension styles, layouts, and attributes. Tools featured include advanced object types, design center and introduction to 3D. (2.1 CEUs) Prerequisite: AutoCAD, Level I: Parts I and 2 or instructor approval.

06SD05000 July 24-26 (M - W, 9am - 5pm)

06SD05001 Aug 21-23 (M - W, 9am - 5pm)

06SD05002 Sept 25-27 (M - W, 9am - 5pm)

06FD05003 Oct 9-11 (M - W, 9am - 5pm)

06FD05004 Nov 14-16 (Tu - Th, 9am - 5pm)

06FD05005 Dec 11-13 (M - W, 9am - 5pm)

\$895

AutoCAD, Level II: Intermediate Standard Track

Same description and prerequisite as day class, however, there is additional time for practice and exercises. (2.7 CEUs)

06SD06000 Aug 8 - Sept 5 (Tu/Th, 6pm - 9pm)

\$995

AutoCAD Architectural Desktop Beginning

Increase your skill and ability creating with the design tools of AutoCAD Architectural Desktop. Includes control model representations with Model Explorer, Object Viewer, Floating Viewer, Design Center, and Control Layers with Architectural Desktop's Layer Manager. (2.1 CEUs)

Prerequisite: AutoCAD, Level I: Parts I and 2, or 1 year experience.

06FD07000 Dec 18 - 20 (M - W, 9am - 5pm)

\$795

AutoCAD Architectural Desktop Intermediate

The class will include Fundamentals introducing the beginning student to Autodesk's Architectural Desktop software. Topics covered include Layer Manager, Design Center, Structural Members, Doors, Windows, and Walls. Step by Step lessons take the student from creation of a site plan, floor plan, space planning, elevations, all the way through to creating a video of the finished building - a standard three bedroom, two bathroom residence. Students are provided with in-depth coverage of toolbars, dialog boxes and commands. (2.1 CEUs)

06SD08000 Aug 1 - 3 (T - Th, 9am - 5pm)

\$795

AutoCAD Inventor Basics

This class is designed to introduce AutoDesk Inventor, solid modeling, and parametric modeling. It uses a hands-on, exercise-intensive approach to all the important parametric modeling techniques and concepts. The lessons guide the user from constructing basic shapes to building intelligent solid models and creating multi-view drawings. (1.4 CEUs)

06SD09000 Aug 24 - 25 (Th - F, 9am - 5pm)

\$595

AutoCAD Inventor Intermediate

This is a complete hands-on course of Inventor. The course will take the beginner to an intermediate level of solid modeling and the modeling process using AutoDesk Inventor. Working with different methodology of solid development and modification, the course also includes in-depth descriptions of the toolbars, dialog boxes, user options, and using the modeling options. (1.4 CEUs)

06FD10000 Dec 14 - 15 (Th-F, 9am - 5pm)

\$595

MICROSTATION**MicroStation v8, Beginning**

Course uses the latest version of MicroStation with examples from various engineering disciplines. All topics covered apply to MicroStation Powerdraft, including AccuDraw precision input; elemental placement commands and attributes; view controls; working units and the design plane; hidden shortcuts, tips and tricks. (1.4 CEUs) Prerequisite: Introduction to Windows 2000 or equivalent. No prior computer aided design experience is required.

06SD13000 Aug 17 - 18 (Th-F, 9am - 5pm)

\$595

06FD13001 Oct 10 - 19 (Tu/Th, 6 - 9:30pm)

\$595

MicroStation v8, Intermediate

Enhance your productivity by expanding upon information provided in Beginning MicroStation I, and venturing into such areas as dimensioning and annotation; patterning; plotting; reference files; complex elements; elements selection and fence operations; creating and using seed files. (1.4 CEUs) Prerequisite: Beginning MicroStation or equivalent experience.

06SD14000 Sep 7 - 8 (Th-F, 9am - 5pm)

\$595

06FD14001 Nov 28 - Dec 7 (Tu/Th, 6 - 9:30pm)

\$595

SPSU te ofrece clases para tomar el **GED en español**. Los lunes y miércoles del **10 de julio al 18 de septiembre**.

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Matemáticas

y
Ciencias
De las
9 a las 12
de la mañana

Sesión 2
Lenguaje

y
Ciencias Sociales
De las
6 a las 9
de la noche

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COMMERCIAL BUILDING

Commercial Building Code Refresher

This course is for architects, engineers, planners and designers-in-training, developers, builders and others who use building codes in the planning and design of facilities for human occupancy. The refresher will also assist certified commercial building inspectors and municipal officials involved in administering the Georgia Building Code. Learn about the requirements of the International Code Council suite of codes within the context of existing Georgia amendments, and learn about SBCCI national model codes. (.8 CEUs)

06SE02000 Aug 11 (W, 8am – 5pm)

06FE02001 Oct 14 (Sa, 8am – 5pm)

06FE02002 Dec 8 (F, 8am – 5pm)

\$295

Construction Project Management

This course emphasizes project management principles and techniques currently being used successfully by construction firms. You will learn procedures and review case studies of exemplary applications used to plan, control and close-out construction projects, including: construction project preplanning procedures, integrating cost estimating and scheduling into the construction management process, logistics for effective job site set up, material handling techniques for efficient construction operations, manpower scheduling techniques, schedule and cost control procedures during construction, implementing proper control procedures in the field and managing project changes. (1.6 CEUs)

06SE03000 Sep 22 – 29 (F, 8am – 5pm)

06FE03001 Nov 10 – 17 (F, 8am – 5pm)

\$595

Construction Scheduling

This practical is your opportunity to learn scheduling methods used in today's construction projects. The knowledge you'll gain is essential to the fulfillment of your scheduling responsibilities! Topics include determining cost-effective construction activity sequences, applying estimating knowledge to scheduling tasks, distinguishing critical activities from those with "slack", and reviewing computer-based scheduling. (0.8 CEUs)

06SE04000 Aug 22 (T, 8am – 5pm)

06FE04001 Oct 13 (F, 8am – 5pm)

06FE04002 Dec 8 (F, 8am – 5pm)

\$395

Contract Interpretation

This course is for people who develop, manage and use construction contract documents, including principals, construction managers, owner representatives, engineers, project managers, contract administrators, contractors and consultants. During this course you will become familiar with the principal contract documents in the EJCDC engineering and construction

BASICS

Basic Architectural Blueprint Reading

Learn basic architectural blueprint reading techniques. Essential print layout, special line recognition, elevations, construction symbols, referencing, dimensioning, common view and detail layouts, construction designations, and overall blueprint analysis will be covered in this class. After this class, participants should be comfortable reading simple to moderately complex blueprints. (.7 CEUs)

06W40111 May 16 - 18 (T/Th, 6 – 9:30 pm)

06SE01000 Aug 21 - 23 (M/W, 6 – 9:30 pm)

06SE01001 Aug 31 (Th, 9am – 5 pm)

06FE01002 Oct 27 (F, 9am – 5 pm)

06FE01003 Dec 18 - 20 (M/W, 6 – 9:30 pm)

\$249

Basic Mechanical Manufacturing Blueprint Reading

Learn basic Mechanical blueprint reading techniques used in manufacturing blueprint drawings. Essential print layout, symbols, special line recognition, tolerance, dimensioning, common view layout and construction, and overall blueprint analysis will be covered in this class. After this class, participants should be comfortable reading simple to moderately complex blueprints. (.7 CEUs)

06W40114 May 22 - 24 (M/W, 6 - 9:30 pm)

06SE07000 Aug 28 - 30 (M/W, 6 - 9:30 pm)

06SE07001 Aug 30 (W, 9am - 5 pm)

06FE07002 Oct 6 (F, 9am - 5 pm)

06FE07003 Dec 4 - 6 (M/W, 6 - 9:30 pm)

\$249

ASBESTOS / LEAD

Advanced Asbestos Training Seminar

This training provides guidance to Georgia building owners and contractors to ensure compliance with EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification requirements for demolition and asbestos abatement activity. This training explains the requirement of building survey as required by AHERA and enforced by U.S. EPA. Furthermore, this training clarifies the discrepancy between the Georgia Rules for Air Quality Control and Georgia Rules for Removal and Encapsulation regarding notification prior to the project. Breakfast and lunch provided.

06SE17000 Sep 20 (W, 8:30am – 12:30pm)

\$35.00

Lead Awareness Seminar

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly. Federal law requires that individuals such as landlords, sellers, and renovators, receive certain information before renting, buying, or renovating pre-1978 housing. This course provides information concerning the above requirements.

06SE18000 Sep 20 (W, 1:30 – 3:30pm)

\$35.00

Asbestos/Lead Combo

Get both courses!

06SE19000 Sep 20 (W, 8:30am – 3:30pm)

\$50.00

series, gain an understanding of how construction contracts allocate risk between the parties and why it is to your advantage to use the EJCDC documents to allocate that risk in a manner that is fair and appropriate, and learn how to use the EJCDC contract documents during the course of an engineering and construction project to manage the project fairly and to minimize contract disputes and claims. (1.6 CEUs)

06SE05000 Sep 22 – 29 (F, 8am – 5pm)

06FE05001 Nov 10 – 17 (F, 8am – 5pm)

\$595

Estimating and Bidding for Contractors

This program was set up for aspiring estimators, project and facility managers, architects, and others who want to learn the basics of estimating construction projects during all phases. Learn how to find and organize construction cost information, review and practice quantity take-off rules and procedures, and examine and compare alternative approaches to automated estimating. Key topics include: concept estimates, volumetric or area estimates, assembly estimates, unit cost estimates, locating reliable cost information,

managing the estimating process, project scope determination, techniques for effective quantity take-offs, finding and using automated estimating tools, verifying and checking estimate accuracy, estimating overhead costs, and regional and local adjustment to costs. (1.6 CEUs)

06SE06000 Sep 1 – 8 (F, 8am – 5pm)

06FE06001 Dec 4 - 13 (M/W, 6 – 10pm)

\$595

Mastering the Transition from Engineer to Manager

In the fast-paced world of engineering and technology, companies are placing more and more technical experts in managerial roles. This is done without actually retraining these extremely well-educated people on how to manage effectively. Great managers are not born; they are built through training and experience. This course was developed to give engineers and technical specialists the tools to effectively manage a staff of any size. Topics include mastering relationships with subordinates, the paradox of control,

PROFESSIONAL EXAM PREPARATION

Basic Electrical Principles

Review the principles, terms, physical laws and some mathematical concepts used to determine electrical behavior. The course provides an overview of D.C. and A.C. electrical theory and introduces the student to electrostatic and magnetic concepts, Ohm's law, Kirchoff's Voltage and Current Laws, and the concepts of single phase and three-phase power. Students will learn the National Electrical Codes, electrical safety, and become knowledgeable of basic electrical principles. This course is for individuals who would like to know how and why electricity behaves as it does. (1.2 CEUs)

06FE08000 Nov 3 – 10 (F, 9am – 4pm)
\$395

SURVEYING**Land Surveying Vertical Control Workshop**

This class has been designed for those with little or no surveying experience. Emphasis will be placed on the use of vertical control surveying techniques and methods as may be applied to landfill, mining, and other land disturbing operations. Hands-on use of surveying equipment will be employed during field work sessions, giving everyone the opportunity to participate. Highlighted will be how to interpret contour maps, determine slope elevation and the reading of the site plans. (1.4 CEUs)

06SE13000 Aug 19 – 26 (Sa, 9am – 5pm)
06FE13001 Nov 4 – 11 (Sa, 9am – 5pm)
\$595

Land Surveying Horizontal Control Workshop

This course will concentrate on distance and angle measuring techniques, mathematical computations needed to find direction, precision, area, and using computer software. The course is considered to be a more advanced level than the Vertical Control course and is therefore not recommended for those with no surveying experience. Prerequisite: Land Surveying Vertical Control or equivalent knowledge. (1.4 CEUs)

06SE14000 Sep 9 – 16 (Sa, 9am – 5pm)
06FE14001 Dec 2 – 9 (Sa, 9am – 5pm)
\$595

customer service, dealing with conflict, seeing the big picture, planning, using assets effectively, implementing and managing teams, and growing as a manager. These topics provide a starting point for success as a manager. (1.6 CEUs)

06SE09000 Aug 22 – 31 (T/Th, 6 – 10pm)
06FE09001 Nov 16 – 17 (Th-F, 8am – 5pm)
\$595

Professional Engineering and Architecture Exam Preparation

With the number of engineers, architects, and technical professionals in the workforce and the lack of jobs, state licensing is becoming an essential part of the employment process. We at SPSU offer a variety of classes to help prepare participants for these challenging exams. Our courses offer material to maximize our participants' ability to score high on these exams. This is done through expert instruction, provided by SPSU professors, delivering current and topically organized lectures and practice problem workshops that give participants time to get their individual questions answered. This format has provided success for many in achieving their state license. Titles and topics for each discipline are list below with times and dates:

Deadlines for Registration through the State of Georgia

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. It is the applicant's responsibility to assure receipt of required documentation.

December 1st is the deadline for the April examination.

June 1st is the deadline for the October examination.

Fundamentals of Engineering (FE/EIT) General Review

Chemistry, dynamics, electrical circuits, engineering economics, fluid mechanics, materials science/structure of matter, mathematics, mechanics of materials, statics and thermodynamics. The textbook is included. (3.2 CEUs)

06SE15000 Aug 12 – Oct 7 (Sa, 9am – 2pm)
doesn't meet 9/2
\$595

Civil Professional Engineering Review

Environmental, Steel Design, Concrete Design, Soil Mechanics, Foundations and Retaining Walls,

Transportation Engineering, Highway Design, Hydrology and Fluid Mechanics. (3.0 CEUs)

06SE16000 Sep 9 – Oct 7 (Sa, 9am – 4pm)
\$595

Mechanical Professional Engineering Review

Fluids, Thermodynamics, Power Cycles, Heat Transfer, HVAC, Statics, Materials, Machine Design, Dynamics & Vibrations, Control Systems, Plant Engineering, and Engineering Economics. (2.4 CEUs)

06SE17000 Sep 9 – 30 (Sa, 9am – 4pm)
\$595

WATER SCIENCE**Hydraulics**

Review basic hydraulics oriented toward the practicing professional. Learn to apply hand computations and commercial software packages to analyze open channel flow. Basic water distribution system modeling will also be covered with hands-on training. (0.6 CEUs)

06SE10000 Sep 16 (Sa, 9am – 4pm)
06FE10001 Nov 10 (F, 9am – 4pm)
\$295

Hydrology

Gain technical, hands-on training in techniques for the analysis of storm-water runoff. The workshop incorporates usage of computerized applications using commercially available hydrology software. (0.6 CEUs)

06SE11000 Sep 30 (Sa, 9am – 4pm)
06FE11001 Dec 2 (F, 9am – 4pm)
\$295

Storm Sewer Design

Storm sewer systems today are designed to take into account water quality as well as water quantity considerations. Storm sewer drainage systems must be designed to meet the elevated expectations of the public. Property owners expect better protection from flood damage; regulators expect storm sewer systems to reduce the impact of pollution; and taxpayers expect the lowest cost system (that meets the requirements). This practical course will provide information and demonstrate techniques you will be able to use immediately at work. You will be better equipped to design cost-effective storm sewer systems to meet the demands of prop-

erty owners, regulators and taxpayers. This course will give you a complete understanding of the key methods of estimating time of concentration and runoff coefficient, and the determination of hydraulic and energy grade lines. The course will enable you to design for any condition and meet quality, quantity and cost criteria. This course will benefit engineers and technicians involved with the design or design review, construction or maintenance of storm sewer systems. (1.6 CEUs)

06SE12000 Sep 18 – 27 (M/W, 6 – 10pm)
06FE12001 Nov 10 – 17 (F, 8am – 5 pm)
\$595

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