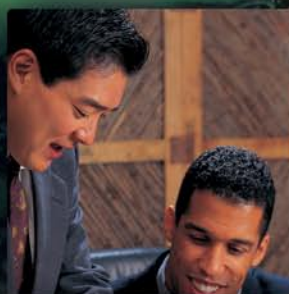
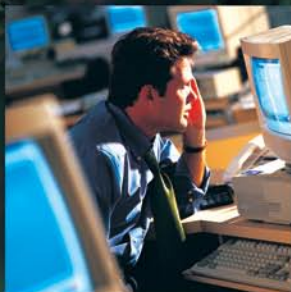


Fall 2005

Links



design.



engineer.



create.

Southern Polytechnic

Georgia's **Technology** University

Continuing Education
1100 S. Marietta Parkway
Marietta, GA 30060
770.915.7240 ■ ConEd@spsu.edu
oce.spsu.edu

Links

What's Inside

Certificate Programs and High-End Programming	3-6
Certified Professional Facilitator and Six Sigma Certification	7
Quality Management	8
Quality Management / ISO Standards	9
ISO Standards	10-11
Microsoft Office Specialist Training and Certification.....	12
Business Professional.....	13-14
Healthcare Management Certificate Program	15
Web Development and Design	16
Computer-Assisted Design Training and Certification.....	17
Engineering and Construction	18

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, you must notify Continuing Education by calling 678.915.7240 at least three business days prior to the program start date, plus provide a written request to cancel, in order to receive a refund (less a \$10 administrative fee). 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. Please allow six to eight weeks to receive a refund. Transfers are allowed up to three business days prior to the program start date. Of course, participant substitutions are permitted at any time. Please note that "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 four convenient ways to register:

1. Call 678.915.7240. Have your payment information available.
2. Fax the completed registration form with payment information to 678.915.7490.
3. 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.
4. 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
<hr/>		
Your Name	E-mail address	
<hr/>		
Title	S.S.#	
<hr/>		
Organization		
<hr/>		
Home Address		
<hr/>		
City	State	ZIP
<hr/>		
Business Phone #	Home Phone #	
<hr/>		
Method of Payment:		
<input type="checkbox"/> P.O. # _____ Federal ID # _____		
<input type="checkbox"/> Check <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express		
<hr/>		
Card No.		
<hr/>		
Expiration Date		
<hr/>		
Signature		
<hr/>		

Please make additional copies as needed.

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 Java Programming: Parts 1 and 2. This class is not intended to teach the Java programming language.

05S11007 Oct 3 – Dec 19 (M/W, Evening 6 - 10pm)
\$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.

05S12034 Sep 13 – Oct 13 (T/Th, Evening 6 - 10pm)
\$1,595

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, please call 678.915.5467.



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.

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

Course 1: Networking Fundamentals

This 40-hour course covers basic networking terminology and concepts as well as introduces the dominant installed LAN networking technologies. (4.0 CEUs)

05S12029 Aug 8 – Sep 7 (M/W, Evening 6 - 10pm)
\$1,195

Course 2: Introduction to Routed Networks

This course explores the network and transport level of the TCP/IP protocol suite in a 40-hour course. Topics include ARP, RARP and introduction to routing protocols (distance-vector and link-state). (4.0 CEUs)

05S12030 Sep 12 – Oct 12 (M/W, Evening 6 - 10pm)
\$1,195

Course 3: LAN Implementation

In this 32-hour course, the participant will look more closely at switched networks and their interfaces to routed networks. Topics include LAN design principles, Ethernet switching and DISCO IOS access control (3.2 CEUs)

05S12031 Oct 17 – Nov 9 (M/W, Evening 6 - 10pm)
\$995

Course 4: WAN Implementation

Participants learn the technologies necessary for large-scale networking as outlined in this 32-hour course. Topics include WAN concepts, CSU/DSU serial interfaces autonomous system; SLIP; PPP; ISDN; and Frame Relay. (3.2 CEUs)

05S12032 Nov 14 – Dec 14 (M/W, Evening 6 - 10pm) Does not meet 11/21, 11/23
\$995



**Got questions?
E-mail us at
ConEd@spsu.edu**

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Microsoft Certified Application Developer (MCAD)

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: five Microsoft .NET core classes and one .NET application class. To obtain certification, a developer must pass two core exams and one elective exam. See web for January start dates.

Discount: Enroll in all six classes at the same time for \$4,995, a savings of \$2775.

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.

05S10043 Sep 10 – 24 (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

05F10045 Oct 8 – Nov 5 (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 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
05F10041 Dec 3 – 17 (Sa, 8am - 5pm)
\$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

06W10001 Jan 7 - Feb 5, 2006 (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

06W10002 Feb 18 – Mar 4, 2006 (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

06W10004 Mar 18 – Apr 15, 2006 (Sa, 8am - 5pm)
\$1595

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.

A+ /Net+ Certificate

The A+/Net+ Certificate program includes topics that prepare individuals with little or no computer experience for a challenging career in PC and network preventative maintenance, troubleshooting and repair. The 80-hour curriculum features a focus on obtaining A+ and Net+ Certifications. Topics include introduction to PC's, disk operating system (DOS), Windows 95/98/NT/2000, the Internet, network topology and A+/Net+ certification test preparation. The A+/Net+ Certificates provide the prerequisite knowledge for those interested in other certificates such as CCNA or MCSE. (8.0 CEUs) Prerequisite: Proficiency in reading and math skills, basic keyboarding and familiarity with Windows 95/98/2000

05S15002 Sep 26 – Nov 30 (M/W, Evening 6 - 10pm)
\$2,995

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Microsoft Certified Systems Administrator 2003 Certificate

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. Prerequisite: 1 year of networking experience.

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

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 05F10047 Sep 17 — Oct 15 (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

05F10048 Oct 29 — Nov 5 (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 05F10049 Nov 12 — Dec 17 (Sa, 8am - 5pm) \$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 for Windows Server 2003. It prepares you for the Microsoft Exam# 70-270. (1.6 CEUs) Prerequisite: MS 2273, MS 2276 and MS 2277

06W10004 Jan 14 — 21 (Sa, 8am - 5pm) \$645

Elective Application Class:

MS 2400: Implementing and Managing Microsoft Exchange Server 2003

This five-day, instructor-led course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server 2003 in a medium-sized to large-sized (250 to 5,000 seats) messaging environment. This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server 2003. The course prepares participants to take the Microsoft Exam # 70-284. (4.0 CEUs) Prerequisite: MS 2273, MS 2276, MS 2277, and MS 2285

06W10001 Feb 4 — Mar 4 (Sa, 8am - 5pm) \$1,595

NEW 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.

05S16000 Sep 12 — Oct 5 (M/W, Evening 6:30 - 9:30pm) \$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.

05S16001 Oct 20 — Dec 8 (T/Th, Evening 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

05S16002 Jan 10 — Feb 23 (T/Th Evening 6 - 10pm) \$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

05S16003 Mar 7 — 30 (T/Th, Evening 6:30 - 9:30pm) \$695

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Oracle 10g Database Certificates

Oracle 10g: New Features for Administrators

This course introduces students to the new features in Oracle Database 10g - the database for Grid computing. Students learn how to use Oracle Database 10g new features to increase database availability, to simplify database performance monitoring and tuning through the use of Oracle Database 10g Advisors, and to offer simplified database manageability. The course also covers security and some development platform changes that students need to understand if applications running in databases support the related features. Hands-on practice sessions give students an opportunity to examine many of the new features for themselves. Prerequisites: DBA certification in Oracle9i (3.5 CEUs)

Course Objectives:

- Implement improved manageability features to simplify database management
- Utilize database advisors to provide proactive database monitoring
- Increase data availability through Oracle Database 10g features that offer improved point in time recovery
- Assist developers using Oracle Database 10g features in their applications

05S14021 Oct 1 - 29 (Sa, 8am - 5pm)
\$1,205

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)

05S14025 Nov 5 - Dec 10 (Sa, 8am - 5pm)
Does not meet 11/26
\$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 practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. (3.5 CEUs)

05S14023 Sep 27 - Oct 27 (T/Th, Evening 6 - 9:30pm)

05S14026 Jan 7 - Feb 4, 2006 (Sa, 8am - 5pm)
\$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)

05S14024 Nov 8 - Dec 15 (T/Th, Evening 6 - 9:30pm) Does not meet 11/24

05S14027 Feb 11 - Mar 11, 2006 (Sa, 8am - 5pm)
\$1,205

High-End Programming

Java Programming: Part 1

This three-day course provides a comprehensive introduction to the Java programming language. Topics include Java fundamentals, applets versus applications, use of objects and arrays, graphics, multimedia, and graphical user interfaces. The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (2.1 CEUs)

05S34019 Nov 5 - 19 (Sa, 9am - 5pm)
\$795

Java Programming: Part 2

This two-day course completes the coverage of Java started in Part 1. Topics include class design, abstract classes and interfaces, data structures, program organization, exceptions, streams, threads and networking. The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (1.4 CEUs)

05S34021 Dec 3 - 10 (Sa, 9am - 5pm)
\$595

Discount: Enroll in both Java Programming Part 1 and Part 2 for \$1,195 (a savings of \$195)

ANSI C

This 35-hour course covers the fundamentals of the C programming language, including both the C89 and C99 standards. The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. Each participant will receive a comprehensive set of instructional materials including the instructor's course manual. (3.5 CEUs)

05S34017 Aug 27 - Sep 24 (Sa, 9am - 5pm)
\$995

Object-Oriented Programming Using C++

C++ retains C's strengths - efficiency, flexibility and portability, while providing better support for program design and development of reusable software components. In addition to covering the fundamentals of C++, this course introduces the important concepts of data abstraction and object-oriented programming. Participants receive extensive practice writing and testing C++ programs under the supervision of the instructor. (2.8 CEUs)

05S34023 Oct 1 - 22 (Sa, 9am - 5pm)
\$850

**Coming
Spring 2006**

**Beginning Java
Accelerated Java**

**Java Certification
Java Swing**

NEW Roadmap to Certified Professional Facilitator (CPF)

Facilitation4Results — Basics

(Step 1 of a 5-Step Certification Program)

A three-day course, based on the International Association of Facilitators' competencies for certification, that 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, 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 IAF certification. (2.1 CEUs)

05F83011 Nov 8 – 10 (T-Th, 8:30am - 4:30pm)
\$995

Apply for CPF with IAF
Scheduled at various locations in USA

Go to
www.iaf.world.org
for more information

Facilitation4Results — Advanced

(Step 2 of a 5-Step Certification Program)

A two-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. Sessions will be videotaped. (1.4 CEUs)

05F83018 Sep 13 – 14 (T-W, 8:30am - 4:30pm)
05F83021 Dec 13 – 14 (T-W, 8:30am - 4:30pm)
\$695

Facilitation4Results — Practicum

Available for those who desire to have a mentor (a CPF) assigned to them to provide individualized coaching and teaching. The mentor will also observe the first of three required facilitated sessions and provide feedback, based on the IAF core competencies. Students who select this practicum will be required to prepare and facilitate three different types of meetings and provide necessary documenta-

tion of success. Scheduling for this practicum is determined by the student and the assigned mentor. Students do need to register for this practicum.
\$1,860

Facilitation4Results — Certification Prep (CPF)

(Step 3 of a 5-Step Certification Program)

A two-day course designed to help students successfully complete the certification requirements of the International Association of Facilitators for the CPF (Certified Professional Facilitator). The course is structured around those activities as required by the IAF: completing the application, developing a resume, documenting seven facilitated events, writing documents about their core competencies, how to compose a detailed 2000-3000-word synopsis of a facilitated event, how to interview with assessors, and preparation for a mock-facilitation workshop that would be demonstrated in front of IAF assessors. (1.4 CEUs)

05F83032 Oct 20 – 21 (W-Th, 8:30am - 4:30pm)
\$695

Six Sigma Certification

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 CEUs)

05F80025 Sep 7 – 9 (W-F, 8:30am - 4:30pm)
05F83044 Sep 23 – 24 + Sept 30 – Oct 1
(Weekend: F, Evening 6 - 9pm + Sa, 8am - 5pm)
05F83002 Oct 3 – Oct 24 (M/W, Evening 6 - 9pm)
05F80026 Oct 26 – 28 (W-F, 8:30am - 4:30pm)
05F80027 Nov 30, Dec 1 – 2 (W, Th-F, 8:30am - 4:30pm)
\$750

Six Sigma Green Belt Certificate Training

This three-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, and 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 CEUs)

05F83046 Sep 9 – 10 + Sep 16 – 17 (Weekend: F, 6 - 9pm; Sa, 8am - 5pm)
05F83030 Sep 14 – 16 (W-F, 8:30am - 4:30pm)
05F83034 Sep 20 – Oct 11 (T/Th, Evening 6 - 9pm)
05F83005 Oct 10 – 12 (M-W, 8:30am - 4:30pm)
05F83006 Nov 2 – 4 (W-F, 8:30am - 4:30pm)
05F83007 Dec 12 – 14 (M-W, 8:30am - 4:30pm)
05F83008 Jan 23 – 25, 2006 (M-W, 8:30am - 4:30pm)
\$1,200

Six Sigma Black Belt Certificate Training

This is a three-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 CEUs)

05F83045 Oct 7 – 29 + Nov 4 – 19 + Dec 2 – 10 (Weekend: F, 6 - 10pm; Sa, 8am - 5pm)
05F83010 Nov 7 – 11 + Dec 5 – 9 + Jan 16 – 20, 2006 (M-F, 8:30am - 4:30pm)
\$7,500

NEW

Special Weekend

Six Sigma Certification

(Friday evenings/Saturdays)

- **Green Belt** •
- **Intro to Statistics** •
- **Black Belt** •

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Quality Management / Process Tools

NEW Process Mapping Drive Down Costs with Process Mapping

Process mapping is one of the fastest ways to lower errors, increase productivity, and improve customer service. Drawing on years of valuable, real-world experience across a variety of industries, our instructors teach attendees to map their business processes and identify critical areas for improvement.

Your business processes are the real interface with your customers. Analyzing your business processes enables you to develop your organization and improve its effectiveness and quality of work. Managing your

key processes efficiently is critical to the success of the company.

Process mapping is a simple way of rediscovering your core processes. Process maps enable you to peel away the complexity of your organizational structure and focus on the processes that are the core of your business. Process mapping allows you to analyze the way your organization really operates, identify opportunities for improvement, implement changes and increase customer satisfaction. Sponsored by Excel Partnership, Inc. (1.4 CEUs)
05F80013 Oct 27 – 28 (Th-F, 8am - 4pm)
\$895

Customer Service Excellence

A dynamic one-day workshop that focuses on successful strategies for managers and frontline staff to provide outstanding customer service. Register for this workshop and find out what the best companies are doing, how to build long-term relationships with customers, what the top 10 things are that customers care about most, and how to dazzle customers with T.R.E.A.T. Participants will receive a book, a reference manual and other resources. Workshop is taught by a customer service manager with over 20 years experience in customer service. (.7 CEUs)
05F83035 Oct 18 (T, 8:30am - 4:30pm)
\$245

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. Information on how MBNQA winners use a balance scorecard to track organizational effectiveness will also be presented. (1.4 CEUs)
Prerequisite: Some experience as a manager in establishing organizational performance metrics.
05F80012 Nov 17 – 18 (Th-F, 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. You will learn how to lower total costs, provide better delivery performance, improve your quality system, develop a mutually-accepted measurement system, establish a timely communication system, and gain agreement on roles and responsibilities. (1.4 CEUs)
05F83013 Nov 28 – 29 (M-T, 8:30am - 4:30pm)
\$495

RCA (Root Cause Analysis)

Participants 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. Root cause analysis is an industry-recognized best practice. (1.4 CEUs)
05F83019 Oct 24 – 25 (M-T, 8:30am - 4:30pm)
\$495

SPC (Statistical Process Control)

Introductory course on understanding process improvement, using the 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 CEUs)
05F80015 Sep 28 – 30 (W-F, 8:30am - 4:30pm)
05F80014 Dec 7 – 9 (W-F, 8:30am - 4:30pm)
\$695

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 situation and/or group. 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 organization's strategic objectives. Also, included are the common barriers to effective communication in organizations and how a leader can mitigate those. (.7 CEUs)
05F83031 Oct 3 (M, 8:30am - 4:30pm)
\$245

Training Programs for ASQ Certification

CQIA (Certified Quality Improvement Associate)

This course provides a basic introduction to quality principles and tools and helps students prepare for the ASQ-CQIA exam. 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 or not you plan to take the national ASQ-CQIA exam. Program is taught by experienced quality professionals. (2.1 CEUs)
05F83039 Nov 7 – 9 (M-W, 8:30am - 4:30pm)
\$695

Special Note: The national ASQ-CQIA exam is scheduled for Dec 3, 2005.

CQM (Certified Quality Manager)

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 is an exam refresher, and a foundational program that provides a systems approach to understanding the importance of quality assurance and quality improvement initiatives. The program is taught by a CQM (Certified Quality Manager). (3.5 CEUs)
05F83041 Sep 19 – 23 (M-F, 8:30am - 4:30pm)
\$995

Special Note: The national CQM exam is scheduled for Oct 22, 2005, through ASQ.

Got questions?
E-mail us at
ConEd@spsu.edu



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. (1.4 CEUs)

Professionalism Matters, Inc.

05F63032 Sep 26 – 27 (M-T, 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. Students will participate in an assessment instrument that measures organization change leadership behaviors. Information from this assessment will be discussed and used for action planning and strategies for change implementation. Focus is on the Five Dimensions for Action Plans: Modeling the Change, Communicating about the Change, Involving Others in the Change, Helping Others Break from the Past, and Creating a Supportive Environment.

05F63038 Sep 8 (W, 8:30am - 4:30pm)

05F63039 Dec 5 (W, 8:30am - 4:30pm)
\$245

Malcolm Baldrige National Quality Award Criteria

NEW MBNQA for Business, Education, Healthcare, & Non-Profit with Six Sigma Supplement

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. Included will be a special focus on how Six Sigma initiatives align with each of the 7 categories. Special reference will be made to business, education, healthcare and non-profit organizations. The program is taught by an MBNQA examiner who has provided consulting services to 15 MBNQA winners and by a former Motorola executive who deployed Six Sigma. (2.1 CEUs)

05F83033 Oct 12 – 14 (W-F, 8:30am

- 4:30pm)

\$895

Lean Enterprise

Sponsored by Excel Partnership, Inc.

NEW Lean Enterprise Application Specialist

This course 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)

05F83058 Oct 3 – 6 (M-Th, 8am - 5pm)

05F83058 Nov 29 – 30, Dec 1 – 2 (T-F, 8am - 5pm)

\$1,295

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.

ISO 17799 Information Security Management Systems

NEW

Understanding ISO 17799-ISMS

BSI's "ISO 17799 — Understanding an Information Security Management System" course provides an overview of the latest techniques and examines issues surrounding Information Security Management System (ISMS). The course details the requirements for 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 through exercises designed to help them understand the processes involved in implementing and managing information security. (1.6 CEUs)

05F83051 Aug 29 – 30 (8am - 5:30pm)

05F83054 Oct 24 – 25 (8am - 5:30pm)

\$995

NEW

Implementing ISO 17799-ISMS

BSI's "ISO 17799 — Information Security Management System Implementation" course provides an overview of the latest techniques and examines issues surrounding Information Security Management system (ISMS). 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. (4.0 CEUs)

05F83056 Sep 19 – 23 (M-T, 8am - 6:30pm;

W, 8am - 7:30pm; Th, 8am - 5pm; F, 8am - 12:30 pm)

05F83057 Dec 5 – 9 (M-T, 8am - 6:30pm;

W, 8am - 7:30pm; Th, 8am - 5pm; F, 8am - 12:30pm)

\$2,495

NEW

ISO 17799-ISMS — Auditor

BSI's "BS 7799-2:2002 — Information Security Management System Auditor" teaches students the fundamentals of auditing information security management systems to BS 7799-2:2002. This five-day intensive course trains students on how to conduct audits for certification bodies and facilitate the BS 7799-2:2002 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 BS 7799-2:2002, 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. (4.0 CEUs)

05F83053 Sep 12 – 16 (M-Th, 8am - 5:30pm; F, 8am - 12:30pm)

05F83055 Nov 14 – 18 (M-Th, 8am - 5:30pm; F, 8am - 12:30pm)

\$2,495

**For more
ISO Standards courses,
just turn the page!**

Sponsored by BSI Management Systems

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

ISO 14001 Environmental Management

Sponsored by BSI Management Systems

NEW Understanding ISO 14001

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. (.8 CEUs)

05F80017 Nov 7 (M, 8am - 5:30pm)
\$445

NEW Implementing ISO 14001

BSI's Implementing an Environmental Management System (EMS) course provides students with the knowledge to implement and manage an 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 CEUs)

05F80019 Nov 8 - 9 (T-W, 8am - 5:30pm)
\$895

NEW ISO 14001 — Internal Auditor

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 CEUs)

05F80020 Oct 10 - 11 (M-T, 8am - 5:30pm)
\$895

NEW ISO 14001 — Lead Auditor

RABQSA Certified. 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 CEUs)

05F80022 Sep 26 - 30 (M-Th, 8am - 6:30pm; F, 8am - 12:30pm)
\$1,795

ISO 9001:2000

Sponsored by BSI Management Systems

ISO 9001:2000 Lead Auditor

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 CEUs)
05F83012 Oct 17 - 21 (M-F: Day 1, 8am - 6:30pm; Day 2 & 3, 8am - 7:30pm; Day 4, 8am - 6:30pm; Day 5, 8am - 12:15pm)
05F83049 Dec 12 - 16 (M-F: Day 1, 8am - 6:30pm; Day 2 & 3, 8am - 7:30pm; Day 4, 8am - 6:30pm; Day 5, 8am - 12:15pm)
\$1,695

Quality Systems Documentation

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 CEUs)

05F83027 Nov 15 - 16 (T-W, 8am - 5:30pm)
\$895

Implementing ISO 9001:2000

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 CEUs)
This is an introductory course designed for individuals with little or no previous knowledge of implementing a quality management system. Basic knowledge of ISO 9001:2000 would be beneficial. (1.6 CEUs)

05F83024 Nov 17 - 18 (Th-F, 8am - 5:30pm)
\$895

Understanding ISO 9001:2000 Requirements

This one-day workshop covers the ISO 9001:2000 requirements in detail. The requirements are interpreted for the manufacturing, service, and software industries. Sector-specific plans are discussed. (.8 CEUs)

05F83028 Nov 14 (M, 8am - 5pm)
\$295

ISO 9001:2000 Internal Quality Systems Auditor

BSI's Internal Quality Systems Auditor 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. 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 an Internal Quality Systems Auditor. (2.75 CEUs)

05F81018 Sep 27 - 29 (T-Th: Day 1-2, 8am - 6:45pm; Day 3, 8am - 3pm)
\$1,095

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

ISO 9001:2000 with Customized Reference to Specific Industries

Sponsored by Excel Partnership, Inc.

NEW Healthcare/FDA — Risk Management /Risk Analysis for Medical Devices

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 CEUs)

05F83062 Oct 5 – 6 (W, 8:30am - 4:30pm;
Th 8:30am - 4:45pm)
\$995

NEW Healthcare/FDA — Understanding and Implementing ISO 13485

This two-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 CEUs)

05F83061 Oct 3 – 4 (M, 8:30am - 5pm; T, 8am - 4pm)
\$995

NEW Process-Based Auditing for Business Improvement

If your organization has established auditing experience, but has low levels of improvement in the business, this course will improve, refine and refresh existing auditing skills and increase audit effectiveness. The 2-day session offers instruction on how to use audits to add value to your business, and how to prevent audits from becoming merely a bureaucratic procedure. (1.4 CEUs)

05F83063 Oct 25 – 26 (T-W, 8am - 5pm)
\$895

TL 9000 — Quality Management System Auditing

This four-day program provides an interactive learning environment for auditors of the TL 9000 requirements. The program (Release 3.0/3.5) is structured to "bridge the gap" between ISO 9001 and the additional requirements of 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 compliance. You will receive an understanding of TL 9000 measurements and the means necessary to measure ongoing performance. In addition, the responsibilities that exist in the supplier-customer relationship will be explored. (3.2 CEUs)

05F83047 Sep 20 – 23 (T-Th, 8am - 5:15pm; F, 8am - 3pm)
\$1,295

TS 16949 — Lead Auditor

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. RABQSA Certified. (3.6 CEUs)

05F83043 Oct 17 – 21 (M, 8am - 7pm; T-Th, 8am - 6:30pm; F, 8am - 12pm)
\$1,695



Got questions?
E-mail us at ConEd@
spsu.edu



Got questions?
Phone us at
678-915-7240

Microsoft Office Prep & Certification

Microsoft Office Specialist

By preparing for and passing Microsoft Office Specialist exams, you join an elite and well-recognized group of individuals who have proven their knowledge and ability to efficiently use Microsoft Office software. SPSU offers a comprehensive Microsoft Office XP Master Prep program, as well as a series of courses in Word 2002 and Excel 2002 for those individuals who wish to prepare only for those core and Expert exams.

For more information concerning Microsoft Office Specialist certification, visit Microsoft's Web site at <http://www.microsoft.com/traincert/mcp/offiaspecialist>.

NEW Microsoft Office Specialist Word 2003 Prep

Prepare to take the Microsoft Office Specialist Word Expert exam. This in-depth course will walk you through the basic through advanced features of Microsoft Word. Detailed course materials with Internet-based review tutorials and tests give you the tools you need to thoroughly prepare for this exam.

Prerequisite: Introduction to the Personal Computer and Introduction to Windows or equivalent knowledge. (3.6 CEUs)

CALL for info 678-915-7240
\$995

NEW Microsoft Office Specialist Excel 2003 Prep

Prepare to take the Microsoft Office Specialist Excel Expert exam. This in-depth course will walk you through the basic through advanced features of Microsoft Word. Detailed course materials with Internet-based review tutorials and tests give you the tools you need to thoroughly prepare for this exam.

Prerequisite: Introduction to the Personal Computer and Introduction to Windows or equivalent knowledge. (3.6 CEUs)

05F31088 Sep 13 – 30 (T/F, 9am - 4pm)
\$995

Microsoft Office Overview

Do you need to quickly learn the basics of Microsoft Word, Excel, PowerPoint, and Access? If so, this class is designed for you. In this class we start by reviewing Windows XP basics (including working with folders), then cover the basics of Word, Excel, Access, and PowerPoint. This course includes in-class review and Internet-based tutorials. (2.4 CEUs)

CALL for info 678-915-7240

\$795

Access 2003 — 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)

05F31069 Sep 21 – 22 (W-Th, 9am - 4pm)
05F31070 Nov 16-17 (W-Th, 9am - 4pm)
\$285

Microsoft Office XP Master Prep

This 120-hour program prepares participants for the five exams required to receive the Microsoft Office Master Specialist Certification: Word 2002 Expert, Excel 2002 Expert, PowerPoint 2002 Core, Outlook 2002 Core, and Access 2002 Core. Course sessions provide time for individual to practice as well as special review days to prepare for exams. Fee includes practices guides (practice exercises, exam notes, review tests, and practice exams) and vouchers for five exams. (12.0 CEUs)

Prerequisite: Introduction to PCs and Introduction to Windows, or equivalent knowledge.

05F31085 Oct 4 – Dec 13 (T/F, 9am - 4pm)
\$2,995

Access 2003 — 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)

05F31058 Oct 12 – 13 (W-Th, 9am - 4pm)
05F31068 Dec 14 – 15 (W-Th, 9am - 4pm)
\$325

Excel 2003 — Introduction

Learn the basics of creating, editing, formatting, printing and saving a workbook. In addition, you will learn how to work with multiple worksheets and charts. (0.6 CEUs)

05F31082 Sep 15 (Th, 9am - 4pm)
05F31083 Oct 1 (Sa, 9am - 4pm)
05F31084 Oct 17 (M, 9am - 4pm)
\$175

Excel 2003 — Intermediate

In this course you will expand on your understanding of working with spreadsheets. You will learn how to use range names, work with advanced functions and formatting features, locate and update data, use special format and print options, protect worksheet data, manipulate the screen display, share worksheet data, and use templates and macros. (0.6 CEUs)

05F31079 Sep 20 (Th, 9am - 4pm)
05F31080 Oct 15 (Sa, 9am - 4pm)
05F31081 Nov 7 (M, 9am - 4pm)
\$175

Excel 2003 — 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 AutoFilters, creating and using look-up and pivot tables, and using Solver. (0.6 CEUs)

05F31074 Oct 20 (Th, 9am - 4pm)
05F31075 Oct 29 (Sa, 9am - 4pm)
05F31076 Nov 21 (M, 9am - 4pm)
\$175

Outlook 2003 — Introduction

Learn to use e-mail, personal information manager and contact manager. Learn the fundamentals of Outlook to send and receive e-mail,

schedule appointments, create and manager tasks and organize contacts. (0.6 CEUs)

05F31092 Sep 26 (M, 9am - 4pm)
05F31093 Nov 14 (M, 9am - 4pm)
\$175

PowerPoint 2003 — Introduction

Learn the basics of creating, printing and showing slide presentations using the latest version of Microsoft PowerPoint. (0.6 CEUs)

05F31096 Oct 6 (Th, 9am - 4pm)
\$175

Word 2003 — Introduction

Learn the basics of creating, editing, formatting, and printing documents. (0.6 CEUs)

05F31106 Sep 14 (W, 9am - 4pm)
05F31103 Sep 24 (Sa, 9am - 4pm)
05F31104 Oct 10 (M, 9am - 4pm)
\$175

Word 2003 — Intermediate

Participants will learn how to: create newspaper columns, create, edit and enhance tables, use mail merge to create letters, envelopes, labels, and many other useful tools. (0.6 CEUs)

05F31100 Sep 28 (W, 9am - 4pm)
05F31101 Oct 8 (Sa, 9am - 4pm)
05F31102 Oct 31 (M, 9am - 4pm)
\$175

Word 2003 — Working with Long Documents and Macros

In this course you will learn how to create long documents such as manuals. Topics include: creating and generating a table of contents, index, and bookmarks, importing data into charts, and working with master and subdocuments. (0.6 CEUs)

05F31105 Oct 19 (W, 9am - 4pm)
\$175

Word 2003 — Automating Word Documents

Learn how to automate daily tasks by creating forms, mail merging documents and using macros. (0.6 CEUs)

05F31099 Nov 2 (W, 9am - 4pm)
\$175

ACT!

NEW ACT! Basic Usage

This class will teach you to efficiently use ACT! contact management software. You will learn how to add, edit, and view contacts; how to lookup (find) contacts; how to group contacts; how to create letters, faxes, emails, and envelopes; how to schedule and prioritize activities; how to use notes, histories, and attachments, and how to print reports and address books. This class is designed for those who already have ACT! setup on their computer.

Prerequisite: PC Basics Fast Start or basic computer concepts and comfortable using Windows, Windows software, and the mouse.

(0.6 CEUs)

05F31071 Oct 5 (W, 9am - 4pm)

05F31072 Dec 1 (Th, 9am - 4pm)

\$225

NEW ACT! Customization and Advanced Features

ACT! is designed to easily be customized to meet your particular needs. You will learn how to import and export data to and from other databases, customize fields, modify the contact screen (layout), create groups, create and modify letter and envelope templates as well as create your own templates, customize the menu, create macros, create custom reports, how to synchronize databases, use the Library tab, and how to perform database maintenance.

Prerequisite: ACT! Basic Usage or very familiar with the ACT! interface and basic functions.

(0.6 CEUs)

05F31073 Oct 26 (W, 9am - 4pm)

\$225

NEW Adobe Acrobat Professional 7.0 — Introduction

As a creative professional, you've been responsible for creating documents using design software and have probably shared those documents with others, such as colleagues, clients, and reviewers. You've probably shared printed copies of your documents with others, may have sent documents to a commercial printer, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of your documents with others who may not have the software you used to create them. In this course, you'll use Adobe Acrobat® to convert documents to PDF, and will customize those PDF documents for interactive online use as well as for commercial printing.

Prerequisite: Experience creating and editing documents in Microsoft Word (word processor). (0.6 CEUs)

05F33000 Sep 19 (M, 9am - 4pm)

05F33001 Nov 9 (W, 9am - 4pm)

\$225

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)

05S63000 Sep 13 & 15 (T/Th, 9am - 5pm)

05S63001 Nov 15 & 17 (T/Th, 9am - 5pm)

\$255

General Computing

Windows XP, Introduction

Whether you have Microsoft Windows 95, 98, NT, 2000 or XP, this course teaches you the basic skills of using Windows software. Learn how to start up and close software, open, close, minimize, restore, and resize windows, find and organize files, as well as many useful tips and tricks. This class will use the Windows XP Professional operating system, but differences with other operating system will be referenced. (0.6 CEUs)

05F31051 Sep 9 (F, 9am-4pm)

05F31098 Nov 6 (Sa, 9am-4pm)

\$175

NEW

Introduction to the Personal Computer

Learn the basics of using a computer in an environment where you can get your questions answered and your fears replaced with confidence. You will learn the basics of working with the Windows operating system as well as basic concepts of using word processing, electronic spreadsheets, and database software.

Prerequisite: None (0.6 CEUs)

05F31049 Sep 7 (W, 9am - 4pm)

05F31095 Sep 17 (W, 9am - 4pm)

\$185

Distance Learning Degree Programs

Whether you are around the corner or around the world, SPSU offers you opportunities to seek new knowledge and skills in degree programs offered through distance learning.

- Bachelor of Science in Information Technology
- Graduate Certificate in Technical Communication
- Master of Science in Quality Assurance
- Master of Science in Systems Engineering

Learn more. Visit
www.spsu.edu

Intermediate Office

NEW

Outlook 2003 — Intermediate

Extend your knowledge and use of Microsoft Outlook. This course teaches you how to format messages and to view other users' Outlook folders. You will learn how to import and export data, assign home pages to folders, and create custom forms. You will also learn how to control security zones, use a newsreader, and configure send/receive settings for offline folder accounts as well as many more useful features.

Prerequisite: Introduction to Outlook or equivalent knowledge.

(0.6 CEUs)

CALL for info 678-915-7240

\$175

NEW

PowerPoint 2003 — Intermediate

This course builds on the introduction course to teach you additional PowerPoint skills. Topics include: creating a chart and a table, inserting sound and motion clip files, working with design templates, inserting hyperlinks, inserting action buttons, and routing a presentation.

Prerequisite: PowerPoint 2003 — Introduction or equivalent knowledge.

(0.6 CEUs)

CALL for info 678-915-7240

\$175

QuickBooks — Introduction

Recently purchased QuickBooks and need help getting started? Or perhaps your QuickBooks file is already setup 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. Course is taught by a Certified QuickBooks ProAdvisor. 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! (0.6 CEUs)

05F60017 Oct 1 (Sa, 9am - 4pm)

05F60018 Oct 13 (Th, 9am - 4pm)

05F60019 Nov 19 (Sa, 9am - 4pm)

05F60020 Dec 8 (Th, 9am - 4pm)

\$210

QuickBooks — Setting Up & Using Payroll

Do you have a small business and want to manage your payroll in-house? For a reasonable annual subscription fee, you can download updated federal and state tax tables from Intuit, create payroll checks, provide a direct deposit option for your employees, make payroll liability payments, and print 940, 941, W-2 and W-3 tax forms. This course will walk you through the steps of registering, setting up your payroll, creating default employee settings, creating necessary accounts, creating and printing paychecks, paying payroll liabilities, printing reports, and printing tax forms. Throughout the course, you will also learn useful tips. Course will use a QuickBooks sample file for class exercises. This class is taught by a Certified QuickBooks ProAdvisor who has been providing consulting services to small businesses for over 14 years. (0.3 CEUs)

05F60009 Sep 8 (Th, 9am - 12pm)

05F60022 Dec 15 (Th, 9am - 12pm)

\$125

QuickBooks — Advanced

Now that your basic QuickBooks file is setup, learn how to use the more advanced features of QuickBooks. This course covers: customizing forms; working with additional accounts such as credit card accounts, loans, and fixed assets; creating and customizing reports; creating and customizing graphs; tracking and paying sales tax; working with estimates; tracking job costs; writing letters; and synchronizing with contact management software. (0.6 CEUs)

05F60015 Oct 22 (Sa, 9am - 4pm)

05F60016 Nov 10 (Th, 9am - 4pm)

\$210

Small Business Accounting

Are you keeping the books for a small business, but find accounting terminology and processes confusing? This course uses the principals of accelerated learning to teach you accounting basics by engaging all of your senses as well as your emotions and critical thinking skills. Through the analogy of a running a lemonade stand, you will learn basic accounting terminology, create basic accounting statements (balance sheet, income statement, cash flow), learn the difference between accrual and cash accounting methods, and understand basic concepts such as cost of goods sold, bad debts, FIFO and LIFO, capitalizing versus expensing, depreciation, adjusting entries, and closing entries. The class will also include an opportunity to see how accounting software works. This class is taught by a Certified QuickBooks ProAdvisor who has been providing consulting services to small businesses for over 14 years. (1.2 CEUs)

05F61001 Sep 13 - 22 (T/Th, Evening 6pm - 9pm)

\$275

Project Management — Theory & Concepts

Learn the process of planning and managing a project. Course covers project management terminology, charting techniques, time and cost estimating, and project monitoring skills. In addition you will be introduced to the Microsoft Project software. (0.6 CEUs)

05F62014 Oct 24 (M, 9am - 4pm)

05F62015 Dec 5 (M, 9am - 4pm)

\$175

Microsoft Project 2003

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. (1.8 CEUs)

05F31089 Oct 25 - 27 (T-Th, 9am - 4pm)

05F31090 Dec 6 - 8 (T-Th, 9am - 4pm)

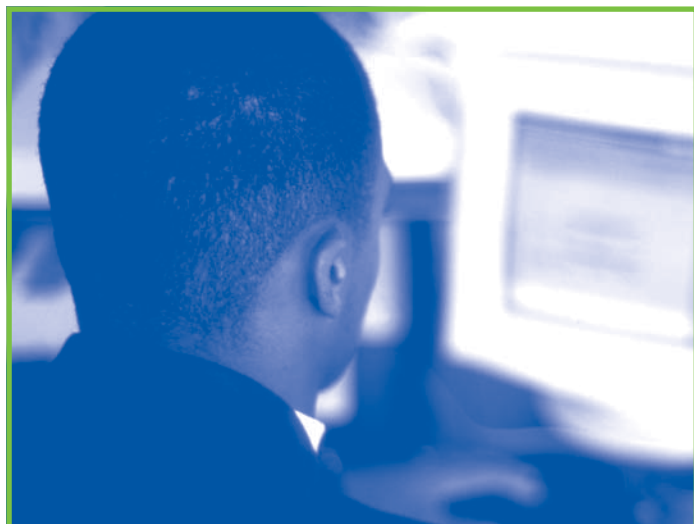
\$575

Train the Trainer

Designed for those exploring a career in the computer training industry or wishing to meet the adult education training requirement for certification. Includes understanding the adult learner, presentation skills, presentation tools, and training techniques. The class includes videotaping and critiquing student presentations. Participants are required to deliver a 15-minute presentation to earn a certificate. Note: This course fulfills the adult education training requirement for Microsoft Certified Trainer (MCT), Certified Technical Training (CTT+), and Microsoft Office User Specialist Master Instructor. Prerequisite: Experience using one or more software packages is recommended. Prior training experience is not necessary. Limited to 8 Participants. (1.4 CEUs)

CALL for info 678-915-7240

\$395



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.

NEW

Healthcare Management Certificate Program

For all healthcare professionals

The Healthcare Management Certificate Program is for all healthcare professionals who are first-time supervisors or managers and want to enhance their management skills, knowledge, and capabilities. The program was developed by experts in the management and healthcare fields.

Register and pay for
the complete program,
six classes, for
Tremendous Savings!

Who should attend this program?

This management training program is for first-time supervisors or new managers in the healthcare professions, including nurses, therapists, and medical technologists, who have, or will soon have, supervisory or management responsibilities. This program is specifically designed for clinically-trained, primary care workers. The minimum requirement for participation is an associate's degree or equivalent experience.

Why should I complete the program?

You will gain the healthcare management and administrative skills and knowledge that you need to enhance performance and further your career. Completing the Healthcare Management Certificate Program will give you confidence to become a more effective manager or supervisor.

What do I receive when I complete the program?

Participants who successfully complete the six modules (90 hours of instruction), end-of-module exams, and the assignments will be awarded a Certificate of Completion and 9.0 Continuing Education Units (CEUs).

How is the program delivered?

The certificate program is comprised of six, 15-hour modules. Each module is a convenient blend of six hours of classroom instruction and nine hours of online instruction. The modules stand alone and may be taken in any sequence. This approach allows you to gain management skills, while maintaining a full-time work schedule. You complete the program through online sessions at your home or workplace and through more traditional, classroom sessions at SPSU.

Benefits of the program

- Develops management skills and abilities specifically for healthcare professionals
- Builds confidence – in new healthcare managers and supervisors
- Advances careers – enhances career development
- Saves travel time and expenses through a convenient, blended-delivery format that combines classroom and online sessions
- Improves productivity and morale
- Reduces employee turnover

NEW

Human Resource Development and Staff Relationships (HCM101)

Learn to identify and implement strategies for building effective staff relations and a positive work environment. 15 hours
Oct 11 (T, Evening 6 – 9pm)

NEW

Cultural Competency and Diversity issues in Healthcare Management (HCM102)

Learn skills for workplace multicultural relationships. Examine your personal culture and learn how to apply this knowledge. 15 hours
CALL for date 678-915-7240

NEW

Leadership Skill Development for the First-Time Supervisor (HCM103)

Deepen your understanding of your individual leadership style. Identify the characteristics of effective leaders and develop personal goals. 15 hours
Jan 10, 2006 (T, Evening 6 – 9pm)

NEW

Management Ethics and Values-Based Decision-Making (HCM103)

Explore the basic principles and application of ethics. Explore how your personal ethics and values affect your decision-making. 15 hours
Feb 28, 2006 (T, Evening 6 – 9pm)

NEW

Financial Management Basics (HCM105)

Understand the financial issues that make healthcare organizations unique. Includes study of accounting principles, budgets, terms, and methods. 15 hours
Apr 18, 2006 (T, Evening 6 – 9pm)

NEW

Systems Thinking and the Management Team (HCM106)

Learn to lead a team that solved difficult and complex issues by seeing the "Big Picture." Includes study of group dynamics within organizations and negotiations. 15 hours
CALL for date 678-915-7240

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Web Development and Design

Web Development Certificate Program

Upgrade your skills or prepare for a new career in the fast-paced world of web technology. Skilled web developers are in demand. As Internet use continues to expand, more and more companies and organizations are searching for people with the experience and training to work in a variety of web-based careers. This program provides in-depth training for everyone from the beginner to the experienced web content developer. Certificates are awarded to participants who successfully complete a foundation of core courses and one specialty track. Individuals seeking admission to the Web Development Certificate Program should be proficient users of the Internet (browsers, search engines, e-mail, etc.) and be familiar with Windows-based operating systems. The Programming Track also requires knowledge of a programming language.

Discount:
Enroll in the 4 core courses,
and both the Design and
Programming tracks at the same
time for \$4,995,
a savings of \$810.

All participants must complete the following four classes:

- Fundamentals of Web Site Technology & Production
- HTML, Introduction
- HTML, Intermediate
- HTML, Advanced

Prerequisite: Core Curriculum (30 hours)
\$970

Design Track (60 hours)

The Web Development Design Certificate provides a comprehensive study of web design principles including electronic design, Web-site navigational structure, graphical-user interfaces, design tools and Internet media technologies. Curriculum includes Interactive Design, Adobe Photoshop, Fireworks, Flash 5 and Dreamweaver. (6.0 CEUs)

05S11008 Sep 13 – Nov 17 (T/Th, Evening 6 - 9pm)

05F11009 Nov 28 – Feb 1 (M/W, Evening 6 - 9pm)
\$2,075

Programming Track (89 hours)

The Web Development Programming Certificate is design to give participants a working knowledge of Web page construction and functionality. Curriculum includes Modern Scripting Languages, CGI Programming, Java Programming, Database Connectivity, and Credit Card Acceptance. (8.9 CEUs)

05S11010 Nov 29 – Mar 9 (T/Th, Evening 6 - 9:30pm) Does not meet 12/20 – 12/29
\$2,760

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. (0.6 CEUs)

05F33002 Sep 13 – 15 (T/Th, Evening 6 - 9pm)

05F33003 Nov 1 – Nov 3 (T/Th Evening 6 - 9pm)
\$215

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 and multimedia objects, how to validate and test your HTML, and guidelines on planning and designing your web site. (0.6 CEUs)

05F33004 Sep 20 – 22 (T/Th, Evening 6 - 9pm)
05F33005 Nov 8 – 10 (T/Th, Evening 6 - 9pm)
\$215

HTML, Advanced

This course includes many special features of HTML 4.0. Topics include: using frames, additional document, table, and form elements, and cascading style sheets. (0.6 CEUs)

05F33006 Sep 27 – 29 (T/Th, Evening 6 - 9pm)
05F33007 Nov 15 – 17 (T/Th, Evening 6 - 9pm)
\$215

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)

05F33008 Oct 8 – 15 (Sa, 9am - 4pm)

05F33009 Dec 3 - 10 (Sa, 9am - 4pm)
\$325

NEW Promoting Your Web Site

Learn how to effectively promote your web site. In this course you will learn how to use your organization's web sites to generate new sales, keep current customers, and win business from their web competitors. Topics include: understanding how search engines work, how to improve your web site relevancy (ranking), creating and positioning keywords, developing effective web site titles and descriptions, developing a web advertising campaign, creating doorway pages, and analyzing your web competition.

Prerequisite: Experience using a web browser and viewing web content. Experience with creating web pages a plus, but not required. (0.6 CEUs)

CALL for info 678-915-7240
\$215

NEW Web Site Project Management

Whether you're managing a web project for the first time or need some pointers on project management specifically for the Web, this course will give you the tools you need to clarify your site's business goals, plan the scope and functionality of your site accordingly, and manage its production cycle effectively. You will learn techniques to conceptualize project phases and tasks; estimate project scopes, budgets, and schedules; build web teams and assign resources, establish communication channels; and manage web teams.

Prerequisite: Fundamentals of Web Site Technology & Production or equivalent knowledge. (1.2 CEUs)

CALL for info 678-915-7240
\$325

NEW Writing for the Web

If you write content for Web pages, you have realized that not all the rules you learned for writing print documents apply to the Web. Writing for the Web shows you how to build a well-written, user-sensitive site that both attracts new visitors and keeps current users returning. You will learn how users process text information on the Web, as well as techniques for making your pages clear, appealing, and rewarding for users. This course involves a great deal of class discussion and focuses on cognitive processes and ideas rather than specific coding techniques.

Prerequisite: Experience using a web browser and viewing web content. Experience with creating web pages a plus, but not required. (0.6 CEUs)

CALL for info 678-915-7240
\$215



Got questions?
E-mail us at
ConEd@spsu.edu

Computer-Assisted Design (CAD)

AutoCAD

SPSU's Office of Continuing Education is an Autodesk Authorized Training Center (ATC). All AutoCAD programs incorporate Autodesk approved curriculum and Autodesk certified trainers. If you would like more information about Autodesk's ATC program, or to register for any of the programs listed contact the Office of Continuing Education at (678) 915-7240 or email us at 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. (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.)

05F32037 Sep 27 – Oct 25 (Tu/Th, Evening 6 - 9pm)

05F32038 Oct 17 – Nov 14 (M, 9am - 5pm)
\$2,395

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.

05F32024 Sep 26 – 27 (M-Tu, 9am - 5pm)

05F32039 Oct 25 – 26 (M-Tu, 9am - 5pm)

05F32040 Nov 28 – 29 (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)

05F32041 Nov 1 – 17 (Tu/Th, Evening 6 - 9pm)
\$795

AutoCAD, Level 1: Part 2 Express Track

Build on the concepts and skills learned in Part 1. Learn to effectively work with paper

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.

CALL

\$595

space, reference files and dimension styles, and explore solutions to commonly encountered problems. (1.4 CEUs)

Prerequisite: AutoCAD, Level 1: Part 1 or instructor approval.

05F32030 Sep 28 – 29 (W-Th, 9am - 5pm)

05F32042 Oct 27 – 28 (W-Th, 9am - 5pm)

05F32043 Nov 30 – Dec 1 (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)

05S32025 Nov 29 – Dec 15 (Tu/Th, Evening 6 - 9pm)

\$795

AutoCAD, Level 2: Intermediate Express Track

Build on the concepts taught in Level 1, Part 1 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 1: Parts 1 and 2 or instructor approval.

05F32035 Sep 6 – 8 (Tu-Th, 9am - 5pm)

05F32036 Oct 11 – 13 (M-W, 9am - 5pm)

05F32044 Dec 12 – 14 (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)

CALL for January dates

\$995

AutoCAD Architectural Desktop

Increase your skill and ability creating with the design tools of AutoCAD Architectural Desktop. Includes control model representa-

MicroStation v8, Intermediate

Enhance your productivity by expanding upon information provided in Beginning MicroStation J, 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.

CALL for info 678-915-7240

\$595

tions with Model Explorer, Object Viewer, Floating Viewer, Design Center, and Control Layers with Architectural Desktop's Layer Manager. (2.1 CEUs)

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

05F32046 Nov 8 – 10 (W-F, 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)

CALL for info 678-915-7240

\$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)

CALL for info 678-915-7240

\$595

AutoCAD Upgrading to Current Release

This challenging two-day course covers the new features included in this upgrade. The interactive, application-based presentation increases user productivity by adding new tools, Internet accessibility, and a streamlined drawing file management system. (1.4 CEUs)

CALL for info 678-915-7240

\$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 listed below with times and dates.

Deadlines for Registration through the State of Georgia Deadline Date are 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 with the state.

June 1st is the deadline for the October examination with the state.

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)

05S40047 Sep 30 (F, 9am - 5pm)
\$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)

05S40050 Oct 21 (F, 9am - 5pm)
\$249

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)

05S40052 Sep 22 - 23 (Th-F, 9am - 4pm)

05F40084 Dec 8 - 9 (Th-F, 9am - 4pm)

\$425

Home Inspection

With as much building and buying and selling of real estate as there is going on in

Georgia, home inspectors are stretched pretty thin. This course was designed for people interested in getting certified through SBCCI as well as practicing building inspectors, housing inspectors, housing authorities, rehabilitation specialists and managers of building inspection departments and programs. Topics include: Effective residential inspection techniques, Technical aspects of building inspection, Residential building plan review, Managing building inspection departments and programs, and Legal aspects of building inspection. (3.5 CEUs)

05S40054 Sep 6 - Oct 13 (T/Th, Evening 6 - 9:30pm)

05F40095 Oct 22 - Dec 3 (Sa, 9am - 5pm)
does not meet 11/26

\$1395

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)

05S40083 Sep 23 (F, 8am - 5pm)

05F40085 Nov 5 (Sa, 8am - 5pm)

05F40086 Dec 9 (F, 8am - 5pm)

\$395

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 con-

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)

See web for Mar dates

\$495

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)

05S45009 Sep 10 - Oct 8 (Sa, 9am - 4pm)

\$495

trol procedures during construction, implementing proper control procedures in the field and managing project changes. (1.6 CEUs)

05S40059 Sep 16 & 23 (F, 8am - 5pm)

05F40087 Oct 14 & 21 (F, 8am - 5pm)

05F40088 Nov 11 & 18 (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)

05S40062 Sep 9 (F, 8am - 5pm)

05F40089 Nov 4 (F, 8am - 5pm)

05F40090 Dec 9 (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 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)

05S40064 Sep 16 & 23 (F, 8am - 5pm)

05F40091 Oct 21 & 28 (F, 8am - 5pm)

05F40092 Dec 2 & 9 (F, 8am - 5pm)

\$595

Electrical Professional Engineering Review

Power, Control Systems, Digital Logic and Computer Systems, Communication Systems. (1.6 CEUs)

05S45010 Oct 1 – 8 (Sa, 8am - 5pm)
\$395

Industrial Professional Engineering Review

Engineering economics/cost analysis, Applications of probability, including statistical quality control, reliability, and queuing theory, Using probability and cost analysis, Optimization and scheduling, Production planning and inventory control, Project scheduling, Ergonomics and work methods, Management, Job evaluation, and Safety. (2.4 CEUs)

05S45011 Sep 24 – Oct 8 (Sa, 9am - 4pm)
\$395

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)

05S40067 Sep 30 & Oct 7 (F, 8am - 5pm)
05F40093 Nov 5 & 12 (Sa, 8am - 5pm)
05F40094 Dec 9 & 16 (F, 8am - 5pm)
\$595

Hydraulics

Review basic hydraulics oriented toward the practicing professional. Learn to apply hand

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)

05S45012 Sep 17 – Oct 8 (Sa, 9am - 4pm)
\$395

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)

05S40069 Sep 23 (F, 9am - 4pm)
05F40096 Oct 28 (F, 9am - 4pm)
05F40097 Dec 9 (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)

05S40071 Sep 16 (F, 9am - 4pm)
05F40107 Oct 21 (F, 9am - 4pm)
05F40108 Dec 2 (F, 9am - 4pm)
\$295

Land Development Traffic Impact

This course was designed for people who create documentation on or analyze the expected traffic impacts of small to medium-sized land developments. It focuses on the significant impacts that the development or redevelopment of land can have on the operation and safety of the surrounding roadway system, the require-

ments to evaluate these impacts and review the resultant documentation, and the tasks and knowledge necessary to complete the proper analysis of the expected traffic impacts. (1.6 CEUs)

05S40073 Sep 2 & 9 (F, 9am - 4pm)
05F40098 Oct 14 & 21 (F, 9am - 4pm)
05F40099 Dec 9 & 16 (F, 9am - 4pm)
\$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, 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)

05S40079 Sep 13 – 22 (T/Th, Evening 6 - 10pm)
05F40104 Oct 11 – 20 (T/Th, Evening 6 - 10pm)
05F40105 Nov 7 – 16 (T/Th, Evening 6 - 10pm)
\$595

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 property 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)

05S40081 Sep 2 & 9 (F, 8am - 5pm)
05S40082 Oct 7 & 14 (F, 8am - 5pm)
05F40106 Nov 11 & 18 (F, 9am - 4pm)
\$595

Surveying**NEW 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)

05S40075 Sep 8 – 9 (Th-F, 9am - 5pm)
05F40100 Oct 13 – 14 (Th -F, 9am - 4pm)
05F40101 Dec 9 – 10 (Th -F, 9am - 4pm)
\$595

NEW 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.

05S40077 Sep 29 – 30 (Th-F, 9am - 5pm)
05F40102 Oct 20 – 21 (Th-F, 9am - 4pm)
05F40103 Dec 15 – 16 (Th-F, 9am - 4pm)
\$595

Why SPSU?

- ✓ **Smaller classes for more personalized instruction**
- ✓ **No computer sharing**
- ✓ **Nationally-recognized certificate programs with certified instructors and materials**
- ✓ **Hands-on learning environment**
- ✓ **All classes are instructor-led**
- ✓ **Free parking**

Learn more:

Call 678.915.7240

E-mail coned@spsu.edu

Degrees that do the job.

Technology has transformed the workplace—and our graduates are answering the high demand for professionals trained to work with technology. From software engineering to architecture, information technology to Web design, Southern Polytechnic students blend their expertise with technical know-how that gives them—and their employers—a competitive edge.

To learn more about our degree programs, call
678.915.SPSU or
800.635.3204

Southern
Polytechnic

Georgia's **Technology** University

Southern
Polytechnic

Georgia's **Technology** University

Continuing Education
1100 S. Marietta Parkway
Marietta, GA 30060-2896
678.915.7240
ConEd@spsu.edu

*Please share with your
friends and colleagues.*

Nonprofit Organization
U.S. Postage
PAID
Permit No. 318
Marietta, Georgia