

Links

Fall 2007



Connecting individuals to the world of technology, work, and life skills

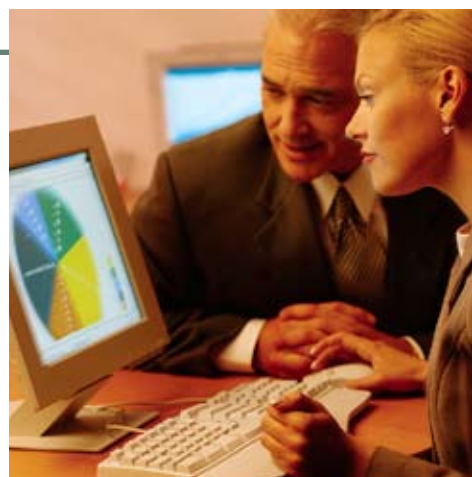
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Southern
Polytechnic
Georgia's Technology University

Links

Welcome to **Links**, your connection to the world of technology, work and life skills. At Georgia's Technology University, we specialize in the delivery of comprehensive real-world training on a grand scale. Whether it be High-Tech, Business Professional or Engineering, we offer it here!

Break away from ordinary training centers and come learn from the institution with over 50 years of experience training Atlanta's business and technical leaders. Here you'll find nationally-recognized certificate and other programs with certified instructors and materials. You'll appreciate our smaller classes offering more personalized instruction, and no computer sharing. You'll benefit from our hands-on learning environment with an instructor in every class. And don't forget that you park for free. There's a course for you here!



Contents

Asbestos/Lead	20
AutoCAD	16
AutoCAD User Certification	6
Blueprint Reading	19
CISCO Certified Network Associate (CCNA)	3
CIW Certificates	4
Commercial Building	20
Construction Basics	21
Databases. Basic to Advanced	14
E-Business Solutions in Java Certificate	5
Engineering and Technology Management	18
Event Coordination and Assistance	22
Food Safety Management	12
Hardware and Operating Systems	3
Home Inspector's Training	20

Information and Registration	23
ISO 13485 Healthcare/FDA	12
ISO 14001 Environmental Management	9
ISO 27001 Information Security Management Systems	9
ISO 9001:2000 with Customized Reference to Specific Industries	10
Java Programming	5
Lean Practitioner	8
MicroStation	17
Oracle 10g DBA Certification Preparation Program	4
Presentations Basics	14
Professional Engineering and Architecture Exam Preparation	21

Professional Project Management (PPM)	7
Programming	5
Quality Management	9
Quality Management / Process Tools	6
Quality Systems	10
QuickBooks®	15
Six Sigma Green Belt and Black Belt Certification	8
Spreadsheets, Basic to Advanced	14
Summer Youth Science and Technology Camps	22
Surveying	21
Water Science	21
Website Technology	6
Word, Basic to Advanced	14

SNEAK PREVIEW!

Engineering and Technology Management for Engineers and Scientists

AEROSPACE	ELECTRONIC	BIOMEDICAL
DEFENSE	CIVIL	ENGINEERING
MECHANICAL	CHEMICAL	SCIENTIFIC
ELECTRICAL	MATERIALS	INDUSTRIES

research • design • manage

Advanced Design Concepts for New or Improved Materials, Products, Structures, Processes, Equipment and Systems



See Page 18 for more information.

Professional Engineering and Architecture Exam Preparation

FUNDAMENTALS OF
ENGINEERING (FE/EIT)
GENERAL REVIEW

CIVIL PROFESSIONAL
ENGINEERING REVIEW

MECHANICAL
PROFESSIONAL
ENGINEERING REVIEW

ELECTRICAL
PROFESSIONAL
ENGINEERING REVIEW

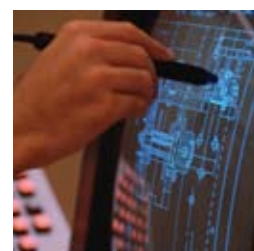
**MAXIMIZE
YOUR
ABILITY TO
SCORE HIGH
ON THESE
EXAMS!**



See Page 21 for more information.

Get your AutoCAD here!

- Autodesk Authorized Training Center (ATC)
- All classes taught by an Autodesk professionally certified instructor
- Learn about the use, application, and inner workings of the latest AutoCAD software
- Classes are designed to include more hands-on hours
- Courses use Autodesk Official Training Courseware, offering the best learning support possible



See Pages 6 and 16 for more information.

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

This four-course program PREPARES THE STUDENT FOR THE CCNA CERTIFICATE EXAMINATIONS. CCNA IS A RECOMMENDED PREREQUISITE FOR CISCO'S CCNP, CCDP, CCDA, AND CCIE. THE SEQUENCE IS BASED ON CISCO-DEVELOPED ONLINE CURRICULUM, HARDWARE AND EDUCATIONAL MATERIALS FOR OPTIMAL COMPATIBILITY WITH THE CERTIFICATION EXAM. AS A SUBSET, THE FIRST TWO COURSES CONTAIN THE NECESSARY CURRICULUM FOR THE CompTIA NETWORK + CERTIFICATION. ALL INSTRUCTORS ARE CERTIFIED CISCO ACADEMY INSTRUCTORS. EACH CLASS IS LIMITED TO 10 PARTICIPANTS. PREREQUISITE: BE PROFICIENT IN THE USE OF SOFTWARE IN A WINDOWS-BASED ENVIRONMENT AND POSSESS ONE YEAR EXPERIENCE IN COMPUTER APPLICATIONS.

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

Course 1: Networking Basics v3.0

CCNA 1: Networking Basics is the first of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing, and network standards. (4.0 CEUs)

Competencies:

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

07SC01000 Jul 16 – Aug 15 (M/W, 6pm-10pm)

07SC01001 Sep 8 – Oct 6 (Sa, 8am-5pm)

\$1,195

Course 2: Routers and Routing Basics v3.0

CCNA 2: Routers and Routing Basics is the second of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on the initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS, configure routing protocols, and create access lists controlling access to the router. (4.0 CEUs)

Competencies:

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

07SC02000 Aug 27 – Oct 1 (M/W, 6pm-10pm) doesn't meet 9/3

07FC02001 Oct 20 – Nov 17 (Sa, 8am-5pm)

\$1,195

Course 3: Switching Basics and Intermediate Routing

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

Competencies:

- VLSM
- Basics of OSPF and EIGRP
- Switch concepts and configuration
- Spanning-Tree Protocol
- VLANs and VTP

07FC03000 Oct 8 – 31 (M/W, 6pm-10pm)

08WC03000 Jan 12 – Feb 2, 2008 (Sa, 8am-5pm)

\$995

Course 4: WAN Technologies

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

Competencies:

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

07FC04000 Nov 26 – Dec 19 (M/W, 6pm-10pm)

08WC04000 Feb 16 – Mar 8, 2008 (Sa, 8am-5pm)

\$995



QUESTIONS?

E-MAIL US

AT

CONED@SPSU.EDU

HARDWARE AND OPERATING SYSTEMS

A+/Net+ Certificate

The A+/Net+ Certificate program prepares individuals with little or no computer experience for an entry level career opportunity in the IT field. This 100-hour curriculum includes both PC and Networking installation, preventative maintenance, troubleshooting and repair. The main focus of your classroom experience will be to obtain the A+/Net+ certification. This A+/Net+ Certification is used as electives for those interested in pursuing additional certifications such as MCSA, MCSE or Novell. (11.2 CEUs) Prerequisite: Proficiency in reading and math skills, basic keyboarding and familiarity with Windows 95/98/2000/XP

07FC22000 Nov 12 – Mar 5 (M/W, 6 – 10pm)

doesn't meet 11/19, 11/21, 12/24 – 1/2

\$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.

07SC21001 Jul 23 – Aug 22 (M/W, 6-10pm)

07FC21002 Sep 22 – Oct 20 (Sa, 8am-5pm)

07FC21003 Nov 5 – Dec 12 (M/W, 6-10pm) doesn't meet 11/19, 11/21

\$1,595

CIW CERTIFICATES

CIW Associate

new **CIW Associates** HAVE MASTERED THE FUNDAMENTAL KNOWLEDGE AND SKILLS REQUIRED TO WORK IN AN INTERNET TECHNOLOGY-ENABLED ENVIRONMENT. THESE FOUNDATIONAL SKILLS INCLUDE BASIC KNOWLEDGE OF INTERNET TECHNOLOGIES SUCH AS WEB BROWSERS, FTP AND E-MAIL; WEB PAGE AUTHORING USING EXTENSIBLE HYPertext MARKUP LANGUAGE (XHTML); BASIC INFRASTRUCTURE NETWORKING, AND PROJECT MANAGEMENT. **CIW ASSOCIATE** CERTIFICATION IS VALUABLE FOR INDIVIDUALS WORKING IN FIELDS SUCH AS SALES, BUSINESS DEVELOPMENT, ADVERTISING, TECHNICAL RECRUITING AND OTHER AREAS THAT DEPEND ON WEB-ENABLED SYSTEMS FOR PRODUCTIVITY. TO BECOME A **CIW ASSOCIATE**, THE CANDIDATE MUST PASS ONE REQUIRED **CIW EXAM (IDO-510)**. **CIW ASSOCIATE** CERTIFICATION IS ALSO REQUIRED TO QUALIFY FOR ALL **CIW PROFESSIONAL** AND **MASTER CIW CERTIFICATIONS**.

Foundations

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

07SC29002 Jul 17 – Aug 9 (T/Th, 6-10pm)
07SC29003 Sep 8 – 29 (Sa, 8am-5pm)
\$995

Master CIW Designer Certification

new **Master CIW Designers** DEVELOP AND MAINTAIN WEB SITES USING AUTHORING AND SCRIPTING LANGUAGES, CREATE CONTENT AND DIGITAL MEDIA, AND EMPLOY STANDARDS AND TECHNOLOGIES FOR BOTH BUSINESS-TO-BUSINESS AND BUSINESS-TO-CONSUMER E-COMMERCE WEB SITES. **MASTER CIW DESIGNER** CERTIFICATION CAN LEAD TO A SUCCESSFUL CAREER AS A WEB DESIGNER, CREATIVE DIRECTOR, WEB MARKETING/BUSINESS SPECIALIST OR ART DIRECTOR. CANDIDATES MUST PASS THREE REQUIRED **CIW EXAMS** TO BECOME A **MASTER CIW DESIGNER**.

Course 1 - Design Methodology and Technology

Design Methodology and Technology is a course that teaches students how to create and manage Web sites with tools such as Microsoft Front-Page, Macromedia Dreamweaver and Flash, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, web project management, scenario development and performance evaluations. This course prepares the participant for the **CIW Site Designer**

Exam (IDO-520) and is the second of three steps in the **Master CIW Designer Certification**. It also earns the participant the **CIW Professional Certification**. (3.2 CEUs) Prerequisites: Foundations
07SC30002 Aug 21 – Sep 13 (T/Th, 6 – 10pm)
07FC30003 Oct 13 – Nov 3 (Sa, 8am – 5pm)
\$995

Course 2 - E-Commerce Strategies and Practices

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

07FC31002 Sep 24 – Oct 17 (T/Th, 6 – 10pm)
07FC31003 Nov 17 – Dec 15 (Sa, 8am – 5pm)
\$995

ORACLE 10G DBA CERTIFICATION PREPARATION PROGRAM

Oracle Database 10g: Introduction to SQL

This class is applicable to Oracle8i, Oracle9i and Oracle Database 10g users. This course introduces Oracle Database 10g technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. (3.5 CEUs) Prerequisites: 1 programming course or 1 year of programming with an understanding of 2 dimensional arrays.

07SC24003 Jul 21 – Aug 18 (Sa, 8am-4 pm)
07SC24004 Sep 10 – Oct 10 (M/W, 6-9:30 p.m.)
\$1,405

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)
07SC25003 Sep 8 – Oct 6 (Sa, 8 am - 4 pm)
07FC25004 Oct 22 – Nov 28 (M/W, 6 - 9:30 pm) doesn't meet 11/19, 11/21
\$1,405

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)
07FC26003 Oct 20 – Nov 17 (Sa, 8 am - 4 pm)
07FC26004 Dec 10 – Jan 23, 2008 (M/W, 6 - 9:30 pm) doesn't meet 12/24 – 1/2
\$1,405

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.

07SC20001 Aug 7 – Oct 23 (T/Th, 6pm-10pm)
07FC20002 Nov 13 – Feb 19, 2008 (T/Th, 6pm-10pm) doesn't meet 11/20, 11/22 & 12/25 – 1/3
\$2,995



JAVA PROGRAMMING

Accelerated Java

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

07SP01001 Jul 23 – 27 (M-F, 9am-5pm)
07FP01002 Sep 29 – Oct 27 (Sa, 9am-5pm)
\$1,095

Beginning Java

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

07SP02001 Jul 9 – 13 (M-F, 9am-5pm)
07SP02002 Aug 25 – Sep 22 (Sa, 9am-5pm)
\$1,095

Java Swing

This three-day course shows how to build professional-looking graphical user interfaces using Java's Swing technology. Topics include Components,

containers, events, layout managers, models, and timers. Covers the latest version of Swing (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (2.1 CEUs) Prerequisite: Beginning Java or Accelerated Java or one year of Java experience.

07SP03001 Aug 6 – 8 (M-W, 9am-5pm)
07FP03002 Dec 1 – 15 (Sa, 9am-5pm)
\$695

AJAX

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

07SP05001 Aug 4 – 18 (Sa, 9am-5pm)
07FP05002 Nov 3 – 17 (Sa, 9am-5pm)
\$695

Introduction to C# Programming with Microsoft .NET

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

07SP09002 Aug 4 – Sep 1 (Sa, 8am-5pm)
07FP09003 Dec 3 – 7 (M-F, 8am-5pm)
\$995

Introduction to Microsoft .NET Development

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

07SP10002 Aug 7 – 16 (T/Th, 6-10pm)
07SP10003 Oct 6 – 13 (Sa, 6-10pm)
\$495

Introduction to Microsoft SQL

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

07SP12002 Aug 3 (F, 9am-4pm)
07FP12003 Nov 6 – 8 (T/Th, 6-9pm)
\$295

AUTOCAD USER CERTIFICATION

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

07FC38000 Sep 25 – Oct 23 (T/Th, 6-9 pm)

07FC38001 Oct 1 – 29 (M, 9am-4pm) 10/29 meets until 2pm

\$2,395 SEE OUR COMPLETE AUTOCAD CURRICULUM ON PAGES 16-17.

WEBSITE TECHNOLOGY

Dynamic Website Design Using Dreamweaver and PHP

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

07SPII002 Aug 4 – 25 (Sa, 8am-12pm)

07FPII003 Oct 27 – Nov 17 (Sa, 8am-12pm) \$495

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.

QUALITY MANAGEMENT / PROCESS TOOLS

Certified Information Systems Security Professional (CISSP)

This 60-hour comprehensive course prepares students for the CISSP Certification exam. The course focuses on the 10 domains of the CISSP Common Body of Knowledge (CBK): Access Control Systems & Methodology; Telecommunications & Network Security; Security Management Practices; Applications & Systems Development Security; Cryptography; Security Architecture & Models; Operations Security; Business Continuity Planning & Disaster Recovery Planning; Law, Investigations & Ethics; Physical Security. For more information on the (ISC) requirements for taking the CISSP exam, go to www.isc2.org

Prerequisites: IT Certification (including Network+, MCP, MCSE, CCNA, CNE) or 4 years of direct full-time security professional work experience in one of more of the ten domains. (6.0 CEUs)

07SC40000 Sep 11 – Nov 15 (T/Th 6pm-9pm) \$2,200

MBNQA

Malcolm Baldrige National Quality Award Criteria

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

07WS03000 Apr 10 – 12 (8:30am-4:30pm) \$895

Process Mapping

Sponsored by SAI Global-Excel Partnership. 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. Process mapping improves our understanding of processes and boosts our understanding of business and operational performance. Process maps help you to understand the important characteristics of a process, allowing you to generate useful analytical data in order to derive findings, draw conclusions and formulate recommendations. (1.4 CEUs)

07SII9000 Aug 13 – 14 (8am-4:30pm)

07FII9000 Nov 1 – 2 (8am-4:30pm) \$895

Customer-Supplier Partnerships

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

What You Will Learn:

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

(1.4 CEUs)

07SQ04001 Jun 6 – 7 (8:30am-4:30pm)

07SQ04002 Sep 10 – 11 (8:30am-4:30pm)

07FQ04000 Dec 5 – 6 (8:30am-4:30pm) \$495

Leading Change

This one-day change workshop is designed for all employees at any level who want to learn the effective strategies for successful change initiatives. Emphasis is on the importance of individual behavior to the success of an overall change effort. A one-hour diagnostic instrument is used to assess organizational change leadership behaviors. (.7 CEUs)

07SQ05000 Aug 14 (8:30am-4:30pm)

07FQ05001 Oct 11 (8:30am-4:30pm) \$245

Root Cause Analysis

This course introduces students to 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. Key tools covered are brainstorming, check sheets, pareto charts, cause and effect diagrams, scatter diagrams, histograms, flowcharts. Root cause analysis is an industry-recognized best practice. (1.4 CEUs)

07SQ06000 Jul 16 – 17 (8:30am-4:30pm)

07FQ06000 Oct 24 – 25 (8:30am-4:30pm) \$495

SPC (Statistical Process Control)

This is an introductory course on understanding process improvement, using appropriate quality tools, and applying statistical methodologies. Includes coverage of the seven basic quality tools, basic statistics and parameters, system variation, and effective use of variable

and attribute control charts. Applications will include manufacturing and service examples. Participants should bring a calculator to the workshop. (2.1 CEUs)

07SQ07002 Aug 21 – 23 (8:30am-4:30pm)

07FQ07000 Nov 5 – 7 (8:30am-4:30pm)

\$695

Customer Service Excellence

A one-day dynamic session that focuses on successful strategies for managers and empower frontline staff to provide outstanding customer service. Agenda includes:

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

(.7 CEUs)

07SQ03000 Aug 7 (8:30am-4:30pm)

07FQ03000 Oct 9 (8:30am-4:30pm)

\$245

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)

Jul 31 - Aug 2 (T/TR, 9am-4pm))

Sep 24 - 26 (M/W, 9am-4pm)

Nov 12 - 14 (M/W, 9am-4pm)

\$285

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PROFESSIONAL PROJECT MANAGEMENT (PPM)

SPSU's PPM CERTIFICATE PROGRAM PREPARES YOU FOR THE PMP EXAM AND WILL TEACH YOU PROVEN METHODOLOGIES, CONCEPTS AND PRINCIPLES OF PROJECT MANAGEMENT BASED ON THE PROJECT MANAGEMENT INSTITUTE'S (PMI) WELL-KNOWN PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK). PROJECT MANAGEMENT IS COMPRISED OF FIVE PROJECT MANAGEMENT PROCESS GROUPS INITIATING PROCESSES, PLANNING PROCESSES, EXECUTING PROCESSES, MONITORING AND CONTROLLING PROCESSES, AND CLOSING PROCESSES AS WELL AS NINE KNOWLEDGE AREAS. THESE NINE KNOWLEDGE AREAS FOCUS ON MANAGEMENT EXPERTISE IN PROJECT INTEGRATION MANAGEMENT, PROJECT SCOPE MANAGEMENT, PROJECT TIME MANAGEMENT, PROJECT COST MANAGEMENT, PROJECT QUALITY MANAGEMENT, PROJECT HUMAN RESOURCES MANAGEMENT, PROJECT COMMUNICATIONS MANAGEMENT, PROJECT RISK MANAGEMENT AND PROJECT PROCUREMENT MANAGEMENT. THREE SCHEDULE OPTIONS ARE AVAILABLE.

PPM Evening-Foundational and Exam Prep

This 84-hour course prepares students to take the PMP exam. It covers the PMP Body of Knowledge in detail. Designed for students who have at least three years of project management experience and meet the other PMI requirements for PMP certification. Homework required. Prospective students should contact PMI at www.pmi.org for information on the national PMP exam and other certification requirements. (8.4 CEUs)
07SC39000 Jul 9 – Sep 19 (M/W 6-10pm)
07FC39000 Sep 25 – Dec 6 (T/Th 6-10pm)
(does not meet 11/22)
\$3,560

PPM Daytime-Fast Track -Exam Prep

This 40-hour course is an intense focus on coverage of the PMP Body of Knowledge in preparation for the PMP exam. Designed for those who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about the 2004 PMBOK. Homework is required. Prospec-

tive students should contact PMI at www.pmi.org for information on the national PMP exam and other certification requirements. (4.0 CEUs)
07SC39001 Aug 20 – 243 (8:30am-5:30pm)
07FC39001 Oct 22 – 26 (8:30am-5:30pm)
\$1,495

PPM Weekend-Advanced Fast Track-PMP Exam Prep

This 40-hour weekend course is an intense focus on coverage of the PMP Body of Knowledge in preparation for the PMP exam. Designed for those who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about the 2004 PMBOK. Homework is required. Prospective students should contact PMI at www.pmi.org for information on the national PMP exam and other certification requirements. (4.0 CEUs)
07FC39002 Oct 26 – Nov 17 (F: 6-9pm; Sa: 8am-5pm)
\$1,695

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

SIX SIGMA GREEN BELT AND BLACK BELT CERTIFICATION



"There's no doubt that Six Sigma has greatly affected the businesses that have embraced it, producing incredible cost savings and waste reduction."

(D. DUSHARME, SIX SIGMA SURVEY, QUALITY DIGEST, FEBRUARY, 2003)

"Leadership is 99 percent of getting Six Sigma installed."

(MIKEL HARRY, FORD'S SIX SIGMA CONSULTANT)

LEAN PRACTITIONER

Certified Lean Practitioner Training

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

07SS04001 Jun 5 – 8 (Day 1-3: 8am-5pm; Day 4: 8am-4:30pm)

07SS04002 Aug 27 – 30 (Day 1-3: 8am-5pm; Day 4: 8am-4:30pm)

07FS04000 Nov 5 – 8 (Day 1-3: 8am-5pm; Day 4: 8am-4:30pm)
\$1,695

Introduction to Statistics

Participants will be introduced to a variety of statistical tools, beginning with the most basic and gradually progressing to the more advanced. Agenda includes a brief overview 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 should bring a calculator to the class. This course is required for Six Sigma Black Belt Certification. (2.1 CEUs)

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

07SQ08000 Jul 23 – 25

07SQ08001 Sep 3 – 5

07FQ08000 Nov 13 – 15

EVENING: 7 nights 6pm-9pm

07SQ08002 Aug 7 – 28 (T/Th)

07FQ08001 Oct 22 – Nov 12(M/W)

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

07FQ08002 Sep 21 – 29

Intro to Stats Online (call 678-915-7417 to sign up for a pending list)
\$750 all sections

Six Sigma Green Belt

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

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

07SC27007 Aug 13 – 15

07SC27008 Sep 5 – 7

07FC27000 Oct 16 – 18

07FC27001 Nov 12 – 14

07FC27002 Dec 12 – 14

EVENING: 7 nights 6pm – 9pm

07SC27003 Jul 16 – Aug 6 (M/W)

07SC27004 Sep 11 – Oct 2 (T/Th)

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

07SC27005 Sep 7 – 15

\$1,200 all sections

Six Sigma Black Belt Certificate

Six Sigma, as coined by Motorola in the 1980s, represents what is now the most advanced quality initiative available. Six Sigma has become the world standard for improving all types of product and service operations and is deployed as a systems approach to improving organizational performance. This 3-week intensive (15 days) program prepares students to become leaders of the Six Sigma initiatives in companies. Emphasis is on applications of advanced statistical measurement concepts and methodologies. Training focuses on the DMAIC six sigma methodology, supported by the application of cost of quality tools, 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. For more details on course outline and Black Belt Certification requirements, go to www.cqe.spsu.edu.

DAYTIME: 15 days (3 non-consecutive weeks)
8:30am- 4:30pm

07SC28000 Jul 9-13 + Aug 6-10 + Sep 10-14

07FC28000 Sep 17-21 + Oct 29-Nov 2 + Dec 3-7

WEEKEND (Fri night 6-10pm and Sat 8am-5pm)

07FC28001 Oct 5-27 + Nov 2-17 + Nov 30-Dec 8

\$7,500 all sections

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ISO 27001 INFORMATION SECURITY MANAGEMENT SYSTEMS

Understanding an Information Security Management System and ISO 27001:2005

BSI's "Understanding an Information Security Management System" course provides an overview of the latest techniques and examines issues surrounding information security management system (ISMS). This course details the requirements for a formal management system as specified in ISO/IEC 27001:2005 and outlines information security issues including methods of control and countermeasures for threats. Experienced instructors lead students through exercises designed to help them understand the processes involved in implementing and managing information security. (1.6 CEUs)
07WII000 Oct 29 – 30 (M-T, 8am-5:30pm)
\$1,095

Implementing an Information Security Management System and ISO 27001:2005

BSI's "Implementing an Information Security Management System and ISO 27001:2005" course provides an overview of the latest techniques and examines issues surrounding an information security management system (ISMS). This course details the requirements for implementing a formal management system as specified in ISO 27001:2005 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. (2.4 CEUs)
07WII2000 Oct 31 – Nov 2, (W-F, 8am-5:30pm)
\$1,495

ISO 27001:2005 Information Security Management System Lead Auditor

BSI's "Information Security Management System Lead Auditor" course teaches students the fundamentals of auditing information security management systems to ISO 27001:2005. This five-day intensive course trains students on how to conduct audits for certification bodies and facilitate the ISO 27001:2005 registration process. The auditing exercises and lectures are based on ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The course is designed specifically for those people who wish to conduct external assessments or internal audits to ISO 27001:2005, although students will also gain the knowledge and understanding necessary to give practical help and information to other individuals and organizations working toward conformance to the standard. This course is registered by the governing board of the IQA - International Register of Certified Auditors (IRCA) and meets part of the training requirements of those seeking registration as a lead auditor under that scheme (AI7287). It also meets the training requirements for IATCA auditor certification. (4.0 CEUs)
07SII3001 Sep 17 – 21 (M-F, 8am-5:30pm; Day 5: 8am-12:30pm (EXAM)
07SII3002 Nov 26 – 30 (M-F, 8am-5:30pm; Day 5: 8am-12:30pm (EXAM)
\$2,495

QUALITY MANAGEMENT

(CQIA) Certified Quality Improvement Associate

Basic introduction to quality principles and tools. Great for team leaders and first-level supervisors and managers who need to acquire a solid foundation in quality systems and quality improvement methodologies. Curriculum is based on the national ASQ-CQIA competencies: quality principles and beliefs, team formation and group dynamics, continuous improvement tools, and customer-supplier relationships. All students can benefit from this program, regardless of whether you plan to take the national ASQ-CQIA exam as scheduled for October 13, 2007. Program is taught by experienced quality professionals. (2.1 CEUs)
07FQ05000 Oct 23 – 25 (8:30am-4:30pm)
\$695

Special Note: The national ASQ-CQIA exam is scheduled for October 13, 2007.

CMQ/OE Certified Manager of Quality Organizational Excellence

All managers will benefit from this "systems approach" to learning effective leadership and management skills for improving product and service quality. Curriculum is based on the national ASQ-CMQ/OE competencies in the areas of leadership, strategy development and deployment, quality management tools, customer-focus, supplier performance, effective management strategies, and training and development. This program serves as an exam refresher for the ASQ-CMQ/OE exam as scheduled for October 13, 2007 and also serves as a foundation for deployment of quality management principles and standards. The program is taught by experienced quality managers. (3.5 CEUs)
07SQ06000 Sep 10 – 14 (8:30am-4:30pm)
\$995

Special Note: The national ASQ/CMQ/OE exam is scheduled for October 13, 2007 through ASQ.

ISO 14001 ENVIRONMENTAL MANAGEMENT

Understanding ISO 14001:2004

BSI's "Understanding ISO 14001:2004" course is designed to provide students with a basic knowledge and a degree of comfort with ISO 14001:2004. Students gain a working understanding of key environmental management concepts, such as aspect and impact identification and setting objectives and targets. The course structure incorporates presentations and interactive discussions. An experienced instructor provides a detailed overview of the ISO 14000 series of standards and the registration process. (0.7 CEUs)
07WIO7000 Oct 2 (T, 8am-5:30pm)
\$445

Implementing an Environmental Management System (EMS)

BSI's "Implementing an Environmental Management System" course provides students with the knowledge to implement and manage an environmental management system (EMS) appropriate to the needs of their organizations. Students gain the necessary tools and skills to help them successfully develop the key processes, controls, and documentation for an effective EMS. Knowledgeable instructors guide students through the implementation stages, and group exercises give students practice in implementation activities. (1.6 CEUs)
07WIO8000 Oct 2 – 3 (T-W, 8am-5:30pm)
\$895

ISO 14001:2004 Environmental Management Systems Internal Auditor

BSI's "Environmental Management System 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)
07WIO9000 Oct 4 – 5 (Th-F, 8am-5:30pm)
\$895

ISO 14001:2004 Environmental Management Systems 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

Continued on next page...

QUALITY SYSTEMS

ISO 9001:2000 Lead Auditor (RABQSA Certified)

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. Long hours and evening work are to be expected. This course is being presented in conjunction with BSI, the RABQSA-certified training provider. (4.0 CEUs)
 07SI02002 Jun 18 – 22 (See web for times for each meeting)
 \$1,695

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)
 07WI04000 Sep 24 – 25 (M - T, 8am-5:30pm)
 07SI04001 Dec 10 – 11 (M - T, 8am-5:30pm)
 \$895

Understanding ISO 9001:2000

BSI's "Understanding ISO 9001:2000" course covers ISO 9001:2000 in detail. Requirements are interpreted for the manufacturing, service, and software industries. Class exercises at the end of each major ISO 9001:2000 clause help to reinforce application of the requirements. (.7 CEUs)
 07WI05000 Sep 24 (M, 8am-5pm)
 07SI05001 Dec 10 (M, 8am-5pm)
 \$445

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)
 07WI03000 Sep 26 – 27 (W-Th, 8am-5:30pm)
 07SI03001 Dec 12 – 13 (W-Th, 8am-5:30pm)
 \$895

ISO 9001:2000 Internal Quality Systems Auditor (RABQSA Certified)

Course teaches the principles and practices of effective internal audits in accordance with the ISO 9000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through internal audits that are required for a quality management system based on ISO 9001:2000. Students gain neces-

ISO 9001:2000 WITH

ISO/TS 16949:2002 Internal Auditor

BSI's "ISO/TS 16949:2002 Internal Auditor" course helps students understand and practice internal auditing for ISO/TS 16949:2002. Students will gain the skills to create audit schedules, follow audit trails, and write nonconformance and audit reports. Experienced instructors lead students through case studies and audit simulations, and students gain a working knowledge of ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The instructor-led lectures also help students understand the role of customer-specific requirements within the auditing process. (2.4 CEUs)
 07WI06000 Oct 24 - 26 (W-F, 8am-5pm)
 \$1,095

New Understanding and Implementing ISO/TS 16949:2002

BSI's "Understanding and Implementing ISO/TS 16949:2002" course is designed by automotive industry experts for automotive industry experts. This course outlines the ISO/TS 16949:2002 standard, enumerates differences between QS-9000 and ISO/TS 16949:2002, and provides guidelines for implementation. Students participate in small group activities, along with instructor-led lectures, to gain the knowledge needed to effectively implement the most current requirements outlined in ISO/TS 16949:2002. Prerequisite: A working knowledge of QS-9000 or ISO 9001:2000 is recommended. (1.6 CEUs)
 07WI20000 Oct 22 - 23 (M-T, 8am-5:30pm)
 \$895

ISO 14001 ENVIRONMENTAL MANAGEMENT

Continued from previous page...
 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. Long hours and evening work are to be expected. This course is being presented in conjunction with BSI, the RABQSA-certified training provider. (4.0 CEUs)
 07WII0000 Aug 27 – 31 (See web for schedule times)
 \$1,795

sary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. This Course is being presented in conjunction with BSI, the RABQSA-certified training provider. (2.4 EU's)
 Long hours and evening work are to be expected.
 07WI01000 Jul 10 – 12 (T-Th, Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)
 07WI01001 Sep 18 – 20 (T-Th, Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)
 07SI01002 Nov 13 – 15 (T-Th, Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)
 \$1,095



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AS9100 Lead Auditor for the Aerospace Industry

RABQSA-Certified

Sponsored by SAI Global-Excel Partnership. This course is intended for the auditor who wants to become an Aerospace Experience Auditor (AEA) and has not successfully completed an RABQSA certified or OEM approved ISO 9000-based auditor course. This course is also intended for experienced auditors, as it can serve as an excellent opportunity to polish auditing skills that have been developed so far and facilitate growth as an auditor.

This 40-hour (5-day) course is taught to the AS9100, Revision B standard and is designed to meet the full

requirements of the SAE AIR5493 and AIR5359, section 7.2. This is a highly participative course which provides comprehensive instruction on auditing quality management systems for those who wish to audit in the aerospace arena. The course content covers a broad range of aerospace information relating to auditing activities. It includes an expanded discussion on the AS9100 standard (Section I, which aligns with the ISO 9000:2000 standard) and the requirements of the AIR5359 and AIR5493 documents. The training concentrates primarily on external audits, such as supplier and third-party audits and OEM shared audits. Practical workshops, case studies, and simulated assessments are used to practice new skills and

techniques. A certification examination is conducted on the last day. The audit skills, techniques and abilities developed in this class are applicable to such activities as internal audits, external audits (such as supplier auditing) and certification and surveillance audits (such as registrar audits). Long hours and evening work are to be expected. (4.0 CEUs)

07SII4000 Sep 17 – 21 (Days 1-4: 8am-7pm; Day 5: 8am-12 noon)

07FII4000 Oct 8 – 12 (Days 1-4: 8am-7pm; Day 5: 8am-12 noon)

\$1,995

TL 9000 QM System Auditing

Sponsored by SAI Global-Excel Partnership. This three-day program provides an interactive learning environment for auditors of the TL 9000 4.0 requirements and measurements. The program is structured to “bridge the gap” between ISO 9001 and TL 9000 from the perspective of an auditor. Step-by-step you’ll learn how to interpret and understand the specific requirements of TL 9000, and how to effectively audit to verify effective implementation by the auditee. Through dynamic learning activities, workshops, case studies and instructor-led discussions, you will be given challenging tasks that reinforce the key points of each module. There is an exam on the final day to demonstrate knowledge and comprehension. (2.4 CEUs)

07SII7000 Sept 25 – 27 (T-Th, 8am-5:15pm)

07FII7000 Nov 26 – 28 (M-W, 8am-5:15pm)

\$1,200

TS 16949-Lead Auditor (RABQSA Certified)

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

07FII8000 Sep 24 – 28 (Day 1: 8am-7pm; Day 2-4: 8am-6:30pm; Day 5: 8am-12noon)

07FII8001 Nov 12 – 16 (Day 1: 8am-7pm; Day 2-4: 8am-6:30pm; Day 5: 8am-12noon)

\$1,695



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ISO 13485 HEALTHCARE/FDA

Healthcare/FDA Understanding and Implementing the New ISO 13485 Standard

Sponsored by SAI Global-Excel Partnership.

This 2-day course is the ideal starting point toward understanding and successfully implementing ISO 13485:2003. The training provides the information and guidance needed to implement and/or upgrade your system to the 2003 requirements. This introduction will guide companies toward reviewing current processes and systems, planning for change, and understanding the challenges and benefits of implementing ISO 13485:2003. (1.4 CEUs)
 07SI15000 Aug 6 – 7 (Day 1: 8:30am-5pm; Day 2: 8am-4pm)
 07FI15000 Nov 5 – 6 (Day 1: 8:30am-5pm; Day 2: 8am-4pm)
 \$995

Healthcare/FDA Risk Management/Risk Analysis for Medical Devices

Sponsored by SAI Global-Excel Partnership.

Course objectives are 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)
 07SI16000 Aug 8 – 9 (Day 1: 8:30am-4:30pm; Day 2: 8:30am-4:45pm)
 07FI16000 Nov 7 – 8 (Day 1: 8:30am-4:30pm; Day 2: 8:30am-4:45pm)
 \$995



FOOD SAFETY MANAGEMENT

new Lead Auditor in Food Safety Management Systems (FSMS)

Sponsored by SAI Global-Excel Partnership

It is a fundamental requirement of any food product that it should not harm the consumer when used as intended. From the viewpoint of a consumer, issues of food quality and food safety are inseparable. This course has been developed to provide concentrated and comprehensive training in the criteria and practice of auditing, applicable to food safety and food quality. The topic of food safety is receiving ever-increasing attention from consumers, regulators and the media. The management systems of organisations producing or dealing with food production, handling, distribution or supply need to be maintained and audited to provide confidence of effective control. However, there are significant challenges to management from a legal point of view that sometimes require issues of food safety to be dealt with in specific terms. The design of this program recognises the nature of risks inherent in food businesses and the potential liability of food safety auditors. The course covers:

- Types of Food Safety Management Systems
- Food Safety Management System Audit Criteria
- FSANZ Food Safety Standards
- Codex Alimentarius General Principles of Food Hygiene
- Codex Principles of HACCP
- AS/NZS ISO 22000:2005
- ISO 19011 Overview
- Managing an Audit Program

- Audit Activities
 - Conducting On-Site Audit Activities
 - Reporting on the Audit
- (3.6 CEUs)
 07FF04000 Oct 15 – 19 (M-F, 8am-7pm)
 \$1,995

new Internal Auditor Food Safety Auditor

Sponsored by SAI Global-Excel Partnership

Internal audits are extremely valuable tools because they provide independent and objective assessment of compliance with food safety requirements. Findings based on internal audits can often contribute to a significant improvement in business compliance, efficiency, effectiveness, performance and profitability. This practical course introduces participants to all aspects of Internal Food Safety Auditing, from scheduling to reporting on results. The course is appropriate for all HACCP-based food safety management systems. This course includes:

- Overview of food safety management systems
- Audit/Verification scheduling
- Planning and preparation for a food safety audit
- Audit guidance tools
- Conducting the on-site food safety audit
- Presentation of audit findings
- Follow-up activities

(1.6 CEUs)
 07FF03000 Oct 4 – 5 (Th-F, 8am-7pm)
 \$995

new Developing HACCP Food Safety Systems

Sponsored by SAI Global-Excel Partnership

This course provides a fundamental knowledge of HACCP principles and the preliminary steps to establishing an effective HACCP plan. It also addresses the links to Good Manufacturing Practices (GMP), sanitation and hygiene and other components of the widely recognised food safety program. Course content includes:

- History of HACCP, overview of principles and definitions
- Technical orientation: biological, chemical and physical hazards
- Hazard identification for raw materials and ingredients
- Hazard control measures
- Structured hazard analysis
- Critical control points
- Critical limits
- Monitoring and sampling
- Corrective action
- Record keeping
- Verification
- Team activities to address real-life situations

This program is conducted in a forum, which combines lectures with team break-out sessions to assist with the understanding of HACCP and how to utilize it in the participant's organization. (1.6 CEUs)
 07FF01000 Oct 1 – 2 (M-Tu, 8am-7pm)
 \$995

New Understanding ISO 22000:2005

BSI's "Understanding ISO 22000:2005" course is designed for individuals seeking a basic understanding of the ISO 22000:2005 standard. This one-day course provides a detailed overview of the clauses of ISO 22000:2005 and illustrates how the standard can help organizations effectively maintain a food safety management system. The course also discusses how organizations can fit the requirements of ISO 22000:2005 into their existing food safety management systems, including those based on HACCP, to protect the entire food supply chain. Participants are led by an experienced BSI instructor and are asked to complete exercises to solidify understanding of the requirements of ISO 22000:2005 and food safety management systems as applicable to their organizations. This is an introductory course designed for individuals with little or no previous knowledge of ISO 22000:2005. (.8 CEUs)
07FF02001 Nov 6 (T, 8:30am-5:30pm)
\$445

New ISO 22000:2005 Internal Auditor

BSI's "ISO 22000:2005 Internal Auditor" course focuses on teaching students an effective approach for auditing food safety management systems. The primary objective of this training course is to instruct food safety auditors in the principles and practices specific to auditing for

Who Should Attend:

- Senior management investigating the benefits of HACCP
- Managers planning the implementation of ISO 22000:2005
- Managers or other personnel tasked with managing a food safety management system
- Managers or other personnel new to their roles where operating HACCP is required
- Anyone who may be involved in either the support or actual implementation of a food safety management system or HACCP-based system
- Food safety auditors and consultants

conformance with ISO 22000:2005, including planning and preparation of the audit, audit practices, and reporting audit findings. Experienced instructors guide students through internal audits that are required for a management system based on ISO 22000:2005. Students gain necessary auditing skills through a balance of formal classroom tutorials, group workshops, and open forum discussions. It is recommended that students have some prior knowledge of ISO 22000:2005 or food safety management systems. (2.4 CEUs)
07FF03001 Nov 6 – 7 (T-W, 8:30am-5:30pm)
\$895

New Understanding Hazard Analysis Critical Control Point (HACCP) For Food Safety

BSI's "Understanding HACCP For Food Safety" course is designed for individuals seeking a basic understanding of Hazard Analysis Critical Control Point and its role within a management

system. This one-day course provides a detailed overview of the seven principles of HACCP and how implementing a HACCP program can help organizations build in the basic fundamentals to achieve the provision of safe food. Students will gain a general understanding of HACCP principles which can be applied to specific commodities such as meat, processed foods, beverages, etc. This course is also beneficial for students interested in how the principles of HACCP can be applied to non-food industries such as the manufacture of packaging goods, food additives, etc. Participants are led by an experienced BSI instructor and are asked to complete exercises to solidify understanding of the principles of HACCP as applicable to their organizations. This is an introductory course designed for individuals with little or no previous knowledge of HACCP. (.8 CEUs)
07FI22000 Nov 5 (M, 8:30am-5:30pm)
\$445



WORD, BASIC TO ADVANCED

Word 2003 – Intro: Basic Documents

This class provides a thorough introduction to using Word. You will learn how to create, edit, and print documents; move quickly within a document, change the appearance of text; indent paragraphs; set tabs; change margins, use spell check, and print documents. (.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

07SM08000 Jul 10 (Tu, 9am-4pm)
07SM08001 Aug 14 (Tu, 9am-4pm)
07SM08002 Sep 11 (Tu, 9am-4pm)
07FM08000 Oct 16 (Tu, 9am-4pm)
07FM08001 Dec 11 (Tu, 9am-4pm)
\$200

Word 2003 – Intermediate: Enhanced Documents

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

07SM09004 Jul 24 (Tu, 9am-4pm)
07SM09005 Aug 28 (Tu, 9am-4pm)
07FM09000 Sep 25 (Tu, 9am-4pm)
07FM09001 Oct 30 (Tu, 9am-4pm)
07FM09002 Dec 18 (Tu, 9am-4pm)
\$200

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

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

07SM10002 Jul 31 (Tu, 9am-4pm)
\$200

SPREADSHEETS, BASIC TO ADVANCED

Excel 2003 – Intro: Basic Worksheets

This class provides a thorough introduction to using Excel. You will learn how to create, edit, and print a simple spreadsheet with simple formulas, move quickly within a spreadsheet, change the appearance of text and numbers; copy formulas; and use built-in templates. (.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

07SM04000 Jul 13 (F, 9am-4pm)
07SM04001 Aug 17 (F, 9am-4pm)
07SM04002 Sep 14 (F, 9am-4pm)
07FM04000 Oct 19 (F, 9am-4pm)
\$200

Excel 2003 – Intermediate: 3D Workbooks & Advanced Formulas

In this course you will expand on your understanding of working with spreadsheets. You will learn how to use multiple worksheets, work with advanced functions and formatting features, use AutoFilters, use special format and print options, protect worksheet data, manipulate the screen display, import and export data, and create simple charts.(0.6 CEUs) Prerequisite: Introduction to Excel or equivalent knowledge. Sponsored by Computer Resources.

07SM05004 Jul 27 (F, 9am-4pm)
07SM05005 Aug 30 (Th, 9am-4pm)
07FM05000 Sep 28 (F, 9am-4pm)
07FM05001 Oct 26 (F, 9am-4pm)
\$200

Excel 2003 – Advanced: Database Features & Functions

In this course you will learn how use the powerful database functions and features that help you solve problems. Topics include: creating a database, sorting data, extracting data, using advanced filters, using database functions, using automatic subtotals, creating and using look-up and pivot tables, and using Goal Seek and Solver. (0.6 CEUs) Prerequisite: Intermediate Excel or equivalent knowledge. Sponsored by Computer Resources.

07SM06004 Aug 3 (F, 9am-4pm)
07FM06000 Oct 5 (F, 9am-4pm)
07FM06001 Dec 7 (F, 9am-4pm)
\$200

Excel 2003 – Collaboration and Macros (formerly Automating)

Learn how to automate daily tasks. Topics include: customizing Excel interface, use collaboration features, import data, and create, edit, and troubleshoot macros. (0.6 CEUs) Prerequisite: Advanced Excel or equivalent knowledge. Sponsored by Computer Resources.

07SM07001 Jun 28 (Tu, 9am-4pm)
07FM07000 Nov 16 (F, 9am-4pm)
\$200

DATABASES. BASIC TO ADVANCED

Access 2003 – Intro: Creating Databases

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

07SM02003 Aug 9 – 10 (Th-F, 9am-4pm)
07FM02000 Sep 20 – 21 (Th-F, 9am-4pm)
07FM02001 Nov 1 – 2 (Th-F, 9am-4pm)
\$310

Access 2003 – Advanced: Databases

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

07FM03000 Oct 11 – 12 (Th-F, 9am-4pm)
07FM03001 Nov 29 – 30 (Th-F, 9am-4pm)
\$350

PRESENTATIONS BASICS

PowerPoint 2003 Intro: Basic Presentations

This class provides a thorough introduction to using PowerPoint. You will learn how to create, edit, and show a simple presentation, use the outline feature to quickly organize a presentation, change the appearance of text, insert clip art, charts and tables, use the Slide Show Viewer, and print presentation hand-outs. (.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

07SM12000 Jul 20 (F, 9am-4pm)
07SM12001 Aug 24 (F, 9am-4pm)
07FM12000 Oct 2 (Tu, 9am-4pm)
\$200

QuickBooks® 2007**Intro: Ready, Set, Go!**

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. Each attendee will receive a New Business Starter Kit which includes evaluation copies of software (QuickBooks® editions, TurboTax, and Customer Manager), a business checklist, and more! *This class is taught by a Certified QuickBooks® ProAdvisor who has been providing consulting services to small businesses for over 15 years.* (.6 CEUs) Prerequisite Familiarity with Windows operating systems software. Sponsored by Computer Resources.

07SG04004 Jul 19 (Th, 9am-4pm)
 07SG04005 Aug 21 (Tu, 9am-4pm)
 07SG04006 Sep 6 (Th 9am-4pm)
 07FG04000 Oct 9 (Tu 9am-4pm)
 07FG04001 Dec 4 (Tu 9am-4pm)
 \$275

*Instructor is successful
 small business consultant
 and a Certified
 QuickBooks® ProAdvisor!*

QuickBooks® 2007 – Advanced

This course focuses on the advanced features of QuickBooks. Areas covered include: 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. (.6 CEUs) Prerequisite: QuickBooks 2006/2007-Intro. Sponsored by Computer Resources.

07FG05000 Nov 13 (Tu, 9am-4pm)
 07FG05001 Dec 18 (Tu, 9am-4pm)
 \$275

QuickBooks® 2007 – Setting Up and Using Payroll

This course will introduce you to the steps of registering, setting up your payroll, creating default employee settings, creating necessary accounts, creating and printing paychecks, paying payroll li-

abilities, printing reports, and printing tax forms. You will also learn how to download updated federal and state tax tables from Intuit, create payroll checks, provide a direct deposit option for employees, make payroll liability payments, and print 940, 941, W-2 and W-3 tax forms. (.3 CEUs) Prerequisite: Familiarity using QuickBooks software. Sponsored by Computer Resources.
 07FG06000 Sep 20 (Th, 9am-12noon)
 \$150

QUESTIONS?

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- EXPAND YOUR ENGLISH LANGUAGE SKILLS...AT **ENGLISH LANGUAGE SERVICES (ELS)**

- DETERMINE PRODUCT USABILITY...THROUGH A STUDY WITH THE **USABILITY CENTER (UC)**
- IMPROVE TEACHING AND LEARNING PROCESS...IN PROJECTS AND TRAINING THROUGH THE **CENTER FOR TEACHING EXCELLENCE (CTE)**
- ENROLL IN UNIVERSITY SYSTEM OF GEORGIA CORE CLASSES ONLINE...THROUGH THE **SPSU eCORE OFFICE (eCORE)**
- ENCOURAGE STUDENT ACHIEVEMENT IN MATH AND SCIENCE...THROUGH **FUTURE CITY, SUMMERBLAST, STEMS UP, ETC.**

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Call 678.915.7240 to register

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AUTOCAD

SOUTHERN POLYTECHNIC STATE UNIVERSITY IS AN AUTODESK AUTHORIZED TRAINING CENTER (ATC). ALL CLASSES IN THIS SERIES ARE TAUGHT BY AN AUTODESK PROFESSIONALLY CERTIFIED INSTRUCTOR WITH EXTENSIVE KNOWLEDGE IN THE USE, APPLICATION, AND INNER WORKINGS OF THE LATEST AutoCAD SOFTWARE. THESE CLASSES ARE DESIGNED TO INCLUDE MORE HANDS-ON HOURS TO PREPARE THE STUDENT WITH A BROADER KNOWLEDGE BASE USING AutoCAD. ALL CLASSES USE AUTODESK OFFICIAL TRAINING COURSEWARE THAT IS SPECIFICALLY WRITTEN FOR THE BEST LEARNING SUPPORT POSSIBLE. INSTRUCTOR PRESENTATION INCLUDES COVERAGE OF ALL COMMANDS AND OPTIONS PROVIDED IN THE AutoCAD SOFTWARE. FOR MORE INFORMATION OR QUESTIONS, CALL US AT 678.915.7240 OR E-MAIL ConEd@SPSU.EDU.

AutoCAD, 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.
07SD01006 Jul 9 – 10 (M-T, 9am-5pm)
07SD01007 Aug 6 – 7 (M-T, 9am-5pm)
07SD01008 Sep 4 – 5 (T-W, 9am-5pm)
07FD01009 Oct 2 – 3 (T-W, 9am-5pm)
07FD01010 Oct 30 – 31 (T-W, 9am-5pm)
07FD01011 Nov 26 – 27 (M-T, 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)
07FD02003 Oct 30 – Nov 15 (T/Th, 6pm-9pm)
\$795

AutoCAD, Level 1: Part 2 Express Track

Build on the concepts and skills learned in Part I. Learn to effectively work with paper space, reference files and dimension styles, and explore solutions to commonly encountered problems. (1.4 CEUs)
Prerequisite: AutoCAD, Level I: Part I or instructor approval.
07SD03006 Jul 11 – 12 (W-Th, 9am-5pm)
07SD03007 Aug 8 – 9 (W-Th, 9am-5pm)
07SD03008 Sep 6 – 7 (Th-F, 9am-5pm)
07FD03009 Oct 4 – 5 (Th-F, 9am-5pm)
07FD03010 Nov 1 – 2 (Th-F, 9am-5pm)
07FD03011 Nov 28 – 29 (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)
07SD04002 Jul 10 – 26, 2007 (T/Th, 6pm-9pm)
07FD04003 Nov 27 – Dec 13 (T/Th, 6pm-9pm)
\$795

new AutoCAD 2008 Update AOTC

Autodesk AutoCAD 2008 Update Official Training Course explains the new features of this latest product release. This two-day course is designed to provide attendees with an understanding of the new concepts, processes and practical applications that can be used to enhance productivity and complete design tasks. Topics will be released in September of 2007. (0.7 CEUs) Prerequisite: AutoCAD, Level I: Parts 1 and 2, or 1 year experience.
07FD15000 Oct 19 (F, 9am-5pm)
\$595

AutoCAD, Level 2: Intermediate Express Track

Build on the concepts taught in Level I, Part I and Part 2. Course provides effective ways of working with selection sets, managing XREFs, raster images, drafting tools, dimension styles, layouts, and attributes. Tools featured include advanced object types, design center and introduction to 3D. (2.1 CEUs) Prerequisite: AutoCAD, Level I: Parts 1 and 2 or instructor approval.
07SD05006 Jul 23 – 25 (M-W, 9am-5pm)
07SD05007 Aug 20 – 22 (M-W, 9am-5pm)
07FD05008 Sep 24 – 26 (M-W, 9am-5pm)
07FD05009 Oct 16 – 18 (T-Th, 9am-5pm)
07FD05010 Nov 12 – 14 (M-W, 9am-5pm)
07FD05011 Dec 10 – 12 (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)
07SD06004 Aug 7 – Sep 4 (T/Th, 6pm-9pm)
\$995

new Autodesk Architectural Desktop Essentials

This course is designed for new users who require comprehensive training in Autodesk® Architectural Desktop 2007 software. It incorporates the features, commands, and techniques for creating, editing, and printing drawings with Autodesk Architectural Desktop 2007. Hands-on exercises throughout the course explore how to create architectural drawings. Exercises can be completed using imperial or metric units. (1.4 CEUs) Prerequisite: AutoCAD, Level I: Parts 1 and 2, or 1 year experience.
07SD07003 Aug 27 – 28 (M-T, 9 am-5 pm)
\$595

GOT QUESTIONS? E-mail us at ConEd@spsu.edu



new Autodesk Architectural Desktop Advanced

This hands-on courseware covers many of the advanced features of Autodesk® Architectural Desktop. Students learn how to set up a project, create tool catalogs and styles, and export to different output formats. In this courseware, students practice different installation setups, create new styles, edit section/elevation objects, use ACE dimensions, display themes, and mask blocks. This courseware is designed to teach advanced Autodesk Architectural Desktop concepts and applications over a three-day period. Exercises can be completed using imperial or metric units. (1.4 CEUs) Prerequisite: Arch Desktop Essentials, or 1 year experience.

07FD08003 Dec 17 – 18 (M-T, 9 am-5 pm)
\$595

new AutoCAD Inventor Essentials 1

This courseware covers the fundamental principles of 3D parametric part design, assembly design, and creating production-ready part and assembly drawings using Autodesk Inventor®. Students learn how to capture design intent by learning the proper techniques and recommended workflows for creating intelligent 3D parametric parts, creating, placing, and constraining custom and standard components in an assembly, and how to simulate mechanisms, animate assembly designs, and check for interferences. Students also learn how to document their designs using base, projected, section, detail, and isometric drawings views, document assemblies using standard and exploded drawing views, and follow drafting standards while dimensioning and annotating drawing views with automated balloons and part lists.

Hands-on exercises representing real-world, industry-specific design scenarios are included. Topics include: Parametric Part Design and Basic Sketching, Basic Shape Design, Detailed Shape Design, Assembly Design Overview, Placing, Creating, and Constraining Components, and Basic Assembly Tools (1.4 CEUs) Prerequisite: AutoCAD, Level I: Parts I and 2, or 1 year experience.

07SD09003 Jul 16 – 25 (M/W, 6-9:30pm)
07FD09004 Oct 1 – 10 (M/W, 6-9:30pm)
\$795

new AutoCAD Inventor Essentials 2

This course picks up where Essentials 1 leaves off and further explores the topics identified in it's description. Topics include: Basic View Creation, Dimensions, Annotations, and Tables, Preparing Assemblies for Drawings, Creating Assembly Drawing Views, Annotating Assembly Drawings, and Drawing Standards and Resources. (1.4 CEUs) Prerequisite: Inventor Basics or 1 year experience.

07SD10003 Sep 10 – 19 (M/W, 6-9:30pm)
07FD10004 Nov 5 – 14 (M/W, 6-9:30pm)
\$795

Autodesk Civil 3D Design User Certification

This course is designed to teach the knowledge and skills assessed on the Autodesk Civil 3D 2007 Certified User examination. In addition to the coursework, this manual encourages self-learning through the use of the AutoCAD Help system. Topics include: Understanding the Application Interface, Working with Point Data, Surface Modeling, Parcel Development, Road Design, Corridor Modeling, Subassemblies, and Cross Sections, Grading, Sharing Data, Pipe Networks, and Survey. (2.1 CEUs) Prerequisites: Civil 3D Essentials or 1 year experience

07FC41000 Dec 3 – 19 (M/W, 6-9:30 pm)
\$1,195

Autodesk Civil 3D Essentials

This hands-on foundation-level course covers the essentials of Autodesk Civil 3D. Students learn how to work with point data in Autodesk Civil 3D, create and analyze a surface, develop a site, model roads, corridors, and pipe networks, work with survey data, and how to import and export data. Hands-on exercises in both Imperial and Metric throughout the course explore how to create 2D and 3D production drawings. (2.1 CEUs) : AutoCAD, Level I: Parts I and 2, or 1 year experience.

07SD11003 Aug 6 – 22 (M/W, 6-9:30)
07FD11004 Oct 15 – 31 (M/W, 6-9:30)
\$995

Autodesk Land Desktop Essentials

This hands-on foundation-level course covers the essentials of Autodesk® Land Desktop 2007 software: the key features, how to create a survey plan and a topographic survey drawing, and how to lay out roadways and subdivision lots. In this courseware, students use Autodesk Land Desktop software to perform land development activities for a sample project. Objectives include: Identifying Autodesk Land Desktop features and set up preferences, set up a drawing and manage the project environment, create a legal survey plan, create a topographic survey drawing, lay out subdivision roadways, generate alignment stakeout reports, lay out and size subdivision lots, and create a conceptual plan. (2.1 CEUs) Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU

07SD12003 Aug 11 – 25 (Sa, 9am-5pm)
07FD12004 Nov 3 – 17 (Sa, 9am-5pm)
\$995

MICROSTATION

MicroStation, Beginning

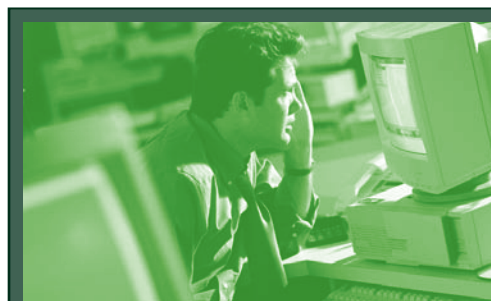
Course uses the latest version of MicroStation with examples from various engineering disciplines. All topics covered apply to MicroStation Powerdraft, including AccuDraw precision input; elemental placement commands and attributes; view controls; working units and the design plane; hidden shortcuts,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

07SD13004 Sep 10 – 20 (M/Th, 6-9:30pm)
07FD13005 Nov 8 – 9 (Th-F, 9am-5pm)
\$595

MicroStation, Intermediate

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

07SD14003 Aug 2 – 3 (Th-F, 9am-5pm)
07FD14004 Oct 8 – 18 (M/Th, 6-9:30pm)
07FD14005 Dec 6 – 7 (Th-F, 9am-5pm)
\$595



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new Enterprise Integration Planning: A Blueprint for an Integrated Enterprise Information System

It is estimated that only about one-third of enterprise information systems initiatives (ERP/EV/EIS) are successful in meeting cost, time, savings, enterprise objectives, and user expectations. As a business owner, manager, or technical professional, the challenge of how to use information technology to unite the company, serve customers, and optimize productivity and profitability is overwhelming.

The Enterprise Integration Planning Seminar is a synergistic activity of jointly building an integrated enterprise reference model. The model acts much like an architect's model of a building in that it allows people to see what the integrated enterprise information system looks like before technology is applied. Further, it shows how conceptual, logical, and physical disintegration inhibit communication, productivity, and profitability.

06SE20002 Aug 13 - 29 (MW, 6-9pm)
06FE20003 Oct 8 - 24 (MW, 6-9pm)
\$695

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Advanced Engineering Design & Product Development Certificate

THIS CERTIFICATE IS AIMED AT UPDATING AND UPGRADING SKILLS AND COMPETENCES FOR IDENTIFYING AND DEVELOPING FACTORS AND UTILIZING HIGH FIDELITY TOOLS FROM DIFFERENT DISCIPLINES FOR RESEARCHING, DESIGNING AND MANAGING ADVANCED DESIGN CONCEPTS FOR NEW OR IMPROVED MATERIALS, PRODUCTS, STRUCTURES, PROCESSES, EQUIPMENT AND SYSTEMS WITH POTENTIAL FOR INTELLECTUAL PROPERTY PROTECTION AND COMMERCIALIZATION.

THIS PROGRAM IS TARGETED AT ENGINEERS/SCIENTISTS AT VARIOUS POSITIONS IN ENGINEERING AND SCIENTIFIC INDUSTRIES SUCH AS AEROSPACE, DEFENSE, MECHANICAL, ELECTRICAL, ELECTRONIC, CIVIL, CHEMICAL, MATERIALS, BIOMEDICAL ENGINEERING AND SCIENTIFIC INDUSTRIES.

Course 1 - Advanced Design Process

This course prescribes complete integrated design process or total design process for developing advanced concepts for new or improved products, materials, structures, components, processes, equipment or machine, subsystems and systems to achieve reliable function at low cost. At the completion of the course participants will have learned contemporary design approaches for developing elegant and high fidelity concepts; when to make cost effective models and/or prototypes during the design process; and when and how to obtain and handle huge amount of information that are generated during the engineering the design process; how to package the design information in the form design documentation. This course is activity based, and therefore designed to impact real life advanced design experience. (3.0 CEUs)
07SE21001 Aug 7 - Sep 6 (T/Th, 6-9pm)
\$995

Course 2 - Advanced Design Methodologies

The course provides set of higher fidelity tools from different disciplines for use in each phase and stage of the design process for concept design and evaluation facilitating development of unconventional configurations for new or improved products, materials, structures, processes, equipment, processing plants; plant, factory and equipment layouts; subsystems and systems. The objectives are to prescribe proven and novel techniques (a) for rapid generation of new or original ideas to produce elegant, advanced, and patentable design concepts, (b) for adapting or modifying existing ideas to produce innovative and patentable design concepts, and (c) to be used to contribute valuable ideas/concepts for products, materials, processes, components, equipment, subsystems, systems in all engineering and scientific fields. (6.0 CEUs)
07FE22000 Sep 18 - Nov 6 (T/Th, 6-10pm)
\$1795

Course 3 - Innovative Research Methods for Products, Processes and Systems Development and Commercialization

The course explores novel and innovative techniques or methods for rapid generation of new or original ideas or adapts or modifies existing ideas to produce elegant, advanced, competitive and patentable design concepts. The aim of the course is to provide set of skills for planning, recording, analyzing, and reporting

on latest materials, component parts and technologies for the purposes of designing new or improving concepts for products, materials, component parts, processes, equipment, and systems for commercialization. The objectives of the course are (a) to assess and evaluate feasibility of new basic research findings to be used to develop innovative and original concepts for products, materials, processes, equipment and systems, (b) scientifically plan and conduct applied research for the purposes of evaluating the feasibility of utilizing new materials, component parts, processes, equipment, and systems for new applications, (c) to design, implement, and refine experiments to test and prove new concepts based on integration of latest materials, technologies and/or findings into products, materials, processes, equipment and systems, (d) to design and implement experiments to test, modify, and finalize concepts and/or specifications based on models or prototypes of the new or improved products, materials, processes, equipment and systems against proposed requirements including issues of novelty, performance and cost. (2.0 CEUs)
07FE23000 Nov 27 - Dec 11 (T/Th, 6-10pm)
\$795

Course 4 - Managing Research, Design & Product Development

The course is designed for managing the research, design and product development activities for new or improved products, processes, equipment or systems for purposes of commercialization. The aim is to provide skill set and competences for assessing, forecasting, planning, coordinating, directing, and supervising research, design and product development for purposes of commercialization. The objectives of the course are (a) to assess and forecast new basic research findings to be used to develop new applications for next generation products, materials, processes, equipment and systems, (b) to plan, prepare and communicate effectively regarding research, design and product development activities to internal teams, departments, and top management, (c) to effectively supervise research, design and product development teams (d) plan and prepare research, design and product development budget, and (e) to successfully manage contract research with external research laboratories, academic research centers and individual inventors or designers/scientists including Professors. (2.8 CEUs)
08WE24000 Jan 8 - 29 (T/Th, 6-10pm)
\$995

Communication Skills for Technologists

A technology driven business often runs sub-optimally due to poor communication and understanding between technologist and other business functions, such as marketing, sales, manufacturing, accounting and general management. This interactive course will change the way technologists communicate with non-technical people, thereby improving productivity, reducing frustration and increasing business success.

07SE31000 Aug 14 – 15 (T-W, 9am-5pm)

07FE31001 Oct 23 – 24 (T-W, 9am-5pm)

07FE31002 Dec 11 – 12 (T-W, 9am-5pm)

\$595

Priming the Innovation Pipeline

A technology driven business needs a constant stream of new ideas to grow and prosper. However there is never time to pursue all ideas and some will never bring value to the business. This interactive course will provide a process for generating ideas and rapidly screening them for potential success and value to the business.

07SE32000 Aug 22 (W, 9am-5pm)

07SE32001 Sep 11 (T, 9am-5pm)

07FE32002 Nov 13 (T, 9am-5pm)

\$395

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)

07SE09004 Jul 16 – 25 (T/Th, 6-10 pm)

07SE09005 Sep 10 – 19 (T/Th, 6-10 pm)

07FE09006 Nov 5 – 14 (T/Th, 6-10 pm)

\$595

BLUEPRINT READING**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)

07SE01007 Jul 30 (M, 9am-5 pm)

07SE01008 Aug 29 (W, 9am-5 pm)

07SE01009 Sep 11 – 13 (M/W, 6-9:30 pm)

07SE01010 Oct 23 (T, 9am-5 pm)

07SE01011 Dec 19 (W, 9am-pm)

\$249

Basic Mechanical Manufacturing Blueprint Reading

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

07SE07007 Jul 31 (Tu, 9am-5 pm)

07SE07008 Aug 30 (Th, 9am-5 pm)

07SE07009 Oct 24 (Tu, 9am-5 pm)

07SE07010 Dec 18 – 20 (M/W, 6-9:30 pm)

07SE07011 Dec 20 (Th, 9am-5 pm)

\$249

Demolition and Asbestos Abatement Specialists: Learn about EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification requirements

Advanced Asbestos Training Seminar

Wednesday

September 19, 2007

8:30am-12:30pm

Breakfast and lunch provided.

\$45

Course #07FE17000

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

Inclement Weather

For inclement weather updates, tune to one of these stations.

Television

WSB, WAGA, WXIA, WGCL

Radio

WSB 750 AM and 98.5 FM,
WALR 104.1 FM KISS, WFOX
97.1 FM The River, WGST
640 AM, WKHX 101.5 FM
KHX, WSTR 94.1 FM STAR
94, WZGC 92.9 FM Dave FM,
WUBL 94.9 FM The Bull, WVEE
103.3 FM V103

COMMERCIAL BUILDING

Construction Project Management

This course emphasizes project management principles and techniques currently being used successfully by construction firms. You will learn procedures and review case studies of exemplary applications used to plan, control and close-out construction projects, including: construction project preplanning procedures, integrating cost estimating and scheduling into the construction management process, logistics for effective job site set up, material handling techniques for efficient construction operations, manpower scheduling techniques, schedule and cost control procedures during construction, implementing proper control procedures in the field and managing project changes. (1.6 CEUs)
07SE03004 Aug 11 – 18 (F, 8am-5pm)
07FE03005 Oct 12 – 19 (F, 8am-5pm)
07FE03006 Dec 7 – 14 (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)
07SE04006 Jul 27 (F, 8am-5pm)
07SE04007 Sep 14 (F, 8am-5pm)
07FE04008 Nov 9 (F, 8am-5pm)
\$495



New Portland Cement Concrete and Hot Mix Asphalt Technology

This course is designed for engineers and technicians who have experience but little technical knowledge. The course addresses the following topics: chemical/physical properties of Portland cement and Portland cement concrete, PCC mix proportioning, standard tests on freshly mixed and hardened PCC, including non-destructive tests chemical/mineral admixtures, special types of PCC, fundamental behavior of HMA and SUPERPAVE mix design. (.6 CEUs)
07FE31000 Oct 5 (F, 9am-4pm)
07FE31001 Nov 16 (F, 9am-4pm)
\$495

HOME INSPECTOR'S TRAINING

There's more to a home inspection than just looking around a house. It is a profession that combines construction knowledge with communication skills and business savvy. Our home inspection training courses, developed in conjunction with American Home Inspectors Training Institute, offer you the best home inspection training program in North America. Both courses provide you with a step-by-step process for executing a complete, thorough, professional home inspection and producing a professional home inspection report. Both courses also include valuable information on how to successfully start up, market, and build your home inspection business so that you are earning income as quickly as possible.

American Home Inspectors Training Institute is the largest provider of home inspection training in North America and has been training professional home inspectors for over 13 years. The Institute's extensive experience educating and supporting thousands of home inspectors, coupled with its wide variety of innovative products and services for those involved in the home inspection industry, give students the knowledge and the tools to start their own successful home inspection businesses or to be significant contributors in existing home inspection companies.

For more information on enrolling in one of these courses, please call 679-915-7386.

07SE30001 July 14 – 20 (Sa-F, 8am-6pm)
07SE30002 September 15 – 21 (Sa-F, 8am-6pm)
07FE30003 December 1 – 7 (Sa-F, 8am-6pm)
\$1795

ASBESTOS/LEAD

Advanced Asbestos Training Seminar

This training provides guidance to Georgia building owners and contractors to ensure compliance with EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification requirements for demolition and asbestos abatement activity. This training explains the requirement of building survey as required by AHERA and enforced by U.S. EPA. Furthermore, this training clarifies the discrepancy between the Georgia Rules for Air Quality Control and Georgia Rules for Removal and Encapsulation regarding notification prior to the project. Breakfast and lunch provided.
07FE17000 Sep 19 (W, 8:30am-12:30pm)
\$45

Lead Awareness Seminar

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly. Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing: Landlords, sellers, and renovators. This course provides information concerning the above requirements.
07FE18000 Sep 19 (W, 1:30-3:30pm)
\$45

Asbestos/Lead Combo

Get both courses!
07FE19000 Sep 19 (W, 8:30am-3:30pm)
\$65

Introduction to Pavement Engineering

This course is designed to help participants understand the fundamentals of rigid and flexible pavements. Performance and distresses of pavements will be reviewed in depth and related to design considerations such as climate conditions, traffic loadings, material properties, and structures. Other topics addressed are pavement evaluation, maintenance, and rehabilitation. Several structural design software packages will also be introduced. (.6 CEUs)
07FE32000 Oct 19 (F, 9am-4pm)
07FE32001 Nov 30 (F, 9am-4pm)
\$495

Fundamentals of Geotechnical Engineering – Principles and Practices

This course covers fundamental knowledge of soil and foundation engineering for construction projects such as commercial building, highway, bridge, airport, and water/waste water treatment plant. Course topics will include composition of soils, subsurface investigation, soil classification systems, groundwater flow, permeability, compaction, stress/strain analysis, shear strength, consolidation/settlement, shallow and deep foundations, earth retaining structures, slope stability, and ground modification methods. (.6 CEUs)
07FE33000 Nov 2 (F, 9am-4pm)
07FE33001 Dec 7 (F, 9am-4pm)
\$495

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, Kirchhoff'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)

07SE08003 Aug 10 – 17 (F, 9am-4pm)

07FE08003 Oct 19 – 26 (F, 9am-4pm)

\$495

SURVEYING**Land Surveying Vertical Control Workshop**

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

contour maps, determine slope elevation and the reading of the site plans. (1.4 CEUs)

07SE13004 Aug 4 – 11 (Sa, 9am-5pm)

07FE13005 Oct 6 – 13 (Sa, 9am-5pm)

\$595

Land Surveying Horizontal Control Workshop

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

07SE14004 Sep 1 – 8 (Sa, 9am-5pm)

07FE14005 Dec 1 – 8 (Sa, 9am-5pm)

\$595

**PROFESSIONAL ENGINEERING AND ARCHITECTURE EXAM PREPARATION**

WITH THE NUMBER OF ENGINEERS, ARCHITECTS, AND TECHNICAL PROFESSIONALS IN THE WORKFORCE AND THE LACK OF JOBS, STATE LICENSING IS BECOMING AN ESSENTIAL PART OF THE EMPLOYMENT PROCESS. WE AT SPSU OFFER A VARIETY OF CLASSES TO HELP PREPARE PARTICIPANTS FOR THESE CHALLENGING EXAMS. OUR COURSES OFFER MATERIAL TO MAXIMIZE OUR PARTICIPANTS' ABILITY TO SCORE HIGH ON THESE EXAMS. THIS IS DONE THROUGH EXPERT INSTRUCTION, PROVIDED BY SPSU PROFESSORS, DELIVERING CURRENT AND TOPICALLY ORGANIZED LECTURES AND PRACTICE PROBLEM WORKSHOPS THAT GIVE PARTICIPANTS TIME TO GET THEIR INDIVIDUAL QUESTIONS ANSWERED. THIS FORMAT HAS PROVIDED SUCCESS FOR MANY IN ACHIEVING THEIR STATE LICENSE. TITLES AND TOPICS FOR EACH DISCIPLINE ARE LISTED BELOW WITH TIMES AND DATES.

Deadlines for Registration through the State of Georgia

DEADLINE DATE IS FOR THE COMPLETE APPLICATION. ALL SUPPORTING DOCUMENTATION AND INFORMATION MUST BE RECEIVED BEFORE AN APPLICATION IS CONSIDERED COMPLETE. IF THEY ARE NOT RECEIVED BY THE DEADLINE DATE, YOU MAY NOT BE CONSIDERED UNTIL THE NEXT SCHEDULED EXAM. IT IS THE APPLICANT'S RESPONSIBILITY TO ASSURE RECEIPT OF REQUIRED DOCUMENTATION.

December 1st is the deadline for the April examination.

June 1st is the deadline for the October examination.

Fundamentals of Engineering (FE/EIT) General Review

Refresh your knowledge in subjects for the FE Exam. Topics include: Chemistry, dynamics, electrical circuits, engineering economics, fluid mechanics, materials science/structure of matter, mathematics, mechanics of materials, statics and thermodynamics. (3.2 CEUs) All retakes are now half price.

07SE15000 Aug 4 – Oct 6 (Sa, 9am-2pm)

Doesn't meet 9/1

\$595

Civil Professional Engineering Review

Refresh your knowledge in subjects for the PE Exam. Topics include: Environmental, Steel design, concrete design, soil mechanics, foundations and retaining walls, transportation engineering, highway design, hydrology and fluid mechanics. (3.0 CEUs) All retakes are now half price. Materials are not included on the half price retake.

07SE16000 Sep 8 – Oct 6 (Sa, 9am-4pm)

\$595

Mechanical Professional Engineering Review

Refresh your knowledge in subjects for the PE Exam. Topics include: Fluids, Thermodynamics, Power Cycles, Heat Transfer, HVAC, Statics, Materials, Machine Design, Dynamics & Vibrations, Control Systems, Plant Engineering, and Engineering Economics. (2.4 CEUs) All retakes are now half price. Materials are not included on the half price retake.

07SE17000 Sep 15 – Oct 6 (Sa, 9am-4pm)

\$595

***new* Electrical Professional Engineering Review**

Refresh your knowledge in subjects for the PE Exam. Topics include: DC, AC and Three Phase Analysis, Diodes and transistors, amplifiers and oscillators, filters, transient analysis, transmission lines and the smith chart, AC and DC machinery, control systems, digital and analog computer circuits and systems, communication systems and power systems.

07SE18000 Sep 22 – Oct 6 (Sa, 9am-4pm)

\$595

WATER SCIENCE**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)

07SE12004 Aug 3 – 10 (F, 8am-5 pm)

07FE12005 Nov 3 – 10 (Sa, 8am-5 pm)

\$595

EVENT COORDINATION AND ASSISTANCE



CONFERENCE AND MEETING FACILITIES AT SOUTHERN POLYTECHNIC STATE UNIVERSITY

Does your planning list include any of these?

- ☒ Food
- ☒ Housing
- ☒ Conference facilities
- ☒ Event coordination and assistance
- ☒ Professional marketing, including custom website and printed materials
- ☒ Registration
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Our conference meeting facilities and services are favored by government, education and industry groups, providing the perfect setting for your next meeting as well.

We are proud to offer:

- Suburban locale
- Safe, quiet atmosphere
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Contact us for more information

Callie Melton, Administrative Manager
678.915.3163 • 678.915.3576 fax
cmelton@spsu.edu

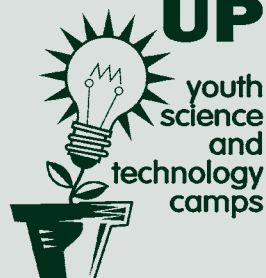
SUMMER YOUTH SCIENCE AND TECHNOLOGY CAMPS



Detonate your child's summer fun by signing him/her up for one, some, or all SummerBlast camps. The mixture of recreational activities and academic programs will ignite a burst of fun and learning. The camp's nucleus is a combination of science and technology subjects exploding with hands-on activities. Don't let your kid's summer be a dud!

One-week camps offering exploration in Chemistry, Computer Graphics, Beginner and Advanced Artificial Intelligence, Genetics, Technical Engineering, Basic and Advanced Forensics, Computer-Assisted Design and similar topics

STEMS UP



STEMS Up is designed to appeal to preteens and teenagers who want to increase their knowledge in science, technology, engineering, and mathematics. The STEMS Up summer camps are fun and interactive, creating an exciting environment conducive to learning.

Two-week camps offering exploration in Video Game Design and Programming, A.I. (Artificial Intelligence), Electronics and Circuit Design and similar topics

WHY PARENTS AND KIDS LIKE SPSU'S SUMMER PROGRAMS

- As Georgia's Technology University, we specialize in science, technology, engineering and mathematics.
- Our challenging learning activities are led by experienced adults. Not only does the curriculum stimulate each child's mind, guided recreational activities provide welcome break from study. All add up to a healthy, educational, and fun summer!
- Our low child-to-adult ratio assures personalized attention.
- Our camps offer exciting learning experiences rarely found in standard public curriculum.
- Participants enjoy a full-day, full-summer, safe, secure environment. Parents can have confidence that their children are having a great time while learning in a well-organized, monitored and structured program.
- Working parents find our flexible "early in/late out" schedule a good fit.

**ONLINE REGISTRATION OPENS
JANUARY 31, 2008
FOR SUMMER 2008 SESSIONS!
DON'T MISS OUT!**

CONTACT

Callie Melton, Administrative Manager
678.915.3163 or 678.915.3714
678.915.3576 fax
eu.spsu.edu

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

Registration

There are five convenient ways to register:

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

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,

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.

Registration Form

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

Please make additional copies as needed.

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

A stop payment does not constitute a formal cancellation. 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.

Transfers, Substitutions, No Shows

Transfers are allowed up to three business days prior to the program start date. Participant

substitutions are permitted at any time. "No Shows" do not receive refunds and cannot be transferred.

Discounts

Discounts apply only at the time of registration. No refunds or credits will be issued for discounts not taken 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.

Directions to Campus

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take Exit 263 (S. Marietta Pkwy). Follow the west ramp towards Marietta. Merge onto South Marietta Parkway. After crossing Georgia highway 41 turn left at the traffic light onto the West Main Entrance and follow the signs to the Office of Continuing Education. If you have received your parking permit follow the directions included within to the appropriate student lot. 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 - 750 AM and 98.5 FM
WALR - 104.1 FM - KISS
WFOX - 97.1 FM - The River
WGST - 640 AM
WKHX - 101.5 FM - KHX
WSTR - 94.1 FM - STAR 94
WZGC - 92.9 FM - Dave FM
WUBL - 94.9 FM - The Bull
WVEE - 103.3 FM - V103

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- ✓ **Smaller classes for more personalized instruction**
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Georgia's Technology University

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