

Links

Fall 2008



Our courses can help
you...

**Set
yourself
apart**

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

oce.spsu.edu



**SOUTHERN POLYTECHNIC
STATE UNIVERSITY**

Links

Welcome to **Links**, your connection to the world of technology, work and life skills. 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

Access 2007, Basic to Advanced	13	Hardware and Operating Systems	5	PowerPoint 2007	13
Asbestos/Lead.....	19	Home Inspector's Training	18	Professional Engineering and Architecture Exam Preparation	20
AutoCAD.....	16	Information and Registration.....	23	Professional Project Management (PPM).....	5
AutoCAD.....	17	ISO 14001 Environmental Management.....	7	Quality Management	7
AutoCAD User Certification	5	ISO 27001 Information Security Management Systems	8	Quality Management / Process Tools	7
AutoCAD User Certification	17	ISO 9001:2000 with Customized Reference to Specific Industries.....	10	Quality Systems.....	9
Blueprint Reading	18	Java Programming.....	4	QuickBooks®.....	14
Certified in Production & Inventory Management (CPIM).....	15	Microsoft Office Live.....	13	Six Sigma Yellow Belt, Green Belt, and Black Belt Certification	6
CISCO™ Certified Network Associate (CCNA®)	3	Microsoft Project 2007	12	Summer Youth Science and Technology Camps	22
CISCO™ Certified Network Professional (CCNP®)	3	MicroStation	17	Surveying	20
Commercial Building	19	Online Continuing Education	21	Technical Writing	18
E-Business Solutions in Java Certificate	4	Oracle 10g DBA Certification Preparation Program.....	4	Water Science.....	19
Event Coordination and Assistance.....	22	OSHA Standards Safety Training.....	15	Windows Vista.....	13
Excel 2007, Basic to Advanced.....	13	Pavement and Geotechnical Engineering ...	18	Word 2007, Basic to Advanced.....	12

SNEAK PREVIEW!

ISO 13485 Healthcare/FDA

- UNDERSTANDING ISO 13485 MEDICAL DEVICES
- INTERNAL QUALITY SYSTEMS AUDITOR
- IMPLEMENTING THE STANDARD
- LEAD AUDITOR (WITH ISO 13485 EMPHASIS)

also covered:
ISO 14971:2007
"Application of
Risk Management
to Medical
Devices"



See Pages 8 and 9 for more information.

Home Inspection

- The best home inspection training program in North America
- Developed in conjunction with American Home Inspectors Training Institute
- Gain the knowledge and the tools to start your own successful home inspection business, or become a significant contributor in existing home inspection companies

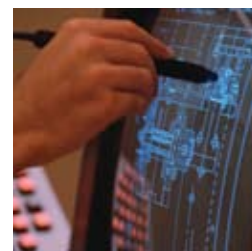
**LEARN
THE STEP-
BY-STEP
PROCESS!**



See Page 18 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 16 and 17 for more information.

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 \$4,780, a savings of
\$400

**Course 1: Networking Fundamentals**

Competencies: Use network protocol models to explain the layers of communications in data networks, Design, calculate, and apply subnet masks and addresses, Build a simple Ethernet network using routers and switches, Employ Basic cabling and network designs to connect devices, Use Cisco CLI commands to perform basic router and switch configuration and verification. (4.0 CEUs)

08SC01000 Aug 11 – Sep 10 (M/W, 6 – 10pm)

08FC01001 Sep 27 – Oct 25 (Sa, 8am – 5pm)

\$1,295

Course 2: Routing Protocols and Concepts

Competencies: Networks Configure and verify router interfaces, Demonstrate comprehensive RIPv1 configuration skills, Design and implement a classless IP addressing scheme for a network, Use advanced configuration commands with routers implementing EIGRP, Apply the basic RIPv2 configuration commands and evaluate RIPv2 classless routing updates, and Identify the characteristics of distance vector routing protocols (4.0 CEUs)

08FC02000 Sep 22 – Oct 22 (M/W, 6 – 10pm)

08FC02001 Nov 8 – Dec 13 (Sa, 8am – 5pm) doesn't meet 11/29

\$1,295

Course 3: LAN Switching and Wireless

Troubleshoot common network problems at Layers 1, 2, 3, and 7 using a layered model approach, Interpret network, Perform and verify initial switch configuration tasks including remote access management, Configure, verify, and troubleshoot VLANs, interVLAN routing, VTP, trunking on Cisco switches, and RSTP operation (4.0 CEUs)

08FC03000 Nov 3 – Dec 10 (M/W, 6 – 10pm) doesn't meet 11/24 – 11/26

09WC03001 Jan 10 – Feb 14 (Sa, 8am – 5pm) doesn't meet 1/17

\$1,295

Course 4: Accessing the WAN

Describe the impact of applications (Voice Over IP and Video Over IP) on a network; Diagrams Configure, verify, and troubleshoot DHCP and DNS operation on a router; Verify, monitor, and troubleshoot ACLs in a network environment; Configure and verify a basic WAN serial connection, a PPP connection between Cisco routers, and Frame Relay; Configure and verify a PPP connection (4.0 CEUs)

09WC04000 Jan 12 – Feb 16 (M/W, 6 – 10pm) doesn't meet 1/19

09WC04001 Feb 28 – Mar 28 (Sa, 8am – 5pm)

\$1,295

CISCO™ Certified Network Professional (CCNP®)

This four-course program PREPARES THE STUDENT FOR THE CCNP CERTIFICATE EXAMINATIONS. CCNP CERTIFICATION VALIDATES A NETWORK PROFESSIONAL'S ABILITY TO INSTALL, CONFIGURE AND TROUBLESHOOT CONVERGED LOCAL AND WIDE AREA NETWORKS WITH 100 TO 500 OR MORE NODES. NETWORK PROFESSIONALS WHO ACHIEVE THE CCNP HAVE DEMONSTRATED THE KNOWLEDGE AND SKILLS REQUIRED TO MANAGE THE ROUTERS AND SWITCHES THAT FORM THE NETWORK CORE, AS WELL AS EDGE APPLICATIONS THAT INTEGRATE VOICE, WIRELESS, AND SECURITY INTO THE NETWORK.

**Bundle Price:**

Register and pay for all four
CISCO courses at the same
time for \$4,780, a savings of
\$400

Course 1: Building Scalable Cisco Internetworks

Topics include: Implementing EIGRP operations, Implementing multi-area OSPF operations, Describing integrated IS-IS, Implementing Cisco IOS routing features, Implementing BGP for enterprise ISP connectivity, Implementing multicast forwarding, and Implementing IPv6. (4.0 CEUs)

08SC45000 Aug 9 – Sep 13 (Sa, 8am – 5pm) doesn't meet 8/30

\$1,295

Course 2: Building Multilayer Switched Networks

Topics include: Implementing VLANs, Conducting the operation of Spanning Tree protocols in a hierarchical network, Implementing Inter-VLAN routing, Implementing gateway redundancy technologies, Describing and configure wireless client access, Describing and configure security features in a switched network and Configuring support for voice. (4.0 CEUs)

08FC46000 Sep 27 – Oct 25 (Sa, 8am – 5pm)

\$1,295

Course 3: Implementing Secure Converged Wide Area Networks

Topics include: Implementing basic tele-worker services, Implementing Frame-Mode MPLS, Implementing a site-to-site IPsec VPN, Describing network security strategies, Implementing Cisco Device Hardening, Implementing Cisco IOS firewall and Describing and configure Cisco IOS IPS. (4.0 CEUs)

08FC47000 Nov 1 – Dec 6 (Sa, 8am – 5pm) doesn't meet 11/29


\$1,295

Course 4: Optimizing Converged Cisco Networks

Topics include: Describing Cisco VoIP implementations, Describing QoS considerations, Describing DiffServ QoS implementations, Implementing AutoQoS and Implement WLAN security and management. (4.0 CEUs)

09WC48000 Jan 10 – Feb 14 (Sa, 8am – 5pm) doesn't meet 1/17

\$1,295



CAMPUS OPTIONAL

Courses
Online!

PAGE 21

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.

08SC24000 Jul 12 – Aug 9 (Sa, 8am – 5pm)

08SC24001 Aug 25 – Sep 29 (M/W, 6 – 10pm)

\$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) Prerequisite: Introduction to SQL.

08SC25000 Aug 23 – Sep 27 (Sa, 8am – 5pm) doesn't meet 8/30

08FC25001 Oct 6 – Nov 5 (M/W, 6 – 10pm)

\$1,405

Oracle Database 10g: Administration Workshop II

Oracle DBAs manage the industry's 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) Prerequisite: Administration Workshop I.

08FC26000 Oct 11 – Nov 8 (Sa, 8am – 5pm)

08FC26001 Nov 10 – Dec 17 (M/W, 6 – 10pm) doesn't meet 11/24 – 11/26

\$1,405

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).

08SP01000 Aug 11 – 15 (M-F, 9am – 5pm)

08FP01001 Nov 1 – 29 (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.

08SP02000 Jul 12 – Aug 9 (Sa, 9am – 5pm)

08FP02001 Sep 27 – Oct 25 (Sa, 9am – 5pm)

\$1,095

E-Business Solutions in Java Certificate

The Internet is the critical path in business-to-business (B2B) applications, business-to-consumer (B2C) applications, and even intrabusiness applications. Java is the premier server-side language for these applications and web applications using AJAX is fast becoming the client interface of choice. Java provides a robust, secure, Internet-ready set of technologies, Java 2 Enterprise Edition (J2EE), for writing enterprise applications. JDBC, JMS, servlets, JSP form the core technologies for web-based J2EE. J2EE delivers on the promise that an application can run on any operating system, with any web server and with any database. Replacing any part (operating system, web server, or database) requires a simple redeployment of software without any modification to code. AJAX uses browser-based JavaScript implementations to delivers browser applications that perform like traditional desktop applications. This certificate program covers the core technologies of J2EE, web delivery technologies (JavaScript, HTML, CSS, and AJAX) and, 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 and web technologies, as well as XML. (8.4 CEUs) Prerequisites: Working knowledge of HTML plus 1 year Java programming or SPSU's Java Programming. This class is not intended to teach the Java programming language.

08SC20000 Sep 9 – Nov 18 (T/Th, 6 pm – 10 pm)

\$2,995

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.

08SP03000 Sep 6 – 20 (Sa, 9am – 5pm)

08FP03001 Dec 6 – 20 (Sa, 9am – 5pm)

\$695

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

08SC22000 Sep 8 – Dec 15 (M/W, 6 – 10pm) doesn't meet 11/24-11/26

\$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.

08SC21000 Aug 16 – Sep 20 (Sa, 8am – 5pm) doesn't meet 8/30

08FC21001 Oct 6 – Nov 05 (M/W, 6 – 10pm)

\$1,295

Professional Project Management (PPM)

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

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)

08SC39000 Jun 30 – Sep 10 (M/W, 6pm – 10pm) doesn't meet 9/1

08FC39001 Sep 23 – Dec 9 (M/W, 6pm – 10pm) doesn't meet 11/25-11/27

\$3,560

PPM Weekend-Fast Track-PMP Exam Prep

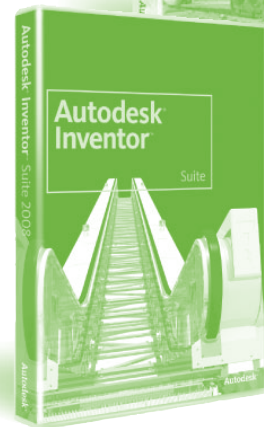
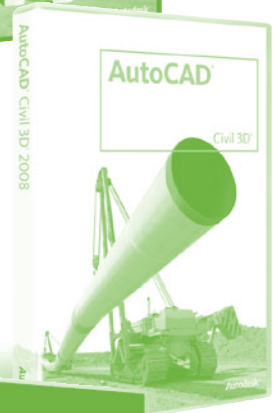
This 40-hour weekend course is an intense focus on coverage of the PMP Body of Knowledge in preparation for the PMP exam. Designed for those who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about the 2004 PMBOK. Homework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

08SC39002 Jul 25 – Aug 16 (F, 6pm – 10pm; Sa, 8am – 5pm)

08FC39003 Oct 10 – Nov 1 (F, 6pm – 10pm; Sa, 8am – 5pm)

\$1,695

SEE OUR COMPLETE
AUTOCAD CURRICULUM ON
PAGES 16-17.

**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.



“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)

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)

08SQ08000 Sep 3 – 5 (W-F, 8:30am – 4:30pm)

08FQ08001 Dec 10 – 12 (W-F, 8:30am – 4:30pm)

\$750

new Six Sigma Yellow Belt

Learn the basics of Six Sigma and how it can immediately impact your organization. This one-day introductory seminar gives you an overview of the basic philosophy, organization, and methodology for Six Sigma quality. Demystify this topic with this seminar that includes a discussion of the Define-Measure-Analyze-Improve-Implement-Control (DMAIC) methodology. This practical overview is an introduction to the basic Six Sigma topics of variation, process capability, and root cause analysis. Powerful case studies and examples drawn from service, business process, and manufacturing applications will give you a simple but effective overview of Six Sigma.

08SC29000 Aug 4 (M, 8:30am – 4:30pm)

08FC29001 Oct 27 (M, 8:30am – 4:30pm)

\$595

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)

08SC27000 Jul 28 – 30 (M-W, 8:30am – 4:30pm) Norcross Location

08SC27001 Aug 11 – 13 (M-W, 8:30am – 4:30pm)

08SC27002 Sep 15 – 17 (M-W, 8:30am – 4:30pm) Norcross Location

08FC27003 Oct 13 – 15 (M-W, 8:30am – 4:30pm)

08FC27004 Dec 10 – 12 (W-F, 8:30am – 4:30pm) Norcross Location

\$1,200

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 oce.spsu.edu. (10.5 CEUs)

08FC28000 Oct 13 – 17, Nov 10 – 14, Dec 15 – 19 (M-F, 8:30am- 4:30pm), (Group 31)

\$7,500

Certified Information Systems Security Professional (CISSP) Certification Program

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)

08SC40000 Jul 22 – Sep 25 (T/Th 6 – 9pm)

08FC40001 Oct 7 – Dec 18 (T/Th 6 – 9pm) doesn't meet 11/25 – 11/27

\$1,995

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, flow charts. Root cause analysis is an industry-recognized best practice. (1.4 CEUs)

08SQ06000 Aug 7 – 8 (Th-F, 8:30am – 4:30pm)

08FQ06001 Oct 16 – 17 (Th-F, 8:30am – 4:30pm)

\$495

Project Management Fundamentals

In this course you will learn the fundamentals of project management, including how to identify project participants, goals, objectives, activities, and constraints. Course activities also cover activity dependencies, activity analysis, project schedules and budgets, network diagrams, Gantt charts, CPM scheduling, and activity duration compression. In addition, you will learn how to optimize project activities, estimate costs, control project changes, measure project performance, use project performance reports, accommodate change, control the project schedule and budget, and close a project. Class course materials include a CBT program. (0.6 CEUs) Prerequisite: Some working knowledge of using computer software.

08SM14000 Aug 6 (W, 9am – 4pm)

08FM14001 Oct 14 (T, 9am – 4pm)

08FM14002 Dec 9 (T, 9am – 4pm)

\$200

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 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)

08SQ05000 Sep 8 – 12 (M-F, 8:30am – 4:30pm)

\$995

Special Note:
The national ASQ/CMQ/OE exam
is scheduled for
October 18, 2008 through ASQ.

ISO 14001 Environmental Management**BSI's Implementing 14001:2004 an Environmental Management System (EMS)**

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

08FI08000 Oct 27 – 28 (M-T, 8am – 5:30pm)

\$895

BSI's Environmental Management Systems Internal Auditor

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

08FI09000 Oct 29 – 30 (W-Th, 8am – 5:30pm)

\$895

BSI's ISO 14001:2004 Environmental Management Systems Lead Auditor (RABQSA Certified)

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

08FI10000 Dec 1 – 5 (M-Th, 8am – 7pm; F, 8am – 12:30pm)

\$1,795

ISO 20000 Information Technology

BSI's Understanding ISO/IEC 20000-1:2005

ISO/IEC 20000-1:2005 is the ISO Standard for IT Service Management. It provides an assessment framework and specification for the adoption of an integrated approach to effectively deliver managed IT services to meet business and customer requirements. This intensive 1-day course provides students with the necessary understanding of the ISO/IEC 20000-1:2005 requirements. The course also discusses the benefits of implementing an IT Service Management system and how conformity to ISO/IEC 20000-1:2005 will impact the day-to-day operations of IT personnel and the organization as a whole. Additionally, the course discusses the differences between BS 15000-1:2002 and ISO/IEC 20000-1:2005. (.8 CEUs)

08SI07000 Aug 26 (T, 8am – 5:30pm)

\$495

new**BSI's ISO 20000 – Internal Auditor Course**

ISO/IEC 20000-1:2005 is the ISO Standard for IT Service Management. It provides an assessment framework and specification for the adoption of an integrated approach to effectively deliver managed IT services to meet the business and customer requirements. This intensive 3-day course provides students with the necessary understanding of ISO/IEC 20000-1:2005 and the steps required to conduct internal audits of an IT Service Management system. Additionally, the course briefly discusses the differences between BS 15000-1:2002 and ISO/IEC 20000-1:2005. (2.4 CEUs)

08SI21000 Aug 26 – 28 (T-Th, 8am – 5:30pm)

\$1,495

BSI's Implementing ISO/IEC 20000-1:2005

BSI's "Implementing ISO/IEC 20000-1:2005" course introduces the concepts needed to understand, develop, and implement an IT Service Management System. The standard provides an assessment framework and specification for the adoption of an integrated approach to effectively deliver managed IT services to meet business and customer requirements. This course provides students with the necessary understanding of ISO/IEC 20000-1:2005 and guidance for implementing an IT Service Management system that is compliant with the standard and meets certification requirements. Experienced instructors explain how to integrate the standard during system implementation, prepare for audits, and achieve ISO/IEC 20000-1:2005 registration. Exercises prepare students to identify key requirements and create required documentation. (1.6 CEUs)

08SI23000 Sep 4 – 5 (Th-F, 8am – 5:30pm)

\$995

ISO 27001 Information Security Management Systems

BSI's ISO 27001 Understanding an Information Security Management System

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

08FI11000 Sep 29 – 30 (M-T, 8am – 5:30pm)

\$1,095

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

Course provides an overview of the latest techniques and examines issues surrounding Information Security Management System (ISMS). This course details the requirements for implementing a formal management system as specified in ISO/IEC 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)

08FI12000 Oct 1 – 3 (W-F, 8am – 5:30pm)

\$1,495

BSI's ISO 27001 Information Security Management System Lead Auditor

Information Security Management System Lead Auditor teaches students the fundamentals of auditing information security management systems to ISO 27001:2005 (BS 7799-2:2002). This five-day intensive course trains students on how to conduct audits for certification bodies and facilitate the ISO 27001:2005 registration process. The auditing exercises and lectures are based on ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The course is designed specifically for those people who wish to conduct external assessments or internal audits to ISO 27001:2005, although students will also gain the knowledge and understanding necessary to give practical help and information to other individuals and organizations working toward conformance to the standard. This course is registered by the governing board of the IQA – International Register of Certified Auditors (IRCA) and meets part of the training requirements of those seeking registration as a lead auditor under that scheme (A17287). It also meets the training requirements for IATCA auditor certification. (4.0 CEUs)

08SI13000 Jul 14 – 18 (M, 8am – 5:30pm; T-Th, 8am

– 6pm; F, 8:00am – 12pm EXAM)

08FI13001 Dec 8 – 12 (M, 8am – 5:30pm; T-Th, 8am

– 6pm; F, 8:00am – 12pm EXAM)

\$2,495

ISO 13485 HEALTHCARE/FDA

new**BSI's Understanding ISO 13485 Medical Devices**

BSI's "Understanding ISO 13485:2003" course gives students a broad understanding of the quality management system requirements outlined in the medical devices standard ISO 13485:2003. The course focuses on teaching the process approach for quality management and how ISO 13485:2003 and GMPs complement each other. In addition, students gain an introduction to the concept of risk management as described in the standard ISO 14971:2007, "Application of Risk Management to Medical Devices." The course includes exercises to provide students with the opportunity to practice the information taught in the course. Our instructors also encourage discussion and debate as part of the learning process. (.8 CEUs)

08SI22000 Sep 15 (M, 8am – 5:30pm)

\$445



BSI's ISO 9001:2000 Lead Auditor (RABQSA Certified)

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)

08SI02001 Aug 18 – 22 (M, 8am – 6:30pm; T-W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm EXAM)

08FI02002 Oct 20 – 24 (M, 8am – 6:30pm; T-W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm EXAM)

08FI02003 Dec 15 – 19 (M, 8am – 6:30pm; T-W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm EXAM)

\$1,695

BSI's Implementing ISO 9001:2000

Course introduces the concepts needed to understand, develop, and implement a Quality Management System. This course covers the ISO 9000 family of standards including ISO 9000:2000 and ISO 9004:2000, which contain key principles and

guidance for implementing a Quality Management System. Experienced instructors explain how to integrate the family of standards during system implementation, prepare for audits, and achieve ISO 9001:2000 registration. Exercises prepare students to identify key requirements, create documentation, develop project plans, and prepare a scope map. (1.6 CEUs)

08SI04000 Jul 28 – 29 (M-T, 8am – 5:30pm) U/ISO is the first day of Implementing course

08FI04001 Nov 10 – 11 (M-T, 8am – 5:30pm) U/ISO is the first day of Implementing course

\$895

BSI's Understanding ISO 9001:2000

BSI's Understanding ISO 9001:2000 course teaches a general understanding of the ISO 9000 series of standards and how the requirements impact the day-to-day operations of organizations in any industry. An experienced instructor explains the clauses of ISO 9001:2000 in detail, providing a base for understanding the Quality Management Principles. Students learn by participating in group exercises and in-depth discussions. (.8 CEUs)

08SI05000 Jul 28 (M, 8am – 5:30pm)

08FI05001 Nov 10 (M, 8am – 5:30pm)

\$445

BSI's Quality Systems Documentation

Course provides practical guidance on writing and maintaining readable and usable documents in accordance with an ISO 9001:2000-based quality management system. Experienced instructors lead students through the writing process, define docu-

ment 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)

08SI03000 Jul 30 – 31 (W-Th, 8am – 5:30pm)

08FI03001 Nov 12 – 13 (W-Th, 8am – 5:30pm)

\$895

BSI's 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 necessary 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 CEUs) Long hours and evening work are to be expected.

08SI01001 Jul 22 – 24 (T-Th, 8am – 6:45pm, Th, 8am – 3pm)

08FI01002 Sep 23 – 25 (T-Th, 8am – 6:45pm, Th, 8am – 3pm)

08FI01003 Nov 18 – 20 (T-Th, 8am – 6:45pm, Th, 8am – 3pm)

\$1,095

BSI's ISO 13485 Internal Quality Systems Auditor

BSI's "ISO 13485:2003 Internal Quality Systems Auditor" course, designed for those with knowledge of medical device manufacturing, starts with one full day of review of ISO 13485:2003. Students gain a broad understanding of the ISO 13485:2003 quality management system requirements. In addition, the concepts of ISO 14971:2007, "Application of Risk Management to Medical Devices," are introduced. Through small group activities, audit role-plays, lively discussions, and instructor-led lectures, students gain a thorough understanding of the principles of auditing. Students also learn how to apply the guidance of ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing," to implement effective internal audit programs for medical device manufacturing organizations. (2.4 CEUs)

08SI24000 Sep 15 – 17 (M-W, 8am – 5:30pm)

\$1,195

BSI's Implementing ISO 13485:2003

BSI's "Implementing ISO 13485:2003" course introduces the concepts needed to understand, develop, and implement a quality management system as outlined in the medical devices standard ISO 13485:2003. This course also discusses the use of ISO 14971:2007, which contains key principles and guidance for risk management. PD CEN ISO/TR 14969:2005, "Medical devices – quality management systems – guidance on the application of ISO 13485:2003" will also be used as a learning tool. Experienced instructors explain how to integrate ISO 13485:2003 system implementation with the overall business, prepare for audits, and achieve ISO 13485:2003 registration. Exercises prepare students to identify key requirements, create documentation, develop project plans, and prepare a scope map. (1.6 CEUs)

08SI25000 Sep 18 – 19 (Th-F, 8am – 5:30pm)

\$995

BSI's ISO 9001 Lead Auditor (with ISO 13485 Emphasis)

BSI's "ISO 9001:2000 Lead Auditor Course with Emphasis on ISO 13485:2003" course begins with a review of ISO 13485:2003 and continues to teach the principles of process auditing in accordance with quality management system standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." In addition, the concepts of ISO 14971:2007, "Application of Risk Management to Medical Devices," are introduced. Through small group activities, audit role-plays, lively discussions, and instructor-led lectures, students gain a thorough understanding of the principles of auditing and how to apply the guidance of ISO 19011:2002 to implement effective audit programs for medical device manufacturing organizations. This course is certified by the RABQSA. Students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for QMS Auditor and QMS Lead Auditor certification. (4.0 CEUs)

08FI26000 Dec 1 – 5 (M-Th, 8am – 7pm; F, 8am – 12:15pm)

\$2,095



BSI's ISO 9001:2000 Lead Auditor Course with Emphasis on PD ISO/TS 16949:2002

BSI's "ISO 9001:2000 Lead Auditor Course with Emphasis on PD ISO/TS 16949:2002" course begins with a review of ISO/TS 16949:2002 and continues to teach the principles of process auditing in accordance with quality management system standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." In addition, the concepts the rules for IATF recognition will be discussed. Through small group activities, audit role-plays, lively discussions, and instructor-led lectures, students gain a thorough understanding of the principles of auditing and how to apply the guidance of ISO 19011:2002 to implement effective audit programs for automotive manufacturing organizations. This course is currently under review by the RABQSA. Upon final review and certification, students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for QMS Auditor and QMS Lead Auditor certification. (4.0 CEUs)

08SI18000 Sep 8 – 12 (M-Th, 8am – 7pm; F, 8am – 12pm)

\$1,695

BSI's ISO TS16949:2002 Internal Auditor

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

08FI06000 Oct 8 – 10 (W-F, 8am – 5:30pm)

\$1,095

BSI's Understanding and Implementing ISO/TS16949:2002

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, 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)

08FI20000 Oct 6 – 7 (M-T, 8am – 5:30pm)

\$895

BSI's SAE AS9100 Revision B Lead Auditor

BSI's "SAE AS9100 Revision B Lead Auditor" course teaches the principles and practices of effective quality management systems and process audits in accordance with SAE AS9100 Revision B and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors – who are also aerospace experienced auditors (AEAs) – guide students through the 3rd party auditing process by balancing 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 a RABQSA Aerospace Auditor. (4.0 CEUs)

08FI14000 Nov 3 – 7 (M-Th, 8am – 6:30pm; F, 8am – 3:30pm)

\$2,095

BSI's Implementing SAE AS9101 Revision B

BSI's "Implementing SAE AS9100 Revision B" course introduces the concepts needed to understand, develop, and implement a quality management system for an aerospace organization. This course covers the SAE AS9100 and ISO 9001:2000 family of standards 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 SAE AS9100 Revision B registration. This course prepares students to identify key requirements, create documentation, and complete the steps to implement a successful quality management system for an aerospace organization. (2.4 CEUs)

08SI16000 Aug 5 – 7 (T-Th, 8am – 5:30pm)

\$1,095

BSI's SAE AS9100 Revision B Internal Auditor

The SAE AS9100 Revision B Internal Auditor course is designed to provide a working understanding of a quality management system based on the requirements of SAE AS9100 Revision B. It prepares internal auditors to perform effective process audits and helps managers and supervisors take full advantage of the internal audit process. Students will gain an understanding of the requirements of SAE AS9100 and its inter-relationship with other elements of the AS9100 family of standards. Role-play exercises give students practical experience with auditing, and the course also addresses the requirements of ISO 19011:2002, SAE AIR 5493A ("Requirements for the Development, Implementation and Control of Aerospace Auditor Training") and SAE AIR5359B ("Requirements for Certification/Registration of Aerospace Quality Management Systems"). (2.4 CEUs)

08SI17000 Aug 12 – 14 (T-Th, 8am – 5:30pm)

\$1,095

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 the 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. Prerequisite: This is an introductory course designed for individuals with little or no previous knowledge of ISO 22000:2005. (.8 CEUs) This is also the first day of the Internal Auditor course.

08FF02000 Oct 15 (W, 8am – 5pm)

\$445

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 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. Prerequisite: It is recommended that students have some prior knowledge of ISO 22000:2005 or food safety management systems. (2.4 CEUs) The first day covers Understanding ISO 22000:2005.

08FF03000 Oct 15 – 17 (W-F, 8am – 5pm)

\$1,095

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

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 7 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. Prerequisite: This is an introductory course designed for individuals with little or no previous knowledge of HACCP. (.8 CEUs)

08FF04000 Oct 27 (M, 8am – 5:30pm)

\$445

new Advanced HACCP for Food Safety

BSI's Advanced HACCP for food safety course is designed for individuals seeking an in-depth understanding of HACCP, its role within a management system, and its implementation within a food business. This three day course provides a detailed overview of the 7 Principles of HACCP, the twelve steps for implementation, HACCP requirements within regulated industries 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 detailed 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, and will participate in the development of a HACCP plan. (2.4 CEUs)

08SF06000 Sep 9 – 11 (T-Th, 8am – 5:30pm)

\$1,095

BSI's Implementing Safe, Quality Food (SQF) 2000

BSI's "Implementing Safe Quality Food (SQF) Systems" course is designed for individuals seeking a basic understanding of the SQF Code requirements. This two-day course provides students with an understanding of the application of the requirements described in the SQF Codes, and how and why the Codes are applied. Students will also gain an understanding of the management of the SQF Program under the Food Marketing Institute (FMI). Experienced instructors lead students through the Codes, and students have the opportunity to practice developing food safety plans and risk assessments for quality. BSI is a licensed global provider of FMI/SQFI Training. Successful completion of this course (by passing the continual evaluation and the examination) forms part of the requirement for applicants wanting to qualify as an SQF Expert or an SQF Auditor. (1.6 CEUs)

08FF05000 Oct 28 – 29 (T-W, 8am – 5:30pm)

\$895



Word 2007, Basic to Advanced**new Word 2007: 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. (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software.

08SM08000 Jul 15 (T, 9am – 4pm)

08FM08001 Sep 9 (T, 9am – 4pm)

08FM08002 Nov 4 (T, 9am – 4pm)

\$200

new Word 2007: 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. (0.6 CEUs) Prerequisite: Introduction to Word or equivalent knowledge

08SM09000 Jul 29 (T, 9am – 4pm)

08FM09001 Sep 23 (T, 9am – 4pm)

08FM09002 Nov 18 (T, 9am – 4pm)

\$200

Microsoft Project 2007**new Word 2007 – 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. (0.6 CEUs) Prerequisite: Intermediate Word or equivalent knowledge

08SM10000 Aug 12 (T, 9am – 4pm)

08FM10001 Oct 7 (T, 9am – 4pm)

08FM10002 Dec 2 (T, 9am – 4pm)

\$200

new Word 2007 – Long Documents

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

08FM11000 Oct 21 (T, 9am – 4pm)

\$200

new Word 2007 – Upgrade

In this class you will learn the new Microsoft Office Interface that includes the Microsoft Office Button, Ribbon, and Quick Access Toolbar. You will also explore new features: file format, styles, spell checker, document themes, mail merge, forms, revisions and comments, charts, Quick Parts, and SmartArt. (0.6 CEUs) Prerequisite: Prior knowledge of Microsoft Word 2000, 2002, or 2003.

08SM11000 Jul 24 (Th, 9am – 4pm)

\$200

new Project Management Using Microsoft Project 2007

This 3-day course focuses on MS Project 2007 software applications. Students will explore a project management case study and work with projects. In this course you will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, finalize the project exchange data with other applications, update project plans, create custom reports, and collaborate on project plans with others. (1.8 CEUs) This class can also be useful to those who plan to enroll in the Professional Project Management Certificate Program. Prerequisite: Completion of Project Management Fundamentals or equivalent knowledge, including some familiarity with Microsoft Project 2003. (If you are new to Microsoft Project 2003, it is recommended that you review the tutorials in the software before coming to class.)

08SM15000 Aug 6 – 8 (W-F, 9am – 4pm)

08FM15001 Oct 15 – 17 (W-F, 9am – 4pm)

08FM15002 Dec 10 – 12 (W-F, 9am – 4pm)

\$595



Excel 2007, Basic to Advanced

new Excel 2007: 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. (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software.

08SM04000 Jul 11 (F, 9am – 4pm)

08SM04001 Sep 12 (F, 9am – 4pm)

08FM04002 Nov 14 (F, 9am – 4pm)

\$200

new Excel 2007: 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.

08SM05000 Jul 25 (F, 9am – 4pm)

08SM05001 Sep 26 (F, 9am – 4pm)

08FM05002 Dec 5 (F, 9am – 4pm)

\$200

Excel 2007: 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.

08SM06000 Aug 15 (F, 9am – 4pm)

08FM06001 Oct 10 (F, 9am – 4pm)

08FM06002 Dec 19 (F, 9am – 4pm)

\$200

Windows Vista

Windows Vista – Basic

Learn to use the newest version of Microsoft's operating system. You will learn the basics of the desktop, taskbar, and start menu; how to organize information into folders; how to organize files; how to customize your desktop; and how to Internet Explorer. (0.6 CEUs) Prerequisite: Basic knowledge using a computer keyboard and mouse.

08SM16000 Aug 1 (F, 9am – 4pm)

08SM16001 Sep 5 (F, 9am – 4pm)

08FM16002 Oct 31 (F, 9am – 4pm)

08FM16003 Nov 21 (F, 9am – 4pm)

\$200

new Excel 2007 – 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.

08FM07000 Oct 24 (F, 9am – 4pm)

\$200

new Excel Upgrade

In this class you will learn the new Microsoft Office Interface that includes the Microsoft Office Button, Ribbon, and Quick Access Toolbar. You will also explore new features: KeyTips, file format, formula, sort and filtering, conditional formatting, PivotTable, table features, and SmartArt. (0.6 CEUs) Prerequisite: Prior knowledge of Microsoft Excel 2000, 2002, or 2003.

08SM07001 Jul 31 (Th, 9am – 4pm)

08FM07002 Sep 19 (F, 9am – 4pm)

\$200

Microsoft Office Live

Microsoft Office Live – Basic: Web Design and Email

Do you wish you had a company web site and company email address but are concerned about the monthly costs? Then consider using Microsoft Office Live Basics—for free! At the Basic subscription level, there is no setup fee, no annual fee, and no monthly fees for domain name registration (your company brand web site name), for web hosting, or up to 25 email accounts—EVER! This class will step you through the process of setting up your domain name, creating a simple web site, setting up email accounts, and using email services using Microsoft Office Live Basics. Prerequisite: Experience using Microsoft Windows software, including Internet Explorer, email, and a word processing software program. In addition, you will need to have a valid credit card or debit card account to setup an account with Microsoft. (0.6 CEUs)

08SM19000 Sep 13 (Sa, 9am – 4pm)

08FM19001 Nov 11 (Th, 9am – 4pm)

\$175

PowerPoint 2007

PowerPoint 2007 – Basic: Presentations

Learn the basics of using Microsoft PowerPoint to create a simple presentations. Topics include: understanding the PowerPoint window, creating a new presentation; creating new slides; rearranging or deleting slides; formatting slides; inserting pictures; using templates; adding transitions; and setting up a slide show. (0.6 CEUs) Prerequisite: Experience using Windows XP and Windows Vista operating system.

08SM12000 Jul 18 (F, 9am – 4pm)

08FM12001 Oct 28 (T, 9am – 4pm)

08FM12002 Dec 16 (T, 9am – 4pm)

\$200

Access 2007, Basic to Advanced

Access 2007: 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.

Prerequisite: Experience using Windows XP and Windows software. Recommend experience using Microsoft Excel.

08SM02000 Aug 21 – 22 (Th-F, 9am – 4pm)

08FM02001 Nov 6 – 7 (Th-F, 9am – 4pm)

\$310

new Access 2007: 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

08FM03000 Oct 2 – 3 (Th-F, 9am – 4pm)

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

\$350

QuickBooks®

QuickBooks® Simple Start for the Simple Business

If you are a sole proprietor and have very simple needs, then QuickBooks Simple Start may be the product for you. QuickBooks provides better accounting for tracking business income and expenses than Quicken Home and Business—and when it comes to tax time, most CPAs also prefer QuickBooks! In this class you will learn how to set up your chart of accounts, add customers and vendors, enter and pay bills, create invoices and posts receivables, and work with your check register. The class fee includes a FREE copy of QuickBooks Simple Start 2008. (0.4 CEUs) Prerequisite: Basic bookkeeping/accounting knowledge not required. Must have experience using other Windows-based software.

08SG08000 Jul 22 (T, 9am – 4pm)

08FG08001 Oct 4 (Sa, 9am – 4pm)

\$165

QuickBooks® Pro/Premier/Enterprise**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.* (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

08SG04000 Jul 10 (Th, 9am – 4pm)

08FG04001 Sep 16 (T, 9am – 4pm)

08FG04002 Oct 16 (Th, 9am – 4pm)

08FG04003 Dec 4 (Th, 9am – 4pm)

\$275

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

QuickBooks® Pro/Premier/Enterprise**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. (0.6 CEUs) Prerequisite: QuickBooks 2006/2007-Intro.

Sponsored by Computer Resources.

08SG05000 Aug 7 (Th, 9am – 4pm)

08FG05001 Oct 30 (Th, 9am – 4pm)

08FG05002 Dec 18 (Th, 9am – 4pm)

\$275

¿No Prepa? GED español

SPSU te ofrece clases
para tomar
el GED en español.

Costo: \$250 por sesión (todos los materiales incluidos) Más clases y fechas disponibles.

Llámanos al 678.915.7240
e-mail: espanol@spsu.edu
<http://espanol.spsu.edu>

**¡Clases de computación
en español!**

**Llámenos para más
información.**

QUESTIONS?

• CALL •
678.915.7240

• E-MAIL •
ConEd@spsu.edu

• ONLINE •
oce.spsu.edu



**SOUTHERN POLYTECHNIC
STATE UNIVERSITY**

new OSHA 10-Hour Certificate

Contractors and Engineers are being held responsible for on-site safety according to OSHA rules and regulations. Do you have a safe work place? Have you or your employees been properly trained in construction site safety? Are you prepared for a safety inspection by OSHA personnel? Are you aware that if you do not comply with OSHA's "Construction Industry Standards", you are subject to possible litigation? If you have answered "no" to any of these questions, you should attend this seminar. This seminar will provide you with the information and training you need to understand OSHA's "Construction Industry Standards." You will learn how to prevent unnecessary injuries and deaths at your work site, and how to develop and enforce a safety plan for all aspects of construction. (1.0 CEUs)

08SE35000 Aug 29 (F, 8am – 5:30pm)

08SE35001 Sep 26 (F, 8am – 5:30pm)

\$795

new Fall Protection Competency Training



Fall is the number one cause for construction fatal accidents. More than three hundred construction workers die every year in the US due to fall related accidents. It is the employer's responsibility to establish and implement an effective fall protection program for the safety of their employees. OSHA mandates that all employers are responsible for fall protection training and documentation of training to all employees under the OSHA 29 CFR 1926

for the construction industry (SUBPART "M", SUBPART "X", SUBPART "L"). Employers are also responsible for supplying all employees with the proper personal protective equipment (P.P.E.) as it is needed for each fall protection project. This course is based on hands-on demonstration and exercises, including evaluation of each trainee's ability to understand each fall protection system with competence in similar working conditions. Other exercises emphasized will be how to identify fall hazards, procedures for reducing hazards, responsibility of employees involved with the safety monitoring system, controlled access zones, a fall protection plan, and the specific OSHA standards. All training will be conducted by a competent safety professional. Retraining will take place when any changes occur, making the previous training obsolete.

08SE38000 Aug 30 (Sa, 8am – 4pm)

08SE38001 Sep 27 (Sa, 8am – 4pm)

\$795

About the Certified in Production & Inventory Management (CPIM) Certification

THESE CPIM EXAM PREPARATION COURSES COVER STANDARD SUPPLY CHAIN METHODOLOGY, AND CPIM WILL ALSO COVER TOPICS SUCH AS ESSENTIAL TERMINOLOGY, CONCEPTS, AND STRATEGIES RELATED TO DEMAND MANAGEMENT, PROCUREMENT AND SUPPLIER PLANNING, PERFORMANCE MEASUREMENTS, SUPPLIER RELATIONSHIPS, QUALITY CONTROL, AND CONTINUOUS IMPROVEMENT.



new Basics of Supply Chain Management (BSCM)– Fast Track

This course gives an overview of the entire CPIM courseware, with emphasis on standardized definitions and terminology throughout the organization, material flow, from internal and external suppliers into, through and out of the organization. Topics include: Elements of the Supply Chain, Just-in-Time (JIT), Total Quality Management (TQM), Manufacturing Resources Planning (MRP II), Demand Planning, and Capacity Management.

new Basics of Supply Chain Management (BSCM)– Standard Track

Same description as Fast Track, however there is additional time instruction, practice and exercises.

new Master Planning of Resources –

The course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints. Topics include: Demand Management, Sales and Operations Planning, Master Scheduling, and Measuring Business Performance.

new Detailed Scheduling and Planning –

Study detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning. Topics include: Recognizing Techniques and Practices of Inventory Management, Mechanics of the Detailed Material Planning Process, Planning Operations to Support the Priority Plan, and Planning Procurement and External Sources of Supply.

new Execution and Control of Operations–

The course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories. Topics include: Prioritizing and Sequencing Work, Executing Plans and Implementing Controls, Authorizing and Reporting Activities for Push and Pull Systems, and Evaluating Performance and Providing Feedback.

new Strategic Management of Resources –

The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. Topics include: Competitive Market Issues, Choices Affecting Facilities, Supply Chain, Information Technology, and Organizational Design, Configuring and Managing Projects.

**For more information, contact
Callie Melton**

Email: cmelton@spsu.edu

678/915-7240 • 678/915-7490 fax

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 TUDENT 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.

new AutoCAD, Level 3: Creating 3D Models

This course provides a basic understanding of how to design and modify 3D models with AutoCAD®. Creating 3D models helps users better visualize and present designs that are created with CAD. This courseware introduces students to the fundamental concepts and workflows for creating 3D models with AutoCAD. Students explore how to create and modify both solid and surface models. Students also learn how to output 3D models from the CAD system to either paper or a distributable, electronic version. The concepts and practices taught will help students take their AutoCAD designs beyond 2D to the next dimension – 3D! Hands-on exercises throughout the courseware are used to demonstrate the modeling process through the use of techniques that can be applied to the mainstream drafting industries. The exercises are printed in the book and are also provided in an on-screen format that can be viewed next to AutoCAD. (2.1 CEUs) Prerequisite: AutoCAD, Level 1: Parts 1 and 2 and Level 2: Intermediate, or 3 years experience.

08SD07000 Aug 25 – 27 (M-W, 9am – 5pm)

08FD07001 Nov 19 – 21 (W-F, 9am – 5pm)

\$995

new Autodesk Revit Architecture Essentials

This course covers the basics of Revit® Architecture, from schematic design through construction documentation. Students are introduced to the concepts of Building Information Modeling and the tools for parametric building design and documentation. This course offers both imperial and metric hands-on exercises representing real-world design scenarios. (2.1 CEUs)

08SD08001 Jul 28 – 30 (M-W, 9am – 5pm)

\$995

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.

08SD01000 Jul 7 – 8 (M-T, 9am – 5pm)

08SD01001 Aug 4 – 5 (M-T, 9am – 5pm)

08SD01002 Sep 2 – 3 (T-W, 9am – 5pm)

08FD01003 Sep 30 – Oct 1 (T-W, 9am – 5pm)

08FD01004 Nov 3 – 4 (M-T, 9am – 5pm)

08FD01005 Dec 1 – 2 (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)

08FD02000 Nov 4 – 20 (T/Th, 6pm – 9pm)

\$795

AutoCAD, Level 1: Part 2 Express Track

Build on the concepts and skills learned in Part 1. Learn to effectively work with paper space, reference files and dimension styles, and explore solutions to commonly encountered problems. (1.4 CEUs) Prerequisite: AutoCAD, Level 1: Part 1 or instructor approval.

08SD03000 Jul 9 – 10 (W-Th, 9am – 5pm)

08SD03001 Aug 6 – 7 (W-Th, 9am – 5pm)

08SD03002 Sep 4 – 5 (Th-F, 9am – 5pm)

08FD03003 Oct 2 – 3 (Th-F, 9am – 5pm)

08FD03004 Nov 5 – 6 (W-Th, 9am – 5pm)

08FD03005 Dec 3 – 4 (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)

08SD04001 Jul 8 – 24 (T/Th, 6pm – 9pm)

08FD04002 Dec 2 – 18 (T/Th, 6pm – 9pm)

\$795

AutoCAD, Level 2: Intermediate Express Track

Build on the concepts taught in Level 1, Part 1 and Part 2. Course provides effective ways of working with selection sets, managing XREFs, raster images, drafting tools, dimension styles, layouts, and attributes. Tools featured include advanced object types, design center and introduction to 3D. (2.1 CEUs) Prerequisite: AutoCAD, Level 1: Parts 1 and 2 or instructor approval.

08SD05000 Jul 21 – 23 (M-W, 9am – 5pm)

08SD05001 Aug 18 – 20 (M-W, 9am – 5pm)

08FD05002 Sep 22 – 24 (M-W, 9am-5pm)

08FD05003 Oct 14 – 16 (T-Th, 9am – 5pm)

08FD05004 Nov 12 – 14 (W-F, 9am – 5pm)

08FD05005 Dec 15 – 17 (M-W, 9am – 5pm)

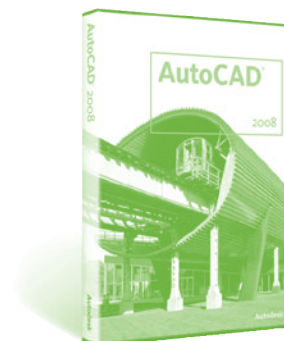
\$895

AutoCAD, Level 2: Intermediate Standard Track

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

08SD06000 Jul 29 – Aug 26 (T/Th, 6pm – 9pm)

\$995



Autodesk Inventor User Certification

This course is designed to teach the knowledge and skills assessed on the Autodesk Inventor® 2008 Certified User examination. This course is designed as a instructor-led course. In addition to the coursework, this manual encourages self-learning through the use of the Autodesk Inventor Help system. Topics include: Defining Shape Layout Using Splines, Defining Complex Shapes, and Castings and Derived Design Techniques. (2.1 CEUs) Prerequisites: Inventor Essentials or 2 years experience.

08SC42000 Aug 16 – Sep 6 (Sa, 9am – 5pm) doesn't meet 8/30

08FC42001 Oct 28 – Nov 13 (T/Th, 6 – 9:30 pm)

\$995



Autodesk Inventor Essentials

This course 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 using the proper techniques and recommended workflows for creating intelligent 3D parametric parts; creating, placing, and constraining custom and standard components in an assembly; and simulating mechanisms, animating assembly designs, and checking for interferences. Students also learn how to document their designs using base, projected, section, detail, and isometric drawing views; document assemblies using standard and exploded drawing views; and follow drafting standards while dimensioning and annotating drawing views with automated balloons and parts lists. Hands-on exercises representing real-world, industry-specific design scenarios are included. (2.8 CEUs) Prerequisite: AutoCAD L1 courses, or 1 year experience.

08SD09000 Jul 12 – Aug 2 (Sa, 9am – 5pm)

08FD09001 Sep 23 – Oct 16 (T/Th, 6 – 9:30pm)

\$1,095

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 2 year experience.

08FC41000 Sep 20 – Oct 4 (Sa, 9am – 5pm)

08FC41001 Nov 17 – Dec 10

(M/W, 6 – 9:30 pm) doesn't meet 11/24 – 11/26

\$995



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) Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD L1:P1 & P2 at SPSU.

08SD11000 Aug 16 – Sep 6 (Sa, 9am – 5pm) doesn't meet 8/30

08FD11001 Oct 20 – Nov 5 (M/W, 6 – 9:30pm)

\$895

AutoCAD User Certification

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

08WF38000 Sep 29 – Oct 27 (M, 9am – 4pm)

08WF38001 Sep 30 – Oct 28 (T/Th, 6 – 9pm)

\$2,395

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.

08SD13000 Jul 24 – 25 (Th-F, 9am – 5pm)

08FD13001 Sep 18 – 19 (Th-F, 9am – 5pm)

\$595

MicroStation, Intermediate

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

08SD14000 Aug 14 – 15 (Th-F, 9am – 5pm)

08FD14001 Oct 23 – 24 (Th-F, 9am – 5pm)

\$595



We want to hear from you!
We are always looking for new course ideas and great instructors! To share your ideas with us, call 678.915.7240, e-mail ConEd@spsu.edu, or visit us online at oce.spsu.edu.

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 includes 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. (6.3 CEUs)

08SE30003 Jul 26 – Aug 1 (Sa-F, 8am – 6pm)

08FE30004 Sep 20 – 26 (Sa-F, 8am – 6pm)

08FE30005 Nov 15 – 21 (Sa-F, 8am – 6pm)

\$1,795

Pavement and Geotechnical Engineering



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 tests

of PCC, fundamental behavior of HmA and sUPerPAvE mix design. (.6 CEUs)

08SE31000 Aug 1 (F, 9am – 4pm)

08FE31001 Nov 7 (F, 9am – 4pm)

\$495

Introduction to Airport Pavement Design and Pavement Management System (PMS) Update

This course can cover the Airport pavement management system (PMS), conventional and mechanistic-empirical (M-E) pavement design, and airport pavement structural evaluation based on FAA Advisory Circular 5230-6D. After the course, one should be able to understand airport pavement management system (PMS) update, nondestructive testing data analysis, airport pavement structural design and rehabili-

tation recommendation, condition survey procedure. The software, LEDFAA and FAARFIELD will be accommodated during the class.

08SE34000 Jul 25 (F, 9am-4pm)

08F34001 Nov 7 (F, 9am-4pm)

\$495

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)

08SE32000 Sep 12 (F, 9am – 4pm)

08FE32001 Dec 12 (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)

08SE33000 Jul 11 (F, 9am – 4pm)

08FE33001 Oct 24 (F, 9am – 4pm)

\$495

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)

08SE01000 Aug 25 – 27 (M/W, 6 – 9:30pm)

08FE01001 Oct 9 (Th, 9am – 5 pm)

08FE01002 Dec 5 (F, 9am – 5 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)

08SE07000 Sep 9 – 11 (T/Th, 6 – 9:30 pm)

08FE07001 Oct 23 (Th, 9am – 5 pm)

08FE07002 Dec 10 (W, 9am – 5 pm)

\$249

Technical Writing

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)

08SB02000 July 14 & 16 (M/W, 9am – 4pm)

08FB02001 Sep 22 & 24 (M/W, 9am – 4pm)

08FB02002 Nov 10 & 12 (M/W, 9am – 4pm)

\$275

???



plug in!

Commercial Building

Estimating and Bidding for Contractors

This program was set up for aspiring estimators, project and facility managers, architects, and others who want to learn the basics of estimating construction projects during all phases. Learn how to find and organize construction cost information, review and practice quantity take-off rules and procedures, and examine and compare alternative approaches to automated estimating. Key topics include: concept estimates, volumetric or area estimates, assembly estimates, unit cost estimates, locating reliable cost information, managing the estimating process, project scope determination, techniques for effective quantity take-offs, finding and using automated estimating tools, verifying and checking estimate accuracy, estimating overhead costs, and regional and local adjustment to costs. (1.6 CEUs)

08SE06000 Jul 11 – 18 (F, 8am – 5pm)

08FE06001 Dec 5 – 12 (F, 8am – 5pm)

\$595

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)

08SE03000 Aug 15 – 22 (F, 8am – 5pm)

08FE03001 Oct 10 – 17 (F, 8am – 5pm)

\$595

Construction Scheduling

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

08SE04000 Sep 12 (F, 8am – 5pm)

08FE04001 Nov 14 (F, 8am – 5pm)

\$495

E-mail us at
ConEd@spsu.edu

Water Science

Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) Level 1

Learn how to use the US Army Corps of Engineering Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) program for steady flow hydraulic calculations. Gain hands-on HEC-RAS experience by participating in a practical computer workshop. Do not let the next project you have involving the establishment of flooding levels pass you by. Obtain an overview and valuable insights into modeling ditches, streams, and rivers to develop flooding information. (0.8 CEU)

08SE10000 Jul 18 (F, 8am – 5pm)

08SE10001 Sep 13 (Sa, 8am – 5pm)

08FE10002 Nov 7 (F, 8am – 5pm)

\$495

Stormwater Management in Georgia

Develop a comprehensive approach to stormwater management that integrates drainage design, stormwater quantity, and water quality considerations to meet the elevated expectations of the public. Learn what's expected to meet the state regulations and gain design approval by County and City agencies by adhering to the requirements as outlined in the Georgia Stormwater Manual. A combination of plan-

ning and design strategies using conservation approaches and techniques to reduce development impacts will be the primary focus. This course will benefit engineers and technicians involved with the design or design review, construction or maintenance of storm water systems. (1.6 CEUs)

08SE12000 Aug 16 – 23 (Sa, 9am – 5pm)

08FE12001 Dec 12 – 19 (F, 9am – 5pm)

\$995

new Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) Level 2

Continue learning how to use the US Army Corps of Engineering Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) program for steady flow hydraulic calculations. Gain hands-on HEC-RAS experience by participating in a practical computer workshop. Do not let the next project you have involving the establishment of flooding levels pass you by. Obtain an overview and valuable insights into modeling ditches, streams, and rivers to develop flooding information. (0.8 CEU)

08SE11000 Aug 1 (F, 8am – 5pm)

08FE11001 Sep 27 (Sa, 8am – 5pm)

08FE11002 Nov 21 (F, 8am – 5pm)

\$495

Asbestos/Lead

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

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. (.4 CEUs)

08FE19000 Sep 25 (Th, 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. (.4 CEUs)

08FE19001 Sep 25 (Th, 1:30 – 5:30pm)

\$45

Asbestos/Lead Combo

Get both courses!

08FE19002 Sep 25 (Th, 8:30am – 5:30pm)

\$65

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

Chemistry, dynamics, electrical circuits, engineering economics, fluid mechanics, materials science/structure of matter, mathematics, mechanics of materials, statics and thermodynamics. The textbook is included. (3.2 CEUs) All retakes are now half price. Materials are not included on the half price retake.

08SE15000 Aug 2 – Sep 27 (Sa, 9am – 2pm)

\$595

Civil Professional Engineering Review

Environmental, Steel design, concrete design, soil mechanics, foundations and retaining walls, transportation engineering, highway design, hydrology and fluid mechanics. (3.0 CEUs) All retakes are now half price. Materials are not included on the half price retake.

08SE16000 Sep 6 – Oct 11 (Sa, 9am – 4pm)

\$595

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)

08SE13000 Aug 16 – 23 (Sa, 9am – 5pm)

08FE13001 Oct 17 – 24 (F, 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)

08SE14000 Sep 13 – 20 (Sa, 9am – 5pm)

08FE14001 Nov 7 – 14 (F, 9am – 5pm)

\$595

Mechanical Professional Engineering Review

Fluids, Thermodynamics, Power Cycles, Heat Transfer, HVAC, Statics, Materials, Machine Design, Dynamics & Vibrations, Control Systems, Plant Engineering, and Engineering Economics. (2.4 CEUs) All retakes are now half price. Materials are not included on the half price retake.

08SE17000 Sep 13 – Oct 4 (Sa, 9am – 4pm)

\$595

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. (2.4 CEUs)

08SE18000 Sep 6 – 27 (Sa, 9am – 4pm)

\$595

We want to hear from you!

Do you have a great idea for a new course? We are always looking for new course ideas and great instructors!

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

Courses Online!

Bookkeeping the Easy Way with Quickbooks

This online, instructor-led program introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Students are prepared for entry-level bookkeeping positions upon completion of this program. Textbook and a thorough tutorial for QuickBooks are included.

140 Hours

\$1,695

Project Management

This online, instructor-led program provides a comprehensive education in project management. This program teaches the basics of project management and includes preparation for the Project Management Professional National Certification Exam. Textbook and exam prep are included.

40 Hours

\$1,495

Six Sigma Black Belt

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project-development approaches. The course flow follows the DMAIC methodology, with the appropriate tools and concepts taught at each stage of project deployment. Since software is used for data analysis, the course material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods.

Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills.

200 Hours

\$2,695

Six Sigma Green Belt

Six Sigma Green Belt is a Quality Improvement methodology structured to reduce product or service failure rates. This online program encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience teaches the skills needed to affect this highly valuable standard as well as prep for the national certification. All materials are included.

100 Hours

\$1,895

Technical Writing

Gatlin Education Service's Technical Writing online training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Students

will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. A variety of media and formats will be studied, including websites, emails, proposals, memos, and instructions. The need for writers who can clearly and concisely

convey information is almost universal in the business world, and people who can write well are consistently hired and promoted over those with limited writing ability. Our technical writing program will give you the skills you need to get noticed.

80 Hours

\$1,595

AutoCAD 2007

AutoCAD is an essential tool in many industries, including mechanical and civil engineering and architecture. Employers seek workers skilled in AutoCAD more than any other CAD system. This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more ad-

vanced AutoCAD skills. AutoCAD 2007 student software and textbook are included!

150 Hours

\$1,995

Web Database Developer

The Web Database Developer online program provides students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Students will be able to incorporate database design, development, and deployment into e-commerce sites, dynamic web sites, and business-to-business data collaboration. Students also learn about current and emerging trends impacting high-end web site development and enterprise-class data warehousing along with resources to keep them current in this fast moving technology.

200 Hours

\$2,195

Website Design

Gatlin Education Service's Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Course projects include critique, digital imaging, color, typography, and composition, Web page design using HTML, tables, frames, and CSS, e-commerce and gateway pages, site maps and many more.

225 Hours

\$3,295

Cisco® CCNA® Certification Training

In order to prepare students to obtain the CCNA® credential, this program includes both an Introduction to Cisco® Networking Technologies module and an Interconnecting Cisco Network Devices (ICND) module. The CCNA® certification indicates a professional's knowledge of and foundation in basic networking. CCNA® certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, and Access Lists. No other self-paced program is as up-to-date or as complete as this package. This program contains e-learning and coursework books to aid in your studying. In addition, each student will receive an actual Cisco IOS® simulation which allows students to execute the 22 labs that accompany the Cisco® authorized curriculum.

80 Hours

\$1,795

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
- ☑ Full-service conferencing and meeting capabilities

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
- Easy, one-stop handling of all your meeting needs
- Economy
- Distinctive accommodations, shopping, and dining nearby
- Convenience in every way

Go online to request a quote
eu.spsu.edu/space

Contact us for more information

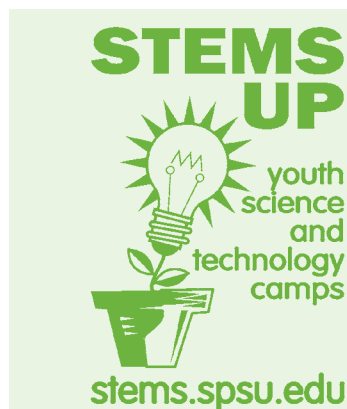
Callie Melton, Administrative Manager
678.915.3163 • 678.915.7490 fax
space@spsu.edu

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 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

- 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 a 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 and 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, 2009
FOR SUMMER 2009 SESSIONS!
DON'T MISS OUT!**

CONTACT

Callie Melton, Administrative Manager
678.915.3163 or 678.915.3714
678.915.7490 fax
oce.spsu.edu

Information and Registration

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:
Continuing Education Center
Southern Polytechnic State University
1100 S. Marietta Parkway, Bldg. WE
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,

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.

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

Class Location

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

General Information

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

Directions to Campus

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take Exit 263 (S. Marietta 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 Continuing Education Center (Bldg WE). 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

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

Why Continuing Education at SPSU?

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

Learn more:

Call 678.915.7240

E-mail coned@spsu.edu

SO CLOSE, YET SO FAR AHEAD.



Your future is right around the corner, and so is SPSU. SPSU students get hands-on experience with leading-edge technology, preparing them to work in careers that will change the way we all live and work. For more information and a complete list of bachelors and masters degree programs, call 678.915.SPSU or visit technology.spsu.edu.



**SOUTHERN POLYTECHNIC
STATE UNIVERSITY**

Continuing Education
1100 South Marietta Parkway
Marietta, Georgia 30060-2855
678.915.7240 • ConEd@spsu.edu
oce.spsu.edu

Please share with your
friends and colleagues.

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