

Links

Spring 2008



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

oce.spsu.edu

Southern
Polytechnic
Georgia's **Technology** University

Links

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

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



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SNEAK PREVIEW!

Engineering and Technology Management for Engineers and Scientists

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

research • design • manage

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



See Page 14 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

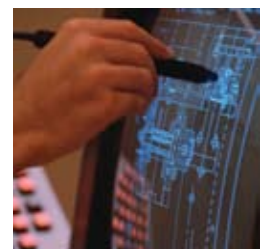
**LEARN
THE STEP-
BY-STEP
PROCESS!**



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)

08WC01000 Jan 28 – Feb 27 (M/W, 6-10pm)

08WC01001 Mar 22 – Apr 19 (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)
 08WC02000 Mar 10 – Apr 9 (M/W, 6 – 10pm)
 08WC02001 May 3 – 31 (Sa, 8am – 5pm)
 \$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)

08WC03001 Apr 21 – May 21 (M/W, 6-10pm)

08SC03002 Jun 14 – Jul 19 (Sa, 8am-5pm) doesn't meet 7/5

\$1,295

Course 4: Accessing the WAN

Competencies: 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)

08SC04000 Jun 2 – Jul 2 (M/W, 6-10pm)

08SC04001 Aug 2 – 30 (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)

08WC45000 Jan 29 – Feb 28 (T/Th, 6-10pm)

08WC45001 Mar 22 – Apr 19 (Sa, 8am-5pm)

\$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.

08WC46000 Mar 11 – Apr 10 (T/Th, 6-10pm)

08WC46001 May 3 – 31 (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.

08WC47000 Apr 22 – May 22 (T/Th, 6-10pm)

08SC47001 Jun 14 – Jul 19 (Sa, 8am-5pm) doesn't meet 7/5

\$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.

08SC048000 Jun 3 – Jul 3 (T/Th, 6-10pm)

08SC048001 Aug 2 – 30 (Sa, 8am-5pm)

\$1,295



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.

08WC24000 Jan 26 – Feb 23 (Sa, 8am-5pm)

08WC24001 Mar 3 – Apr 2 (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)
08WC25000 Mar 8 – Apr 5 (Sa, 8am-5pm)
08WC25001 Apr 14 – May 14 (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)
08WC26000 Apr 19 – May 17 (Sa, 8am-5pm)
08SC26001 May 26 – Jun 25 (M/W, 6-10pm)
\$1,405

E-Business Solutions in Java Certificate

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

08WC20000 Jan 8 – Mar 25 (T/Th, 6-10 pm)

08WC20001 Apr 22 – Jul 17 (T/Th, 6-10 pm)

\$2,995

Java Programming**Accelerated Java**

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

08WP01000 Feb 16 – Mar 15 (Sa, 9am-5pm)

08WP01001 May 19 – 23 (M-F, 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 ex-

tensive 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.

08WE02000 Jan 5 – Feb 2 (Sa, 9am-5pm)

08WE02001 May 12 – 16 (M-F, 9am-5pm)

\$1,095

Java Swing

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

08WP03000 Apr 26 – May 10 (Sa, 9am-5pm)

08SP03001 Jun 2 – 4 (M-W, 9am-5pm)

\$695

AJAX

Asynchronous JavaScript and XML, or AJAX, is at the cutting edge of Web based Graphical

User Interface (GUI) technology. AJAX greatly enhances the responsiveness of Web based GUIs, giving them the feel of more traditional desktop applications. AJAX has become an integral part of Web GUI solutions for such industry leaders as Google and Microsoft. AJAX is not a single technology but rather a melding of several technologies. It uses a combination of XHTML, XML, and JavaScript on the browser and any set of server side technologies such as Java and .NET. This class provides an introduction to AJAX using a combination of lectures and hands on lab work. Participants will create a working Web GUI using AJAX and acquire the basic skills needed to implement AJAX solutions. The server side work will be done in Java. .NET will not be covered in this class. Participants are expected to have a working knowledge of Java comprised of one year of professional Java experience or to have successfully completed either Beginning Java or Accelerated Java from SPSU. Topics Covered: JavaScript, XHTML forms, XML, Server side processing using Java, Servlets, and POJO.
08WE05000 Mar 29 – Apr 12 (Sa, 9am-5pm)
08SE05001 Jun 7 – 21 (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

08WC22000 Mar 17 – Jun 18 (M/W, 6-10pm)

\$2,995

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.

08WC21000 Feb 9 – Mar 8 (Sa, 8am-5pm)

08WC21001 May 12 – Jun 11 (M/W, 6-10pm)

\$1,295

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

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. TWO SCHEDULE OPTIONS ARE AVAILABLE.

PPM Evening-Foundational and Exam Prep

This 84-hour course prepares students to take the PMP exam. It covers the PMP Body of Knowledge in detail. Designed for students who have at least three years of project management experience and meet the other PMI requirements for PMP certification. Homework required. Prospective students should contact PMI at www.pmi.org for information on the national PMP exam and other certification requirements. (8.4 CEUs)

08WC39000 Jan 14 – Mar 26 (M/W, 6-10pm) Does not meet Jan 21

08WC39001 Apr 8 – Jun 17 (T/Th, 6-10pm)

\$3,560

PPM Weekend-Fast Track-PMP Exam Prep

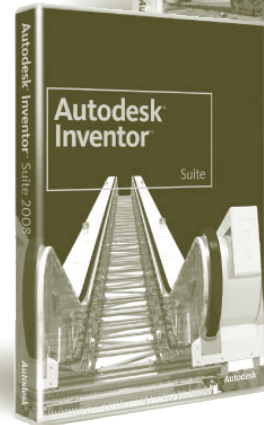
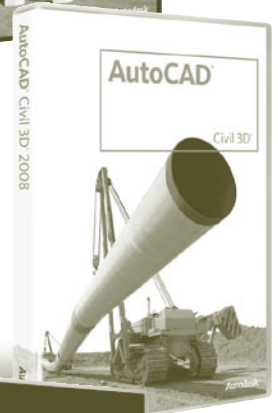
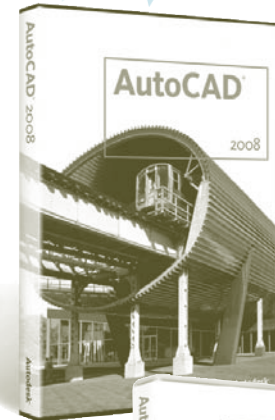
This 40-hour weekend course is an intense focus on coverage of the PMP Body of Knowledge in preparation for the PMP exam. Designed for those who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about the 2004 PMBOK. Homework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

08WC39002 Feb 8 – Mar 1 (F, 6-10pm; Sa, 8am-5pm)

08WC39003 Apr 25 – May 17 (F, 6-10pm, 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)

08WQ08000 Jan 9 – 11 (W-F, 8:30am- 4:30pm)

08WQ08001 Mar 3 – 5 (M-W, 8:30am- 4:30pm)

08WQ08002 May 12 – 14 (M-W, 8:30am- 4:30pm)

\$750

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)

08WC27000 Jan 14 – 16 (M-W, 8:30am- 4:30pm)

08WC27001 Feb 11 – 13 (M-W, 8:30am- 4:30pm)

08WC27002 Mar 10 – 12 (M-W, 8:30am- 4:30pm)

08WC27003 Apr 7 – 9 (M-W, 8:30am- 4:30pm)

08WC27004 May 5 – 7 (M-W, 8:30am- 4:30pm)

\$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 www.cqe.spsu.edu. (10.5 CEUs)

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

08WC28000 Feb 4-8 + Mar 17-21 + Apr 14-18 (Group 29)

08WC28001 June 9-13 + Jul 14-18 + Aug 11-15 (Group 30)

\$7,500

QUESTIONS?

• find us online at •
oce.spsu.edu

• e-mail us at •
ConEd@spsu.edu

• call us at •
678.915.7240

• visit or write us at •
Continuing Education
1100 S. Marietta Parkway
Marietta, GA 30060-2896

Quality Management / Process Tools**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 CEU's)
 08WC40000 Jan 22 – Mar 27 (T/Th 6-9pm)
 08WC40001 Apr 22 – Jun 26 (T/Th 6-9pm)
 \$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, flowcharts. Root cause analysis is an industry-recognized best practice. (1.4 CEUs)
 08WQ06000 Feb 14 – 15 (Th-F, 8:30am-4:30pm)
 08WQ06001 Apr 10 – 11 (Th-F, 8:30am-4:30pm)
 \$495

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 for an effective EMS. Knowledgeable instructors guide students through the implementation stages, and group exercises give students practice in implementation activities. (1.6 CEUs)
 08WI08000 Apr 14 – 15 (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

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)
 Feb 11 & 13 (M & W, 9am-4pm)
 Mar 17 & 19 (M & W, 9am-4pm)
 Apr 21 & 23 (M & W, 9am-4pm)
 \$285

new 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.
 08WMI4000 Jan 29 (T, 9am-4pm)
 08WMI4001 Apr 1 (T, 9am-4pm)
 \$200

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)
 08WI09000 Apr 16 – 17 (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

Quality Management**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)
 08WQ06000 Feb 25 – 29 (M-F, 8:30am-4:30pm)
 \$995

Special Note: The national ASQ/CMQ/OE exam is scheduled for March 1, 2008 through ASQ.

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)
 08WII0000 May 12 – 16 (M-Th, 8am-7pm; F, 8am-12:30pm)
 \$1,795

new 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)

08WI07000 Feb 19 (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)

08WI21000 Feb 19 – 21 (T-Th, 8am-5:30pm)
\$1,495

new 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 require-

ments. 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)

08WI23000 Mar 18 – 19 (T-W, 8am-5:30pm)
\$995

QUESTIONS?

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678.915.7240

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ConEd@spsu.edu

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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)

08WII000 Mar 31 – Apr 1 (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 sys-

tem 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)
08WII2000 Apr 2 – 4, (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 (AI7287). It also meets the training requirements for IATCA auditor certification. (4.0 CEUs)

08WII3001 Feb 11 – 15 (M, 8am-5:30pm; T-Th, 8am-6pm; F, 8am-12pm) (EXAM)
\$2,495

new BSI's ISO 27001:2005 Information Security Management System Internal Auditor

ISO 27001:2005 Information Security Management System Internal Auditor course teaches students the fundamentals of auditing information security management systems to ISO 27001:2005. This course teaches students how to conduct audits within their organization. The auditing exercises and lectures are based on 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 27001:2005. Students gain necessary auditing skills through a balance of formal classroom tutorials, group workshops, and open forum discussions. A prior review of ISO 27002:2005 and ISO 27001:2005 would be beneficial. (2.4 CEUs)
08WI28000 May 20 – 22 (T-Th, 8am-5pm)
\$1,495

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)
 08W102000 Feb 25 – 29 (M, 8am-6:30pm; T-W, 8am-7:30pm; Th, 8am-6:30pm; F, 8am-12:15pm (EXAM)
 08W102001 Apr 21 – 25 (M, 8am-6:30pm; T-W, 8am-7:30pm; Th, 8am-6:30pm; F, 8am-12:15pm (EXAM)
 08SI02000 Jun 23 – 27 (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)

08W104000 Mar 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)
 08W105000 Mar 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 document types, and explain document control, record control, and

documentation benefits. Using ISO 9004:2000 and ISO/TR 10013:2001 for additional guidance, students will complete exercises that develop skills to evaluate and prepare procedures, quality manuals, instructions, and forms. (1.6 CEUs)
 08W103000 Mar 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 EU's) Long hours and evening work are to be expected.
 08W101000 Jan 29 – 31 (T-W, 8am-6:45pm; Th, 8am-3pm)
 08W101001 Mar 25 – 27 (T-W, 8am-6:45pm; Th, 8am-3pm)
 08SI01000 May 20 – 22 (T-W, 8am-6:45pm; Th, 8am-3pm)
 \$1,095

New

Nanotechnology Certificate Program**CARBON NANOTUBE INTERCONNECT**

Array of vertically aligned carbon nanotubes grown using plasma enhanced chemical vapor deposition is intercalated with copper to create a composite which exhibits good thermal properties ideal for chip cooling.

Image courtesy of NASA's Ames Research Center

INTRODUCTION TO NANOTECHNOLOGY

WITH CONCENTRATION ON BROAD AREAS OF
 NANOTECHNOLOGY AND NANOSCIENCE

The nanoscience covers fundamental science behind nanotechnology and nanotechnology provides general description of major constituents of nanotechnology, their interdisciplinary applications in various engineering & technology fields such as material science, advanced materials, advanced manufacturing processes, advanced equipment/machine design, medical device, tool design, clean & controlled room design, instrumentation and control.

Coming soon!
Please call Greg 678-915-7386
for information.



new 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)
08W118000 Mar 3 – 7 (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)
08W106000 Apr 9 – 11 (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)
08W120000 Apr 7 – 8 (M-T, 8am-5:30pm)
\$895

new 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)
08W114000 Apr 28 – May 2 (M-Th, 8am-6:30pm; F, 8am-3:30pm)
\$2,095

new BSI's Implementing SAE AS9011 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)
08W116000 Jan 15 – 17 (T-Th, 8am-5:30pm)
\$1,095

new 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)
08W117000 Jan 22 – 24 (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.

08WF02000 May 6 (T, 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

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

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.

08WF03000 May 6 – 8 (T-Th, 8am-5pm)
\$1,095

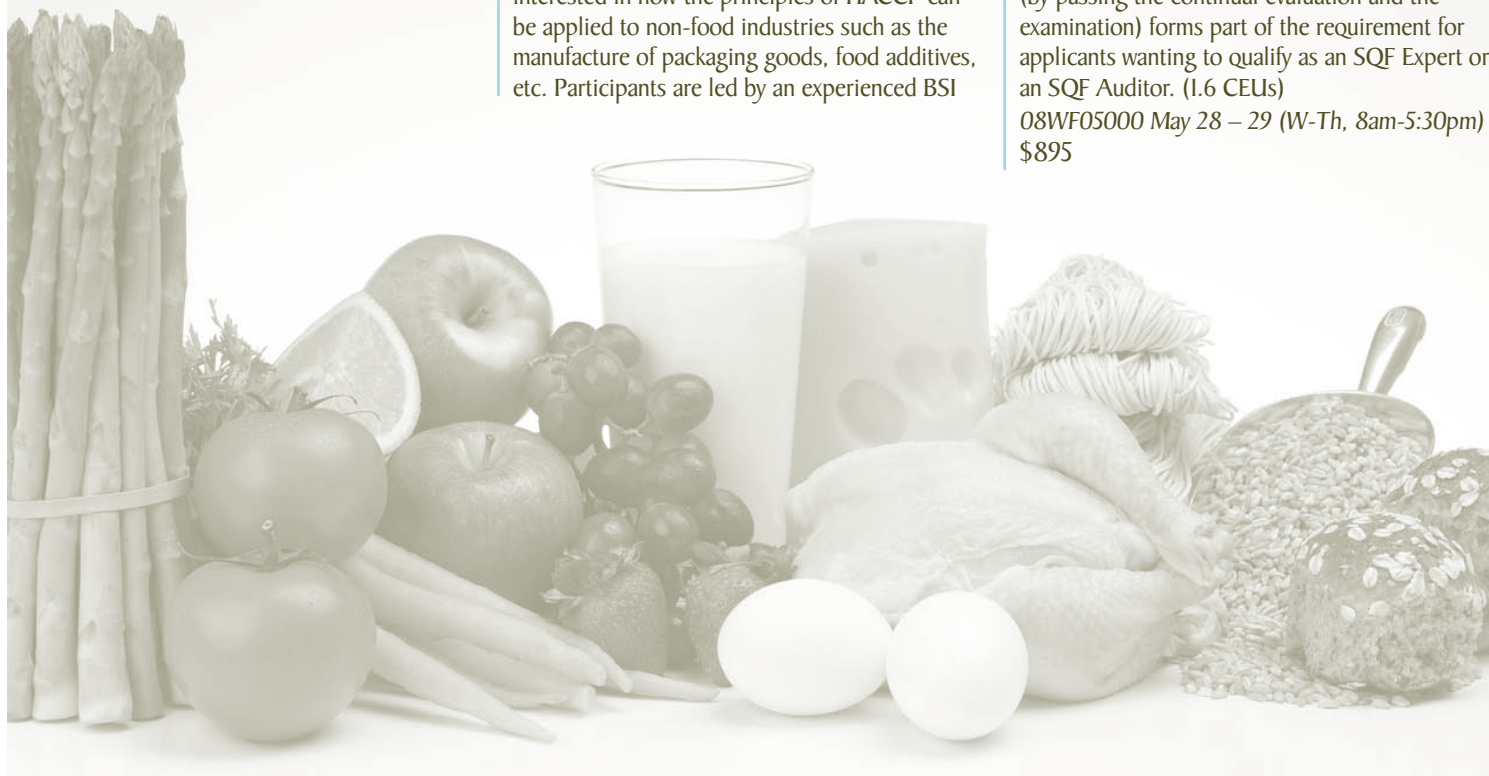
Understanding Hazard Analysis Critical Control Point (HACCP) For Food Safety

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)
08WI22000 May 27 (M, 8am-5:30pm)
\$445

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)
08WF05000 May 28 – 29 (W-Th, 8am-5:30pm)
\$895



Windows Vista

new 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.
08WMI6000 Feb 7 (Th, 9am-4pm)
08WMI6001 Mar 25 (T, 9am-4pm)
08WMI6002 Apr 24 (Th, 9am-4pm)
08WMI6003 May 29 (Th, 9am-4pm)
\$200

Office 2007

new Word 2007 – Basic: Documents
Learn the basics of using Microsoft Word 2007 to create simple documents. Topics include: understanding the Word window, moving around in a document, selection techniques, editing a document; creating tables, create simple tables, and printing documents with headers and footers. (0.6 CEUs) Prerequisite: Experience using Windows XP and Windows Vista operating system.
08WM08004 Mar 4 (T, 9am-4pm)
08WM08005 Apr 15 (T, 9am-4pm)
\$200

new Excel 2007 – Basic: Workbooks
Learn the basics of using Microsoft Excel 2007 to create simple workbooks. Topics include understanding the Excel window; moving around in a workbook; selecting cells; entering data; creating simple formulas; formatting and editing a workbook; and printing a workbook. (0.6 CEUs) Prerequisite: Experience using Windows XP and Windows Vista operating system.
08WM04003 Feb 26 (T, 9am-4pm)
08WM04004 Mar 7 (F, 9am-4pm)
08WM04005 Mar 27 (Th, 9am-4pm)
08WM04006 May 1 (Th, 9am-4pm)
\$200

new 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.
08WMI2004 Mar 11 (T, 9am-4pm)
08WMI2005 Apr 22 (T, 9am-4pm)
08WMI2006 May 8 (Th, 9am-4pm)
\$200

new PowerPoint 2003 – Advanced
In this class you will learn additional PowerPoint features to enhance your presentations. Topics include: formatting presentation text, formatting presentation design elements, using collaboration features, preparing and delivering presentations, customizing presentations, applying transitions and animations, and printing presentations. (0.6 CEUs) Prerequisite: PowerPoint 2003 Introduction or equivalent knowledge.
08WMI3001 Mar 28 (F, 9am-4pm)
08SMI3002 Jun 24 (T, 9am-4pm)
\$200

new Access 2007: Creating Databases
Learn the basics of using Microsoft Access 2007. In this class you will 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: Experience using Windows XP and Windows software. Recommend experience using Microsoft Excel.
08WM02003 Apr 17 – 18 (Th-F, 8am-4pm)
08SM02004 Jun 26 – 27 (Th-F, 8am-4pm)
\$310

new 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)
08WMI9000 Feb 16 (Sa, 9am-4pm)
08WMI9001 Apr 12 (Sa, 9am-4pm)
\$175

new Project Management Using Microsoft Project 2003
This 3-day course focuses on MS Project 2003 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 Theory and Concepts 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.)
08WMI5000 Jan 30 – Feb 1 (W-F, 9am-4pm)
08WMI5001 Apr 2 – 4 (W-F, 9am-4pm)
\$595

PowerPoint Presentations

PowerPoint 2003 Intro: Basic Presentations
This class provides a thorough introduction to using PowerPoint. You will learn how to create, edit, and show a simple presentation, use the outline feature to quickly organize a presentation, change the appearance of text, insert clip art, charts and tables, use the Slide Show Viewer, and print presentation handouts. (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.
08WMI2000 Jan 18 (F, 9am-4pm)
08WMI2001 Feb 29 (F, 9am-4pm)
08WMI2002 May 20 (T, 9am-4pm)
08WMI2003 Jun 10 (T, 9am-4pm)
\$200

Word, Basic to Advanced

Word 2003 – Intro: Basic Documents

This class provides a thorough introduction to using Word. You will learn how to create, edit, and print documents; move quickly within a document, change the appearance of text; indent paragraphs; set tabs; change margins, use spell check, and print documents. (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

08WM08000 Jan 8 (T, 9am-4pm)
08WM08001 Feb 28 (Th, 9am-4pm)
08WM08002 Apr 29 (T, 9am-4pm)
08WM08000 Jun 17 (T, 9am-4pm)
\$200

Word 2003 – Intermediate: Enhanced Documents

Participants will learn how to: work with section breaks, create headers and footers, create newspaper columns, create, edit and enhance tables, create styles, use basic collaboration features, and insert pictures and graphs. (0.6 CEUs) Prerequisite Introduction to Word or equivalent knowledge. Sponsored by Computer Resources.

08WM09003 Jan 22 (T, 9am-4pm)
08WM09004 Mar 18 (T, 9am-4pm)
08WM09005 May 6 (T, 9am-4pm)
\$200

Word 2003 – Forms, Mail Merge & Collaboration

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. Sponsored by Computer Resources.

08WM10001 Feb 5 (T, 9am-4pm)
08WM10002 Apr 8 (T, 9am-4pm)
08WM10003 Jun 3 (T, 9am-4pm)
\$200

Spreadsheets, Basic to Advanced

Excel 2003 – Intro: Basic Worksheets

This class provides a thorough introduction to using Excel. You will learn how to create, edit, and print a simple spreadsheet with simple formulas, move quickly within a spreadsheet, change the appearance of text and numbers; copy formulas; and use built-in templates. (0.6 CEUs) Prerequisite: Familiarity with Windows operating system and software. Sponsored by Computer Resources.

08WM04000 Jan 11 (F, 9am-4pm)
08WM04001 May 2 (F, 9am-4pm)
08WM04002 Jun 20 (F, 9am-4pm)
\$200

Excel 2003 – Intermediate: 3D Workbooks & Advanced Formulas

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

08WM05003 Jan 25 (F, 9am-4pm)
08WM05004 Mar 20 (Th, 9am-4pm)
08WM05005 May 16 (F, 9am-4pm)
\$200

Excel 2003 – Advanced: Database Features & Functions

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

08WM06003 Feb 8 (F, 9am-4pm)
08WM06004 Apr 11 (F, 9am-4pm)
08WM06000 May 30 (F, 9am-4pm)
\$200

Excel 2003 – Collaboration and Macros (formerly Automating)

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

08WM07001 Feb 22 (F, 9am-4pm)
08WM07002 Apr 25 (F, 9am-4pm)
08WM07003 Jun 6 (F, 9am-4pm)
\$200

Databases, Basic to Advanced

Access 2003 – Intro: Creating Databases

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

08WM02000 Feb 14 – 15 (Th-F, 9am-4pm)
08WM02001 May 22 – 23 (Th-F, 9am-4pm)
\$310

Access 2003 – Advanced: Databases

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

08WM03000 Mar 13 – 14 (Th-F, 9am-4pm)
08WM03001 Jun 12 – 13 (Th-F, 9am-4pm)
\$350

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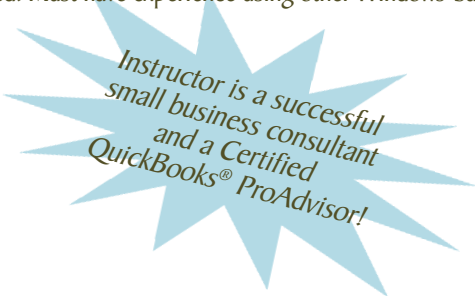


QuickBooks®

new 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.

08WG08000 Jan 19 (Sa, 9am-1pm)
08WG08001 Feb 19 (T, 9am-1pm)
08WG08002 Mar 15 (Sa, 9am-1pm)
08WG08003 Apr 26 (Sa, 9am-1pm)
\$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.

08WG04000 Jan 10 (Th, 9am-4pm)
08WG04001 Feb 12 (T, 9am-4pm)
08WG04002 Apr 10 (Th, 9am-4pm)
08WG04003 May 15 (Th, 9am-4pm)
08WG04004 Jun 19 (Th, 9am-4pm)
\$275

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 Pro/Premier/Enterprise-Intro. Sponsored by Computer Resources.

08WG05000 Jan 24 (Th, 9am-4pm)
08WG05001 Mar 6 (Th, 9am-4pm)
08WG05002 Jun 19 (Th, 9am-4pm)
\$275

QuickBooks® – Setting Up and Running Payroll

This course will introduce you to the steps of registering, setting up your payroll, creating default employee settings, creating necessary accounts, creating and printing paychecks, paying payroll liabilities, printing reports, and printing tax forms. You will also learn how to download updated federal and state tax tables from Intuit, create payroll checks, provide a direct deposit option for employees, make payroll liability payments, and print 940, 941, W-2 and W-3 tax forms. (0.3 CEUs) Prerequisite: Familiarity using QuickBooks software. Sponsored by Computer Resources.

08WG06000 Jan 15 (T, 9am-12noon)
08WG06001 Mar 19 (W, 1pm-4pm)
\$150

Engineering and Technology Management

Communication Skills for Technologists

A technology driven business often runs sub-optimally due to poor communication and understanding between technologist and other business functions, such as marketing, sales, manufacturing, accounting and general management. This interactive course will change the way technologists communicate with non-technical people, thereby improving productivity, reducing frustration and increasing business success. (1.4 CEUs)

08WE36000 Mar 4 – 5 (T-W, 9am-5pm)
08WE36001 May 13 – 14 (T-W, 9am-5pm)
\$595

Priming the Innovation Pipeline

A technology driven business needs a constant stream of new ideas to grow and prosper. However there is never time to pursue all ideas and some will never bring value to the business. This interactive course will provide a process for generating ideas and rapidly screening them for potential success and value to the business. (.7 CEUs)

08WE37000 Feb 12 (T, 9am-5pm)
08WE37001 Apr 8 (T, 9am-5pm)
08SE37002 Jun 10 (T, 9am-5pm)
\$395

Construction Basics

Basic Electrical Principles

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

08WE08000 Mar 7 – 14 (F, 9am-4pm)
08SE08001 May 23 – 30 (F, 9am-4pm)
\$555



**GOT
QUESTIONS?**

**E-mail us at
ConEd@spsu.edu**

Advanced Engineering Design & Product Development Certificate

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

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

Course 1 - Advanced Design Process

This course prescribes complete integrated design process or total design process for developing advanced concepts for new or improved products, materials, structures, components, processes, equipment or machine, subsystems and systems to achieve reliable function at low cost. At the completion of the course participants will have learned contemporary design approaches for developing elegant and high fidelity concepts; when to make cost effective models and/or prototypes during the design process; and when and how to obtain and handle huge amount of information that are generated during the engineering the design process; how to package the design information in the form design documentation. (3.2 CEUs)

08WE21000 Jan 8 – 31 (T/Th, 6-10pm)

\$995

Course 2 - Advanced Design Methodologies

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

08WE22000 Feb 12 – Apr 1 (T/Th, 6-10pm)

\$1,795

Course 3 - Product Design and Technology Licensing

The course explores novel and innovative techniques for rapid generation of new or original product ideas or modifies existing ideas to produce elegant, competitive and patentable design concepts. The aim of the course is to provide set of skills for designing and commercializing new or improved products and inventions. The objectives of the course are (a) to acquire techniques for searching for new product ideas, (b) to assess and evaluate feasibility of new product ideas, (c) to employ new techniques for designing new products, (d) to protect new design ideas, (e) to acquire techniques for licensing inventions. (2.0 CEUs)

08WE23000 Apr 15 – 29 (T/Th, 6-10pm)

\$795

Course 4 - Managing Research, Design & Product Development

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

08WE24001 May 13 – Jun 3 (T/Th, 6-10pm)

\$995

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

IT IS ESTIMATED THAT ONLY ABOUT ONE-THIRD OF ENTERPRISE INFORMATION SYSTEMS INITIATIVES (ERP/EAI/EIS) ARE SUCCESSFUL IN MEETING COST, TIME, SAVINGS, ENTERPRISE OBJECTIVES, AND USER EXPECTATIONS. AS A BUSINESS OWNER, MANAGER, OR TECHNICAL PROFESSIONAL, THE CHALLENGE OF HOW TO USE INFORMATION TECHNOLOGY TO UNITE THE COMPANY, SERVE CUSTOMERS, AND OPTIMIZE PRODUCTIVITY AND PROFITABILITY IS OVERWHELMING. THE ENTERPRISE INTEGRATION PLANNING SEMINAR IS A SYNERGISTIC ACTIVITY OF JOINTLY BUILDING AN INTEGRATED ENTERPRISE REFERENCE MODEL. THE MODEL ACTS MUCH LIKE AN ARCHITECT'S MODEL OF A BUILDING IN THAT IT ALLOWS PEOPLE TO SEE WHAT THE INTEGRATED ENTERPRISE INFORMATION SYSTEM LOOKS LIKE BEFORE TECHNOLOGY IS APPLIED. FURTHER, IT SHOWS HOW CONCEPTUAL, LOGICAL, AND PHYSICAL DISINTEGRATION INHIBIT COMMUNICATION, PRODUCTIVITY, AND PROFITABILITY. (1.8 CEUs)

08WE20000 Feb 11 – 27 (M/W, 6-9pm)

08WE20001 Apr 14 – 30 (M/W, 6-9pm)

08SE20002 Jun 9 – 25 (M/W, 6-9pm)

\$695

Mastering the Transition from Engineer to Manager

In the fast-paced world of engineering and technology, companies are placing more and more technical experts in managerial roles. This is done without actually retraining these extremely well-educated people on how to manage effectively. Great managers are not born; they are built through training and experience. This course was developed to give engineers and technical specialists the tools to effectively manage a staff of any size. Topics include mastering relationships with subordinates, the paradox of control, customer service, dealing with conflict, seeing the big picture, planning, using assets effectively, implementing and managing teams, and growing as a manager. These topics provide a starting point for success as a manager. (1.6 CEUs)

08WE09000 Feb 5 – 14 (T/Th, 6-10 pm)

08WE09001 Apr 8 – 17 (T/Th, 6-10 pm)

08WE09002 Jun 10 – 19 (T/Th, 6-10 pm)

\$595

SOUTHERN POLYTECHNIC STATE UNIVERSITY IS AN AUTODESK AUTHORIZED TRAINING CENTER (ATC). ALL CLASSES IN THIS SERIES ARE TAUGHT BY AN AUTODESK PROFESSIONALLY CERTIFIED INSTRUCTOR WITH EXTENSIVE KNOWLEDGE IN THE USE, APPLICATION, AND INNER WORKINGS OF THE LATEST AutoCAD SOFTWARE.

THESE CLASSES ARE DESIGNED TO INCLUDE MORE HANDS-ON HOURS TO PREPARE THE STUDENT WITH A BROADER KNOWLEDGE BASE USING AutoCAD. ALL CLASSES USE AUTODESK OFFICIAL TRAINING COURSEWARE THAT IS SPECIFICALLY WRITTEN FOR THE BEST LEARNING SUPPORT POSSIBLE. INSTRUCTOR

PRESENTATION INCLUDES COVERAGE OF ALL COMMANDS AND OPTIONS PROVIDED IN THE AutoCAD SOFTWARE. FOR MORE INFORMATION OR QUESTIONS, CALL US AT 678.915.7240 OR E-MAIL CONEd@SPSU.EDU.

AutoCAD, Level 1: Part 1 Express Track

This beginner's course uses the latest version of AutoCAD to teach basic skills to create and edit 2D production drawings. Participants receive extensive, hands-on practice and learn step-by-step procedures to create, access and share design information. (1.4 CEUs) Prerequisite: None; however, Introduction to PCs and experience using Windows are helpful.
08WD01000 Jan 14 – 15 (M-T, 9am-5pm)
08WD01001 Feb 4 – 5 (M-T, 9am-5pm)
08WD01002 Mar 4 – 5 (T-W, 9am-5pm)
08WD01003 Apr 14 – 15 (M-T, 9am-5pm)
08WD01004 May 12 – 13 (M-T, 9am-5pm)
08SD01005 Jun 9 – 10 (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)
08WD02000 Jan 8 – 24 (T/Th, 6-9pm)
08SD02001 Jun 10 – 26 (T/Th, 6-9pm)
\$795

AutoCAD, Level 1: Part 2 Express Track

Build on the concepts and skills learned in Part 1. Learn to effectively work with paper 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.
08WD03000 Jan 16 – 17 (W-Th, 9am-5pm)
08WD03001 Feb 6 – 7 (W-Th, 9am-5pm)
08WD03002 Mar 6 – 7 (Th-F, 9am-5pm)
08WD03003 Apr 16 – 17 (W-Th, 9am-5pm)
08WD03004 May 14 – 15 (W-Th, 9am-5pm)
08SD03005 June 11 – 12 (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)
08WD04000 Jan 29 – Feb 14 (T/Th, 6-9pm)
08SD04001 Jul 8 – 24 (T/Th, 6-9pm)
\$795

AutoCAD, Level 2: Intermediate Express Track

Build on the concepts taught in Level 1, Part 1 and Part 2. Course provides effective ways of working with selection sets, managing XREFs, raster images, drafting tools, dimension styles, layouts, and attributes. Tools featured include advanced object types, design center and introduction to 3D. (2.1 CEUs) Prerequisite: AutoCAD, Level 1: Parts 1 and 2 or instructor approval.
08WD05000 Jan 28 – 30 (M-W, 9am-5pm)
08WD05001 Feb 11 – 13 (M-W, 9am-5pm)
08WD05002 Mar 18 – 20 (T-Th, 9am-5pm)
08WD05003 Apr 28 – 30 (M-W, 9am-5pm)
08SD05004 May 19 – 21 (M-W, 9am-5pm)
08SD05005 Jun 23 – 25 (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)
08WD06000 Feb 26 – Mar 25 (T/Th, 6-9pm)
\$995

Autodesk Land Desktop Essentials

This hands-on foundation-level course covers the essentials of Autodesk® Land Desktop 2007 software: the key features, how to create a survey plan and a topographic survey drawing, and how to lay out roadways and subdivision lots. In this courseware, students use Autodesk Land Desktop software to perform land development activities for a sample project. Objectives include: Identifying Autodesk Land Desktop features and set up preferences, set up a drawing and manage the project environment, create a legal survey plan, create a topographic survey drawing, lay out subdivision roadways, generate alignment stakeout reports, lay out and size subdivision lots, and create a conceptual plan. (2.1 CEUs) Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU.
08WDI2000 Feb 2 – 16 (Sa, 9am-5pm)
08WDI2001 May 10 – 24 (Sa, 9am-5pm)
\$895

Autodesk Architectural Desktop Essentials

This course is designed for new users who require comprehensive training in Autodesk® Architectural Desktop 2007 software. It incorporates the features, commands, and techniques for creating, editing, and printing drawings with Autodesk Architectural 2008. Hands-on exercises throughout the course explore how to create architectural drawings. Exercises can be completed using imperial or metric units. (2.1 CEUs) Prerequisite: AutoCad, Level 1: Parts 1 and 2, or 1 year experience.
08WD07000 May 5 – 7 (M-W, 9am-5pm)
\$795

Autodesk Architectural Desktop Advanced

This hands-on courseware covers many of the advanced features of Autodesk® Architectural 2008. Students learn how to set up a project, create tool catalogs and styles, and export to different output formats. In this courseware, students practice different installation setups, create new styles, edit section/elevation objects, use ACE dimensions, display themes, and mask blocks. This courseware is designed to teach advanced Autodesk Architectural 2008 concepts and applications over a three-day period. Exercises can be completed using imperial or metric units. (2.1 CEUs) Prerequisite: Arch Desktop Essentials, or 3 years experience.
08SD08000 Jun 25 – 27 (W-F, 9am-5pm)
\$795

new 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 an 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
 08WC42000 Mar 24 – Apr 9 (M/W, 6-9:30pm)
 08WC42001 May 27 – Jun 12 (T/Th, 6-9:30pm)
 \$995

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 years experience.
 08WC41000 Mar 3 – 19 (M/W, 6-9:30pm)
 08SC41001 Jun 9 – 25 (M/W, 6-9:30pm)
 \$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 LI:PI & P2 at SPSU.
 08WD11000 Feb 4 – 20 (M/W, 6-9:30pm)
 08WD11001 May 5 – 21 (M/W, 6-9:30pm)
 \$895

new AutoCAD 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 LI courses, or 1 year experience.
 08WD09000 Jan 28 – Feb 20 (M/W, 6-9:30pm)
 08WD09001 Apr 22 – May 15 (T/Th, 6-9:30pm)
 \$1,095

AutoCAD User Certification

This is the final preparatory course for the Certification Program in AutoCAD. Emphasis will be on practical use and application in the fields of Architecture, Mechanical, and Site Plan Layout. Several projects will be completed using AutoCAD. The applications are intended to prepare the student to successfully complete the Certified AutoCAD User Exam given on the final night of class. If additional exam attempts are needed, the student must schedule an examination appointment with the Office of Continuing Education and pay a \$100 examination fee for each retake. Certification Application and Project completion is the responsibility of the student and will require access to AutoCAD software outside the class time. (2.7 CEUs) Prerequisites: AutoCAD Level I: Part I; AutoCAD Level I: Part 2; and AutoCAD Level 2 (Note: These prerequisites are mandatory and cannot be substituted with courses taken at another institution.)
 08WC38000 Feb 25 – Mar 24 (M, 9am-4pm)
 08WC38001 Apr 15 – May 13 (T/Th, 6-9pm)
 \$2,395

MicroStation

MicroStation v8, Beginning

Course uses the latest version of MicroStation with examples from various engineering disciplines. All topics covered apply to MicroStation Powerdraft, including AccuDraw precision input; elemental placement commands and attributes; view controls; working units and the design plane; hidden shortcuts, tips and tricks. (1.4 CEUs) Prerequisite: Introduction to Windows 2000 or equivalent. No prior computer aided design experience is required.
 08WD13000 Jan 17 – 18 (Th-F, 9am-5pm)
 08WD13001 Apr 10 – 11 (Th-F, 9am-5pm)
 \$595

MicroStation v8, Intermediate

Enhance your productivity by expanding upon information provided in Beginning MicroStation I, and venturing into such areas as dimensioning and annotation; patterning; plotting; reference files; complex elements; elements selection and fence operations; creating and using seed files. (1.4 CEUs) Prerequisite: Beginning MicroStation or equivalent experience.
 08WD14000 Feb 21 – 22 (Th-F, 9am-5pm)
 08SD14001 May 22 – 23 (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 CEUs)
08WE30000 Jan 26 – Feb 1 (Sa-F, 8am-6pm)
08WE30001 Mar 29 – Apr 4 (Sa-F, 8am-6pm)
08SE30002 May 31 – Jun 6 (Sa-F, 8am-6pm)
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

New Portland Cement Concrete and Hot Mix Asphalt Technology

This course is designed for engineers and technicians who have experience but little technical knowledge. The course addresses the following topics: chemical/physical properties of Portland cement and Portland cement concrete, PCC mix proportioning, standard tests on freshly mixed and hardened PCC, including non-destructive tests chemical/mineral admixtures, special types of PCC, fundamental behavior of HmA and sUPERPAVe mix design. (.6 CEUs)
08WE31000 Feb 8 (F, 9am-4pm)
08WE31001 May 9 (F, 9am-4pm)
\$495

New 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 rehabilitation recommendation, condition survey procedure. The software, LEDFAA and FAARFIELD will be accommodated during the class.
08WE34000 Mar 14 (F, 9am-4pm)
08S34001 Jun 13 (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



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)
08WE01000 Jan 24 (Th, 9am-5 pm)
08WE01001 Mar 27 (Th, 9am-5 pm)
08WE01002 Apr 1 – 3 (T/Th, 6-9:30pm)
08WE01003 Apr 24 (Th, 9am-5 pm)
08SE01004 May 29 (Th, 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)
08WE07000 Jan 25 (F, 9am-5 pm)
08WE07001 Mar 28 (F, 9am-5 pm)
08WE07002 Apr 23 (W, 9am-5 pm)
08SE07003 May 20 – 22 (T/Th, 6-9:30 pm)
08SE07004 Jun 13 (F, 9am-5 pm)
\$249

topics addressed are pavement evaluation, maintenance, and rehabilitation. several structural design software packages will also be introduced. (.6 CEUs)
08WE32000 Feb 22 (F, 9am-4pm)
08SE32001 May 23 (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)
08WE33000 Mar 7 (F, 9am-4pm)
08SE33001 Jun 6 (F, 9am-4pm)
\$495

new 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 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)
 08WE06000 Feb 1 – 8 (F, 8am-5pm)
 08WE06001 Apr 18 – 25 (F, 8am-5pm)
 08SE06002 Jun 6 – 13 (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)
 08WE03000 Jan 18 – 25 (F, 8am-5pm)
 08WE03001 Mar 14 – 21 (F, 8am-5pm)
 08SE03002 May 16 – 23 (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)
 08WE04000 Feb 15 (F, 8am-5pm)
 08WE04001 Apr 11 (F, 8am-5pm)
 08SE04002 Jun 20 (F, 8am-5pm)
 \$495

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

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)
 08WE10000 Mar 15 (Sa, 8am-5pm)
 \$595

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 planning 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)
 08WE12000 Apr 18 – 19 (F, Sa, 9am – 5pm)
 08WE12001 Jun 27 – 28 (F, Sa 9am – 5pm)
 \$995



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)
 08WE19000 Mar 20 (Th, 8am-12pm)
 \$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)
 08WE19001 Mar 20 (Th, 1-4pm)
 \$45

Asbestos/Lead Combo Get both courses!

08WE19002 Mar 20 (Th, 8am-4pm)
 \$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.
08WEI5000 Feb 2 - Mar 29 (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.
08WEI6000 Mar 1 - 29 (Sa, 9am-4pm)
\$595

Mechanical Professional Engineering Review

Fluids, Thermodynamics, Power Cycles, Heat Transfer, HVAC, Statics, Materials, Machine Design, Dynamics & Vibrations, Control Systems, Plant Engineering, and Engineering Economics. (2.4 CEUs) All retakes are now half price. Materials are not included on the half price retake.
08WEI7000 Mar 8 - 29 (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)
08WEI8000 Mar 8 - 29 (Sa, 9am-4pm)
\$595

Surveying

Land Surveying Vertical Control Workshop

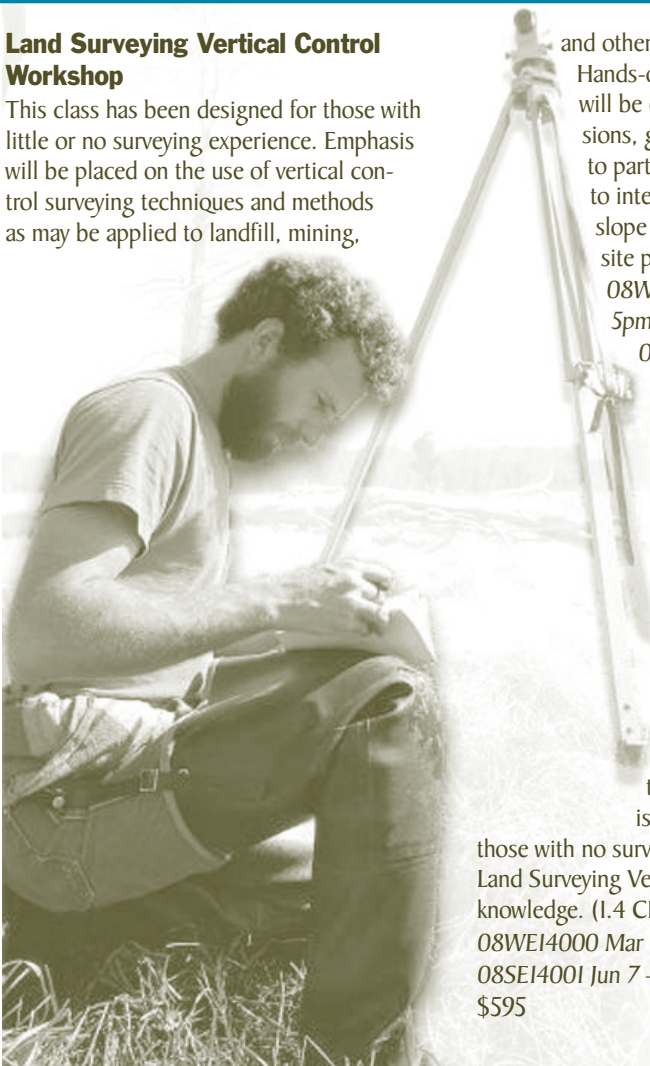
This class has been designed for those with little or no surveying experience. Emphasis will be placed on the use of vertical control surveying techniques and methods as may be applied to landfill, mining,

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)
08WEI3000 Feb 2 - 9 (Sa, 9am-5pm)
08WEI3001 May 3 - 10 (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)
08WEI4000 Mar 1 - 8 (Sa, 9am-5pm)
08SEI4001 Jun 7 - 14 (F, 9am-5pm)
\$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.

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

Courses Online!

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
\$1595

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 advanced 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
\$3295

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.

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 - 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
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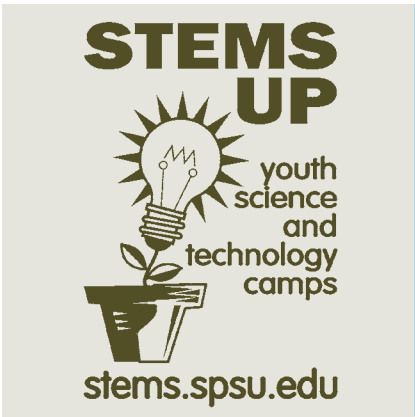
Contact us for more information
Callie Melton, Administrative Manager
678.915.3163 • 678.915.3576 fax
cmelton@spsu.edu

Summer Youth Science and Technology Camps



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

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



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

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

WHY PARENTS AND KIDS LIKE SPSU'S SUMMER PROGRAMS

- As Georgia's Technology University, we specialize in science, technology, engineering and mathematics.
- Our challenging learning activities are led by experienced adults. Not only does the curriculum stimulate each child's mind, guided recreational activities provide 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, 2008
FOR SUMMER 2008 SESSIONS!
DON'T MISS OUT!

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

Registration**There are five convenient ways to register:**

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

Registrations**Because class sizes may be limited,**

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

Cancellations**Southern Polytechnic State University**

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

If you need to cancel your registration,

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 Office of Continuing Education, 1100 S. Marietta Parkway, Marietta, GA 30060-2896.

Class Location

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

General Information

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

Directions to Campus

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take Exit 263 (S. Marietta Pkwy). Follow the west ramp towards Marietta. Merge onto South Marietta Parkway. After crossing Georgia highway 41 turn left at the traffic light onto the West Main Entrance and follow the signs to the Office of Continuing Education. If you have received your parking permit follow the directions included within to the appropriate student lot. If you need additional directions please call 678-915-7240.

Inclement Weather

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

TELEVISION

WSB
WAGA
WXIA
WGCL

RADIO

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

Why Continuing Education at SPSU?

- ✓ **Smaller classes for more personalized instruction**
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- ✓ **All classes are instructor-led**
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Polytechnic**
Georgia's Technology University

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