Links

Better, smarter, more productive

CEC at SPSU
- Technical & professional career-enhancing curriculum unlike any other
- Campus & online

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

oce.spsu.edu

SPSU SOUTHERN POLYTECHNIC STATE UNIVERSITY

Links

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

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

Contents

SNEAK PREVIEW!

ISO 13485 Healthcare/FDA

- Understanding ISO 13485 Medical Devices
- Internal Quality Systems Auditor
- Implementing the Standard
- Lead Auditor (with ISO 13485 Emphasis)

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

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!

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

10 NEW ONLINE COURSES! ▶ **pages 23–25**

CEC at SPSU

Better.

Our aim is to help you achieve your dreams. Success in a technological world requires technology training, and that's what we excel at. Our programs offer diverse opportunities for professional growth, which, in turn, add depth and breadth to your resume.

Smarter.

Smart professionals in every field continually upgrade their skills. Today's technology wonder is next week's obsolete toy. Skill sets undergo the same obsolescence. The pace of technology change demands continuous refreshing and relearning. Professionals rely on our courses to keep their skills up to date.

More productive.

Learning on the job has unique value, but there's also immense value in professional training. Through our training programs, you receive exposure to the entire scope of the subject, and thereby gain new techniques and ideas which allow you to do more or do it better.

TECHNICAL & PROFESSIONAL CAREER-ENHANCING CURRICULUM UNLIKE ANY OTHER

Unlike many other continuing education curriculums, the Continuing Education Center at Southern Polytechnic State University specializes in high-end programming and certifications. Other course ensembles we offer target quality management in a variety of disciplines. Our training can enlarge your command of professional and business software applications, like CAD, the Office suite, and QuickBooks. Courses we offer can enhance careers for those in construction and engineering positions. With delivery by knowledgeable, certified instructors, you can be certain that every dollar and minute you invest in our training will reward you far beyond your investment.

CAMPUS & ONLINE

Taking courses in a classroom with other people expands your understanding of a subject. Not only do you benefit from the instructor's knowledge, you gain the experience of your classmates. Many students bring actual workplace problems to class, an advantage which benefits everyone because of the shared problem-solving discussions and ultimate solutions generated through them. Your professional network expands because you meet others who are in fields related to yours. Campus courses require commitment to a pre-determined schedule and travel to the SPSU or a remote campus. If your schedule is less adaptable, some of your training requirements might be met by online courses. Some online courses result in certification, and others expand your existing skill set. The adaptable schedules of many courses are an easy fit for time- or logistics-constrained professionals. All online courses offer you opportunities to relate to others taking the same course through cyber discussions.

Almost every college or university offers continuing education to adults in the community, but very few offer courses of the same high technological and professional emphasis as CEC at SPSU.

Certificate Programs

A Certificate Program is a sequence of related courses that include an identified set of skills needed for proficiency in a selected area. The certificate ensures employers that an individual can demonstrate the skills/knowledge acquired.

Each course has specific learning objectives to be achieved. Upon successful completion of the sequence, you will receive a certificate signifying your accomplishment. Most certificate fees include vouchers for vendor-specific certifications.

Each participant in a computer-related certificate program has access to a computer station during each class session. All sessions are instructor-led. All certificate program instructors are certified in the subject matter that they are teaching.

If you have questions about any of the programs, call 678.915.7240.

* On-campus certificate programs require a completed Certificate Program application with a $10.00 non-refundable application fee for acceptance into the programs. A downloadable application is available in the Forms area at our website http://oce.spsu.edu.

CISCO™ Certified Network Associate (CCNA®)

This four-course program prepares you 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: Proficiency in the use of software in a Windows-based environment and possess one year experience in computer applications.

$AVE

Bundle Price:
Register and pay for all four CISCO courses at the same time for $4,760, a savings of $420

FACT

Stanford University computer scientists, Len Bosack and Sandy Lerner, found Cisco Systems in 1984 and develop their first multi-protocol router. The AGS multi-protocol router comes in 1986. With only three products and 111 employees for FY89, Cisco reports revenues of $27 million. Cisco earns its first patent in 1992 and continues its router and network infrastructure innovations. In July, 2004, Cisco's most significant routing innovation of the decade, the Cisco Carrier Routing System (CRS-1) was recognized in the Guinness Book of World Records as the world's highest capacity Internet router. By 2007, Cisco possesses 647 patents, and has sales of $34.9 billion.

Source: newsroom.cisco.com

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)
09WC01000 Mar 9 – Apr 8 (M/W, 6 – 10pm)
09WC01001 Apr 18 – May 16 (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)
09WC02000 Apr 20 – May 20 (M/W, 6 – 10pm)
09WC02001 May 30 – Jun 27 (Sa, 8am – 5pm)
$1,295

Course 3: LAN Switching and Wireless
Competencies: 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)
09SC03000 Jun 1 – Jul 1 (M/W, 6 – 10pm)
09SC03001 Jul 11 – Aug 8 (Sa, 8am – 5pm)
$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)
09SC04000 Jul 13 – Aug 12 (M/W, 6 – 10pm)
09SC04001 Aug 22 – Sep 26 (Sa, 8am – 5pm) Does not meet 9/5
$1,295

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

CISCO™ Certified Network Professional (CCNP®)

This four-course program prepares you 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. Prerequisite: CISCO Certified Network Associate (CCNA).

$AVE

Bundle Price:
Register and pay for all four CISCO courses at the same time for $4,760, a savings of $420

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)
09WC45000 Mar 3 – Apr 2 (T/Th, 6 – 10pm)
$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 configuring wireless client access, Describing and configuring security features in a switched network and Configuring support for voice. (4.0 CEUs)
09WC46000 Apr 14 – May 14 (T/Th, 6 – 10pm)
$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 configuring Cisco IOS IPS. (4.0 CEUs)
09SC47000 May 26 – Jun 25 (T/Th, 6 – 10pm)
$1,295

Course 4: Optimizing Converged Cisco Networks

Topics include: Describing Cisco VoIP implementations, Describing QoS considerations, Describing DiffServ QoS implementations, Implementing AutoQoS and Implementing WLAN security and management. (4.0 CEUs)
09SC48000 Jul 7 – Aug 6 (T/Th, 6 – 10pm)
$1,295

CONFERENCE AND MEETING FACILITIES

at Southern Polytechnic State University

Does your planning list include any of these?

- ☑ Food
- ☑ Housing
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- ☑ Professional marketing, including custom website and printed materials
- ☑ Registration
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Denise Stover, Director
678.915.3163 • 678.915.7490 fax
space@spsu.edu

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, email ConEd@spsu.edu, or visit us online at oce.spsu.edu.

CERTIFICATE PROGRAMS AND HIGH-END PROGRAMMING

Oracle 10g DBA Certification Preparation Program

Oracle Database 10g: Introduction to SQL
This class is applicable to Oracle8i, Oracle9i, Oracle10g and Oracle11g users. This course introduces Oracle Database 11g technology and the relational database concepts and the powerful SQL programming language. This course provides you 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.
09WC24000 Jan 31 – Feb 28 (Sa, 8am – 5pm)
09WC24001 Mar 30 – Apr 29 (M/W, 6 – 10pm)
$1,405

Oracle Database 10g: Administration Workshop I
Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database. You will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. You will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. (3.5 CEUs) Prerequisite: Introduction to SQL.
09WC25000 Mar 14 – Apr 11 (Sa, 8am – 5pm)
09WC25001 May 11 – Jun 15 (M/W, 6 – 10pm) Does not meet 5/25
$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. You 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. You will also learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). The lesson topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. (3.5 CEUs) Prerequisite: Administration Workshop.
09WC26000 Apr 25 – May 23 (Sa, 8am – 5pm)
09SC26000 Jun 22 – Jul 22 (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 you 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 you will develop a fully functional application using all the J2EE technologies and XML. (9.2 CEUs) Prerequisites: Working knowledge of HTML plus 1 year Java programming or SPSU´s Java Programming: Parts 1 and 2. This class is not intended to teach the Java programming language.
09WC20000 Feb 17 – Apr 28 (T/Th, 6 pm – 10 pm)
09SC20000 Jun 9 – Aug 18 (T/Th, 6 pm – 10 pm)
$2,995

> *** On-campus certificate programs require a completed Certificate Program application with a $10.00 non-refundable application fee for acceptance into the programs. A downloadable application is available in the Forms area at our website http://oce.spsu.edu.**

Java Programming

Accelerated Java
This five-day course is designed to bring you, 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 you 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).
09WP01000 Feb 14 – Mar 14 (Sa, 9am – 5pm)
09WP01001 May 18 – 22 (M-F, 9am – 5pm)
$1,095

Beginning Java
This five-day course provides a gentle introduction to the Java programming language for you who have never programmed before or whose skills are rusty. Topics include classes, objects, control structures, arrays, graphics, class variables and methods, primitive types, and class design. Covers the latest version of Java (J2SE 5.0). The course features extensive programming labs during which you 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.
09WP02000 Jan 3 – Jan 31 (Sa, 9am – 5pm)
09WP02001 Apr 11 – May 9 (Sa, 9am – 5pm)
$1,095

Java Swing
This three-day course shows how to build professional-looking graphical user interfaces using Java's Swing technology. Topics include Components, containers, events, layout managers, models, and timers. Covers the latest version of Swing (J2SE 5.0). The course features extensive programming labs during which you 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.
09WP03000 Mar 21 – Apr 4 (Sa, 9am – 5pm)
09WP03001 May 30 – Jun 13 (Sa, 9am – 5pm)
$695

Hardware and Operating Systems

A+/Net+ Certificate

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

09WC22000 Feb 9 – May 13 (M/W, 6 – 10pm)
$2,995

Linux+ Certificate Program

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

09WC21000 Jan 31 – Feb 28 (Sa, 8am – 5pm)
09WC21001 Oct 6 – Nov 05 (M/W, 6 – 10pm)
$1,295

Professional Project Management (PPM)

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

PPM Evening-Foundational and Exam Prep

SPSU's PPM Certificate program This 84-hour course prepares you to take the PMP exam. It covers the PMP Body of Knowledge in detail and is 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) Prerequisite: Minimum three years of project management experience and meet PMI requirements for PMP certification.

09WC39000 Jan 26 – Apr 6 (M–W, 6pm – 10pm)
09WC39001 Apr 14 – Jun 23 (T–Th, 6pm – 10pm)
$3,560

FACT

Project Management is one of the world's most in-demand skill sets, and is one of the fastest growing professional disciplines in North America. Project Management is used by large corporations, governments, and smaller organizations to standardize and reduce the tasks necessary to complete a project in the most effective and efficient manner. The average median salary for certified PMPs is $98,653.

Data Source: www.payscale.com

AutoCAD User Certification

See our complete AutoCAD curriculum on Pages 16-17.

AutoCAD 2008

AutoCAD Civil 3D 2008

Autodesk Inventor Suite 2008

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.

Six Sigma Green Belt, and Black Belt Certification

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

(D. Dusharme, Six Sigma Survey Quality Digest, February, 2003)

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

(Mikel Harry, Ford's Six Sigma consultant)

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, you 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) Prerequisite: None.

09WC27000 Jan 7 – 9 (M–W, 8:30am – 4:30pm) (Norcross Location)

09WC27001 Feb 9 – 11 (M–W, 8:30am – 4:30pm)

09WC27002 Mar 30 – Apr 1 (M–W, 8:30am – 4:30pm) (Norcross Location)

09WC27003 Apr 20 – 22 (M–W, 8:30am – 4:30pm)

09WC27004 May 11 – 13 (M–W, 8:30am – 4:30pm) (Norcross Location)

$1,200

* On-campus certificate programs require a completed Certificate Program application with a $10.00 non-refundable application fee for acceptance into the programs. A downloadable application is available in the Forms area at our website http://oce.spsu.edu.

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 you to become a leader of the Six Sigma initiative in your company. Emphasis is on applications of advanced statistical measurement concepts and methodologies. Training focuses on the DMAIIC 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. (10.5 CEUs) Prerequisite: Introduction to Statistics and Six Sigma Green Belt. Daytime: 15 days (3 non-consecutive weeks)

09WC28000 Feb 9–13, Mar 2–6, Apr 6–10 (M–F, 8:30am – 4:30pm), (Group 32)

09WC28001 June 22–26, Jul 27–31, Aug 10–14 (M–F, 8:30am – 4:30pm), (Norcross Location) (Group 33)

$7,500

Quality Systems

BSI's ISO 9001:2008 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 you through the entire audit process, from managing an audit program to reporting on audit results. You 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) Prerequisite: Working knowledge of occupational health and safety management systems, environmental management.

09WI02000 Feb 23 – 27 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

09WI02001 Apr 20 – 24 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

09SI02000 Jun 22 – 26 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

09SI02001 Aug 17 – 21 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

09FI02000 Oct 19-23 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

09FI02001 Dec 14 – 18 (M, 8am – 6:30pm; T, W, 8am – 7:30pm; Th, 8am – 6:30pm; F, 8am – 12:15pm (EXAM)

$1,695

Introduction to Statistics

You 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. You should bring a calculator to the class. This course is required for Six Sigma Black Belt Certification. (2.1 CEUs) Prerequisite: None.

09WQ08000 Jan 12 – 14 (M–W, 8:30am – 4:30pm)

09WQ08002 May 18 – 20 (M–W, 8:30am – 4:30pm)

$750

BSI's Implementing ISO 9001:2008

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 9000:2005 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 9001:2008 registration. Exercises prepare you to identify key requirements, create documentation, develop project plans, and prepare a scope map. (1.6 CEUs) Prerequisite: None.

09WI04000 Mar 16-17 (M–T, 8am – 5:30pm)
U/ISO is the first day of Implementing course
09SI04000 Aug 3-4 (M–T, 8am – 5:30pm) U/ISO is the first day of Implementing course
09FI04000 Nov 9-10 (M–T, 8am – 5:30pm) U/ISO is the first day of Implementing course
$959

BSI's Understanding ISO 9001:2008

BSI's Understanding ISO 9001:2008 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 9001:2008 in detail, providing a base for understanding the Quality Management Principles. You learn by participating in group exercises and in-depth discussions. (.8 CEUs) Prerequisite: None, although basic knowledge of ISO 9001:2008 beneficial.

09WI05000 Mar 16 (M, 8am – 5:30pm)
09SI05000 Aug 3 (M, 8am – 5:30pm)
09FI05000 Nov 9 (M, 8am – 5:30pm)
$595

BSI's Quality Systems Documentation

Course provides practical guidance on writing and maintaining readable and usable documents in accordance with an ISO 9001:2008-based quality management system. Experienced instructors lead you 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) Prerequisite: None, although knowledge of ISO 9001:2008 would be beneficial.

09WI03000 Mar 18 -19 (W–Th, 8am – 5:30pm)
09SI03000 Aug 5-6 (W–Th, 8am- 5:30pm)
09FI03000 Nov 11-12 (W–Th, 8am-5:30pm)
$959

BSI's ISO 9001:2008 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 you through internal audits that are required for a quality management system based on ISO 9001:2008. You 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. Long hours and evening work are to be expected. (2.4 EU's) Prerequisite: Some prior knowledge of the ISO 9000 series of standards is recommended.

09WI01000 Jan 20 – 22 (T, W, 8am – 6:45pm; Th, 8am – 3pm)
09WI01001 Mar 24 – 26 (T, W, 8am – 6:45pm; Th, 8am – 3pm)
09SI01000 May 19 – 21 (T, W, 8am – 6:45pm; Th, 8am – 3pm)
09SI01001 July 28-30 (T, W, 8am – 6:45pm; Th, 8am-3pm)
09FI01000 Sept 22-24 (T, W, 8am – 6:45pm; Th, 8am – 3pm)
09FI01001 Nov 17-19 (T, W, 8am – 6:45pm; Th, 8am – 3pm)
$1,195

Quality Management / Process Tools

Certified Information Systems Security Professional (CISSP) Certification Program

This 60-hour comprehensive course prepares you 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. (6.0 CEUs) Prerequisite: 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.

09WC40000 Feb 24 – Apr 14 (T/Th 6 – 10pm)
09WC40001 May 5 – Jun 23 (T/Th 6 – 10pm)
$1,995

Root Cause Analysis

This course introduces you 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) Prerequisite: None, although previous experience helpful.

09WQ06000 Mar 12 – 13 (Th–F, 8:30am – 4:30pm)
09WQ06001 May 7 – 8 (Th–F, 8:30am – 4:30pm)
$495

Project Management Fundamentals

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

09WM14000 Jan 27 (T, 9am – 4pm)
09WM14001 Mar 24 (T, 9am – 4pm)
09WM14002 May 5 (T, 9am – 4pm)
$200

QUESTIONS?
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678.915.7240

• find us online at •
oce.spsu.edu

• email us at •
ConEd@spsu.edu

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

ISO 14001 Environmental Management

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

Course provides you with the knowledge to implement and manage an environmental management system (EMS) appropriate to the needs of your organization. You gain the necessary tools and skills to help it success-fully develop the key processes, controls, and documentation for an effective EMS. Knowl-edgeable instructors guide you through the implementation stages, and group exercises give you practice in implementation activities. (1.6 CEUs) Prerequisite: None.
09WI08000 Apr 27 – 28 (M–T, 8am – 5:30pm)
09FI08000 Oct 5-6 (M–T, 8am – 5pm)
$959

BSI's Environmental Management Systems Internal Auditor

Course teaches the principles and practices of effective environmental management systems and process audits in accordance with the ISO 14000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced

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instructors assist you with developing a high proficiency in environmental management system concepts, and role-play exercises provide you with practical experience in conducting internal audits. (1.6 CEUs) Prerequisite: None, although a basic knowledge of environmental management systems ISO 14001 is recommended.
09WI09000 Apr 29-30 (W–Th, 8am – 5:30pm)
09FI09000 Oct 7-8 (W–Th, 8am – 5:30pm)
$1,095

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 Man-agement Systems Auditing." Experienced instruc-tors guide you through the entire audit process, from managing an audit program to reporting on audit results. You gain necessary auditing skills through a balance of formal classroom tutori-als, 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) Prerequisite: Completion of a pre-course ques-tionnaire before the first day of the course, and a prior review of the ISO 14001 standard and internal audit experience are strongly recommended.
09SI10000 May 4-8 (M–Th, 8am – 7pm; F, 8am – 12:30pm)
09FI10000 Dec 7-11 (M–Th 8am – 7pm; F, 8am-12:30pm)
$1,895

Quality Management

(CMQ/OE) Certified Manager of Quality Organizational Excellence

All managers will benefit from this "systems approach" to learning effective leadership and manage-ment 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 man-agement tools, customer-focus, supplier performance, effective management strategies, and train-ing and development. This program serves as an exam refresher for the ASQ-CMQ/OE exam and also serves as a foundation for deploy-ment of quality management prin-ciples and standards. The program is taught by experienced quality managers. (3.5 CEUs) Prerequisite: Experience in this field is neces-sary.
09WQ05000 Feb 23 – 27 (M–F, 8:30am – 4:30pm)
$995

**Special Note:
The nationalASQ/CMQ/OE exam
is scheduled for
March 7, 2009 through ASQ.**

ISO 27001 Information Security Management Systems

BSI's ISO 27001 Understanding an Information Security Management System

The Understanding an Information Security Management System course provides an over-view of the latest techniques and examines issues surrounding Information Security Man-agement System (ISMS). This course details the requirements for a formal management system as specified in ISO/IEC 27001:2005 and outlines information security issues includ-ing methods of control and countermeasures for threats. Experienced instructors lead you through exercises designed to help you under-stand the processes involved in implementing and managing information security. (1.6 CEUs) Prerequisite: None.
09WI11000 Mar 30 – 31 (M–T, 8am – 5:30pm)
09SI11000 Sep 14- 15 (M–T, 8am – 5:30pm)
$1,095

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

This course provides an overview of the latest techniques and examines issues surrounding Information Security Management System (ISMS). This course details the requirements for implementing a formal management system as specified in ISO/IEC 27001:2005 and outlines information security issues in-cluding methods of control and countermeasures for threats. Experienced instructors lead you to help you understand the processes required to implement and manage information security. Exercises and discussions teach you how to implement controls and how to integrate ISMS activities with business and other security objectives. (2.4 CEUs) Prerequisite: A prior review of ISO/IEC 27002, ISO/IEC 27001, or BS 7799-2 and knowledge of information security practices is strongly suggested.
09WI12000 Apr 1 – 3, (W–F, 8am – 5:30pm)
09FI12000 Sep 16-18 (W–F, 8am – 5:30pm)
$1,495

BSI's ISO 27001 Information Security Management System Lead Auditor

Information Security Management System Lead Auditor teaches you the fundamentals of auditing infor-mation security management systems to ISO 27001:2005 (BS 7799-2:2002). This five-day intensive course trains you 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 you will also gain the knowledge and understanding necessary to give practical help and information to other individuals

ISO 13485 HEALTHCARE/FDA

BSI's Understanding ISO 13485 Medical Devices

BSI's "Understanding ISO 13485:2003" course gives you a broad understanding of the quality management system requirements outlined in the medical devices standard ISO 13485:2003. The course focuses on teaching the process approach for quality management and how ISO 13485:2003 and GMPs compliment each other. In addition, you gain an introduction to the concept of risk management as described in the standard ISO 14971:2007, "Application of Risk Management to Medical Devices." The course includes exercises to provide you with the opportunity to practice the information taught in the course. Our instructors also encourage discussion and debate as part of the learning process. (.8 CEUs) Prerequisite: Basic knowledge of quality management systems, ISO 9001, or ISO 13485.

09WI22000 Mar 2 (M, 8am – 5:30pm)
09FI22000 Oct 26 (M, 8am – 5:30pm)
$595

BSI's ISO 13485 Internal Quality Systems Auditor

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

medical device manufacturing organizations. (2.4 CEUs) Prerequisite: Some prior knowledge of the ISO 9000 series of standards recommended.
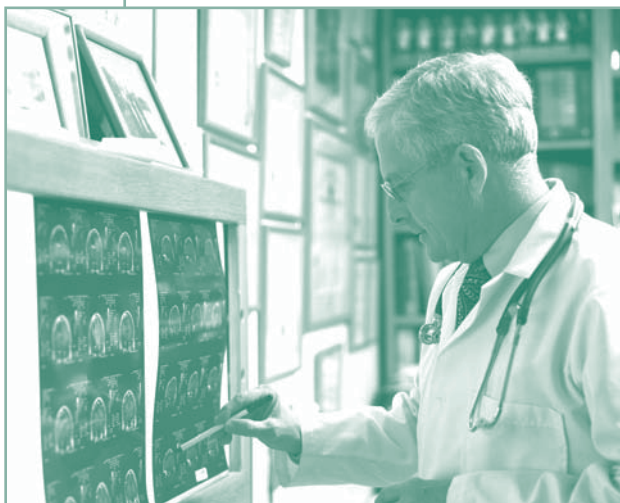
09WI24000 Mar 2 – 4 (M, T, W, 8am – 5:30pm)
09FI24000 Oct 26 – 28 (M, T, W, 8am – 5:30pm)
$1,195

BSI's Implementing ISO 13485-2003

BSI's "Implementing ISO 13485:2003" course introduces the concepts needed to understand, develop, and implement a quality management system as outlined in the medical devices standard ISO 13485:2003. This course also discusses the use of ISO 14971:2007, which contains key principles and guidance for risk management. PD CEN ISO/TR 14969:2005, "Medical devices

– quality management systems – guidance on the application of ISO 13485:2003" will also be used as a learning tool. Experienced instructors explain how to integrate ISO 13485:2003 system implementation with the overall business, prepare for audits, and achieve ISO 13485:2003 registration. Exercises prepare you to identify key require-

ments, create documentation, develop project plans, and prepare a scope map. (1.6 CEUs) Prerequisite: Basic knowledge of medical devices, ISO 9001, or ISO 13485 beneficial.

09WI25000 Mar 5 – 6 (Th, F, 8am – 5:30pm)
09FI25000 Oct 29 – 30 (Th, F, 8am – 5:30pm)
$995

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

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

09SI26000 Jun 1 – 5 (M, T, W, Th, 8am – 7pm; F, 8am – 12:15pm)
09FI26000 Nov 16 – 20 (M, T, W, Th, 8am – 7pm; F, 8am – 12:15pm)
$2,095

and organizations working toward conformance to the standard. This course is registered by the governing board of the IQA – International Register of Certified Auditors (IRCA) and meets part of the training requirements of those seeking registration as a lead auditor under that scheme (A17287). It also meets the training requirements for IATCA auditor certification. (4.0 CEUs) Prerequisite: A prior review of ISO/IEC 27002 and ISO/IEC 27001 and knowledge of information security practices is required.

09SI13001 Jun 8-12 (M, 8am– 5:30pm; T,W,Th, 8am – 6pm; F, 8:00am – 12pm (EXAM)
09FI13001 Dec 7-11 (M, 8am– 5:30pm; T,W,Th, 8am – 6pm; F, 8:00am – 12pm (EXAM)
$2,495

ISO 27001:2005 Information Security Management System Internal Auditor

BSI's "ISO 27001:2005 Information Security Management System Internal Auditor" course teaches you the fundamentals of auditing information security management systems to ISO 27001:2005. This course teaches you how to conduct audits within your organization. The auditing exercises and lectures are based on ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide you through internal audits that are required for a quality management system based on ISO 27001:2005. You 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) Prerequisite: A prior review of ISO/IEC 27002 and ISO/IEC 27001 recommended.

09SI28000 Apr 6 – 8 (M–W, 8am – 5:00pm)
09FI28000 Sept 29- Oct 1 (T–Th, 8am – 5:00pm)
$1,495

FACT

A study conducted by UCLA, University of Maryland and Universida Carlos III in Madrid concluded that US publicly held companies traded on the NYSE that received registration under ISO quality standards showed significant improvement in financial performance compared to those companies that had not pursued standards. Not only did the firms that received ISO registration improve their performance, but the firms that failed to seek registration experienced substantial deterioration in return on assets, productivity and sales. Registered companies avoided such declines.

Source: http://www.manufacturingnews.com/news/02/0830/art1.html

ISO 9001:2000 with Customized Reference to Specific Industries

BSI's ISO 9001:2008 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, you 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) Prerequisite: Completion of a pre-course assignment prior to first day of course; a prior review of the ISO/TS 16949 standard and internal audit experience are strongly recommended.

09SI18000 Jul 20 – 24 (M, T, W, Th 8am – 7pm; F, 8am – 12pm)
$1,795

BSI's ISO TS16949:2002 Internal Auditor

Course helps you understand and practice internal auditing for ISO/TS 16949:2002. You will gain the skills to create audit schedules, follow audit trails, and write nonconformance and audit reports. Experienced instructors lead you through case studies and audit simulations, and you gain a working knowledge of ISO 19011:2002, Guidelines for Quality and/or Environmental Management Systems Auditing." The instructor-led lectures also help you understand the role of customer-specific requirements within the auditing process. (2.4 CEUs) Prerequisite: Working knowledge of quality management systems, ISO 9001.

09WI06000 May 13 – 15 (W–F, 8am – 5:30pm)
09FI06000 Oct 28 – 30 (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. You 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. (1.6 CEUs) Prerequisite: A working knowledge of QS-9000 or ISO 9001:2000 is recommended.

09WI20000 May 11 – 12 (M – T, 8am – 5:30pm)
09FI20000 Oct 26 – 27 (M – T, 8am – 5:30pm)
$995

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 you 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) Prerequisite: Completion of a pre-course assignment prior to first day of course; a prior review of the SAE AS9100 Revision B standard is required; experience auditing to ISO 9001 strongly recommended.

09SI14000 May 4 – 8 (M, T, W, Th, 8am – 6:30pm; F, 8am – 3:30pm)
09WI14000 Nov 9 – 13 (M, T, W, Th, 8am – 6:30pm; F, 8am – 3:30pm)
$2,195

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. You 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 you 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) Prerequisite: Basic knowledge of environmental management systems, quality management systems, ISO 14001, ISO 9001, or SAE AS9100 Revision B is recommended.

09WI17000 Feb 10 – 12 (T, W, Th, 8am – 5:30pm)
09SI17000 Sep 1 – 3 (T, W, Th, 8am – 5:30pm)
$1,159

FACT

AS9100 certification can be used throughout the entire aerospace supply chain including the design and manufacture of airport and airline operations, replacement parts, supply and maintenance, cargo handling, overhaul and repair depots and flight operations.

Source: www.kamek.com

Food Safety Management

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. You 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 your organization. Prerequisite: This is an introductory course designed for individuals with little or no previous knowledge of ISO 22000:2005. (.8 CEUs) Prerequisite: None. This is also the first day of the Internal Auditor course.

09SF02000 Jun 16 (T, 8am – 5pm)

09FF02000 Dec 1 (T, 8am – 5pm)

$595

ISO 22000:2005 Internal Auditor

BSI's "ISO 22000:2005 Internal Auditor" course focuses on teaching you 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 you through internal audits that are required for a management system based on ISO 22000:2005. You 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) Prerequisite: Some prior knowledge of ISO 22000:2005 or food safety management systems recommended. The first day covers Understanding ISO 22000:2005.

09SF03000 Jun 16 – 18 (T, W, Th, 8am – 5pm)

09FF03000 Dec 1 – 3 (T, W, Th, 8am – 5pm)

$1,295

Who Should Attend:

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

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

BSI's "Understanding HACCP For Food Safety" course is designed for individuals seeking a basic understanding of Hazard Analysis Critical Control Point and its role within a management system. This one-day course provides a detailed overview of the 7 Principles of HACCP and how implementing a HACCP program can help organizations build in the basic fundamentals to achieve the provision of safe food. You 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 if you're interested in how the principles of HACCP can be applied to non-food industries such as the manufacture of packaging goods, food additives, etc. You are led by an experienced BSI instructor and are asked to complete exercises to solidify understanding of the principles of HACCP as applicable to your organization. (.8 CEUs) Prerequisite: None. This is an introductory course designed for individuals with little or no previous knowledge of HACCP.

09SF04000 Aug 11 (T, 8am – 5:30pm)

$595

Advanced HACCP for Food Safety

BSI's Advanced HACCP for food safety course is designed for individuals seeking an in-depth understanding of HACCP, its role within a management system, and its implementation within a food business. This three day course provides a detailed overview of the 7 Principles of HACCP, the twelve steps for implementation, HACCP requirements within regulated industries and how implementing a HACCP program can help organizations build in the basic fundamentals to achieve the provision of safe food. You will gain a detailed understanding of HACCP principles which can be applied to specific commodities such as meat, processed foods, beverages, etc. This course is also beneficial if you're interested in how the principles of HACCP can be applied to non-food industries such as the manufacture of packaging goods, food additives, etc. You are led by an experienced BSI instructor and are asked to complete exercises to solidify understanding of the principles of HACCP as applicable to your organization, and will participate in the development of a HACCP plan. (2.4 CEUs) Prerequisite: None, although some knowledge of food safety would be beneficial.. This course is designed for individuals with little or no previous knowledge of HACCP. Some knowledge of food safety would be beneficial.

09SI20000 Aug 12 – 14 (W, Th, F, 8am – 5:30pm)

$1,095

ISO 20000 Information Technology

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

ISO/IEC 20000-1:2005 is the ISO Standard for IT Service Management. It provides an assessment framework and specification for the adoption of an integrated approach to effectively deliver managed IT services to meet business and customer requirements. This intensive 1-day course provides you 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) Prerequisite: None; however, basic knowledge of IT service management is highly recommended.
09WI07000 Apr 15 (W, 8am – 5:30pm)
09FI07000 Nov 2 (M, 8am – 5:30pm)
$595

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 you 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) Prerequisite: A general background in IT, basic competence in IT service management processes and prior review of the ISO/IEC 20000 family of standards is recommended.
09WI21000 Apr 15 – 17 (W-F, 8am – 5:30pm)
09FI21000 Nov 2 – 4 (M-W, 8am – 5:30pm)
$1,595

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 you with the necessary understanding of ISO/IEC 20000-1:2005 and guidance for implementing an IT Service Management system that is compliant with the standard and meets certification requirements. Experienced instructors explain how to integrate the standard during system implementation, prepare for audits, and achieve ISO/IEC 20000-1:2005 registration. Exercises prepare you to identify key requirements and create required documentation. (1.6 CEUs) Prerequisite: None.
09WI23000 May 27 – 28 (W, Th, 8am – 5:30pm)
09FI23000 Nov 5 – 6 (Th, F, 8am – 5:30pm)
$1,195

BSI's IT Service Management System Lead Auditor

BSI's "IT Service Management System Lead Auditor" course provides students with the skills and knowledge to conduct and lead effective IT service management system audits in accordance with the requirements of ISO/IEC 20000-1:2005 and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The course explains the principles and practices of independent auditing for an IT service management system and guides students through the entire audit process, from managing an audit program to reporting on audit results. Students will gain the necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. IRCA Certified Course (A17452). (4.0 CEUs) Prerequisite: A general background in IT, basic competence in IT service management processes and prior review of the ISO/IEC 20000 family of standards is recommended.
09WI29000 Feb 2 – 6 (M-F, 8am – 5:30pm)
$2,495

• Microsoft • Office •

PowerPoint 2007

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.
09WM13001 Feb 28 (F, 9am – 4pm)
$200

PowerPoint 2007 Basic Presentations

Learn the basics of using Microsoft PowerPoint to create 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.
09WM12004 Feb 24 (T, 9am – 4pm)
09WM12005 Mar 31 (T, 9am – 4pm)
09WM12006 Jun 5 (F, 9am – 4pm)
$200

• **Microsoft** • **Office** • **Microsoft** • **Office** • **Microsoft** • **Office** • **Microsoft** • **Office** • **15**

MICROSOFT OFFICE

Word 2007, Basic to Advanced

Word 2007: Intro - 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.

09WM08004 Jan 20 (T, 9am – 4pm)
09WM08005 Mar 3 (T, 9am – 4pm)
09WM08006 May 12 (T, 9am – 4pm)
$200

Word 2007: Intermediate-Enhanced Documents

You 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.

09WM09000 Feb 3 (T, 9am – 4pm)
09WM09001 Mar 17 (T, 9am – 4pm)
09WM09002 Apr 7 (T, 9am – 4pm)
09WM09003 Jun 2 (T, 9am – 4pm)
$200

Word 2007 – Forms, Mail Merge & Collaboration (formerly Automating Word Documents)

Learn how to automate daily tasks by creating forms, mail merging documents and working with advanced collaboration features. (0.6 CEUs) Prerequisite: Intermediate Word or equivalent knowledge.

09WM10000 Feb 17 (T, 9am – 4pm)
09WM10001 Apr 21 (T, 9am – 4pm)
$200

Windows Vista

Windows Vista – Basic

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

09WM16000 Jan 13 (T, 9am – 4pm)
09WM16001 Feb 27 (F, 9am – 4pm)
09WM16002 Apr 14 (T, 9am – 4pm)
09WM16003 Jun 16 (T, 9am – 4pm
$200

Excel 2007, Basic to Advanced

Excel 2007: Basic - Worksheets

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.

09WM04003 Jan 23 (F, 9am – 4pm)
09WM04004 Mar 20 (F, 9am – 4pm)
09WM04005 May 29 (F, 9am – 4pm)
$200

Excel 2007: Intermediate-3D Workbooks & Advanced Formulas

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

09WM05000 Feb 6 (F, 9am – 4pm)
09WM05001 Apr 3 (F, 9am – 4pm)
09SM05002 Jun 12 (F, 9am – 4pm)
$200

Microsoft Project 2007

Project Management Using Microsoft Project 2007

This 3-day course focuses on MS Project 2003 software applications. You 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. This class can also be useful to those who plan to enroll in the Professional Project Management Certificate Program. (1.8 CEUs) Prerequisite: Completion of Project Management Fundamentals or equivalent knowledge, including some familiarity with Microsoft Project 2003. (If you are new to Microsoft Project 2003, it is recommended that you review the tutorials in the software before coming to class.)

09WM15000 Jan 28 – 30 (W, Th, F, 9am – 4pm)
09WM15001 Mar 25 – 27 (W, Th, F, 9am – 4pm)
09WM15002 May 6 – 8 (W, Th, F, 9am – 4pm)
$595

Excel 2007: Advanced-Database Features & Functions

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

09WM06000 Feb 20 (F, 9am – 4pm)
09WM06001 Apr 17 (F, 9am – 4pm)
09SM06002 Jun 26 (F, 9am – 4pm)
$200

Excel 2007 – Collaboration and Macros (formerly Automating)

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

09WM07000 Mar 6 (F, 9am – 4pm)
09WM07001 May 1 (F, 9am – 4pm)
$200

Access 2007, Basic to Advanced

Access 2007: Intro- 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.

09WM02003 Feb 12 – 13 (Th, F, 9am – 4pm)
09SM02004 Jun 18 – 19 (Th, F, 9am – 4pm)
$310

Access 2007: Advanced-Databases

This course expands the skills you learned in the Introduction course. You will learn how to join tables, enhance select queries, create advanced reports, work with advanced form controls, create multi-table forms and create simple macros. (1.2 CEUs) Prerequisite: Access 2007, Introduction.

09WM03000 Mar 12 – 13 (Th, F, 9am – 4pm)
09WM03001 May 14 – 15 (Th, F, 9am – 4pm)
$350

QUESTIONS?

• CALL • 678.915.7240 • EMAIL • ConEd@spsu.edu
• ONLINE • oce.spsu.edu ■

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 you 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 678-915-7386.

New Update to AutoCAD 2009
Autodesk AutoCAD 2009 Update Official Training Course explains the new features of this latest product release. This one-day course is designed to provide attendees with an understanding of the new concepts, processes and practical applications that can be used to enhance productivity and complete design tasks. (0.7 CEUs)
Prerequisite: AutoCAD L1:P1, AutoCAD L1:P2 of previous AutoCAD release.
09WD15000 Feb 6 (F, 9am – 5pm)
09WD15001 Mar 31 – Apr 2 (T/Th, 6 – 9:30pm)
09WD15002 Apr 3 (F, 9am – 5pm)
$395

AutoCAD, Level 3: Creating 3D Models
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. (1.4 CEUs) Prerequisite: AutoCAD L1:P1, AutoCAD L1:P2 & AutoCAD L2 or instructor approval.
09WD07000 Feb 9 – 10 (M-T, 9am – 5pm)
09WD07001 Apr 13 – 14 (M-T, 9am – 5pm)
$595

Autodesk Revit Architecture Essentials
This course covers the basics of Revit® Architecture, from schematic design through construction documentation. You are introduced to the concepts of Building Information Modeling and the tools for parametric building design and documentation. This course offers both imperial and metric hands-on exercises representing real-world design scenarios.(2.1 CEUs) Prerequisite: AutoCAD L1:P1, AutoCAD L1:P2 & AutoCAD L2 or instructor approval.
09WD08000 Mar 9 – 11 (M-W, 9am – 5pm)
09WD08001 May 2 – 16 (Sa, 9am – 5pm)
$995

AutoCAD, Level 1: Part 1 Express Track
This beginner´s course uses the latest version of AutoCAD to teach basic skills to create and edit 2D production drawings. You 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.
09WD01000 Jan 12 – 13 (M – T, 9am – 5pm)
09WD01001 Feb 2 – 3 (M – T, 9am – 5pm)
09WD01002 Mar 3 – 4 (T – W, 9am – 5pm)
09WD01003 Mar 30 – 31 (M – T, 9am – 5pm)
09WD01004 May 4 – 5 (M – T, 9am – 5pm)
09SD01000 Jun 8 – 9 (M – T, 9am – 5pm)
$595

AutoCAD, Level 1: Part 1 Standard Track
Same description and prerequisite as the Express track, however, there is additional time for practice and exercises. (1.8 CEUs)
09WD02000 Jan 6 – 22 (T/Th, 6 – 9pm)
09SD02000 Jun 9 – 25 (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 L1:P1 or instructor approval.
09WD03000 Jan 14 – 15 (W – Th, 9am – 5pm)
09WD03001 Feb 4 – 5 (W – Th, 9am – 5pm)
09WD03002 Mar 5 – 6 (Th – F, 9am – 5pm)
09WD03003 Apr 1 – 2 (W – Th, 9am – 5pm)
09WD03004 May 6 – 7 (W – Th, 9am – 5pm)
09SD03000 Jun 10 – 11 (W – Th, 9am – 5pm)
$595

AutoCAD, Level 1: Part 2 Standard Track
Same description and prerequisite as the Express track, however, there is additional time for practice and exercises. (1.8 CEUs)
09WD04000 Jan 27 – Feb 12 (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, working with fields and tables, dynamic blocks and attributes, advanced attribute extraction, managing XREFs, raster images, drafting tools, dimension styles, extensive layout use and control, and attributes. Tools featured include advanced object types, design center and introduction to 3D. (2.1 CEUs) Prerequisite: AutoCAD L1:P1 & AutoCAD L1:P2 or instructor approval.
09WD05000 Jan 26 – 28 (M – W, 9am – 5pm)
09WD05002 Mar 17 – 19 (T – Th, 9am – 5pm)
09WD05004 May 18 – 20 (M – W, 9am – 5pm)
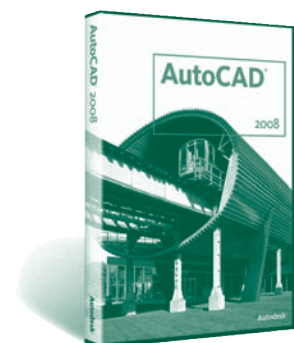09SD05000 Jun 22 – 24 (M – W, 9am – 5pm)
$895

AutoCAD, Level 2: Intermediate Standard Track
Same description and prerequisite as the Express track, however, there is additional time for practice and exercises. (2.7 CEUs)
09WD06000 Feb 24 – Mar 24 (T/Th, 6 – 9pm)
$995

Autodesk Inventor User Certification

This course is designed to teach the knowledge and skills assessed on the Autodesk Inventor® 2009 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
09WC42000 Mar 10 – 26 (T/Th, 6 – 9:30 pm)
09SD42000 Jun 6 – 20 (Sa, 9am – 5pm)
$1,095

Autodesk Inventor Essentials

This course covers the fundamental principles of 3D parametric part design, assembly design, and creating production-ready part and assembly drawings using Autodesk® Inventor™. You 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. You also learn how to document your designs using base, projected, section, detail, and isometric drawing views; document assemblies using standard and exploded drawing views; and follow drafting standards while dimensioning and annotating drawing views with automated balloons and parts lists. Hands-on exercises representing real-world, industry-specific design scenarios are included. (2.8 CEUs) Prerequisite: AutoCAD L1:P1 & AutoCAD L1:P2 or 1 year experience.
09WD09000 Feb 3 – 24 (T/Th, 6 – 10pm)
09WD09001 Apr 25 – May 16 (Sa, 9am – 5pm)
$1,095

Autodesk Civil 3D Design User Certification

This course is designed to teach the knowledge and skills assessed on the Autodesk Civil 3D 2007 Certified User examination. In addition to the coursework, this manual encourages self-learning through the use of the AutoCAD Help system. Topics include: Understanding the Application Interface, Working with Point Data, Surface Modeling, Parcel Development, Road Design, Corridor Modeling, Subassemblies, and Cross Sections, Grading, Sharing Data, Pipe Networks, and Survey. (2.1 CEUs) Prerequisites: Civil 3D Essentials or 2 years experience.
09WC41000 Mar 14 – 28 (Sa, 9am – 5pm)
09SC41000 Jun 2 – 18 (M/W, 6 – 9:30 pm)
$995

Autodesk Civil 3D Essentials

This hands-on foundation-level course covers the essentials of Autodesk Civil 3D. You learn how to work with point data in Autodesk Civil 3D, create and analyze a surface, develop a site, model roads, corridors, and pipe networks, work with survey data, and how to import and export data. Hands-on exercises in both Imperial and Metric throughout the course explore how to create 2D and 3D production drawings. (2.1 CEUs) Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD L1:P1 & AutoCAD L1:P2 at SPSU.
09WD11000 Feb 7 – 21 (Sa, 9am – 5pm)
09WD11001 Apr 7 – 23 (T/Th, 6 – 9:30pm)
$895

AutoCAD User Certification

This is the final preparatory course for the Certification Program in AutoCAD. Emphasis will be on practical use and application in the fields of Architecture, Mechanical, and Site Plan Layout. Several projects will be completed using AutoCAD. The applications are intended to prepare you to successfully complete the Certified AutoCAD User Exam given on the final night of class. If additional exam attempts are needed, you 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 your responsibility and will require access to AutoCAD software outside the class time.
(2.7 CEUs) Prerequisites: AutoCAD L1:P1, AutoCAD L1:P2, and AutoCAD L2 (Note: These prerequisites are mandatory and cannot be substituted with courses taken at another institution.)
09WC38000 Feb 23 – Mar 23 (M, 9am – 4pm)
09WC38001 Apr 14 – May 12 (T/Th, 6 – 9pm)
$2,395

* On-campus certificate programs require a completed Certificate Program application with a $10.00 non-refundable application fee for acceptance into the programs. A downloadable application is available in the Forms area at our website http://oce.spsu.edu.

MicroStation

MicroStation, Beginning

Course uses the latest version of MicroStation with examples from various engineering disciplines. All topics covered apply to MicroStation Powerdraft, including AccuDraw precision input; elemental placement commands and attributes; view controls; working units and the design plane; hidden shortcuts, tips and tricks. (1.4 CEUs) Prerequisite: Introduction to Windows 2000 or equivalent. No prior computer aided design experience is required.
09WD13000 Feb 5 – 6 (Th-F, 9am – 5pm)
09WD13001 May 7 – 8 (Th-F, 9am – 5pm)
$595

MicroStation, Intermediate

Enhance your productivity by expanding upon information provided in Beginning MicroStation J, and venturing into such areas as dimensioning and annotation; patterning; plotting; reference files; complex elements; elements selection and fence operations; creating and using seed files. (1.4 CEUs) Prerequisite: Beginning MicroStation or equivalent experience.
09WD14000 Mar 5 – 6 (Th-F, 9am – 5pm)
09SD14000 Jun 4 – 5 (Th-F, 9am – 5pm)
$595

State Contractor Exam Preparation

New

Get your contractor's license through this group of courses! These American Contractors Exam Services classes not only prepare you with essential operating information, but your successful course completion, in addition to review and acceptance of your company's scope and credentials, results in acquisition of your contractor's license on the spot. Course materials are not included: you must apply for the materials specific to your contractor classification and pay for them at class start. All participants attend the same class; the contractor license classification being sought determines the degree of company scope and credentials investigation.

09WE40000 Jan 22 – 23 (Th – F, 8am – 5 pm)
09WE40001 Feb 26 – 27 (Th – F, 8am – 5pm)
09WE40002 Mar 10 – 11 (T – W, 8am – 5pm)
09WE40003 Mar 24 – 25 (T – W, 8am – 5pm)
09WE40004 Apr 23 – 24 (Th – F, 8am – 5pm)
09WE40005 May 21 – 22 (Th – F, 8am – 5pm)
09WE40006 Jun 16 – 17 (T – W, 8am – 5pm)

New Georgia Business Law
This Georgia Business and Law Seminar covers licensing requirements, estimating and bidding, business organization, financial management, tax laws, labor laws, project management, lien law, contracts, risk management, environmental, and safety. Sponsored by American Contractors Exam Services. (.4 CEUs) Prerequisite: None.

09WE41000 Jan 22 (Th, 8am-12noon)
09WE41001 Feb 26 (Th, 8am-12noon)
09WE41002 Mar 10 (T, 8am-12noon)
09WE41003 Mar 24 (T, 8am-12noon)
$165

09WE41004 Apr 23 (Th, 8am-12noon)
09WE41005 May 21 (Th, 8am-12noon)
09WE41006 Jun 16 (T, 8am-12noon)

New Electrical Contractor
This course covers regulations, laws and administrative functions, compliance with laws, regulations, and administrative requirements, planning and organizing work; technical functions, including maintaining basic electrical circuits, installation and maintenance of electrical controls and devices, installation and maintenance of DC and AC rotating equipment, installation, sizing and maintenance of transformers, installation and maintenance of interior electrical systems, special equipment, conditions and locations. This course is directed to the Class 1 - Restricted Electrical Contractor who is limited to single-phase electrical installations, which do not exceed 200 amperes from the service drop or service lateral, and the Class 2 - Unrestricted Electrical Contractor who is not limited as to the size or amount of work allowed. These licenses allow for the installation, maintenance, alteration, or repair of any electrical equipment, apparatus, control system, or electrical wiring device which is attached to or incorporated into any building or structure including the bidding and contracting for such work. It does not include low voltage work. Sponsored by American Contractors Exam Services. (.8 CEUs) Prerequisite: None.
TBA – See web for details
$495

New Low Voltage Contractor
Covered are regulations, laws and administrative functions, compliance with laws and regulations, installation and servicing, reading blueprints to determine installation requirements, determining how distribution methods (wiring/cabling) affect buildings, structural and installer safety, interior and exterior cable/wire installation, and documentation. This course is specifically for statewide class LV-G low voltage contractors who are restricted to general system low-voltage contracting dealing with any electrical systems, other than alarm or telecommunication systems, which involve low-voltage wiring; and, statewide Class LV-T low voltage contractor who are restricted to telecommunication and general system low-voltage contracting, which involve any switching system and associated apparatus which performs the basic function of two-way voice or data service, or both, and which can be a commonly controlled system capable of being administered both locally and remotely via secured access. Sponsored by American Contractors Exam Services. (1.6 CEUs) Prerequisite: None.
TBA – See web for details
$450

New Utility Manager
The topics covered in the class include regulations, laws and administrative functions, compliance with laws and regulations, installation and servicing; technical functions including job planning and start-up, line work, concrete work and testing, process equipment installation and testing, and safety and quality control programs. A utility system is any system at least five feet underground, where the system distributes or collects a service product or commodity for which a fee or price is paid for said service, product, or commodity, or for the disposal of said service, product, or commodities. Sponsored by American Contractors Exam Services. (1.6 CEUs) Prerequisite: None.
TBA – See web for details
$495

New Residential-Basic Contractor
Topics covered in the class consist of site work, footings, and foundation; concrete and concrete reinforcement; masonry; carpentry; metals; roofing; associated trades; general code and construction knowledge; and OSHA safety. This course is directed to the Residential-Basic Contractor, a person who performs contractor work or activity relative to detached one-family and two-family residences and one-family townhouses not over 3 stories in height, including accessory buildings and structures, with no individual project size limitations. Sponsored by American Contractors Exam Services. (1.6 CEUs) Prerequisite: None.
$395

New Residential-Light Commercial Contractor
This course covers site work, footings, and foundation; concrete and concrete reinforcement; masonry; carpentry; metals; roofing; associated trades; general code and construction knowledge; and OSHA safety. This course is directed to the contractor who performs any work or activity covered under the Residential/Basic contractor AND work or activity related to multifamily and multiuse light commercial buildings and structures, and their related accessory buildings and structures less than 4 stories high and less than 25,000 square feet in aggregate interior floor space, constructed of wood or light gauge metal frame, brick veneer, prefabricated, or manufactured type of construction, or pre-engineered steel buildings not exceeding 50,000 square feet of interior floor space. Sponsored by American Contractors Exam Services. (1.6 CEUs) Prerequisite: None.
$395

New General Contractor
The General Contractor course covers site work, footings, and foundation; concrete and concrete reinforcement; masonry; carpentry; metals; roofing; associated trades; general code and construction knowledge; and OSHA safety. This course is directed to contractors whose services are unlimited as to the type of work they may do, or what type of contracts they are eligible to bid upon. It provides for private, commercial, institutional, industrial, public, and other buildings and structures, but not including HVAC, plumbing, electrical, low voltage, or utility contracting, and no limitations on project size. Sponsored by American Contractors Exam Services. (1.6 CEUs) Prerequisite: None.
$395

Home Inspector's Training

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

American Home Inspectors Training Institute is the largest provider of home inspection training in North America and has been training professional home inspectors for over 13 years. The Institute's extensive experience educating and supporting thousands of home inspectors, coupled with its wide variety of innovative products and services for those involved in the home inspection industry, give students the knowledge and the tools to start their own successful home inspection businesses or to be significant contributors in existing home inspection companies. (6.3 CEUs) Prerequisite: None. For more information on enrolling, please call 679-915-7386.

09WE30000 Feb 7 – 13 (Sa-F, 8am – 6pm)
09WE30001 Apr 18 – 24 (Sa-F, 8am – 6pm)
$1,795

Pavement and Geotechnical Engineering

Portland Cement Concrete and Hot Mix Asphalt Technology
This course is designed for engineers and technicians who have experience but little technical knowledge. The course addresses the following topics: chemical/physical properties of Portland cement and Portland cement concrete, PCC mix proportioning, standard tests on freshly mixed and hardened PCC, including non-destructive tests chemical/mineral admixtures, special types of PCC, fundamental behavior of HMA and SUPERPAVE mix design. (0.6 CEUs) Prerequisite: None.

09WE31000 Mar 6 (F, 9am – 4pm)
09WE31001 May 29 (F, 9am – 4pm)
$495

Introduction to Airport Pavement Design and Pavement Management System (PMS) Update
This course covers 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, you should be able to understand the 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. (0.6 CEUs) Prerequisite: None.

09WE34000 Feb 27 (F, 9am – 4pm)
09WE34001 May 15 (F, 9am – 4pm)
$495

Introduction to Pavement Engineering
This course is designed to help you understand the fundamentals of rigid and flexible pavements. Performance and distresses of pavements will be reviewed in depth and related to design considerations such as climate conditions, traffic loadings, material properties, and structures. Other topics addressed are pavement evaluation, maintenance, and rehabilitation. Several structural design software packages will also be introduced. (0.6 CEUs) Prerequisite: None.

09WE32000 Feb 20 (F, 9am – 4pm)
09WE32001 May 8 (F, 9am – 4pm)
$495

Technical Writing

Introduction to Technical Writing
Learn the skills you need to write clear, precise, accurate, and coherent technical reports, proposals, abstracts and instructions. You will 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 you grasp fundamental skills. This workshop is thorough, interesting, and lively. You will be engaged and challenged. (1.2 CEUs) Prerequisite: none.

09WB02000 Feb 2 & 4 (M&W, 9am – 4pm)
09WB02001 Apr 6 & 8 (M&W, 9am – 4pm)
09WB02002 Jun 1 & 3 (M&W, 9am – 4pm)
$275

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 low, permeability, compaction, stress/strain analysis, shear strength consolidation/settlement, shallow and deep foundations, earth retaining structures, slope stability and ground modification methods. (0.6 CEUs) Prerequisite: None.

09WE33000 Jan 16 (F, 9am – 4pm)
09WE33001 Apr 10 (F, 9am – 4pm)
09SE33000 Jun 5 (F, 9am – 4pm)
$495

??? plug in!

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, you should be comfortable reading simple to moderately complex blueprints. (0.7 CEUs) Prerequisite: None.

09WE01000 Jan 22 (Th, 9am – 5pm)
09WE01001 Mar 26 (Th, 9am – 5pm)
09WE01002 Mar 31 – Apr 2 (T/Th, 6 – 9:30pm)
09WE01003 Apr 27 (M, 9am – 5pm)
09WE01004 May 19 – 21 (T/Th, 6 – 9:30pm)
09WE01005 May 26 (T, 9am – 5pm)
$249

Basic Mechanical Manufacturing Blueprint Reading

Learn basic Mechanical blueprint reading techniques used in manufacturing blueprint drawings. Essential print layout, symbols, special line recognition, tolerance, dimensioning, common view layout and construction, and overall blueprint analysis will be covered in this class. After this class, you should be comfortable reading simple to moderately complex blueprints. (0.7 CEUs) Prerequisite: None.

09WE07000 Jan 23 (F, 9am – 5pm)
09WE07001 Mar 27 (F, 9am – 5pm)
09WE07002 Apr 28 (T, 9am – 5pm)
09WE07003 May 20 – 22 (T/Th, 6 – 9:30pm)
09WE07004 May 27 (W, 9am – 5pm)
09SE07000 Jun 13 (F, 9am – 5pm)
$249

Commercial Building

Estimating and Bidding for Contractors

This program was set up for aspiring estimators, project and facility managers, architects, and others who want to learn the basics of estimating construction projects during all phases. Learn how to find and organize construction cost information, review and practice quantity take-off rules and procedures, and examine and compare alternative approaches to automated estimating. Key topics include: concept estimates, volumetric or area estimates, assembly estimates, unit cost estimates, locating reliable cost information, managing the estimating process, project scope determination, techniques for effective quantity take-offs, finding and using automated estimating tools, verifying and checking estimate accuracy, estimating overhead costs, and regional and local adjustment to costs. (1.6 CEUs) Prerequisite: None.

09WE06000 Feb 28 – Mar 7 (Sa, 8am – 5pm)
09WE06001 Apr 17 – 24 (F, 8am – 5pm)
09SE06000 Jun 19 – 26 (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) Prerequisite: None.

09WE03000 Jan 24 – 31 (Sa, 8am – 5pm)
09WE03001 Mar 13 – 20 (F, 8am – 5pm)
09WE03002 May 8 – 15 (F, 8am – 5pm)
$595

Construction Scheduling

This practical course 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) Prerequisite: None.

09WE04000 Feb 14 (Sa, 8am – 5pm)
09WE04001 Apr 3 (F, 8am – 5pm)
09SE04000 Jun 5 (F, 8am – 5pm)
$395

Water Science

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

Learn how to use the US Army Corps of Engineering Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) program for steady flow hydraulic calculations. Gain hands-on HEC-RAS experience by participating in a practical computer workshop. Do not let the next project you have involving the establishment of flooding levels pass you by. Obtain an overview and valuable insights into modeling ditches, streams, and rivers to develop flooding information. (0.8 CEU) Prerequisite: None.

09WE10000 Jan 31 (Sa, 8am – 5pm)
09WE10001 Mar 20 (F, 8am – 5pm)
09WE10002 May 9 (Sa, 8am – 5pm)
$395

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. (1.4 CEUs) Prerequisite: None.

09WE12000 Feb 20 – 27 (F, 9am – 5pm)
09SE12000 Jun 20 – 27 (Sa, 9am – 5pm)
$595

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

Continue learning how to use the US Army Corps of Engineering Hydrologic Engineering Center's River Analysis Systems (HEC-RAS) program for steady flow hydraulic calculations. Gain hands-on HEC-RAS experience by participating in a practical computer workshop. Do not let the next project you have involving the establishment of flooding levels pass you by. Obtain an overview and valuable insights into modeling ditches, streams, and rivers to develop flooding information. (0.8 CEU) Prerequisite: None.

09WE11000 Feb 7 (Sa, 8am – 5pm)
09WE11001 Mar 27 (F, 8am – 5pm)
09WE11002 May 16 (Sa, 8am – 5pm)
$395

Email us at ConEd@spsu.edu

$AVE

Asbestos/Lead Combo
Get both courses! (.8 CEUs)
09WE19002 Mar 26 (Th, 8:30am – 5:30pm)
$65

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) Prerequisite: None.
09WE19000 Mar 26 (Th, 8:30am – 12:30pm)
$45

Lead Awareness Seminar

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly. Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing: Landlords, sellers, and renovators. This course provides information concerning the above requirements. (.4 CEUs) Prerequisite: None.
09WE19001 Mar 26 (Th, 1:30 – 5:30pm)
$45

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. Program highlights include interpreting contour maps, determining slope elevation, and reading of site plans. (1.4 CEUs) Prerequisite: None.
09WE13000 Mar 14 – 21 (Sa, 9am – 5pm)
09SE13000 Jun 6 – 13 (Sa, 9am – 5pm)
$595

Land Surveying Horizontal Control Workshop

This course will concentrate on distance and angle measuring techniques, mathematical computations needed to find direction, precision, area, and using computer software. The course is considered to be a more advanced level than the Vertical Control course and is therefore not recommended if you have no surveying experience. (1.4 CEUs) Prerequisite: Land Surveying Vertical Control or equivalent knowledge.
09WE14000 Mar 28 – Apr 4 (Sa, 9am – 5pm)
09SE14000 Jun 20 – 27 (Sa, 9am – 5pm)
$595

New

Certified Fiber Optics Installer (CFOI)

Fiber optics systems are proliferating and their installation and maintenance requires trained and qualified people. Acquiring the skills, abilities and knowledge offered in this certification will open your door to employment in the telecommunications cabling field. You will obtain knowledge of basic concepts of fiber optics installation and service which are applicable to all the functions required to safely and competently install fiber optics communications cabling. Topics include Introduction to Fiber Optics, Cables, Connectors and Terminations, Splicing, Installation, Test Equipment, System Components and Design Issues, and System Design. (2.4 CEUs) Prerequisites: None.
09WC50000 Feb 3 – 19 (T/Th, 6 – 10pm)
09SC50000 Jun 2 – 18 (T/Th, 6 – 10pm)
$1,595

Professional Engineering and Architecture Exam Preparation

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

Deadlines for Registration through the State of Georgia

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

December 1st is the deadline for the April examination.
June 1st is the deadline for the October examination.

Fundamentals of Engineering (FE/EIT) General Review

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) FE State Application. All retakes are now half price. Prerequisite: None.
09WE15000 Feb 7 – Apr 4 (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) PE State Application. All retakes are now half price. Materials are not included on the half price retake. Prerequisite: None.
09WE16000 Feb 28 – Apr 4 (Sa, 9am – 4pm)
$695

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) PE State Application. All retakes are now half price. Materials are not included on the half price retake. Prerequisite: None.
09WE17000 Mar 7 – 28 (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) Prerequisite: None.
09WE18000 Mar 7 – 28 (Sa, 9am – 4pm)
$595

Online Continuing Education

No CLASSROOM REQUIRED

Courses Online!

All online courses require basic computer skills, the ability to navigate the Internet, and an email account. Before registering, please check PC Requirements at our website **http://oce.spsu.edu**. Once you request course materials or begin viewing a course, no refunds are granted.

10 new classes!

Business and Professional Courses

New Management for IT Professionals

The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. The leaders in an organization often set the tone and establish the benchmarks for success. In this program, the focus is on developing a successful leadership style that facilitates team-building, collaboration, and a corporate culture that promotes success. Different decision-making techniques will be explored in the context of successful leadership styles. Materials included. (39.0 CEUs, 390 hours) Prerequisite: None. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.
09W0LMG01
$2,395

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. This course is designed for professionals seeking PMP certification or for other business professionals seeking to improve their professional repertoire with knowledge of project management. (4.0 CEUs, 40 hours) Prerequisites: There are no specific requirements for this course; however, if you plan to take the PMP Exam, you will need a Bachelor's degree and 4500 hours of project management experience in addition to this course, or a High School Diploma or GED and 7500 hours of project management experience in addition to this course. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.
09W0LPMP01
$1,795

Business and Professional Courses

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. (20.0 CEUs, 200 hours) Prerequisites: Black Belt candidates generally have college degrees in industry-related fields, including business, engineering, or sciences. They are comfortable using mathematics, are experienced problem solvers, have college-level reading comprehension skills, and are proficient in using Windows-based computer software, including MS Office and general statistical software packages. This training is suitable for anyone with the appropriate pre-requisites with the desire to lead teams using the DMAIC methodology and advanced statistical tools. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.

09W0LBB01
$3,000

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 effect this highly valuable standard as well as prep for the national certification. All materials are included. (10.0 CEUs, 100 hours) Prerequisites: Students should have a general understanding of basic mathematical functions, the reading comprehension level of a high school graduate, and general proficiency in using Windows-based computer software. This training is suitable for anyone wanting to learn the fundamental skills necessary to contribute to a Six Sigma team as a Green Belt. In addition, Six Sigma Champions, who sponsor projects, will also benefit from this understanding of the Six Sigma project methodology. Green Belts are chosen for Six Sigma project teams based on their process knowledge. They work as part of a team assigned to a given project, maintaining their operational roles in the organization. Eventually, most employees will achieve Green Belt status. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.

09W0LGB01
$2,195

New AutoCAD 2009

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 2009 textbook is included! (15.0 CEUs, 150 hours) Prerequisite: None. This course can be started at any date. You will have 270 days to complete this course.

09W0LCAD01
$2,295

FACT If you can order flowers or movie tickets over the Internet, you've got enough "geek" to be a successful online student.

Source: www.educationonline.com

IT and Software Development Programs

New Cisco® CCENT® Certification Training

In order to prepare students to obtain the CCENT® credential, this program includes Interconnecting Cisco® Network Devices Part 1. CCENT® certified professionals can install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. 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 labs that accompany the Cisco® authorized curriculum. (7.0 CEUs, 70 hours) Prerequisites: Experience in a network environment is recommended. The intended audience for this program is individuals interested in learning the skills necessary to become Cisco® CCENT™ certified. This course can be started at any date. You will have 180 days from your registration date to complete this course. You may receive a 3-month extension at $150 and a 6-month extension at $200.

09W0LCIS01
$2,195

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. (10.0 CEUs, 100 hours) Prerequisites: Experience working in a network environment is recommended. The intended audience for this program is individuals interested in learning the skills necessary to become Cisco® CCNA® certified. This course can be started at any date. You will have 180 days from your registration date to complete this course. You may receive a 3-month extension at $150 and a 6-month extension at $200.

09W0LCIS02
$2,295

New Comp TIA™A+ Certification Training

The Comp TIA™ A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. A+ opens the door to an exciting career in computer technology. Students are required have an extra

IT and Software Development Programs

computer running Windows® 98 or Windows® 2000 to complete the coursework. This program prepares students to take the CompTIA™ A+ Hardware and the A+ Operating System Technologies exams. (32.0 CEUs, 320 hours) Prerequisites: Students should have a basic knowledge of computer hardware and operating systems. This course is designed for individuals interested in pursuing a career in Information Technology, specifically related to PC technology. This course is also designed for individuals wishing to obtain a CompTIA A+ Certification with IT Technician designation. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.
09W0LAPL01
$1,995

New Comp TIA™Linux+/LPI Level One Certification Training

Linux+ is an entry-level certificate program, developed by CompTIA™, which measures Linux knowledge and skills for an individual with at least six months practical experience (Network+ or A+ background). The online Linux+ Certification Preparation course prepares students to write the CompTIA™ Linux+ exam. Linux Professional

Institute Advanced Certification Training was developed by the Linux Professional Institute to provide a useable, common measurement of Linux skills. Students taking these courses will learn the fundamentals of the Linux operating system, including how to configure Linux system services, how to manage a Linux system in a networked environment, and, finally, how to manage the servers a Linux system provides. Textbooks are included. (30.0 CEUs, 300 hours) Prerequisites: Students should have a fundamental knowledge of at least one operating system, and some familiarity with basic networking concepts. Experience with Windows 9x/Me or a network operating system (NOS) such as Windows NT/2000 is preferred. This program is designed for entry-level students, who wish to manage Linux systems, and/or individuals interested in obtaining a LPIC designation and/or becoming CompTIA Linux+ certified. This course can be started at any date. You will have 90 days from your registration date to complete this course. Extensions may be available.
09W0LLPI01
$2,395

New Comp TIA™Network+/Server+ Certification Training

The CompTIA™ Network+ certification is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network+ certification validates technical competency in networking administration and support. This certification is geared toward those with nine months field experience in network administration and support. Server+ certification is a standard of competency for mid- to upper-level technicians responsible for server-hardware functionality. The Server+ certification credential validates advanced-level technical competency of server issues and technology, including installation, configuration, upgrading, maintenance, troubleshooting and disaster recovery. (8.0 CEUs, 80 hours) Prerequisites: Students should have A+ Certification or equal experience. This course is intended to students seeking to prepare for Network+/Server+ certification. This course can be started at any date. You will have 90 days from your registration date to complete this course. Extensions may be available.
09W0LNET01
$1,795

Business and Professional Courses

New Microsoft Excel 2007

This nationally-recognized Microsoft Excel 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Excel 2007 software. Students will not only gain basic knowledge of the software, including how to format font styles and apply number formats, but also how to link worksheets, create a PivotTable, and more! This program is only offered in partnership with major accredited colleges and universities. (3.5 CEUs, 35 hours) Prerequisite: None. This course can be started at any date. You will have 90 days from your registration date to complete this course. Extensions may be available.
09W0LMEX01
$795

New Microsoft PowerPoint 2007

This nationally recognized Microsoft PowerPoint 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft PowerPoint 2007 software. Students will not only gain basic knowledge of the software, including how to create and format documents and visual content, but also how to incorporate graphics, add notes, create animations, and more! This program is only offered in partnership with major accredited colleges and universities. (3.5 CEUs, 35 hours) Prerequisite: None. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available. Prerequisite: None.
09W0LMPP01
$795

New Microsoft Word 2007

This nationally-recognized Microsoft Word 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Word 2007 software. Students will not only gain basic knowledge of the software, including how to create and format documents and visual content, but also how to use tables, Mail Merge, create hyperlinks, and more! This program is only offered in partnership with major accredited colleges and universities. (3.5 CEUs, 35 hours) Prerequisite: None. This course can be started at any date. You will have 90 days from your registration date to complete this course. 3-month extension is available.
09W0LMW01
$795

Media and Design

New Video Game Design and Development

The Video Game Design and Development online program is the perfect starting place for students who are seeking to break into the exciting gaming industry. The curriculum covers programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms. This program is an appropriate starting point for students who seek a professional career as a game developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor. (50.0 CEUs, 500 hours) Prerequisites: A reasonable familiarity with computers and a background in high school level mathematics are all that is assumed. No prior game or graphics programming experience are necessary. The Video Game Design and Development program is an appropriate starting point for students who seek a professional career as a game developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor. This course can be started at any date. You will have 180 days from your registration date to complete this course. Extensions may be available.
09W0LVGD01
$2,295

Information and Registration

Registration
There are five convenient ways to register:

1. **ONLINE**, by clicking the course number on the web.

2. **CALL** 678.915.7240. Have your payment information available.

3. **FAX** the completed registration form with payment information to 678.915.7490.

4. **MAIL** the completed registration form with check or credit card information to:

   Southern Polytechnic State University
   Continuing Education Center
   1100 S. Marietta Parkway, Bldg. #U
   Marietta, GA 30060-2896

5. **VISIT** our office. Our business hours are: Monday - Friday, 8 am - 5 pm We are also open most evenings and Saturdays for your convenience. Call us for daily schedules.

Course Name
_____

Course Date
_____

Price
_____

Your Name
_____

Job Title
_____

Email Address
_____

Organization
_____

Home Address
_____

City
_____

State
_____

ZIP
_____

Business Phone #
_____

Home Phone #
_____

Method of Payment:

_____

P.O. #
_____

Federal ID #
_____

Check ☐   MasterCard ☐   Visa ☐   American Express ☐

Card No.
_____

Expiration Date
_____

Signature
_____

Please make additional copies as needed.

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. SPSU reserves the right to cancel a class for any reason, including, but not limited to, insufficient enrollment. If a class is canceled by SPSU, any registration fees will be refunded or transferred.

If you need to cancel your registration,
1. notify Continuing Education by calling 678.915.7240 at least 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.
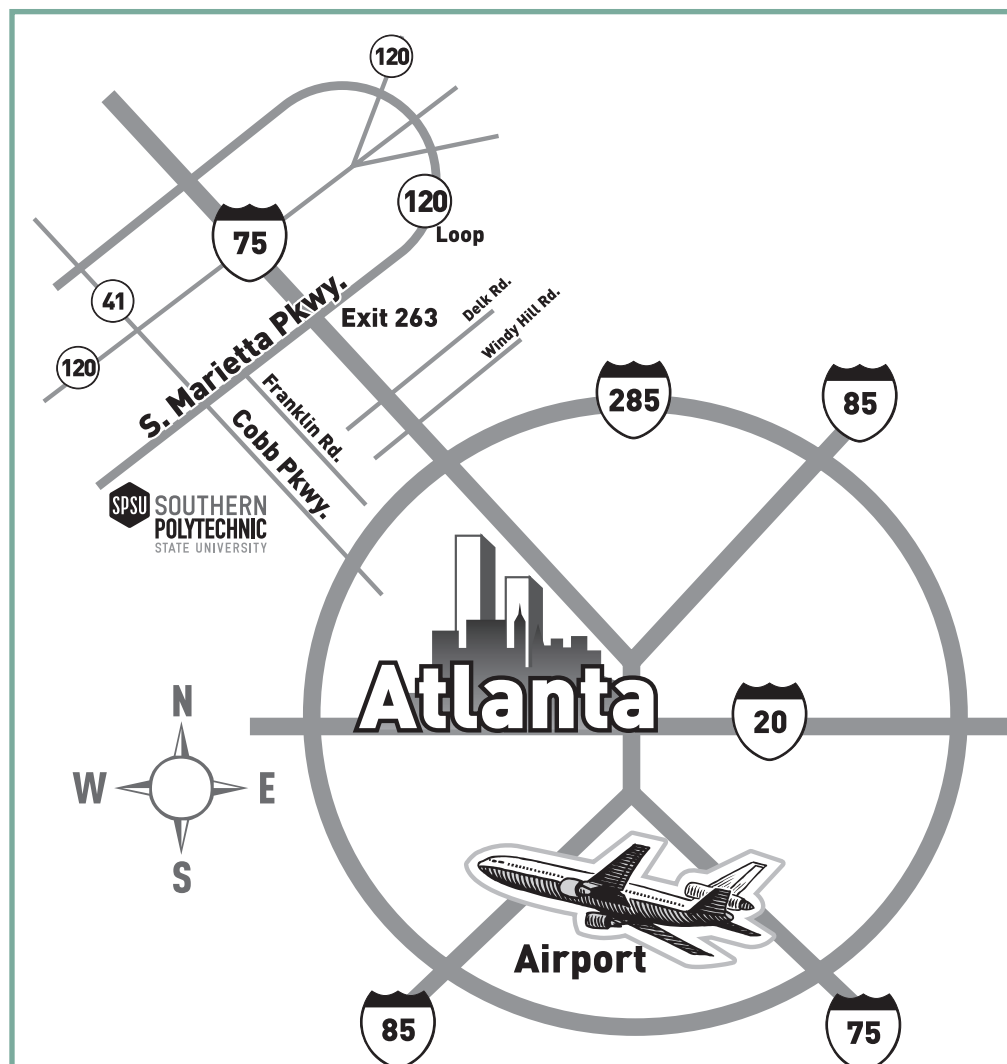
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CLASS LOCATION

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

DIRECTIONS TO CAMPUS

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take Exit 263 (S. Marietta Pkwy). Follow the west ramp towards Marietta. Merge onto South Marietta Parkway. After crossing Georgia highway 41 turn left at the traffic light onto the West Main Entrance and follow the signs to the Continuing Education Center (Bldg. #U). 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.

Financial Aid

Professional development throughout your career is one of the keys to success. It's a good idea, but how do you get there?

Although we cannot accept scholarship and grant funding intended for credit courses, other sources of funding for continuing education exist and we can help you identify those tailored to your need.

Included among programs funding continuing education are WIA (Workforce Investment Act) and VA (Veteran's Administration). Military tuition assistance is available for eligible personnel and approved programs.

For further information, please contact Julia Melton, jmelton@spsu.edu or call 678.915.7240.

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

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.

Inclement Weather

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

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WGCL

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

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