

SUMMER | FALL 2011



# WIREGRASS

GEORGIA TECHNICAL COLLEGE



WORKFORCE TRAINING & CONTINUING EDUCATION  
**OPPORTUNITIES**

OFFERED BY THE WIREGRASS GEORGIA TECHNICAL COLLEGE ECONOMIC DEVELOPMENT DEPARTMENT

# WELCOME

Our mission is to provide a highly trained workforce for your business. In today's global economy, a skilled staff is critical to successful competition. Wiregrass Georgia Technical College is the perfect partner to help you achieve your goals. Our Economic Development team will work with you to provide top-notch training for your employees in a variety of occupational areas including computer and business technology, health and safety, industrial and OSHA requirements, marketing and communications, management and supervisory development, and much more.



To better meet the needs of companies in the eleven counties of our service area, we offer training at each of our campus locations. Online instruction is also available. Our team is committed to developing innovative ways of providing customized training for your employees. Because we believe training is a key element in taking employees to the next level, our Economic Development staff has been trained as Certified Economic Developer Trainers. They will welcome the opportunity to work with you to develop customized training plans that are tailored to your organization's needs. I encourage you to review the information included in this brochure. Our mission of workforce development begins with you, a valued employer in our service area.

A handwritten signature in black ink, which appears to read "Ray Perren". The signature is fluid and cursive.

Ray Perren, President  
Wiregrass Georgia Technical College



Governor Sonny Perdue Award  
Technical College of the Year  
2010

# BUSINESS AND INDUSTRY

## Wiregrass Georgia Technical College is your partner for workforce training.

Our Economic Development Department can successfully partner with your business or organization to provide first class training to make your team competitive in the global marketplace. Serving eleven counties including Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, and Wilcox, we work closely with our business partners to design and implement training initiatives to help meet the ever-changing demands of running your operation. The goal of our highly trained team is to provide services for workforce and economic development that are effective, responsive, and cost efficient.

We can assist you in accomplishing this through customized contract training, continuing education, online learning opportunities, licensure testing, and much more. We can offer services at your location or at any of our state-of-the-art labs and teaching facilities. We have an extensive inventory of non-credit training curricula which can be tailored to meet the needs of your organization. Whether it is a one-time course or a series of courses, we are your partner to make it happen and get results!

We invite you to learn more about what the Economic Development team of Wiregrass Georgia Technical College can do for you. We strive to be a leader in workforce development and maintain our mission of being the flagship technical college in the Technical College System of Georgia.



**Lidell Greenway, CEDT**  
Vice President  
Economic Development  
[lidell.greenway@wiregrass.edu](mailto:lidell.greenway@wiregrass.edu)  
(229) 468-2240

## For more information, contact any of our Economic Development professionals:



**Ben Hill, Irwin, and Wilcox Counties**  
**Christy Cobb, CEDT**  
Director of Economic Development  
[christy.cobb@wiregrass.edu](mailto:christy.cobb@wiregrass.edu)  
(229) 468-2218



**Coffee and Atkinson Counties**  
**Christi Thomas**  
**Microsoft Master Instructor, M.Ed**  
Director of Economic Development  
[christi.thomas@wiregrass.edu](mailto:christi.thomas@wiregrass.edu)  
(229) 468-2231



**Cook, Berrien, Brooks and Lanier Counties**  
**Bill Tillman, M.P.A., GCDF**  
Director of Economic Development  
[bill.tillman@wiregrass.edu](mailto:bill.tillman@wiregrass.edu)  
(229) 219-1379



**Lowndes and Echols Counties**  
**April Lamon**  
Director of Economic Development  
[april.lamon@wiregrass.edu](mailto:april.lamon@wiregrass.edu)  
(229) 333-2122 | Ext. 5



**Continuing Education Specialist  
(Northern Region)**  
**Gail Giddens**  
[gail.giddens@wiregrass.edu](mailto:gail.giddens@wiregrass.edu)  
(229) 468-2074



**Continuing Education Specialist  
(Southern Region)**  
**Sheree Boggs**  
[sheree.boggs@wiregrass.edu](mailto:sheree.boggs@wiregrass.edu)  
(229) 333-2122 | Ext. 2



**Division Assistant**  
**Jessie Coody**  
[jessie.coody@wiregrass.edu](mailto:jessie.coody@wiregrass.edu)  
(229) 333-2122 | Ext. 1



**CPR and Health Training Specialist**  
**Deborah Richards**  
[deborah.richards@wiregrass.edu](mailto:deborah.richards@wiregrass.edu)  
(229) 333-2122 | Ext. 3

## Customized Contract Training

Customized training and workforce development programs are the core of our business. At Wiregrass Georgia Technical College, we believe that a well-trained workforce is critical to the success of any organization.

According to a recent survey of Georgia manufacturers, highly productive companies “invest in employee training.” A growing trend is for business and industry to outsource their training, and WGTC wants to be your Trainer of Choice.

Allow us to serve as your full service partner in workforce development. Our economic development team is well equipped and trained to serve your organization with a results-driven approach from start to finish. As your training partner, we provide:

- An initial assessment to determine your training needs
- Highly qualified instructors
- Customized training curricula and materials
- Integration of management principles into instruction
- Access to state-of-the art facilities, instruction labs, and online access
- Coordination of training activities with flexible scheduling options
- Program evaluation and follow-up

Wiregrass Georgia Tech delivers when, where, and how you want it. Classes are available on a flexible schedule including days, evenings, and weekends. The Economic Development Department maintains a pool of highly competent, specialized, and experienced instructors for almost any training need. We take pride in delivering high-quality training and excellent customer service.

## Frequently requested training topics include:

- Lean Manufacturing, Six Sigma, and ISO 9000
- Health and Safety
- Industrial and OSHA Training
- Supervisory and Leadership Development
- Computer and Business Technology Training
- Professional Certification Training
- Team Building/Challenge Course

Contact your area Director of Economic Development for more information. See page 2 for contact information.



# QUICKSTART<sup>®</sup>

## TECHNICAL COLLEGE SYSTEM OF GEORGIA

For more than 40 years, Quick Start has provided customized workforce training free-of-charge to qualified businesses in Georgia. Both new businesses locating to Georgia and expanding industries in the state can greatly benefit from Quick Start's nationally acclaimed services. Quick Start delivers comprehensive workforce training services, from pre-employment assessment and training that helps companies "select the best," to customized, job-specific training that delivers exactly the right skills your business needs.

Today, the program is one of the state's key assets for supporting new and expanding industries. Quick Start delivers training in classrooms, mobile labs or directly on the plant floor, whatever works best for a company. Quick Start has extensive experience delivering workforce training in a broad range of industry sectors including Advanced Manufacturing, Warehousing/Distribution, Automotive, Service, Biotech/Healthcare, Food/Agribusiness, and more.

Quick Start's expert training coordinators familiar with their areas and the local workforce are uniquely positioned to provide timely, customized training. Quick Start is staffed with a team of graphic designers, illustrators and desktop publishers, to produce training materials tailored to your needs, quickly and efficiently.

Quick Start also works closely with Wiregrass Georgia Technical College to provide customized contract training for continuing business support after your startup or expansion is complete.

For more information about Quick Start contact Lidell Greenway, Vice President of Economic Development, at (229) 468-2240 or e-mail at [lidell.greenway@wiregrass.edu](mailto:lidell.greenway@wiregrass.edu) or visit Quick Start's web site at <http://www.georgiaquickstart.org>.

### **Here are some of the companies Quick Start has served in the WGTC Service area:**

American Insulated Wire, Southwire, Bath Craft , Cady Industries, Crown Health Care Laundry Services, Elixir Industries, Firstline Corporation, Georgia Sweetwater Catfish, JM Manufacturing, John Deere Water Technologies, LARK Manufacturing, MarCraft, Inc., Martin's Bread, Organic Mills, Petroflex NA, Premium Waters, Roastwood Materials, SAFT, Steeda, TM Poly-Film, True Flight Aerospace, Wellington Industries, Xella, Orcon Products, and Pilgrim's Pride.



## Retraining Tax Credits

### The Georgia Retraining Tax Credit: How Does It Work?

The Georgia Retraining Tax Credit provides tax credits according to the Georgia Business Expansion and Support Act of 1994. Eligible businesses may be granted tax credits equal to 50% of the direct cost of training (up to \$500.00 per full time employee per year).

The Technical College System of Georgia, as authorized by law, sets standards to approve retraining programs. Reimbursement through this program is retroactive.

### Eligible Retraining Programs

Retraining programs that are eligible for the Retraining Tax Credit include:

- Retraining of current employees on newly installed equipment;
- Retraining of current employees on newly implemented technology, such as computer platforms, software implementation and upgrades, Total Quality Management, ISO 9000, and self-directed work teams.

Not eligible: executive training, management development training, career development, personal enrichment training, etc.; cross-training of employees on equipment or technology that is not new to the company.

### Eligible Retraining Costs

Certain direct costs are eligible for the Retraining Tax Credit. These costs include:

- Instructor salaries
- Employee wages during the retraining
- Development of retraining program
- Materials and supplies, textbooks, and manuals
- Instructional media, such as video tapes, presentations, etc.
- Equipment used for retraining only (not production)
- Reasonable travel costs

Costs that are not eligible include sales taxes, training space, and employee-paid training. An employer may not receive a credit if the employer requires that the employee reimburse or pay the employer for the cost of retraining either directly or indirectly or through use of forfeiture of leave time, vacation time, or other compensable time. Itemized details regarding the direct retraining costs must be available upon audit.

### Eligible Employees

To be eligible for the Retraining Tax Credit, employees must be

- Georgia residents
- First-line employees or immediate supervisor
- Continuously employed with the company for a minimum of 16 weeks
- Full-time employees (employed for a minimum of 25 hours per week)

Employees that are not eligible for the Retraining Tax Credit include executives, management, partners, etc. (above first-line supervisors.)

### Training Sources

Retraining may be provided by any qualified source, including company trainers, training vendors, technical colleges, or universities.

### Call us today to see how simple this process can be, and start saving your company money!

For more information on the Georgia Retraining Tax Credit, contact Lidell Greenway, Vice President of Economic Development at (229) 333-2122 or [lidell.greenway@wiregrass.edu](mailto:lidell.greenway@wiregrass.edu).

For more detailed information, visit Quick Start's website on Georgia Retraining Tax Credits at <http://www.georgiaquickstart.org/econdev/retrain.html>

# HEALTH AND SAFETY

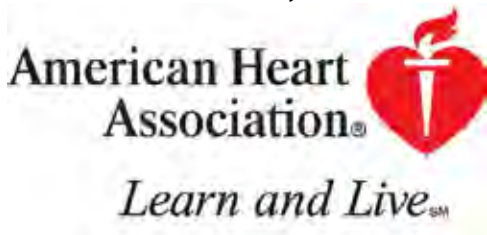
Wiregrass Georgia Technical College offers CPR, First Aid, AED, bloodborne pathogens and First Responder training from two different vendors; the American Heart Association (AHA) and the American Safety and Health Institute (ASHI). Some professions and/or employers require certifications from a specific training vendor. We offer these two programs to provide flexibility for the course taker.



AHA offers training Our Heartsaver® Courses are for anyone with limited or no medical training who needs a course completion card for job, regulatory or other requirements. These courses are also designed to meet OSHA requirements. For many of our courses, students receive a course completion card that is valid for two years.

Additionally, Wiregrass offers AHA programs for medical professionals requiring a more stringent level of certification. The American Heart Association's Basic Life Support (BLS) training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED; and the role of each link in the Chain of Survival.

ASHI's training programs are nationally recognized and are endorsed, accepted, approved, or meet the requirements of nearly 1000 state regulatory agencies and occupational licensing boards, including those licensing Emergency Medical Service providers, physicians, pharmacists, dental health professionals, child care providers, law enforcement officers, school teachers, and many others.



ASHI's basic first aid, CPR/AED, and advanced resuscitation training programs (ACLS/PALS) require successful completion of a written exam and competent performance of hands-on skills evaluated by an authorized instructor.

Please contact the Wiregrass Economic Development office most convenient to you for the course that's right for you!

## BASIC FIRST AID AND SAFETY

This is designed specifically for those who may not be first aid certified, but may be first on the scene of an accident. This course is designed to train workers in proper first aid practices to use until EMS arrives. American Safety & Health certification is given to those who successfully complete this course.

### VALDOSTA

Thursday, July 21	6:00 p.m. – 10:00 p.m.	\$40
Wednesday, October 5	6:00 p.m. – 10:00 p.m.	\$40

### COOK WDC

Tuesday, July 12	6:00 p.m. – 10:00 p.m.	\$40
Monday, October 10	6:00 p.m. – 10:00 p.m.	\$40

### COFFEE CAMPUS

Thursday, August 18	6:00 p.m. – 10:00 p.m.	\$40
Wednesday, October 5	6:00 p.m. – 10:00 p.m.	\$40
Thursday, December 8	6:00 p.m. – 10:00 p.m.	\$40

### BEN HILL-IRWIN CAMPUS

Wednesday, July 13	6:00 p.m. – 10:00 p.m.	\$40
Thursday, September 22	6:00 p.m. – 10:00 p.m.	\$40
Wednesday, November 16	6:00 p.m. – 10:00 p.m.	\$40

## COMMUNITY CPR

4 hour training session in adult CPR: The student learns to access the EMS system and is instructed on the techniques to apply before EMS arrives. CPR certification is received upon successful completion of this course.

### VALDOSTA CAMPUS

Wednesday, July 20	6:00 p.m. – 10:00 p.m.	\$40
Tuesday, October 11	6:00 p.m. – 10:00 p.m.	\$40

### COOK WDC

Saturday, December 3	8:00 a.m. – 12:00 p.m.	\$40
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### COFFEE CAMPUS

Tuesday, June 7	6:00 p.m. – 10:00 p.m.	\$40
Tuesday, August 16	6:00 p.m. – 10:00 p.m.	\$40
Monday, October 3	6:00 p.m. – 10:00 p.m.	\$40
Tuesday, December 6	6:00 p.m. – 10:00 p.m.	\$40

### BEN HILL-IRWIN CAMPUS

Monday, July 11	6:00 p.m. – 10:00 p.m.	\$40
Tuesday, September 20	6:00 p.m. – 10:00 p.m.	\$40
Monday, November 14	6:00 p.m. – 10:00 p.m.	\$40



Call for pricing. Group rates available.

## CPR FOR HEALTH CARE PROFESSIONALS (AHA)

This 4-hour training session includes adult, child and infant CPR. American Heart Association certification is given to those who successfully complete this course. Fee: \$70 with book

### VALDOSTA CAMPUS

Tuesday, July 19	6:00 p.m. – 10:00 p.m.	\$70
Monday, October 3	6:00 p.m. – 10:00 p.m.	\$70

## EMERGENCY MEDICAL FIRST RESPONDER

Are you one of the first people called to the scene of an accident? If so, this 44-hour course will help prepare you to offer critical, life saving care until trained EMT's or paramedics arrive. Approved through GA EMS.

### VALDOSTA CAMPUS

Mondays, August 22 - November 14 (skips 9/5 & 10/31)	6:00 p.m. – 10:00 p.m.	\$299
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# SERVSAFE COURSE

Certification is now the Law! How safe is your food? How safe is your service? Protect your customers, your business and yourself from potentially hazardous food and bad practices. Get the right training for all the right needs! Take this fast 2-day session and become certified in the program that is recognized by more than 95% of all state and local health jurisdictions.

Book Fee: \$80 + Class Fee: \$100 = Total: \$180



## VALDOSTA CAMPUS

Tuesday & Wednesday, July 19 & 20	8:30 a.m. – 5:30 p.m.	\$180
Tuesday & Wednesday, September 6 & 7	8:30 a.m. – 5:30 p.m.	\$180
Tuesday & Wednesday, October 18 & 19	8:30 a.m. – 5:30 p.m.	\$180
Tuesday & Wednesday, November 29 & 30	8:30 a.m. – 5:30 p.m.	\$180

## BEN-HILL IRWIN

Monday & Tuesday, November 14 & 15	9:00 a.m. – 5:00 p.m.	\$180
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## COFFEE CAMPUS

Monday & Tuesday, August 22 & 23	9:00 a.m. – 5:00 p.m.	\$180
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# PERSONAL SAFETY/SELF DEFENSE

Crime in today's society is a fact of life. To combat this reality, this course describes self defense strategies you can use to reduce risk and increase your personal safety.

## COFFEE CAMPUS

TBA		\$25
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# FIREARM SAFETY

Training course designed to inform, train, and prepare the individual for the all important task of personal protection. We will utilize a firearms training simulator (FATS) during this course.

## COFFEE CAMPUS

TBA		\$25
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# PEDIATRIC BASIC FIRST AID

This course features basic principles of first aid & safety with techniques for staying calm during emergency situations and training for taking appropriate action.

## VALDOSTA CAMPUS

Saturday, August 13	8:00 a.m.- 12:00 p.m.	\$45
Saturday, November 5	8:00 a.m.- 12:00 p.m.	\$45

# PEDIATRIC/INFANT CPR

Learn the didactic principles & practical concepts for clearing obstructed airways in conscious and unconscious children. Pediatric Basic Life Support methods are taught & tested.

## VALDOSTA CAMPUS

Saturday, August 13	12:30 p.m.- 4:30 p.m.	\$45
Saturday, November 5	12:30 p.m.- 4:30 p.m.	\$45



# Get on Board Before the Ship Sets Sail!

## Wiregrass Georgia Technical College

can provide the training you need to make the conversion to ICD-10 Medical Coding.  
Why sail to far away seas? WGTC will offer training at four destinations very convenient to you!

*All courses are approved for CEU credit through AHIMA*

## Lunch & Learn Series...

### “Intro to ICD-10 Training”

Friday, August 12	11-1	Cook County, Circlestone Country Club
Friday, August 19	11-1	Valdosta, WGTC Campus/Brooks Hall
Friday, September 16	11-1	Fitzgerald, Turkey Creek
Friday, September 23	11-1	Douglas, High Cotton Cafe

Fee: \$20 (includes lunch)

Get started now on your ICD-10 training before the ship sets sail!

*For more information or to register call 229-219-1379 or email [bill.tillman@wiregrass.edu](mailto:bill.tillman@wiregrass.edu)*

## Save the Dates...

*...for these precursor courses starting October 2011!*

### Medical Terminology, Anatomy & Physiology

Saturday, October 22, 2011	9-3:30	WGTC Campus, Valdosta
Saturday, November 5, 2011	9-3:30	WGTC Campus, Douglas

### Pharmacology & Pathophysiology

Saturday, February 11, 2012	9-3:30	WGTC Campus, Valdosta
Saturday, February 25, 2012	9-3:30	WGTC Campus, Douglas

*The full ICD-10 training classes start in January 2013!*

Department of Economic Development presents

# Education to Go



We offer over 500 different courses that you can take entirely on the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Ready to explore our catalog?

Classes from \$85 & up!!! It's easy to sign up!

Just go to [www.ed2go.com/wiregrass](http://www.ed2go.com/wiregrass).

For assistance please call 229-333-2122.

Some courses are approved for Teacher Professional Learning Units (PLUs)!

**Courses are available in the following areas:**

Accounting	\$85	Job Search	\$85-95
Adobe Courses	\$85	K-12 Content Area Teachers & Administrators	\$85
Adult ESL Instructors & Administrators	\$85	Knowledge-building Courses	\$85
Arts	\$85	Languages	\$85
Basic Computer Literacy	\$85	Law and Legal	\$85
Business Communication and Leadership	\$85	Learn a New Skill	\$85
Business Fundamentals	\$85	Mathematics	\$85
Business Software	\$85	Microsoft Applications	\$85
Business Writing	\$85	Microsoft Courses	\$85
Certificate Prep	\$105-110	Multimedia Courses	\$85
Certification Prep Courses	\$105-110	New ESL/EFL Teachers	\$85
Children, Parents and Family	\$85	Other Computer Courses	\$85
Classroom Computing	\$85	Paralegal	\$85-160
Computer Programming	\$85	PC Networking and Security	\$85
Courses for Teaching Professionals	\$85	Personal Excellence	\$85-95
Creative Writing	\$85	Photography Courses	\$85
Database Management Courses	\$85	Project Management	\$85-105
Design Courses	\$85	Publishing	\$85
Digital Photography	\$85	Reading and Writing	\$85
Family	\$85	Sales and Marketing	\$85
Finance and Personal Wealth	\$85	Science	\$85
General Business and Management	\$85	Skills-building Courses	\$85
General Internet	\$85	Software Applications	\$85
Grant Writing	\$85	Start Your Own Business	\$85
Grant Writing and Nonprofit	\$85	Test Prep	\$85
Health and Wellness	\$85	Test Preparation	\$85
Health Care	\$85-210	Tools for Teachers	\$85
HTML Courses	\$85	Veterinary	\$85
Internet and Business	\$85	Web Technology Courses	\$85
		Writer's Guides	\$85



# PERSONAL GROWTH AND LEISURE

## AMERICAN SIGN LANGUAGE

Learn to communicate with the hearing impaired quickly and easily. Class includes lots of practice. Perfect for translating for churches or beneficial to teachers in the classrooms! Book included in price. Enrollment limited to 20 students. Approved for 2 PLU credits.

### COOK WDC

Tuesdays & Thursdays, July 12 – August 4

6:30 p.m. – 9:00 p.m.

\$85

## BASIC DIGITAL PHOTOGRAPHY

Improve your skills in shooting, editing, and printing digital photographs. Join Valdosta Daily Times' Award Winning Photographer, Paul Levy for fun and education in: Digital Formats, Lighting Techniques & Computer Photo Processing. Receive needed training in a fun course, while earning necessary credit for your work (this class is approved for 1 PLU). Bring your own point-and-shoot digital camera.

### VALDOSTA CAMPUS

Thursdays, July 28 – August 25

6:45 p.m. – 8:45 p.m.

\$75

Thursdays, October 13 – November 10

6:45 p.m. – 8:45 p.m.

\$75

## BEGINNING FOX TROT

Join instructor, Beth Downs for a four week course in the classic ballroom dance, Fox Trot. The course will include instruction in basic and some intermediate dance steps, as well as etiquette for the dance floor. You'll be twirling down the floor with your partner in no time! Minimum enrollment: 4 couples.

### VALDOSTA CAMPUS

Tuesdays, October 4 – October 25

6:00 p.m. – 7:30 p.m.

\$85/couple

## BEGINNING LINE DANCING

Join us for a toe tapping, foot stomping good time learning all the latest line dances. We'll learn the Electric Slide, the Cupid Shuffle, the Cowboy Cha Cha, the Twist, the Snap, and more. Partners are welcome but not required.

### VALDOSTA CAMPUS

Tuesdays, September 6 – September 27

6:00 p.m. – 7:30 p.m.

\$85/couple

## BEGINNING SHAG

Don't let this season go by without marking "Learn to Shag" off your list. Join instructor Beth Downs for a 4-week course in Shag dancing, and you'll learn the basic, the turns, the pretzel, and more. You'll knock your sweetheart's socks off on the dance floor when we're through!

### VALDOSTA CAMPUS

Tuesdays, July 19 – August 9

6:00 p.m. – 7:30 p.m.

\$85/couple

Tuesdays, November 22 – December 13

6:00 p.m. – 7:30 p.m.

\$85/couple

## CONVERSATIONAL SPANISH

This course is designed to teach simple Spanish phrases needed to communicate with members of the Hispanic community. It will be especially helpful for industrial supervisors, health care workers, law enforcement officers, utility employees, bank employees, missionary workers, and others who serve the public. This course is approved for 2 SDUs.

### VALDOSTA CAMPUS

Thursdays, September 27 - November 10

6:00 p.m. – 8:30 p.m.

\$85

### COOK WDC

Tuesdays & Thursdays, September 6 – 29

6:30 p.m. – 9:00 p.m.

\$85

## DEFENSIVE DRIVING

This course provides information on safe driving techniques as well as how to recognize and avoid hazards. Most insurance companies give a premium reduction (up to 10%) after completion of this course. (Please note- this course cannot be used for point reduction.)

### VALDOSTA CAMPUS

Saturday, July 9	9:00 a.m. – 4:00 p.m.	\$50
Monday & Tuesday, August 22 & 23	6:30 p.m. – 9:30 p.m.	\$50
Saturday, October 8	9:00 a.m. – 4:00 p.m.	\$50
Monday & Tuesday, November 21 & 22	6:30 p.m. – 9:30 p.m.	\$50

## DRIVER'S EDUCATION

This course emphasizes safe driving techniques for young or inexperienced drivers. Students must have a valid learner's permit by the first day of class. The course includes 30 hours of class instruction with 6 additional hours of driving and 6 additional hours of observing (scheduled separately) of on-the-road experience. Most insurance companies give a reduction (approx. 10%) on insurance premiums upon successful completion.

### VALDOSTA CAMPUS

Monday – Thursday, July 11 – July 14	8:30 a.m. – 4:30 p.m.	\$275
Monday – Thursday, July 25 – July 28	8:30 p.m. – 4:30 p.m.	\$275
Saturdays, August 6 – August 27	8:30 a.m. – 4:30 p.m.	\$275

### COFFEE CAMPUS

Monday – Thursday, June, 27 – June 30	8:00 a.m. – 5:00 p.m.	\$275
Monday – Thursday, July 25 – July 28	8:00 a.m. – 5:00 p.m.	\$275
Saturdays, September 10, 17, 24 & October 1	8:00 a.m. – 5:00 p.m.	\$275

### BEN HILL-IRWIN CAMPUS

Monday – Thursday, July 18 – July 21	8:00 a.m. – 5:00 p.m.	\$275
Saturdays, August 6, 13, 20 & 27	8:00 a.m. – 5:00 p.m.	\$275
Saturdays, October 8, 15, 22 & 29	8:00 a.m. – 5:00 p.m.	\$275

## WEDDING ETIQUETTE

Wedding Bells are ringing! Join Vicky Watts as she helps you to plan the most exciting moments of your life. Learn how to make it elegant from beginning to end.

### VALDOSTA CAMPUS

Mondays, September 19 – October 10	6:30 p.m. – 8:00 p.m.	\$45
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## SAFE SITTER

Safe Sitter is a medically accurate program that teaches young adolescents (ages 11-13) how to handle emergencies when caring for children. This class teaches safe and nurturing child care techniques, behavior management skills, and appropriate responses to medical emergencies.



### COOK WDC

Tuesday & Thursday, September 13 & 15	6:30 p.m.- 8:30 p.m.	\$30
Saturday, December 3	8:00 a.m.- 12:00 p.m.	\$30

### COFFEE CAMPUS

TBA		\$30
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### BEN HILL - IRWIN CAMPUS

Friday, December 21	9:00 a.m.- 4:00 p.m.	\$30
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# COMPUTER & BUSINESS TECHNOLOGY

## BUYING AND SELLING ON EBAY

Topics covered in this course will include, but are not limited to, creating your listing, posing pictures, payment options, the best and least expensive way to ship your items, researching and finding items to sell on eBay.



### VALDOSTA CAMPUS

Thursdays, September 1 & September 8

6:45 p.m. – 8:45 p.m.

\$45

### COOK WDC

Tuesday & Thursday, October 11 & October 13

6:00 p.m. – 8:00 p.m.

\$45

## SAVING THROUGH ECOUPONS

Topics covered in this course will include, but not limited to, understanding couponing lingo, discovering the best coupons, how to research before the purchase, registering with companies, BOGOs, getting free stuff, store coupon policies, "Black Friday" tips, recalls and bad items, and more!

### COOK WDC

Tuesday & Thursday, August 23 & 25

6:00 p.m. – 8:00 p.m.

\$45

## INTRODUCTION TO COMPUTERS

This user friendly course will introduce the importance of computers, file organization, and other functions in a simple easy-to-follow format. APPROVED FOR 1 PLU CREDIT.



### VALDOSTA CAMPUS

Tuesday & Thursday, August 9 & 11

8:00 a.m. – 1:00 p.m.

\$85

Tuesday & Thursday, November 8 & 10

8:00 a.m. – 1:00 p.m.

\$85

## INTRODUCTION TO MICROSOFT WORD 2007

Learn the basic topics of word processing and how to enhance the appearance of documents using formatting features, creating auto text features, using wizards and templates, and inserting graphics.

### VALDOSTA CAMPUS

Thursday, September 15

9:00 a.m. – 4:00 p.m.

\$60

### COFFEE CAMPUS

Monday & Wednesday, August 15 & 17

6:00 p.m. – 9:00 p.m.

\$60

### BEN HILL-IRWIN CAMPUS

Monday & Wednesday, September 12 & 14

6:00 p.m. – 9:00 p.m.

\$60

## INTRODUCTION TO MICROSOFT PUBLISHER 2007

Learn how to create basic desktop publishing items such as creating flyers, brochures, business cards, and newsletters.

### COOK WDC

Fridays, September 9 & 16

8 a.m. – 11 a.m.

\$60

### COFFEE CAMPUS

Fridays, August 19 & 26

9:00 a.m. – 12 noon

\$60



## INTERMEDIATE MICROSOFT WORD 2007

This course takes the basics one step further! Learn how to set tabs; work with columns, sections, and indents; enhance text appearance with Word Art and graphics; and how to create tables.

### VALDOSTA CAMPUS

Thursday, September 29

9:00 a.m. – 4:00 p.m.

\$60

Thursday, October 6

9:00 a.m. – 4:00 p.m.

\$60

### COFFEE CAMPUS

Monday & Wednesday, September 19 & 21

6:00 p.m. – 9:00 p.m.

\$60

### BEN HILL-IRWIN CAMPUS

Monday and Wednesday, October 3 & 5

6:00 p.m. – 9:00 p.m.

\$60



## INTRODUCTION TO MICROSOFT EXCEL 2007

Learn how to use a spreadsheet to keep track of financial data or any other kind of alpha numeric data. Will cover the following: creating/saving/editing a worksheet, using basic formulas and functions, sharing data, formatting a worksheet, using multiple sheets, moving and copying data, creating and modifying charts, and printing worksheets.

### VALDOSTA CAMPUS

Thursday, July 28

9:00 a.m. – 4:00 p.m.

\$60

Thursday, October 13

9:00 a.m. – 4:00 p.m.

\$60

### COOK WDC

Fridays, July 15 & 22

8:00 a.m. – 11:00 a.m.

\$60

Fridays, December 2 & 9

8:00 a.m. – 11:00 a.m.

\$60

### COFFEE CAMPUS

Monday & Wednesday, October 10 & 12

6:00 p.m. – 9:00 p.m.

\$60

### BEN HILL-IRWIN CAMPUS

Monday & Wednesday, November 7 & 9

6:00 p.m. – 9:00 p.m.

\$60



## INTERMEDIATE MICROSOFT EXCEL 2007

This course covers advanced chart functions; logical, financial, and data functions; how to link spreadsheets; and how to use advanced formulas.

### VALDOSTA CAMPUS

Thursday, August 18	9:00 a.m. – 4:00 p.m.	\$60
Thursday, October 20	9:00 a.m. – 4:00 p.m.	\$60

### COFFEE CAMPUS

Monday & Wednesday, November 14 & 16	6:00 p.m. – 9:00 p.m.	\$60
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### BEN HILL-IRWIN CAMPUS

Monday & Wednesday, December 5 & 7	6:00 p.m. – 9:00 p.m.	\$60
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## ADVANCED MICROSOFT EXCEL 2007

Topics may include: learning to use named ranges; working with advanced formulas and functions; linking cells across worksheets and workbooks; protecting worksheet data; sort, outline and filter lists; creating and utilizing PIVOT tables, and merging data into other Microsoft programs. Pre-requisite: Intro to Excel or equivalent experience.

### VALDOSTA CAMPUS

Thursday, September 1	9:00 a.m. – 4:00 p.m.	\$60
Thursday, November 3	9:00 a.m. – 4:00 p.m.	\$60

### COFFEE CAMPUS

Fridays, December 2 & 9	9:00 a.m. – 12:00 p.m.	\$60
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## INTRODUCTION TO MICROSOFT ACCESS 2007

Learn relational database design. Topics covered include: creating databases; creating tables; creating and utilizing queries; creating/using/enhancing forms; sorting data; filtering data; creating switchboard forms; and printing data in different formats.

### VALDOSTA CAMPUS

Thursday, September 8	9:00 a.m. – 4:00 p.m.	\$60
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### COFFEE CAMPUS

Monday and Wednesday, November 28 & 30	6:00 p.m. – 9:00 p.m.	\$60
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## INTRODUCTION TO MICROSOFT POWERPOINT 2007

Learn how to create basic presentations, create transitions and custom animations, use design themes, and create a photo album.



### VALDOSTA CAMPUS

Fridays, October 7 & 14

9:00 a.m. – 12:00 p.m.

\$60

### COOK WDC

Fridays, November 4 & 11

9:00 a.m. – 12:00 p.m.

\$60

### COFFEE CAMPUS

Fridays, September 9 & 16

9:00 a.m. – 12:00 p.m.

\$60

## INTERNET SAFETY FOR PARENTS

This is a great class for parents who don't know what their kids are doing or what they are capable of doing on the internet. Find out what you should tell your kids about the internet and how to check their computer.



### COOK WDC

Monday, July 18

6:30 p.m. – 8:30 p.m.

\$20

Monday, October 10

6:30 p.m. – 8:30 p.m.

\$20

### COFFEE CAMPUS

Tuesday, August 30

6:00 p.m. – 8:00 p.m.

\$20

### BEN HILL-IRWIN CAMPUS

Tuesday, August 16

6:00 p.m. – 8:00 p.m.

\$20

## BASIC COMPUTER SKILLS - LEVEL 1 (4-HOUR COURSE - \$40)

(COOK, BERRIEN, BROOKS AND LANIER COUNTIES)

This user friendly, abbreviated course will introduce students to basic computer skills needed in today's world. Participants will learn the basic computer station components, keyboard and mouse basics, windows basics, internet surfing, email basics, basic file management and more.

## BASIC COMPUTER SKILLS - LEVEL 2 (6-HOUR COURSE - \$60)

(COOK, BERRIEN, BROOKS AND LANIER COUNTIES)

This user friendly, abbreviated course will be a follow-up course to the Basic Computer Skills - Level 1 class and provide more instruction on word processing through MS Word 2007, spreadsheet creation through MS Excel 2007, and provide more tips on file management, internet and email usage.

# PROFESSIONAL TRAINING

## PROFESSIONAL CERTIFICATES & LICENSING RENEWALS/EXAMS

Wiregrass Georgia Technical College offers many opportunities to gain professional licensure and certifications as well as obtain continuing education credits as required by the state for certain professions. To view a list of just some of the courses and testing services we offer, please visit our web site at [www.wiregrass.edu/conted/licensing.php](http://www.wiregrass.edu/conted/licensing.php). If you don't see what you need, please contact us and we may be able to design custom offerings for you or your business.

## STRUCTURAL PEST CONTROL EXAMINATIONS

The Georgia Department of Agriculture and the Structural Pest Control Commission, in cooperation with the Technical College System of Georgia (TCSG), has implemented a computerized administration of the Structural Pest Control Examinations. This computer based exam replaced the paper and pencil exam and has many benefits for the structural pest control industry. Exam applicants can now go online to select a location and schedule an exam date and time at their convenience. Additionally, examinees will receive their exam results instantly and have access to their exam history. There is a **\$45.00** exam fee collected by the technical college for this service. For more information or to register, please go to [www.gapestexam.com](http://www.gapestexam.com).



## REAL ESTATE EDUCATION ONLINE

Wiregrass Georgia Technical College's Real Estate Education Courses let you study from your home or office to fulfill your requirements quickly, conveniently, and easily. We offer online courses in real Estate Pre-license, Post-License, Broker License, and Continuing Education. Our online courses save you time, money, and effort. For more information, visit our website at [www.wiregrass.edu/conted](http://www.wiregrass.edu/conted) or call (229) 333-2122

## GATHERING OF EAGLES

Some of business best will be on hand to share their expertise with members of the public and Wiregrass students at the annual Gathering Eagles symposium at the Valdosta Campus each year in February. Before it's over, some of the best minds in business management will have offered their insights, experience and advice on everything from leadership development to promoting and then managing business growth. If you would like to receive a brochure, send your e-mail address to [jessie.coody@wiregrass.edu](mailto:jessie.coody@wiregrass.edu) and reference Eagles in the subject line.



# CHILDCARE PROVIDERS COURSES

## A TRIP AROUND THE CLASSROOM (2 CLOCK HOURS)

In this class you will learn how to integrate multi culture in the classroom. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, October 27

6:30 p.m. – 8:30 p.m.

\$15

## BOOKS FOR KIDS (2 CLOCK HOURS)

Learn about wonderful and helpful books to read for children. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, December 8

6:30 p.m. – 8:30 p.m.

\$15

## CHILD ABUSE AWARENESS (2 CLOCK HOURS)

Childcare providers, directors and instructors are required by law to report any suspicions of child abuse. Do you know the signs? Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, November 3

6:30 p.m. – 8:30 p.m.

\$15

## CHILD GUIDANCE (2 CLOCK HOURS)

Learn why children need guidance, the techniques of positive guidance and how it is important. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, October 6

6:30 p.m. – 8:30 p.m.

\$15

## DISEASE CONTROL (4 CLOCK HOURS)

This course provides instruction on basic hygiene for day care centers. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, July 21

5:30 p.m. – 9:30 p.m.

\$25

## FILE FOLDER GAMES (2 CLOCK HOURS)

File folder games are a great way to teach children needed skills while having fun. We will be discussing the benefits of file folder games, various skills that can be taught using file folder games, and we will be making a few file folder games. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, September 8

6:30 p.m. – 8:30 p.m.

\$15

## POSITIVE DISCIPLINE (2 CLOCK HOURS)

Learn the importance of discipline in an encouraging way for children. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, December 1

6:30 p.m. – 8:30 p.m.

\$15

## SCIENCE FOR PRESCHOOLERS (2 CLOCK HOURS)

Have you ever wondered how to do science with preschoolers? We will be discussing the benefits of doing science with the preschooler and doing some hands on activities that are on a preschool level and relate to science. Instructor: Joan Everitt

### VALDOSTA CAMPUS

Thursday, September 22

6:30 p.m. – 8:30 p.m.

\$15

## BASIC NUTRITION

This course will provide basic information regarding proper nutrition and is designed for individuals responsible for preparing and serving food in a childcare program.

### COOK WDC

Thursday, August 25

5:30 p.m. - 9:30 p.m.

\$25

### COOK WDC

Monday, November 14

5:30 p.m. - 9:30 p.m.

\$25

### VALDOSTA CAMPUS

Saturday, November 5

8:00 a.m. – 12:00 p.m.

\$25

## SUPER SATURDAY FOR CHILDCARE PROVIDERS (6 CLOCK HOURS)

Topics include: Books for Kids (2 clock hours), File Folder Games (2 clock hours), Science for Preschoolers (2 clock hours)  
Instructor: Joan Everitt

### VALDOSTA CAMPUS

Saturday, July 30

8:00 a.m. – 2:30 p.m. (30 min. lunch break)

\$45

## SUPER SATURDAY FOR CHILDCARE PROVIDERS (4 CLOCK HOURS)

Topics Include: Child Guidance (2 clock hours), A Trip Around the World (2 clock hours). Instructor: Joan Everitt

### VALDOSTA CAMPUS

Saturday, August 6

8:00 a.m. – 12:00 p.m.

\$30

## SUPER SATURDAY FOR CHILDCARE PROVIDERS (6 CLOCK HOURS)

Topics include: I am Unique! (2 clock hours), Positive Discipline (2 clock hours), Squish it, Squash, Squeeze it, and Shape it! (2 clock hours) Instructor: Joan Everitt

### VALDOSTA CAMPUS

Saturday, October 15

8:00 a.m. – 2:30 p.m. (30 min. lunch break)

\$45

# INDUSTRIAL AND OSHA

## CONTINUING EDUCATION FOR ELECTRICIANS

Need those mandatory continuing education credits? This course will provide an excellent opportunity to gain valuable information and fulfill the 4-hour mandated education training requirement of the Georgia State Licensing Board. A 4-hour continuing education certificate is awarded upon completion of the course.

### VALDOSTA CAMPUS

Tuesday, November 3

5:30 p.m. – 10:00 p.m.

\$65 (includes meal)

### COFFEE CAMPUS

TBA

5:30 p.m. – 10:00 p.m.

\$65 (includes meal)

## CONTINUING EDUCATION FOR, PLUMBERS, AND HVAC CONTRACTORS

Need those mandatory continuing education credits? This course will provide an excellent opportunity to gain valuable information and fulfill the four-hour mandated education training requirement of the Georgia State Licensing Board. A four hour continuing education certificate is awarded upon completion of the course.

### VALDOSTA CAMPUS

Thursday, October 27

5:30 p.m. – 10:00 p.m.

\$55 (includes meal)

## FORKLIFT SAFETY

This course is designed to teach individuals safe forklift operation procedures. Presentation is through lecture, discussion, written tests, and hands-on training. Topics include operation and safety checklists, OSHA regulations and safe driving practices. Students practice driving a sit-down forklift and are required to complete a driving course.



### BEN HILL-IRWIN CAMPUS

Tuesday, August 8

8:00 a.m. – 5:00 p.m.

\$75

Tuesday, October 10

8:00 a.m. – 5:00 p.m.

\$75

## BICSI LEVEL 2 FIBER

This 5-day course sets the groundwork for optical fiber-based structured cabling system installation. The course will open with an overview of fiber transmission principles, professionalism, life safety and industry best practices, as related to fiber. A significant amount of course time will then be spent on installation, splicing, termination, testing and retrofitting of optical fiber cable. Additional topics covered will include pathways and spaces, firestopping and an introduction to field coordination.

### BEN HILL-IRWIN CAMPUS

TBA

8:00 a.m. – 5:00 p.m.

\$800

## BICSI LEVEL 2 COPPER

This 5-day course sets the foundation of a copper-based structured cabling system installation. The course begins with an overview of copper transmission principles, professionalism, life safety and general industry best practices, as related to copper. A significant amount of course time will then be spent on BICSI best practices for the installation, termination, testing and retrofitting of copper cable. Additional topics covered will include BICSI best practices for pathways and spaces; grounding, bonding and protection; and firestopping.

### BEN HILL-IRWIN CAMPUS

TBA

8:00 a.m. – 5:00 p.m.

\$800

## CDL REFRESHER COURSE

Already have a CDL and think you need some extra training or retraining? The Commercial Driving License (CDL) Refresher Course is designed for those who have a CDL and need retraining or extra help on their skills. The course will cover: vehicle pre-trip inspection, explanation/demonstration of road test, explanation/demonstration of backing exercises, hands-on experience in driving and backing, and log/trip planning.

### COFFEE CAMPUS

TBA



\$450

## GEORGIA MASTER TIMBER HARVESTER CONTINUING EDUCATION



Continuing Logger Education (CLE) is offered at the Valdosta campus of Wiregrass Georgia Technical College each fall. As new technology and improved information are becoming available on an almost daily basis in forestry as well as other industries, continuing education has been identified as an important component of an effective logger education program. The Master Timber Harvester designation may be renewed for two-year periods by completing a minimum of twelve hours of approved Continuing Logger Education (CLE). Four of the twelve required hours must be courses covering material from "The Environment" subject area. The remaining eight hours may be in the subject of "The Environment", "Business Management", OR "Safety". For more information about Logger Continuing Education or to be added to our mailing list, please call 229-333-2122.

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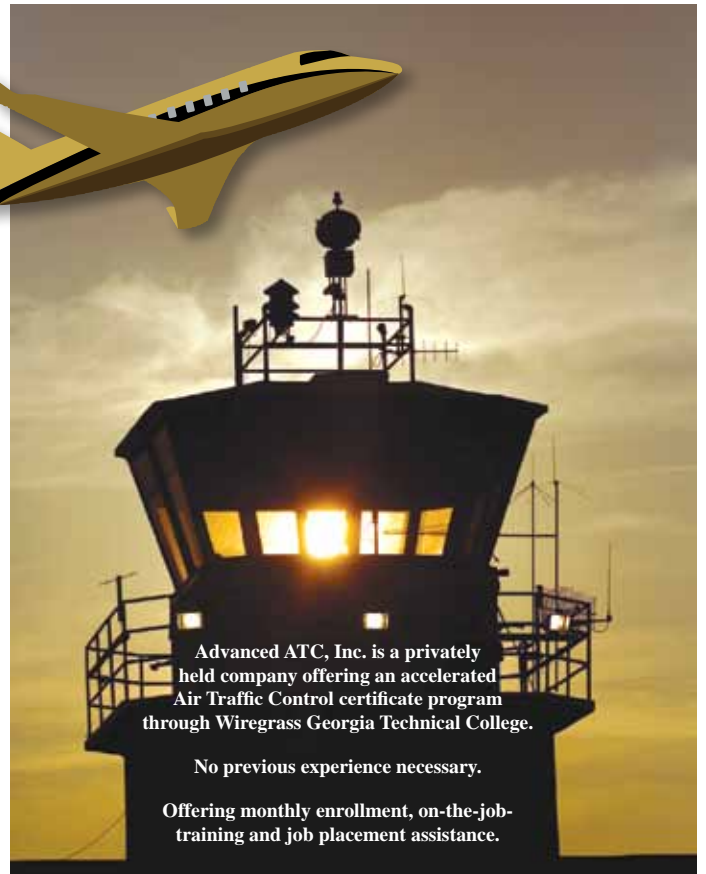
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Advanced ATC, Inc. is a privately held company offering an accelerated Air Traffic Control certificate program through Wiregrass Georgia Technical College.

No previous experience necessary.

Offering monthly enrollment, on-the-job-training and job placement assistance.

# SUPERVISORY & LEADERSHIP

## TEAM BUILDING/CHALLENGE COURSE

Let us take your group or organization through an experiential learning that will facilitate growth, development and understanding of interpersonal and communication skills, team work, problem solving abilities, leadership skills and trust. The Challenge Course, located on the Valdosta campus of Wiregrass Georgia Technical College, can be deployed in three ways:

### PORTABLE TRAINING INITIATIVES:

Activities designed for participants of all ages that can be done at your location or incorporated into the Challenge Course initiatives. We offer a wide selection of activities that every participant can enjoy. These activities begin the team building process and help to foster a spirit of unity among groups.

### HIGH ROPES INITIATIVES:

This part of the Wiregrass Georgia Technical College course is characterized as the most dramatic activities on the course. These initiatives place the participants heights that make safety dependent on a series of ropes, knots, hardware, harnesses, and group members. There are six high ropes initiatives including a zip-line. To participate in these initiatives, each person must complete training from facilitators safety techniques including knot tying, visual inspections and proper belaying techniques. It is suggested that participants in this part of the course first complete the low ropes initiatives, but is not mandatory. While these initiatives are more individual based, they do require trust of team members, communication between partners on the course, support from other participants as well as commitment to attempt the activities. Prior to any groups' scheduled event, facilitator will meet with the group leaders to discuss purpose and goals of the events specific to their needs.

Course is available for businesses, non-profit organizations, youth groups, religious groups, government departments, and educational groups.

Cost is dependent on size of group, initiatives chosen, and amount of time spent on the course. Discounts are available non-profit organizations.

For information about the Wiregrass Challenge Course, contact April Lamon, Director of Economic Development at (229) 333-2122, ext. 5



### LOW ROPES INITIATIVES:

These activities incorporate the Wiregrass Georgia Technical College Challenge Course and are designed for participants of all ages. There are 14 possible initiatives to choose from based on the dynamics of the group. The Low Ropes course is characterized by its purpose which is to serve as a catalyst for the development of interpersonal skills. Participants have an opportunity to work together to solve hands-on problems that require critical thinking, assessment and use of individual and group strengths, and determine the challenges for the group and minimize them. They also provide safety for the fellow group members which reinforce the need for group support.





# REGISTRATION FORM FOR CONTINUING EDUCATION COURSES

Course I will Attend: \_\_\_\_\_ Course Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Course Location: \_\_\_\_\_ Ben Hill-Irwin \_\_\_\_\_ Coffee \_\_\_\_\_ Cook Co Center \_\_\_\_\_ Valdosta \_\_\_\_\_ Online \_\_\_\_\_ Other

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-Mail: \_\_\_\_\_

Is your employer paying for or reimbursing you for this training?  Yes  No

Gender\*  Male  Female

Ethnic Origin\* Are you Hispanic or Latino?  Yes  No If no, select one or more races from the following five racial groups.

- Race\*  American Indian or Alaskan Native
- Asian
- Black or African American

- Native Hawaiian or Pacific Islander
- White

*\*This voluntary information is required for purposes of reporting to Federal Compliance agencies only and will not be used in determining registration status.*

U.S. Citizen: Y or N

Highest Grade Complete (Circle One): 7 8 9 10 11 12 13 14 15 16 17 18 19 GED

### METHOD OF PAYMENT

- Registration fee enclosed: Cash/Check # \_\_\_\_\_
- VISA/Master Card/Discover: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Card Number)
- Bill Organization - Attention: \_\_\_\_\_

**Please make checks or money orders payable to Wiregrass Georgia Technical College.**

I would like to receive the Opportunities e-mail newsletter! (enter email address above)

#### **Mailing Information**

##### **For Ben Hill-Irwin Campus & Coffee Campus**

Wiregrass Georgia Technical College  
ATTN: GAIL GIDDENS  
667 Perry House Road  
Fitzgerald, GA 31750  
Phone: 229-468-2074  
Fax: 229-468-2045

#### **Mailing Information**

##### **For Valdosta Campus**

Wiregrass Georgia Technical College  
ATTN: Continuing Education  
4089 Val Tech Road  
Valdosta, GA 31602  
Phone: 229-333-2122  
Fax: 229-259-5540

#### **Mailing Information**

##### **For Cook Workforce Campus**

Wiregrass Georgia Technical College  
ATTN: Bill Tillman  
1676 North Elm Street  
Sparks, GA 31647  
Office: 229-549-7368  
Fax: 229-549-6286

**Course Fees/Registration:** Continuing Education course fees must be paid in advance of class start date. Cash, Check, Money Order, Discover, MasterCard, or Visa is accepted. You are officially enrolled and your name is placed upon the class roster as soon as we receive your registration form and payment. Students accepted first day of class on space available basis only.

**Refunds:** Full refunds will be given by contacting the Continuing Education office for cancellations at least 48 hours (2 working days) prior to the beginning of the program. For cancellations with less than 48 hours (2 working days) notice prior to the beginning of a program, a \$10.00 processing fee will be charged. No refunds or credits will be given after a class begins. For classes canceled by Wiregrass Georgia Technical College, registrants are given full refunds.

**Class Cancellation:** Classes with insufficient enrollment may be canceled at the discretion of the Division of Continuing Education Department. If class is canceled, we will make every effort to contact all students who have pre-registered. Students who have not pre-registered are responsible for finding out about classes which may have been canceled. The division reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class locations when necessary. For classes canceled by Wiregrass Georgia Technical College, registrants are given full refunds.

**Wiregrass Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. A Unit of the Technical College System of Georgia Equal Opportunity Institution**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_