

**Savannah Technical College**  
**Professional Continuing Education Fall Course Schedule**  
**October - December 2009**

912.443.5808

*Please note campus locations - Savannah, Crossroads, Effingham and Liberty*

**SAVANNAH AND CROSSROADS CAMPUS**

**BUSINESS**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
Embracing Diversity by Building Bridges	40	T/TH	27-Oct	27-Oct	\$250	6:00 PM - 9:00 PM	C
Starting Your Own Small Business	40	T/TH	27-Oct	10-Dec	\$249	6:00 PM - 9:00 PM	S
Business Writing for Business Professional	20	M/W	20-Oct	3-Dec	\$159	6:00 PM - 9:00 PM	C
Quicks Books	8	T/TH	19-Oct	9-Nov	\$99	6:00 PM - 8:00 PM	S
Quicks Books	8	T/TH	27-Oct	5-Nov	\$99	6:00 PM - 8:00 PM	S
Time Management	8	W	10-Nov	19-Nov	\$109	6:00 PM - 9:00 PM	C
Personal Money Management	8	M/W	21-Oct	4-Nov	\$99	6:30 PM - 8:30 PM	S
Customer Service Excellence	20	T/TH	19-Oct	28-Oct	\$279	6:00 PM - 8:30 PM	C
Customer Service Excellence	20	T/TH	3-Nov	1-Dec	\$279	6:00 PM - 8:30 PM	C
How to Bid and Negotiate Federal Grants & Contracts	4	W	27-Oct	24-Nov	\$129	6:00 PM - 8:00 PM	C
Introduction to Event Planning	24	T/TH	28-Oct	4-Nov	\$199	6:00 PM - 9:00 PM	C
Fundamental of Leadership	24	M/W	19-Oct	23-Nov	199+	6:00 PM - 9:00 PM	C
Dealing With Difficult People	24	T/Th	20-Oct	17-Nov	199+	6:00 PM - 9:00 PM	C
Teambuilding & Effective Communication	24	T/TH	20-Oct	17-Nov	\$199+	6:00 PM - 9:00 PM	C

**HEALTH**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
Medical Terminology	30	M	19-Oct	21-Dec	\$125	6:00 PM - 9:00 PM	S
Medical Coding ICD 9	27	T	20-Oct	15-Dec	\$250	6:00 PM - 9:00 PM	S
Medical Coding CPT	27	TH	22-Oct	17-Dec	\$250	6:00 PM - 9:00 PM	S

**Gatlin Online Courses**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
Administrative Dental Assistant	150	Internet Anytime	Anytime	Anytime	\$1,595	Anytime	Anywhere
Advanced Coding for the Physician's Office	80	Internet Anytime	Anytime	Anytime	\$1,395	Anytime	Anywhere
Advanced Hospital Coding and CCS Prep	80	Internet Anytime	Anytime	Anytime	\$1,695	Anytime	Anywhere
Certified National Pharmaceutical Representative	120	Internet Anytime	Anytime	Anytime	\$1,595	Anytime	Anywhere
Coding, Reimbursement and Documentation for Physicians	12	Internet Anytime	Anytime	Anytime	\$795	Anytime	Anywhere
Pharmacy Technician	240	Internet Anytime	Anytime	Anytime	\$1,795	Anytime	Anywhere
Certified Bookkeeper	80	Internet Anytime	Anytime	Anytime	\$1,795	Anytime	Anywhere
Certified Global Business Professional	400	Internet Anytime	Anytime	Anytime	\$2,495	Anytime	Anywhere
Freight Broker/Agent Training	150	Internet Anytime	Anytime	Anytime	\$1,695	Anytime	Anywhere
Leadership and Legacy: Seven Steps to Leading High Achieving Teams	70	Internet Anytime	Anytime	Anytime	\$1,395	Anytime	Anywhere
Payroll Practice and Management	80	Internet Anytime	Anytime	Anytime	\$1,595	Anytime	Anywhere
Principles of Private Investigation	200	Internet Anytime	Anytime	Anytime	\$1,995	Anytime	Anywhere
Travel Agent Training	200	Internet Anytime	Anytime	Anytime	\$1,595	Anytime	Anywhere

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
AutoCAD 2009	150	Internet Anytime	Anytime	Anytime	\$1,995	Anytime	Anywhere
Cisco CCNA Authorized Certification Training	100	Internet Anytime	Anytime	Anytime	\$1,995	Anytime	Anywhere
Microsoft Certified System Administrator Plus 2003 (MCSA)	340	Internet Anytime	Anytime	Anytime	\$2,195	Anytime	Anywhere
Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)	480	Internet Anytime	Anytime	Anytime	\$3,095	Anytime	Anywhere
Web Database Developer	200	Internet Anytime	Anytime	Anytime	\$2,195	Anytime	Anywhere
Webmaster	150	Internet Anytime	Anytime	Anytime	\$1,795	Anytime	Anywhere
Revenue Cycle Management for Health Care Provider	12	Internet Anytime	Anytime	Anytime	\$795	Anytime	Anywhere

### **Real Estate Online Courses**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
GA Prelicense Fundamental	75	Internet Anytime	Anytime	Anytime	\$313	Anytime	Anywhere
GA Post License - Starting Your Real Estate Career	25	Internet Anytime	Anytime	Anytime	\$160	Anytime	Anywhere
Introduction to Property Management	15	Internet Anytime	Anytime	Anytime	\$150	Anytime	Anywhere
Basic of Real Estate Finance	8	Internet Anytime	Anytime	Anytime	\$80	Anytime	Anywhere
Managing - All Types of Rental Units	4	Internet Anytime	Anytime	Anytime	\$40	Anytime	Anywhere

### **COMPUTER TECHNOLOGY**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
Basic Keyboarding	24	T/TH	27-Oct	3-Dec	\$229	5:30 PM - 9:30 PM	S
MS Windows	8	M/W	19-Oct	28-Oct	\$69	6:00 PM - 8:00 PM	C
MS Word Intro	12	M/W	2-Nov	18-Nov	\$75	6:00 PM - 8:00 PM	C
MS Word - Intermediate	16	T/TH	24-Nov	24-Dec	\$95	6:00 PM - 8:00 PM	C
MS Excel - Intro	12	M/W	30-Nov	16-Dec	\$75	6:00 PM - 8:00 PM	C
MS Excel - Intermediate	16	T/TH	10-Nov	3-Dec	\$95	6:00 PM - 8:00 PM	C
MS Excel - Advanced	20	T/TH	24-Nov	24-Dec	\$115	6:00 PM - 8:00 PM	S
MS PowerPoint - Intro	6	M/W	23-Nov	30-Nov	\$75	6:00 PM - 8:00 PM	C
MS PowerPoint - Intermediate	10	M/W	7-Dec	21-Dec	\$105	6:00 PM - 8:00 PM	C
MS 4-in-1 (MS Windows, Word, Excel, PowerPoint) '2003'	38	M/W	26-Oct	7-Dec	\$239	6:00 PM - 9:00 PM	C
MS 4-in-1 (MS Windows, Word, Excel, PowerPoint) '2007'	38	T/TH	27-Oct	8-Dec	\$239	6:00 PM - 9:00 PM	C
MS Outlook	8	T/TH	15-Dec	29-Dec	\$69	6:00 PM - 8:00 PM	S
MS Project Management	8	T/TH	8-Dec	17-Dec	\$99	6:00 PM - 8:00 PM	S
Introduction to Web Design	20	T/TH	20-Oct	3-Dec	\$179	6:00 PM - 8:00 PM	S
Architectural Desktop - Beginners	34	T/TH	27-Oct	17-Dec	\$199	8:00 PM - 10:00 PM	S
Architectural Desktop - Advanced	48	T/TH	20-Oct	28-Jan	\$259	6:00 PM - 9:00 PM	S
Intro to CAD	30	M/W	9-Nov	13-Jan	\$199	6:00 PM - 9:00 PM	S

### **INDUSTRIAL TECHNOLOGY**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
Forklift Operator	8	Sat	17-Oct	17-Oct	\$209	8:30 PM - 4:30 PM	S
Forklift Operator	8	Sat	21-Nov	21-Nov	\$209	8:30 AM - 4:30 PM	S
Forklift Operator	8	Sat	19-Dec	19-Dec	\$209	8:30 AM - 4:30 PM	S
Residential Building Academy	40	T/TH	20-Oct	31-Dec	\$499	7:00 PM - 9:00 PM	C

### **LEISURE**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>DAYS</b>	<b>BEGIN</b>	<b>END</b>	<b>COST</b>	<b>TIME</b>	<b>LOCATION</b>
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Digital Photography	8	W	21-Oct	11-Nov	\$89	6:00 PM - 8:00 PM	S
Digital Photography	8	Sat	10-Nov	1-Dec	\$89	10:00 AM - 12:00 PM	S
Floral Arrangement	8	T	17-Nov	15-Dec	\$89	6:00 PM - 8:00 PM	S
Floral Arrangement	8	T	29-Oct	19-Nov	\$89	6:00 PM - 8:00 PM	S
Introduction to Interior Decorating	24	T	24-Nov	17-Dec	\$199+	6:00 PM - 9:00 PM	S
Driver Education	30+	Sat/Sun	24-Oct	1-Nov	269+	8:00 AM - 5:00 PM	L
Driver Education	30+	Sat/Sun	28-Nov	6-Dec	269+	8:00 AM - 5:00 PM	L

**FOREIGN LANGUAGE**

COURSE TITLE	HRS	DAYS	BEGIN	END	COST	TIME	LOCATION
America Sign Language (ASL)	24	M/W	2-Nov	30-Nov	\$249+	6:00 PM - 9:00 PM	C
Conversational Spanish for The Workplace	32	T/TH	26-Oct	7-Jan	\$269+	6:00 PM - 9:00 PM	C
Intermediate Conversational & Practical Spanish	60	M/W	11-Jan	31-Mar	\$359+	6:00 PM - 10:00 PM	C
Conversational French, Introduction	30	T/TH	3-Nov	8-Dec	\$239	6:00 PM - 9:00 PM	S
Conversational German, Introduction	30	M/W	16-Nov	28-Dec	\$239	6:00 PM - 9:00 PM	S
Arabic Language And Culture, Introduction	24	T/TH	20-Oct	12-Nov	\$219	6:00 PM - 9:00 PM	L

**Professional Continuing Education Department Contact Information**

Office # 912.443.5808 & Fax # 912.443.5340

Reeshemah Johnson (rjohnson@savannahtech.edu)

**TECHNICAL CERTIFICATE OF CREDIT PROGRAMS**

*Certified Customer Service Specialist	150	M/W/TH	11-Jan	15-Apr	Financial Aid	Assistance Available	S
*Certified Manufacturing Specialist	168	M/W/TH	11-Jan	16-Apr	Financial Aid	Assistance Available	C
*Certified Warehousing Distribution Specialist	159	M/W/TH	11-Jan	17-Apr	Financial Aid	Assistance Available	C
Direct Support Professional Part I & II	270	M/W/TH/F	11-Jan	13-May	Financial Aid	Assistance Available	S
Team Supervisor/Leadership	270	M/W/TH	11-Jan	24-Jun	Financial Aid	Assistance Available	C

**\*\*Guarantee Interview" for more details call 912.443.5808!!!!**