

Links

spring
2007



NETWORKS



OFFICE



BUSINESS PROCESSES



SYSTEMS



QUALITY



CONSTRUCTION

design
engineer
create

Southern Polytechnic

Georgia's **Technology** University

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

Links

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

Class Location

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

General Information

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

Directions to Campus

Southern Polytechnic State University is located just off South Marietta Parkway. From I-75, take exit 263 (S. Marietta Parkway). Travel west for 1.5 miles. Cross the intersection of U.S. 41 (Cobb Parkway), and enter the university from the second left turning lane. The Office of Continuing Education is located in Building F. If you need additional directions, please call 678.915.7240.

Inclement Weather

For inclement weather updates, tune to one of these stations. Television: WSB, WAGA, WXIA, WGCL. Radio: WSB, KISS, WFOX, The BEAT, WGST, WSTR (Star 94), WZGC (Z93), WLTM (94.9 Lite FM), or WVEE.

Information and Registration

Registrations

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

Cancellations

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

If you need to cancel your registration,

1. notify Continuing Education by calling 678.915.7240 at least three 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.

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. A stop payment does not constitute a formal cancellation.

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. 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.

Registration Form

There are five convenient ways to register:

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

Course Name	Course Date	Price
Your Name	E-mail address	
Title	S.S.#	
Organization		
Home Address		
City	State	ZIP
Business Phone #	Home Phone #	
Method of Payment:		
P.O. #	Federal ID #	
Check <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>
	American Express <input type="checkbox"/>	
Card No.	Expiration Date	
Signature		

Please make additional copies as needed.

Call 678.915.7240 to register

Visit us online at oce.spsu.edu

CISCO Certified Network Associate (CCNA)

This four-course program PREPARES THE STUDENT FOR THE CCNA CERTIFICATE EXAMINATIONS. CCNA IS A RECOMMENDED PREREQUISITE FOR CISCO'S CCNP, CCDP, CCDA, AND CCIE. THE SEQUENCE IS BASED ON CISCO-DEVELOPED ONLINE CURRICULUM, HARDWARE AND EDUCATIONAL MATERIALS FOR OPTIMAL COMPATIBILITY WITH THE CERTIFICATION EXAM. AS A SUBSET, THE FIRST TWO COURSES CONTAIN THE NECESSARY CURRICULUM FOR THE COMP TIA NETWORK + CERTIFICATION. ALL INSTRUCTORS ARE CERTIFIED CISCO ACADEMY INSTRUCTORS. EACH CLASS IS LIMITED TO 10 PARTICIPANTS.

PREREQUISITE: BE PROFICIENT IN THE USE OF SOFTWARE IN A WINDOWS-BASED ENVIRONMENT AND POSSESS ONE YEAR EXPERIENCE IN COMPUTER APPLICATIONS.

Bundle Price:
Enroll in all four CISCO courses at the same time for \$4,125, a savings of \$255

CCNA 1: Networking Basics v3.0

Networking Basics is the first of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA I introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, LANs, WANS, OSI models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing, and network standards. (4.0 CEUs)

Competencies:

- Basics of Ethernet Technologies
- Cabling LAN and WANS
- Network Media
- Basics of TCP/IP and IP addressing
- Routing Fundamentals

07WC01000 Jan 22 – Feb 21 (M/W, 6-10pm)

07WC01001 Mar 17 – Apr 14 (Sa, 8am-5pm)

\$1,195

CCNA 2: Routers and Routing Basics v3.0

Routers and Routing Basics is the second of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on the initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS, configure routing protocols, and create access lists controlling access to the router. (4.0 CEUs)

Competencies:

- Basics of configuring routers
- Routing protocols
- TCP/IP concepts
- Access control lists
- Networking troubleshooting skills

07WC02000 Mar 5 – Apr 4 (M/W, 6-10pm)

07WC02001 Apr 28 – May 26 (Sa, 8am-5pm)

\$1,195

CCNA 3: Switching Basics and Intermediate Routing

Switching Basics and Intermediate Routing is the third of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning tree Protocol (STP), and VLAN Trunking Protocol (VTP). (3.2 CEUs)

Competencies:

- VLSM
- Basics of OSPF and EIGRP
- Switch concepts and configuration
- Spanning-Tree Protocol
- VLANs and VTP

07WC03000 Apr 16 – May 9 (M/W, 6-10pm)

07WC03001 Jun 9 – 30 (Sa, 8am-5pm)

\$995

CCNA 4: WAN Technologies

WAN Technologies is the last of the four courses leading up to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation (NAT), Port Addressing Translation (PAT), and DHCP, WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam. (3.2 CEUs)

Competencies:

- ISDN and DDR
- Frame Relay
- PPP
- WAN Technologies
- NAT, PAT, and DHCP

07SC04000 May 21 – Jun 20 (M/W, 6-10pm)

07SC04001 Jul 14 – Aug 4 (Sa, 8am-5pm)

\$995



QUESTIONS?

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

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 112-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

07WC22000 Jan 22 – Apr 28 (M/W, 6-10pm)

07WC22001 Apr 3 – Jul 12 (T/Th, 6-10pm)

Doesn't meet 7/3, 7/5

\$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.

07WC21000 Jan 29 – Feb 28 (M/W, 6-10pm)

07WC21001 Apr 7 – May 5 (Sa, 8am-5pm)

07SC21002 Jun 11 – Jul 11 (M/W, 6-10pm)

\$1,595

CIW Associate

News CIW Associates HAVE MASTERED THE FUNDAMENTAL KNOWLEDGE AND SKILLS REQUIRED TO WORK IN AN INTERNET TECHNOLOGY-ENABLED ENVIRONMENT. THESE FOUNDATIONAL SKILLS INCLUDE BASIC KNOWLEDGE OF INTERNET TECHNOLOGIES SUCH AS WEB BROWSERS, FTP AND E-MAIL; WEB PAGE AUTHORING USING EXTENSIBLE HYPertext MARKUP LANGUAGE (XHTML); BASIC INFRASTRUCTURE NETWORKING, AND PROJECT MANAGEMENT. CIW ASSOCIATE CERTIFICATION IS VALUABLE FOR INDIVIDUALS WORKING IN FIELDS SUCH AS SALES, BUSINESS DEVELOPMENT, ADVERTISING, TECHNICAL RECRUITING AND OTHER AREAS THAT DEPEND ON WEB-ENABLED SYSTEMS FOR PRODUCTIVITY. TO BECOME A CIW ASSOCIATE, THE CANDIDATE MUST PASS ONE REQUIRED CIW EXAM (IDO-510). CIW ASSOCIATE CERTIFICATION IS ALSO REQUIRED TO QUALIFY FOR ALL CIW PROFESSIONAL AND MASTER CIW CERTIFICATIONS.

Foundations

The CIW Foundations course provides the basic hands-on skills and knowledge that a professional is expected to understand and use. Foundational skills include basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. The course is broken down into three sections: Internet business, site development, and network technology. This course prepares you for the CIW Associate Certification Exam (IDO-510) that is required for all upper tier CIW certifications. (3.2 CEUs) Prerequisites: Basic Knowledge of the Windows XP Operating System
07WC29000 Jan 16 – Feb 8 (T/Th, 6-10pm)
07SC29001 May 5 – 26 (Sa, 8am-5pm)
\$995

Master CIW Designer Certification

News Master CIW Designers DEVELOP AND MAINTAIN WEB SITES USING AUTHORING AND SCRIPTING LANGUAGES, CREATE CONTENT AND DIGITAL MEDIA, AND EMPLOY STANDARDS AND TECHNOLOGIES FOR BOTH BUSINESS-TO-BUSINESS AND BUSINESS-TO-CONSUMER E-COMMERCE WEB SITES. MASTER CIW DESIGNER CERTIFICATION CAN LEAD TO A SUCCESSFUL CAREER AS A WEB DESIGNER, CREATIVE DIRECTOR, WEB MARKETING/ BUSINESS SPECIALIST OR ART DIRECTOR. CANDIDATES MUST PASS THREE REQUIRED CIW EXAMS TO BECOME A MASTER CIW DESIGNER.

Course 1 - Design Methodology and Technology

Design Methodology and Technology is a course that teaches students how to create and manage Web sites with tools such as Microsoft FrontPage, Macromedia Dreamweaver and Flash, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts,

Web project management, scenario development and performance evaluations. This course prepares the participant for the CIW Site Designer Exam (IDO-520) and is the second of three steps in the Master CIW Designer Certification. It also earns the participant the CIW Professional Certification. (3.2 CEUs) Prerequisites: Foundations
07WC30000 Feb 20 – Mar 15 (T/Th, 6-10 pm)
07SC30001 Jun 9 – 30 (Sa, 8am-5pm)
\$995

Course 2 - E-Commerce Strategies and Practices

E-Commerce Strategy and Practices is a course that teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. This course prepares you for the CIW E-Commerce Designer Exam (IDO-525) and is the last step in achieving the Master CIW Designer Certification. (3.2 CEUs) Prerequisites: Design Methodology and Technology
07WC31000 Mar 27 – Apr 19 (M/W, 6-10pm)
07SC31001 Jul 14 – Aug 4 (Sa, 8am-5pm)
\$995

CIW Web Developer Certification

News CIW Web Developers CREATE AND MAINTAIN WEB APPLICATIONS THROUGH PROGRAMMING, SCRIPTING AND/OR SERVER ADMINISTRATION. THIS CERTIFICATION VALIDATES THE SKILLS AND KNOWLEDGE REQUIRED TO ASSEMBLE AND MAINTAIN JAVA-BASED WEB APPLICATIONS. WEB DEVELOPERS FOCUS ON THE BUSINESS-REQUIREMENTS ASPECT OF THE APPLICATION DEVELOPMENT CYCLE. THE CANDIDATE MUST PASS ONE REQUIRED CIW EXAM TO BECOME A CIW WEB DEVELOPER. ALTERNATIVELY, UNDER AN AGREEMENT WITH IBM, CANDIDATES WHO HAVE PASSED IBM EXAM 154 MAY REQUEST TO BE TO BE GRANTED THE CIW WEB DEVELOPER CERTIFICATION

AS WELL. THE WEB DEVELOPER EXAM VALIDATES SKILLS IN USING DEVELOPMENT TOOLS TO ASSEMBLE J2EE-CENTRIC WEB SOLUTIONS CONSISTING OF THIN-CLIENT WEB APPLICATIONS THAT INTERACT WITH BUSINESS SERVICES, DATABASES AND WEB SERVICES. SKILLS INCLUDE WRITING APPLICATION CONTROL LOGIC, WRITING APPLICATION DISPLAY LOGIC, UTILIZING BUSINESS SERVICES AND EXPOSING APPLICATION COMPONENTS USING BUSINESS SERVICES. ONCE YOU BECOME A CIW WEB DEVELOPER YOU WILL HAVE PASSED AN ESSENTIAL EXAM FOR IBM'S CERTIFIED SOLUTIONS DEVELOPER -- WEBSHERE STUDIO v5.0.

Course 1 - JavaScript Fundamentals

JavaScript Fundamentals is a course that teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. (1.2 CEUs) Prerequisites: CIW Foundations
07WC32000 Feb 20 – 27 (T/Th, 6-10 pm)
07SC32001 Jun 9 – 16 (1st Sa, 8am-5pm; 2nd Sa, 8am-12pm)
\$395

Course 2 - XML Document Design

XML Document Design teaches you how to create intelligent structured documents using the Extensible Markup Language (XML). You will study the functions and relationships between XML and other members of the XML family of technologies, including Extensible Hypertext Markup Language (XHTML), Extensible Stylesheet Language (XSL), XPath, XLink, namespaces, schemas, and Extensible Stylesheet Language Transformation (XSLT). You will create and apply styling to XML documents in a series of hands-on labs that focus on the development of coding conventions and compliance with the rules for well-formed XML. (2.0 CEUs) Prerequisites: JavaScript Fundamentals
07WC33000 Mar 1 – 15 (T/Th, 6-10pm)
07SC33001 Jun 16 – 30 (1st Sa, 1pm-5pm; 2nd & 3rd Sa, 8am-5pm)
\$595

Course 3 - Java Programming Fundamentals

The Java Programming Fundamentals course teaches you how to write Java applications and applets. You will learn the Java language mechanics found in other programming languages, such as variables, iterations, control statements, methods and arrays. You will also discuss object-oriented theory as it relates to Java. You will create Graphical User Interfaces (GUIs) for applications and applets, emphasizing components, layouts, and graphics. The course concludes with an in-depth study and implementation of the SDK 1.2 event delegation model, an essential element in further Java studies. You will also complete a course-

long project to create an operational client/server messaging system. (3.2 CEUs) Prerequisites: XML Document Design

07WC34000 Mar 27 – Apr 19 (T/Th, 6-10pm)

07SC34001 Jul 14 – Aug 4 (Sa, 8am-5pm)

\$995

Course 4 - Building Database Client Applications

Building Database Client Applications Using JDBC 2.0 is a 12-hour course that teaches students how to build database client applications using JDBC 2.0. Students will learn how to apply the JDBC API to connect to relational databases; issue SQL statements and queries; and use transactions, prepared statements, stored procedures and metadata to create and manipulate database information. Students will apply the knowledge they learn in class by building a graphical client application. (1.2 CEUs) Prerequisites: Java Programming

07SC35000 May 1 – 8 (T/Th, 6-10pm)

07SC35001 Aug 18 – 25 (1st Sa, 8am-5pm;

2nd Sa, 8am-12pm)

\$395

Course 5 - Java Servlets

Welcome to Java Servlets, a course designed to teach you how to use Java servlets technology to build Web applications. This course will empower you with the skills to design server-side applications that greatly increase the value of your Web site. The first part of this course will introduce you to the fundamental concepts of Java servlets and related technologies. The second part will build on your knowledge and present solutions for more functional and exciting Web pages. By the end of this course, you will understand and use the most popular applications of Java servlets. (1.2 CEUs) Prerequisites: Building Database Client Applications

07SC36000 May 10 – 17 (T/Th, 6-10 pm)

07SC36001 Aug 25 – Sep 1 (1st Sa, 1pm-

5pm; 2nd Sa, 8am-5pm)

\$395

Course 6 - JavaServer Pages

Welcome to JavaServer Pages, a course focused on the JavaServer Pages (JSP) server-side development environment. JSP is a Java-based technology used to create dynamic, data-driven Web applications. In this course, you will learn the fundamentals of JSP, including using JSP to interact with JavaBeans, the creation of JSP custom tags and tag libraries, and the use of JSP with databases. This course will also teach you the basics of using JSP files to interact with Java servlets. (2.0 CEUs) Prerequisites: JavaServer Pages

07SC37000 May 29 – Jun 12 (T/Th, 6-10pm)

07SC37001 Sep 15 – 29 (Sa, 8am-5pm) last day ends at 12pm

\$595

E-Business Solutions in Java Certificate

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

07WC20000 Feb 5 – Apr 23 (M/W, 6-10pm)

\$2,995

Embedded Systems Software Certificate

This 164-hour program WILL QUALIFY THE INDIVIDUAL IN THE DESIGN, DEVELOPMENT, METHODOLOGIES, AND MANUFACTURE OF EMBEDDED SYSTEMS. THIS CERTIFICATE INCLUDES FOUR COURSES. PARTICIPANTS MUST COMPLETE ALL COURSES IN THE SPECIFIED ORDER TO EARN CERTIFICATION. IN ADDITION TO THE 4 COURSES OF THE STANDARD CERTIFICATE, AN INDIVIDUAL MAY RECEIVE AN ADVANCED CERTIFICATE BY COMPLETING A FIFTH ELECTIVE COURSE. FOR MORE INFORMATION ON THESE COURSES, PLEASE CONTACT GREG SCOTT AT 678-915-7386. SEE WEBSITE FOR ADVANCED CERTIFICATION INFORMATION.

Embedded Systems: #1 Introduction to Embedded Systems

Technically-oriented survey of embedded computers emphasizing the diversity of technologies and applications. Topics include typical hardware components, software options, and product design considerations. (2.4 CEUs) Prerequisites: Bachelor's level course work in computer architecture, assembly language, and a high-level programming language.

07WC05000 Feb 6 - 22 (T/Th, 6-10pm)

\$695

Embedded Systems: #2 Embedded Systems Principles

Principles of operation of a typical embedded computer system. Laboratory exercises use an off-the-shelf industrial controller to demonstrate concepts covered in lecture. Areas of emphasis include powerup/startup operations, analog and digital I/O control of external devices, communication interfaces, firmware development tools, and porting of software to different processors. (5.6 CEUs) Prerequisites: Introduction to Embedded Systems and One year of C language programming in a real-world environment.

07WC06000 Mar 6 – Apr 19 (T/Th, 6-10pm)

\$1,395

Embedded Systems: #3 Real-Time Operating Systems

Introduction to real-time operating systems (RTOS) for embedded computers. Focus is on programming, but programming assignments will include control of external hardware devices. Topics include RTOS kernels, threads and multi-tasking, task priorities, task scheduling, pre-emption, task switching, task synchronization, re-entrancy, interrupt service routines, latency and timing issues, and processor-specific considerations. (5.6 CEUs) Prerequisites: Embedded Systems Principles

07WC07000 May 1 – Jun 14 (T/Th, 6-10pm)

\$1,395

Embedded Systems: #4 Software Process for Embedded Systems

In-depth analysis of the design, build, and coding of an embedded software system. Includes a survey of the software development processes used for embedded systems development with emphasis on accepted industry best practices presented from a developer's point of view. (2.8 CEUs) Prerequisites: Real-time Operating Systems

07SC08000 Jun 26 – Jul 24 (T/Th, 6-10pm) doesn't meet 7/3, 7/5

\$695

The new Microsoft Certified Systems Administrator 2003 (MCSA) credential

PROVES THAT YOU HAVE THE SKILLS TO SUCCESSFULLY IMPLEMENT, MANAGE, AND TROUBLESHOOT THE ONGOING NEEDS OF WINDOWS 2000-BASED PLATFORMS, INCLUDING WINDOWS .NET SERVER. THIS 144-HOUR PROGRAM INCLUDES FIVE COURSES: FOUR WINDOWS 2003 OPERATING SYSTEM CORE CLASSES AND ONE WINDOWS 2003 APPLICATION CLASS. THE ELECTIVE PRESENTED IS BASED ON MARKET DEMAND FOR SQL SKILLS.

Core Classes:

MS 2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2003 environment. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum. It prepares participants to take Microsoft Exams # 70-290. (4.0 CEUs)

Prerequisite: Basic knowledge of windows operating systems

07WC15000 Jan 29 – Feb 28 (M/W, 6-10pm)

07WC15001 Mar 17 – Apr 14 (Sa, 8am-5pm)

\$1,595

MS 2276: Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts

The goal of this two-day course is to provide students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server™ 2003 networking infrastructure. This is the second course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003. It prepares participants to take Microsoft Exams # 70-291 in combination with MS 2277. (1.6 CEUs)

Prerequisite: MS 2273

07WC16000 Mar 12 – 21 (M/W, 6-10pm)

07WC16001 Apr 28 – May 5 (Sa, 8am-5pm)

\$645

MS 2277: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services

This five-day, instructor-led course provides students with the knowledge and skills to

implement, manage, and maintain a Microsoft Windows Server™ 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This is the third course in the Systems Administrator and Systems Engineer track for Windows Server 2003. It prepares participants to take Microsoft Exams # 70-291 in combination with MS 2276. (4.0 CEUs)

Prerequisite: MS 2273 and MS 2276

07WC17000 Apr 2 – May 2 (M/W, 6-10pm)

07SC17001 May 19 – Jun 16 (Sa, 8am-5pm)

\$1,595

MS 2285: Installing, Configuring, and Administering Microsoft Windows XP Professional

This 2-day, instructor-led course provides students with the knowledge on how to deploy configure and troubleshoot the Microsoft Windows XP operating system. It includes setting up users, connecting to servers and setting up other client applications. This is the third course in the Systems Administrator and Systems Engineer track for Windows Server 2003. It prepares you for the

Bundle Price:
Enroll in all five classes
at the same time for
**\$4,995, a savings of
\$1080**

Microsoft Exam# 70-270. (1.6 CEUs)

Prerequisite: MS 2273, MS 2276 and MS 2277

07SC18000 May 14 – 23 (M/W, 6-10pm)

07SC18001 Jul 14 – 21 (Sa, 8am-5pm)

\$645

Elective Class:

MS 2823: Implementing and Administering Security in a Microsoft Windows Server 2003 Network

This five-day instructor-led course addresses the MCSA and MCSE skills path for IT Pro security practitioners, specifically addressing the training needs of those preparing for the 70-299 certification exam. The primary product focus is on Microsoft Windows Server 2003 based infrastructure solutions but will include some client focused content where appropriate. This learning product is to provide functional skills in planning and implementing infrastructure security. This course is part of the Security Portfolio and will act as the primary entry point for IT Professionals at the implementation level. (4.0 CEUs) Prerequisite: MS 2273, MS 2276, MS 2277, and MS 2285

07SC19000 Jun 4 – Jul 11 (M/W, 6-10pm)

doesn't meet 7/2, 7/4

07SC19001 Aug 4 – Sep 1 (Sa, 8am-5pm)

\$1,595

Oracle 10g DBA Certification Preparation Program

Oracle Database 10g: Introduction to SQL

This class is applicable to Oracle8i, Oracle9i and Oracle Database 10g users. This course introduces Oracle Database 10g technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. (3.5 CEUs)

07WC24000 Jan 22 – Feb 21 (M/W, 6-9:30pm)

07WC24001 Mar 3 – 31 (Sa, 9am-5pm)

07SC24002 May 28 – Jun 27 (M/W, 6-9:30pm)

\$1,205

Oracle Database 10g: Administration Workshop I

Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database. Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on

Accelerated Java

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

07WP01000 Feb 10 – Mar 10 (Sa, 9am-5pm)

07SP01001 Jun 4 – 8 (M-F, 9am-5pm)

\$1,095

Beginning Java

This five-day course provides a gentle introduction to the Java programming language for those who have never programmed before or whose skills are rusty. Topics include classes, objects, control structures, arrays, graphics, class variables and methods, primitive types, and class design. Covers the latest version of Java (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (3.5 CEUs) Prerequisite: Significant computer experience; previous programming experience (in any language) is helpful.

067W02000 Jan 6 – Feb 3 (Sa, 9am-5pm)

07SP02001 Apr 28 – May 26 (Sa, 9am-5pm)

\$1,095

new Java Swing

This three-day course shows how to build professional-looking graphical user interfaces using Java's Swing technology. Topics include Components,

containers, events, layout managers, models, and timers. Covers the latest version of Swing (J2SE 5.0). The course features extensive programming labs during which participants write and test programs under the supervision of the instructor. (2.1 CEUs) Prerequisite: Beginning Java or Accelerated Java or one year of Java experience.

07WP03000 Apr 7 – 21 (Sa, 9am-5pm)

07SP03001 Jun 25 – 27 (M-W, 9am-5pm)

\$695

new AJAX

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

07WP05000 Mar 17 – 31 (Sa, 9am-5pm)

07SP05001 May 26 – Jun 9 (Sa, 9am-5pm)

\$695

practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. (3.5 CEUs)

07WC25000 Mar 5 – Apr 4 (M/W, 6-9:30pm)

07WC25001 Apr 14 – May 12 (Sa, 9am-5pm)

doesn't meet 11/25

07SC25002 Jul 9 – Aug 9 (M/W, 6-9:30pm)

\$1,205

Oracle Database 10g: Administration Workshop II

Oracle DBAs manage the industries most advanced information systems and command some of the highest salaries. This course advances your success as an Oracle professional in the area of database administration. In this class, you'll learn how to configure an Oracle database for multilingual applications. Students will practice various

methods of recovering the database, using RMAN, SQL, and Flashback technology. Tools to monitor database performance and what steps to take to improve database performance are also covered in this course. Students will also learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). The lesson topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. (3.5 CEUs)

07WC26000 Apr 16 – May 16 (M/W, 6-9:30pm)

07SC26001 May 26 – Jun 23 (Sa, 9am-5pm)

07SC26002 Aug 21 – Sep 20 (M/W, 6-9:30pm)

\$1,205

AutoCAD User Certification

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

07WC38000 Feb 26 – Mar 26 (M, 9am-4pm)

07WC38001 Apr 10 – May 8 (T/Th, 6pm-9pm)

\$2,395

See our complete
AutoCAD curriculum
on Pages 20-21.

QUESTIONS?

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ConEd@spsu.edu

• ONLINE •
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Microsoft Certified Application Developer (MCAD) Certification Preparation Program

The Microsoft Certified Application Developer (MCAD) credential

PROVIDES INDUSTRY RECOGNITION FOR PROFESSIONAL DEVELOPERS WHO BUILD POWERFUL APPLICATIONS USING MICROSOFT VISUAL STUDIO® .NET AND WEB SERVICES. THIS 192-HOUR PROGRAM INCLUDES SIX COURSES: FOUR MICROSOFT .NET CORE CLASSES AND TWO .NET APPLICATION CLASS. TO OBTAIN CERTIFICATION, A DEVELOPER MUST PASS TWO CORE EXAMS AND ONE ELECTIVE EXAM.

Core Classes:

MS 2389 - Programming with Microsoft ADO.NET

This three-day or six-night instructor-led will teach developers to build data-centric applications and Web services with Microsoft ADO.NET, Microsoft SQL Server™ 2000, and the Microsoft .NET Framework. This course is designed for the professional platform developer who is responsible for designing and building data-centric, distributed applications for his or her organization. It is designed for developers who have component and Web application development skills, and who have previously built solutions by using Microsoft Visual Studio®. (2.4 CEUs) Prerequisites: Experience with a .NET language such as Microsoft Visual Basic® .NET, Microsoft Visual C#™, or Microsoft Visual C++®; an understanding of object-oriented concepts and terminology; experience developing distributed applications; and experience developing Web-based applications hosted on Internet Information Server.
07WC09000 Jan 16 – Feb 1 (T/Th, 6-10pm)
07WC09001 Mar 10 - 24 (Sa, 8am-5pm)
\$995

MS 2555 - Developing Microsoft .NET Applications for Windows (Visual C# .NET)

This ten-evening or five-day, instructor-led course provides students with the skills required to build Microsoft® Windows® Forms applications by using the Microsoft .NET Framework. This course is a part of the Microsoft Visual C#™ .NET curriculum and is intended to provide C# programmers with the skills required to create Windows Forms applications by using the .NET Framework. The course will cover the major topics for

Discount: Enroll in all six classes at the same time for \$5,395, a savings of \$2,380.

Windows client application programming on the .NET Framework. These topics include: Windows Forms, GDI+, simple data access, interoperating with unmanaged code, threading and asynchronous programming issues, simple remoting, Web access, Web Services consumption, debugging, security, and deployment issues for desktop applications. This course is intended for the intermediate programmer who is responsible for designing and building Windows-based applications with the .NET Framework. (4.0 CEUs) Prerequisite: MS 2389

07WC10000 Feb 13 – Mar 15 (T/Th, 6-10pm)
07WC10001 Mar 24 – Apr 21 (Sa, 8am-5pm)
\$1,595

MS 2524 - Developing XML Web Services Using Microsoft ASP.NET

The goal of this three-day or six-night instructor-led course is to provide students with the knowledge and skills that are required to develop Extensible Markup Language (XML) Web services-based solutions to solve common problems in the distributed application domain. The course focuses on using Microsoft Visual Studio® .NET and Microsoft ASP.NET to enable students to build, deploy, locate, and consume Web services. This course is intended for experienced software developers who have previously built component-based applications. (2.4 CEUs) Prerequisite: MS 2555
07WC11000 Mar 27 – Apr 12 (T/Th, 6-10pm)
07SC11001 May 5 – 19 (Sa, 8am-5pm)
\$995

MS 2557 - Building COM+ Applications Using Microsoft .NET Enterprise Services

This ten-evening or five-day instructor-led course provides students with the knowledge and skills to effectively build scalable, distributed applications that use Microsoft .NET Enterprise Services and the Microsoft .NET Framework. This course is intended for Departmental developers who currently build client/server applications and large-scale solutions for departments inside a business, Consultants who work with developers to build client/server applications and large-scale solutions for businesses, Web developers who build Web-based applications requiring significant infrastructure support such as transactions, security, and pooling of resources and Line-of-business (LOB) application developers. (4.0 CEUs) Prerequisite: MS 2574
07WC12000 Apr 24 – May 24 (T/Th, 6-10pm)
07SC12001 Jun 2 – 30 (Sa, 8am-5pm)
\$1,595

MS 2663 - Programming with XML in the Microsoft .NET Framework

This three-day or six-night instructor-led his course teaches developers how to program with XML in the Microsoft® .NET Framework in order

to build Microsoft Windows® or Web-based integrated applications that are easier to build, scalable, and flexible. This course is intended for programmers who build Web-based or Windows applications that access data, programmers who build Web services, or programmers who build applications that access data stored as XML. (2.4 CEUs) Prerequisite: MS 2557

07SC13000 Jun 5 – 21 (T/Th, 6-10pm)
07SC13001 Jul 14 – 28 (Sa, 8am-5pm)
\$995

MS 2840 - Implementing Security for Applications

This five-day instructor-led class provides students with a thorough grounding in Microsoft .NET security implementation and general development security best practices. This course will prepare a student to take the Implementing Security for Applications exam (available in Microsoft Visual Basic® .NET 70-330 and Microsoft Visual C#® 70-340). This course is intended for experienced, professional application developers, including those employed by software companies or working on corporate development teams. (4.0 CEUs) Prerequisite: MS 2663

07SC14000 Jul 10 – Aug 16 (T/Th, 6-10pm)
07SC14001 Aug 11 – Sep 8 (Sa, 8am-5pm)
\$1,595

QUESTIONS?

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oce.spsu.edu

• e-mail us at •
ConEd@spsu.edu

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

Developing Security-Enhanced Web Applications in the .Net Environment

This three-day instructor-led course provides students with the knowledge and skills that are needed to build Web applications by using security-enhanced coding techniques. Students will learn how to identify Web application security vulnerabilities and understand the trade-offs between functionality and performance when choosing the appropriate security mechanisms for their Web applications. Throughout this course, students will get hands-on experience in creating security-enhanced Web applications. (2.4 CEUs) Prerequisites: Experience with C#.Net or VB.Net, ASP or ASP.Net, SQL Server, and IIS.

07WP07000 Apr 2 – 4 (M-W, 8am-5pm)
07SP07001 May 5 – 21 (T/Th, 6-10pm)
\$695

Getting Started with Microsoft .NET for COBOL Programmers

This three-day instructor-led course will introduce COBOL programmers to Microsoft Visual Basic® .NET programming techniques. At the end of the course, students will be able to create simple Microsoft .NET Windows® Forms and Microsoft ASP.NET Web Forms using Microsoft Visual Studio® .NET. After completion, participants will be able to explain the .Net programming environment, create applications in VB .Net, access data using ADO .Net, read XML files, and create ASP.Net web forms. (2.4 CEUs) Prerequisites: Experience programming in COBOL

07WP08000 Mar 13 – 29 (T/Th, 6-10pm)
07SP08001 Jun 18 – 20 (M-W, 8am-5pm)
\$695

Introduction to C# Programming with Microsoft .NET

In this five-day instructor-led course, developers learn the fundamental skills that are required to design and develop object-oriented applications for the Web and Microsoft Windows® by using Microsoft Visual C#® .NET and the Microsoft Visual Studio® .NET development environment. This course provides an alternative entry point for less experienced programmers who are not familiar with object-oriented design and programming with Windows or the Web. After completion participants will be able to configure and use Visual Studio .Net, program in C#, Use ADO .Net to manipulate data in databases, create windows based applications and use XML web services in a C# application. (4.0 CEUs) Prerequisites: Basic computer skills

07WP09000 Feb 19 – 23 (M-F, 8am-5pm)
07SP09001 May 1 – 31 (T/Th, 6-10pm)
\$995

Introduction to Microsoft .NET Development

This two-day instructor-led seminar provides students with an introduction to the technologies that comprise the Microsoft .NET strategy. This course is a high-level overview of multiple aspects of .NET, and is intended as a starting point for developers and business decision-makers to evaluate Microsoft .NET tools and technologies. As an introductory seminar, it provides pointers to training courses and other resources that give more detail on specific topics. (1.6 CEUs)

07WP10000 Mar 15 – 16 (Th-F, 8am-5pm)
07SP10001 Jun 12 – 21 (T/Th, 6-10pm)
\$495

Introduction to SQL

Learn Structured Query Language for data retrieval. Course covers interactive vs. embedded SQL, relational database characteristics and structural features of a relational database. Topics include creating a relational database; how to use and define datatypes; using SQL to retrieve data, alter tables, join tables, and define keys; using SQL functions and data manipulations; and understanding security, the data dictionary and the windows interface. (.6 CEUs) Prerequisite: Windows, Introduction, or equivalent knowledge, and Database experience (must know how to create and manipulate tables).

07WP12000 Mar 17 (Sa, 9am-4pm)
07WP12000 Apr 27(F, 9am-4pm)
07SP12001 May 22 – 24 (T/Th, 6-9pm)
\$295

News

Dynamic Website Design Using Dreamweaver and PHP

This course was designed to teach non-programmers how to use Macromedia Dreamweaver 8.0 to design robust dynamically driven websites. It starts with installing the environment and ends with a site many seasoned programmers would envy. Topics include but not limited to inserting forms into MySQL tables, password protected pages, using phpmyadmin to administer databases and making dynamic reports for displaying your data. This course makes producing quality low maintenance websites easy. (1.6 CEUs) Prerequisite: General knowledge of the Dreamweaver interface.

07WP11000 Feb 13 – 22 (T/Th, 6-10pm)
07SP11001 May 5 – 12 (Sa, 8am-12pm)
\$495

News

(XML) eXtensible Markup Language

eXtensible Markup Language provides a new level of data exchange and access to information than had previously been possible with HTML alone. This class covers creation of XML documents, XML definitions, XLink, XPath, and CSS and XLS. The class is a combination of lectures and labs. At the completion of the class, students will be able to author a complete XML document that may be displayed in current browsers. (1.2 CEUs) Prerequisites: HTML Advanced and Intro to PCs or equivalent knowledge.

07WP06000 Mar 22 – 23 (Th-F, 9am-4pm)
07SP06001 Jun 5 – 14 (T/Th, 6-9pm)
\$455



WE WANT TO HEAR FROM YOU!

We are always looking for new course ideas and great instructors!

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

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)

LEAN PRACTITIONER

Certified Lean Practitioner Training

This course is offered in partnership with SAI Global-Excel Partnership, Inc. and is designed to provide the participants with a comprehensive introduction to Lean Enterprise, Six Sigma and ISO. They will also learn the LSI (Lean Sigma-ISO 9000) Deployment Model, Applied Tools and Analysis Techniques. The class will participate in a real-time hands-on workshop within selected business processes to learn how to properly deploy, integrate and manage an LSI project. Tangible results and realistic improvement action plans are expected deliverables. Participants will have the basic tools to deploy LSI Enterprise on a project by project basis. If you are a practitioner and are capable of developing a plan and immersing yourself in the implementation process, this is the course for you. (2.8 CEUs)

07WS04000 Mar 13 – 16 (Day 1-3: 8am-5pm; Day 4: 8am-4:30pm)

07SS04001 Jun 5 – 8 (Day 1-3: 8am-5pm; Day 4: 8am-4:30pm)

\$1,295

Introduction to Statistics

Participants will be introduced to a variety of statistical tools, beginning with the most basic and gradually progressing to more advanced. Agenda includes a brief review of basic math, frequency distributions, sampling, range, skewness, coefficient of variation, probability theory, binomial distribution, poisson distribution, normal distribution, linear regression, correlation coefficient, confidence intervals, analysis of variance. Students must bring a calculator to class. This course is required for Six Sigma Black Belt certification. (2.1 CEU's)

DAYTIME: 3 days 8:30am- 4:30pm

07WQ08000 Jan 17 – 19

07WQ08001 Feb 19 – 21

07SQ08004 May 8 – 10

EVENING: 7 nights 6pm-9pm

07WQ08002 Feb 6 – 27 (T/TH)

07WQ08005 Apr 30 – May 21 (M/W)

WEEKEND: 2 nights and 2 days (Fri. night 6pm – 9pm and Sat. 8am – 5pm)

07WQ08003 Feb 2 – 3 and 9 – 10

Intro to Stats Online (call 678-915-7417 to sign up for a pending list)

\$750 all sessions

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. It is a systems approach to improving organizational performance. This is a 3-week, 15-day intensive training program. Emphasis is on applications of advanced statistical measurement concepts and methodologies. Training focuses on the DMAIC six sigma methodology, supported by 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. To achieve a Black Belt certificate, participants must attend all scheduled sessions, pass the BB exam, and complete an acceptable six sigma project no later than 12 months after last training date. Prerequisites: Introduction to Statistics and Green Belt Certification. (10.5 CEU's)

DAYTIME: 15 days (3 non-consecutive weeks) 8:30am- 4:30 p.m

07WC28000 Mar 12 – 16, Apr 23 – 27, and Jun 4 – 8

\$7,500 all sessions

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, root cause analysis. To receive the certificate, participants must attend all scheduled sessions and pass the Green Belt exam, given on the last day. Green Belt certification is required for acceptance into the Six Sigma Black Belt Certification program. (2.1 CEU's)

DAYTIME: 3 days 8:30am- 4:30pm

07WC27000 Jan 22 – 24

07WC27001 Feb 13 – 15

07WC27002 Mar 6 – 8

07WC27003 Apr 24 – 26

07SC27004 May 22 – 24

07SC27005 Jun 11 – 13

EVENING: 7 nights 6pm – 9pm

07WC27006 Jan 22 – Feb 12 (M/W)

07SC27007 May 1 – 22 (T/TH)

WEEKEND: 2 nights and 2 days (Fri. night 6pm – 9pm and Sat. 8am – 5pm)

07WC27008 Feb 16 – 17 and 23 – 24

\$1,200 all sessions

ISO 17799 Information Security Management Systems

BSI's ISO 17799 /ISO 27001 Understanding an Information Security Management System

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

understand the processes involved in implementing and managing information security. (1.6 CEU's)

07WI11000 Mar 5 – 6 (8am-5:30pm)
\$1,095

BSI's ISO 17799:2005/ISO 27001:2005 – Information Security Management System Implementation

This course details the requirements for implementing a formal management system as specified in BS 7799-2:2002 and outlines information security issues including methods of control and countermeasures for threats. Experienced instructors lead students to help them understand the

Certified Quality Improvement Associate (CQIA)

Basic introduction to quality principles and tools. Great for team leaders and first-level supervisors and managers who need to acquire a solid foundation in quality systems and quality improvement methodologies. Curriculum is based on the national ASQ competencies: quality principles and beliefs, team formation and group dynamics, continuous improvement tools, and customer-supplier relationships. All students can benefit from this program, regardless of whether you plan to take the national ASQ-CQIA exam as scheduled for June 2. Program is taught by experienced quality professionals. (2.1 CEU's)

**07WQ05000 Apr 3 – 5 (8:30am-4:30pm)
\$695**

Special Note: The national ASQ-CQIA exam is scheduled for June 2, 2007.

CMQ/OE Certified Manager of Quality Organizational Excellence

All managers will benefit from this "systems approach" to learning effective leadership and management skills for improving product and service quality. Curriculum is based on the national ASQ competencies in the areas of leadership, strategy development and deployment, quality management tools, customer-focus, supplier performance, effective management strategies, and training and development. This program serves as an exam refresher for the ASQ-CMQ/OE exam as scheduled for March 3 and also serves as a foundation for deployment of quality management principles and standards. The program is taught by experienced quality managers. (3.5 CEU's)

**07WQ06000 Jan 29 – Feb 2 (8:30am-4:30pm)
\$995**

Special Note: The national ASQ/CMQ/OE exam is scheduled for March 3, 2007 through ASQ.

processes required to implement and manage information security. Exercises and discussions teach students how to implement controls and how to integrate ISMS activities with business and other security objectives. (2.4 CEU's)

**07WI12000 Mar 7 – 9 (8am-5:30pm)
\$1,495**

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

This course teaches students the fundamentals of auditing information security management systems to ISO 27001:2005 (BS 7799-2:2002). This five-

BSI's Understanding ISO 14001:2004

Course is designed to provide students with a basic knowledge and a degree of comfort with ISO 14001:2004. Students gain a working understanding of key environmental management concepts, such as aspect and impact identification and setting objectives and targets. The course structure incorporates presentations and interactive discussions. An experienced instructor provides a detailed overview of the ISO 14000 series of standards and the registration process. (.7 CEU's)

Learning Objectives

- Understand Environmental Management Definitions, Concepts, and Guidelines
- Understand the Requirements of ISO 14001:2004 standard
- Interpret the Clauses of ISO 14001:2004
- Understand the Importance and Benefits of an Environmental Management System
- Understand the Registration Process

**07WI07000 Apr 16 (8am-5:30pm)
\$445**

BSI's Implementing an Environmental Management System (EMS)

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

**07WI08000 Apr 17 – 18 (8am-5:30pm)
\$895**

BSI's Environmental Management Systems Internal Auditor

Course teaches the principles and practices of effective environmental management systems and process audits in accordance with the ISO 14000 series of

standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors assist students with developing a high proficiency in environmental management system concepts, and role-play exercises provide students with practical experience in conducting internal audits. (1.6 CEU's)

standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors assist students with developing a high proficiency in environmental management system concepts, and role-play exercises provide students with practical experience in conducting internal audits. (1.6 CEU's)

**07WI09000 Apr 19 – 20 (8am-5:30pm)
\$895**

BSI's ISO 14001:2004 Environmental Management Systems Lead Auditor

RABQSA-Certified

Course teaches the principles and practices of effective environmental management systems (EMSs) and process audits in accordance with the ISO 14000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. This course is certified by the RABQSA. Students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for RABQSA EMS Auditor and EMS Lead Auditor certification. Long hours and evening work are to be expected. Presented in conjunction with RABQSA-certified training provider BSI. (4.0 CEU's)

07WI10000 Feb 5 – 9 (M-Th, 8am-6:30pm; F, 8am-12:30pm)

07SI10001 May 7 – 11 (M-Th, 8am-6:30pm; F, 8am-12:30pm)

\$1,795

governing board of the IQA - International Register of Certified Auditors (IRCA) and meets part of the training requirements of those seeking registration as a lead auditor under that scheme (AI7287). It also meets the training requirements for IATCA auditor certification. (4.0 CEU's)

07WI13000 Feb 19 – 23 (8am-5:30pm; Day 5 [Exam]: 8am-12:30pm)

07SI13001 Jun 25 – 29 (8am-5:30pm; Day 5 [Exam]: 8am-12:30pm)

\$2,495

QUALITY SYSTEMS

BSI's ISO 9001:2000 Lead Auditor

RABQSA-Certified

Course teaches the principles and practices of effective quality management systems and process audits in accordance with the ISO 9000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. This course is certified by the RABQSA. Students successfully completing this course (by passing the continual evaluation and the written examination) fulfill the RABQSA training requirements for QMS Auditor and QMS Lead Auditor certification. Presented in conjunction with RABQSA-certified training provider BSI. (4.0 CEU's) Long hours and evening work are to be expected.

07WI02000 Feb 12 – 16 (M 8am-6:30pm; T-W 8am-7:30pm; Th 8am-6:30pm; F 8am-12:15pm)

07WI02001 Apr 23 – 27 (M 8am-6:30pm; T-W 8am-7:30pm; Th 8am-6:30pm; F 8am-12:15pm)

07SI02002 Jun 18 – 22 (M 8am-6:30pm; T-W 8am-7:30pm; Th 8am-6:30pm; F 8am-12:15pm)

\$1,695

BSI's Implementing ISO 9001:2000

Course introduces the concepts needed to understand, develop, and implement a Quality Management System. This course covers

the ISO 9000 family of standards including ISO 9000:2000 and ISO 9004:2000, which contain key principles and guidance for implementing a Quality Management System. Experienced instructors explain how to integrate the family of standards during system implementation, prepare for audits, and achieve ISO 9001:2000 registration. Exercises prepare students to identify key requirements, create documentation, develop project plans, and prepare a scope map. (1.6 CEU's)
07WI04000 Feb 12 – 13 (8am-5:30pm)
07SI04001 May 21 – 22 (8am-5:30pm)
\$895

BSI's Understanding ISO 9001-2000

This one-day workshop covers ISO 9001:2000 in detail. Requirements are interpreted for the manufacturing, service, and software industries. Class exercises at the end of each major ISO 9001:2000 clause help to reinforce application of the requirements. (.8 CEU's)

07WI05000 Feb 12 (8am-5:30pm)

07SI05001 May 21 (8am-5:30pm)

\$445

BSI's Quality Systems Documentation

Course provides practical guidance on writing and maintaining readable and usable documents in accordance with an ISO 9001:2000-based quality management system. Experienced instructors lead students through the writing process, define document types, and explain document control, record control, and documentation benefits. Using ISO 9004:2000 and ISO/TR 10013:2001 for additional guidance, students will complete exercises that

new

BSI's Understanding and Implementing ISO/TS16949:2002

Course is designed by automotive industry experts for automotive industry experts. This course outlines the ISO/TS 16949:2002 standard, enumerates differences between QS-9000 and ISO/TS 16949, and provides guidelines for implementation. Students participate in small group activities, along with instructor-led lectures, to gain the knowledge needed to effectively implement the most current requirements outlined in ISO/TS 16949:2002. Prerequisite: A working knowledge of QS-9000 or ISO 9001:2000 is recommended. (1.6 CEU's)

07WI20000 Mar 5 – 6 (8am-5:30pm)

\$895

develop skills to evaluate and prepare procedures, quality manuals, instructions, and forms. (1.6 CEU's)

07WI03000 Feb 14 – 15 (8am-5:30pm)

07SI03001 May 23 – 24 (8am-5:30pm)

\$895

BSI's ISO 9001:2000 Internal Quality Systems Auditor

RABQSA-Certified

Course teaches the principles and practices of effective internal audits in accordance with the ISO 9000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through internal audits that are required for a quality management system based on ISO 9001:2000. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions. Presented in conjunction with RABQSA-certified training provider BSI. (2.4 CEU's) Long hours and evening work are to be expected.

07WI01000 Jan 23 – 25 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

07WI01001 Mar 20 – 22 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

07SI01002 May 15 – 17 (Day 1: 8am-6:45pm; Day 2: 8am-6:45pm; Day 3: 8am-3pm)

\$1,095

Roadmap to Certified Professional Facilitator (CPF)

Facilitation 4 Results — Basics

A three-day course based on the International Association of Facilitators (IAF) competencies for certification, which teaches the basics of effective facilitation skills. Students will learn how to build collaborative client relationships, how to use the key facilitation techniques and processes such as consensus-building, conflict management, and decision-making, how to avoid common pitfalls, and how to guide groups/teams through productive meetings to achieve desired outcomes. This course uses the "Facilitator4hire, Inc." curriculum and is the first step toward attainment of the CPF awarded by the International Association of Facilitators (IAF). (2.1 CEU's)

07WS01000 Jan 16 – 18 (8:30am-4:30pm)

07WS01001 Mar 20 – 22 (8:30am-4:30pm)

07SS01002 May 22 – 24 (8:30am-4:30pm)

\$995

Facilitation 4 Results — Advanced

A 2-day course designed to address advanced core competencies and facilitation process tools. Students will identify areas for improvement and receive coaching and feedback from peers and the instructor, learn how to plan for and implement advanced facilitation and quality processes and methods, gain insight and skills for complex meeting preparation and events, and how to lead more collaborative work environments. This course also will help students prepare for the certification requirements of the International Association of Facilitators for the CPF (Certified Professional Facilitator). Prerequisite: Facilitation 4Results — Basics course. (1.4 CEU's)

07WS02000 Feb 14 – 15 (8:30am-4:30pm)

07SS02001 Jun 20 – 21 (8:30am-4:30pm)

\$695

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.

Healthcare / FDA Understanding and Implementing ISO 13485 Standard

Sponsored by SAI Global-Excel Partnership.

This 2-day course is the ideal starting point toward understanding and successfully implementing ISO 13485:2003. The training provides the information and guidance needed to implement and/or upgrade your system to the 2003 requirements. This introduction will guide companies toward reviewing current processes and systems, planning for change, and understanding the challenges and benefits of implementing ISO 13485:2003. (1.4 CEU's)

07W115000 Apr 3 – 4 (Day 1: 8:30am-5pm; Day 2: 8am-4pm)

\$995



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Risk Management / Risk Analysis for Medical Devices

Sponsored by SAI Global-Excel Partnership. To provide understanding of risk management as well as risk analysis and how they apply to medical devices; to develop the skills necessary to apply risk management and risk analysis methodologies, such as FMEA, to medical devices throughout product life cycle.

Risk is a measurable factor. It is defined by safety specialists as a function of hazard severity and the probability that a hazard will occur. Safety, however, cannot be measured precisely. It requires a judgment by designers and production professionals acting together with management, taking account of what is technically and economically feasible. The assessment of safety involves balancing the risks that cannot be eliminated from the product against the benefit and utility of the product. These two factors (probability and severity) form the basis for a product safety profile, which provides management with information to decide whether to bring a device to market.

Risk management is required by ISO 13485:2003. Risk analysis is required by FDA's Quality System Regulation (QSR) and the Annex I Essential Safety Requirements of the European Union's three Medical Devices Directives (Active Implantable, Medical Devices and In Vitro Diagnostics). The EU requires a risk analysis for all medical device product family technical files, including those already on the market. The FDA initiated its risk analysis expectations on June 1, 1996 and requirement June 1, 1997. Risk management/risk analysis are not only required during design control, but throughout the entire product life cycle, including all aspects of Product Realization. For sterile packaging, risk analysis is expected for design validation, process validation and distribution validation. (1.4 CEU's)

07W116000 Apr 5 – 6 (Day 1: 8:30am-4:30pm; Day 2: 8:30am-4:45pm)

\$995

ISO 9001:2000 with Customized Reference to Specific Industries

AS9100 Lead Auditor for the Aerospace Industry

RABQSA-Certified

Sponsored by SAI Global-Excel Partnership. This course is intended for the auditor who wants to become an Aerospace Experience Auditor (AEA) and has not successfully completed an RABQSA certified or OEM approved ISO 9000-based auditor course. This course is also intended for experienced auditors, as it can serve as an excellent opportunity to polish auditing skills that have been developed so far and facilitate growth as an auditor.

This 40-hour (5-day) course is taught to the AS9100, Revision B standard and is designed to meet the full requirements of the SAE AIR5493 and AIR5359, section 7.2. This is a highly participative course which provides comprehensive instruction on auditing quality management systems for those who wish to audit in the aerospace arena. The course content covers a broad range of aerospace information relating to auditing activities. It includes an expanded discussion on the AS9100 standard (Section I, which aligns with the ISO 9000:2000 standard) and the requirements of the AIR5359 and AIR5493 documents. The training concentrates primarily on external audits, such as supplier and third-party audits and OEM shared audits. Practical workshops, case studies, and simulated assessments are used to practice new skills and techniques. A certification examination is conducted on the last day. The audit skills, techniques and abilities developed in this class are applicable to such activities as internal audits, external audits (such as supplier auditing) and certification and surveillance

audits (such as registrar audits). (4.0 CEU's) Long hours and evening work are to be expected.

07W114000 Apr 23 – 27 (Days 1-4: 8am-7pm; Day 5: 8am-12 noon)

\$1,995

BSI's ISO TS16949:2002-Internal Auditor

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

07W106000 Mar 7 – 9 (8am-5:30pm)

\$1,095

TL 9000 QM System Auditing

Sponsored by SAI Global-Excel Partnership. This three-day program provides an interactive learning environment for auditors of the TL 9000 4.0 requirements and measurements. The program is structured to "bridge the gap" between ISO 9001 and TL 9000 from the perspective of an auditor. Step-by-step you'll learn how to interpret and understand the specific requirements of TL 9000,

and how to effectively audit to verify effective implementation by the auditee. Through dynamic learning activities, workshops, case studies and instructor-led discussions, you will be given challenging tasks that reinforce the key points of each module. There is an exam on the final day to demonstrate knowledge and comprehension. (2.4 CEU's)

07W117000 Apr 16 – 18 (8am-5:15pm) \$1,200

TS 16949-Lead Auditor (RABQSA Certified)

Sponsored by SAI Global-Excel Partnership.

This five-day, highly participative course provides comprehensive instruction on auditing quality management systems for the automotive industry. The course utilizes the principles defined in ISO 19011, the international standard, which defines the guidelines for quality and /or environmental management systems auditing. The training concentrates primarily on external audits, such as supplier and third-party audits. Practical workshops, case studies, and simulated assessments are used to practice new skills and techniques. The certification examination is conducted on the last day. (3.6 CEU's)

07S118000 Jun 4 – 8 (Day 1: 8am-7pm; Day 2-4: 8am-6:30pm; Day 5: 8am-12noon) \$1,695

Professional Project Management (PPM)

Sponsored by SAI Global-Excel Partnership

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 FOCUS 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. THREE SCHEDULE OPTIONS ARE AVAILABLE.

Certified Information Systems Security Professional (CISSP)

The certification was designed to recognize mastery of an international standard for information security and understanding of a Common Body of Knowledge (CBK). Certification can enhance a professional's career and provide added information security credibility. This 60-hour comprehensive course prepares students for the CISSP Certification exam. The course focuses on the 10 domains of the CISSP Common Body of Knowledge (CBK): Access Control Systems & Methodology; Telecommunications & Network Security; Security Management Practices; Applications & Systems Development Security; Cryptography; Security Architecture & Models; Operations Security; Business Continuity Planning & Disaster Recovery Planning; Law, Investigations & Ethics; Physical Security. For more information on the (ISC) requirements for taking the CISSP exam, go to www.isc2.org. Prerequisites: IT Certification (including Network+, MCP, MCSE, CCNA, CNE) or 4 years of direct full-time security professional work experience in one of more of the ten domains. (6.0 CEU's)
07WC40000 Feb 20 – Apr 26 (T/Th 6pm-9pm)
\$2,200

MBNQA

Malcolm Baldrige National Quality Award Criteria

This three-day program is targeted to those organizations that desire to apply for the MBNQA, the Georgia Oglethorpe Award, or to use the Criteria as a self-assessment to

PPM Evening-Foundational and Exam Prep

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

07WC39000 Jan 22 – Apr 2 (M/W 6-10pm)

07WC39001 Apr 10 – Jun 19 (T/Th 6-10pm)

\$3,560

PPM Daytime-Fast Track -Exam Prep

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

evaluate an organization's level of performance excellence against best practices. Will include an in-depth study of the 7 criteria categories, a discussion of the linkages, the Criteria expectations related to continuous improvement, and break-out sessions using a Baldrige case study. (2.1 CEU's)
07WS03000 Apr 10 – 12 (8:30am-4:30pm)
\$895

Process Mapping

Sponsored by SAI Global-Excel Partnership. In this 2-day course, students will learn how a process map is a communication tool, a planning tool, and a tool to drive unnecessary costs out of your organization. Processes are the most effective way to manage an organization at any level and eventually support its overall goals. By improving processes, a business or organization can improve internal efficiencies, effectiveness, adaptability and customer service. Through an engaging combination of focused discussions, classroom exercises, and interactive workshops, students will learn how to select the right process to map, how to identify team members and responsibilities, operational definitions and measurement plans, documentation requirements, and continual improvement. (1.4 CEU's)
07W19000 Apr 19 – 20 (8am-4:30pm)
\$895

Balanced Scorecard: Measuring Organizational Effectiveness

Gain a better understanding about the "health" of your organization. This workshop teaches how to develop a "balanced" set of performance measures. A balanced scorecard goes beyond the traditional financial measures to include customer, internal business processes, and learning and growth indicators. You will learn how to establish a tracking

system for the "value drivers" of your organization and use this scorecard as a strategic management system. (1.4 CEUs) Prerequisite: Some experience as a manager in establishing organizational performance metrics.

07WC39002 Feb 19 – 23 (8:30am-5:30pm)

07SC39003 May 14 – 18 (8:30am-5:30pm)

\$1,495

PPM Weekend-Advanced Fast Track-Exam Prep

This 40-hour weekend course is an intense focus on coverage of the PMP Body of Knowledge in preparation for the PMP exam. Designed for those who have a minimum of three years of project management experience, exceed PMI's eligibility criteria, and are very knowledgeable about the 2004 PMBOK. Homework is required. Prospective students should contact PMI at www.pmi.org for information on the national PMP exam and other certification requirements. (4.0 CEU's)

07WC39004 Mar 9 – 31 (F: 6-9pm; Sa: 8am-5pm)

\$1,695

system for the "value drivers" of your organization and use this scorecard as a strategic management system. (1.4 CEUs) Prerequisite: Some experience as a manager in establishing organizational performance metrics.

07WQ01000 Mar 27 – 28 (8:30am-4:30pm)
\$495

Conflict Resolution

How conflicts are resolved determines the positive or negative impact of situations. This workshop focuses on the effective methods of conflict resolution, not conflict avoidance. Participants will use a self-assessment to determine conflict style and will analyze several different scenarios to determine the best methodology. (.7 CEU's)

07WQ02000 Feb 21 – 22 (8:30am-4:30pm)

07SQ02001 May 15 – 16 (8:30am-4:30pm)

\$495

Customer-Supplier Partnerships

This workshop is designed to provide participants with the skills required to develop "partnerships" with key suppliers that will lead to improved quality, delivery, total cost and service.

What You Will Learn:

- Develop a Customer-Supplier Continuous Improvement Partnership
- Plan and Implement a Supplier Certification Program
- Improve Your Quality System
- Review the Role Supplier Certification Plays in the Malcolm Baldrige National Quality Award
- Identify Pitfalls to a Successful Partnership Program
- Learn about Customer-Supplier Success Stories

- Create Supplier Surveys and Measurements
- Develop Supplier Rating Systems (1.4 CEU's)

07WQ04000 Feb 13-14 (8:30am-4:30pm)

07SQ04001 Jun 6-7 (8:30am-4:30pm)

\$495

Leading Change

This one-day change workshop is designed for all employees at any level who want to learn the effective strategies for successful change initiatives. Emphasis is on the importance of individual behavior to the success of an overall change effort. A one-hour diagnostic instrument is used to assess organizational change leadership behaviors. (.7 CEU's)

07WQ05000 Feb 27 (8:30am-4:30pm)

07WQ05001 Apr 19 (8:30am-4:30pm)

\$245

Team Leader's Toolkit

This course is ideal for anyone currently in a leadership position or striving to attain a leadership position within an organization. Students will learn about leadership styles and how they align with group dynamics. Includes a toolkit of proven techniques on how to keep teams motivated and energized. (1.4 CEU's)

07WQ07000 Feb 1 – 2 (8:30am-4:30pm)

07SQ07001 May 22 – 23 (8:30am-4:30pm)

\$495

Root Cause Analysis

In this 2-day course, students will learn 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. The key tools covered are brainstorming, checksheets, pareto charts, cause and effect diagrams, scatter diagrams, histograms, flowcharts. Root cause analysis is an industry-recognized best practice. (1.4 CEU's)

07WQ06000 Feb 27 – 28 (8:30am-4:30pm)

07SQ06001 May 14 – 15 (8:30am-4:30pm)

\$495

SPC (Statistical Process Control)

Introductory course on understanding process improvement, using appropriate quality tools, and applying statistical methodologies. Includes coverage of the seven basic quality tools, basic statistics and parameters, system variation, and effective use of variable and attribute control charts. Applications include manufacturing and service. Participants must bring a calculator to the workshop. (2.1 CEU's)

07WQ07000 Mar 7 – 9 (8:30am-4:30pm)

07SQ07001 Jun 18 – 20 (8:30am-4:30pm)

\$695

Customer Service Excellence

A one-day dynamic session that focuses on successful strategies for managers and empower front-line staff to provide outstanding customer service. Agenda includes:

- Who is the Customer, Anyway
- Customer Service...The COMPETITIVE EDGE
- Where Is Your Company Going
- 4 Major CS Goals to Strive For
- Who are the GIANTS in CS
- Frontline Authority Means Responsibility
- It's more than "Being Nice"
- Building Long-Term Relationships
- Revelations about Satisfied Customers
- Revelations about Dissatisfied Customers
- Dazzle Customers with T.R.E.A.T.
- What Customers Care About Most:
 - Top 10
 - Handling Negative Customer Incidents
 - Internal Customers also need to be T.R.E.A.T.ed
 - Beyond the Basics

(.7 CEU's)

07WQ03000 Mar 6 (8:30am-4:30pm)

07SQ03001 May 10 (8:30am-4:30pm)

\$245

QuickBooks®

QuickBooks® 2006/2007

Intro: Ready, Set, Go!

Recently purchased QuickBooks® and need help getting started? Or perhaps your QuickBooks® file is already set up and you need to learn the basics. Either way, this course will get you started in the right direction. In this course you will learn how to setup a new company file, learn the QuickBooks® interface, learn to work with lists (customer, vendor, employee, items), setup and manage inventory, handle receivables (invoices, cash sales, statements, deposits manage bank accounts, and enter and pay bills. Each attendee will receive a New Business Starter Kit which includes evaluation copies of software (QuickBooks® editions, TurboTax, and Customer Manager), a business checklist, and more! *This class is taught by a Certified QuickBooks® ProAdvisor who has been providing consulting services to small businesses for over 15 years.* Prerequisite: Familiarity with Windows operating system and software.

07WG04000 Jan 18 (Th, 9am-4pm)

07WG04001 Feb 3 (Sa, 9am-4pm)

07WG04002 Mar 20 (Tu, 9am-4pm)

07SG04003 Jun 12 (Tu, 9am-4pm)

\$210



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QuickBooks® 2006/2007 – Advanced

This course focuses on the advanced features of QuickBooks®. Areas covered include: customizing forms, working with additional accounts such as credit card accounts, loans, and fixed assets, creating and customizing reports, creating and customizing graphs, tracking and paying sales tax, working with estimates, tracking job costs, writing letters, and synchronizing with contact management software. (0.6 CEU's) Prerequisite: QuickBooks® 2006/2007-Intro

07WG05000 Apr 3 (Tu, 9am-4pm)

07WG05001 Apr 21 (Sat, 9am-4pm)

\$210

QuickBooks® 2006/2007 – Setting Up and Using Payroll

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

07SG06000 May 15 (Tu, 9am-12noon)

\$100



Conversational Chinese for Business

Is a trip to China in your future? Wouldn't it be great to communicate directly with the people you'll meet rather than through a translator? Whether it's business or pleasure in China, we're offering a great way to prepare yourself — our new Conversational Chinese for Business courses.

Conversational Chinese for Business I

This course emphasizes the development of oral communication skills through interactive classroom activities such as debate and role-playing. Practical vocabulary is reinforced through conversation and drill activities. By the end of this course, students should have an acceptable command of Mandarin pronunciation, a sense of basic grammar, and survival speaking skills for a business or tourist trip to China. (2.8 CEU's)

07WEUCE02000 Jan 16 – Mar 1 (Tu/Th, 6-8pm)

\$285

Conversational Chinese for Business II

This course emphasizes the development of oral communication skills through interactive classroom activities such as debate and role-playing. Practical vocabulary is reinforced through conversation and drill activities. By the end of this course, students should have a good command of Mandarin pronunciation, parts of basic grammar, and an active vocabulary of 300-400 characters. Students will benefit from taking Conversational Chinese for Business I prior to taking this course, but it is not required. (2.8 CEU's)

07WEUCE03000 Mar 13– Apr 1 (Tu/Th, 6-8pm)

\$285

Meet the Instructor...

Huilin Li teaches English in the Foreign Languages Department at the Kunming University of Science and Technology in Yunnan Province, China, and will be teaching Conversational Chinese for Business on our campus. He has expertise in English-Chinese translation and English-Chinese technical communication. He has taught elementary Chinese to English-speaking students in the United States and in China.



THIS COURSE COVERS THE ENTIRE SAT: WRITING, READING, AND MATH, AND INCLUDES FULL-LENGTH TESTS. THE COURSE PHILOSOPHY EMPHASIZES SMALL CLASSES, SO THE CLASS WILL BE LIMITED TO 20 STUDENTS. THE INSTRUCTION AND TIPS ARE DELIVERED BY A UNIVERSITY PROFESSOR WITH OVER TWO DECADES OF EXPERIENCE. ALL SESSIONS WILL MEET IN ONE OF SPSU'S SMART CLASSROOMS. INFORMATION ABOUT RECOMMENDED SUPPLEMENTS WILL BE GIVEN TO STUDENTS DURING THE CLASS SESSIONS, AS WILL BE HANDOUTS/SUMMARIES.

Preparation for May 5, 2007 Test

07WEUSAT01000 each Sunday Feb 11-Apr 29 except Apr 8 2/11, 3/18 and 4/29 from 3-7:30pm, all other dates 3-5:30pm
\$295

Preparation for June 2, 2007 Test

07WEUSAT01001 each Thursday Mar 15-May 31 except Apr 5 3/15, 4/19 and 5/31 from 6-10:30pm, all other dates 6-8:30pm
\$295

Preparation for October 6, 2007 Test

07WEUSAT01002 each Tuesday and Thursday, Aug 28-Oct 2 8/28, 9/13 and 10/2 from 6-10:30pm, all other dates 6-8:30pm
\$295



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- IMPROVE TEACHING AND LEARNING PROCESS...IN PROJECTS AND TRAINING THROUGH THE **CENTER FOR TEACHING EXCELLENCE (CTE)**
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WORD, BASIC TO ADVANCED

Word 2003 – Intro: Basic Documents

This class provides a thorough introduction to using Word. You will learn how to create, edit, and print documents; move quickly within a document, change the appearance of text; indent paragraphs; set tabs; change margins, use spell check, and print documents. (.6 CEU's) Prerequisite: Familiarity with Windows operating system and software.

07WM08000 Jan 9 (Tu, 9am-4pm)

07WM08001 Feb 20 (Tu, 9am-4pm)

07WM08002 Apr 10 (Tu, 9am-4pm)

07SM08003 May 22 (Tu, 9am-4pm)

\$175

Word 2003 – Intermediate: Enhanced Documents

Participants will learn how to work with section breaks, create headers and footers, create newspaper columns, create, edit and enhance tables, create styles, use basic collaboration features, and insert pictures and graphs. (.6 CEU's) Prerequisite: *Introduction to Word* or equivalent knowledge

07WM09000 Jan 23 (Tu, 9am-4pm)

07WM09001 Mar 6 (Tu, 9am-4pm)

07WM09002 Apr 24 (Tu, 9am-4pm)

07SM09003 Jun 5 (Tu, 9am-4pm)

\$175

Word 2003 – 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. (.6 CEU's) Prerequisite: Intermediate Word or equivalent knowledge

07WM10000 Feb 6 (Tu, 9am-4pm)

07WM10001 Mar 27 (Tu, 9am-4pm)

07SM10000 May 8 (Tu, 9am-4pm)

07SM10001 Jun 19 (Tu, 9am-4pm)

\$175

SPREADSHEETS, BASIC TO ADVANCED

Excel 2003 – Intro: Basic Worksheets

This class provides a thorough introduction to using Excel. You will learn how to create, edit, and print a simple spreadsheet with simple formulas, move quickly within a spreadsheet, change the appearance of text and numbers; copy formulas; and use built-in templates. (.6 CEUs) Prerequisite: Familiarity with Windows operating system and software.

07WM04000 Jan 12 (F, 9am-4pm)

07WM04001 Feb 23 (F, 9am-4pm)

07WM04002 Apr 13 (F, 9am-4pm)

07SM04003 May 25 (F, 9am-4pm)

\$175

Excel 2003 – Intermediate: 3D Workbooks & Advanced Formulas

In this course you will expand on your understanding of working with spreadsheets. You will learn how to use multiple worksheets, work with advanced functions and formatting features, use AutoFilters, use special format and print options, protect worksheet data, manipulate the screen display, import and export data, and create simple charts. (.6 CEU's) Prerequisite: Introduction to Excel or equivalent knowledge.

07WM05000 Jan 26 (F, 9am-4pm)

07WM05001 Mar 9 (F, 9am-4pm)

07WM05002 Apr 27 (F, 9am-4pm)

07SM05003 Jun 8 (F, 9am-4pm)

\$175

Excel 2003 – Advanced: Database Features & Functions

In this course you will learn how use the powerful database functions and features that help you solve problems. Topics include: creating a database, sorting data, extracting data, using advanced filters, using automatic subtotals, creating and using look-up and pivot tables, and using Goal Seek and Solver. (.6 CEU's) Prerequisite: Intermediate Excel or equivalent knowledge.

07WM06000 Feb 9 (F, 9am-4pm)

07WM06001 Mar 30 (F, 9am-4pm)

07SM06002 May 11 (F, 9am-4pm)

07SM06003 Jun 22 (F, 9am-4pm)

\$175

Excel 2003 – Collaboration and Macros (formerly Automating)

Learn how to automate daily tasks. Topics include: customizing Excel interface, use collaboration features, import data, and create, edit, and troubleshoot macros. (.6 CEU's) Prerequisite: *Advanced Excel* or equivalent knowledge.

07WM07000 Apr 17 (Tu, 9am-4pm)

07SM07001 Jun 28 (Tu, 9am-4pm)

\$175

DATABASES, BASIC TO ADVANCED

Access 2003 – Intro: Creating Databases

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

07WM02000 Feb 15 – 16 (Th-F 9am-4pm)

07WM02001 Apr 19 – 20 (Th-F 9am-4pm)

07SM02002 Jun 14 – 15 (Th-F 9am-4pm)

\$285

Access 2003 – Advanced: Databases

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

07WM03000 Mar 15 – 16 (Th-F, 9am-4pm)

07SM03001 May 17 – 18 (Th-F, 9am-4pm)

\$325

PRESENTATIONS BASICS

PowerPoint 2003 Intro: Basic Presentations

This class provides a thorough introduction to using PowerPoint. You will learn how to create, edit, and show a simple presentation, use the outline feature to quickly organize a presentation, change the appearance of text, insert clip art, charts and tables, use the Slide Show Viewer, and print presentation handouts. (.6 CEU's) Prerequisite: Familiarity with Windows operating system and software.

07WM12000 Jan 19 (F, 9am-4pm)

07WM12001 Mar 2 (F, 9am-4pm)

07SM12002 May 31 (Th, 9am-4pm)

\$175

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

IT IS ESTIMATED THAT ONLY ABOUT ONE-THIRD OF ENTERPRISE INFORMATION SYSTEMS INITIATIVES (ERP/EAI/EIS) ARE SUCCESSFUL IN MEETING COST, TIME, SAVINGS, ENTERPRISE OBJECTIVES, AND USER EXPECTATIONS. AS A BUSINESS OWNER, MANAGER, OR TECHNICAL PROFESSIONAL, THE CHALLENGE OF HOW TO USE INFORMATION TECHNOLOGY TO UNITE THE COMPANY, SERVE CUSTOMERS, AND OPTIMIZE PRODUCTIVITY AND PROFITABILITY IS OVERWHELMING.

THE ENTERPRISE INTEGRATION PLANNING SEMINAR IS A SYNERGISTIC ACTIVITY OF JOINTLY BUILDING AN INTEGRATED ENTERPRISE REFERENCE MODEL. THE MODEL ACTS MUCH LIKE AN ARCHITECT'S MODEL OF A BUILDING IN THAT IT ALLOWS PEOPLE TO SEE WHAT THE INTEGRATED ENTERPRISE INFORMATION SYSTEM LOOKS LIKE BEFORE TECHNOLOGY IS APPLIED. FURTHER, IT SHOWS HOW CONCEPTUAL, LOGICAL, AND PHYSICAL DISINTEGRATION INHIBIT COMMUNICATION, PRODUCTIVITY, AND PROFITABILITY.

Seminar attendees will learn to:

- Develop a common, enterprise-wide vision and consensus of their business enterprises as a conceptually, logically, and physically integrated entities.
- Give executives, management, and technical professionals a tool to envision, design, plan, direct, and implement an integrated enterprise information system that optimizes productivity, profitability, and customer satisfaction.
- Identify and eliminate information overload, application, database, and hardware redundancy.
- Develop strategic and tactical agreement on how information technology will be integrated to optimize business functions as well as provide management information needs.
- Scope, assess, prioritize, justify, and validate incremental information system initiatives, technologies, and projects
- See how customers are satisfied through the development of an integrated enterprise information system that supports a customer satisfaction process (CSP)
- Understand and define management's role and responsibility in leading, directing, and developing an integrated enterprise information system.

06WE20000 Jan 22 – Feb 7 (M/W, 6-9pm)

06WE20001 Apr 9 – 25 (M/W, 6-9pm)

06WE20000 Jan 5 – 21 (M/W, 6-9pm)

\$695

new Advanced Engineering Design & Product Development Certificate

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

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

Course 1 - Advanced Design Process

This course prescribes complete integrated design process or total design process for developing advanced concepts for new or improved products, materials, structures, components, processes, equipment or machine, subsystems and systems to achieve reliable function at low cost. At the completion of the course participants will have learned contemporary design approaches for developing elegant and high fidelity concepts; when to make cost effective models and/or prototypes during the design process; and when and how to obtain and handle huge amount of information that are generated during the engineering the design process; how to package the design information in the form design documentation. This course is activity based, and therefore designed to impact real life advanced design experience. (3.0 CEUs)
07WE21000 Jan 22 – Feb 21 (M/W, 6-9pm)
\$995

Course 2 - Advanced Design Methodologies

The course provides set of higher fidelity tools from different disciplines for use in each phase and stage of the design process for concept design and evaluation facilitating development of unconventional configurations for new or improved products, materials, structures, processes, equipment, processing plants; plant, factory and equipment layouts; subsystems and systems. The objectives are to prescribe proven and novel techniques (a) for rapid generation of new or original ideas to produce elegant, advanced, and patentable design concepts, (b) for adapting or modifying existing ideas to produce innovative and patentable design concepts, and (c) to be used to contribute valuable ideas/concepts for products, materials, processes, components, equipment, subsystems, systems in all engineering and scientific fields. (6.0 CEUs)
07WE22000 Mar 5 – Apr 23 (M/W, 6-10pm)
\$1795

Course 3 - Innovative Research Methods for Products, Processes and Systems Development and Commercialization

The course explores novel and innovative techniques or methods for rapid generation of new or original ideas or adapts or modifies existing ideas to produce elegant, advanced, competitive and patentable design concepts. The aim of the course is to provide set of skills for planning, recording, analyzing, and reporting on latest materials, component parts and technologies for the purposes of designing new or improving concepts for products, materials, component parts, processes, equip-

ment, and systems for commercialization. The objectives of the course are (a) to assess and evaluate feasibility of new basic research findings to be used to develop innovative and original concepts for products, materials, processes, equipment and systems, (b) scientifically plan and conduct applied research for the purposes of evaluating the feasibility of utilizing new materials, component parts, processes, equipment, and systems for new applications, (c) to design, implement, and refine experiments to test and prove new concepts based on integration of latest materials, technologies and/or findings into products, materials, processes, equipment and systems, (d) to design and implement experiments to test, modify, and finalize concepts and/or specifications based on models or prototypes of the new or improved products, materials, processes, equipment and systems against proposed requirements including issues of novelty, performance and cost. (2.0 CEUs)

07WE23000 May 7 – 21 (M/W, 6-10pm)
\$795

Course 4 - Managing Research, Design & Product Development

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

07WE24000 Jun 4 – 25 (M/W, 6-9pm)
\$995

COMPUTER-AIDED DESIGN (CAD)

SOUTHERN POLYTECHNIC STATE UNIVERSITY IS AN AUTODESK AUTHORIZED TRAINING CENTER (ATC). ALL CLASSES IN THIS SERIES ARE TAUGHT BY AN AUTODESK PROFESSIONALLY CERTIFIED INSTRUCTOR WITH EXTENSIVE KNOWLEDGE IN THE USE, APPLICATION, AND INNER WORKINGS OF THE LATEST AutoCAD SOFTWARE. THESE CLASSES ARE DESIGNED TO INCLUDE MORE HANDS-ON HOURS TO PREPARE THE STUDENT WITH A BROADER KNOWLEDGE BASE USING AutoCAD. THE CLASSROOM PRESENTATION IS NOT APPLICATION SPECIFIC THEREFORE GIVING THE STUDENT A MORE EXTENSIVE BASE OF SOFTWARE USAGE. ALL CLASSES USE AUTODESK OFFICIAL TRAINING COURSEWARE THAT IS SPECIFICALLY WRITTEN FOR THE BEST LEARNING SUPPORT POSSIBLE. INSTRUCTOR PRESENTATION INCLUDES COVERAGE OF ALL COMMANDS AND OPTIONS PROVIDED IN THE AutoCAD SOFTWARE. FOR MORE INFORMATION OR QUESTIONS, CALL US AT 678.915.7240 OR E-MAIL CONEd@SPSU.EDU.

AutoCAD User Certification

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

07WC38000 Feb 26 – Mar 26 (M, 9am-4pm)

07WC38001 Apr 10 – May 8 (T/Th, 6pm-9pm)

\$2,395

Autodesk Civil 3D Design

Civil engineers need a single design and drafting solution to more efficiently handle projects from survey to .nal plan production. With Autodesk® Civil 3D® software, project components like roads, surfaces, lots, and utilities are intelligently linked, so that a change made in one place instantly updates the entire project. Civil 3D also gives extended design and drafting team's access to up-to-date project data so everyone stays synchronized through all project phases. This course has been designed to guide students through the features and capabilities of this robust software package, giving confidence and knowledge to get the project done on time and on budget. Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU

07WD11000 Feb 19 – 28 (M/W, 6-9:30pm)

07WD11001 Apr 7 – 14 (Sa, 9am-5pm)

\$795

Autodesk Land Desktop

This hands-on foundation-level course covers the essentials of Autodesk® Land Desktop 2007 software: the key features, how to create a survey plan and a topographic survey drawing, and how to lay out roadways and subdivision lots. In this courseware, students use Autodesk Land Desktop software to perform land development activities for a sample project. Objectives include:

Identifying Autodesk Land Desktop features and set up preferences, set up a drawing and manage the project environment, create a legal survey plan, create a topographic survey drawing, lay out subdivision roadways, generate alignment stakeout reports, lay out and size subdivision lots, and create a conceptual plan. Prerequisites: 1 year of AutoCAD experience or have taken the AutoCAD LI:PI & P2 at SPSU

07WD12000 Mar 12 – 21 (M/W, 6-9:30pm)

07SD12001 Jun 23 – 30 (Sa, 9am-5pm)

\$795

News Upgrading to AutoCAD 2008

Scared of upgrading from your version of AutoCAD, but Autodesk is no longer supporting it. Come let us take the fear out of conversion. This course will cover the all of the new tricks to speed up the designers work as well as answer your questions about how your processes will change. So come eager to advance and have your questions ready, there will be a question and answer session to get questions answer for your actual problems.

07W15000 Apr 30 (M, 9am-5pm)

07S15001 Jun 25 (M, 9am-5pm)

\$395

AutoCAD, Level 1: Part 1 Express Track

This beginner's course uses the latest version of AutoCAD to teach basic skills to create and edit 2D production drawings. Participants receive extensive, hands-on practice and learn step-by-step procedures to create, access and share design information. (1.4 CEUs) Prerequisite: None; however, Introduction to PCs and experience using Windows are helpful.

07WD01000 Jan 9 – 10 (T-W, 9am-5pm)

07WD01001 Feb 5 – 6 (M-T, 9am-5pm)

07WD01002 Mar 6 – 7 (T-W, 9am-5pm)

07WD01003 Apr 9 – 10 (M-T, 9am-5pm)

07SD01004 May 7 – 8 (M-T, 9am-5pm)

07SD01005 Jun 5 – 6 (T-W, 9am-5pm)

\$595

AutoCAD, Level 1: Part 1 Standard Track

Same description and prerequisite as day class, however, there is additional time for practice and exercises. (1.8 CEUs)

07WD02000 Jan 9 – 25 (Tu/Th, 6pm-9pm)

07SD02001 Jun 5 – 21 (Tu/Th, 6pm-9pm)

\$795

AutoCAD, Level 1: Part 2 Express Track

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

07WD03000 Jan 11 – 12 (Th-F, 9am-5pm)

07WD03001 Feb 7 – 8 (W-Th, 9am-5pm)

07WD03002 Mar 8 – 9 (Th-F, 9am-5pm)

07WD03003 Apr 11 – 12 (W-Th, 9am-5pm)

07SD03004 May 9 – 10 (W-Th, 9am-5pm)

07SD03005 Jun 7 – 8 (Th-F, 9am-5pm)

\$595

AutoCAD, Level 1: Part 2 Standard Track

Same description and prerequisite as day class, however, there is additional time for practice and exercises. (1.8 CEUs)

07WD04000 Jan 30 – Feb 15 (Tu/Th, 6pm-9pm)
07SD04001 Jul 10 – 26 (Tu/Th, 6pm-9pm)
\$795

AutoCAD, Level 2: Intermediate Express Track

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

07WD05000 Jan 22 – 24 (M-W, 9am-5pm)
07WD05001 Feb 12 – 14 (M-W, 9am-5pm)
07WD05002 Mar 27 – 29 (T-Th, 9am-5pm)
07WD05003 Apr 23 – 25 (M-W, 9am-5pm)
07SD05004 May 21 – 23 (M-W, 9am-5pm)
07SD05005 Jun 18 – 20 (M-W, 9am-5pm)
\$895



AutoCAD, Level II: Intermediate Standard Track

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

07WD06000 Feb 27 – Mar 27 (T/Th, 6pm-9pm)
\$995

AutoCAD Architectural Desktop Beginning

Increase your skill and ability creating with the design tools of AutoCAD Architectural Desktop. Includes control model representations with Model Explorer, Object Viewer, Floating Viewer, Design Center, and Control Layers with Architectural Desktop's Layer Manager. (2.1 CEUs)

Prerequisite: AutoCAD, Level I: Parts I and 2, or 1 year experience.

07WD07000 Jan 29 – 31 (M-W, 9am-5pm)
\$795

AutoCAD Inventor Beginning

This class is designed to introduce AutoDesk Inventor, solid modeling, and parametric model-

ing. It uses a hands-on, exercise-intensive approach to all the important parametric modeling techniques and concepts. The lessons guide the user from constructing basic shapes to building intelligent solid models and creating multi-view drawings. (1.4 CEUs)

07WD09000 Feb 12 – 21 (M/W, 6-9:30pm)
07WD09001 Mar 17 – 24 (Sa, 9am-5pm)
07SD09002 May 1 – 2 (T-W, 9am-5pm)
\$595

AutoCAD Inventor Intermediate

This is a complete hands-on course of Inventor. The course will take the beginner to an intermediate level of solid modeling and the modeling process using AutoDesk Inventor. Working with different methodology of solid development and modification, the course also includes in-depth descriptions of the toolbars, dialog boxes, user options, and using the modeling options. (1.4 CEUs)

07WD10000 Apr 9 – 18 (M/W, 6-9:30pm)
07SD10001 Jun 9 – 16 (Sa, 9am-5pm)
\$595

MICROSTATION

MicroStation v8, Beginning

Course uses the latest version of MicroStation with examples from various engineering disciplines. All topics covered apply to MicroStation Powerdraft, including AccuDraw precision input; elemental placement commands and attributes; view controls; working units and the design plane; hidden shortcuts, tips and tricks. (1.4 CEUs) Prerequisite: Introduction to Windows 2000 or equivalent. No prior computer aided design experience is required.

07WD13000 Jan 25 – 26 (Th-F, 9am-5pm)
07SD13001 May 7 – 17 (M/Th, 6-9:30pm)
\$595

MicroStation v8, 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.

07WD14000 Feb 8 – 9 (Th-F, 9am-5pm)
07SD14001 Jun 18 – 28 (M/Th, 6-9:30pm)
\$595

Blueprint Reading

Basic Architectural Blueprint Reading

Learn basic architectural blueprint reading techniques. Essential print layout, special line recognition, elevations, construction symbols, referencing, dimensioning, common view and detail layouts, construction designations, and overall blueprint analysis will be covered in this class. After this class, participants should be comfortable reading simple to moderately complex blueprints. (.7 CEUs)

07WE01004 Mar 14 (W, 9am-5pm)
07SE01005 May 11 (F, 9am-5pm)
07SE01006 Jun 26 – 28 (M/W, 6-9:30 pm)
\$249

Basic Mechanical Manufacturing Blueprint Reading

Learn basic Mechanical blueprint reading techniques used in manufacturing blueprint drawings. Essential print layout, symbols, special line recognition, tolerance, dimensioning, common view layout and construction, and overall blueprint analysis will be covered in this class. After this class, participants should be comfortable reading simple to moderately complex blueprints. (.7 CEUs)

07WE07004 Aug 30 (W, 9am-5 pm)
07SE07005 Oct 6 (F, 9am-5 pm)
07SE07006 Dec 4 – 6 (M/W, 6 - 9:30pm)
\$249

new Basic Mechanical Manufacturing Blueprint Reading

Learn basic mechanical blueprint reading techniques used in manufacturing blueprint drawings. Essential print layout, symbols, special line recognition, tolerance, dimensioning, common view layout and construction, and overall blueprint analysis will be covered in this class. After this class, participants should be comfortable reading simple to moderately complex blueprints. (.7 CEUs)

07WE07004 Mar 30 (F, 9am-5 pm)
07SE07005 May 4 (F, 9am-5 pm)
\$249

Commercial Building Code Refresher

This course is for architects, engineers, planners and designers-in-training, developers, builders and others who use building codes in the planning and design of facilities for human occupancy. The refresher will also assist certified commercial building inspectors and municipal officials involved in administering the Georgia Building Code. Learn about the requirements of the International Code Council suite of codes within the context of existing Georgia amendments, and learn about SBCCI national model codes. (.8 CEUs)

07WE02003 Jan 27 (Sa, 8am-5pm)

07WE02004 Mar 15 (F, 8am-5pm)

07SE02005 May 18 (F, 8am-5pm)

\$295

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)

07WE03002 Feb 16 – 23 (F, 8am-5pm)

07SE03003 Apr 13 – 20 (F, 8am-5pm)

\$595

Construction Scheduling

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

07WE04003 Jan 19 (F, 8am-5pm)

07WE04004 Mar 16 (F, 8am-5pm)

07SE04005 May 18 (F, 8am-5pm)

\$395

Contract Interpretation

This course is for people who develop, manage and use construction contract documents, including principals, construction managers, owner representatives, engineers, project managers, contract administrators, contractors and consultants. During this course you will become familiar with the principal contract documents in the EJDCD engineering and construction

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 the online and in class 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.

07WD25000 January 6 – 12 Su – Sa (8am - 5pm)

07WD25001 March 10 – 16 Su – Sa (8am - 5pm)

07SE25002 May 12 – 18 Su – Sa (8am - 5pm)

07SE25003 July 14 – 20 Su – Sa (8am - 5pm)

07SE25004 September 15 – 21 Su – Sa (8am - 5pm)

07FE25005 December 1 – 7 Su – Sa (8am - 5pm)

\$1795 for Classroom Training

\$995 for Online Training

ASBESTOS / LEAD

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.

07WE17000 Mar 21 (W, 8:30am-12:30pm)

\$35

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 such as landlords, sellers, and renovators, receive certain information before renting, buying, or renovating pre-1978 housing. This course provides information concerning the above requirements.

07WE18000 Mar 21 (W, 1:30-3:30pm)

\$35

Asbestos/Lead Combo

Get both courses!

07WE19000 Mar 21 (W, 8:30am-3:30pm)

\$50

series, gain an understanding of how construction contracts allocate risk between the parties and why it is to your advantage to use the EJDCD documents to allocate that risk in a manner that is fair and appropriate, and learn how to use the EJDCD contract documents during the course of an engineering and construction project to manage the project fairly and to minimize contract disputes and claims. (1.6 CEUs)

07WE05002 Feb 5 – 12 (M, 8am-5pm)

07SE05003 Apr 9 – 16 (M, 8am-5pm)

\$595

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)

07WE06002 Feb 2 – 9 (F, 8am-5pm)

07WE06003 Apr 6 – 13 (F, 8am-5pm)

07SE06004 Jun 1 – 8 (F, 8am-5pm)

\$595

Mastering the Transition from Engineer to Manager

In the fast-paced world of engineering and technology, companies are placing more and more technical experts in managerial roles. This is done without actually retraining these extremely well-educated people on how to manage effectively. Great managers are not born; they are built through training and experience. This course was developed to give engineers and technical specialists the tools to effectively manage a staff of any size. Topics include mastering relationships with subordinates, the paradox of control,

Basic Electrical Principles

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

07WE08000 Feb 2 – 9 (F, 9am-4pm)
07SE08000 Apr 6 – 13 (F, 9am-4pm)
\$395

SURVEYING**Land Surveying Vertical Control Workshop**

This class has been designed for those with little or no surveying experience. Emphasis will be placed on the use of vertical control surveying techniques and methods as may be applied to landfill, mining, and other land disturbing operations. Hands-on use of surveying equipment will be employed during field work sessions, giving everyone the opportunity to participate. Highlighted will be how to interpret contour maps, determine slope elevation and the reading of the site plans. (1.4 CEUs)

07WE13002 Feb 10 – 17 (Sa, 9am-5pm)
07SE13003 May 10 – 11 (Th-F, 9am-5pm)
\$595

Land Surveying Horizontal Control Workshop

This course will concentrate on distance and angle measuring techniques, mathematical computations needed to find direction, precision, area, and using computer software. The course is considered to be a more advanced level than the Vertical Control course and is therefore not recommended for those with no surveying experience. Prerequisite: Land Surveying Vertical Control or equivalent knowledge. (1.4 CEUs)

07WE14002 Mar 17 – 24 (Sa, 9am-5pm)
07SE14003 Jun 14 – 15 (Th-F, 9am-5pm)
\$595

customer service, dealing with conflict, seeing the big picture, planning, using assets effectively, implementing and managing teams, and growing as a manager. These topics provide a starting point for success as a manager. (1.6 CEUs)

07WE09002 Feb 5 – 16 (T/Th, 6-10pm)
07SE09003 Mar 22 – 23 (Th-F, 8am-5pm)
\$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 LIST 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)

07WE15000 Feb 10 – Mar 31 (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)

07WE16000 Mar 3 – Mar 31 (Sa, 9am-4pm)
\$595

Mechanical Professional Engineering Review

Fluids, Thermodynamics, Power Cycles, Heat Transfer, HVAC, Statics, Materials, Machine Design, Dynamics & Vibrations, Control Systems, Plant Engineering, and Engineering Economics. (2.4 CEUs)

07WE17000 Mar 10 – 31 (Sa, 9am-4pm)
\$595

WATER SCIENCE**Hydraulics**

Review basic hydraulics oriented toward the practicing professional. Learn to apply hand computations and commercial software packages to analyze open channel flow. Basic water distribution system modeling will also be covered with hands-on training. (0.6 CEUs)

07WE10002 Jan 19 (Sa, 9am-4pm)
07SE10003 May 5 (Sa, 9am-4pm)
\$295

Hydrology

Gain technical, hands-on training in techniques for the analysis of storm-water runoff. The workshop incorporates usage of computerized applications using commercially available hydrology software. (0.6 CEUs)

07WE11002 Feb 10 (Sa, 9am-4pm)
07SE11003 May 26 (Sa, 9am-4pm)
\$295

Storm Sewer Design

Storm sewer systems today are designed to take into account water quality as well as water quantity considerations. Storm sewer drainage systems must be designed to meet the elevated expectations of the public. Property owners expect better protection from flood damage; regulators expect storm sewer systems to reduce the impact of pollution; and taxpayers expect the lowest cost system (that meets the requirements). This practical course will provide information and demonstrate techniques you will be able to use immediately at work. You will be better equipped to design cost-effective storm sewer systems to meet the demands of prop-

erty owners, regulators and taxpayers. This course will give you a complete understanding of the key methods of estimating time of concentration and runoff coefficient, and the determination of hydraulic and energy grade lines. The course will enable you to design for any condition and meet quality, quantity and cost criteria. This course will benefit engineers and technicians involved with the design or design review, construction or maintenance of storm sewer systems. (1.6 CEUs)

07WE12002 Apr 7 – 14 (Sa, 8am-5pm)
07SE12003 Jun 23 – 30 (Sa, 8am-5pm)
\$595

Why Continuing Education at SPSU?

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

Learn more:

Call 678.915.7240

E-mail coned@spsu.edu



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Technology has transformed the workplace—and our graduates are answering the high demand for professionals trained to work with technology. From software engineering to architecture, information technology to Web design, Southern Polytechnic students blend their expertise with technical know-how that gives them—and their employers—a competitive edge.

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