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# **Continuing Education Course Schedule Spring 2019**



# Frequently Asked Questions

## What are Continuing Education courses?

- Continuing Education courses are classes that help enrich your current knowledge of a particular subject matter or skill. They are usually short-term classes and can run anywhere from 1 day to a few months. These classes are considered non-credit classes as you do not receive a traditional grade of “A”, “B”, “C” etc. Instead, you receive a grade of Satisfactory or Unsatisfactory. When you complete a Continuing Education course, you will receive a Certificate of Course Completion. Some of our courses do lead to a Professional certification. If so, it will be noted on the course page.

## Do I need to apply for admission into Georgia Piedmont Technical College to take a Continuing Education course?

- No. Continuing Education Courses are *not for college credit*, therefore formal admission is not required for our Continuing Education Courses.

## How do I register for a Continuing Education Course?

- Submit your contact information on the non-credit registration request application to Angela Cooper atcoopera@gptc.edu. Be sure to note the course that you are interested in by listing it on the application.
- You may also mail or hand deliver a non-credit registration request application to the GPTC’s Newton Campus, 16200 Alcovy Road Building A, Covington, GA 30014.

## How can I pay for the course?

- Receipt of payment is the only way to confirm your seat in a course.
- We accept all credit/debit cards, checks, and money orders.
- Credit/debit card payments can also be accepted over the phone by calling 404-297-9522 ext. 5044.
- Checks and money orders must be delivered to the GPTC’s Regional Transportation Center, 6720 Marbut Road, Lithonia, Georgia 30058.
- Registration deadline is one week prior to the start of the course.

## Can I reserve my spot with a partial payment?

- No, we will only accept full payments for our courses.

## Can I pay for my Continuing Education class on the day it starts?

- No, all payments must be received by the payment deadline, which is one week prior to the start of the course.

## **Cancellations**

- Most classes have a minimum number of students that will ensure adequate enrollment; which is why we require registration at least one week prior to class. If enrollment is under the required number you will be notified of cancellation at least 3 days before class is to begin. You will be refunded in full.

## **Refunds**

- 100% refunds are granted for “on campus” classes including one or two day seminars, provided a withdrawal is requested twenty-four hours before the first class is scheduled to begin. NO refunds after the first scheduled class day. Please submit your withdrawal request by email to Continuing Education at [ContEd@gptc.edu](mailto:ContEd@gptc.edu)
- Students registering and paying for Online Continuing Education Classes will be granted a 100% refund after notification is made to the Continuing Education Department before the 6<sup>th</sup> business day from class start date. Payments are refunded to the credit/debit account on record at the time of enrollment.

# Manufacturing READY

## Tools for Automated Manufacturing for Veterans

Learn how to transfer your military skills and experience to civilian careers in the manufacturing industry. The Tools for Automated Manufacturing for Veterans program teaches participants how to transfer their military skills and experience onto their resume in language that is recognized by the manufacturing industry. The ultimate goal for this program is to prepare participants for careers and connect them with career opportunities in Newton, DeKalb, and Rockdale Counties. Upon successful completion participants will receive the following certifications and certificates, as well as awareness to skill sets that lead to employment in various manufacturing facilities:

- **Lean Six Sigma Yellow Belt**
- **OSHA 30-Hour Industrial Safety Certification**
- **Forklift Operator Certification**
- **Leadership/Management Training**
- **Georgia BEST Soft Skills**
- **CPR/First Aid/AED**

***There is no cost to qualified participants. WIOA ELIGIBLE***

Taught through the Economic Development Division at Georgia Piedmont Technical College, the Tools for Advanced Manufacturing program is funded through your local WIOA office. The program is geared towards unemployed and underemployed veterans who have little or no manufacturing or logistics experience, but who wish to reenter the workforce with new and in-demand skills. The program fee and all required materials are covered for those who meet eligibility requirements.

### ***Program schedule, location and cost***

**March 18 – April 29**

**Monday – Friday 8:00 a.m. – 4:00 p.m.**

**Newton Campus Advanced Manufacturing Center**

**\$3000.00**

**For more information, or to register, please contact:  
Bryan Sexton | Executive Director for Advanced Manufacturing  
16200 Alcovy Road | Building C |  
Covington, Georgia 30601  
{404} 297-9522 ext. 1572**

# Manufacturing READY Program

***This is your pathway to a great career in manufacturing.***

There are more great careers in manufacturing than there are trained people to fill them. In response to this demand, Georgia Piedmont Technical College has partnered with DeKalb, Newton, and Rockdale manufacturing companies to develop the **Manufacturing READY** Program to prepare you for a career in manufacturing. Upon successful completion participants will receive the following certifications and certificates, as well as awareness to skill sets that lead to employment in various manufacturing facilities:

- **OSHA 10-Hour Industrial Safety Certification**
- **Forklift Operator Certification**
- **Georgia BEST Soft Skills**
- **CPR/First Aid/AED**
- **Six Sigma White Belt**

***There is no cost to qualified participants. WIOA ELIGIBLE***

Taught through the Economic Development Division at Georgia Piedmont Technical College, the **Manufacturing READY** program is funded through your local WIOA office. The program is geared towards unemployed and underemployed individuals who have little or no manufacturing experience, but who wish to reenter the workforce with new and in-demand skills. The program fee and all required materials are covered for those who meet eligibility requirements.

## ***Program schedule, location, and cost***

***February 11 to March 11***

**8am to 4pm Monday –Friday**

**Newton Campus Advanced Manufacturing Center**

**\$3000.00**

**April 8 to May 10**

**9am to 4pm Monday –Friday**

**Newton Campus Advanced Manufacturing Center**

**\$3000.00**

**For more information, or to register, please contact:**

**Bryan Sexton | Executive Director for Advanced Manufacturing**

**16200 Alcovy Road | Building C |**

**Covington, Georgia 30601**

**{404} 297-9522 ext. 1572**

# Construction Career READY Fundamentals

***This is your pathway to a great career in Construction.***

There are more great careers in construction than there are trained people to fill them. In response to this demand, Georgia Piedmont Technical College has partnered with Goodwill of North Georgia to develop the Construction Career Fundamentals Program to prepare you for a career in construction. Upon successful completion participants will receive the following certifications and certificates, as well as awareness to skill sets that lead to employment in various construction related industries:

- **OSHA 10-Hour Industrial Safety Certification**
- **Forklift Operator Certification**
- **Georgia BEST Soft Skills**
- **CPR/First Aid/AED**
- **Six Sigma White Belt**

***There is no cost to qualified participants.***

Taught through the Economic Development Division at Georgia Piedmont Technical College, the **Construction Career Fundamentals** program is funded through Partnership for Community Action. The program is geared towards unemployed and underemployed DeKalb and Rockdale County residents who have little or no construction experience, but who wish to reenter the workforce with new and in-demand skills. The program fee and all required materials are covered for those who meet eligibility requirements.

## ***Program schedule, location, and cost***

**Evening and Weekend Cohort (11 Weeks)**

**March 4 to May 20**

**5-9pm Monday-Thursday and Saturday 9am-1pm**

**Rockdale Career Academy**

**\$4500.00**

**For more information, or to register, please contact:  
Selina James | Director, Regional Transportation Training Center  
6720 Marbut Rd.,  
Lithonia, Georgia 30058  
{404} 297-9522 ext. 5503**

# Transportation READY Program

***This is your pathway to a great career in transportation as a CDL driver (Class A).***

There are more great careers in transportation as a CDL driver than there are trained people to fill them. In response to this demand, Georgia Piedmont Technical College has partnered with DeKalb, Newton, and Rockdale transportation companies to develop the **Transportation READY** Program to prepare you for a career in transportation as a CDL driver. Upon successful completion participants will receive the following certifications and certificates, as well as awareness to skill sets that lead to employment as a Class A CDL driver:

- **Eligible to sit for the CDL License exam**
- **Georgia BEST Soft Skills**

***There is no cost to qualified participants. WIOA ELIGIBLE***

Taught through the Economic Development Division at Georgia Piedmont Technical College, the **Transportation READY** program is funded through your local WIOA office. The program is geared towards unemployed and underemployed individuals who have little or no manufacturing experience, but who wish to reenter the workforce with new and in-demand skills. The program fee and all required materials are covered for those who meet eligibility requirements.

## ***Program schedule, location, and cost***

**March 18-April 29**

**9am to 4pm Monday –Friday**

**Regional Transportation Training Center**

**\$3500.00**

**April 8 to May 10**

**9am to 4pm Monday –Friday**

**Regional Transportation Training Center**

**\$3500.00**

**For more information or to register please contact:  
Selina James | Director, Regional Transportation Training Center  
6720 Marbut Rd.,  
Lithonia, Georgia 30058  
{404} 297-9522 ext. 5503**

# Information Technology

## Introduction to Computers \$150.00

This course covers basic computer history, theory and applications, including word-processing, spreadsheets, databases, and the operating system. Topics include: history of the PC; differences among laptop, tablet, desktop, and server computers; how operating system software interacts with applications and hardware; digital security risks and cybercriminals; types of internet and network attacks (malware, botnets and denial of service attacks); preventing unauthorized computer access and use; network Basics; getting started and working with Windows 8; file management; Cloud Computing and File Sharing; Word, Excel, Access, PowerPoint, OneNote; and using email in a professional setting. Required text not included in tuition cost.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	12:00pm	S	4	2/2/19	2/23/19

## Word 2013: Basics \$175.00

If you want to learn basic Microsoft Word 2013 skills, then this class is for you! Learn how to create and edit simple documents; format documents; add tables and lists; and how to employ a variety of techniques for improving the appearance and accuracy of document content. Required text not included in tuition cost.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	10:00am	12:00pm	Sat	4	3/2/19	3/23/19

## PowerPoint 2013: Basic \$175.00

Do you want to create and develop engaging multimedia presentations? Using the vast array of features and functionality contained within Microsoft Office PowerPoint 2013, this class will help you gain the ability to organize content, enhance it with high-impact visuals, and deliver it with a punch! Required text not included in tuition cost.

Campus	Begin	End	Days	#Days	From	Until
Newton	6:00pm	8:00pm	T/Thu	4	4/9/19	4/18/19

## Excel 2013 Beginner \$175.00

This class is designed to provide a basic understanding of Excel 2013. You will be shown a practical way of learning with a hands-on and customizable approach. You will also get a chance to experience some of the new features that are offered in Excel 2013. Topics include: Open and create Excel workbook files; use of the 2013 interface; entering and editing data in a variety of ways; understanding basic formulas and functions; use of the Quick Analysis features new to



the 2013 version; formatting worksheets and data; and printing and sharing workbooks. Required text not included in tuition cost.

Campus	Begin	End	Days	#Days	From	Until
Newton	5:00pm	7:00pm	T/Thu	4	5/7/19	5/16/19

## Professional Development Training

### Business Writing I & II – (2) 4-hour sessions \$125.00

Designed for working professionals. Learn to communicate clearly and concisely for a variety of writing purposes from simple information requests to effectively delivering bad news. Learn organizational patterns that can be used and adapted to fit most any audience or writing task. Students will get hands-on experience writing effectively, audience-centered email, direct, persuasive, and bad news messages. Additional topics include improving your writing by overcoming bias, eliminating redundancies, and emphasizing the positive in your messages.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	1:00pm	Sat	1	2/16/19	2/23/19

### General Project Management - (1) 4-hour session \$125.00

Covers projecting, planning, organizing, motivating, and controlling resources to achieve specific goals. Course Objectives:

- Identifying the phases of project management.
- Matching project roles and parties to their responsibilities.
- Setting tactical and strategic goals and identifying SMART objectives.
- Identifying bad management behaviors and micromanagement.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	1:00pm	Sat	1	2/23/19	2/23/19

## SAFE SERVE Food Safety Management Training \$200.00

The ServSafe® program provides food safety training, exams, and educational materials to food service managers. Students can earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). All content and materials are based on actual job tasks identified by food service industry experts.

The ServSafe® 8th edition contains the latest FDA Food Code updates. This program helps prepare you for the ServSafe® Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating Food
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations

<b>Campus</b>	<b>Begin</b>	<b>End</b>	<b>Days</b>	<b>#Day</b>	<b>From</b>	<b>Until</b>
<b>DeKalb</b>	<b>9:00am</b>	<b>1:00pm</b>	<b>Sat</b>	<b>1</b>	<b>2/16/19</b>	<b>2/16/19</b>
<b>Newton</b>	<b>9:00am</b>	<b>1:00pm</b>	<b>Sat</b>	<b>1</b>	<b>3/16/19</b>	<b>3/16/19</b>

# Transportation

## **CDL 8-hour Refresher Course \$275.00 (minimum of 4 students)**

This class helps sharpen the skills of the CDL operator that has not driven a CMV in a while.

## **8 hour CDL Pre-Trip class \$150.00 (minimum of 4 students)**

This course has everything you need to prepare for the **Class A** or **Class 8** CDL Pre-Trip Inspection. Our study guide and tutorial will cover the pre-trip inspection terminology, as well as a thorough list of all of the parts you will be inspecting on the vehicle.

## **Simulator Training, \$35 per hour, call 404-297-9522 ext. 5500 for scheduling.**

Not quite ready for hands on training or you just need to sharpen your driving skills. Our simulator training enables a student to drive a Class A, Class B, or Class C vehicle in a virtual space, while operating the controls of an actual vehicle.

## **Third Party Testing at Regional Transportation Training Center**

GPTC's Transportation Training program is a licensed Third-Party Testing Site for DDS. Testing for commercial classes, "A" and "B," are available by appointment only. **Call 404-297-9522 ext. 5500 for scheduling**

- **\$100.00 per test w/your equipment**
- **\$150.00 per test w/GPTC's equipment**
- **Tests must be scheduled in advance and prepaid. No refunds.**

**For more information, or to register, please contact:  
Selina James | Director, Regional Transportation Training Center  
6720 Marbut Rd.,  
Lithonia, Georgia 30058  
{404} 297-9522 ext. 5503**



**AUTHORIZED  
TRAINING  
C E N T E R**

### **Basic Life Support (BLS) Health Care Provider \$85.00**

This course provides the foundation for saving lives from cardiac arrest. It teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. This course is for healthcare providers for initial certification. These include EMS personnel, physician assistants, doctors, dentists, nurses and respiratory therapists. It is also ideal for students entering the healthcare field. Tuition includes the required AHA CPR BLS textbook. You **must** pass a written and practical skills exam to obtain certification.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	1:00pm	Sat	1	2/16/19	2/16/19
Newton	9:00am	1:00pm	Fri	1	4/12/19	4/12/19

### **First Aid, CPR & AED Heartsaver \$125.00**

This course helps students recognize and treat sudden illness and injury. Students also learn to recognize signs of unresponsiveness. It also covers bleeding control, airway management, CPR and using an AED. This program meets OSHA requirements for First Aid training at all work places.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	1:00pm	Sat	1	3/9/19	3/9/19
Newton	9:00am	1:00pm	Sat	1	5/11/19	5/11/19

## **Industrial/Manufacturing**

### **Multi-Craft Industrial Maintenance Worker Academy**

The purpose of this 154-hour course is to provide participants the opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. Upon successful completion of this program and a comprehensive final assessment, participants will receive a non-credit certificate of completion from Georgia Piedmontt Technical College.

#### **Electrical Maintenance (110 Hours)**

**Module 1 - Introduction (24 hrs)** Basic Electricity, Safety and Arc Flash, Electrical Measurement

**Module 2 - Industrial Motors (18 hrs)** Electric Motor Fundamentals, Types of Electric Motors, Electric Motor Nomenclature and Wiring

**Module 3 - Industrial Wiring & Conductors (24 hrs)** Using the National Electrical Code Overload Protection, Conductor Sizing and Conduit Design

**Module 4 - Motor Controls (24 hrs)** Contactors, Relays, and Motor Starters, Sensors and Controls, Basic Motor Control Circuits

**Module 5- PLC Controls (20 hrs)** Advanced Applications

### **Mechanical Maintenance (42 Hours)**

**Module 1 - Introduction (6 hrs)** Mechanical Safety, Machines, Lubrication, Bearings

**Module 2 - Hydraulics and Pneumatics (24 hrs)** Pneumatic and Hydraulic Principles, Pneumatic and Hydraulic Systems, Control Devices and Actuators

**Module 3 - Power Transmission (6 hrs)** Chain Drives and Belt Drives

**Module 4 - Equipment Handling (6 hrs)** Lifting Tools and Equipment Cranes and Rigging, Powered Industrial Trucks for Maintenance

**Course Fee:** \$1,900 per person - Entire Session  
\$1,400 per person - Electrical Maintenance Only (Feb 22-May 10)  
\$700 per person - Mechanical Maintenance Only (April 5-May 10)

**Next Session:** Friday, February 22, 2019, -May 10, 2019  
8:00 a.m. – 6:00 p.m.

**For more information, or to register, please contact:**  
**Bryan Sexton | Executive Director for Advanced Manufacturing**  
**16200 Alcovy Road | Building C |**  
**Covington, Georgia 30601**  
**{404} 297-9522 ext. 1572**

### **OSHA 10 Safety \$150.00, 10 hours**

The OSHA Outreach Training Program for General Industry will provide you training on hazard awareness and the safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights and employer responsibilities. Through this program taught by an OSHA authorized trainer, you will earn an OSHA 10-hour card. The course includes Introduction to OSHA, Walking and Working Surfaces, Electrical Safety, Hazard Communication, Fire Safety, Personal Protective Equipment, and other topics. This is a voluntary program and does not meet training requirements for any OSHA standards. You must attend all sessions to earn the 10-hour card.

<b>Campus</b>	<b>Begin</b>	<b>End</b>	<b>Days</b>	<b>#Days</b>	<b>From</b>	<b>Until</b>
<b>Newton</b>	<b>8:30am</b>	<b>2:30pm</b>	<b>M,W</b>	<b>2</b>	<b>2/5/19</b>	<b>2/7/19</b>
<b>DeKalb</b>	<b>5:30pm</b>	<b>9:30pm</b>	<b>M,T,Th</b>	<b>3</b>	<b>4/8/19</b>	<b>4/11/19</b>

### **Forklift Training-Sit-down \$150.00, 7 hours**

Be on the move and learn a new skill that will increase your opportunities in the workforce. You will learn the correct care and use of forklift equipment. You will be trained using OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178), forklift design limitations, use in material handling, pre-operation check, operator skills and accident prevention. Class provides hands-on operation for sit-down forklift. You will receive a 3-year certification in forklift safety, preventative maintenance and driving/operation skills.

Certification is for sit-down power lift operation includes classroom lecture, hands on practice, and written and practical exams. Successfully pass and receive forklift certificate card and forklift key. Federal law requires individuals be at least 18 years of age or older to drive a forklift. Closed toe shoes are required during class. Please bring your own lunch.

<b>Campus</b>	<b>Begin</b>	<b>End</b>	<b>Days</b>	<b>#Days</b>	<b>From</b>	<b>Until</b>
Newton D	8:45 am	2:45pm	Monday	1	2/11/19	2/11/19
Newton D	8:45 am	2:45pm	Saturday	1	3/16/19	3/16/19
Newton D	8:45 am	2:45pm	Monday	1	4/15/19	4/15/19
Newton D	8:45am	2:45pm	Saturday	1	5/4/19	5/4/19

### **Intro to Basic PLC, (2 weeks/16 hours) \$700.00 (minimum of 4 students)**

This introduction course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

<b>Campus</b>	<b>Begin</b>	<b>End</b>	<b>Days</b>	<b>#Days</b>	<b>From</b>	<b>Until</b>
Newton	2:30 PM	6:30 PM	M,W	4	2/11/19	2/20/19

### **CNC Operator Training Only**

This 120 hour course covers the application of computer numerical control of manufacturing methods. Numerical control and computer numerical control of machining processes are integrated with computer-aided drafting techniques using the latest versions of MasterCAM and SolidWorks. Students will learn how to import exchange files from CAD into a CAM program to create tool paths. The tuition for this class covers book and lab fees. Students will have extensive opportunity to work with various HMI controls and current HASS CNC mills and lathes to develop and improve both programming and practical hands-on skills with state-of-the-art automated machining processes, set-ups, fixtures, troubleshooting and CNC maintenance.

Preauthorization is required for this class for those without prior machining experience – please call before registering. **Customization and personalized training options are also available.** Please call Brian Sexton at 404-297-9522, ext 1572 or email at sextonb@gptc.edu for additional assistance or information on how we can make your training experience a valuable investment for you and your employer.

Campus	Begin	End	Days	#Days	From	Until
Newton	2:30 PM	6:30 PM	M,TW,TH,F	4	3/11/19	4/19/19

## Lean Six Sigma

### What is LEAN Six Sigma?

**LEAN:** The concept of eliminating waste in an organization. There are proven techniques and tools to identify waste and implement a process of continuous improvement.

**Six Sigma:** A process that uses statistics to help you collect and interpret data to reduce process variation.

### What LEAN Six Sigma certification options are available at Georgia Piedmont Technical College?

#### Yellow Belt Certification

Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology. We'll discuss the cost of poor quality, the voice of the customer, review core LSS project tools, process mapping, core LEAN tools, data collection, and error proofing.

#### Description

This course introduces the core methodologies of the Lean Six Sigma Process Improvement Model (D.M.A.I.C.), which combines the disciplines of Lean and Six Sigma. The course provides an overview of Lean Six Sigma and introduces the core concepts of the LSS process improvement methodology: cost of poor quality, voice of the customer, core, LSS project tools, process mapping, core Lean tools, data collection, and error proofing. This course emphasizes interactive simulations, small group interaction, and a comprehensive real-world project in order to gain the distinction of Certified Yellow Belt.

Campus	Begin	End	Days	#Days	From	Until
Newton	9:00am	4:00 PM	S	8	3/2/19	4/20/19

# Small Business Academy

Are you interested in finding out how to get your business idea funded? If your answer is YES, this course will put you on the right track. The Small Business Academy is an accelerated, 7-step, intensive 5-week course designed to help aspiring entrepreneurs and existing small business owners craft a mini-business plan and pitch deck bankers and investors would desire to fund. Students will come away each week with an actionable plan that leads to success. The course is based on the Business Canvas Model and the theory that "The Era of the Static Business Plan is Over". This class will teach students how to write a lean startup business plan and communicate quickly their business value to customers, partners, investors and bankers.

## **Week 1 - How to Start a Successful Business or New Line of Business (Business Setup and Networking Plan)**

During this week students will learn how to setup the right structure for their business and determine if their business idea has a potential to be profitable. Part 2 of this class will focus on networking. Many entrepreneurs spend hours networking by passing out business cards. In this class, students will craft an actionable plan that will help them make real connections that lead to real sales.

## **Week 2 - Create a Dynamic Marketing Plan for Your Business (Marketing Plan)**

During this week students will learn how to create a one-page marketing plan and identify the right target audience and market fit. Students will be able to determine their pricing models, identify the right success factors, create a sales strategy and explore industry trends and forces.

## **Week 3 - Running Your Startup and Building the Right Team (Operational Plan)**

Often entrepreneurs find it difficult to grow their businesses because they start operations without an Operational Plan. In this class, students learn why having an Operational Plan is necessary and is key to growth.

## **Week 4 - Create a Winning Financial and Strategic Plan to get Funding for Your Business (Financial Plan and Executive Summary)**

In this class, students will learn about the elements of creating a good strategic plan and write a financial plan that can get them funded and an executive summary they can use to pitch bankers and investors.

## **Week 5 - Learn How to Pitch your Business Idea to get Funded (Your Pitch)**

In this class, students will learn how to look for investors and get an opportunity to pitch their business idea and receive feedback from their peers.

Campus	Begin	End	Days	#Days	From	Until
DeKalb	9:00am	2:00 PM	S	5	3/2/19	3/30/19



# Drivers Education

Georgia Piedmont Technical College provides a 36-hour Driver's Education class that meets the requirements of Georgia's Joshua Law. This course is designed for young drivers. All students must have a valid Georgia learner's permit in order to register for a class.

## **COURSE BENEFITS**

- Comply with state law
- Reduce Insurance Premiums
- Become a "Safe Driver"
- Learn to cope with stressful driving situations
- Improve awareness of potentially dangerous driving situations

## **\*SCHOLARSHIP INFORMATION:**

Beginning in January of 2017, the Georgia Driver's Education Commission will begin a new scholarship program. Students will be able to apply for a scholarship online. Scholarship information is available through the Georgia Driver's Education Commission's website: [georgiadrivers.ga.gov](http://georgiadrivers.ga.gov)

**LOCATION:** Regional Transportation Training Center and Rockdale Career Academy

**COURSE LENGTH:** 30 hours classroom/6 hours individual driving

**DRIVING SESSIONS:** Begin after completion of 30-hour classroom portion and scheduled by appointment

**Cost:** \$350.00

## **PERMIT REQUIRED**

**For more information, or to register, please contact:**  
**Selina James | Director, Regional Transportation Training Center**  
**6720 Marbut Rd.,**  
**Lithonia, Georgia 30058**  
**{404} 297-9522 ext. 5503**

Regional Transportation Center 6720 Marbut Road, Lithonia Georgia 30058 Room E-5					Rockdale Career Academy Campus 1064 Culpepper Drive, SW Conyers Georgia Room 1428			
Weekend Session			Day of the Week		Weekend Session			Day of the week
12-Jan	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		26-Jan	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
13-Jan	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		27-Jan	10 a.m. - 5 :00 p.m.	Weekend Session	Sunday
19-Jan	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		2-Feb	11 a.m. - 5 :00 p.m.	Weekend Session	Saturday
20-Jan	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		3-Feb	12 a.m. - 5 :00 p.m.	Weekend Session	Sunday
February Break (DCSS)			Day of the Week		Winter Intercession (ROCKDALE)			Day of the week
15-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Friday	Indement Weather Day	21-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Thursday
16-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Saturday		22-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Friday
17-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Sunday		23-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Saturday
18-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Monday	President's Day	24-Feb	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Sunday
Weekend Session			Day of the Week		Weekend Session			Day of the week
2-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		16-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
3-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		17-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday
9-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		23-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
10-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		24-Mar	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday
Spring Break (DeKalb)			Day of the Week		Spring Break (ROCKDALE)			Day of the week
1-Apr	9 a.m. - 5 :00 p.m.	Weekday Session	Monday		4-Apr	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Thursday
2-Apr	9 a.m. - 5 :00 p.m.	Weekday Session	Tuesday		5-Apr	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Friday
3-Apr	9 a.m. - 5 :00 p.m.	Weekday Session	Wednesday		6-Apr	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Saturday
4-Apr	9 a.m. - 5 :00 p.m.	Weekday Session	Thursday		7-Apr	9 a.m. - 5 :00 p.m.	Weekday/Weekend Session	Sunday
Weekend Session			Day of the Week		Weekend Session			Day of the week
13-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		27-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
14-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		28-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday
20-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		4-May	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
21-Apr	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		5-May	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday
Weekend Session			Day of the Week		Weekend Session			Day of the week
4-May	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		11-May	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
5-May	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		12-May	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday
11-May	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday		18-May	9 a.m. - 5 :00 p.m.	Weekend Session	Saturday
12-May	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday		19-May	9 a.m. - 5 :00 p.m.	Weekend Session	Sunday