

CENTER FOR CONTINUING  
AND PROFESSIONAL EDUCATION

**GHC**

GEORGIA HIGHLANDS COLLEGE

University System of Georgia



COURSE CATALOG

**Summer 2023**

[conted.highlands.edu](https://conted.highlands.edu)



## FRONT LINE LEADERSHIP

These 3-hour workshops are just what your front-line leaders need to assist in developing the necessary skills to succeed on the job. Delivered in bite-sized chunks, these workshops highlight critical skills that make a difference without taking your staff away from their jobs for an entire day.

All ten workshops must be completed within one year from starting the series in order to obtain a certificate.

**\$99 Per Workshop**

**8:00 am to 11:00 am**

- 5/09 to 9/26

## MICROSOFT EXCEL

This certificate program is 36 hours in length, consisting of six (6) 6-hour courses that must be completed within six months (6) of start. All courses must be completed before the certificate is awarded. The certificate requires that three (3) fundamental courses be taken first, and the remaining three courses can then be selected from six (6) more advanced courses that are available.

**Basic Classes        \$139**

**Advanced Classes    \$159**

**9:00 am to 4:00 pm**

- 5/18 - 9/21



## CERTIFIED NURSING ASSISTANT

This course consists of classroom instruction, lab hours, and clinical practice. Classes will take place at the Bartow County College and Career Academy in Cartersville, GA. Upon completion of the course, students will qualify to sit for the State of Georgia CNA Certification exam. The cost of the exam, textbooks, and workbooks are included in the registration fee.

**Current GHC Students**

**\$999**

**Non-GHC Students**

**\$1,050**

**8:00 am to 4:30 pm**

- 05/30 - 06/27
- 05/31 - 06/28



### OSHA 30 HOUR

OSHA 30-hour General Industry Training - plastic training cards will be issued for students who successfully complete the course.

**\$600**  
Call to Schedule



### OSHA 10 HOUR

OSHA 10-hour General Industry Training - plastic training cards will be issued for students who successfully complete the course.

**\$250**  
Call to Schedule



### SCISSOR LIFT TRAINING

2-hour Scissor Lift Class - practical exam will be performed at the student's place of employment

**\$375**  
Call to Schedule



### FORKLIFT TRAINING

2-hour Forklift Class - practical exam will be performed at the student's place of employment

**\$315**  
Call to Schedule



### RIGGER & SIGNAL PERSON TRAINING

6-hour Rigging and Signaling Course- Workbook Included

**\$275**  
Call to Schedule



### SILICA TRAINING

2-hour Class on the OSHA 1910 Silica Standard for General Industry and Associated Workplace Requirements

**\$150**  
Call to Schedule



### DEFENSIVE DRIVING

4-hour National Safety Council Defensive Driving Course

**\$175**  
Call to Schedule



### 40-HOUR HAZWOPER

40-hour HAZWOPER Course for waste site workers

**\$1,085**  
Call to Schedule



### 24-HOUR HAZWOPER

24-hour HAZWOPER Course for workers who will perform tasks near hazardous substances

\$700  
Call to Schedule



### 8-HOUR HAZWOPER REFRESHER

8-hour HAZWOPER Refresher Course

\$250  
Call to Schedule



### FIRST AID/CPR/BLOODBORNE PATHOGENS

6-hour National Safety Council course on First Aid/CPR/Bloodborne Pathogens

Training materials are included

\$275  
Call to Schedule



### MACHINE GUARDING

4-hour Course on Machine Guarding

\$250  
Call to Schedule



### PERMIT-REQUIRED CONFINED SPACE TRAINING

4-hour Course on Permit-Required Confined Space

\$250  
Call to Schedule



### PROFESSIONAL BOOKKEEPING

Acquire the skills you need to make the most of QuickBooks Online and payroll basics. This course also serves as preparation for the QuickBooks Certified User exam and the Fundamental Payroll Certification exam, developed by the American Payroll Association.

Online Course  
\$3,845



### CERTIFIED SUPPLY CHAIN PROFESSIONAL

Train to become a Certified Supply Chain Professional (CSCP) in this comprehensive course bundle as you cover all facets of supply chain management and prepare for the CSCP exam. You will also prepare you to enter the freight/logistics industry and learn how to start your own freight broker business or become a freight agent.

Online Course  
\$3,795



### HUMAN RESOURCES PROFESSIONAL

Gain essential human resources and payroll management skills in this online course bundle. By course completion, you will be prepared to take the PHR (Professional in Human Resources) certification exam.

Online Course  
\$3,145



### CERTIFIED PARALEGAL

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. After completing this course, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.

Online Course  
\$2,695



### SPEED SPANISH

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Online Course  
\$139



### ACCOUNTING FUNDAMENTALS

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

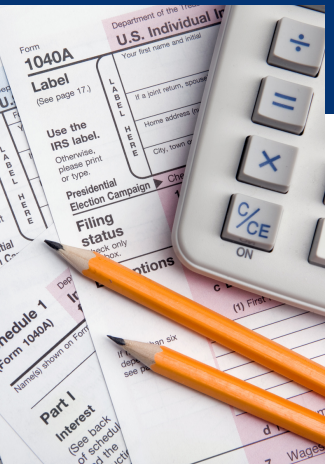
Online Course  
\$139



### DISCOVER SIGN LANGUAGE

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

Online Course  
\$139



### INTRODUCTION TO QUICKBOOKS

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more.

Online Course  
\$139



### MEDICAL BILLING AND CODING SPECIALIST

Medical billing and coding specialists play a vital role in today's healthcare industry. Whether employed by a private practice, hospital, clinic, surgery center, or other setting, medical billers and coders use codes to document patient diagnoses and treatments.

**\$1,299**  
04/11 - 08/24



### MEDICAL ADMINISTRATIVE ASSISTANT

The duties of the Medical Administrative Assistant include greeting patients, scheduling appointments, entering demographic and insurance information into the practices' electronic health records software, answering phones, assigning medical codes, processing insurance, and patient check-in and check-out.

**\$1,299**  
03/18 - 07/22



### CLINICAL MEDICAL ASSISTANT

In this course, students will learn to assist the physician in providing quality patient care. Students will learn to obtain patient vital signs, assist with minor medical procedures, perform simple laboratory tests, give injections, perform venipuncture (phlebotomy), administer medications, and more.

**\$2,499**  
04/15 - 08/19



### PHLEBOTOMY TECHNICIAN

Train to become a Phlebotomy Technician in as little as 3 months! As a Phlebotomy Technician, you will be trained to draw blood samples from patients in a clinical laboratory or public health setting, producing quality results while gaining the trust and confidence of your patients.

**\$1,699**  
04/11 - 07/18



# Contact Information



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