



ATHENS
TECHNICAL
COLLEGE®

ECONOMIC DEVELOPMENT SERVICES

COURSE

CATALOG

An outline of our 70+ instructor-led, in-person workforce development courses
that will take your organization to the next level.

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COMPUTER COURSES

Introduction to Personal Computers

Description: This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

Microsoft Office 365 Forms

Description: This course is designed for knowledge workers in a variety of professional situations and fields who have been introduced to the Office 365 online productivity apps and want to explore and use them to collaborate, communicate, and share resources with members of their organizations.

Microsoft Office 365 Flow

Description: This course builds on the foundational knowledge of the Microsoft® Office 365® online apps and takes a deeper look at the other apps beyond Microsoft Word, Excel®, and PowerPoint®. The power of automating your work processes is introduced in Flow, with students using the built-in templates as a starting point.

Microsoft Office 365 Teams

Description: This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Teams lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

Microsoft Power BI

Description: Participants will learn how to find insights within an organization's data. This course will help connect disparate data sets, transform and clean the data into a data model and create charts or graphs to provide visuals of the data.

Microsoft Word 2016

Description: Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Microsoft PowerPoint 2016 Level I

Description: This course provides the basic concepts and skills you need to start being productive with Microsoft PowerPoint 2016: How to create, navigate, format, and customize PowerPoint presentations.

Microsoft PowerPoint 2016 Level II

Description: This course provides advanced concepts and skills for PowerPoint 2016 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options.

Microsoft Excel 2016 Level I

Description: This course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

Microsoft Excel 2016 Level II

Description: This course builds on the basic concepts and skills of our Level I course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

Microsoft Excel 2016 Level III

Description: This course builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros.

Microsoft Project 2019

Description: This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

Microsoft Outlook for Office 365

Description: In this course, you will use Outlook to send, receive, and manage email messages; manage your contact information; schedule appointments and meetings; create tasks and notes for yourself; and customize the Outlook interface to suit your working style.

QuickBooks Level I

Description: This course covers the fundamentals that every business will experience and some point in time. Begin with creating a company; creating accounts, customers, and vendors; working with customers; working with vendors; and balancing the checking account.

QuickBooks Level II

Description: Take the plunge and travel deeper into QuickBooks by learning how to work with inventory, work with sales tax, use with Balance Sheet accounts, dabble with payroll, use estimates and time tracking, and customize QuickBooks.

QuickBooks Online Level I

Description: Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. These courses 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, all with the ease and convenience of an online platform.

QuickBooks Online Level II

Description: Building upon the skills learned in the Level I Online course, you'll learn how to manage inventory, projects, classes, and locations to better track and report on your business operations. With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software's intermediate

features, such as tracking product and service items, managing inventory, and customizing sales forms.

LEADERSHIP COURSES

The Accounting Cycle

Description: For the beginner, this concise course maps out the accounting cycle: balance sheets, income statements, ledger transactions, trial balances, and closing entries. Ideal for small or new businesses, this book explains single-entry and double-entry accounting and cash versus accrual accounting.

Change Management

Description: Participants will learn about approaches to prepare, support, and help individuals, teams, and organizations in making organizational change.

Creating a Positive Work Environment/Attitude

Description: Participants will learn about the tools and principles managers and leaders can use to encourage positive attitude and teamwork in their organizations. Participants will know how to create a vision statement for goals and desired accomplishments of their team. They will also be able to describe how negativity impacts the workplace and manage change effectively.

Cross-Cultural & Multigenerational Leadership

Description: In this global marketplace, every employee brings valuable skills and talents. To avoid conflicts across generations and cultures, which can cause lost revenue and employee turnover, leaders and project managers need to clarify company goals and objectives, and communicate the vision. In this multigenerational and culturally diverse workforce with varied work ethics, a conscious effort must be made by the executive team and the organization to address this new leadership opportunity. This course will help participants the skills needed to manage employees of all difference generational and cultural backgrounds.

Emotional Intelligence

Description: Participants will learn the ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.

Managing Upward

Description: Participants will learn about using the traits of a good manager to help bring out the best in you as an employee. When done effectively, managing up makes your manager's job easier, as well as your day-to-day job.

Quality Interviewing

Description: This course helps you avoid the seven unforgivable mistakes of interviewing. Use this course to help you master the interviewing process and make sound hiring decisions you won't regret. You'll learn how to easily assess strengths and weaknesses, and what to look for in a prospective employee. It's just as invaluable for job seekers!

Strategic Resumes

Description: Do it right the first time. This course guides you through a systematic approach to developing and presenting effective, eye-catching resumes. An easy eight-step formula will help you excel at several different resume approaches, including chronological, work experience, and subject-related resumes.

Presentation Skills

Description: This course is designed to help acquaint you with the key skills any successful presenter needs to master. With this book, you will learn how to build credibility and confidence as a speaker, how to organize your thoughts and data, how to construct powerful visual aids, and how to develop a dynamic presentation style.

Excellence in Supervision

Description: This course will show you how to gain the respect and support of your employees; use coaching skills to help others excel and accomplish goals; deal effectively with changing times and confusing situations; communicate confidently with your employees, peers, and manager; and establish expectations for high performance. As a supervisor, you must lead employees to success and understand that their success

is your success. Supervisors need to possess a multitude of skills in communication, performance management, coaching, and flexible decision making. Quickly learning and applying these skills is essential for any supervisor's success.

Building Trust

Description: The concept of trust may, at first glance, seem odd as a component of an effective business strategy. However, trust is at the heart of how we act in many business situations and how we approach trust can be vital to our success. In this course the benefit of trust is explored as is the damage resulting from lack of trust. In addition, you'll examine the three steps that encourage trust: asking for input and using it; doing what you say you'll do; and delegating effectively.

Negotiation Basics

Description: Negotiation is often thought of as a contest in which one side wins and the other side loses. The truth is that we negotiate every day with a view toward meeting our needs without antagonizing or defeating others. This kind of negotiating is known as win-win or collaborative problem solving. This course looks at all forms of negotiating, but emphasizes win-win negotiating principles and strategies. It includes new concepts, tools, and guidance, reflecting recent advances in collaboration and cooperation and new attitudes toward negotiation.

Organizational Behavior

Description: This course will train you to apply psychological principles to communications, organizational planning and personnel management.

Performance Management

Description: Performance management training can mean different things for different roles, but always focuses on teaching managers how to accomplish or facilitate work through others, and how to direct and develop their employees. Great performance management also includes ongoing, two-way dialogue with your employees about expectations, priorities and performance. It aims to develop your employees, ensure their success and maximize their contributions to the organization.

Project Management

Description: Participants will learn the essential project management skills you need to progress in your career and become a better leader.

Public Speaking

Description: The course aims to reduce students' anxiety in public presentations, emphasize speech preparation, enhance public speaking skills, and make students better able to evaluate their own performance and that of others.

Time Management

Description: Participants will learn ways to maximize their efficiency, such as organizing your workspace and aligning their priorities, and become a productive, energetic person as they manage their activities more effectively, leaving more time to enjoy life.

Better Business Writing

Description: Create more engaging presentations, more actionable e-mails and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We're surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much-needed edge.

Quality Customer Service

Description: Whether your customer is across the country or across the hall, understanding and meeting their needs is the first and last step to success. External customers drive sales and growth. Internal customers are the key to efficiency and profitability. We can all contribute to the success of our organization by winning over customers with superior products and delivering outstanding customer service. This course will prepare you to do just that.

Stress Management

Description: We are more conscious of our health today than ever before. We are living longer and better because we are eating healthier and exercising more regularly. But what about stress? Stress is a normal part of everyday life, and our picture of our overall health would not be complete without some consideration of how stress affects our emotional (and physical) health. This course focuses on stress management, specifically how to find a level of stress that is not only manageable, but useful for you, and how to

avoid stress beyond that level. You will also learn the basics of good emotional health, how to improve your self-image and become more self-aware, and how your emotional health ties in to your physical health.

Face-to-Face Communication

Description: Even as technology has allowed us to connect with an ever-expanding global network through the click of a mouse, face-to-face communication is still as important as ever. Improving one's in-person communication may seem nonessential and downright quaint in this computerized age, yet many workplace situations, often those involving conflict, feelings, or other sensitive issues, still demand human contact. This course explores why personal contact remains the most powerful type of human interaction and what you can do to improve your skills to become an excellent communicator.

Conflict Management

Description: Whether it's in the form of visible hostility or silent resentment, conflict in the workplace can take a devastating toll on productivity and morale. Managing interpersonal differences is essential to business and protects the emotional health of employees. In this course, you will learn how to help others settle their differences and work constructively as individuals and groups with a common purpose.

Performance Management

Description: The critical skills you will acquire upon completion of this course will help you establish a work climate conducive to managing employee performance. In this course, you will learn how to help employees find meaning in their jobs and stay on course, how to maximize employee input and participation during an appraisal, how to maintain positive communication about expectations versus performance, and how to follow up on agreements reached. Most professional and administrative employees today do not understand how their work is evaluated. The techniques outlined in this course will help you fashion a well-planned and thoughtful process for creating an open atmosphere for discussion and for leading the way for employees' personal development and growth.

HARD SKILLS

Forklift Operator Training & Train the Trainer

Description: Participants will gain an understanding of the safety, up-keep, and operation of a forklift. Participants will gain a certification in "Basic Forklift Operation" at the completion of the course.

Train the Trainer will focus on the above as well as learning about OSHA regulations pertaining to operating a forklift.

Confined Space Training

Description: The overall objective of this training is to protect those entering or working around a confined space. In this course you will learn the physical, chemical, and biological principles related to safe working with confined spaces.

Trenching Safety

Description: This course helps to address requirements of the standard and provides information to help workers associated with trenching to recognize hazardous conditions, protective measures, and best practices.

Arc Flash

Description: This course has been developed to provide you with information regarding arc flash, in accordance with NFPA 70E, and to inform you about the hazards associated with arc flash, increase your awareness of how to protect yourself, and provide information regarding the regulations that apply to this subject.

CDL Prep

Description: This course is not designed to teach you to drive. The course is specifically designed to prepare you to easily pass the Georgia examinations to qualify you for your CDL (Commercial Driver's License).

OSHA 10

Description: Participants will gain a basic understanding of OSHA safety and gain their OSHA-10 certification.

CPR, First Aid, & AED

Description: Participants will learn CPR/First Aid/ AED in accordance with the American Heart Association regulations.

Blueprint Reading

Description: Participants will understand what a blue print is, how blue prints are designed, and how to read a blue print.

Cranes & Rigging

Description: Participants will learn how to perform before, during, and post-use inspection when operating cranes and rigging.

Electrical Circuits & Diagrams

Description: Participants will learn the fundamentals of electrical circuits including an overview of electricity, flow of electricity/circuits, and safety measures. Students will also learn how to create their own electrical circuit and basic troubleshooting corrections.

Electricity Basics

Description: Participants will learn the types of electrical current, as well as the terminology, generation, distribution, and consumption of electricity.

5-S

Description: Participants will understand the fundamental principles of 5S (Sort, Set, Shine, Standardize, and Sustain) and the Continuous Lean Process. Students will understand how 5S leads to a safer and more efficient workplace.

Measuring Instruments

Description: Participants will also develop an understanding on how to properly use the following measuring instruments: Vernier caliper and basic measuring tools.

Logistics

Description: Participants will gain an understanding of Logistics and Supply Chain Management. Participants will understand how lean processes and reduction of the eight wastes directly influences logistical systems.

Torque Wrench

Description: Participants will be able to define torque and gain a basic understanding of torque application in a manufacturing environment (including liquid, pneumatic, and direct assembly). Participants will also gain an understanding of basic torque wrench operation including inspection, operation, verification, and troubleshooting.

3D-Printing-Additive Manufacturing

Description: Participants will gain a basic understanding of the 3D printing process, including how to print a 3D design.

Simulated Work Environment (SWE)

Description: Participants will work in a simulated manufacturing environment, where students must engage in three rounds of simulated assembly. Participants will learn the importance of safety, the lean process, teamwork, and communication.

SOFT SKILLS

Diversity in the Workplace

Description: During this course participants will learn to be aware of other cultures and lifestyles in order to increase empathy among co-workers. The goal of cultural diversity training is to address the elephant in the room: Poor cross-cultural communication, resentment, and competition for advancement opportunities. This course teaches the importance of cultural competence, the persistent problem of biases and stereotypes, and the how employers and co-workers have to learn to work together toward the organization's goals.

Finding and Defining Your Purpose

Description: Participants will learn that a healthy sense of purpose helps one to put life's events in perspective, and to focus on matters that are meaningful to moving ahead and enjoying life.

Handling Difficult Situations & People

Description: Participants will gain an understanding that no matter what the circumstance, it is likely that they will encounter, and have to deal with difficult people in the workplace. Participants will learn that their ability to manage their emotions when dealing with difficult people (co-workers or customers) can have a direct impact on their job performance.

Importance of Community

Description: The benefits of building a community within your workspace are innumerable, from increasing the ease of communication between employees to promoting a sense of camaraderie and improving levels of productivity. Community can also help create a clarity of purpose for employees, which is essential if you're looking to reduce your employment turnover rate.

Interpersonal Communication

Description: Interpersonal communication is built on the bedrock of confidence, presence, social and emotional intelligence, and being open with others and yourself. This course will cover all of these dimensions, including how they play into your management style and your workplace actions like holding difficult conversations.

Personal Finance

Description: Participants will gain a basic understanding of the importance of financial literacy and financial health. They will gain a knowledge base surrounding the free resources at their disposal through the banking systems in Georgia.

Personal & Professional Ethics

Description: Personal ethics refers to the ethics that a person identifies with in respect to people and situations that they deal with in everyday life. Professional ethics refers to the ethics that a person must adhere to in respect of their interactions and business dealings in their professional life. In this course participants will learn about to importance of both while in the workplace.

Positive Attitude in the Workplace

Description: Participants will learn how positive attitude helps you cope better under stressful situations at work and that work place attitudes can have an effect on every person in the organization.

Staying Motivated on the Job

Description: There are several reasons why employee motivation is important. Mainly because it allows management to meet the company's goals. Without a motivated workplace, companies could be placed in a very risky position. Motivated employees can lead to increased productivity and allow an organization to achieve higher levels of output. This course will provide you with the tools needed to help you and your employees stay motivated on the job.

Working Together as a Team

Description: Working together requires a lot of work, both from a manager and team members. Good teamwork requires some basics as well, such as open communication, clear vision, and clear group roles. Teams around the world differ by management and communication styles. That's why it's always good to do a research and learn from the best companies out there.

Work-Life Balance

Description: Participants will gain an understanding of work/life balance and how work/life balance will vary over time and a few small steps can go a long way in managing demands of work and home.

PERSONALITY BASED ASSESSMENTS

Myers/Briggs- Leadership Report (10 Pages)

Description: Based on responses to both the FIRO-B and MBTI instruments, this report helps clients explore and expand their understanding of the leadership style they use in organizations and how others might perceive and react to it.

True Colors- 4 Quadrant Assessment Off-Shoot of MBTI

Description: True Colors® is a model for understanding yourself and others based on your personality temperament. The colors of Orange, Gold, Green, and Blue are used to differentiate the four central True Colors® personality styles.

Hogan Workforce Assessment- Workplace Profiles

Description: The Hogan Personality Inventory assessment measures your day-to-day personality, also known as the bright side. It assesses how you relate to others. Employers will use this assessment to determine how well you work with others, whether you lead or follow, and if you are successful as a leader and as a follower.

OTHERS

Plumbing 4hr Continuing Education Credits

Description: Georgia Licensing requirements for plumbers require 4 hours of continuing education be obtained each year for license renewal. During this course participants will learn the most up to date information required to obtain their license.

Forestry 8hr Continuing Education Credits

Description: The Forestry Forum is a 2-day event that allows Registered Foresters (land managers) and Master Timber Harvesters (loggers) the opportunity to earn Continuing Education credits that they need to keep their respective licenses up to date. The credits are called CLE's and CFE's. What makes the ATC program unique is that it's one of the only places in Georgia where they can get all the credits they need at one time. It is always held in White Plains and is in November.

36 Hour Teen Driver's Ed Joshua's Law Certification

Description: Learning to drive is a major milestone in a teenager's life. It is important and required by the State of Georgia for young or inexperienced drivers to learn safe driving techniques and fundamentals. Called Joshua's Law, it states that if you are 16 years old, you must complete a driver education course approved by the Department of Driver Services (DDS) in order to receive a Class D License. Individuals who do not complete an approved driver education course must wait until age 18 to become licensed. Athens Technical College campuses offers the 36-hour course that meets the State of Georgia requirements for Joshua's Law. This 36-hour classroom course teaches the basic fundamentals required to safely operate a motor vehicle on Georgia's roadways. It covers signs and signals, road markings, vehicle control, right-of-way determination, and all necessary road rules. The course includes 30 hours of classroom instruction and six additional hours of on-the-road instruction. All students must be 15-17 years old and have a valid Georgia Learner's permit in order to register.

Pest Control Prep Course for Employee Registration Exam

Description: Training to support the Employee Registration Exam.

Pest Control Examination Proctoring Test Center

Description: The testing we support includes, but is not limited to:

- General Standards (Commercial)
- (21) Agricultural Plant Pest Control
- (22) Agricultural Animal Pest Control
- (23) Forest Pest Control
- (24) Indoor Ornamental (Interiorscapes)
- (24) Ornamental and Turf Pest Control
- (25) Seed Treatment
- (26) Aquatic Pest Control
- (27) Right-of-Way Pest Control
- (31) Public Health Pest Control (Government Employees Only)
- (32) Regulatory Pest Control
- (33) Demonstration and Research Pest Control
- (34) Aerial Methods
- (35) Industrial, Institutional, Structural, and Health Related Pest Control
- (36) Wood Treatment
- (37) Antimicrobial Pest Control - Cleaning and Disinfection of Poultry Houses
- (37) Antimicrobial Pest Control - Industrial Cooling Water Systems
- (37) Antimicrobial Pest Control - Janitorial Services
- (37) Antimicrobial Pest Control - Swimming Pools
- (38) Agricultural Commodity Fumigation
- (39) Anti-Foulant Paints
- (40) Worker Protection Standard
- (41) Mosquito Control

GDOT Pilot Recertification Exam

Description: Welcome to the Georgia Pilot Escort Driver Recertification Course. This online course is a collaboration between the Georgia Department of Transportation and the Technical College System of Georgia (Athens Technical College). The course contains the necessary information required to become recertified as a pilot escort driver.

Pearson Vue Testing Center

Description: Pearson VUE test centers are proctored environments. The admission process is designed to prevent proxy testing. IDs are checked and the electronic photo and signature of the candidate is captured. Unlike traditional testing environments, Pearson VUE centers are designed to be distraction-free with ample space between candidates enabling them to better focus on their test.

ACT WorkKeys Testing

Description: The job analysis component of ACT WorkKeys, known as Job Profiling, helps to set benchmarks that correspond with WorkKeys scores, giving the examinee a target score to hit in order to qualify for a job. Employers use job profiling to determine which skills are required for a job, and the level of each skill needed to perform the job successfully. This helps employers determine the standards for how an applicant must score in a particular WorkKeys skill assessment in order to be qualified for the job.

GDOT Roadway Testing Technician, Quality Control Technician, & Aggregate Certification Exams

Description: The Athens Technical College Economic Development Department administers the written portion of the GDOT Aggregate Certification, Roadway Testing Technician (RTT), and Quality Control Technician Level 1 Certification (QCT Asphalt) examinations.

The exams are offered every 1st and 3rd Tuesday and begin at 9:00A.M. (Please arrive at least 30 minutes early)

- The Aggregate Certification Examination is timed for 3 hours.
- The Roadway Testing Technician (RTT) Examination is timed for 3 hours.
- The Quality Control Technician (QCT) Examination is timed for 2 hours.

Lean Six Sigma White, Yellow, & Green Belt Certifications (100% Online)

Description:

White Belt: Participants will understand the fundamentals of Lean Processes and gain an introduction to Six Sigma processes, including knowledge around the eight wastes and ways to reduce their presence in the workplace.

Yellow Belt: A Yellow Belt designation indicates an exposure to Six Sigma concepts that goes beyond the fundamentals provided for a White Belt. Yellow Belts may have attended training sessions over a day or two, developing the knowledge they need to be assigned to a project as fully contributing team member. They may guide limited-scope projects and assist managers at higher belt levels.

Green Belt: Earning a Green Belt certification requires professionals to attend a full course that introduces them to Six Sigma methods for developing and improving products, services and processes. They learn to apply problem-solving frameworks such as DMAIC: Define, Measure, Analyze, Improve and Control. This improvement cycle lays out a series of steps to understand the problems in a business process, set useful metrics for measuring changes, examine relevant data, implement solutions and then sustain the results over time. Green Belt training is valuable for individuals in roles like project management, health care administration or financial management, giving them an understanding of performance metrics and tools like control charts and Failure Modes and Effects Analysis (FMEA). After certification, professionals are ready to take charge of projects, making the connections between LSS concepts and the goals of their organization. They can put leadership tools into action, find chances to eliminate waste and glean useful insights from data.

ServSafe® Manager Course & Exam

Description: ServSafe is a food and beverage safety training and certificate program administered by the U.S. National Restaurant Association. The program is accredited by ANSI and the Conference for Food Protection. Sanitation certification is required by most restaurants as a basic credential for their management staff.

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