Additional Classes

COMP 1000 Introduction to Computers
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

ENGL 1101 English Composition
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Course Schedule

MGMT 1100
Thursdays - 7:00 p.m. - 8:15 p.m.

COMP 1000
Tuesdays - 6:00 p.m. - 9:00 p.m.

Complete these three easy steps to enroll.

1. Complete a GNTC admissions application and pay the $20 application fee.
2. Provide official transcripts from your high school/GED and any college you may have attended.
3. Take the COMPASS placement test or submit satisfactory SAT, ACT, COMPASS, or ASSET scores taken within the past five years

For more information
Contact:
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(706)-764-3677

GNTC offers a wide variety of online courses. From general core classes to complete programs of study, GNTC’s online courses make getting a college education convenient.

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution.
Georgia Northwestern Technical College and Dade County have partnered to bring a college education to your doorstep.

Beginning in fall 2014, Georgia Northwestern Technical College will offer the Supervisor/Manager Specialist Technical Certificate of Credit (TCC) at Dade County High School.

Supervisor/Manager Specialist Technical Certificate of Credit

MGMT 1100 Principles of Management
3 credit hours
Develop skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: understanding the managers job and work environment; building an effective organizational culture; leading, directing, and the application of authority; planning, decision-making, and problem-solving; human resource management, administrative management, organizing, and controlling.

MGMT 1115 Leadership
3 credit hours
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, and the role of leadership in effecting change.

MGMT 2115 Human Resource Management
3 credit hours
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/manager partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 1110 Employment Law
3 credit hours
Develop a working knowledge of the laws of employment necessary for managers. Topics include: employment law, the courts, alternative dispute resolution (ADR), discrimination law, selecting applicants under the law, OSHA and safety, affirmative action, at-will doctrine, right to privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), workers compensation, unemployment compensation, and National Labor Relations Act.