ON COURSE
SUMMER CAMPS & ADULT CLASSES
2014

Gainesville Campus
UNG UNIVERSITY of NORTH GEORGIA
CONTINUING EDUCATION
For all courses at all locations, visit ung.edu/ce
### UNG Gainesville Summer Camps

For detailed camp descriptions, visit us online at UNG.EDU/CE or call Kim at (678) 717-3700.

<table>
<thead>
<tr>
<th>CAMP</th>
<th>DAY/TIME</th>
<th>FEE</th>
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<tbody>
<tr>
<td><strong>JUNE 2 - 6</strong></td>
<td></td>
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<tr>
<td>Knitting Camp (Ages 10 - 16)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89 (plus supplies)</td>
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<tr>
<td>Basketball Camp I (Grades K - 5)</td>
<td>M - F, 9:00 AM - 1:00 PM</td>
<td>$99 (includes t-shirt)</td>
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<tr>
<td>Jewelry-Making/Beadng Camp (Ages 8 - 12)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$129 (includes supplies)</td>
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<tr>
<td><strong>JUNE 9 - 13</strong></td>
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<tr>
<td>Digital Graphics Art Camp - Design with Your Mind (Grades 6 -12)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$129 (includes supplies)</td>
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<tr>
<td>Jr. Tennis Camp (Ages 4 - 6)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89 (includes t-shirt)</td>
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<tr>
<td>Pottery Camp (Ages 9 - 15)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$125 (includes clay)</td>
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<tr>
<td>Fencing Camp (Ages 13 &amp; up)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89 (includes t-shirt)</td>
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<tr>
<td>CPR &amp; First Aid for Kids &amp; Teens (Ages 8 - 16)</td>
<td>Tu &amp; Th, 9:00 AM - 12:00 PM</td>
<td>$65</td>
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<tr>
<td><strong>JUNE 16 - 20</strong></td>
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<tr>
<td>Arts &amp; Animals Camp (Ages 8 - 12)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89 (includes supplies)</td>
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<tr>
<td>Basketball Camp II (Grades 5 - 8)</td>
<td>M - Th, 9:00 AM - 1:00 PM</td>
<td>$99 (includes t-shirt)</td>
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<tr>
<td>Microsoft Office Computer Camp (Grades 6 - 9)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$99</td>
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<td><strong>JUNE 23 - 27</strong></td>
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<tr>
<td>Nighthawks ASL (American Sign Language) Camp (Ages 8 - 12)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89</td>
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<tr>
<td>ActorQuest: Audition/Acting Techniques Camp (Grades 4 - 6)</td>
<td>M - F, 9:00 AM - 3:00 PM</td>
<td>$199</td>
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<tr>
<td>Digital Photography Camp (Ages 8 - 12)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$129*</td>
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<tr>
<td>Crochet Camp (Ages 9 - 16)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$89 (plus supplies)</td>
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<tr>
<td><strong>JULY 7 - 11</strong></td>
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<tr>
<td>Volleyball Camp (Ages 10 - 17)</td>
<td>M - Th, 9:00 AM - 1:00 PM</td>
<td>$89 (includes t-shirt)</td>
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<tr>
<td>Art Around the World Camp (Ages 8 - 12)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$89 (includes supplies)</td>
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<tr>
<td>Drawing Camp (Grades 5 - 8)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$89 (includes supplies)</td>
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<td><strong>JULY 14 - 18</strong></td>
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<tr>
<td>Karate Camp (Grades K - 5)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89 (includes t-shirt)</td>
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<tr>
<td>Paint &amp; Glaze Pottery Camp (Ages 9 - 15)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$99 (includes supplies)</td>
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<tr>
<td>Drawing Camp (Grades 1 - 4)</td>
<td>M - Th, 1:00 - 4:00 PM</td>
<td>$89 (includes supplies)</td>
</tr>
<tr>
<td>CPR &amp; First Aid for Kids &amp; Teens (Ages 8 - 16)</td>
<td>Tu &amp; Th, 9:00 AM - 12:00 PM</td>
<td>$65</td>
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<tr>
<td><strong>JULY 21 - 25</strong></td>
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<tr>
<td>Creative Writing Camp (Grades 4 - 6)</td>
<td>M - Th, 9:00 AM - 12:00 PM</td>
<td>$89</td>
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<tr>
<td>Tennis Camp (Ages 7 - 17)</td>
<td>M - Th, 9:00 AM - 1:00 PM</td>
<td>$89 (includes t-shirt)</td>
</tr>
<tr>
<td>ActorQuest: Audition/Acting Techniques Camp (Grades 7 - 10)</td>
<td>M - F, 9:00 AM - 3:00 PM</td>
<td>$199</td>
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### Summer Swim Lessons

Swim Lessons for Children (Ages 3 and up), Fee: $75
MUST BE POTTY-TRAINED!

**Session I: June 2-12**
Mon-Thurs (8 sessions)
Class times to choose from are:
9:00 - 9:50 am, 10:00 - 10:50 am, 11:00 - 11:50 am, 1:00 - 1:50 pm, or *2:00 - 2:50 pm

**Session II: June 16-26**
Mon-Thurs (8 sessions)

**Session III: July 7-17**
Mon-Thurs (8 sessions)
*NO 2:00 PM TIME

Participants will be grouped according to age and ability. Each participant should choose session number and class time.
Healthcare Programs*

*Visit www.ung.edu/ce for student loan info or call (678) 717-3605.
All healthcare programs include all books & materials

Dental Assisting Program
(includes 40 hours of clinicals)
Course Fee: $1199
June 16 - Aug 20, Mon & Wed, 6:30 - 9:30 pm

Pharmacy Technician Program
Course Fee: $999
June 16 - Aug 11, Mon & Wed, 6:30 - 9:30 pm

Phlebotomy Technician Program
Course Fee: $1599
June 17 - Aug 28, Tues & Thurs, 6:30 - 9:30 pm
(Meets Sat 6/28, 7/12, 8/2, & 8/16, 9:00 am - 3:00 pm)

Medical Administrative Assistant Program
Course Fee: $999
June 17 - Aug 12, Tues & Thurs, 6:30 - 9:30 pm

EKG Technician Certification Program
Course Fee: $999
June 17 - Aug 12, Tues & Thurs, 6:30 - 9:30 pm

Medical Billing & Coding Program
Course Fee: $1799
June 17 - Aug 26, Tues & Thurs, 6:30 - 9:30 pm
(Meets Sat 7/12, 7/26, & 8/16, 9:00 am - 3:00 pm)

Clinical Medical Assistant Program
(includes 160 hours of clinicals)
Course Fee: $2399
June 30 - Oct 6, Mon & Wed, 6:30 - 9:30 pm
(Meets 7/12, 7/19, 8/2, 8/9, 8/23, 9/6, 9/13, & 9/27, 9:00 am - 4:30 pm)

We also offer online classes!
Visit www.ung.edu/ce and select Gainesville/Oconee, then the Healthcare Career Programs link.

WE OFFER THE CONVENIENCE of online training through our Ed2Go, LERNs, UGotClass, Gatlin, and Computaught Real Estate courses.

The University of North Georgia’s Division of Continuing Education offers thousands of courses in both instructor-led and self-study online formats. Whether you want to update specific skills, discover a new talent, or chart a career path, you can now do it at your own pace and at your own convenience. Take advantage of the fastest growing trend in education - online learning - it works!

For more information please visit our website at ung.edu/ce and select Gainesville/Oconee, then click Online Courses.
Human Resources

Essentials of Human Resources Management
July 21 - Aug 18, Mon, 5:30 - 8:30 pm $499 (includes SHRM materials)

Human Resources Management Certificate Program
PHR/SPHR Exam prep (for experienced HR professionals)
Sept 2 - Dec 2 (skip 11/25), Tues, 5:30 - 8:30 pm $1235 (includes SHRM materials)

Cancellation Policy
If you must cancel you must notify us in writing by email or fax at least 3 business days before the course begins. If you want to substitute or transfer, please notify us by phone or fax at least 3 business days before the course begins. There is a $20 processing fee for cancellations, and $10 fee for transfers or student substitutions. For courses costing $200 or more, the processing charge is 10% of the total fee. NO refunds will be given on cancellations made within 3 business days of the course starting date. If the University of North Georgia cancels a course for any reason, you will be contacted and you will receive a full refund. Phone us at (678) 717-3605 or fax to (678) 717-3708.
Administrative Assistant Certificate
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Gain the skills and knowledge you’ll need to begin a rewarding career as an administrative assistant.

Grant Writing Certificate
Earn your certificate in grant writing. Follow a step-by-step curriculum with an experienced grant writer as your instructor to help you master the art and technology of grant writing. You will learn how to write effective proposals that will bring in the funding you need.

Creative Writing Certificate
Challenge yourself to write more and better than ever before. This certificate program will provide you with instruction and feedback from experienced, professional writers and the chance to enhance your writing skills. Gain the information you need to begin your career as a published writer.

Project Management Certificate
Project management is a critical skill set in almost all industry, and is among employers’ most sought-after criteria. Add this invaluable knowledge base to your resume and experience, and see what a difference it can make in your professional life. This program is for people who are new to the field of project management or who need a solid review of basic tenets. This certificate program prepares you to take the Certified Associate in Project Management (CAPM®) certification exam offered by the Project Management Institute (PMI).

Complete courses within 12 months from start date. Courses are offered entirely online. These are 6-week courses with specific start dates. They consist of two lessons a week (one every Wednesday and one every Friday). You do not need to be online at any specific time. You are expected to complete each quiz and assignment within ten days. Course fee is $129 per course. Each certificate consists of four required courses.

To enroll in an online certificate program, call Kim Savage at (678) 717-3605. For more information please visit our website at ung.edu/ce and select Gainesville/Oconee, then click Professional Certificate Programs.

Cancellation Policy
If you must cancel you must notify us in writing by email or fax at least 3 business days before the course begins. If you want to substitute or transfer, please notify us by phone or fax at least 3 business days before the course begins. There is a $20 processing fee for cancellations, and $10 fee for transfers or student substitutions. For courses costing $200 or more, the processing charge is 10% of the total fee. NO refunds will be given on cancellations made within 3 business days of the course starting date. If the University of North Georgia cancels a course for any reason, you will be contacted and you will receive a full refund. Phone us at (678) 717-3605 or fax to (678) 717-3708.
We offer Pre-Approved PLU Credit Courses
Visit ung.edu/ce, Gainesville Campus, and select ‘Pre-Approved PLU Credit Courses’.

Do you need space to host an event?
Our facilities include:
Outdoor amphitheater, banquet space, conference rooms, multi-function rooms, an auditorium, a computer lab, and more!

Great for weddings, parties, conferences, workshops, etc.

For more information on room rentals or reservations, contact Shannon by email at shannon.chandler@ung.edu or by phone at (678)717-3603.