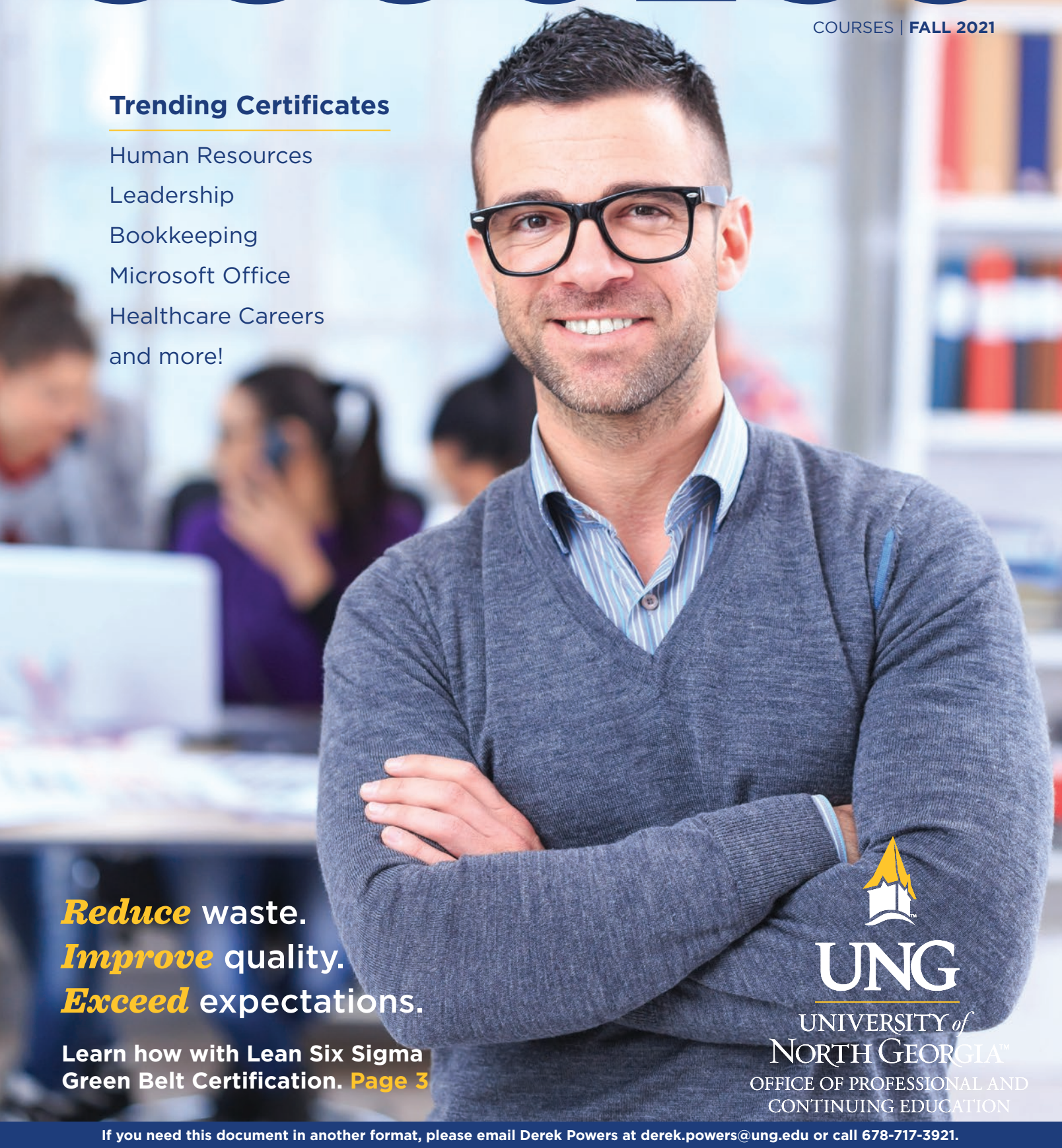
UNIVERSITY OF NORTH GEORGIA | OFFICE OF PROFESSIONAL & CONTINUING EDUCATION

SUCCESS

COURSES | **FALL 2021**



Trending Certificates

Human Resources
Leadership
Bookkeeping
Microsoft Office
Healthcare Careers
and more!

Reduce waste.
Improve quality.
Exceed expectations.

Learn how with Lean Six Sigma Green Belt Certification. **Page 3**

UNG
UNIVERSITY of NORTH GEORGIA™
OFFICE OF PROFESSIONAL AND CONTINUING EDUCATION

If you need this document in another format, please email Derek Powers at derek.powers@ung.edu or call 678-717-3921.

SECURE YOUR SEAT!

ONLINE
ung.edu/ce

PHONE
678-717-2377

EMAIL
ContinuingEd@ung.edu

IN PERSON

Cumming City Hall, 4th Floor
100 East Main St
Cumming, GA 30040

Dahlonega Campus
Continuing Education Center
25 Schultz Avenue
Dahlonega, GA 30597

Gainesville Campus
Arts & Technology Building
3820 Mundy Mill Road
Oakwood, GA 30566

SUBSCRIBE

Scan the QR Code to receive our eNewsletter for upcoming courses.

Payment
We accept Discover, MasterCard, and Visa. Payment in full must be received prior to the start of class.

Cancellation/Refund Policy
If you must cancel, you must notify us in writing at least 3 full business days before the course start date. There is a $20 processing fee for cancellations. 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.

See **go.ung.edu/ce-refunds**

HEALTHCARE

Pharmacy Technician Certificate
$1999 | includes exam | 60 hrs

Through classroom lecture, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

This program includes 60 hours of classroom instruction, textbooks, CPR training, and national exam. Upon successful completion of the 60 hours of classroom instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Pharmacy Technician (ExCPT) exam.

Sep 7 - Oct 26 | LIVE Online
Tu/Th, 9a-1p

Oct 4 - Nov 22 | LIVE Online
M/W, 5:30p-9:30p

EKG Technician Certificate
$1599 | includes exam | 60 hrs

Includes important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment, and perform hands-on clinical labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

This program includes 60 hours of lecture and hands-on clinical labs, textbooks, CPR training and the National Healthcareer Association (NHA) Certified EKG Technician (CET) national examination.

Sep 13 - Nov 1 | Cumming City Hall
M/W, 5:30p-9:30p

Sep 21 - Nov 9 | Gainesville
Tu/Th, 9a-1p

Clinical Medical Assistant Certificate
$3199 | includes exam 143 hrs

Instruction includes preparing patients for examination and treatment, routine laboratory procedures, the technical aspects of phlebotomy, the use of the electrocardiograph (EKG) machine, and more. Students will review important topics including phlebotomy, EKG, pharmacology, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 143 hours of classroom lecture and hands-on labs, textbooks, CPR training, and the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Sep 8 - Dec 6 | Hybrid
M/W, 9a-1p | Gainesville
F, 9a-1p | LIVE Online
*Skip 11/22, 11/24, and 11/26.

Sep 9 - Dec 16 | Hybrid
Tu/Th, 5:30p-9:30p | Cumming City Hall
Sa, 9a-1p | LIVE Online
*Sa | 9/18, 9/25, 10/9, 10/16, 11/6, 11/13, 12/4, and 12/11.
*Skip 11/25

Sep 13 - Dec 15 | Hybrid
M/W, 5:30p-9:30p | Gainesville
Sa, 9a-1p | LIVE Online
*Sa | 9/25, 10/2, 10/23, 10/30, 11/13, 11/20, 12/4, and 12/11.

Sep 16 - Dec 13 | Hybrid
M/Th, 9a-1p | Cumming City Hall
Tu, 9a-1p | LIVE Online
*Skip 11/23 and 11/25

Sep 22 - Dec 16 | Hybrid
M/W, 9a-1p | Dahlonega
Th, 9a-1p | LIVE Online
*Skip 11/24 and 11/25

Dental Assisting Certificate
$1999 | includes exam | 108 hrs

Familiarizes the student with all areas of pre-clinical dental assisting and provides training to function as an assistant in a dental practice. This program includes 108 hours of instruction and hands-on labs, textbooks, CPR training, and the Georgia X-Ray Safety examination.

Sep 9 - Dec 14 | Gainesville
Th/Tu, 9a-1p | Skip 11/25

Sep 14 - Dec 16 | Dahlonega
Tu/Th, 9a-1p | Skip 11/25

Sep 15 - Dec 15 | Gainesville
M/W, 5:30p-9:30p

Medical Billing & Coding Certificate
$1999 | 96 hrs

Covers the following areas: CPT, specialty fields, ICD-10, and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-10). This program includes 96 hours of classroom instruction.

Certain National Medical Coding Certification exams are very complex and may require six months to two years of suggested practical coding experience prior to taking the exam or being recognized as a certified medical coding professional.

Sep 13 - Dec 15 | LIVE Online
M/W, 6p-9:30p | Skip 11/24

Medical Administrative Assistant Certificate
$1399 | includes exam | 60 hrs

This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to obtain an administrative medical assistant position. This program includes 60 hours of instruction, textbooks, CPR training, and national exam.

Upon successful completion of the 60 hours of instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) national examination.

Sep 20 - Nov 8 | LIVE Online
M/W, 9a-1p

Oct 7 - Dec 7 | LIVE Online
Tu/Th, 6p-9:30p | Skip 11/25

Basic Life Support (BLS) for Healthcare Professionals
$75 | 4 hrs

Participants earn a two-year American Heart Association Certification.

Sep 18 | Sa, 10a-2p | Gainesville

Oct 9 | Sa, 10a-2p | Gainesville

Nov 20 | Sa, 10a-2p | Dahlonega

19% ***Projected growth in employment of medical assistants through 2029, according to the Bureau of Labor Statistics.***

Why choose Professional and Continuing Education at UNG?

- Expert instruction and hands-on training
- Flexible daytime and evening courses
- State-of-the-art training facilities

LEAN SIX SIGMA

Lean Six Sigma Green Belt Certification
$1500 | 35 hrs | UNG Instructor-Led

In this course, students will learn how to implement the Lean Six Sigma methodology in their organizations to improve customer satisfaction and deliver bottom line results. Participants will learn the five-phase DMAIC project approach and master quality tools that they can apply immediately at their workplaces. Students practice performing analysis and applying Six Sigma tools using a hospitality industry case study. Upon successful completion of the class, students will earn their Green Belt Certificate.

Sep 30 - Nov 18 | Online
Th, 6:30p-7:30p

PROJECT MANAGEMENT

Project Management Certificate
$2499 | 42 hrs | UNG Instructor-Led

Sep 30 - Nov 11 | Th, 6p-7p | Online

HUMAN RESOURCES

Human Resources Management Certificate
$1599 | 36 hrs
includes SHRM materials

Sep 23 - Dec 16 | LIVE Online
Th, 6p-9p | Skip 11/25

REAL ESTATE

Real Estate Salesperson's Prelicensing
$499 | 80 hrs
includes books

Sep 27 - Dec 6 | Gainesville
M/W, 6p-10p | Skip 11/24

Real Estate Salesperson's Prelicensing "Cram" Course
$199 | 16 hrs

This course has been specifically designed to be an extensive review of the prelicense requirements covering all aspects of the material. No matter what school you attended for your prelicensing course work, this cram course will strengthen your content knowledge.

Dec 4 - Dec 5 | Gainesville
Sa/Su, 8:30a-5:30p

Lead

LEADERSHIP

The Fundamentals of Leadership
$249 | 6 hrs

Sep 23 | Th, 9a-4p | Cumming City Hall

Your Leadership Roadmap: Becoming the Leader You Want to Be *New*
$249 | 6 hrs

Sep 28 | Tu, 9a-4p | Gainesville

Effectively Engaging Your Team: Leading Through Differences in Generation, and Communication Styles *New*
$249 | 6 hrs

Oct 7 | Th, 9a-4p | Cumming City Hall

Critical Elements of Customer Service
$249 | 6 hrs

Oct 12 | Tu, 9a-4p | Gainesville

New Supervisor Bootcamp: Making the Transition from Buddy to Boss
$249 | 6 hrs

Oct 18 | M, 9a-4p | Gainesville

People Management Skills: Managing Different Personalities
$249 | 6 hrs

Oct 26 | Tu, 9a-4p | Gainesville

Servant Leadership: Lead with Influence *New*
$249 | 6 hrs

Nov 2 | Tu, 9a-4p | Cumming City Hall

Managing and Coaching for Premiere Performance *New*
$249 | 6 hrs

Nov 11 | Th, 9a-4p | Gainesville

Exploring the Ethical Self: Strengthening Daily Decision-Making
$249 | 6 hrs

Dec 2 | Th, 9a-4p | Gainesville

Learn to lead in today's world with our **Leadership and Supervision Certificate**. Complete 10 approved six-hour leadership courses.

MICROSOFT OFFICE

Microsoft Word 1
$199 | 6 hrs

Sep 23 | Th, 9a-4p | Gainesville

Oct 20 | W, 9a-4p | Cumming City Hall

Microsoft Word 2
$199 | 6 hrs

Nov 16 | Tu, 9a-4p | Gainesville

Microsoft Outlook
$199 | 6 hrs

Sep 22 | W, 9a-4p | Gainesville

Nov 10 | W, 9a-4p | Gainesville

Microsoft PowerPoint
$199 | 6 hrs

Oct 12 | Tu, 9a-4p | Gainesville

Microsoft Excel 1
$199 | 6 hrs

Sep 15 | W, 9a-4p | Cumming City Hall

Sep 28 | Tu, 9a-4p | Gainesville

Oct 13 | W, 9a-4p | Cumming City Hall

Oct 21 | Th, 9a-4p | Dahlonega

Dec 7 | Tu, 9a-4p | Gainesville

Microsoft Excel 2
$199 | 6 hrs

Nov 3 | W, 9a-4p | Gainesville

Nov 17 | W, 9a-4p | Cumming City Hall

Microsoft Excel - Pivot Tables
$199 | 4 hrs

Oct 19 | Tu, 10a-3p | Gainesville

Microsoft Excel - Formulas and Functions
$199 | 4 hrs

Nov 9 | Tu, 10a-3p | Gainesville

Update your skills and advance your career with our Microsoft Office Certificate!

Are you looking to advance in your career, change careers or update your current computer skills? Are you a small business owner who needs additional tools and resources to help your business grow, become more organized or dynamic? The Microsoft Office Certificate will help you acquire the knowledge and experience to use Microsoft applications in your current job or future job.

APPROVED COURSES:

- Microsoft Word 1 & 2
- Microsoft Excel 1 & 2
- Microsoft PowerPoint
- Microsoft Outlook

Take control of your personal, business, or organization's finances with the Bookkeeper Certificate program.

If you are interested in becoming a professional bookkeeper or running your own business, our certificate program will provide the skills necessary for SUCCESS. This five-course program teaches students how to keep track of business accounts, work with balance sheets, and interpret various important financial statements. Build the skills, knowledge, and confidence needed to take that first big step towards becoming a qualified and capable bookkeeper.

APPROVED COURSES:

- Bookkeeping Foundations
- QuickBooks 1 & 2
- Bookkeeping 1 & 2

BOOKKEEPING

Bookkeeping Foundations *New*
$219 | 6 hrs

This course will provide a basic knowledge of accounting practices. We will focus on common financial statements and their components, understanding the Chart of Accounts, accounting principles, debits and credits, and basic journal entries. These concepts will provide a foundation for bookkeepers.

Sep 17 | F, 9a-4p | Gainesville

Oct 1 | F, 9a-4p | Cumming City Hall

QuickBooks 1
$219 | 6 hrs

Sep 10 | F, 9a-4p | Gainesville

Oct 22 | F, 9a-4p | Cumming City Hall

Nov 12 | F, 9a-4p | Gainesville

QuickBooks 2
$219 | 6 hrs

Sep 24 | F, 9a-4p | Gainesville

Dec 3 | F, 9a-4p | Gainesville

Bookkeeping 1
$219 | 6 hrs

Oct 29 | F, 9a-4p | Gainesville

Nov 19 | F, 9a-4p | Cumming City Hall

Bookkeeping 2
$219 | 6 hrs

Dec 10 | F, 9a-4p | Gainesville

WEB & DIGITAL DESIGN

Adobe InDesign CC 1
$199 | 6 hrs

Oct 8 | F, 9a-4p | Gainesville

Adobe InDesign CC 2
$199 | 6 hrs

Nov 5 | F, 9a-4p | Gainesville

Build a Basic Webpage
$189 | 8 hrs

Nov 2 | Tu, 8:30a-5:30p | Dahlonega

PHOTOGRAPHY

Photography 1 - Beginner
$179 | 10 hrs

Sep 16 - Oct 7 | Cumming City Hall
Th, 10a-12:30p

Sep 21 - Oct 19 | Gainesville
Tu, 7-9p

Oct 14 - Nov 4 | Cumming City Hall
Th, 10a-12:30p

Photography 2 - Intermediate
$179 | 10 hrs

Sep 22 - Oct 20 | Gainesville
W, 7p-9p

Nov 11 - Dec 9 | Cumming City Hall
Th, 10a-12:30p | Skip 11/25

Photography 3 - Advanced
$179 | 10 hrs

Prerequisite: Photography 1 and Photography 2

Oct 20 - Nov 10 | Cumming City Hall
W, 10a-12:30p

Nov 10 - Dec 15 | Gainesville
W, 7p-9p | Skip 11/24

Outdoor Photography
$179 | 10 hrs

Sep 23 - Oct 21 | Gainesville
Th, 7p-9p

Oct 20 - Nov 10 | Cumming City Hall
W, 6:30p-9p

Digital Darkroom
$179 | 10 hrs

Nov 9 - Dec 7 | Tu, 7p-9p | Gainesville

Photography Portfolio - Certificate Capstone Class
$199 | 10 hrs

The portfolio class is for those students who have taken **all** certificate classes and are ready to finalize their portfolios by displaying their work through an exit show. In this course, students will learn how to present and prepare works for galleries.

Prerequisite: Photography 1, 2, and 3; Outdoor, Digital Darkroom, and 3 electives.

Nov 11 - Dec 16 | Gainesville
Th, 7p-9p | Skip 11/25

Digital Videography I
$199 | 10 hrs

Sep 13 - Oct 4 | Gainesville
M, 6:30p-9p

Macro Photography
$129 | 6 hrs

Sep 18 | Sa, 9a-4p | Cumming City Hall

Black and White Photography
$99 | 3 hrs

Sep 25 | Sa, 9a-12p | Gainesville

Basic Lightroom
$129 | 6 hrs

Oct 16 | Sa, 9a-4p | Gainesville

Waterfalls and Mountain Streams Photography
$129 | 6 hrs

Oct 23 | Sa, 9a-4p | Dahlonega

Basic Wedding Photography
$99 | 3 hrs

Nov 13 | Sa, 9a-12p | Gainesville

Travel Photography
$99 | 3 hrs

Nov 20 | Sa, 9a-12p | Cumming City Hall

PROFESSIONAL
Photography Certificate

Are you interested in making photography your career path? If you have imagined yourself capturing beautiful images for a living, this program is for you!

This is a comprehensive program taught by professional freelance photographers and covers the most important aspects needed to begin a career as a professional photographer. The Professional Photography Certificate includes the same basic requirements as our Digital Photography Certificate and then pushes students to expand their skill set on a broader scale, which is necessary for a freelance photographer.

APPROVED COURSES:

- Photography 1, 2, & 3
- Digital Darkroom
- Outdoor Photography or Videography I
- 3 Electives
- Photography Portfolio Capstone

LANGUAGE

Basic Communicative Spanish I
$159 | 12 hrs

Sep 13 - Oct 7 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

Oct 18 - Nov 11 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

Basic Communicative Spanish II
$159 | 12 hrs

Nov 15 - Dec 16 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online
Skip 11/22 and 11/25

American Sign Language I
$179 | 12 hrs

Sep 14 - Oct 7 | Hybrid
Tu, 6p-8p | Cumming City Hall
Th, 6p-7p | LIVE Online

Oct 19 - Nov 11 | Hybrid
Tu, 6p-8p | Cumming City Hall
Th, 6p-7p | LIVE Online

American Sign Language II
$179 | 12 hrs

Nov 16 - Dec 16 | Hybrid
Tu, 6p-8p | Cumming City Hall
Th, 6p-7p | LIVE Online
Skip 11/23 and 11/25

SAFETY

Heartsaver First Aid/CPR/AED
$90 | 4 hrs

Earn an American Heart Association two-year certificate.

Oct 23 | Gainesville
Sa, 10a-2p

Dec 11 | Cumming City Hall
Sa, 10a-2p

Basic Handgun Safety Training
$129 | + supplies and range fee | 7 hrs
Minimum age is 21.

Sep 18 | Sa | 9a-5p | Gainesville

Oct 2 | Sa | 9a-5p | Cumming City Hall

Nov 20 | Sa | 9a-5p | Gainesville

DRIVER'S EDUCATION

Driver's Education
$365 | 36 hrs

We are an approved Department of Driver Services (DDS) program to satisfy Joshua's Law requirements.

Effective July 1, 2021, anyone currently without a license **under the age of 18**, must complete 30 hours of instruction and six hours of driving with a DDS-approved Driver's Education program.

Sep 25 - Oct 4 | Gainesville
Sa, 9a-5p | Su, 1:30p-5:30p |
M, 5:30p-8:30p

Six-Hour Driving Package
$295 | 6 hrs
Gainesville | call to register

Behind-The-Wheel Driving Lessons
$99 | 2 hrs
Gainesville | call to register

Defensive Driving
$75 | 6 hrs

Note: This course is for insurance discount only.

Sep 18 | Sa, 8a-3p | Gainesville

Dec 4 | Sa, 8a-3p | Gainesville

HEALTH & FITNESS

Water Aerobics

Sep 13 - Oct 29 | Dahlonega
M/W/F, 9a-10a | 21 hrs | $130

Sep 13 - Oct 27 | Gainesville
M/W, 5:15p-6:15p | 14 hrs | $90

Sep 13 - Oct 27 | Gainesville
M/W, 6:30p-7:30p | 14 hrs | $90

Nov 1 - Dec 17 | Dahlonega
M/W/F, 9a-10a | 19 hrs | $120
Skip 11/24 and 11/26

Nov 1 - Dec 15 | Gainesville
M/W, 5:15p-6:15p | 12 hrs | $75
Skip 11/22 and 11/24

Nov 1 - Dec 15 | Gainesville
M/W, 6:30p-7:30p | 12 hrs | $75
Skip 11/22 and 11/24

ART & MUSIC

Oil Painting
$119 | plus supplies | 15 hrs

Sep 21 - Oct 26 | Gainesville
Tu, 6p-8:30p

Sep 23 - Oct 28 | Dahlonega
Th, 6p-8:30p

Nov 2 - Dec 14 | Gainesville
Tu, 6p-8:30p | Skip 11/23

Nov 4 - Dec 16 | Dahlonega
Th, 6p-8:30p | Skip 11/25

Guitar I
$129 | 5 hrs | Ages 15+

Sep 22 - Oct 20 | Cumming City Hall
W, 6p-7p

Nov 3 - Dec 8 | Cumming City Hall
W, 6p-7p | Skip 11/24

Guitar II
$129 | 5 hrs | Ages 15+

Nov 3 - Dec 8 | Cumming City Hall
W, 7:30p-8:30p | Skip 11/24

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Open the door to a new career!

Do you like meeting new people and facing new challenges on a regular basis? If so, a career in real estate may just be for you!

Be your own boss, set your own hours, and let your determination guide you!

Real Estate Salesperson's Prelicensing Course

Begins September 2021
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