

SUCCESS

COURSES | SUMMER 2021

BEGIN A REWARDING CAREER IN HEALTHCARE

Clinical Medical Assistant
Dental Assisting
Medical Billing & Coding
Medical Administrative Assistant
Pharmacy Technician
EKG Technician

Classes begin in June.

ALSO INSIDE:

QuickBooks
Microsoft Office
Human Resources
Project Management
Lean Six Sigma
Leadership
Photography
Real Estate
and more!



UNG

UNIVERSITY of
NORTH GEORGIA™

OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

HEALTHCARE**Clinical Medical Assistant Certificate**
\$3199 | includes exam
143 hrs

Trains students to assist physicians by performing functions related to clinical responsibilities of a medical office.

Jun 1 - Sep 2 | Hybrid
Tu/Th, 5:30p-9:30p | Cumming City Hall
Sa, 9a-1p | LIVE Online
*Sa | 6/12, 6/19, 7/10, 7/17, 7/31, 8/7, 8/21, and 8/28.

Jun 3 - Aug 31 | Hybrid
M/Th, 9a-1p | Cumming City Hall
Tu, 9a-1p | LIVE Online
*Skip 6/22, 6/24, and 7/5

Jun 7 - Aug 30 | Hybrid
M/W, 9a-1p | Dahlonega
Th, 9a-1p | LIVE Online
*Skip 7/5

Jun 9 - Sep 20 | Hybrid
W/M, 5:30p-9:30p | Gainesville
Sa, 9a-1p | LIVE Online
*Sa | 6/19, 6/26, 7/17, 7/24, 8/14, 8/21, 9/11, and 9/18.
*Skip 7/5 and 9/6

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.

Jun 2 - Sep 8 | Gainesville
M/W, 5:30p-9:30p | Skip 7/5 and 9/6

Pharmacy Technician Certificate
\$1999 | includes exam | 60 hrs

Prepares students to enter the pharmacy field.

Jun 3 - Jul 22 | LIVE Online
Tu/Th, 9a-1p

Jun 16 - Aug 9 | LIVE Online
M/W, 5:30p-9:30p | Skip 7/5

Medical Billing & Coding Certificate
\$1999 | 96 hrs

The course covers the following areas: CPT, specialty fields, ICD-10, and basic claims process for medical insurance and third party reimbursement.

Jun 3 - Sep 14 | LIVE Online
Tu/Th, 6p-9:15p

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

Prepares students to function effectively in many of the administrative and clerical positions in the health care industry which are in great demand.

Jun 14 - Aug 4 | LIVE Online
M/W, 9a-1p | Skip 7/5

Jun 24 - Aug 19 | LIVE Online
Tu/Th, 6p-9:30p

EKG Technician Certificate
\$1599 | includes exam | 60 hrs

Prepares students to function as EKG Technicians.

Jun 14 - Aug 4 | Cumming City Hall
M/W, 5:30p-9:30p | Skip 7/5

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

Participants earn a two-year American Heart Association Certification.

May 15 | Sa, 10a-2p | Gainesville

Jun 12 | Sa, 10a-2p | Dahlonega

Jul 17 | Sa, 10a-2p | Cumming City Hall

Aug 7 | Sa, 10a-2p | Gainesville

BOOKKEEPING

Take control of your personal, business, or organization's finances with the Bookkeeping Certificate program. Visit ung.edu/ce.

QuickBooks 1
\$219 | 6 hrs

May 28 | F, 9a-4p | Gainesville

Jun 11 | F, 9a-4p | Cumming City Hall

QuickBooks 2
\$219 | 6 hrs

May 14 | F, 9a-4p | Gainesville

Jul 16 | F, 9a-4p | Gainesville

Aug 6 | F, 9a-4p | Cumming City Hall

Bookkeeping 1
\$219 | 6 hrs

Jul 9 | F, 9a-4p | LIVE Online

Bookkeeping 2
\$219 | 6 hrs

Jul 30 | F, 9a-4p | LIVE Online

COMPUTER

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

Microsoft Word 1
\$199 | 6 hrs

Jun 1 | Tu, 9a-4p | Gainesville

Jun 30 | W, 9a-4p | Cumming City Hall

Microsoft Word 2
\$199 | 6 hrs

May 25 | Tu, 9a-4p | Gainesville

Jul 20 | Tu, 9a-4p | Gainesville

Microsoft Outlook
\$199 | 6 hrs

May 11 | Tu, 9a-4p | Gainesville

Jul 15 | Th, 9a-4p | Gainesville

Microsoft PowerPoint
\$199 | 6 hrs

Jun 8 | Tu, 9a-4p | Gainesville

Microsoft Excel 1
\$199 | 6 hrs

Jun 10 | Th, 9a-4p | Gainesville

Jun 23 | W, 9a-4p | Cumming City Hall

Microsoft Excel 2
\$199 | 6 hrs

May 19 | W, 9a-4p | Cumming City Hall

Jul 13 | Tu, 9a-4p | Gainesville

Microsoft Excel - Pivot Tables
\$199 | 4 hrs

Jun 15 | Tu, 10a-3p | Gainesville

Microsoft Excel - Formulas and Functions
\$199 | 4 hrs

Jun 29 | Tu, 10a-3p | Gainesville

HUMAN RESOURCES**Human Resources Management Certificate**
\$1599 | 36 hrs
includes SHRM materials

Jun 17 - Sep 2 | LIVE Online
Th, 6p-9p

PROJECT MANAGEMENT

Project Management Certificate

\$2499 | 42 hrs | UNG Instructor-Led

Jun 15 - Aug 3 | Online
Tu, 6p-7p | Skip 7/6

LEAN SIX SIGMA

Lean Six Sigma Green Belt Certification

\$1499 | 35 hrs | UNG Instructor-Led

Jun 2 - Jul 21 | Online
W, 6:30p-7:30p

LEADERSHIP

Learn to lead in today's world with our Leadership & Supervision Certificate.



Managing Multiple Tasks, Priorities, and Deadlines

\$249 | 6 hrs

May 27 | Th, 9a-4p | Cumming City Hall

New Supervisor Toolkit: Making the Transition from Buddy to Boss New

\$249 | 6 hrs

Jun 3 | Th, 9a-4p | Gainesville

Effectively Supervising People

\$249 | 6 hrs

Jun 10 | Th, 9a-4p | Cumming City Hall

People Management Skills: Managing Different Personalities

\$249 | 6 hrs

Jun 15 - Jun 22 | LIVE Online
Tu, 9a-11:30a

Critical Elements of Customer Service

\$249 | 6 hrs

Jun 29 | Tu, 9a-4p | Cumming City Hall

The Fundamentals of Leadership

\$249 | 6 hrs

Jul 15 - Jul 22 | LIVE Online
Th, 9a-11:30a

PHOTOGRAPHY

Take your photos to the next level with Digital and Professional Photography Certificate programs. Visit ung.edu/ce.

Photography 1 - Beginner

\$179 | 10 hrs

Jun 8 - Jul 13 | LIVE Online
Tu, 7-9p | Skip 7/6

Jun 16 - Jul 14 | LIVE Online
W, 10a-12:30p | Skip 7/7

Jul 22 - Aug 19 | LIVE Online
Th, 7p-9p

Photography 2 - Intermediate

\$179 | 10 hrs

Jun 9 - Jul 14 | LIVE Online
W, 7p-9p | Skip 7/7

Jul 13 - Aug 3 | LIVE Online
Tu, 10a-12:30p

Photography 3 - Advanced

\$179 | 10 hrs

Prerequisite: Photography 1 and Photography 2

Jul 21 - Aug 18 | LIVE Online
W, 7p-9p

Digital Darkroom

\$179 | 10 hrs

Jul 15 - Aug 5 | Cumming City Hall
Th, 10a-12:30p

Jul 20 - Aug 17 | Tu, 7p-9p | Gainesville

Digital Videography I

\$199 | 10 hrs

Jul 12 - Aug 2 | LIVE Online
M, 6:30p-9p

Outdoor Photography

\$179 | 10 hrs

Jun 10 - Jul 15 | Gainesville
Th, 7p-9p | Skip 7/8

Jul 27 - Aug 17 | Cumming City Hall
Tu, 10a-12:30p

Photographing People

\$99 | 3 hrs

Jun 12 | Sa, 9a-12p | (Gainesville)

Travel Photography

\$99 | 3 hrs

Jun 19 | Sa, 9a-12p | LIVE Online

Black and White Photography

\$99 | 3 hrs

Jul 17 | Sa, 9a-12p | LIVE Online

Macro Photography

\$129 | 6 hrs

July 24 | Sa, 9a-4p | Cumming City Hall

Basic Wedding Photography

\$99 | 3 hrs

Aug 7 | Sa, 9a-12p | LIVE Online

Photoshop Layers

\$129 | 5 hrs

Aug 14 | Sa, 10a-4p | Cumming City Hall

WEB & DIGITAL DESIGN

Adobe Photoshop Elements 2

\$199 | 6 hrs

May 19 | W, 9a-4p | Gainesville

Adobe InDesign CC 1

\$199 | 6 hrs

Jun 18 | F, 9a-4p | Gainesville

Adobe InDesign CC 2

\$199 | 6 hrs

Jul 23 | F, 9a-4p | Gainesville

REAL ESTATE

Real Estate Salesperson's Prelicensing

\$499 | 80 hrs
includes books

Jun 7 - Aug 16 | Hybrid
M, 6p-10p | Gainesville
W, 6p-10p | LIVE Online
Skip 7/5

Real Estate Salesperson's Prelicensing "Cram" Course

\$199 | 16 hrs

Aug 14 - Aug 15 | Gainesville
Sa/Su, 8:30a-5:30p



CAR - RT - SORT
LOCAL POSTAL PATRON



[Facebook.com/ContinuingEducationUNG](https://www.facebook.com/ContinuingEducationUNG)

DRIVER'S EDUCATION



Driver's Education \$365 | 36 hrs

Jun 7 - Jun 11 | Gainesville
M-F, 8a-2:30p

Jun 12 - Jun 16 | Gainesville
Sa-W, 8a-2:30p

Jul 12 - Jul 16 | Gainesville
M-F, 8a-2:30p

Six-Hour Driving Package \$295 | 6 hrs

Gainesville | call to register

Behind-The-Wheel

Driving Lessons

\$99 | 2 hrs

Gainesville | call to register

LANGUAGE

Basic Communicative

Spanish I

\$159 | 12 hrs

Jun 7 - Jul 1 | LIVE Online
M, 6:30p-8:30p | Th, 6:30p-7:30p

Jul 12 - Aug 5 | LIVE Online
M, 6:30p-8:30p | Th, 6:30p-7:30p

American Sign Language I

\$179 | 12 hrs

Jun 8 - Jul 1 | LIVE Online
Tu, 6p-8p & Th, 6p-7p

Jul 13 - Aug 5 | LIVE Online
Tu, 6p-8p & Th, 6p-7p

PERSONAL INTEREST

Basic Handgun Safety Training

\$129 | + supplies and range fee | 7 hrs
Minimum age is 21.

May 22 | Sa | 9a-5p | Gainesville

Jun 5 | Sa | 9a-5p | Cumming City Hall

Jun 26 | Sa | 9a-5p | Gainesville

Jul 17 | Sa | 9a-5p | Cumming City Hall

Aug 14 | Sa | 9a-5p | Gainesville

Calligraphy

\$119 | plus supplies | 6 hrs

Jun 1 - Jun 15 | Tu, 6p-8p | Dahlonega

Jul 13 - Jul 27 | Tu, 6p-8p | Gainesville

Oil Painting

\$119 | plus supplies | 15 hrs

Jun 15 - Jul 27 | Gainesville
Tu, 6p-8:30p | Skip 7/6

Jun 17 - Jul 29 | Dahlonega
Th, 6p-8:30p | Skip 7/8

Guitar I

\$129 | 5 hrs

Jun 9 - Jul 14 | Cumming City Hall
W, 6p-7p | Skip 7/7 | **Ages 15+**

Jul 21 - Aug 18 | Cumming City Hall
W, 6p-7p | **Ages 15+**

HEALTH & FITNESS

Water Aerobics

Jun 2 - Jul 14 | Dahlonega
M/W/F, 10a-11a | 16 hrs | \$100
Skip 7/5, 7/7, and 7/9

Jun 2 - Jul 14 | Gainesville
M/W, 5:15p-6:15p | 11 hrs | \$70
Skip 7/5 and 7/7

Jun 2 - July 14 | Gainesville
M/W, 6:30p-7:30p | 11 hrs | \$70
Skip 7/5 and 7/7

Jul 19 - Sep 3 | Dahlonega
M/W/F, 10a-11a | 18 hrs | \$115
Skip 8/16, 8/18, and 8/20

Jul 19 - Sep 1 | Gainesville
M/W, 5:15p-6:15p | 14 hrs | \$90

Jul 19 - Sep 1 | Gainesville
M/W, 6:30p-7:30p | 14 hrs | \$90

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

Earn an American Heart Association
two-year certificate.

Jun 26 | Gainesville
Sa, 10a-2p

Aug 21 | Cumming City Hall
Sa, 10a-2p

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. View full policy at go.ung.edu/ce-refunds.