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!

COURSES | SUMMER 2021
UNIVERSITY OF NORTH GEORGIA

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/W, 9a-1p | Dahlonega
Th, 9a-1p | LIVE Online
*Skip 6/22, 6/24, and 7/5

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

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
Tu, 7p-9p | Skip 7/8

Photographing People
$99 | 3 hrs
Jun 12 | Sa, 9a-12p | (Gainesville)

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-8:30p
**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.