Inside:

Communicating Effectively with Your Team

Microsoft Excel

EKG Technician

QuickBooks

and more!
LEADERSHIP

Communicating Effectively with Your Team New
$249 | 6 hrs
Mar 15 | Tu, 9a-4p | Gainesville

Developing the Leaders Around You New
$249 | 6 hrs
Mar 24 | Th, 9a-4p | Cumming City Hall

Effectively Engaging Your Team: Leading Through Differences in Generation, and Communication Styles
$249 | 6 hrs
Apr 14 | Th, 9a-4p | Cumming City Hall

Servant Leadership: Lead with Influence
$249 | 6 hrs
Apr 21 | Th, 9a-4p | Gainesville

Administrative Professionals Day Workshop
$149 | lunch provided | 5 hrs
See back cover.
Apr 29 | F, 9a-2p | Dahlonega

Managing and Coaching for Premier Performance
$249 | 6 hrs
May 5 | Th, 9a-4p | Gainesville

BOOKKEEPING

Bookkeeping Foundations
$219 | 6 hrs
Mar 18 | F, 9a-4p | Cumming City Hall

QuickBooks 1
$219 | 6 hrs
Mar 25 | F, 9a-4p | Cumming City Hall
Apr 22 | F, 9a-4p | Gainesville

QuickBooks 2
$219 | 6 hrs
Prerequisite: QuickBooks 1
May 13 | F, 9a-4p | Gainesville

Bookkeeping 1
$219 | 6 hrs
Prerequisite: Bookkeeping Foundations
Apr 15 | F, 9a-4p | Cumming City Hall

Bookkeeping 2
$219 | 6 hrs
Prerequisites: Bookkeeping 1 and QuickBooks 1
Mar 11 | F, 9a-4p | Gainesville
Apr 29 | F, 9a-4p | Gainesville

LANGUAGE

Basic Communicative Spanish I
$159 | 12 hrs
Mar 14 - Apr 14 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online
*Skip 4/4 and 4/7

Basic Communicative Spanish II
$159 | 12 hrs
Apr 25 - May 19 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

American Sign Language I
$179 | 12 hrs
Mar 15 - Apr 14 | LIVE Online
Tu, 6p-8p | Th, 6p-7p
*Skip 4/5 and 4/7

American Sign Language II
$179 | 12 hrs
Apr 26 - May 19 | LIVE Online
Tu, 6p-8p | Th, 6p-7p

HEALTHCARE

Medical Administrative Assistant Certificate
$1399 | includes exam | 60 hrs
Mar 22 - May 17 | Gainesville
Tu/Th, 6p-9:30p

EKG Technician Certificate
$1599 | includes exam | 60 hrs
Mar 23 - May 11 | Cumming City Hall
M/W, 5:30p-9:30p

Pharmacy Technician Certificate
$1999 | includes exam | 60 hrs
Apr 4 - May 23 | Cumming City Hall
M/W, 5:30p-9:30p

ONLINE CERTIFICATES

Register for programs at https://careertraining.ed2go.com/ung

Certified Paralegal
$2699 | 225 hrs | 12 months
includes books, NALA Membership, and NALA CP Exam Review
Open Enrollment | Online
Course Code: GES2034

CompTIA Certification Training: A+, Network+, Security+
$3899 | 480 hrs | 12 months
Open Enrollment | Online
Course Code: GES327

Java Programmer + Python Developer
$1999 | 255 hrs | 12 months
Open Enrollment | Online
Course Code: GES3021
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.

Apr 4 - Apr 8 | Gainesville M-F, 8a-2:30p
Jun 6 - Jun 10 | Gainesville M-F, 8a-2:30p
Jun 20 - Jun 24 | Gainesville M-F, 8a-2:30p
Jul 11 - Jul 15 | 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

Defensive Driving $75 | 6 hrs
For insurance discount only and does not satisfy points reduction, court mandated or license reinstatement requirements.

Apr 30 | Sa, 8a-3p | Gainesville

CPR & FIRST AID

Heartsaver First Aid/CPR/AED $90 | 4 hrs
Earn an American Heart Association two-year certificate.

Mar 26 | Gainesville Sa, 10a-2p

Basic Life Support (BLS) for Healthcare Professionals $75 | 4 hrs
Participants earn a two-year American Heart Association Certification.

Mar 12 | Sa, 10a-2p | Cumming City Hall
Apr 23 | Sa, 10a-2p | Dahlonega
May 14 | Sa, 10a-2p | Gainesville

PHOTOGRAPHY

Photography 1 - Beginner $179 | 10 hrs
Mar 14 - Apr 11 | Gainesville M, 7-9p
Apr 19 - May 17 | LIVE Online Tu, 6:30p-9:00p | Skip 4/26

Photography 2 - Intermediate $179 | 10 hrs
Mar 8 - Mar 29 | Cumming City Hall Tu, 10a-12:30p
Apr 28 - May 26 | Gainesville Th, 7p-9p

Photography 3 - Advanced $179 | 10 hrs
Prerequisite: Photography 1 and Photography 2
Apr 25 - May 23 | LIVE Online M, 7p-9p

Outdoor Photography $179 | 10 hrs
Mar 16 - Apr 13 | Gainesville W, 7p-9p
Apr 21 - May 12 | Cumming City Hall Th, 10a-12:30p

Digital Darkroom $179 | 10 hrs
Mar 17 - Apr 14 | Gainesville Th, 7p-9p

Photography Portfolio - Certificate Capstone Class $199 | 10 hrs
Prerequisite: Photography 1, 2, and 3; Outdoor, Digital Darkroom, and 3 electives.
Apr 27 - May 25 | LIVE Online W, 7p-9p

Black & White Photography $99 | 3 hrs
Mar 12 | Sa, 9a-12p | Gainesville

Wedding Photography $99 | 3 hrs
Mar 26 | Sa, 9a-12p | Gainesville

PHOTOGRAPHY cont’d

Videography $199 | 10 hrs
Mar 29 - Apr 26 | Gainesville Tu, 7p-9p

Botanical Gardens Photography New $99 | entry fee not included | 4 hrs
Apr 16 | Sa, 9a-1p | Atlanta Botanical Gardens - Gainesville

Waterfalls and Mountain Streams Photography $129 | 6 hrs
Apr 23 | Sa, 9a-4p | Dahlonega

Photoshop Layers $99 | 5 hrs
May 7 | Sa, 10a-4p | Cumming City Hall

HEALTH & FITNESS

Water Aerobics
Mar 21 - May 6 | Dahlonega M/W/F, 9:05a-10:05a | 21 hrs | $130
Mar 21 - May 4 | Gainesville M/W, 5:30p-6:30p | 14 hrs | $90
Mar 21 - May 4 | Gainesville M/W, 6:45p-7:45p | 14 hrs | $90

PERSONAL INTEREST

Basic Handgun Safety Training $129 | + supplies and range fee | 7 hrs
Minimum age is 21.
Mar 19 | Sa, 9a-5p | Gainesville
Apr 16 | Sa, 9a-5p | Cumming City Hall
May 14 | Sa, 9a-5p | Gainesville

Introduction to Beekeeping $99 | 12 hrs
Apr 2 - Apr 23 | Sa, 9a-12p | Dahlonega

Oil Painting $119 | plus supplies | 15 hrs
Apr 12 - May 17 | Gainesville Tu, 6p-8:30p
Apr 14 - May 19 | Dahlonega Th, 6p-8:30p

ContinuingEd@ung.edu | www.ung.edu/ce | 678-717-2377
Administrative Professionals Day Workshop

April 29, 2022
9 a.m. - 2 p.m.
Dahlonega Campus
$149 (lunch provided)

Join us for a day full of dynamic and interactive presentations that provide best practices needed to excel in your workplace. By tapping into your own motivation and initiative you will create a positive office environment and increase your leadership confidence.

Learn how to:

• Lead with Resourcefulness
• Strengthen Communication
• Follow-up Effectively