

SUCCESS

COURSES | SUMMER 2022



Inside:

New Supervisor Bootcamp

Microsoft Word & Excel

Dental Assisting

Bookkeeping

Driver's Education

and more!



UNG | UNIVERSITY of
NORTH GEORGIA™

OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

SECURE YOUR SEAT!

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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 21
3820 Mundy Mill Road
Oakwood, GA 30566

SUBSCRIBE

Scan the QR Code to subscribe to our emails 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

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 also includes hands-on labs, textbooks, CPR training, and the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Jun 6 - Aug 31 | Gainesville
M/W/F, 9a-1p | Skip 7/4 & 7/6

Jun 16 - Sep 12 | Gainesville
M/Tu/Th, 5:30p-9:30p | Skip 7/4 & 9/5

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 also includes hands-on clinical labs, textbooks, CPR training and the National Healthcareer Association (NHA) Certified EKG Technician (CET) exam.

Jun 7 - Jul 26 | Gainesville
Tu/Th, 9a-1p

Jul 25 - Sep 14 | Cumming City Hall
M/W, 5:30p-9:30p | Skip 9/5

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 also includes textbooks, and CPR training.

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) exam.

Jun 8 - Aug 1 | LIVE Online
M/W, 9a-1p | Skip 7/4

Jul 5 - Aug 30 | Gainesville
Tu/Th, 6p-9:30p

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

This course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Participants earn a two-year American Heart Association Certification.

Jun 11 | Sa, 10a-2p | Gainesville

Jul 16 | Sa, 10a-2p | Cumming City Hall

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 course covers several key areas and topics.

Administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical aspects include an introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas.

This program also includes hands-on labs, textbooks, CPR training, and the Georgia X-Ray Safety examination.

Jun 8 - Aug 10 | Gainesville
M/W/F, 9a-1p | Skip 7/4

Jun 16 - Sep 15 | Gainesville
Tu/Th, 5:30p-9:30p

Phlebotomy Technician Certificate \$1999 | includes exam | 90 hrs

This program prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes: terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. This program also includes hands-on labs, textbooks, CPR training and the National Healthcareer Association (NHA) Certified Phlebotomy Technician exam.

Jun 9 - Aug 25 | Gainesville
M/Th, 5:30p-9:30p | Skip 7/4

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 also includes textbooks, and CPR training. 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.

Jun 9 - Jul 28 | Gainesville
Tu/Th, 9a-1p

Jul 13 - Aug 31 | Cumming City Hall
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).

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.

Jun 15 - Sep 12 | Gainesville
M/W, 5:30p-9:30p | Skip 7/4 & 9/5

Find Your Path

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

EXPLORE >>>



PARALEGAL

Certified Paralegal

\$2699 | 225 hrs | 12 months
includes books, NALA Membership,
and NALA CP Exam Review

Gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. This course will also provide soft skills training to increase your workplace effectiveness.

Open Enrollment | Online
Register at go.ung.edu/ce-courses

LEADERSHIP

The Fundamentals of Leadership

\$249 | 6 hrs

Learn the tools, techniques, and industry best practices needed to be a leader that others will want to follow. These proven strategies and powerful insights will bring out the best in yourself and your team by understanding what it means to be an effective leader.

May 10 | Tu, 9a-4p | Gainesville

New Supervisor Bootcamp: Making the Transition from Buddy to Boss

\$249 | 6 hrs

Making the transition from team member to supervisor is a shift that can be challenging. This course will teach participants how to communicate expectations, delegate tasks, hold employees accountable, and coach for development and performance improvement.

May 17 | Tu, 9a-4p | Cumming City Hall

Your Leadership Roadmap: Becoming the Leader You Want to Be

\$249 | 6 hrs

This course provides a step-by-step guide to developing yourself as a leader. Developing a Personal Leadership Develop Plan will give you a roadmap to use throughout your leadership journey. Each stop on the roadmap provides opportunity to develop skills like communication, influence, connection, and leadership balance to help you become the leader you want to be.

May 24 | Tu, 9a-4p | Gainesville



Leading Successful Change in the Workplace *New*

\$249 | 6 hrs

Gain skills to help your organization and team navigate the challenges of planned and unplanned change and overcome roadblocks to successful transitions.

Jun 2 | Th, 9a-4p | Cumming City Hall

Effectively Engaging Your Team: Leading Through Differences in Generation, and Communication Styles

\$249 | 6 hrs

Understand possible root causes of employee disengagement and how to overcome them in order to engage and motivate your team. You will recognize generational differences with motivation and engagement, uncover different communication styles and connect the dots between company purpose and personal goals of your team members.

Jun 16 | Th, 9a-4p | Gainesville

Managing Conflict Productively *New*

\$249 | 6 hrs

In this hands-on workshop, participants will assess their current conflict behavior and develop skills that will help them handle conflict to strengthen professional relationships, increase morale, and improve job performance.

Jun 21 | Tu, 9a-4p | Cumming City Hall

Communicating Effectively with Your Team

\$249 | 6 hrs

Learning to communicate effectively allows you to strengthen professional relationships and build a productive working environment. This course will teach you to communicate intentionally and strategically in daily interactions with your team to align goals to outcomes and tailor messages to maximize impact.

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



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

MICROSOFT OFFICE

Microsoft Excel 1 \$199 | 6 hrs

Students will learn the basics of spreadsheet construction and formatting, including how to create, save, open and print spreadsheets. An overview of how to generate formulas and use functions such as SUM, AVERAGE, MIN, MAX and IF will be discussed. Students will learn how to use the Excel ribbon, how to customize the quick access toolbar, and how to freeze and unfreeze panes.

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

Jun 22 | W, 9a-4p | Cumming City Hall

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

Microsoft Excel 2 \$199 | 6 hrs

This course includes more complex features such as creating and modifying pivot tables, using names instead of cell references in formulas and creating and using nested IF statements. Participants will learn to use advanced techniques to create filters and sorts, how to eliminate duplicates, use Data Validation to create and maintain drop down lists, and how to share Excel data with other applications.

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

Aug 3 | W, 9a-4p | Cumming City Hall

Microsoft Word 1 \$199 | 6 hrs

In this hands-on course, students will create, edit, format, print and save documents. This class will cover line spacing, changing margins and tab settings, text justification, indenting and editing documents, and how to effectively use the keyboard.

May 24 | Tu, 9a-4p | Gainesville

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

Microsoft Word 2 \$199 | 6 hrs

This course includes more complex features including 5 types of tab stops, creating multiple column documents, and using headers and footers. Students will learn to use the power of mail merge, customize data fields, share information among multiple files and applications, insert and customize tables, enhance documents with tools such as WordArt and SmartArt graphics and insert text boxes.

Jul 19 | Tu, 9a-4p | Gainesville

BOOKKEEPING

Bookkeeping Foundations \$219 | 6 hrs

This course 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.

May 20 | F, 9a-4p | Gainesville

Jun 17 | F, 9a-4p | Cumming City Hall

QuickBooks 1 \$219 | 6 hrs

In this class, students will learn how to set up and manage a basic set of accounting books, including how to create a chart of accounts, post daily transactions, create vendor lists reconcile checking and credit card accounts, track activity, and to generate an interpret the financial reports.

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

Jul 15 | F, 9a-4p | Cumming City Hall

QuickBooks 2 \$219 | 6 hrs

Prerequisite: QuickBooks 1

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

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



Bookkeeping 1 \$219 | 6 hrs

Students will learn the basics of internal controls and fraud prevention to protect assets from vendor, customer, and employee theft. The course will cover how to find and research various types of accounting errors including accrual errors, deferral errors, and transpositions through various means such as the bank reconciliation and trial balance research. Students will learn how to master adjusting entries including accruals, deferrals, unearned revenue, depreciation expense, bad debt expense, and complete closing entries.. **Prerequisite: Bookkeeping Foundations**

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

Bookkeeping 2 \$219 | 6 hrs

Prerequisites: Bookkeeping 1 and QuickBooks 1

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

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

LEARN MORE >>>



PHOTOGRAPHY

Photography 1 - Beginner

\$179 | 10 hrs

Jun 7 - Jul 12 | Gainesville
Tu, 7-9p | Skip 7/5

Jun 14 - Jul 12 | Cumming City Hall
Tu, 10a-12:30p | Skip 7/5

Photography 2 - Intermediate

\$179 | 10 hrs

Jun 8 - Jul 13 | Gainesville
W, 7p-9p | Skip 7/6

Jul 21 - Aug 11 | Cumming City Hall
Th, 10a-12:30p

Photography 3 - Advanced

\$179 | 10 hrs

Prerequisite: Photography 1 and
Photography 2

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

Outdoor Photography

\$179 | 10 hrs

Jun 9 - Jul 14 | Gainesville
Th, 7p-9p | Skip 7/7

Jul 26 - Aug 16 | Cumming City Hall
Tu, 10a-12:30p

Digital Darkroom

\$179 | 10 hrs

Take photographs to a new level using Photoshop as an editing tool. Students will learn how to select objects, extract or enhance, perform color corrections, crop images, create composites, perform black and white conversions, and set images up for printing. Computers are supplied for class sessions. **Prerequisite: Photography 1**

Jul 19 - Aug 16 | Gainesville
Tu, 7p-9p

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

Black and White Photography

\$99 | 3 hrs

Students will learn to see beyond color, understanding how to enhance black & white photos to tell descriptive stories. The course will teach students post-processing techniques to create stunning black & white images full of texture, contrast and emotion.

Jul 16 | Sa, 9a-12p | Gainesville



Videography

\$199 | 10 hrs

Learn how to achieve satisfying and professional footage using your own digital video camera, while implementing basic skills and shooting techniques. Topics include: video formats, camera capabilities, features and operation, camera control, movement and composition, story boarding, and how to shoot with editing in mind.

Jul 21 - Aug 18 | Gainesville
Th, 7p-9p

Macro Photography

\$129 | 6 hrs

This course will focus on the techniques and challenges of macro photography - equipment, exposure and composition, with many examples. Both outdoor and tabletop set-ups will be demonstrated as well as adding and manipulating light for macro shooting.

Jul 23 | Sa, 9a-4p | Cumming City Hall

Basic Wedding Photography

\$99 | 3 hrs

Learn the correct and professional way to become a wedding photographer! In this course, students will discuss what equipment photographers need to shoot a wedding, the business aspect of being a wedding photographer and what a photographer should expect on the wedding day.

Aug 6 | Sa, 9a-12p | Gainesville

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
- 3 Electives
- Photography Portfolio Capstone

HANDGUN SAFETY

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

The instructor will begin the class explaining ten of the most important safety rules one will need for basic gun safety. The laws pertaining to where and when a person can carry and when a person can and cannot use a weapon will also be included. Participants will then go over the basic steps of using firearms correctly, and students will participate in practical demonstrations in the classroom. The classroom portion will take approximately three hours. Following the classroom portion of this course, the class will take a short break and meet at local gun range. After arriving at the range, all range rules and live fire exercises will be covered. At this time, the instructor will teach proper sight alignment, trigger pull, stance, breathing, and grip.

Cost for the range for live fire exercises will be approximately \$10 - \$12 per person, which is an additional fee on the day of the class.

Jun 25 | Sa | 9a-5p | Gainesville

Jul 16 | Sa | 9a-5p | Cumming City Hall

Aug 6 | Sa | 9a-5p | Gainesville

ART

Oil Painting
\$119 | plus supplies | 15 hrs

In this workshop, students will receive individual attention with their individual painting of choice. This class is designed for everyone, from the beginner to the advanced student. You will learn basic art, drawing, mixing paint, etc. Every student works at his or her own pace. This will be a very enjoyable learning experience.

Jul 12 - Aug 16 | Gainesville
Tu, 6p-8:30p

Jul 14 - Aug 18 | Dahlonaga
Th, 6p-8:30p

CPR & FIRST AID

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

This is a hands-on instructor-led course to teach students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrive. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Students will earn an American Heart Association two-year certificate.

Jul 23 | Sa, 10a-2p | Gainesville

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

This course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Participants earn a two-year American Heart Association Certification.

Jun 11 | Sa, 10a-2p | Gainesville

Jul 16 | Sa, 10a-2p | Cumming City Hall

HEALTH & FITNESS

Water Aerobics

May 16 - Jul 1 | Dahlonaga
M/W/F, 9a-10a | 20 hrs | \$125
*Skip 5/30

May 16 - Jun 29 | Gainesville
M/W, 5:15p-6:15p | 14 hrs | \$90

May 16 - Jun 29 | Gainesville
M/W, 6:30p-7:30p | 14 hrs | \$90

Jul 11 - Aug 26 | Dahlonaga
M/W/F, 9a-10a | 21 hrs | \$130

Jul 11 - Aug 24 | Gainesville
M/W, 5:15p-6:15p | 14 hrs | \$90

Jul 11 - Aug 24 | Gainesville
M/W, 6:30p-7:30p | 14 hrs | \$90

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.

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

Have you completed your 30 hours of Driver's Education instruction online or through another approved program, but still need actual behind-the-wheel driving instruction to complete your certificate? Sign up for 6 hours of driving instruction to satisfy state requirements and complete your driving certificate.

These can be completed in three, 2-hour one-on-one driving lessons with a Driver's Education Instructor.

Students under 18 years of age must be accompanied by a parent or guardian.

By Appointment Only | Gainesville
Call to Register

Behind-The-Wheel Driving Lessons
\$99 | 2 hrs

Two-hour one-on-one driving lesson with Driver's Education Instructor.

Students under 18 years of age must be accompanied by a parent or guardian.

By Appointment Only | Gainesville
Call to Register

LOCAL POSTAL CUSTOMER

Healthcare Career Certificate Programs

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

Learn more on pages 1-2.

