

SUCCESS

COURSE CATALOG | SUMMER 2024

Inside:

Healthcare
Photography
Microsoft Office
Leadership
Bookkeeping
Business & Legal
Personal Safety
Driver's Education
First Aid/CPR/AED
and more!



DRIVER'S EDUCATION

LEARN TO DRIVE WITH US!

The Office of Professional & Continuing Education offers a 36-hour driver's education certificate program and driving lessons by appointment to fit your specific needs. Dates and times are arranged with the driving instructor. A vehicle is provided for the driving lessons.

Our program is approved by the Georgia Department of Driver Services to satisfy Joshua's Law requirements in order to obtain a driver's license. The program includes 30 hours of classroom time plus three 2-hour sessions in the car, for a total of six hours of individual instructional drive time.

See page 9 for upcoming courses.

SUMMER 2024

UNG | UNIVERSITY of
NORTH GEORGIA™
Office of Professional and Continuing Education

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General Information

We offer a wide range of highly interactive online courses that allow for flexible and independent learning wherever you are. Our online courses are affordable, fun, fast, convenient, and geared just for you. These courses can be found at ed2go.com/ung.

Online certificate programs are open enrollment and designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. These courses are noted in the catalog with "open enrollment" under the title and price. These programs and others can be found at careertraining.ed2go.com/ung.

Programs are designed by professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Notice for Georgia Educators: Some of our online courses afford CEU credit. For a listing of teacher CEU-approved courses see: [Teacher CEUs](#) under Courses Offered on our webpage or contact continuinged@ung.edu.

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LINKTR.EE/UNG.OPCE



REGISTER TODAY!

ONLINE

ung.edu/ce

PHONE

678-717-2377

EMAIL

ContinuingEd@ung.edu

IN PERSON

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

Criteria for Successful Completion:

To receive a University of North Georgia Professional and Continuing Education certificate and CEUs, students must attend 80% of all class sessions, actively participate and complete a course evaluation, as well as pass all quizzes, midterm, and final exam with an average score of 75 or above.

Basic Life Support (BLS) for Healthcare Professionals
\$95 | 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 15 | Gainesville
Sa, 10:00a-2:00p

Jul 13 | Dahlonega
Sa, 10:00a-2:00p

Dental Assisting Certificate
\$2199 | includes exam | 108 hrs

The purpose of this program is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

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: 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.

Program includes hands-on labs, textbooks, CPR training, and the Georgia X-Ray Safety exam.

Jun 3 - Sep 9 | Dahlonega
M/W, 5:30p-9:30p

Jun 11 - Sep 12 | Gainesville
Tu/Th, 5:30p-9:30p
No class on 7/4

Jun 12 - Aug 16 | Gainesville
M/W/F, 9:00a-1:00p
No class on 6/19 & 7/5



Clinical Medical Assistant Certificate
\$3399 | 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.

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

Jun 4 - Sep 12 | Gainesville
Tu/Th, 5:30p-9:30p
This class will also meet on Sa, 9:00 a.m. - 1:00 p.m.; 6/8, 6/15, 6/22, 6/29, 7/27, 8/10, 8/24, 8/31, and 9/7.
No class on 7/4, 7/16 & 7/18

Pharmacy Technician Certificate

\$2999 | 400 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES117
Exam voucher included

This immersive course will train you to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).

Upon completion of this course, you will be prepared to sit for the PTCE. This course includes a voucher which covers the fee for the exam. You will also have the option to perform a hands-on, 100-hour Practicum Experience.

Phlebotomy Technician Certificate
\$2199 | 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.

Program also includes, textbooks, CPR training, and the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) national examination.

Jun 5 - Aug 28 | Dahlonega Campus
M/W, 9:00a-1:00p
No class on 6/19, 7/15, & 7/17

Certified EKG Technician
\$1995 | 170 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1047
Exam voucher included

This course will improve your diagnostic and procedural coding skills and increase your knowledge of clinical documentation, reimbursement in inpatient and outpatient settings, and data quality management. You will also be prepared to sit for the official certification exam to become a Certified Coding Specialist (CCS).

Advanced Hospital Coding and CSS Prep Certificate

\$1899 | 100 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES104
Exam voucher included

This course will improve your diagnostic and procedural coding skills and increase your knowledge of clinical documentation, reimbursement in inpatient and outpatient settings, and data quality management. You will also be prepared to sit for the official certification exam to become a Certified Coding Specialist (CCS).

Hemodialysis Technician Certificate

\$3595 | 205 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1079

This asynchronous online hemodialysis technician certification course provides the didactic and clinical requirements needed to develop the skills necessary to fulfill the job requirements of a hemodialysis technician..

Upon completion of the certified hemodialysis technician training course, you will be presented with an opportunity to participate in a Clinical Experience to meet your clinical requirements. By meeting the didactic and clinical requirements, you will be prepared to sit for the Hemodialysis Technician (CHT) certification offered by the Board of Nephrology Examiners Nursing and Technology (BONENT). As a bonus, within the course, you will be able to apply to attend a Red Cross workshop to obtain your CPR/BLS certification.

Veterinary Assistant Certificate

\$2499 | 210 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES118

This course will prepare you to become a productive member of a veterinary team by helping you learn the fundamental skills needed for a successful career.

You will also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This veterinary assistant course concludes with a lesson to prepare you for the job market, in which you will see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

Certificate in Healthcare and Eldercare

\$3899 | 240 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES431

You will learn comprehensive training in the INACCORD model of mediation with a special focus on Healthcare and Eldercare disputes.

Upon successful completion, Mediators Without Borders will award you individual professional certifications in Mediation, Applied Mediation Practice, Healthcare and Eldercare Mediation, and Professional Healthcare and Eldercare Mediation.

Certified Electronic Health Records Specialist (CEHRS)

\$2279 | 134 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES136

Learn how to implement and utilize electronic health records. This course will help prepare you to take the NHA's CEHRS certification exam and start working in your new career. You'll also have access to NHA exam study materials and practice exams.

When you've finished working through the course, you'll be eligible to sit for the CEHRS exam, the cost of which is included in your tuition.

Medical Office Manager (CPPM) Certificate

\$3899 | 555 hrs | 18 months access
Open enrollment | self-paced
Course Code: GES152
Exam voucher included

This program teaches the skills needed to prepare you for a career as a medical office manager. You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings.

Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the Practicecode tool, and a voucher for each exam.

Certified Health Unit Coordinator

\$1399 | 120 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES170
Exam voucher included

This course is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. Upon completion of this course, you will be prepared to sit for the National Association of Health Unit Coordinators (NAHUC) certification exam.

Upon completion of this course you will be prepared to sit for the NAHUC Certification Exam. This course also includes a voucher which covers the fee of the exam.

Patient Care Technician Certificate

\$2795 | 325 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1049
Exam voucher included

Patient care technicians (PCTs) are crucial healthcare professionals who play a vital role in assisting nurses and other medical staff in providing care to patients. With the occupation demand at an all-time high, after successfully completing this patient care technician program and certification exam, you can become a technician primarily focused on direct patient care and support within a hospital, clinic, long-term care facility, or home health care.

Home Health Aide Certificate

\$2495 | 280 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1018

Ready to take the next step in your healthcare career or start a new, rewarding job? According to the U.S. Bureau of Labor Statistics, Employment of home health and personal care aides is projected to grow significantly through 2031, much faster than the average for all occupations—with over 711,000 job openings for home health and personal care aides projected each year, on average. This home health aide training course provides you with the essential knowledge and core competencies needed to perform all duties required of a home health aide such as assisting people with daily activities that include personal care, housekeeping, and companionship.

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.

A Microsoft Office Certificate will be awarded to anyone who successfully completes all six approved program courses.

Customized training for your organization is available.

Contact: 706-864-1918 or ContinuingEd@ung.edu for more information.

APPROVED COURSES:

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

Microsoft Word 1 \$219 | 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.

Jun 11 | Gainesville
Tu, 9:00a-4:00p

Microsoft Word 2 \$219 | 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 23 | Gainesville
Tu, 9:00a-4:00p



Microsoft Excel 1 \$219 | 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.

Jun 4 | Gainesville
Tu, 9:00a-4:00p

Jul 9 | Gainesville
Tu, 9:00a-4:00p

Microsoft Excel 2 \$219 | 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 30 | Gainesville
Tu, 9:00a-4:00p

Microsoft Outlook \$219 | 6 hrs

Students learn the process of sorting emails, using contacts, maintaining calendars, setting up and using multiple email accounts, sending and opening attachments to emails, controlling spam, and managing mail folders.

Jun 18 | Gainesville
Tu, 9:00a-4:00p

Microsoft PowerPoint \$219 | 6 hrs

This course covers all of the tools needed to design and create effective multimedia presentations.

Jul 16 | Gainesville
Tu, 9:00a-4:00p

Microsoft SharePoint Certificate

\$1299 | 80 hrs | 6 month access
Open enrollment | self-paced
Course Code: GES886

This training course will help you build the skills you need to work in a SharePoint environment. You will be equipped with essential SharePoint skills, so you can navigate team sites; manage lists and libraries; and create columns, content types, and views. With these new skills, you will be the go-to user for SharePoint 2019 at your organization.

Microsoft Access Certification \$999 | 90 hrs | 6 month access

Open enrollment | self-paced
Exam voucher included
Course Code: GES892

This course will prepare you for the Microsoft Office Specialist Access certification exam. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS MO-500 exam and earning your certification.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

LEADERSHIP & SUPERVISION CERTIFICATE

In today's economy, a successful leadership team can mean the difference between staying in business and closing your doors. The Leadership & Supervision Master Certificate program is perfect for those about to move into a leadership role or current managers wishing to hone their skills.

A Master Certificate in Leadership and Supervision will be awarded to anyone who successfully completes any 10 one-day in-person leadership courses.

Delivery for group training is available.

Contact: 706-864-1918 or ContinuingEd@ung.edu for more information.

Strategies for Dealing with Conflict *New* \$299 | 6 hrs

Conflict is an inevitable part of any workplace. This course will help participants understand the definition and sources of conflict, how to analyze and manage it, and what to do if the manager is a part of the conflict.

May 23 | Cumming City Hall
Th, 9:00a-4:00p

Aug 15 | Gainesville
Th, 9:00a-4:00p

Workplace Wellness *New* \$299 | 6 hrs

Working in a post-Covid world, employees and employers are faced with new challenges in the workplace. This course will provide best practice tips in promoting an environment of wellness and, at the same time, concentrate on individual and organizational needs to help with productivity improvement.

Jun 4 | Gainesville
Tu, 9:00a-4:00p

The Power of Positive Influence \$299 | 6 hrs

Learn to recognize and tap into your sources of power and develop your ability to have positive, meaningful influence with others.

Jun 26 | Gainesville
W, 9:00a-4:00p

New Supervisor Bootcamp: Making the Transition from Buddy to Boss \$299 | 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.

Jul 23 | Gainesville
Tu, 9:00a-4:00p

People Management Skills: Managing Different Personalities \$299 | 6 hrs

Managing diverse personalities isn't easy, but it's important. This seminar will teach you to identify the four basic personality types and understand ways to leverage those individual strengths into success for your entire team.

Jul 26 | Gainesville
F, 9:00a-4:00p

Leading Successful Change in the Workplace \$299 | 6 hrs

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

Aug 21 | Gainesville
W, 9:00a-4:00p

The Fundamentals of Leadership \$299 | 6 hrs

Learn the tools, techniques, and industry best practices needed to be a leader that others will want to follow.

Aug 27 | Gainesville
Tu, 9:00a-4:00p

HIPAA Compliance \$159 | 24 hrs | Open enrollment Self-guided | 3 months access Instructor-moderated | 6 weeks access

Remote team management isn't new, but it has become far more common and extensive than it used to be. So, whether you have gone from managing the occasional "telecommuter" to managing a fully remote team or have been managing a remote team and would like to explore new strategies and best practices for this unique form of management—this course is for you.

Diversity Training for Employees and Managers \$169 | 14 hrs | Open enrollment Self-guided | 3 months access

Gain a better understanding of what others bring to the table as you learn to respect others and collaborate in diverse environments.

Understanding the Human Resource Function \$149 | 24 hrs | Open enrollment Self-guided | 3 months access Instructor-moderated | 6 weeks access

Learn the essential role of human resources in successful organizations. This course will help you understand this very vital link in the organizational chain, so that managers and business owners can feel prepared to handle basic human resource functions.

Goal Setting and Workplace Efficiency Training \$149 | 14 hrs | Open enrollment Self-guided | 3 months access

Good time management and the ability to set personal goals are key to achieving success in life. This course will teach you how to set appropriate, measurable goals and develop good time management skills to achieve them.

Mastering Public Speaking \$149 | 24 hrs | Open enrollment Self-guided | 3 months access Instructor-moderated | 6 weeks access

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

Career Counselor and Life Coach Certificate \$2799 | 140 hrs | 12 months access Open enrollment | self-paced Course Code: GES2104

This certification course teaches the critical skills needed to become a career counselor and a certified life coach. Upon completion, you will receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC).



BOOKKEEPER CERTIFICATE

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

This five-course program teaches students how to keep track of business accounts, work with balance sheets, and interpret various financial statements.

APPROVED COURSES:

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

Bookkeeping Foundations \$249 | 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.

Jun 7 | Gainesville
F, 9:00a-4:00p

Bookkeeping 1 \$249 | 6 hrs Prerequisite: Bookkeeping Foundations

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.

Jun 21 | Gainesville
F, 9:00a-4:00p

Bookkeeping 2 \$249 | 6 hrs Prerequisites: Bookkeeping 1 and QuickBooks 1

This course and focuses on Payroll, Asset Depreciation, and Inventory.

Jul 19 | Gainesville
F, 9:00a-4:00p

QuickBooks 1 \$249 | 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 generate and interpret financial reports.

Jun 14 | Gainesville
F, 9:00a-4:00p

Jul 12 | Gainesville
F, 9:00a-4:00p

QuickBooks 2 \$249 | 6 hrs Prerequisite: QuickBooks 1

This course focuses on setting up and using the modules for payroll, inventory, accounts receivable, and accounts payable.

Jul 26 | Gainesville
F, 9:00a-4:00p

Certified Paralegal \$2899 | 225 hrs | twelve months Open enrollment | self-guided Course Code: GES2034

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. After completing this course, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.

Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam.

The included voucher is prepaid access to sit for the Certified Paralegal exam through the National Association of Legal Assistants (NALA) upon eligibility. Proctor fees may apply, which are not included.

Digital Court Reporter Certificate \$999 | 60 hrs | six months Open enrollment | self-guided Course Code: GES2096

This course is designed to give participants a thorough understanding of how to be a digital court reporter, as well as broad training for covering legal proceedings. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure, and digital reporting software and equipment and be ready to take the AAERT Certified Electronic Reporters Exam.

Digital Court Reporting with Legal Transcription \$1599 | 120 hrs | six months Open enrollment | self-guided Course Code: GES2097

Court reporting is one of the fastest-growing career areas in the legal system. This course will prepare you to enter the court reporting field as a digital court reporter and a legal transcriber.

You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams offered by the American Association of Electronic Reporters and Transcribers (AAERT).

Legal Transcriptionist Certificate

\$999 | 80 hrs | six months
Open enrollment | self-guided
Course Code: GES2095

The legal transcriptionist has the important job of correctly transcribing and punctuating the spoken word in order to create a verbatim record for legal proceedings. This course will give you an understanding of the legal system including relevant ethics, professional standards, and procedures, and prepare you to sit for and pass the AAERT Certified Electronic Transcriber exam.

Certified Legal Secretary

\$2299 | 444 hrs | twelve months
Open enrollment | self-guided
Course Code: GES2106

The Certified Legal Secretary course will help you gain the skills you need to begin work as a legal secretary and prepare for the Accredited Legal Professional (ALP) certification exam through NALS, the Association of Legal Professionals.

Certified Social Media Manager

\$2595 | 240 hrs | nine months
Open enrollment | self-guided
Course Code: GES2143

This course provides comprehensive training and certification in social media management, equipping you with the necessary skills to effectively manage and optimize social media campaigns for businesses and organizations. Through this course, you can gain expertise in social media strategy, analytics, content creation, and community management.

Certified Brand Strategist

\$2295 | 120 hrs | six months
Open enrollment | self-guided
Course Code: GES2144

This course is designed for marketing professionals, business owners, brand managers, designers, and creatives interested in developing expertise in brand strategy and management. It offers a comprehensive curriculum to help you master the latest branding techniques and strategies.

Certified Business Data Analytics (CBDA) Prep

\$999 | 60 hrs | three months
Open enrollment | self-guided
Course Code: GES2122

Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives.

The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully.

Certified Lean Six Sigma Green Belt

\$1899 | 120 hrs | six months
Open enrollment | self-guided
Course Code: GES287

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. This unique course design provides on-the-job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. It's one of the best online courses for Six Sigma certification prep.

Certified Lean Six Sigma Black Belt

\$1999 | 120 hrs | six months
Open enrollment | self-guided
Course Code: GES2009

This course prepares you for the ASQ Certified Six Sigma Black Belt Examination and equips you to apply Six Sigma concepts and methods as a practitioner or consultant. As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams. In addition to mastering key Six Sigma concepts and methods, you'll obtain valuable information that will prepare you for the Six Sigma Black Belt certification offered by the American Society for Quality (ASQ).

Agile Analyst Certification (AAC) Prep

\$895 | 60 hrs | three months
Open enrollment | self-guided
Course Code: GES2137

IBA AAC recognizes a business analyst's ability to apply agile best practices effectively and deliver better business outcomes. The IIBA AAC Prep course enables one to learn the in-demand Agile analysis skills and demonstrate how effective analysis in an agile context can result in increased business and customer value.

Certified Virtual Assistant

\$2999 | 240 hrs | nine months
Open enrollment | self-guided
Course Code: GES2130

Master the skills of a virtual assistant in this virtual assistant training course and start your own virtual assistant business. Learn how to set up your virtual assistant packages, rates, and contracts, along with the tools for virtual assistants to offer a list of services for remote work.

Upon successfully completing the final exam, you will earn the Certified Virtual Assistant (CVA) certification through Lovegevity.

The Complete Project Manager Certificate with CAPM and PMP Prep

\$2249 | 250 hrs | twelve months
Open enrollment | self-guided
Course Code: GES251

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications. If you are interested in earning the CAPM and PMP credentials, you must schedule and pay for the exams on your own after course completion.

PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute. [Register at careertraining.ed2go.com/ung](https://www.careertraining.ed2go.com/ung)

PROFESSIONAL PHOTOGRAPHY CERTIFICATE

The Professional Photography Certificate is an up-to-date and comprehensive program, taught by professional freelance photographers, that covers the most important aspects needed to begin a career as a professional photographer.

APPROVED COURSES:

- Photography 1, 2, 3, & 4
- Digital Darkroom
- 4 Electives
- Photography Portfolio can replace one of the four required electives.

Photography 1

\$199 | 10 hrs

Jun 4 - Jun 25 | Dahlonega
Tu, 10:00a-12:30p

Jun 5 - Jun 26 | Gainesville
W, 6:00p-8:30p

Digital Darkroom

\$199 | 10 hrs

Prerequisite: Photography 1

Students will learn how to process digital images and prep them for printing.

Jul 23 - Aug 13 | Gainesville
Tu, 6:00p-8:30p

Photography Portfolio - Certificate Capstone Class

\$219 | 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, 3, & 4; Digital Darkroom, and 3 electives.

Jun 20 - Jul 18 | Gainesville
Th, 6:00p-8:30p

Photoshop Layers

\$129 | 5 hrs

The ability to create and control layers is what gives these programs their real editing power. It is also the technique that mystifies people the most. This class will show you how to create and use layers to improve your photos.

Jun 15 | Gainesville
Sa, 10:00a-4:00p



Wedding Photography

\$119 | 3 hrs

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 16 | Gainesville
F, 9:00a-12:00p

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 13 | Dahlonega
Sa, 9:00a-4:00p

Real Estate Photography *New*

\$129 | 6 hrs

This course introduces students to the essential equipment and techniques needed to create successful real estate photography. Topics covered include: gear (cameras, lenses and tripods), shooting techniques (composition and lighting), image processing and more. Students should bring their camera and lenses to class. What to look for when buying flash units and tripods will be discussed, but students should bring these items if they already have them.

Jun 8 | Gainesville
Sa, 9:00a-4:00p

Travel Photography

\$119 | 3 hrs

Preparation is essential to creating good travel images. In this class we will cover: setting goals and preparation for your trip, the right equipment to carry, review major camera controls, gaining access to locations, useful information guides and resources, traveling out of country and other logistics, possible copyright issues, and how light and composition impact your images.

Aug 10 | Dahlonega
Sa, 9:00a-12:00p

Introduction to Lightroom Classic CC

\$149 | 24 hrs | Open enrollment
Instructor-moderated | 6 weeks access

Save time as you enhance and manage your digital photos. This course will show you how to effectively edit and organize photos using Lightroom Classic CC with hands-on, easy-to-follow exercises that will help you perfect your digital photo collections.

Photographing Nature with Your Digital Camera

\$149 | 24 hrs | Open enrollment
Instructor-moderated | 6 weeks access

Discover how your nature photos can become works of art rather than just snapshots. This course will help you explore composition and lighting as you master your digital camera's controls and features to take exceptional nature photos in no time.

DRIVER'S EDUCATION CERTIFICATE PROGRAM

\$425 | 36 hrs

This program is approved by the Georgia Department of Driver Services to satisfy Joshua's Law requirements in order to obtain a driver's license. The program includes 30 hours of classroom time plus three 2-hour sessions in the car, for a total of six hours of individual instructional drive time.

Student **MUST** attend all thirty hours of classroom instruction and complete the six hours of in-car instruction to pass the course. Participants must have a valid driver's permit (Learner's License).

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Jun 3 - Jun 7 | Gainesville
M-F, 8:00a-2:30p

Jun 17 - Jun 22 | Gainesville
M-F, 8:00a-2:30p
No class on 6/19

Jul 15 - Jul 19 | Gainesville
M-F, 8:00a-2:30p

Driving Test Evaluation and Test Prep

\$129 | 2.5 hrs | Gainesville
Call to Register

This 2.5 hour private lesson will prepare students and practice required maneuvers on the basic skills portion of the driving test: parallel parking, turnabout and backing on DDS specified testing track under guidance of driving instructor. Students will also be taken on a simulated road test with scoring based on DDS guidelines.

Purpose: To evaluate and prepare students for the DDS test and familiarize students with test format and scoring parameters.

Note: This course involves behind-the-wheel practice, not classroom prep.

Six-Hour Driving Package

\$325 | 6 hrs | Gainesville
Call to Register

If you have completed your 30 hours of Driver's Education instruction online or through another approved program but still need actual behind-the-wheel driving instruction, this course is for you.

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Behind-The-Wheel Driving Lessons

\$119 | 2 hrs | Gainesville
Call to Register

Two-hour one-on-one driving lesson with Driver's Education Instructor. Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Oil Painting

\$119 | supplies not included | 15 hrs

Jun 18 - Jul 30 | Dahlonega
Tu, 6:00p-8:30p

Jun 20 - Aug 1 | Gainesville
Th, 6:00p-8:30p

Basic Handgun Safety Training

\$149 + supplies and range fee | 7 hrs

Minimum age is 21. There is an additional cost for range fee and supplies.

Jun 22 | Gainesville
Sa, 9:00a-5:00p

Heartsaver First Aid/CPR/AED

\$110 | 4 hrs

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 27 | Gainesville
Sa, 10:00a-2:00p

Situational Awareness *New*

\$99 | 3 hrs

Turning vigilance into a skill set can help you see and avoid danger before it happens. Being situationally aware means you can read the body language and hear the thoughts of potential predators. In other words, you know what's going on around you. Vigilance or situational awareness allows the average law-abiding citizen the ability to outthink and evade violent criminals before they can attack.

Jul 15 | Gainesville
M, 6:00p-9:00p

Introduction to Interior Design

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

Genealogy Basics

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Learn to trace your family history and make it come alive. This course provides hands-on examples that help you dig deeper into your family's past using several subscription-based websites that you will be able to access during the course.

Blogging and Podcasting for Beginners

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Blogging and Podcasting are great ways to express yourself, but maybe you're not sure how to start. This course will teach you how to successfully plan and create your very own blog and podcast using hands-on exercises and free web tools like Blogger, WordPress, Audacity, and YouTube.

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