

SUCCESS

COURSE CATALOG | FALL 2024

Inside:

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

UNG

UNIVERSITY of
NORTH GEORGIA™
OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION



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.

FALL 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.

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.

Sep 9 - Dec 11 | Gainesville
 M/W, 5:30p-9:30p
 No class on 11/27

EKG Technician Certificate
\$1799 | includes exam | 60 hrs

This program includes practical 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 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.

Program also includes textbooks, CPR training and the National Healthcareer Association (NHA) Certified EKG Technician (CET) exam.

Sep 9 - Nov 6 | Gainesville
 M/W, 9:00a-1:00p



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.

Sep 12 - Dec 12 | Gainesville
 Tu/Th, 5:30p-9:30p
 This class will also meet on Sa, 9:00 a.m. - 1:00 p.m.; 9/14, 9/21, 9/28, 10/12, 10/19, 10/26, 11/9, 11/16, 11/23, and 12/7.
 No class on 11/28

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.

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.

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.

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.

Oct 19 | Gainesville
Sa, 10:00a-2:00p

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).

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 Phlebotomy Technician \$3899 | 240 hrs | 6 months access Open enrollment | self-paced Course Code: GES1045 Exam voucher included

Prepare for a career as a Certified Phlebotomy Technician (CPT) and learn what it takes to be successful in this industry through this interactive and immersive course.

Includes a complimentary voucher to sit for the Certified Phlebotomy Technician (CPT) certification exam through the National Healthcareer Association (NHA) upon eligibility. The course also includes an opportunity to participate in an clinical experience.

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.

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.

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.

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 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.

Sep 10 | Gainesville
Tu, 9:00a-4:00p

Oct 8 | 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.

Nov 19 | Gainesville
Tu, 9:00a-4:00p



Microsoft Excel - Pivot Tables \$199 | 4 hrs

Learn all about Excel Pivot Tables in this specialty class. A PivotTable is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data. Begin with basic tasks such as preparing your data and using the wizard. Then learn about filters, custom reports, functions, and subtotals. The tools learned in this class will help you manage your source data.

Nov 7 | Th, 10:00a-3:00p | Gainesville

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

If you've mastered the basics of Excel and want to get better at writing formulas and functions, this specialty class is for you. Students will practice using a variety of formulas and functions and learn how to find the right formula for any situation. This class is designed for a learner that has an intermediate knowledge of Excel.

Dec 3 | Tu, 10:00a-3:00p | Gainesville

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.

Sep 24 | 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.

Oct 15 | Gainesville
Tu, 9:00a-4:00p

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.

Sep 17 | Gainesville
Tu, 9:00a-4:00p

Oct 29 | 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

Nov 12 | Gainesville
Tu, 9:00a-4:00p

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.

Finding, Hiring, & Keeping Young Professionals

\$299 | 6 hrs

Find ways to make your organization as attractive as possible to younger employees and enhance your ability to recruit them. Learn the best practices to engage and motivate your team members at whatever stage in life they're in.

Sep 10 | Gainesville
Tu, 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.

Oct 15 | Gainesville
Tu, 9:00a-4:00p

Assertiveness Skills for Managers and Supervisors

\$299 | 6 hrs

In this course, you will learn to adapt to people and situations in a confident, calm, self-assured manner allowing you to lead with confidence.

Oct 22 | Gainesville
Tu, 9:00a-4:00p

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.

Oct 29 | Gainesville
Tu, 9:00a-4:00p

Your Leadership Roadmap: Becoming the Leader You Want to Be

\$299 | 6 hrs

This course provides a step-by-step guide to developing yourself as a leader. Developing a Personal Leadership Development 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.

Nov 5 | Gainesville
Tu, 9:00a-4:00p

Effective Communication for the Technical Professional

\$299 | 6 hrs

Great communication skills start with connection and the first one you need to connect with is YOU! Understanding how you currently communicate is key to being able to adapt your communication style to that of your clients and coworkers. Master best practices for communicating intentionally whether you need to present, persuade, or tell a story.

Sep 19 | Gainesville
Th, 9:00a-4:00p

Managing Remote Teams

\$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.

Sep 6 | 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.

Oct 18 | 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.

Dec 6 | 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.

Sep 13 | 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.

Nov 22 | 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

This course will cover the essentials of photography and will teach students to improve their basic skills to enhance their images.

Sep 4 - Sep 25 | Dahlonega
W, 10:00a-12:30p

Sep 5 - Sep 26 | Gainesville
Th, 6:00p-8:30p

Photography 2 \$199 | 10 hrs

Prerequisite: Photography 1

This class will expand and build on Photo 1. It will begin with a review of the basics of how the camera operations and equipment, modes, settings, lenses and accessories will be reviewed. The basics of exposure using the three basic tools for getting good exposures (Shutter speed, aperture and ISO) will be discussed and how to apply them to different situations. A major focus of this class will be how light and photographic composition affect your images.

Oct 1 - Oct 22 | Gainesville
Tu, 10:00a-12:30p

Oct 1 - Oct 22 | Gainesville
Tu, 6:00p-8:30p

Photography 3 \$199 | 10 hrs

Prerequisite: Photography 1 & 2

Advanced techniques like shooting Panoramics, High Dynamic Range images and other special techniques will be covered. Other issues such as equipment and filters for Outdoor Photography are discussed.

Oct 29 - Nov 19 | Dahlonega
Tu, 10:00a-12:30p

Oct 30 - Nov 20 | Gainesville
W, 10:00a-12:30p

Digital Darkroom

\$199 | 10 hrs

Prerequisite: Photography 1

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.

Sep 10 - Oct 1 | Dahlonega
Tu, 10:00a-12:30p

Oct 31 - Nov 21 | Gainesville
Th, 6:00p-8:30p

Gibbs Gardens

\$119 | entry fee not included | 4 hrs

Join nature photographer and instructor Larry Winslett to explore Gibbs Gardens in Ball Ground, Georgia. There are many wonderful plantings and exhibits to explore for photographers. There will be plenty of opportunity to practice your nature photography, especially making great flower, close-up and macro images.

Sep 20 | Off-site - Ball Ground, GA
F, 9:00a-1:00p

Architectural Photography *New* \$129 | 5 hrs

Sep 28 | Dahlonega
Sa, 9:00a-2:00p

Real Estate Photography \$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.

Oct 19 | Gainesville
Sa, 9:00a-4:00p

Waterfalls and Mountain Streams Photography

\$149 | 6 hrs

Join instructor Larry Winslett for a day of shooting at some of North Georgia's most beautiful waterfalls and streams. Students will get plenty of practice with "moving water" and learning how shutter speeds affect the look and mood of your nature and water photographs. This course will be taught outdoors, rain or shine.

Note: Please note that there is a \$3 parking fee at some Forest Service parking sites.

Nov 15 | Off-site - North Georgia
F, 9:00a-4:00p

Black and White Photography \$119 | 3 hrs

This course discusses the basics of black and white photography. 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.

This is an advanced class. Students should have a good understanding of their camera and basic photo editing skills.

Nov 16 | Dahlonega
Sa, 9:00a-1:00p

Street Photography *New* \$129 | 5 hrs

This is hands-on class that will be held in beautiful downtown Dahlonega, a perfect setting for this type of photography. We will have fun shooting while learning the equipment, techniques and the do's and don'ts of this genre.

Nov 23 | Dahlonega
Sa, 9:00a-2:00p

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.

Sep 7 - Sep 16 | Gainesville
Sa/Su/Mo, 8:00a-2:30p
*9/16, 8:00a-11:30a

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.

Introduction to Drawing *New*

\$179 | supplies not included | 16 hrs

This class will cover shape, form, value, color, proportion, interpretation and expression. Students will learn how to sketch fruits, vases, flowers and other common objects of their choice. Graphite pencils and colored pencils will be used. A supply list will be given upon registration.

Sep 17 - Nov 5 | Gainesville
Tu, 6:00p-8:00p

Oil Painting

\$119 | supplies not included | 15 hrs

Sep 17 - Oct 22 | Dahlonoga
Th, 6:00p-8:30p

Sep 19 - Oct 24 | Gainesville
Th, 6:00p-8:30p

Oct 31 - Dec 12 | 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.

Sep 7 | Gainesville
Sa, 9:00a-5:00p

Nov 2 | Gainesville
Sa, 9:00a-5:00p

Situational Awareness

\$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.

Oct 19 | Gainesville
Sa, 6:00p-9:00p

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.

Sep 21 | Gainesville
Sa, 10:00a-2:00p

Conversational English

\$129 | 12 hrs

In this six-week Conversational English class, you will learn pronunciation and basic grammar. You will also learn English needed to communicate at a place of employment. Fast fluency phrasing to use in conversations every day will also be included.

Sep 17 - Oct 22 | Gainesville
Tu, 6:00p-8:00p

Basic Communicative Spanish I

\$179 | 12 hrs

Gain the skills needed to understand spoken Spanish and communicate effectively in real-life situations.

Sep 23 - Oct 17 | Hybrid
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

Conversational French

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

Proper pronunciation is essential for excellent communication. So, whether you intend to travel abroad or simply want to learn a fun new skill, the Beginning Conversational French course will help you master the basics of French pronunciation.

Discover Sign Language

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

Whether you are interested in learning sign language for personal or professional reasons, our course is perfectly designed to provide a convenient and effective way to achieve your goals. Learn sign language online today!

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