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Continuous learning required for today’s worker

As technology drives the global market, today’s workplace is changing dramatically and, in many cases, eliminating both time and geographic constraints. Business and industry must be responsive and agile in order to provide the products and services that their evolving customers require. Successful businesses poise themselves to quickly take advantage of gaps in supply or even create new demand.

Likewise, those in our workforce cannot afford to be idle. Approximately 72% of adult learners believe that technology will significantly change their job within five years.1 And, 43% worry this new technology will replace them altogether.2 Indeed, data shows that people now hold an average of 12 jobs in a lifetime.3 As a result, adults in the workforce must continue to develop their employability skillset.

Often, changes in employment are preceded or coupled with additional education and training. In a recent survey, 72% of adult learners say they will need additional education to keep up with advancements in their fields within the next five years.4 In addition, 68% of adults are likely to enroll in a degree or certificate program in the next five years.5 And, while millennials will make up 50% of the workforce by 2020, less than 40% feel they have the right skills and expect businesses to prepare them for success in today’s work environment.6 It should come as no surprise that 40% of the 19.8 million college students in the US are adult learners aged 25 and older.7 In order to stay competitive, adults must continue learning throughout their lives.

UNG Professional and Continuing Education is ready to assist in this effort by providing industry-relevant courses and training in a quick time-frame at a low cost. Pursing additional training means you will stay current by being up to date on the latest skills and technologies. Take a moment to explore our catalog. Inside you may find just what you need to better position yourself whether you are looking for career growth or change. We encourage you to keep investing in yourself!

Best Regards,

Wendy J. Estes
Director, Professional and Continuing Education

Registration Information
Online: www.ung.edu/ce
Phone: Call us at 678-717-2377
In Person: You may register in person at our Gainesville and Dahlonega campuses and Cumming City Hall, 4th Floor.

Cancellation 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-faq for more details.

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1 Adult Learner Motivations and Expectations in 2016, Pearson
Leadership and Supervision Master Certificate

In today’s economy, a successful leadership team can mean the difference between staying in business and closing your doors. The Leadership & Supervision 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 60 hours of classroom time within the approved course listing. Should you wish, you can sign up in advance for all ten courses for the Master Certificate Program for the discounted price of $1899.

Workplace Professional Certificate

This comprehensive program has been designed around five stand-alone courses that, when completed, give participants a highly sought-after skillset that is necessary for organizations to compete and win in today’s business environment. Should you wish, you can sign up in advance for all five courses for the Workplace Professional Certificate for a discounted price of $949.

The certificate consists of the following courses:

- Skill With People
- Managing Multiple Tasks, Priorities, & Deadlines
- Critical Elements of Customer Service
- Business Communication Basics
- Managing Your Personal and Professional Image
Managing Your Personal and Professional Image
$199, Hours: 6, CEUs: 0.6
Discover ways to boost your professional image and personal brand to build a strong reputation in the workplace. It takes more than a polished appearance to reflect responsibility, respect, manners and consideration of others. Learn how to create positive impressions that are reflected in your behavior, verbal communication and body language, whether face-to-face, in the workplace, or on social media. When practiced with consistency, these principles help you build trust, credibility and ultimately career advancement.
Jan 24 (Cumming City Hall)  |  Apr 25 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.  |  Thurs, 9:00 a.m. - 4:00 p.m.

Effectively Supervising People
$199, Hours: 6, CEUs: 0.6
This one-day workshop focuses on equipping supervisors with the skills they need to maximize their role as a leader. The workshop will highlight the importance of developing relationships with team members to get the highest level productivity. Participants new to the role as a supervisor or those supervisors with experience will learn how to give feedback, enhance communication skills and keep team members highly motivated while reducing turnover.
Jan 31 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.

Developing & Empowering People: Training, Coaching, and Delegating
$199, Hours: 6, CEUs: 0.6
Discover the meaning of ‘Empowerment and situational leadership’ and how the use of various styles of leadership will help develop and provide the level of support needed to get the productivity needed for a high performing team. Participants will understand the leader’s role in skill development, coaching, training and delegating and how these proven practices will increase productivity while helping to ensure an organization achieves their KPI (key performance index) objectives.
Feb 5 (Cumming City Hall)
Tues, 9:00 a.m. - 4:00 p.m.

Business Communication Basics
$199, Hours: 6, CEUs: 0.6
This course is designed to help you develop your positive interaction style with other people in the workplace. Participants will have the opportunity to improve the critical communication skills of listening, asking questions and being aware of nonverbal messages. Participants also learn more about the elements of communication and how to better manage oneself for a professional image.
Feb 7 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.
May 2 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

Critical Elements of Customer Service
$199, Hours: 6, CEUs: 0.6
Have you ever encountered an unpleasant customer and not known what to do? Do you worry that you’re not assertive enough with demanding people? Do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to strive for?
Feb 12 (Cumming City Hall)  |  Apr 11 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.  |  Thurs, 9:00 a.m. - 4:00 p.m.
People Management Skills: Managing Different Personalities
$199, Hours: 6, CEUs: 0.6
This seminar will teach you how to spot and identify the four basic personality types. You will gain a better understanding about those around you and also more about who you are. You will learn how to handle each personality in a positive and effective way. Elements covered in this class will strengthen the way you view and interact with others.
Feb 21 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.

Using Emotional Intelligence to Create a High Performing Project Team
$199, Hours: 6, CEUs: 0.6
Learn why a critical success factor in developing a high performance project team includes the use of both your IQ as well as your EQ (Emotional Intelligence).
This course will include:
• Defining EQ and why it is so important in project management
• Understanding the difference between IQ and EQ
• Giving EQ the status it deserves in leading project teams
• Discovering your personal EQ level as a leader
• Using SMART Goals to create a plan to develop your EQ
Feb 26 (Cumming City Hall) | Mar 7 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m. | Thurs, 9:00 a.m. - 4:00 p.m.

Fundamentals of Leadership
$199, Hours: 6, CEUs: 0.6
This one day fast paced seminar is packed with tools, techniques and industry best practices for current and aspiring leaders. Participants will discover the keys to being more effective and inspirational as a leader. The agenda will cover proven strategies, timely technique and powerful insights into becoming the manager that leads and develops high performing employees resulting in low turnover. The seminar will help you become the manager employees do not want to leave!
Feb 28 (Gainesville) | Mar 19 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m. | Tues, 9:00 a.m. - 4:00 p.m.

New Supervisor Boot Camp
$199, Hours: 6, CEUs: 0.6
Moving into the supervisor’s role often presents a perilous situation. We will discuss the management techniques and effective strategies for becoming a strong, confident and respected manager and leader.
Mar 4 (Dahlonega)
Mon, 9:00 a.m. - 4:00 p.m.

Customer Service 101
$199, Hours: 6, CEUs: 0.6
Learn how to deliver the outstanding customer service that makes your job easier and keeps your customers coming back for more. In this course, we’ll look at your various types of customers and explore how to build their loyalty by meeting their most basic needs. Topics to be discussed include hiring and retaining personnel for effective customer service, quality communications, building a customer-driven culture, common customer service pitfalls, and handling those people who are most demanding.
Mar 7 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.
Skill With People
$199, Hours: 6, CEUs: 0.6

Improve your work relationships by understanding people and how to communicate with impact. Discover how to listen, influence and successfully help others make decisions. Learn the secret to setting people’s moods, how to skillfully praise and thank people, make a good impression, and finally, how to skillfully engage in a good conversation. These simple, but seldom used skills will help strengthen workplace relationships.

Mar 14 (Gainesville) 
Thurs, 9:00 a.m. - 4:00 p.m.  
Apr 18 (Cumming City Hall) 
Thurs, 9:00 a.m. - 4:00 p.m.

Raising Your Leadership Lid
$199, Hours: 6, CEUs: 0.6

Ever wonder why your best efforts at being a great leader often fall short? John Maxwell teaches us that there are leadership lids that limit our capacity as leaders. The good news is we can learn how to lift those lids in order to rise above those limitations that keep us leading at a low capacity. There are “laws” of leadership that have stood the test of time and following them consistently have proven to be the most effective way to grow as a leader. Learn how to raise your leadership lid and see the difference you make in your organization!

Mar 21 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.

Managing Multiple Tasks, Priorities, and Deadlines
$199, Hours: 6, CEUs: 0.6

Defeat the sense of being “busy” but never getting anything done by learning to prioritize, set short-term goals, better organize your daily schedule and achieve what you want most from the day. Focus on getting started more efficiently on unpleasant tasks, staying on task, and building willpower to keep moving and avoid getting bogged down in specific projects. Identify where you waste time, and plan your time more effectively through patterns that work well for you in your work environment. Learn strategies to manage your time to reduce stress due to being overwhelmed with an endless “to do” list and multiple projects that wrestle for your attention.

Mar 26 (Gainesville) 
Tues, 9:00 a.m. - 4:00 p.m.  
Apr 23 (Cumming City Hall) 
Tues, 9:00 a.m. - 4:00 p.m.

Basic Photoshop for Small Business
$129, Hours: 6, CEUs: 0.6

In this class participants will learn how to use Photoshop to create practical materials that can be used in small businesses or organizations. You will learn how to use Photoshop to create business cards, flyers, posters, note cards, greeting cards, Power Point presentations and even basic E-Books to help market and grow your business. This class does require a basic understanding of Photoshop and is not for total beginners.

Apr 6 (Cumming City Hall) 
Sat, 9:00 a.m. - 4:00 p.m.
A n employee since 2005, Bethany Vega was one of 10 workers viewed by Kubota Industrial Equipment in Jefferson, Georgia as having great potential for advancement. As such, she and a group of employees were selected to participate in a 12-month leadership development program through University of North Georgia’s (UNG) Professional and Continuing Education (PCE).

Not only did Vega thrive in the program, she has taken an additional step. As a result of her experience through PCE, Vega has embarked on another challenge that she had started almost 20 years ago. Vega is now enrolled at UNG as a bachelor degree-seeking student in the Mike Cottrell College of Business.

Vega’s story is a familiar one to all who have experienced life interrupting our goals and dreams. And sometimes it takes the right set of circumstances or even just a nudge in the right direction for us to find our way back to realizing those dreams.

In Vega’s case, she enlisted in the U.S. Air Force in 1992 after graduating high school. During her military service, Vega also enrolled at Georgia Military College on Moody Air Force Base in Valdosta, Georgia and earned an associate degree in criminal justice. After receiving an honorable discharge in 1999 and being newly married, she enrolled at Valdosta State University in Valdosta, Georgia. Less than a year later, her young family moved north to Gainesville, Georgia.

Then, life happened. Changes in jobs and the birth of her son gave Vega a new perspective.

“At that time completing my bachelor’s degree became a low priority,” she said. “As a working mother, I did not want to miss anything from my son’s childhood. And that meant that my education would have to wait.”

Fast forward 16 years, and Vega once again prepared herself to attend classes on a university campus. Except this time, it was through the PCE Kubota leadership program at UNG. Vega said she was excited about returning to a higher education learning environment, but she had some fears from being away for so long.

“As an adult going back to the college classroom, even for a non-credit program, it can be intimidating,” she said. “But I was not alone as I was surrounded by my peers who had like-minded aspirations.”

She said they were ready to learn about leadership and apply those lessons to our roles at Kubota.

“As it turned out, even though the program did not lead to a degree, the level of instruction, curriculum, and group participation were perfect for starting back to school,” she said. “The knowledge I gained on how to be more effective in my role as a manager and leader, especially the ways to establish trust, motivate my team, and coach for improved performance was invaluable.”
Vega acknowledged she applied her coursework to her job immediately which boosted her confidence, and she realized that she wanted more.

“The change happened soon after the first class. I was excited and I knew I had the desire and ability to do this again. Being in the classroom reminded me that my continued education is important for my personal and professional growth,” she said. “The leadership program was awakening my drive to complete my degree. I didn’t want to put off any longer.”

While still in the Kubota PCE program, Vega talked to her family about enrolling at UNG to complete her bachelor degree. They were supportive of her decision. Now Vega is a junior majoring in business management.

As a wife, mother, employee, and student, Vega understands the time and energy constraints experienced by many who return to college. But she also realizes how important it can be to all aspects of her life.

“Like a lot of people, I have for many years focused on my family and work and put myself to the side. Taking classes again has forced me to take time for my personal growth,” she said. “This makes the time that I do have to spend with my family even more special. I am reminded how blessed I am to have a supportive husband and son. I am also reminded how fortunate I am to work for an amazing employer who believes in my ability.”

Vega said she feels grateful her employer is supportive of lifelong education in all forms and provides her with tuition assistance towards her degree.

“I absolutely love my job. I feel that the more educated I am, the more valuable I am to the company and the more I can offer,” she said. “Kubota also shares the same values when it comes to education and learning. And without the partnership between Kubota and PCE, it’s unlikely I would be a UNG student today. I probably would have gone back at some point in the future, but the continuing education program was the perfect bridge to take me from employee to degree-seeking employee.”

Vega also encourages other adults who are contemplating a return to the classroom, either through Professional and Continuing Education or to earn their degree, to take the leap.

“As a working adult, it is never the perfect time to go back to school,” she said. “You have to make now the perfect time. If you want it, you will make yourself and your education a priority. Don’t wait any longer, just do it.”
Lean Six Sigma Green Belt Certification for Healthcare Providers
$1500 Hours: 35 hours, CEUs: 3.5

Six Sigma is an enterprise-wide, project-driven quality improvement approach that emphasizes a systematic method to problem solving and decision-making based on data. Six Sigma results in increased customer satisfaction, improved quality and reduced costs. Lean is a method that concentrates on reducing waste by improving work flow and eliminating mistakes. Together, these two methodologies provide a powerful means for companies to delight their customers and improve bottom line results. Lean Six Sigma has been successfully applied in manufacturing firms, hospitals, educational institutions, banks, retail operations, insurance companies and other service-related industries. In each case, organizations can reduce waste, improve customer service and reduce costs.

In this Green Belt course, students will learn how to implement the Lean Six Sigma methodology in healthcare settings to improve patient satisfaction and deliver bottom line results. Participants will learn the five-phase DMAIC project approach and master quality tools that they can apply immediately at their workplaces. Lean Six Sigma can be used to improve patient scheduling, optimize supply levels, streamline office management, and improve record keeping. Most importantly, Lean Six Sigma can increase patient satisfaction. Upon successful completion of the class, students will earn their Green Belt Certificate. Classes will meet in an online session once per week for one hour.

Students should have at least a 2-year degree and should be able to solve basic algebraic equations. In addition, experience with using formulas and creating graphs in Microsoft Excel is extremely helpful.

Jan 29 - Mar 19 (Online)
Tues, 6:30 - 7:30 p.m.

Lean Six Sigma Green Belt Certification
$1500 Hours: 35 hours, CEUs: 3.5

Six Sigma is an enterprise-wide, project-driven quality improvement approach that emphasizes a systematic method to problem solving and decision-making based on data. Six Sigma results in increased customer satisfaction, improved quality and reduced costs. Lean is a method that concentrates on reducing waste by improving work flow and eliminating mistakes. Together, these two methodologies provide a powerful means for companies to delight their customers and improve bottom line results. Lean Six Sigma has been successfully applied in manufacturing firms, hospitals, educational institutions, banks, retail operations, insurance companies and other service-related industries. In each case, organizations can reduce waste, improve customer service and reduce costs.

In this Green Belt course, students will learn how to implement the Lean Six Sigma methodology in their organizations to improve customer satisfaction and deliver bottom line results. Participants will learn the five-phase DMAIC project approach and master quality tools that they can apply immediately at their workplaces. Students practice performing analysis and applying Six Sigma tools using a hospitality industry case study. Upon successful completion of the class, students will earn their Green Belt Certificate. Classes will meet together online once per week for one hour.

Students should have at least a 2-year degree and should be able to solve basic algebraic equations. In addition, experience with using formulas and creating graphs in Microsoft Excel is extremely helpful.

Jan 31 - Mar 21 (Online)
Thurs, 6:30 - 7:30 p.m.
Project Management Certificate

Project Management is a growing field increasingly used by businesses of all sizes to provide a framework for accomplishing goals. Learn to apply knowledge, skills, tools, and techniques to a broad range of activities in order to successfully meet predetermined project requirements. In our global economy, completing a project on time and on budget can determine a business’s success or failure. Every project is different, but all projects share the same potential to achieve superior results if ideas are appropriately and purposefully guided into reality. Understanding effective project management principles can help your organization implement both large-scale and small-scale projects on time, on budget, with minimal disruption and with maximum success!

A Certificate in Project Management will be awarded to anyone who successfully completes the following courses: Project Management Foundations, Planning, Scheduling, and Control, and Identifying and Managing Risk. Project Management Certificate courses are indicated with a PMC.

Project Management Foundations (PMC)
$699, Hrs: 18, CEUs: 1.8
In this three-day course, you will be introduced to the concepts and best practices of project management. You will learn project management skills through case studies, hands-on exercises and practical experiences that can be applied immediately to your job. Project Management Foundations gives you the fundamentals, techniques and tools to manage your project to success.

Feb 12, 13, & 14 (Gainesville)
Tues-Wed-Thurs, 9:00 a.m. - 4:00 p.m.
Feb 19, 20, & 21 (Cumming City Hall)
Tues-Wed-Thurs, 9:00 a.m. - 4:00 p.m.

Planning, Scheduling, and Control (PMC)
$599, Hrs: 12, CEUs: 1.2
Planning is perhaps the most important aspect of tackling a project. In this two-day course, you will get hands-on experience practicing your skills in building project requirements and developing the work breakdown structure. You will learn the basis for scope, time, and cost planning along with how to construct the work breakdown structure, develop the project schedule, estimate activity costs and contingency, and develop the project budget.

Prerequisite: Project Management Foundations
Mar 5 & 6 (Gainesville)
Tues & Wed, 9:00 a.m. - 4:00 p.m.
Mar 13 & 14 (Cumming City Hall)
Wed & Thurs, 9:00 a.m. - 4:00 p.m.

Identifying and Managing Risk (PMC)
$599, Hrs: 12, CEUs: 1.2
Risk management, as an integrated component of successful project management, allows you to understand the uncertainty that is part of all project work and how to effectively manage that uncertainty. In this two-day course, you will learn the concepts and building blocks to successful risk management. The course focuses on how to identify, qualify, prioritize and manage project risks to help ensure success. You will learn project risk management skills through case studies, hands-on exercises and practical experiences that can be applied immediately to your job.

Prerequisite: Project Management Foundations
Apr 16 & 17 (Gainesville)
Tues & Wed, 9:00 a.m. - 4:00 p.m.
Apr 24 & 25 (Cumming City Hall)
Wed & Thurs, 9:00 a.m. - 4:00 p.m.
Using Emotional Intelligence to Create a High Performing Project Team
$199, Hours: 6, CEUs: 0.6
Learn why a critical success factor in developing a high performance project team includes the use of both your IQ as well as your EQ (Emotional Intelligence). See full description on page 4.
Feb 26 (Cumming City Hall) | Mar 7 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m. | Thurs, 9:00 a.m. - 4:00 p.m.

Supply Chain Management
$299, Hrs: 6, CEUs: 0.6
All leaders want their projects to be well-executed, on time, and on budget. There is a true art (and science) to project management. Without the core of effective project management, a project can be crippled in the preparation and implementation. In this class, the basic processes and methodologies of project management for the Supply Chain Industry will be covered. Participants will gain the knowledge to understand the various project management methodologies and how to apply them to the Supply Chain Industry.
Mar 28 (Gainesville) | Apr 9 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m. | Tues, 9:00 a.m. - 4:00 p.m.

Project Management Professional (PMP®) Prep Course
$249, Hours: 6, CEUs: 0.6
In this one-day course, you will learn how to prepare for the Project Management (PMP®) certification exam. You will learn tips to submit the required application to register for the exam. There will also be a review of requirements to take the exam and the exam structure. A 200-question multiple choice mock PMP exam will also be administered and reviewed. In addition, attendees will be provided with a list of resources to further assist with preparing for the exam after the one-day course.
May 8 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.
When looking for training we needed a locally based cost-effective program with a curriculum that met HOMESTAR’s standards.

STEVE LOVIG
Director of Human Resources at HOMESTAR Financial Corporation
In 2002, HOMESTAR Financial Corporation started its home mortgage lending business with only seven employees at its headquarters in Gainesville, Georgia. In the 16 years since, HOMESTAR has grown its business exponentially, employing more than 600 people to serve 84 branches in 12 states.

This tremendous growth prompted Steve Lovig, director of human resources with HOMESTAR, to search for a quality training program, because he recognized the importance of project management and the benefits it can provide. Project management is the application of knowledge, tools, and techniques to assign activities to meet a project’s requirements. A successful project will be completed on-time, within budget, and meet established goals.

Lovig found the training program to suit HOMESTAR’s needs through University of North Georgia’s (UNG) Office of Professional and Continuing Education (PCE).

“When looking for training we needed a locally based cost-effective program with a curriculum that met HOMESTAR’s standards,” Lovig said. “It also needed to accommodate the number of employees who we wanted to train coupled with a flexible schedule. Professional and Continuing Education at UNG delivered on all of these expectations.”

PCE’s curriculum is approved by the Project Management Institute (PMI), which is the industry’s nonprofit standards body. PMI is the most significant provider of license and credential services to the project management profession. Courses taken through PCE count toward the project management education hours needed by an individual to qualify to take the Project Management Professional (PMP) exam with PMI.

Brooke Smith, associate director of Professional and Continuing Education at UNG, worked with Lovig to design a training program to reach HOMESTAR’s intended outcomes.

“We were able to customize our curriculum to meet the direct needs of HOMESTAR,” Smith said. “Our instructors were able to pull in real-life examples that HOMESTAR employees dealt with on a daily basis, making the training relatable and something they could go back to the office and use immediately.”

Smith said PCE’s customized approach, coupled with its designation as a Registered Educational Provider with PMI, sets its training apart from others.

“Our main goal is to provide individuals quality, credentialed training that will enhance their current skill set and improve their company.”

Lovig said the training served as the catalyst for HOMESTAR to implement a full-time project management office. It currently has five full-time employees.

“HOMESTAR has experienced huge cultural changes since our training through UNG where project management is becoming a way of life and a driving force on how we operate day to day,” he said. “PCE provided us the understanding of what project management is and the importance of implementing it at HOMESTAR. Without quality training from PCE, we might have felt it unimportant to our business success.”

According to PMI’s Job Growth Report, the project management-oriented labor force is expected to grow in nine years from 6.7 million to 8.8 million in the United States (pmi.org).

The profession is not only growing in employee figures, but in earnings as well. In 2017, wages of project management-oriented workers were higher on average than wages of non-project-oriented professionals.
Human Resources Management Certificate Program
$1599 (includes SHRM materials), Hours: 36, CEUs: 3.6

Our SHRM-CP/SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need in order to excel in their careers today.

Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

As an added advantage, the SHRM Learning System is used, which has a long and established track record of helping HR certification candidates beat average pass rates. The system features relevant HR content and advanced tools that streamline study time, accelerate learning, and build confidence for passing the SHRM-CP/SHRM-SCP exam.

Feb 5 - Apr 30, skip 4/2 (Cumming City Hall)
Tues, 6:00 - 9:00 p.m.

Feb 7 - May 2, skip 4/4 (Gainesville)
Thurs, 6:00 - 9:00 p.m.
Conversational English
$129, Hrs: 18, CEUs: 1.8
In the 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. Students may attend successive sessions to learn more and more! This class is designed for beginning to low intermediate level students.

Jan 14 - Feb 20 (Gainesville)
Mon & Wed, 6:00 - 7:30 p.m.

Mar 4 - Apr 17, skip 4/1 & 4/3 (Gainesville)
Mon & Wed, 6:00 - 7:30 p.m.

Basic Communicative Spanish I
$129, Hrs: 12, CEUs: 1.2
Spanish is the “second language” of the U.S., and more and more business is being conducted with Spanish-speaking countries. Whether you want to converse with customers, co-workers, neighbors or prepare for a trip abroad, this course will give you the skills needed to understand spoken Spanish and communicate effectively in real-life situations.

Jan 23 - Feb 27 (Cumming City Hall)
Wed, 6:30 - 8:30 p.m.

Feb 4 - Mar 18, skip 2/11 (Gainesville)
Mon, 6:30 - 8:30 p.m.

Apr 8 - May 13 (Gainesville)
Mon, 6:30 - 8:30 p.m.

Basic Communicative Spanish II
$129, Hrs: 12, CEUs: 1.2
This course is the result of the many requests by students who took Basic Communicative Spanish I. There will be a review of previously learned speaking skills, with an emphasis on grammar. Writing and translating will also be covered. Much of the course will be tailored to meet the specific needs of the participants. Those who have not taken the first class, but have a basic knowledge of Spanish, are also welcome to register.

Apr 17 - May 22 (Cumming City Hall)
Wed, 6:30 - 8:30 p.m.

Spanish for Healthcare Professionals
$179 (plus book), Hrs: 16, CEUs: 1.6
Description on page 21.

Feb 6 - Mar 27 (Gainesville)
Wed, 6:30 - 8:30 p.m.

Apr 10 - May 29 (Gainesville)
Wed, 6:30 - 8:30 p.m.

Grants That Get Funded: A Primer on Grant Writing and the Granting Process
$199, Hours: 6, CEUs: 0.6
Areas to be discussed include trends in charitable giving and government support, finding funders, developing relationships with funders, writing the grant application, the role of grants in an overall fundraising strategy and managing grant income.

Mar 8 (Dahlonega)
Fri, 9:00 a.m. - 4:00 p.m.

Write Your First Novel
$149, Hours: 12, CEUs: 1.2
You will learn the building blocks that make up quality fiction: plot, character development, narrator and point of view, dialogue, and voice. You will spend time beginning to write your novel, and share excerpts of your drafts with each other in a “writer’s workshop” format. You will write 8 to 10 pages of your novel-in-process each week. At the end of the course, we will discuss the publishing process-agents, editors, and the book business so you will know what happens after you’ve finished that first full draft.

Mar 25 - Apr 29 (Dahlonega)
Mon, 6:00 - 8:00 p.m.

Independently Publishing Your Book
$129, Hours: 6, CEUs: 0.6
Have you written a book and want to bypass traditional publishers? This is a three-part course in formatting, editing, and independently (and economically) publishing your work as an ebook or as a print-on-demand book, taught by two professional writers with experience in both fields.

Apr 10 - Apr 24 (Gainesville)
Wed, 6:00 - 8:00 p.m.
Real Estate Salesperson’s Pre-Licensing
$499 (includes book), Hrs: 80, CEUs: 8.0
This face-to-face course covers the fundamentals of real estate practices and policies and is approved by the Georgia Real Estate Commission. It is designed to assist the student preparing for the Georgia Real Estate Salesperson’s License Examination. The State Exam may be taken after successful completion of this course.
Feb 11 - Apr 29, skip 3/20, 4/1 & 4/3 (Gainesville)
Mon & Wed, 6:00 - 10:00 p.m.

Real Estate Salesperson’s Pre-Licensing “Cram” Course
$199, Hrs: 12, CEUs: 1.2
The cram course is an absolute must for anyone who is preparing to take the Georgia Real Estate Salesperson’s Examination. This course has been specifically designed to be an extensive review of the pre-license requirements covering all aspects of the material.
Apr 27 & 28, (Gainesville)
Sat & Sun, 9:00 a.m. - 4:00 p.m.

Real Estate Salesperson’s Pre-Licensing (Online)
$375, Hrs: 75, CEUs: 7.5
This course has everything needed to satisfy Georgia’s state education requirement for a real estate salesperson to qualify to take the state licensing exam. This course is an excellent introduction or review of the fundamentals of completing and presenting Georgia Association of REALTORS form real estate contracts.
Courses are six months in length and begin at any time.
**Heartsaver First Aid/CPR/AED**
$90, Hrs: 4, CEUs: 0.4

Heartsaver First Aid/CPR/AED is an 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 will earn an AHA two-year certificate.

- Jan 26 (Gainesville)
  Sat, 10:00 a.m. - 2:00 p.m.
- Mar 23 (Cumming City Hall)
  Sat, 10:00 a.m. - 2:00 p.m.
- May 11 (Dahlonega)
  Sat, 10:00 a.m. - 2:00 p.m.

**Basic Life Support (BLS) for Healthcare Professionals**
$75, Hrs: 4, CEUs: 0.4

Basic Life Support for Healthcare Providers is a classroom course 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.

- Feb 9 (Gainesville)
  Sat, 10:00 a.m. - 2:00 p.m.
- Feb 12 (Cumming City Hall)
  Tues, 9:00 a.m. - 1:00 p.m.
- Mar 16 (Cumming City Hall)
  Sat, 10:00 a.m. - 2:00 p.m.
- Apr 13 (Dahlonega)
  Sat, 10:00 a.m. - 2:00 p.m.
- May 9 (Cumming City Hall)
  Thurs, 9:00 a.m. - 1:00 p.m.
- May 18 (Gainesville)
  Sat, 10:00 a.m. - 2:00 p.m.

**Electrical Recertification Workshop**
$79, Hrs: 4, CEUs: 0.4

This four-hour workshop is for electricians who want to satisfy the mandatory state requirements for renewal of their Georgia Electrical Contractors Certificate of Competency. Please bring your code book to the workshop.

- Mar 12 (Cumming City Hall)
  Tues, 5:00 - 9:00 p.m.

**Plumbing Recertification Workshop**
$79, Hrs: 4, CEUs: 0.4

This four-hour workshop will satisfy the mandatory state requirement for annual renewal of your Georgia Plumbing Certificate of Competency. Please bring your code book to the workshop.

**Fee:** $79, **Hours:** 4, **CEUs:** 0.4

- Mar 23 (Dahlonega)
  Sat, 8:30 a.m. - 12:30 p.m.

**Basic Handgun Safety Training Course**
$99 (plus supplies and range fee)
Hours: 7, CEUs: 0.7
$89 (for a 2nd person)
Must call to register for discount.

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. Following the classroom portion students will meet at a local gun range. At this time, the instructor will teach proper sight alignment, trigger pull, stance, breathing, and grip.

**Minimum age is 21.**

- Jan 19 (Gainesville)
  Sat, 9:00 a.m. - 5:00 p.m.
- Feb 16 (Dahlonega)
  Sat, 9:00 a.m. - 5:00 p.m.
- Mar 23 (Cumming City Hall)
  Sat, 9:00 a.m. - 5:00 p.m.
- Apr 13 (Gainesville)
  Sat, 9:00 a.m. - 5:00 p.m.
- May 18 (Cumming City Hall)
  Sat, 9:00 a.m. - 5:00 p.m.
Dental Assisting
$1399, Hours: 80, CEUs: 8.0

This program prepares students for entry level positions in one of the fastest growing health care positions. The purpose of this course 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. 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 operatory, 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. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. This program includes 80 hours of classroom instruction and hands-on labs, 40-hour clinical externship opportunity, textbooks and CPR training.

NOTE: This course is designed to prepare students to sit for the DANB Radiology Health and Safety Examination (RHS). Many states require that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. Exam fee is not included in registration fee.

Feb 5 - Mar 14 (Dahlonega)
Tues & Thurs, 9:00 a.m. - 4:30 p.m.

Feb 12 - May 23, skip 4/2 & 4/4 (Cumming City Hall)
Tues & Thurs, 6:30 - 9:30 p.m.

Feb 19 - May 30, skip 4/2 & 4/4 (Gainesville)
Tues & Thurs, 6:30 - 9:30 p.m.
Medical Administrative Assistant

$1220, Hours: 50, CEUs: 5.0

This program prepares students to function effectively in many of the administrative and clerical positions in the health care industry which are in great demand. 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 includes 50 hours of classroom instruction, textbooks, CPR training and national exam.

NOTE: Upon successful completion of the 50 hours of classroom instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) national examination.

Feb 19 - Apr 30, skip 4/2 & 4/4 (Gainesville)
Tues & Thurs, 6:30 - 9:30 p.m.

Mar 18 - May 1, skip 4/1 & 4/3 (Dahlonega)
Mon & Wed, 9:00 a.m. - 2:30 p.m.

May 2 - Jun 11 (Cumming City Hall)
Tues & Thurs, 9:00 a.m. - 2:30 p.m.

Medical Billing and Coding

$1999, Hrs: 80, CEUs: 8.0 New

Medical billing and coding professionals keep records, calculate patient charges and review files. Duties include: reviewing records; calculating charges for a patient’s procedure and service and preparing itemized statements and submitting claims to third party payers. Medical Coders are responsible for the collection of physician charges and patient data to ensure that claims are submitted to insurance carriers accurately and in the most efficient and expeditious manner. Additionally, Medical Coders determine codes for physician procedures and diagnosis - using ICD-10 and CPT-4 coding protocols - for third party billing purposes. This course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims (EOB’s) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (introduction and guidelines) 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). This program includes 80 hours of classroom instruction, textbooks, and CPR training. Exam fee is not included in registration fee.

NOTE: 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. After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Mar 19 - May 2, skip 4/2 & 4/4 (Dahlonega)
Tues & Thurs, 9:00 - 4:30 p.m.
**Pharmacy Technician**  
$1399, Hrs: 50, CEUs: 5.0

This program prepares students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands on labs, 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 includes 50 hours of classroom lecture and hands-on labs, 80-hour clinical externship opportunity, textbooks and CPR training.

**NOTE:** Upon successful completion of the 50 hours of classroom instruction, students will be eligible to sit for the Pharmacy Technician Certification Board (PTCB) national exam. Exam fee is not included in registration fee.

Jan 28 - Mar 27 *(Cumming City Hall)*  
Mon & Wed, 6:30 - 9:30 p.m.

Feb 4 - Mar 11 *(Dahlonega)*  
Mon & Wed, 9:00 a.m. - 2:30 p.m.

Feb 18 - Apr 24, skip 4/1 & 4/3 *(Gainesville)*  
Mon & Wed, 6:30 - 9:30 p.m.

May 2 - Jun 6 *(Cumming City Hall)*  
Tues & Thus, 9:00 a.m. - 2:30 p.m.

**Clinical Medical Assistant**  
$2860, Hours: 140, CEUs: 14.0

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. 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 includes 140 hours of classroom lecture and hands-on labs, 160-hour clinical externship opportunity, textbooks, CPR training, and national exam.

**NOTE:** Upon successful completion of the 140 hours of classroom instruction, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Feb 5 - Apr 23, skip 4/2 & 4/4 *(Dahlonega)*  
Tues & Thurs, 9:00 a.m. - 4:30 p.m.

Feb 5 - Apr 23, skip 4/2 & 4/4 *(Cumming City Hall)*  
Tues & Thurs, 9:00 a.m. - 4:30 p.m.

Feb 12 - May 30, skip 4/2 & 4/4 *(Cumming City Hall)*  
Tues & Thurs, 6:30 - 9:30 p.m.  
This class will also meet on Sat, 9:00 a.m. - 4:30 p.m.; 2/23, 3/9, 3/23, 3/30, 4/13, 4/27, 5/4, and 5/11.

Mar 11 - Jul 1, skip 4/1, 4/3, & 5/27 *(Gainesville)*  
Mon & Wed, 6:30 - 9:30 p.m.  
This class will also meet on Sat, 9:00 a.m. - 4:30 p.m.; 3/23, 3/30, 4/13, 4/27, 5/11, 5/18, 6/1 and 6/15.
**Phlebotomy Technician**

$1820, Hrs: 90, CEUs: 9.0

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 includes 90 hours of classroom lecture and hands-on labs, textbooks, CPR training and national exam.

**NOTE:** Upon successful completion of the 90 hours of classroom instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) national examination.

- **Feb 4 - Mar 20 (Dahlonega)**
  Mon & Wed, 9:00 a.m. - 4:30 p.m.
- **Feb 19 - May 16, skip 4/2 & 4/4 (Gainesville)**
  Tues & Thurs, 6:30 - 9:30 p.m.
  This class will also meet on Sat, 9:00 a.m. - 3:00 p.m.; 3/2, 3/23, 4/13 and 4/27.

**EKG Technician**

$1220, Hrs: 50, CEUs: 5.0

This program prepares students to function as EKG Technicians. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment, and perform hands-on 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 includes 50 hours of classroom lecture and hands-on labs, textbooks, CPR training and national exam.

**NOTE:** Upon successful completion of the 50 hours of classroom instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified EKG Technician (CET) national examination.

- **Jan 28 - Apr 1 (Cumming City Hall)**
  Mon & Wed, 6:30 - 9:30 p.m.
- **Feb 19 - Apr 30, skip 4/2 & 4/4 (Gainesville)**
  Tues & Thurs, 6:30 - 9:30 p.m.

**Basic Life Support (BLS) for Healthcare Professionals**

$75, Hrs: 4, CEUs: 0.4

See page 17 for description and dates.

**Spanish for Healthcare Professionals**

$179 (plus book), Hrs: 16, CEUs: 1.6

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your resume can broaden your career horizons. This course focuses on the survival Spanish medical personnel really need to know in a medical setting. This course will focus on learning the basics of Spanish pronunciation, and then move right into simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, students get to the core of the course as they discover how to ask about symptoms, medical histories, discomfort, insurance, and patients’ feelings. Students also learn how to talk about body parts, diets, and medical care and treatment.

- **Feb 6 - Mar 27 (Gainesville)**
  Wed, 6:30 - 8:30 p.m.
- **Apr 10 - May 29 (Gainesville)**
  Wed, 6:30 - 8:30 p.m.
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 to help you find success no matter what your goal.

To receive the Microsoft Office Certificate, students must complete: Microsoft Word 1, Microsoft Word 2, Microsoft Excel 1, Microsoft Excel 2, Microsoft PowerPoint and Microsoft Outlook. Sign up for all courses at once for a discounted price of $999.00. Call 678-717-2377 for more details.

Microsoft Office Certificate courses are indicated with an MOC.
Microsoft Word 1 (MOC)
$179, Hrs: 6, CEUs: 0.6

In this hands-on course, students will use word processing software to 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. Formatting using various features, font types, styles and sizes will be discussed in detail along with how to use the thesaurus and spell check, format envelopes, and print preview. This course uses Microsoft Word 2016.

Jan 15 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Feb 6 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Mar 5 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.

Mar 5 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Mar 27 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Microsoft Word 2 (MOC)
$179, Hrs: 6, CEUs: 0.6

This class goes beyond MS Word 1 to include 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. This course uses Microsoft Word 2016.

Jan 22 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Feb 13 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Mar 12 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Mar 19 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.

Apr 10 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Microsoft Outlook (MOC)
$179, Hrs: 6, CEUs: 0.6

Students will 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. This course uses Microsoft Outlook 2016.

Jan 29 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Feb 20 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Mar 19 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Apr 17 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Apr 23 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.

Microsoft PowerPoint (MOC)
$179, Hrs: 6, CEUs: 0.6

This course covers all of the tools needed to design and create effective multimedia presentations. Students will begin by creating a basic presentation then move on to advanced skills. Editing tools will be used to enhance PowerPoint presentations with transitions and animations. This course uses Microsoft PowerPoint 2016.

Jan 30 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Feb 19 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Mar 20 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Apr 16 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Apr 30 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.
Microsoft Excel 1 (MOC)
$179, Hrs: 6, CEUs: 0.6
In this course, students will learn the basics of spreadsheet construction and formatting, including how to create, save, open, and print spreadsheets. A basic 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. This course uses Microsoft Excel 2016.

Jan 16 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.
Feb 5 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.
Mar 6 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.
Mar 26 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.
Apr 2 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.
May 8 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.
May 14 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Microsoft Excel 2 (MOC)
$179, Hrs: 6, CEUs: 0.6
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. This course uses Microsoft Excel 2016.

Jan 23 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.
Feb 12 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.
Mar 13 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.
Apr 9 (Dahlonega)
Tues, 9:00 a.m. - 4:00 p.m.
Apr 9 (Gainesville)
Tues, 9:00 a.m. - 4:00 p.m.

Microsoft Excel - Pivot Tables
$119, Hrs: 4, CEUs: 0.4
Learn all about Excel Pivot Tables in this new 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, you will learn about filters, custom reports, functions, and subtotals. This course uses Microsoft Excel 2016.

Feb 26 (Gainesville)
Tues, 10:00 a.m. - 3:00 p.m.
Mar 7 & 14 (Dahlonega)
Thurs, 1:00 - 3:00 p.m.
Apr 8 & 15 (Cumming City Hall)
Mon, 1:00 - 3:00 p.m.

Microsoft Excel - Formulas and Functions
$119, Hrs: 4, CEUs: 0.4
If you’ve mastered the basics of Excel and want to get better at writing formulas and functions, this specialty class is for you. Learn how to find the right formula for any situation. You will practice using a variety of formulas and functions and learn about more advanced functions too. This course uses Microsoft Excel 2016.

Mar 21 & 28 (Dahlonega)
Thurs, 1:00 - 3:00 p.m.
Apr 22 & 29 (Cumming City Hall)
Mon, 1:00 - 3:00 p.m.
Apr 23 (Gainesville)
Tues, 10:00 a.m. - 3:00 p.m.
Photoshop Elements 1
$179, Hours: 6, CEUs: 0.6
Adobe Photoshop Elements 15 software helps you enhance your photos with easy-to-use picture editing options. Students will learn how to organize, edit and create photos by exploring a variety of editing tools.

Jan 23 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.

Jan 31 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

Apr 18 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

Apr 24 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.

Photoshop Elements 2
$179, Hours: 6, CEUs: 0.6
This class goes beyond the basics of photo editing. Adobe Photoshop Elements Part 2 is meant to reinforce photo enhancement skills with time spent reviewing and taking a closer look at the variety of tools that effect exposure, color, and composition.

Feb 13 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.

Feb 28 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

May 9 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

May 15 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.

Build a Basic Web Page
$189, Hrs: 8, CEUs: 0.8
Students will use web-based applications to design a site with easy drag and drop tools, designer-made templates, and image galleries. In addition, students will design web pages using HTML code and Notepad. Your new site will consist of a home page and at least three supporting pages with hyperlinks and images. This course will also cover the resources needed to publish your web page to the Internet.

Mar 15 (Cumming City Hall)
Fri, 8:30 a.m. - 5:30 p.m.

May 7 (Gainesville)
Tues, 8:30 a.m. - 5:30 p.m.

May 14 (Dahlonega)
Tues, 8:30 a.m. - 5:30 p.m.

Basic Photoshop for Small Businesses
$129, Hrs: 6, CEUs: 0.6
In this class, participants will learn how to use Photoshop to create practical materials that can be used in small businesses or organizations, such as business cards, flyers, posters, note cards, greeting cards, Power Point presentations and even basic E-Books to help market and grow your business. This class does require a basic understanding of Photoshop.

Apr 6 (Cumming City Hall)
Sat, 9:00 a.m. - 4:00 p.m.

Adobe Photoshop CC
$179, Hrs: 6, CEUs: 0.6
This course details Photoshop features and creative options. It shows efficient ways to perform common editing tasks, including noise reduction, shadow and highlight detail recovery, retouching, and combining multiple images. The course explores techniques for nondestructive editing and compositing using layers, blending modes, layer masks, and more.

Apr 11 (Cumming City Hall)
Thurs, 9:00 a.m. - 4:00 p.m.

Adobe InDesign CC 1 New
$179, Hrs: 6, CEUs: 0.6
In this course students will learn the basics of Adobe InDesign, the industry standard for publishing, and create single-page documents, such as flyers, programs, and brochures. The course will walk you through the program step-by-step, teaching you what you need to know to gain a working knowledge of InDesign. Students will also learn graphic design principles, such as typography, visual hierarchy, and grid design.

Mar 29 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

Adobe InDesign CC 2 New
$179, Hrs: 6, CEUs: 0.6
This course is a continuation from InDesign 1 and applies more advanced concepts of the program. Students will continue learning Adobe InDesign and graphic design to create multi-page documents, such as booklets, magazines, and books.

May 1 (Gainesville)
Wed, 9:00 a.m. - 4:00 p.m.
**QuickBooks 1**

$199, Hrs: 6, CEUs: 0.6

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 and interpret the financial reports. QuickBooks 2016 will be used.

Jan 25 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

Feb 8 (Cumming City Hall)
Fri, 9:00 a.m. - 4:00 p.m.

Feb 15 (Dahlonega)
Fri, 9:00 a.m. - 4:00 p.m.

Mar 22 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

Apr 12 (Cumming City Hall)
Fri, 9:00 a.m. - 4:00 p.m.

**QuickBooks 2**

$199, Hrs: 6, CEUs: 0.6

This course is a continuation of the QuickBooks 1 course and focuses on setting up and using the modules for payroll, inventory, accounts receivable and accounts payable. These modules are used to invoice customers, record payments, pay bills, manage inventory, create purchase orders, and process payroll. QuickBooks 2016 will be used.

Feb 22 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

Mar 8 (Cumming City Hall)
Fri, 9:00 a.m. - 4:00 p.m.

Mar 15 (Dahlonega)
Fri, 9:00 a.m. - 4:00 p.m.

Apr 26 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

May 10 (Cumming City Hall)
Fri, 9:00 a.m. - 4:00 p.m.

**Bookkeeping I**

$199, Hrs: 6, CEUs: 0.6  New

In this class, students will understand and 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:** QuickBooks 1

Mar 1 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

**Bookkeeping II**

$199, Hrs: 6, CEUs: 0.6  New

This course is a continuation of the Bookkeeping 1 course and focuses on Payroll, Asset Depreciation, and Inventory. Students will learn to distinguish between employee categories, understand federal and state requirements, complete forms for reporting, and post transactions related to payroll processing. Various depreciation methods will be covered for determining the cost and life of asset types as well as inventory valuation methods such as LIFO, FIFO, and LCM.

**Prerequisite:** QuickBooks 2 and Bookkeeping 1.

Apr 19 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

**Critical Elements of Customer Service**

$199, Hours: 6, CEUs: 0.6

See page 3 for description.

Feb 12 (Cumming City Hall)
Tues, 9:00 a.m. - 4:00 p.m.

Apr 11 (Gainesville)
Thurs, 9:00 a.m. - 4:00 p.m.

**Master Bookkeeper Certificate**  New

This course will provide you the skills necessary to become proficient in bookkeeping. Students will gain a well-rounded understanding of the complete bookkeeping cycle incorporating QuickBooks, bookkeeping and customer service skills. This certificate is ideal for small business owners, those currently working in QuickBooks or those looking to go into the bookkeeping field.

To receive the Bookkeeper Certificate, students must complete: **QuickBooks 1, QuickBooks 2, Bookkeeping 1, Bookkeeping 2 and Critical Elements of Customer Service.** Classes may be taken as part of the certificate or individually.
Tourism Micro Certificate

The tourism and hospitality industry is a fast-growing industry that is constantly changing and progressing. Completion of this micro certificate will give you a foundational knowledge base needed to gain a competitive advantage in the tourism and hospitality industry. Learn about trends in the industry, how to market to a variety of customers, how social media has changed the way people choose and book their travel plans, why tourism and hospitality are important to the region you live in and much more.

Current Trends in Tourism and Hospitality
$35, Hrs: 2, CEUs: 0.2
Learn about national and local trends in tourism and hospitality. Learn how media has changed the way people research, plan and book their travel plans. Types of lodging facilities and the role of 3rd party travel planning services such as Expedia and Travelocity will also be discussed.

Apr 3 (Dahlonega)
Wed, 6:00 - 8:00 p.m.

Tourism as Economic Development
$35, Hrs: 2, CEUs: 0.2
Learn how tourism influences the economic development of a town by stimulating purchasing in local shops, restaurants and vineyards. Also learn about how conferences and meetings stimulate economic development. The film industry and its influence on economic development will be discussed along with how you as a business or individual can get involved.

Apr 10 (Dahlonega)
Wed, 6:00 - 8:00 p.m.

Traditional and Non-Traditional Marketing in Tourism and Hospitality
$35, Hrs: 2, CEUs: 0.2
Traditional marketing techniques such as print advertisement and TV ads will be discussed along with non-traditional marketing techniques such as webpages and social media. The benefits and downfalls of each will be compared.

Apr 24 (Dahlonega)
Wed, 6:00 - 8:00 p.m.
Professional Photography Certificate

Are you interested in making photography your career path? If you have imagined yourself capturing beautiful images for a living, this certificate program is for you! The Professional Photography Certificate will move students from basic to advanced photographic techniques. This is an up-to-date and comprehensive course taught by professional freelance photographers that 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.

Students are required to complete Photography 1 – Beginner, Photography 2 – Intermediate, Photography 3 – Advanced, Digital Darkroom, Outdoor Photography, 3 electives, and the Photography Portfolio Capstone Course in which students finalize their portfolios and showcase their work during a final exhibition.

Digital Photography Certificate

The Digital Photography Certificate is for students who wish to gain practical knowledge and get hands-on experience on how to navigate the various features of their digital camera; understand the effects of lighting, lenses, and shutter speed; and use black and white photography to create depth and emotion. Our program allows students to gain the knowledge needed to photograph various subjects such as people, nature, and sports. Enhancing digital images through the use of Photoshop Elements will also be covered.

Students are required to complete Photography 1 – Beginner, Photography 2 – Intermediate, Photography 3 – Advanced, Digital Darkroom, and 3 electives. Note: Students may substitute Outdoor Photography in place of their 3 electives.
Photography 1 - Beginner
$149, Hrs: 10, CEUs: 1.0
Students will gain photography skills to take better pictures while learning about the operation of a digital camera. Participants will focus on manual camera operation, metering, exposure, depth of field, shutter speed, and composition.
Jan 15 - Feb 5 (Gainesville)
Tues, 6:00 - 8:30 p.m.
Jan 28 - Feb 18 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Jan 28 - Feb 18 (Cumming City Hall)
Mon, 10:00 a.m. - 12:30 p.m.
Jan 28 - Feb 18 (Cumming City Hall)
Mon, 6:00 - 8:30 p.m.
Jan 28 - Feb 18 (Dahlonega)
Mon, 6:00 - 8:30 p.m.
Feb 27 - Mar 27 (Gainesville)
Wed, 7:00 - 9:00 p.m.

Photography 2 - Intermediate
$149, Hours: 10, CEUs: 1.0
In this in-depth course, students learn advanced exposure, night photography, portraiture, photo editing, and how to be more creative in photography. Prerequisite: Photography 1
Jan 17 - Feb 14 (Gainesville)
Thurs, 7:00 - 9:00 p.m.
Feb 25 - Mar 18 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Feb 26 - Mar 19 (Gainesville)
Tues, 6:00 - 8:30 p.m.
Mar 4 - Mar 25 (Cumming City Hall)
Mon, 10:00 a.m. - 12:30 p.m.
Mar 4 - Mar 25 (Cumming City Hall)
Mon, 6:00 - 8:30 p.m.
Mar 4 - Mar 25 (Dahlonega)
Mon, 6:00 - 8:30 p.m.
Apr 11 - May 9 (Gainesville)
Thurs, 7:00 - 9:00 p.m.

Photography 3 - Advanced
$149, Hrs: 10, CEUs: 1.0
Participants take the next step with this course learning composition, shooting raw photos, histograms, using the flash, and studio lighting techniques. Prerequisite: Photography 1 and Photography 2
Feb 28 - Mar 28 (Gainesville)
Thurs, 7:00 - 9:00 p.m.
Mar 25 - Apr 22, skip 4/1 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Apr 8 - Apr 29 (Cumming City Hall)
Mon, 10:00 a.m. - 12:30 p.m.
Apr 8 - Apr 29 (Cumming City Hall)
Mon, 6:00 - 8:30 p.m.
Apr 8 - Apr 29 (Dahlonega)
Mon, 6:00 - 8:30 p.m.
Apr 9 - Apr 30 (Gainesville)
Tues, 6:00 - 8:30 p.m.
May 14 - Jun 4 (Gainesville)
Tues, 6:00 - 8:30 p.m.

Outdoor Photography
$149, Hrs: 10, CEUs: 1.0
Learn tips and tricks about equipment and location. We will focus on photographing wildlife, nature, moving water and action photography. Prerequisite: Photography 1
Jan 12 - Apr 9, skip 4/2 (Dahlonega)
Tues, 6:00 - 8:30 p.m.
Mar 13 - Apr 10, skip 4/3 (Gainesville)
Wed, 10:00 a.m. - 12:30 p.m.
Mar 13 - Apr 10, skip 4/3 (Cumming City Hall)
Wed, 6:00 - 8:30 p.m.
Apr 10 - May 8 (Gainesville)
Wed, 7:00 - 9:00 p.m.

Photography Portfolio - Certificate Capstone Class
$149, Hours: 10, CEUs: 1.0
For those students who have taken all certificate classes and are ready to finalize their portfolios by displaying their work through an exit show. Prerequisite: Photography 1, 2, and 3; Outdoor, Digital, and 3 electives.
May 13 - Jun 17, skip 5/27 (Cumming City Hall)
Mon, 10:00 a.m. - 12:30 p.m.
May 13 - Jun 17, skip 5/27 (Cumming City Hall)
Mon, 6:00 - 8:30 p.m.
May 16 - Jun 13 (Gainesville)
Thurs, 7:00 - 9:00 p.m.
**Digital Darkroom**  
$169, Hours: 10, CEUs: 1.0  
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 up for printing.  
**Prerequisite:** Photography 1  
Jan 16 - Feb 13 (Gainesville)  
Wed, 7:00 - 9:00 p.m.  
Feb 5 - Feb 26 (Cumming City Hall)  
Tues, 10:00 a.m. - 12:30 p.m.  
Feb 5 - Feb 26 (Cumming City Hall)  
Tues, 6:00 - 8:30 p.m.  
Feb 6 - Feb 27 (Dahlonega)  
Wed, 6:00 - 8:30 p.m.  
Apr 29 - May 20 (Gainesville)  
Mon, 10:00 a.m. - 12:30 p.m.  
May 15 - Jun 12 (Gainesville)  
Wed, 7:00 - 9:00 p.m.

**Basic Lightroom**  
$99, Hrs: 6, CEUs: 0.6  
In this class, you will have hands-on training on how to import, categorize, edit and then export back out a finished product. Lightroom is the perfect tool to finally start shooting in RAW and this class will show you how!  
Jan 19 (Gainesville)  
Sat, 9:00 a.m. - 4:00 p.m.

**Black and White Photography**  
$75, Hrs: 3, CEUs: 0.3  
Learn the basics of what is needed to take good black and white photos. Also what is needed in post-processing to make a good photo, a great one.  
Feb 9 (Gainesville)  
Sat, 9:00 a.m. - 12:00 p.m.

**Macro Photography**  
$99, Hrs: 6, CEUs: 0.6  
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.  
Feb 9 (Dahlonega)  
Sat, 9:00 a.m. - 4:00 p.m.  
Mar 9 (Cumming City Hall)  
Sat, 9:00 a.m. - 4:00 p.m.

**The Nature of Color in Photography**  
$99, Hrs: 4, CEUs: 0.4  
This workshop will explain the application of color theory to photography. Learn about the aesthetics and technical foundations of color photography and which colors play a role in the success of any marketing campaign. This course will also analyze which colors play a role in creating certain emotions in people, which create better marketing materials thus creating better sales.  
Feb 16 (Gainesville)  
Sat, 9:00 a.m. - 1:00 p.m.

**Photography Lighting Techniques**  
$99, Hrs: 5, CEUs: 0.5  
Use the basic concepts learned in this class to take control over both natural and artificial light. Learn how the position of the light affects a photograph and how to create mood lighting and flattering shadows. Learn how different lighting can change the colors in the image and how to use that to your benefit.  
Feb 23 (Cumming City Hall)  
Sat, 10:00 a.m. - 4:00 p.m.  
Apr 27 (Dahlonega)  
Sat, 10:00 a.m. - 4:00 p.m.

**How to Launch a Photography Business**  
$149, Hrs: 10, CEUs: 1.0  
Would you like to start a photography business but are not sure where to start? This course will teach you the basics of beginning a photography business.  
Feb 28 - Mar 21 (Gainesville)  
Thurs, 6:00 - 8:30 p.m.  
Apr 11 - May 2 (Cumming City Hall)  
Thurs, 6:00 - 8:30 p.m.

**Basic Wedding Photography**  
$75, Hrs: 3, CEUs: 0.3  
Wedding photography can be very rewarding, but without knowing what you are doing, could also be very costly. Learn the correct and professional way to become a wedding photographer! Students will discuss what equipment photographers need to shoot a wedding, business aspects of being a wedding photographer, and what a photographer should expect on the wedding day.  
Mar 13 (Gainesville)  
Wed, 9:00 a.m. - 12:00 p.m.  
May 2 (Cumming City Hall)  
Thurs, 9:00 a.m. - 12:00 p.m.  
May 18 (Gainesville)  
Sat, 9:00 a.m. - 12:00 p.m.
Pet Portraits
$99, Hrs: 6, CEUs: 0.6  New

This one-day course will cover how lighting, exposure and the right lens choice affects your image. Learn tips on keeping animals calm and attentive during sessions and how to edit and post-process images with Adobe Photoshop and Lightroom. This will be a hands-on workshop with a session on indoor and outdoor portraits with artificial as well as natural light. Learn what is the best camera settings for a moving dog as well as curious cats. Bring your camera!

Mar 9 (Gainesville)
Sat, 9:00 a.m. - 4:00 p.m.

Photographing People
$75, Hrs: 3, CEUs: 0.3

What do most people take photos of? Other people! Whether it is kids, friends or other family members, taking photos of other people should be fun. This class will teach you how to get the most out of your camera when taking photos of others, using modes or aperture priority.

Mar 16 (Gainesville)
Sat, 9:00 a.m. - 4:00 p.m.

Waterfalls and Mountain Streams Photography
$129, Hrs: 6, CEUs: 0.6

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. Students will also learn how to meter scenes for best exposures and framing for best compositions. The use of polarizers and neutral density filters will also be discussed.

Mar 16 (Dahlonega)
Sat, 9:00 a.m. - 4:00 p.m.

Photoshop Layers
$99, Hrs: 5, CEUs: 0.5

In graphics software, a layer is the term used to describe the different levels at which you can place an object or image file. This class will show you how to create and use layers to improve your photos. If you have already taken Photoshop classes, this course will reinforce what you already know as well as cover new techniques.

Mar 20 (Gainesville)
Wed, 10:00 a.m. - 4:00 p.m.

Mar 30 (Cumming City Hall)
Sat, 10:00 a.m. - 4:00 p.m.

Photographing Kid's Sports
$75, Hrs: 3, CEUs: 0.3

Learn the basics of sports photography from the ground up. We will go over what setting to put your camera on, full auto vs. priority modes, low light issues we have during indoor lighting and what lenses work best for sports. It is 3 full hours, so come ready to have some fun.

Apr 13 (Gainesville)
Sat, 9:00 a.m. - 12:00 p.m.

Black and White Techniques
$99, Hrs: 6, CEUs: 0.6

In this one-day seminar-style class you will explore the history of photography from the earliest, experimental images to the current digital age. You will learn how the qualities that make a great black and white image - tonal range, luminance and contrast - can be conveyed via the digital darkroom for both print and electronic presentation. This course also examines the history and techniques of documentary photography and photo-journalistic story telling. Students should be at the Intermediate level or higher to take this course. Imaging techniques will be taught using Adobe Photoshop and Photoshop Elements imaging software.

Apr 27 (Cumming City Hall)
Sat, 9:00 a.m. - 4:00 p.m.

The Art of Photography I
$149, Hrs: 10, CEUs: 1.0

This course explores how art movements, technological developments, and individuals used and created different techniques throughout the history of photography which helped to usher photography into the art form it is today. This historical knowledge will then be used to help the photographer develop his or her own flavor and flare in their images.

Mar 8 - Mar 29 (Cumming City Hall)
Fri, 10:00 a.m. - 12:30 p.m.

Mar 14 - Apr 4 (Dahlonega)
Thurs, 6:00 - 8:30 p.m.

The Art of Photography II
$149, Hrs: 10, CEUs: 1.0

This course will involve a lot of shooting using techniques and styles learned in the Art of Photography 1 in a process to help you explore and discover your own art form and photographic style as you develop your mind’s creative eye.

Apr 12 - May 3 (Cumming City Hall)
Fri, 10:00 a.m. - 12:30 p.m.

Apr 18 - May 9 (Dahlonega)
Thurs, 6:00 - 8:30 p.m.
Videography Certificate

There has never been a better time to start a career in video production. This certificate program is for photographers who want to add video to their skillset or amateur videographers who want to learn how to use today’s technology to produce professional quality work. By the time you complete the program, you will have finished a project you can be proud of and you will have the skills necessary to succeed in this exciting field.

To receive the Videography Certificate students must complete: Digital Videography I, Digital Videography II, Video Editing, and Digital Videography Short Film.

Digital Videography I
$199, Hrs: 10, CEUs: 1.0

Develop your technical and creative skills as a digital videographer. Learn how to achieve satisfying and professional-looking 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, storyboarding, and how to shoot with editing in mind.

Jan 28 - Feb 18 (Gainesville)
Mon, 6:30 - 9:00 p.m.

Digital Videography II
$199, Hrs: 10, CEUs: 1.0

Students explore theoretical and practical elements of cinematography with an emphasis on lighting and sound. While learning techniques of studio and location lighting, students also study contemporary trends and styles. Topics include: lenses, accessory camera equipment, lighting, digital compression, sound design, and audio recording.

Feb 25 - Mar 18 (Gainesville)
Mon, 6:30 - 9:00 p.m.

Video Editing
$199, Hrs: 10, CEUs: 1.0

Participants will create a new Premiere Pro project from scratch by importing clips from various sources and adding additional content. Students will organize media assets including videos, images, and audio - and then use Premiere Pro’s tools to harness and assemble these raw elements into a video sequence by trimming clips, adding audio, and creating stylized transitions.

Mar 25 - Apr 22, skip 4/1 (Gainesville)
Mon, 6:30 - 9:00 p.m.

Digital Videography Short Film
$199, Hrs: 10, CEUs: 1.0

Get your name in the credits. In four weeks we will script, storyboard, find a location, use all the skills we have acquired, and shoot a full class participation short film. This will cohesively tie in everything we have learned so far into a group project so you can see all the pieces fit together. Feel free to bring in costumes and props, and any gear you want to use. This is the time to be creative!

Apr 29 - May 20 (Gainesville)
Mon, 6:30 - 9:00 p.m.
Driver’s Education

$365 (30 hrs classroom and 6 hrs in the car)
Hrs: 36, CEUs: 3.6

This course is approved by the Georgia Department of Driver Services to satisfy Joshua’s Law requirements. Driving dates are arranged with instructor. Vehicle is provided. This class includes 30 hours of classroom time plus 3 two-hour sessions in the car (six hours total). Students under 18 years of age must be accompanied by a parent or guardian during driving sessions.

January Session (Gainesville)
Jan 25, 26, 27 & Feb 1, 2, 3
Fri, 5:30 - 8:30 p.m.
Sat, 9:00 a.m. - 5:00p.m.
Sun, 1:30 - 5:30 p.m.

June Session I (Gainesville)
Jun 3 - Jun 7
Mon-Fri, 8:00 a.m. - 2:30 p.m.

June Session II (Gainesville)
Jun 17 - Jun 21
Mon-Fri, 8:00 a.m. - 2:30 p.m.

July Session (Gainesville)
Jul 15 - Jul 19
Mon-Fri, 8:00 a.m. - 2:30 p.m.

Behind-The-Wheel Driving Lessons (Gainesville)
$99; Dates and times arranged for 2-hour sessions.
Students under 18 years of age must be accompanied by a parent or guardian.
Must call to register.

Six-Hour Driving Package (Gainesville)
$295

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? You may now sign up for 6 hours of driving instruction to satisfy state requirements and complete your driving certificate. Dates and times arranged with driving instructor (car provided). Students under 18 years of age must be accompanied by a parent or guardian. Must call to register.

Defensive Driving
$75, Hrs: 6, CEUs: 0.6

This six-hour course makes participants eligible for a ten percent discount off most automobile insurance rates. To receive the discount, participants must have no violations on their driving record for the past three years. Participants should verify this discount with their insurance company before registering for the course. Insurance discount participants will receive their certificate upon completion of the class.

THIS COURSE IS FOR THE INSURANCE DISCOUNT ONLY AND DOES NOT SATISFY POINTS REDUCTION, COURT MANDATED OR LICENSE REINSTATEMENT REQUIREMENTS.

Jan 19 (Gainesville)
Sat, 8:00 a.m. - 3:00 p.m.

Apr 13 (Gainesville)
Sat, 8:00 a.m. - 3:00 p.m.
Raised Bed Gardening
$75, Hrs: 3, CEUs: 0.3
Raised bed gardens sit above ground within a frame made of wood or other material. There are many reasons to consider a raised bed garden. If your land has sandy, clay-like, or hard-packed soil you can provide perfect conditions for whatever you want to grow. Plants are easier to reach. The soil warms up earlier and stays that way longer, extending the growing season and providing gentler conditions for new seeds and delicate transplants. Fruits, veggies, and ornamentals will send their roots deeper in search of water, which means a stronger foundation and improved health. And raised beds keep your space tidy. Best of all, they are easy to make.
Mar 2 (Dahlonega)
Sat, 9:00 a.m. - 12:00 p.m.

Culinary Herb Container Garden
$89, Hrs: 3, CEUs: 0.3 New
Sign up for this fun-filled, hands-on class and go home with a beautiful container garden full of enough herbs to prepare many tasty meals. Learn to create gorgeous and low maintenance containers full of live herbs that are easy to care for and move around. There are many reasons to grow your own herbs. The most important reason is flavor; you just can't beat the fresh flavor of homegrown herbs. And growing a culinary herb garden is also an easy way to save money on your grocery bill. Bring one pot, 12 - 14 inches in diameter. We will supply the plants, potting soil, and creative know how.
Mar 30 (Dahlonega)
Sat, 9:00 a.m. - 12:00 p.m.

Introduction to Beekeeping
$89, Hrs: 12, CEUs: 1.2
In this class, you will learn when and where to get bees, the equipment and tools needed, where to place the hive, how to harvest the honey, and how to prepare your hive for the winter.
Apr 6 - Apr 27 (Dahlonega)
Sat, 9:00 a.m. - 12:00 p.m.

Oil Painting
$89 (plus supplies), Hours: 15, CEUs: 1.5
Students will receive individual attention with an individual painting of his or her choice. This class is designed for everyone, from the beginner to the advanced student. Learn basic art, drawing, mixing paint, etc. Every student works at his or her own pace. Participant will be responsible for purchasing all supplies. They are not included in the registration fee.
Jan 24 - Feb 28 (Gainesville)
Thurs, 6:00 - 8:30 p.m.
Mar 14 - Apr 25, skip 4/4 (Gainesville)
Thurs, 6:00 - 8:30 p.m.
May 2 - Jun 6 (Gainesville)
Thurs, 6:00 - 8:30 p.m.

Pottery
$159 (includes clay), Hrs: 18, CEUs: 1.8
Learn to make Pots! The instructor will teach throwing on the wheel and hand-building techniques in this class. Let yourself feel the clay as you learn to manipulate it with pinch, coil, and slab methods of hand-building. Pots will be fired in a kiln on location. Glazes will be applied to your pots for the final firing. Individual projects are based on skill level.
Jan 29 - Mar 5 (Gainesville)
Tues, 6:00 - 9:00 p.m.
Mar 26 - May 7, skip 4/2 (Gainesville)
Tues, 6:00 - 9:00 p.m.

Beginner Oil Painting
$129 (plus supplies), Hours: 10, CEUs: 1.0
This course introduces students to oil painting techniques. Previous painting experience is not a prerequisite for this course. Color theory, linear perspective, compositional structure, visual perception, and spatial concepts will all be covered.
Apr 22 - May 13 (Dahlonega)
Mon, 6:00 - 8:30 p.m.
Introduction to Astronomy
$149, Hrs: 12, CEUs: 1.2
Do you ever look up at the night sky and wonder what you’re looking at? Learn how to discover the night sky from your back yard as you learn about planets, stars, and how to identify constellations. You will learn about telescopes and how they work. This class will visit the UNG planetarium and observatory.
Feb 25 - Apr 8, skip 3/11 (Dahlonega)
Mon, 6:00 - 8:00 p.m.

The Two-Step
$99, Hours: 4, CEUs: 0.4
The two-step is usually danced to country music and can also be danced to pop music. Learn this dance to use on your next cruise, wedding reception or night out at a club.
Apr 1 - Apr 22 (Dahlonega)
Mon, 7:45 - 8:45 p.m.

East Coast Swing
$99, Hours: 4, CEUs: 0.4
East Coast Swing is one of the easiest and most popular style of partner dance in the club scene and is perfect for any event where dancing is available. You will learn structure, rhythm, turns, swing dance combinations, how to create your own style and gain the confidence you need to just relax and have fun on the dance floor. This class is perfect for singles, couples, and folks who are new to town. Sign up now to get started dancing and having fun!
Apr 1 - Apr 22 (Dahlonega)
Mon, 6:30 - 7:30 p.m.

Conversational English
$129, Hrs: 18, CEUs: 1.8
In the 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. Students may attend successive sessions to learn more and more! This class is designed for beginning to low intermediate level students.
Jan 14 - Feb 20 (Gainesville)
Mon & Wed, 6:00 - 7:30 p.m.
Mar 4 - Apr 17, skip 4/1 & 4/3 (Gainesville)
Mon & Wed, 6:00 - 7:30 p.m.

Basic Communicative Spanish I
$129, Hrs: 12, CEUs: 1.2
Spanish is the “second language” of the U.S., and more and more business is being conducted with Spanish-speaking countries. Whether you want to converse with customers, co-workers, neighbors or prepare for a trip abroad, this course will give you the skills needed to understand spoken Spanish and communicate effectively in real-life situations.
Jan 23 - Feb 27 (Cumming City Hall)
Wed, 6:30 - 8:30 p.m.
Feb 4 - Mar 18, skip 2/11 (Gainesville)
Mon, 6:30 - 8:30 p.m.
Apr 8 - May 13 (Gainesville)
Mon, 6:30 - 8:30 p.m.

Basic Communicative Spanish II
$129, Hrs: 12, CEUs: 1.2
This course is the result of the many requests by students who took Basic Communicative Spanish I. There will be a review of previously learned speaking skills, with an emphasis on grammar. Writing and translating will also be covered. Much of the course will be tailored to meet the specific needs of the participants. Those who have not taken the first class, but have a basic knowledge of Spanish, are also welcome to register.
Apr 17 - May 22 (Cumming City Hall)
Wed, 6:30 - 8:30 p.m.
Swim & Fitness

Swimming Lessons For Children
$89, Hours: 8, CEUs: 0.8

Come and enjoy the University of North Georgia Gainesville campus INDOOR pool. Our swimming lessons are based on the American Red Cross Learn to Swim program. Students will be grouped according to skill level and experience. Our low teacher/student ratio of 1:3 will ensure lots of individualized attention for each child.

Certificates of Achievement will be given on the last day of class. These lessons are offered to children ages 3 and up. This is a water safety/stroke program and is not intended for competitive swimmers.
Child MUST be potty-trained!

Jan 22 - Mar 12, Tues (Gainesville)
Choose from these available class times:
4:00 - 4:50 p.m., 5:00 - 5:50 p.m., or 6:00 - 6:50 p.m.

Mar 26 - May 21, Tues, skip 4/2 (Gainesville)
Choose from these available class times:
4:00 - 4:50 p.m., 5:00 - 5:50 p.m.,
6:00 - 6:50 p.m., or 7:00 - 7:50 p.m.

Adult Swim Lessons
$89, Hours: 8, CEUs: 0.8

Our adult swim class is for older teens or adults of any skill level. We can help you begin to swim or help established swimmers fine-tune their strokes. Participants will receive individual instruction and then be able to practice their skills. We will help you meet the goals you have set for yourself whether it is to be more comfortable around the water or to improve your strokes and fitness level. Our instructor has plenty of experience working with adults and loves to help them reach their personal goals.

Jan 22 - Mar 12 (Gainesville)
Tues, 7:00 - 7:50 p.m.

Mar 26 - May 21, skip 4/2 (Gainesville)
Tues, 8:00 - 8:50 p.m.

Water Aerobics

Water exercise provides an excellent medium for all ages and fitness levels to move in ways that may be difficult at times on land. Yet, it still enables individuals to improve muscle tone, flexibility, and cardiovascular conditioning. Water aerobics provides the ultimate in low-impact exercise. Water jogging and walking are excellent cross-training activities for endurance development.

Jan 23 - Mar 27 (Gainesville)
Hours: 19, CEUs: 1.9
Mon & Wed, 5:15 - 6:15 p.m., $95
Mon & Wed, 6:30 - 7:30 p.m., $95

Jan 23 - Mar 6 (Dahlonega)
Hours: 19, CEUs: 1.9
Mon-Wed-Fri, 10:00 - 11:00 a.m., $95

Mar 18 - May 1 (Dahlonega)
Hours: 20, CEUs: 2.0
Mon-Wed-Fri, 10:00 - 11:00 a.m., $100

Apr 8 - May 22 (Gainesville)
Hours: 14, CEUs: 1.4
Mon & Wed, 5:15 - 6:15 p.m., $70
Mon & Wed, 6:30 - 7:30 p.m., $70

May 6 - Jun 26, skip 5/27 (Dahlonega)
Hours: 22, CEUs: 2.2
Mon-Wed-Fri, 10:00 - 11:00 a.m., $110
Hold your next camp at UNG.

- Air-conditioned dorm space for up to 300 kids
- Full-service dining hall
- Full-court gymnasium
- Auditorium space for up to 250
- Large activity field and classrooms
- Wi-Fi access
- Walking distance to downtown Dahlonega
- Rafting, hiking, and other fun activities close by

For more information please contact Deborah Adams at 706.867.2815 or deborah.adams@ung.edu
Earn your Master Bookkeeper certificate.

Classes begin in January, see page 26 for details.

Average salary
$41,500 per year

U.S. Bureau of Labor Statistics
Occupational Employment and Wages, May 2017
Bookkeeping, Accounting, and Auditing Clerks (GA)