

SUCCESS

COURSE CATALOG | FALL 2020

Explore Healthcare Career Pathways

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Update Your Skills with Microsoft Office Training

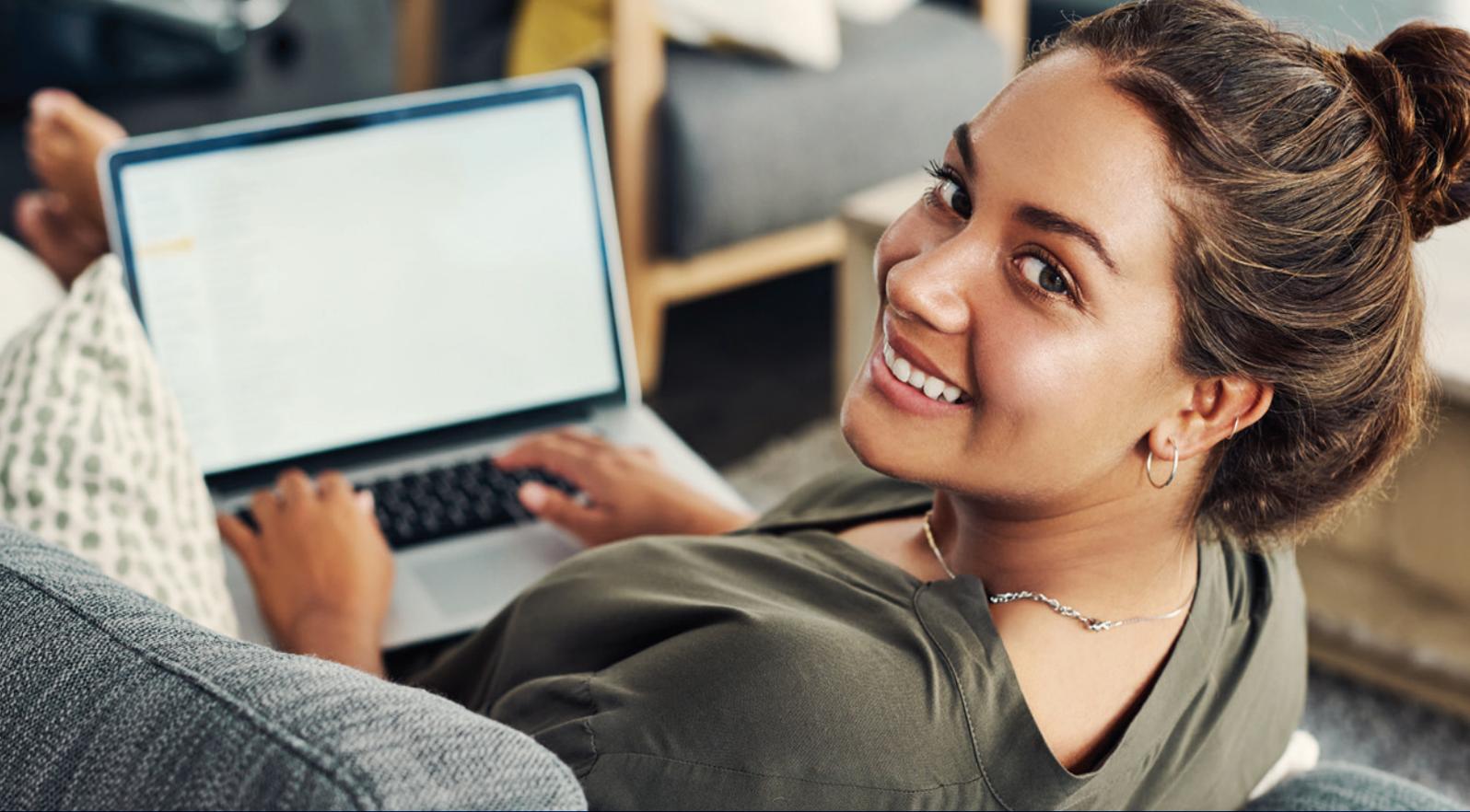
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UNIVERSITY of
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OFFICE OF PROFESSIONAL AND
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Do you need training, but meeting face-to-face isn't an option? We have you covered!

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Registration and Contact Information

www.ung.edu/ce | ContinuingEd@ung.edu | 678-717-2377

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-faq for more details.

Note: Some courses may be modified to a **LIVE Online** format based on Georgia Department of Health, Centers for Disease Control, and University System of Georgia guidelines in place at the time of the course. No refunds will be provided should the course format change based on these guidelines. Our standard cancellation policy applies to courses that have not begun.



Dear **SUCCESS** Community,

This year has brought both unprecedented challenges and opportunities for growth. As your partner in career, professional development, and community programs, UNG Professional and Continuing Education (PCE) is prepared to provide high-quality courses and training that prioritize the health and safety of our participants, instructors, and staff.

PCE is planning for fall 2020 courses to be held using in-person, LIVE Online, and hybrid formats. For our in-person class sessions we will be limiting the number of participants in each course and also requiring the use of face coverings by all persons inside campus facilities/buildings where six feet of distancing may not always be possible. Face covering use will be in addition to, and is not a substitution for, social distancing. More information about UNG's return to campus plan may be found at www.ung.edu/together.

During these past few months, PCE has utilized our LIVE Online platform to deliver courses remotely to our participants. These courses are taught in real time by UNG PCE instructors and allow for the student-instructor interaction of a traditional classroom. This platform is compatible with desktop and laptop computers and will also work with tablets and mobile devices that have a microphone and camera. Course evaluations from the past few months tell us that students enjoy the simplicity and convenience, and perform as well as in-person course participants in achieving learning objectives and certifications.

Some courses may be taught using a hybrid format with in-person sessions dedicated to activities, such as required clinical lab time, the use of particular software, or to administer certification examinations. The planned delivery format for each course is notated in the catalog and on our website at www.ung.edu/ce. Should public health and University System of Georgia guidelines require, PCE is prepared to seamlessly convert all of our courses to the LIVE Online or hybrid platforms. PCE also has an extensive selection of career and certification courses on our website that use a traditional online platform with start dates occurring monthly.

UNG Professional and Continuing Education remains steadfast in providing first-rate courses and programs through flexible delivery that will assist in your career and professional journey. We are also committed to doing our part in planning for the health and safety of our campus community. We are all in this together!

Stay Well,

Wendy T. Estes, Ed.D.
Director, Professional and Continuing Education



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 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 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.

Business Communication Basics

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.

Sep 22 | 6 hrs | \$199
Tu | 9a-4p | Cumming City Hall

The Fundamentals of Leadership

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 techniques, 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!

Sep 29 | 6 hrs | \$199
Tu | 9a-4p | Gainesville

Managing Unconscious Bias *New*

As organizations seek to create a fair and respectful workplace, unconscious bias training has become an important tool in promoting inclusivity. Unconscious bias occurs when judgments are made and opinions are formed about others, either favorably or unfavorably, without conscious thought. Many researchers suggest that these kinds of opinions begin to form in childhood and continue developing into adulthood through institutional, media, and peer group influence. If we are not careful to realize their existence as well as their impact, employee morale, productivity, and retention can be negatively affected.

Oct 8 | 6 hrs | \$199
Th | 9a-4p | Gainesville

People Management Skills: Managing Different Personalities

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.

Oct 13 | 6 hrs | \$199
Tu | 9a-4p | LIVE Online

Effectively Supervising People

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 of 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.

Oct 22 | 6 hrs | \$199
Th | 9a-4p | Gainesville

Critical Elements of Customer Service

No matter the type of organization you are representing, excellent customer service plays a vital role in success. Satisfied customers not only help growth through repeat business, but also in recommendations to friends and associates. This course equips participants with the necessary skills to provide excellent customer service along with strategies for implementation in the workplace.

Oct 29 | 6 hrs | \$199
Th | 9a-4p | LIVE Online

Managing Multiple Tasks, Priorities, and Deadlines

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.

Nov 10 | 6 hrs | \$199
Tu | 9a-4p | LIVE Online

How to Change Your Work Habits to Become More Productive

Have you ever wanted to change something about your tendencies and habits at work? Whether it is getting better at delegating, delivering tough messages, receiving feedback, trusting others, meeting deadlines, being patient, taking risks, speaking up, or listening, this workshop helps you make progress on one specific improvement goal of your choosing. Learn to unpack what’s holding you back, and what you can do to make lasting change in an area of your work-life that matters to you.

Nov 17 | 6 hrs | \$199
Tu | 9a-4p | Cumming City Hall

Building Better Teams

Success as a manager can often depend on how well the team operates. How are their problem-solving skills? Are they enthusiastic and motivated to do their best? Do they work well together? There have been hundreds of studies demonstrating that human beings function better and learn better in groups. If participants want to develop their team leadership skills and unleash the talent of their individual team members, this course is a practical look at current best leadership practices that deliver results.

Dec 3 | 6 hrs | \$199
Th | 9a-4p | LIVE Online

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Real Estate Salesperson's Pre-Licensing

Do you want to start a career in real estate? This course covers the fundamentals of real estate practices and policies and is approved by the Georgia Real Estate Commission. It is designed to assist students in preparation for the Georgia Real Estate Salesperson's License Examination. The State of Georgia Salesperson's Licensing exam may be taken after successful completion of this course. Student **MUST** attend every class meeting date in order to successfully complete this course. The course is hybrid, combining LIVE Online and in-person instruction.

Sep 28 - Dec 9 | 80 hrs | \$499 (includes books)
M, 6p-10p | Gainesville & W, 6p-10p | LIVE Online
*Skip 10/19 and 11/25

Real Estate Salesperson's Pre-Licensing "Cram" Course

The cram course is an absolute must for anyone who is preparing to take the Georgia Real Estate Salesperson's Examination. No matter what school you attended for your prelicensing course work, this cram course will strengthen your content knowledge. This course has been specifically designed to be an extensive review of the prelicense requirements covering all aspects of the material.

Dec 5 - Dec 6 | 16 hrs | \$199
Sa/Su | 8:30a-5:30p | Gainesville

Real Estate Salesperson's Pre-Licensing (Online)

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.

Open Enrollment | 75 hrs | \$375
Courses are six months in length. [Visit go.ung.edu/ce-courses](http://go.ung.edu/ce-courses) to register.

Human Resources



Human Resources Management Certificate Program

As a recognized SHRM partner, we have designed our Human Resources Management Certificate program to expand your knowledge and competency across all areas of the HR profession. This course meets the educational prerequisite for the SHRM-CP or SHRM-SCP certification examination and will help you establish yourself as a recognized expert in the HR field. For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. This Human Resources Management Certificate program is best suited for individuals with prior HR experience.

Sep 23 - Dec 16 | 36 hrs | \$1599 (includes SHRM materials)

W | 6p-9p | LIVE Online

*Skip 11/25



Project Management Certificate

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. 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. Understanding effective project management principles can help your organization implement both large- 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 1 - Foundations; Project Management 2 - Planning, Scheduling, and Control; and Project Management 3 - Identifying and Managing Risk. Project Management Certificate courses are indicated with a PMC.

Project Management 1 - Foundations (PMC)

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.

Sep 22 - Sep 24 | 18 hrs | \$699
Tu/W/Th | 9a-4p | Gainesville

Oct 27 - Oct 29 | 18 hrs | \$699
Tu/W/Th | 9a-4p | LIVE Online

Project Management 2 - Planning, Scheduling, and Control (PMC)

Planning is perhaps the most important aspect of tackling a project. It is during this segment of the project that we develop the scope, schedule, and budget that will determine project success. From this work, many of the subsidiary plans in the planning process will be developed. So, it is important the project manager takes the appropriate time and effort to complete this work well. 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. The use of performance management tools, such as Earned Value, will be discussed in order to understand real-time performance of the project.

Prerequisite: Project Management 1 - Foundations

Dec 8 - Dec 9 | 12 hrs | \$599
Tu/W | 9a-4p | LIVE Online



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Six Sigma



Lean Six Sigma Green Belt Certification (Online Instructor-Led)

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.

This course combines a one-hour LIVE Online class session with your instructor, Dr. Mary McShane-Vaughn, each week along with weekly course learning assignments. This format allows for students to receive the benefit of in-person instruction as well as the convenience and flexibility of a traditional online course. Need to ask a question during class? Need to complete assignments at midnight? No problem, this course has you covered! UNG Professional and Continuing Education makes online learning easy wherever you are.

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.

Sep 30 - Dec 2 | 35 hrs | \$1499

W | 6:30p-7:30p | Online Instructor-Led

*Skip 11/25



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Dental Assisting

This program is hybrid, combining LIVE Online and in-person instruction, and 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 operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, 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 108 hours of hybrid instruction and hands-on labs, textbooks, CPR training, and X-ray safety exam.

NOTE: Upon successful completion of the 108 hours of hybrid instruction, students will be eligible to sit for the Georgia State-Compliant X-ray Safety examination.

Sep 8 - Dec 17 | 108 hrs | \$1999

Tu, 9a-1p | Dahlonaga & Th, 9a-1p | LIVE Online

*Skip 10/6, 10/8, and 11/26

Sep 23 - Jan 11 | 108 hrs | \$1999

W, 9a-1p | Gainesville & M, 9a-1p | LIVE Online

*Skip 11/25, 12/21, 12/23, 12/28, and 12/30.

Oct 5 - Jan 25 | 108 hrs | \$1999

M, 5:30p-9:30p | Gainesville & W, 5:30p-9:30p | LIVE Online

*Skip 11/25, 12/21, 12/23, 12/28, 12/30, and 1/18

Clinical Medical Assistant

This program is hybrid, combining LIVE Online and in-person instruction, and 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 143 hours of classroom lecture and hands-on labs, textbooks, CPR training, and national exam.

NOTE: Upon successful completion of the 143 hours of hybrid instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Sep 14 - Dec 9 | 143 hrs | \$3199

M/F, 9a-1p | Dahlonaga & W, 9a-1p | LIVE Online
*Skip 11/25 and 11/27

Sep 29 - Feb 16 | 143 hrs | \$3199

Tu, 9a-1p | Cumming City Hall & Th, 9a-1p | LIVE Online
*Skip 11/26, 12/22, 12/24, 12/29, and 12/31

Oct 7 - Mar 1 | 143 hrs | \$3199

M, 5:30p-9:30p | LIVE Online & W, 5:30p-9:30p | Gainesville
*Skip 11/25, 12/21, 12/23, 12/28, 12/30, and 1/18

Medical Billing and Coding *New*

This program is instructed LIVE Online. 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 96 hours of online instruction and optional CPR training.

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.

Sep 15 - Dec 8 | 96 hrs | \$1999

Tu/Th | 5:30p-9:30p | LIVE Online
*Skip 11/26

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EKG Technician

This program is hybrid, combining LIVE Online and in-person instruction, and 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 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 60 hours of hybrid instruction and hands-on labs, textbooks, CPR training, and national exam.

NOTE: Upon successful completion of the 60 hours of hybrid instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified EKG Technician (CET) national examination.

Sep 17 - Nov 5 | 60 hrs | \$1599

Th, 9a-1p | Dahlonga & Tu, 9a-1p | LIVE Online

Oct 14 - Dec 7 | 60 hrs | \$1599

W, 5:30p-9:30p | Cumming City Hall & M, 5:30p-9:30p | LIVE Online

*Skip 11/25

Pharmacy Technician

This program is instructed LIVE Online. The Pharmacy Technician Certification Program is a 60-hour course that prepares students to enter the pharmacy field and take the National Healthcareer Association CPhT 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 60 hours of online instruction, textbooks, optional CPR training, and online national exam.

NOTE: Upon successful completion of the 60 hours of online instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Pharmacy Technician (CPhT) exam.

Sep 21 - Nov 9 | 60 hrs | \$1999

M/W | 5:30p-9:30p | LIVE Online

Medical Administrative Assistant

This program is instructed LIVE Online and 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 60 hours of online instruction, textbooks, optional CPR training, and online national exam.

NOTE: Upon successful completion of the 60 hours of online instruction, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) online national examination.

Sep 30 - Nov 18 | 60 hrs | \$1399

M/W | 9a-1p | LIVE Online

Oct 13 - Dec 3 | 60 hrs | \$1399

Tu/Th | 5:30p-9:30p | LIVE Online

*Skip 11/26



Basic Life Support (BLS) for Healthcare Professionals

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.

Sep 12 | 4 hrs | \$75

Sa | 10a-2p | Gainesville

Oct 10 | 4 hrs | \$75

Sa | 10a-2p | Gainesville

Nov 7 | 4 hrs | \$75

Sa | 10a-2p | Dahlenega

Heartsaver First Aid/CPR/AED

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 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 AHA two-year certificate.

Sep 26 | 4 hrs | \$90

Sa | 10a-2p | Gainesville

Nov 21 | 4 hrs | \$90

Sa | 10a-2p | Cumming City Hall



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.

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)

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.

Sep 29 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Oct 21 | 6 hrs | \$179
W | 9a-4p | Cumming City Hall

Microsoft Word 2 (MOC)

This class goes beyond the basics of Word 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.

Nov 17 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Microsoft Outlook (MOC)

This course will provide the tools needed to utilize Outlook to make daily tasks more efficient. 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. Outlook can provide users with an efficient way to stay connected and productive wherever you are! This course uses Microsoft Outlook 2016.

Sep 22 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Microsoft PowerPoint (MOC)

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.

Oct 13 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Microsoft Excel 1 (MOC)

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. The course will also cover the use of cut, copy, and paste and page layout features. By the end of the course students will obtain the tools necessary for creating basic Excel documents. This course uses Microsoft Excel 2016.

Sep 16 | 6 hrs | \$179
W | 9a-4p | Cumming City Hall

Sep 24 - Oct 1 | 6 hrs | \$179
Th | 5:30p-8:30p | Dahlonega

Oct 6 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Dec 1 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Microsoft Excel 2 (MOC)

This course goes beyond MS Excel 1 to include 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.

Oct 14 | 6 hrs | \$179
W | 9a-4p | Cumming City Hall

Oct 28 | 6 hrs | \$179
W | 9a-4p | Gainesville

Nov 5 - Nov 12 | 6 hrs | \$179
Th | 5:30p-8:30p | Dahlonega

Dec 15 | 6 hrs | \$179
Tu | 9a-4p | Gainesville

Microsoft Excel - Pivot Tables

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. The tips and tricks learned in this class will help you manage your source data. This course uses Microsoft Excel 2016.

Oct 20 | 4 hrs | \$179
Tu | 10a-3p | Gainesville

Microsoft Excel - Formulas and Functions

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'll practice using a variety of formulas and functions and learn about more advanced functions too. This class is designed for a learner that has an intermediate knowledge of Excel. This course uses Microsoft Excel 2016.

Nov 10 | 4 hrs | \$179
Tu | 10a-3p | Gainesville

Adobe InDesign CC 1 *New*

In this course, students will learn the basics of Adobe InDesign, the industry standard for publishing. You will 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.

Oct 9 | 6 hrs | \$179
F | 9a-4p | Gainesville

Adobe InDesign CC 2 *New*

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.

Nov 6 | 6 hrs | \$179
F | 9a-4p | Gainesville

Adobe Photoshop Elements 1

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.

Sep 10 | 6 hrs | \$179
Th | 9a-4p | Cumming City Hall

Oct 1 | 6 hrs | \$179
Th | 9a-4p | Gainesville

Adobe Photoshop Elements 2

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.

Oct 29 | 6 hrs | \$179
Th | 9a-4p | Cumming City Hall

Nov 5 | 6 hrs | \$179
Th, 9a-4p | Gainesville

Basic Photoshop for Small Businesses

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, PowerPoint 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.

Nov 21 | 6 hrs | \$129
Sa | 9a-4p | Cumming City Hall

Build a Basic Web Page

This course will cover how to build a simple web site using an HTML web editor. Your new site will consist of a home page and at least three supporting pages, as well as vocabulary associated with web page design, how to add images, hyperlinks, and how to view your newly created web pages in web browsers. This course will also cover the resources needed to publish your web page to the Internet, such as hosting options, free vs. paid hosting, blogs, acquiring domain names, and using other online web tools to help build your site.

Nov 3 | 8 hrs | \$189
Tu | 8:30a-5:30p | Dahlonega

Adobe Photoshop CC

The course details the Photoshop features and creative options, and shows efficient ways to perform common editing tasks, including noise reduction, shadow and highlight detail recovery, retouching, and combining multiple images. Along the way, the course explores techniques for nondestructive editing and compositing using layers, blending modes, layer masks, and much more.

Oct 15 | 6 hrs | \$179
Th, 9a-4p | Cumming City Hall

Bookkeeping

QuickBooks 1

In this course, 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 2018 will be used.

Sep 25 | 6 hrs | \$199
F | 9a-4p | Gainesville

Oct 2 | 6 hrs | \$199
F | 9a-4p | Cumming City Hall

Oct 23 | 6 hrs | \$199
F | 9a-4p | Gainesville

QuickBooks 2

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 2018 will be used.

Nov 13 | 6 hrs | \$199
F | 9a-4p | Gainesville

Dec 4 | 6 hrs | \$199
F | 9a-4p | Cumming City Hall

Critical Elements of Customer Service

No matter the type of organization you are representing, excellent customer service plays a vital role in success. Satisfied customers not only help growth through repeat business, but also in recommendations to friends and associates. This course equips participants with the necessary skills to provide excellent customer service along with strategies for implementation in the workplace.

Oct 29 | 6 hrs | \$199
Th | 9a-4p | LIVE Online

Bookkeeping 1

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

Oct 16 | 6 hrs | \$199
F | 9a-4p | LIVE Online

Nov 6 | 6 hrs | \$199
F | 9a-4p | LIVE Online

Bookkeeping 2

This course is a continuation of the Bookkeeping 1 course and focuses of 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.

Dec 18 | 6 hrs | \$199
F | 9a-4p | LIVE Online

FACE COVERINGS ARE REQUIRED INSIDE CAMPUS BUILDINGS

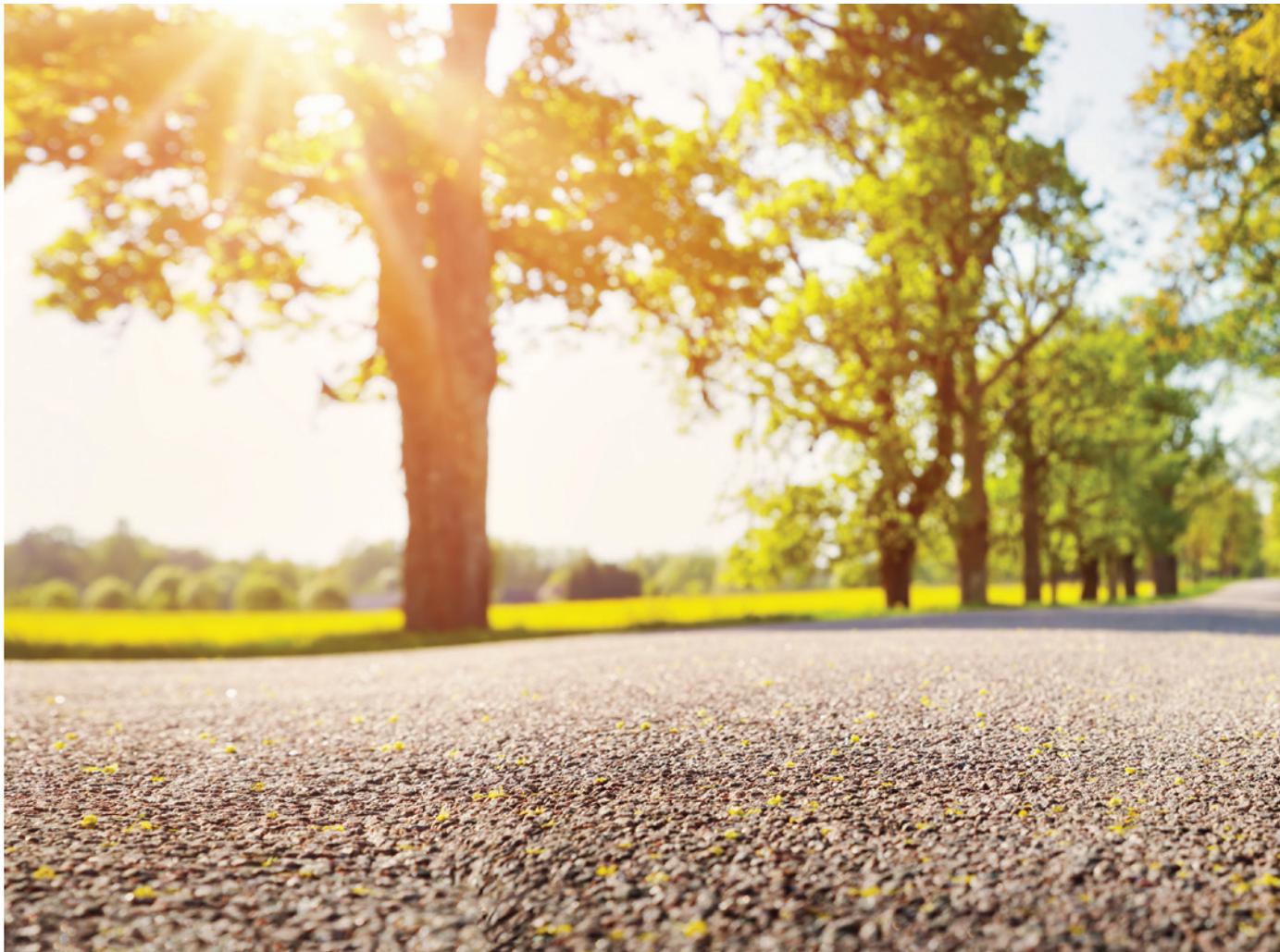


Master Bookkeeper Certificate

If you are interested in becoming a professional bookkeeper or running your own business, our Master Bookkeeper Certificate will provide the skills necessary for success. This five-course program teaches students how to keep track of business accounts, work with balance sheets and interpret various important financial statements. Build the skills, knowledge and confidence needed to take that first big step towards becoming a qualified and capable bookkeeper.

To receive the Master Bookkeeper Certificate, students must complete:

QuickBooks 1, QuickBooks 2, Bookkeeping 1, Bookkeeping 2 and Critical Elements of Customer Service.



Driver's Education

Participants in this course must adhere to social distancing guidelines. Student driving will be scheduled as Georgia Department of Health guidelines allow.

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 3 two-hour sessions in the car, for a total of six hours of individual instructional drive time. Please bring paper and pencil to class.

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) to be eligible to take the course. In order to receive a driver's license, students must have 40 additional hours of supervised driving experience. Students completing this course will earn a Driver's Education certificate. This certificate makes one eligible for reduced insurance rates with some insurance companies.

Note: Driving dates will be arranged at a later date. A parent or guardian 18 or over must accompany the student for each driving session. Please bring lunch, snack, pencil, paper, and learner's license to class.

Oct 10 - Oct 19 | 36 hrs | \$365

Sa, 9a-5p | Su, 1:30p-5:30p | M, 5:30p-8:30p | Gainesville



Defensive Driving

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.

Sep 26 | 6 hrs | \$75
Sa | 8a-3p | Gainesville

Dec 5 | 6 hrs | \$75
Sa | 8a-3p | Gainesville

Six-Hour Driving Package

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 are arranged with driving instructor (car provided). Students under 18 years of age must be accompanied by a parent or guardian.

Call to Register | 6 hrs | \$295
Gainesville

Behind-The-Wheel Driving Lessons

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

Call to Register | 2 hrs | \$99
Gainesville



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.

Sep 9 - Oct 21 | 19 hrs | \$95
W/F/M | 10a-11a | Dahlonega

Oct 26 - Dec 18 | 21 hrs | \$105
M/W/F | 10a-11a | Dahlonega

Sep 14 - Oct 21 | 12 hrs | \$60
M/W | 5:15p-6:15p | Gainesville

Sep 14 - Oct 21 | 12 hrs | \$60
M/W | 6:30p-7:30p | Gainesville

Nov 2 - Dec 16 | 12 hrs | \$60
M/W | 5:15p-6:15p | Gainesville
*Skip 11/23 and 11/25

Nov 2 - Dec 16 | 12 hrs | \$60
M/W | 6:30p-7:30p | Gainesville
*Skip 11/23 and 11/25

Yoga

This yoga class includes a progressive series of poses to accommodate all fitness levels. The Vinyasa yoga poses demonstrated in the workshop increase strength and flexibility while incorporating the concept of mindful movement linking mind, body, and breath.

Sep 29 - Nov 3 | 6 hrs | \$89
Tu | 6p-7p | Gainesville

Oct 8 - Nov 12 | 6 hrs | \$89
Th | 6p-7p | Gainesville

Personal Enrichment

Guitar I *New*

Have you always wanted to play the guitar? Guitar I is a five week course designed to introduce basic guitar playing to beginners. Students will focus on finger placement, strumming, sight-reading and understanding groove and chord placement. Essential guitar skills and basic note-reading are taught in a fun, supportive setting that allows students to develop at their own pace.

Sep 2 - Sep 30 | Ages 8-14 | 6 hrs | \$99
W, 5:30p-6:30p | Cumming City Hall

Sep 2 - Sep 30 | Ages 15+ | 6 hrs | \$99
W, 7p-8p | Cumming City Hall

Oct 7 - Nov 4 | Ages 8-14 | 6 hrs | \$99
W, 5:30p-6:30p | Cumming City Hall

Oct 7 - Nov 4 | Ages 15+ | 6 hrs | \$99
W, 7p-8p | Cumming City Hall

Guitar II *New*

Guitar II is a five-week course designed to help the intermediate guitarist. This course offers the intermediate guitarist instruction in playing techniques, reading guitar notation & tab, crafting melodies, playing chords and focused study in a specialized technique. Students will review guitar performance basics as well.

Nov 11 - Dec 16 | Ages 8-14 | 6 hrs | \$99
W, 5:30p-6:30p | Cumming City Hall
*Skip 11/25

Nov 11 - Dec 16 | Ages 15+ | 6 hrs | \$99
W, 7p-8p | Cumming City Hall
*Skip 11/25

Oil Painting

In this workshop, students will receive individual attention with your individual painting of choice. This class is designed for everyone, from the beginner to the advanced student. You will learn basic art, drawing, mixing paint, etc. Every student works at his or her own pace. This will be a very enjoyable learning experience. Participant will be responsible for purchasing all supplies. They are not included in the registration fee.

Sep 17 - Oct 22 | 15 hrs | \$89
Th, 6p-8:30p | Gainesville

Nov 5 - Dec 17 | 15 hrs | \$89
Th, 6p-8:30p | Gainesville
*Skip 11/26

Basic Handgun Safety Training

The instructor will begin the class explaining ten of the most important safety rules one will need for basic gun safety. Participants will then go over the basic steps of using firearms correctly and 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. Call to register for 2nd person discount.**

Aug 22 | 7 hrs | \$99 + supplies and range fee \$89 for 2nd person
Sa | 9a-5p | Cumming City Hall

Sep 19 | 7 hrs | \$99 + supplies and range fee \$89 for 2nd person
Sa | 9a-5p | Gainesville

Oct 3 | 7 hrs | \$99 + supplies and range fee \$89 for 2nd person
Sa | 9a-5p | Cumming City Hall

Nov 14 | 7 hrs | \$99 + supplies and range fee \$89 for 2nd person
Sa | 9a-5p | Gainesville

Introduction to Beekeeping

Harvest your own honey! 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. The final class session will be held in-person at a local bee farm.

Sep 12 - Oct 10 | 12 hrs | \$75
Sa, 9a-12p | LIVE Online
*Skip 9/26

Pottery

Learn to make pots! The instructor will teach throwing on the wheel and hand-building techniques in this class. Discover the art of centering clay on the wheel. 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. Beginning and advanced students will develop projects based on their level of skill.

Sep 22 - Oct 27 | 12 hrs | \$159 + supplies
Tu, 6p-9p | Gainesville



Photo by **ARVIND SHUKLA**, Photography Certificate Graduate

Arvind Shukla

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 various 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 with 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**. Students may substitute **Outdoor Photography** in place of their 3 electives.

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.

Photography 1 - Beginner

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.

Aug 20 - Sep 17 | 10 hrs | \$149
Th, 7p-9p | Gainesville

Sep 10 - Oct 1 | 10 hrs | \$149
Th, 10a-12:30p | LIVE Online

Sep 15 - Oct 6 | 10 hrs | \$149
Tu, 6p-8:30p | Dahlonoga

Sep 22 - Oct 20 | 10 hrs | \$149
Tu, 7p-9p | LIVE Online

Photography 2 - Intermediate

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

Oct 12 - Nov 2 | 10 hrs | \$149
M, 10a-12:30p | LIVE Online

Oct 15 - Nov 5 | 10 hrs | \$149
Th, 6p-8:30p | LIVE Online

Oct 28 - Dec 2 | 10 hrs | \$149
W, 7p-9p | LIVE Online
*Skip 11/25

Photography 3 - Advanced

Participants take the next step with this advanced photography course. Advanced composition, shooting raw photos, histograms, using the flash, and studio lighting techniques will be covered.

Prerequisite: Photography 1 and Photography 2

Nov 9 - Nov 30 | 10 hrs | \$149
M, 10a-12:30p | LIVE Online

Nov 12 - Dec 10 | 10 hrs | \$149
Th, 6p-8:30p | LIVE Online
*Skip 11/26

Outdoor Photography

Learn the techniques needed to capture breathtaking outdoor photos! This course will focus on photographing landscapes, wildlife, nature, moving water, and action photography. Lessons on how to shoot at different hours of a day, filters for outdoor photography and shooting long exposures will also be covered. We will take class sessions outdoors, allowing students to learn firsthand the effects of shutter speed and aperture in an outside setting.

Prerequisite: Photography 1

Aug 18 - Sep 15 | 10 hrs | \$149
Tu, 7p-9p | Gainesville

Sep 30 - Oct 21 | 10 hrs | \$149
W, 6p-8:30p | Dahlonoga

Oct 6 - Oct 27 | 10 hrs | \$149
Tu, 10a-12:30p | Cumming City Hall

Digital Darkroom

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

Sep 23 - Oct 21 | 10 hrs | \$169
W, 7p-9p | Gainesville

Oct 28 - Nov 18 | 10 hrs | \$169
W, 6p-8:30p | Dahlonoga

Photography Portfolio - Certificate Capstone Class

The portfolio class is for those students who have taken all certificate classes and are ready to finalize their portfolios by displaying their work through an exit show. In this course, students will learn how to present and prepare works for galleries.

Prerequisites: Photography 1, 2, and 3; Outdoor, Digital Darkroom, and 3 electives.

Oct 29 - Dec 3 | 10 hrs | \$149
Th, 7p-9p | LIVE Online
*Skip 11/26

FACE COVERINGS ARE REQUIRED INSIDE CAMPUS BUILDINGS



Basic Lightroom

Lightroom is an essential tool for moving your photography forward. 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! No camera necessary, just come ready to learn a new workflow that will change how you edit your images.

Aug 15 | 6 hrs | \$129
Sa, 9a-4p | Gainesville

Basic Wedding Photography *New*

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.

Sep 12 | 3 hrs | \$75
Sa, 9a-12p | LIVE Online

Macro Photography

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

Sep 19 | 6 hrs | \$99
Sa, 9a-4p | LIVE Online

Photoshop Layers

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.

Oct 8 | 5 hrs | \$99
Th, 10a-4p | Gainesville

Nov 14 | 5 hrs | \$99
Sa, 10a-4p | Cumming City Hall

Photographing Kids' Sports

Learn the basics of sports photography from the ground up. This course will discuss the camera settings that allow you to stop motion and achieve sharp focus, full auto vs. priority modes, low light issues we have during indoor events, lenses that work best for sports, and compositional techniques you can use to tell the story of what is happening in the game. If you're interested in learning how to shoot sports like a pro, then this is the class for you!

Oct 10 | 3 hrs | \$75
Sa, 9a-12p | LIVE Online

Waterfalls and Mountain Streams Photography

Join nature photographer and 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. 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. This course will be taught outdoors.

Oct 24 | 6 hrs | \$129
Sa, 9a-4p | Off-Site

Black and White Photography

This course discusses the basics of black and white photography and how to create it. 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.

Nov 14 | 3 hrs | \$75
Sa, 9a-12p | LIVE Online



Videography Certificate

The Videography Certificate program will develop your technical skills as a digital videographer and take your video projects to the next level. This four-course 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. You will explore the art of visual storytelling through various editing techniques and learn how to effectively use the camera, lighting, and other tools to convey your message with professional results.

To receive the Videography Certificate students must complete:

Digital Videography I, Digital Videography II, Video Editing, and Digital Videography Short Film.

Digital Videography I

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.

Sep 14 - Oct 5 | 10 hrs | \$199
M | 6:30p-9p | LIVE Online

Oct 19 - Nov 9 | 10 hrs | \$199
M | 6:30p-9p | LIVE Online

Digital Videography II

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. **Prerequisite: Videography I.**

Nov 16 - Dec 14 | 10 hrs | \$199
M | 6:30p-9:00p | LIVE Online
*Skip 11/23

Basic Communicative Spanish I

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, or 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.

Sep 14 - Oct 8 | 12 hrs | \$129

M, 6:30p-8:30p & Th, 6:30p-7:30p | LIVE Online

Oct 13 - Nov 5 | 12 hrs | \$129

Tu, 6p-8p & Th, 7p-8p | LIVE Online

Basic Communicative Spanish II

This class 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.

Nov 9 - Dec 10 | 12 hrs | \$129

M, 6:30p-8:30p & Th, 6:30p-7:30p | LIVE Online

*Skip 11/23 and 11/26

American Sign Language I

This four-week course will provide students with an introduction to American Sign Language. Students will learn elementary vocabulary signs along with grammar/word order. Basic forms of communication skills, along with various cues used when signing will also be covered, including directionality, classifiers, and the use of facial/body expressions. Lastly, students will learn about the Deaf culture and how it developed over history.

Sep 15 - Oct 8 | 12 hrs | \$159

Tu, 6p-8p & Th, 6p-7p | LIVE Online

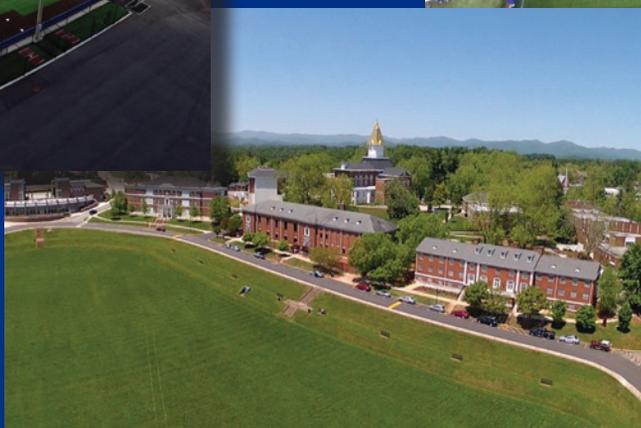
Oct 5 - Oct 29 | 12 hrs | \$179

M, 6:30p-8:30p & Th, 7:30p-8:30p | LIVE Online

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