SUCCESS

COURSES | FALL 2022

Inside:
Photography
Healthcare
Leadership
Human Resources
Bookkeeping
Microsoft Office
Language
Handgun Safety
and more!

UNIVERSITY OF NORTH GEORGIA | OFFICE OF PROFESSIONAL & CONTINUING EDUCATION

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- and more!
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We accept Discover, MasterCard, and Visa. Payment in full must be received prior to the start of class.

Cancellation/Refund Policy
If you must cancel, you must notify us in writing at least 3 full business days before the course start date. There is a $20 processing fee for cancellations. For courses costing $200 or more, the processing charge is 10% of the total fee. No refunds will be given on cancellations made within 3 business days of the course starting date.

See go.ung.edu/ce-refunds
Dental Assisting Certificate

Familiarizes the student with all areas of pre-clinical dental assisting and provides training to function as an assistant in a dental practice. This course covers several key areas and topics.

Administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical aspects include an introduction to oral anatomy, dental 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.

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

**Sep 7 - Dec 12 | 108 hrs | $1999**
M/W, 9a-1p | Skip 11/23 | Dahlonega

**Sep 8 - Dec 15 | 108 hrs | $1999**
Tu/Th, 9a-1p | Skip 11/22 & 11/24 | Gainesville

**Sep 13 - Dec 15 | 108 hrs | $1999**
Tu/Th, 5:30p-9:30p | Skip 11/24 | Gainesville
Clinical Medical Assistant Certificate

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.

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

Sep 7 - Dec 2 | 143 hrs | $3199
M/W/F, 9a-1p | Skip 11/23 & 11/25 | Gainesville

Sep 8 - Dec 15 | 143 hrs | $3199
Tu/Th, 5:30p-9:30p & Sa, 9a-1p | Skip 11/22 & 11/24 | Cumming City Hall
*Sa, 9/17, 10/1, 10/8, 10/22, 10/29, 11/5, 11/12, 11/19, and 12/10.

Sep 14 - Dec 9 | 143 hrs | $3199
M/W/F, 9a-1p | Skip 11/23 & 11/25 | Dahlonega

Sep 19 - Dec 13 | 143 hrs | $3199
M/Tu, 5:30p-9:30p & Sa, 9a-1p | Gainesville
*Sa, 9/24, 10/1, 10/8, 10/15, 10/22, 11/5, 11/12, 11/19, 12/3, and 12/10.

Phlebotomy Technician Certificate

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.

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

Sep 6 - Nov 17 | 90 hrs | $1999
Tu/Th, 9a-1p | Dahlonega

Sep 12 - Nov 30 | 90 hrs | $1999
M/W, 5:30p-9:30p | Skip 11/21 & 11/23 | Gainesville

Medical Billing and Coding Certificate

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. Covers the following areas: CPT, specialty fields, ICD-10, and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-10).

Certain National Medical Coding Certification exams are very complex and may require six months to two years of suggested practical coding experience prior to taking the exam or being recognized as a certified medical coding professional.

Sep 7 - Dec 14 | 96 hrs | $1999
M/W, 6p-9:30p | Skip 11/21 & 11/23 | LIVE Online

Sep 19 - Dec 14 | 96 hrs | $1999
M/W, 9a-1p | Skip 11/21 & 11/23 | LIVE Online
**EKG Technician Certificate**

Includes important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment, and perform hands-on clinical labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

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

- Sep 13 - Nov 1 | 60 hrs | $1599
  Tu/Th, 9a-1p | Gainesville
- Sep 28 - Nov 16 | 60 hrs | $1599
  M/W, 5:30-9:30p | Cumming City Hall

**Pharmacy Technician Certificate**

Through classroom lecture, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

This program includes textbooks, CPR training, and the National Healthcareer Association (NHA) Certified Pharmacy Technician (ExCPT) exam.

- Sep 15 - Nov 3 | 60 hrs | $1999
  Tu/Th, 9a-1p | Gainesville
- Oct 3 - Dec 1 | 60 hrs | $1999
  M/Th, 6p-9:30p | Skip 11/24 | Cumming City Hall
- Oct 18 - Dec 13 | 60 hrs | $1999
  Tu/Th, 5:30p-9:30p | Skip 11/22 & 11/24 | LIVE Online

**Medical Administrative Assistant Certificate**

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.

Program includes textbooks, CPR training, and the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam.

- Sep 19 - Nov 7 | 60 hrs | $1399
  M/W, 9a-1p | Dahlonega
- Oct 6 - Dec 8 | 60 hrs | $1399
  Tu/Th, 6p-9:30p | Skip 11/22 & 11/24 | Gainesville

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

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

- Sep 24 | 4 hrs | $75
  Sa, 10a-2p | Gainesville
- Oct 8 | 4 hrs | $75
  Sa, 10a-2p | Cumming City Hall
- Nov 19 | 4 hrs | $75
  Sa, 10a-2p | Dahlonega
Human Resources Management Certificate

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 20 - Dec 13 | 36 hrs | $1599 (includes SHRM materials)
Tu, 6p-9p | Skip 11/22 | LIVE Online

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. The Project Management Certificate provides you with the necessary project management skills you need to excel in your career. This certificate program is designed for a wide range of occupations and is suitable for both entry and experienced professionals. Increase your knowledge in project management and help your organization implement both large-scale and small-scale projects on time, on budget, with minimal disruption, and with maximum SUCCESS!

This course combines a one-hour LIVE Online class session with your instructor 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. Sessions will be archived for later viewing if the student is unable to participate in the live meetings.

Sep 22 - Nov 3 | 42 hrs | $2499
Th, 6p-7p | LIVE Online
Leadership & 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 any 10 one-day leadership courses.

Delivery for group training is available.

Contact: Teresa Moore at 706-867-2815 or teresa.moore@ung.edu for more information.

Developing the Leaders Around You

The growth and development of people is the highest calling of leadership. In this course you will learn to identify, nurture and equip team members with the necessary tools to become leaders within your organization. Great leaders don’t just create followers, they develop other leaders.

Sep 15 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

The Fundamentals of Leadership

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

Sep 20 | 6 hrs | $249
Tu, 9a-4p | Gainesville
Effectively Engaging Your Team: Leading Through Differences in Generation, and Communication Styles
Understand possible root causes of employee disengagement and how to overcome them in order to engage and motivate your team. You will recognize generational differences with motivation and engagement, uncover different communication styles and connect the dots between company purpose and personal goals of your team members.

Sep 29 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

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

Oct 4 | 6 hrs | $249
Tu, 9a-4p | Gainesville

Assertiveness Skills for Managers and Supervisors
Assertive communication is imperative to leading people effectively and earning the cooperation of those around you. In this course you will learn to adapt to people and situations in a confident, calm, self-assured manner allowing you to lead with confidence.

Oct 13 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

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

Oct 18 | 6 hrs | $249
Tu, 9a-4p | Gainesville

The Power of Positive Influence
Having the power to influence others is key to “getting stuff done” in organizations and teams. Learn to recognize and tap into your sources of power and develop your ability to have positive, meaningful influence with others.

Oct 27 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

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

Nov 1 | 6 hrs | $249
Tu, 9a-4p | Gainesville

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

Nov 8 | 6 hrs | $249
Tu, 9a-4p | Gainesville

Leading Successful Change in the Workplace New
Gain skills to help your organization and team navigate the challenges of planned and unplanned change and overcome roadblocks to successful transitions.

Nov 17 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

Managing & Coaching for Premier Performance
Coaching effectively is one of the key attributes of a successful leader. In this seminar you will understand what it means to coach others, how to coach effectively, and how coaching differs from other performance management tools and practices.

Dec 1 | 6 hrs | $249
Th, 9a-4p | Cumming City Hall

Raising Your Leadership Lid
Ever wonder why your best efforts at being a great leader often fall short? Do you find yourself frustrated with trying to understand what effective leadership looks like? 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 have stood the test of time and following them consistently have proven to be the most effective way to grow as a leader. Come learn how to raise your leadership lid and see the difference you make in your organization!

Dec 6 | 6 hrs | $249
Tu, 9a-4p | Gainesville
Real Estate Salesperson's Pre-Licensing Certificate

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. 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 14 - Nov 19 | 80 hrs | $499 (includes books)
W, 6p-10p & Sa, 8a-11:30p | LIVE Online

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 10 - Dec 11 | 16 hrs | $199
Sa/Su, 8:30a-5:30p | LIVE Online

Real Estate Salesperson's Pre-Licensing Certificate

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
6 months | Online Self-Paced
Register at go.ung.edu/ce-courses
**Bookkeeping Foundations**
This course will focus on common financial statements and their components, understanding the Chart of Accounts, accounting principles, debits and credits, and basic journal entries. These concepts will provide a foundation for bookkeepers.

- **Sep 15 | 6 hrs | $219**
  - Th, 9a-4p | Gainesville
- **Oct 5 | 6 hrs | $219**
  - W, 9a-4p | Cumming City Hall

**Bookkeeping 1**
Students will learn the basics of internal controls and fraud prevention to protect assets from vendor, customer, and employee theft. The course will cover how to find and research various types of accounting errors including accrual errors, deferral errors, and transpositions through various means such as the bank reconciliation and trial balance research. Students will learn how to master adjusting entries including accruals, deferrals, unearned revenue, depreciation expense, bad debt expense, and completing closing entries.

**Prerequisite: Bookkeeping Foundations**
- **Oct 27 | 6 hrs | $219**
  - Th, 9a-4p | Gainesville
- **Nov 16 | 6 hrs | $219**
  - W, 9a-4p | Cumming City Hall

**Bookkeeping 2**
This course is a continuation of the Bookkeeping 1 course and focuses on Payroll, Asset Depreciation, and Inventory.

**Prerequisites:**
- Bookkeeping 1 and QuickBooks 1

- **Dec 8 | 6 hrs | $219**
  - Th, 9a-4p | Gainesville

**QuickBooks 1**
In this class, students will learn how to set up and manage a basic set of accounting books, including how to create a chart of accounts, post daily transactions, create vendor lists, reconcile checking and credit card accounts, track activity, and generate and interpret financial reports.

- **Sep 8 | 6 hrs | $219**
  - Th, 9a-4p | Gainesville
- **Oct 19 | 6 hrs | $219**
  - W, 9a-4p | Cumming City Hall
- **Nov 10 | 6 hrs | $219**
  - Th, 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.

**Prerequisite: QuickBooks 1**
- **Dec 22 | 6 hrs | $219**
  - Th, 9a-4p | Cumming City Hall
- **Dec 1 | 6 hrs | $219**
  - Th, 9a-4p | Gainesville
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.

**APPROVED COURSES:**

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

**Microsoft Word 1**

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

- **Sep 20 | 6 hrs | $199**
  Tu, 9a-4p | Gainesville
- **Oct 26 | 6 hrs | $199**
  W, 9a-4p | Cumming City Hall

**Microsoft Word 2**

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

- **Nov 15 | 6 hrs | $199**
  Tu, 9a-4p | Gainesville

**Microsoft Outlook**

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!

- **Sep 27 | 6 hrs | $199**
  Tu, 9a-4p | Gainesville

**Microsoft PowerPoint**

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.

- **Oct 11 | 6 hrs | $199**
  Tu, 9a-4p | Gainesville
Microsoft Excel 1

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

Sep 13 | 6 hrs | $199
Tu, 9a-4p | Gainesville

Oct 12 | 6 hrs | $199
W, 9a-4p | Cumming City Hall

Dec 6 | 6 hrs | $199
Tu, 9a-4p | Gainesville

Microsoft Excel 2

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

Nov 1 | 6 hrs | $199
Tu, 9a-4p | Gainesville

Microsoft Excel - Pivot Tables

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

Oct 18 | 4 hrs | $199
Tu | 10a-3p | Dahlonega

Oct 25 | 4 hrs | $199
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. Students will practice using a variety of formulas and functions and learn how to find the right formula for any situation. This class is designed for a learner that has an intermediate knowledge of Excel.

Nov 1 | 4 hrs | $199
Tu, 10a-3p | Dahlonega

Nov 8 | 4 hrs | $199
Tu, 10a-3p | Gainesville

Photoshop Elements Basics New

Photoshop Elements is designed to help photographers create eye-catching images with a minimum of effort. It cuts to the chase by focusing on overcoming common photo problems and at the same time serves as an excellent gateway to the other Adobe subscription products if you decide to explore those at a later time.

You can download a trial version of Photoshop Elements 2022 from www.adobe.com. This gives you 30 days of full access to the app, enabling you to put it through its photo-fixing paces. Bring laptop with Photoshop Elements 2022 loaded and some of your own images to work on to get the most out of the class.

Sep 24 | 6 hrs | $129
Sa, 9a-4p | Dahlonega

Build a Basic Web Page

This course will cover how to build a simple website using an HTML web editor. Students will create their own site in class consisting of a home page and at least three supporting pages. Vocabulary associated with web page design, how to add images, hyperlinks and how to view your newly created web pages in web browsers will also be covered. This course will discuss 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.

Sep 27 | 8 hrs | $199
Tu, 8:30a-5:30p | Dahlonega
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.

APPROVED COURSES:
• Photography 1 - Beginner
• Photography 2 - Intermediate
• Photography 3 - Advanced
• Digital Darkroom
• Outdoor Photography
• 3 Electives
• Photography Portfolio Capstone

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.

APPROVED COURSES:
• Photography 1 - Beginner
• Photography 2 - Intermediate
• Photography 3 - Advanced
• Digital Darkroom
• 3 Electives or Outdoor Photography
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.

Sep 6 - Sep 27 | 10 hrs | $179
Tu, 10a-12:30p | Cumming City Hall
Sep 20 - Oct 18 | 10 hrs | $179
Tu, 7p-9p | Gainesville

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

Sep 21 - Oct 19 | 10 hrs | $179
W, 7p-9p | Gainesville
Oct 25 - Nov 15 | 10 hrs | $179
Tu, 10a-12:30p | Cumming City Hall

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 2 - Dec 7 | 10 hrs | $179
W, 7p-9p | Skip 11/23 | Gainesville
Nov 16 - Dec 7 | 10 hrs | $179
W, 10a-12:30p | Cumming City Hall

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

Sep 8 - Sep 29 | 10 hrs | $179
Th, 10a-12:30p | Cumming City Hall
Sep 22 - Oct 20 | 10 hrs | $179
Th, 7p-9p | Gainesville

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 images up for printing. Computers are supplied for class sessions.

Prerequisite: Photography 1

Oct 27 - Nov 17 | 10 hrs | $179
Th, 10a-12:30p | Cumming City Hall
Nov 1 - Dec 6 | 10 hrs | $179
Tu, 7p-9p | Skip 11/22 | Gainesville

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.

Nov 3 - Dec 8 | 10 hrs | $199
Th, 7p-9p | Skip 11/24 | LIVE Online

Botanical Gardens Photography
Join nature photographer and instructor Larry Winslett to explore the Atlanta Botanical Gardens newest Campus just outside of Gainesville, Georgia. There are many wonderful plantings and exhibits to explore for photographers. In addition, there are some very nice nature trails to explore. This will be a great introduction to this destination. There will be plenty of opportunity to practice your nature photography, especially making great flower, close-up and macro images.

Sep 10 | 4 hrs | $99 | entry fee not included
Sa, 9a-1p | Atlanta Botanical Gardens - GNV

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.

Sep 17 | 6 hrs | $129
Sa, 9a-4p | Gainesville
Photoshop Elements Basics *New*

Photoshop Elements is designed to help photographers create eye-catching images with a minimum of effort. It cuts to the chase by focusing on overcoming common photo problems and at the same time serves as an excellent gateway to the other Adobe subscription products if you decide to explore those at a later time.

You can download a trial version of Photoshop Elements 2022 from www.adobe.com. This gives you 30 days of full access to the app, enabling you to put it through its photo-fixing paces. Bring laptop with Photoshop Elements 2022 loaded and some of your own images to work on to get the most out of the class.

**Sep 24 | 6 hrs | $129**  
Sa, 9a-4p | Dahlonega

Black and White Photography

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

**Oct 22 | 3 hrs | $99**  
Sa, 9a-12p | Gainesville

Nature Photography *New*

What does it mean to be a “Nature Photographer” and what do you need to learn to be one? The term can actually be quite broad involving a number of photography skills and genres. It can, however, be broken into three major categories – Landscapes, Close-ups and Wildlife. This class will introduce you the basic techniques and equipment needed for all three, giving you a firm foundation toward making you a well-rounded Nature Photographer.

**Oct 26 - Nov 16 | 10 hrs | $179**  
W, 6p-8:30p | Dahlonega

Basic Wedding Photography

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.

**Nov 5 | 3 hrs | $99**  
Sa, 9a-12p | Gainesville

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.

**Nov 12 | 6 hrs | $129**  
Sa, 9a-4p | Off-Site (Dahlonega)

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.

**Nov 19 | 6 hrs | $129**  
Sa, 9a-4p | Dahlonega
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

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.

Note: This course is for the insurance discount only and does not satisfy points reduction, court mandated, or license reinstatement requirements.

Nov 12 | 6 hrs | $75
Sa, 8a-3p | Gainesville

Driver’s Education Certificate
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.

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.

Sep 24 - Oct 3 | 36 hrs | $365
Sa, 9a-5p | Su, 1:30p-5:30p | M, 5:30p-8:30p | 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 at a local bee farm.

Sept 10 - Oct 1 | 12 hrs | $99
Sa, 9a-12p | Dahlonega

Basic Communicative Spanish I
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.

Sept 12 - Oct 6 | 12 hrs | Hybrid | $159
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

Oct 17 - Nov 10 | 12 hrs | Hybrid | $159
M, 6:30p-8:30p | Gainesville
Th, 6:30p-7:30p | LIVE Online

Water Aerobics
Sept 12 - Oct 28 | 21 hrs | $130
M/W/F, 9a-10a | Dahlonega

Sept 12 - Oct 26 | 14 hrs | $90
M/W, 5:15p-6:15p | Gainesville

Sept 12 - Oct 26 | 14 hrs | $90
M/W, 6:30p-7:30p | Gainesville

Nov 2 - Dec 19 | 19 hrs | $120
M/W/F, 9a-10a | Dahlonega
Skip 11/23 & 11/25

Nov 7 - Dec 14 | 10 hrs | $65
Gainesville

Nov 7 - Dec 14 | 10 hrs | $65
M/W, 6:30p-7:30p | Skip 11/21 & 11/23
Gainesville

Oil Painting
Sep 20 - Oct 25 | 15 hrs | $119 (plus supplies)
Tu, 6p-8:30p | Gainesville

Sep 22 - Oct 27 | 15 hrs | $119 (plus supplies)
Th, 6p-8:30p | Dahlonega

Nov 1 - Dec 13 | 15 hrs | $119 (plus supplies)
Tu, 6p-8:30p | Skip 11/22 | Gainesville

Nov 3 - Dec 15 | 15 hrs | $119 (plus supplies)
Th, 6p-8:30p | Skip 11/24 | Dahlonega

Heartsaver First Aid/CPR/AED
Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.
Students will earn an American Heart Association two-year certificate.

Oct 22 | 4 hrs | $90
Sa, 10a-2p | Gainesville

Dec 10 | 4 hrs | $90
Sa, 10a-2p | Cumming City Hall
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To get started, contact Teresa Moore | 706.867.2815 | teresa.moore@ung.edu
TAKE YOUR PHOTOGRAPHY TO A NEW LEVEL
Photography certificate programs and courses on pages 12-14.