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See pages 30-32 for featured online programs. Visit go.ung.edu/ce-online for full listing.
Dear SUCCESS Community,

As family vacations and lazy days on the lake wind down and we begin to move into fall, the start of the school year beckons. While August traditionally signals a new year of learning for our kids, it is also a great time for adults to embark on an educational journey of their own.

In the past, schedule and distance constraints have limited the learning options for working adults. Now, online programs, whether a short course or a workforce certificate, have made obtaining knowledge and skills more accessible than ever before.

UNG Professional and Continuing Education partners with some of the premier online learning course providers so that virtually thousands of courses from which to choose are available to our participants. If you would like to start a career in real estate, PCE can provide you with the required training. If cybersecurity has piqued your interest, we have multiple industry certification programs that can get you started in this growing career field. Do you need to brush up on your bookkeeping skills or learn how to create your own e-commerce website? UNG PCE is here to provide solutions in those areas and in countless other fields as well.

As communities seek to attract and retain great companies that will help better the lives of its citizens, a capable and knowledgeable workforce is more important than ever. Online courses and programs provide rich learning opportunities to assist in this effort.

We feel strongly that online learning is both a convenient and necessary option to enhance the skillset of working adults. Pages 30-32 of this catalog highlight a few online programs that are available through PCE. To discover all of the online courses we offer you may visit go.ung.edu/ce-online.

How can UNG Professional and Continuing Education help you?

Best Regards,

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 Certificate Program is perfect for those about to move into a leadership role or current managers wishing to hone their skills.

A Master Certificate in Leadership and Supervision will be awarded to anyone who successfully completes 60 hours of classroom time within the approved course listing. Should you wish, you can sign up in advance for all ten courses for the Master Certificate Program for the discounted price of $1899.

Workplace Professional Certificate

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

The certificate consists of the following courses:

- Skill With People
- Managing Multiple Tasks, Priorities, & Deadlines
- Critical Elements of Customer Service
- Business Communication Basics
- Managing Your Personal and Professional Image
Leadership Communication Basics
$199, Hours: 6, CEUs: 0.6
This course is designed to help you develop your positive interaction style with other people in the workplace. Participants will have the opportunity to improve the critical communication skills of listening, asking questions and being aware of nonverbal messages. Participants also learn more about the elements of communication and how to better manage oneself for a professional image.

Sep 19 (Cumming City Hall) Thu, 9:00 a.m. - 4:00 p.m. | Nov 14 (Gainesville) Thu, 9:00 a.m. - 4:00 p.m.

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

Oct 8 (Gainesville) Tues, 9:00 a.m. - 4:00 p.m. | Dec 3 (Cumming City Hall) Tues, 9:00 a.m. - 4:00 p.m.

How to Change Your Work Habits to Become More Productive New
$199, Hours: 6, CEUs: 0.6
Do you need extraordinary performance from ordinary people? This course explores the behaviors needed to coach others toward optimal performance. An assessment tool is used to determine the participant’s awareness of his/her coaching ability and develop an action plan for improvement.

Oct 10 (Gainesville) Thu, 9:00 a.m. - 4:00 p.m.

People Management Skills: Managing Different Personalities
$199, Hours: 6, CEUs: 0.6
This seminar will teach you how to spot and identify the four basic personality types. You will gain a better understanding about those around you and also more about who you are. You will learn how to handle each personality in a positive and effective way. Elements covered in this class will strengthen the way you view and interact with others.

Oct 15 (Cumming City Hall) Tue, 9:00 a.m. - 4:00 p.m.

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

Oct 17 (Gainesville) Thu, 9:00 a.m. - 4:00 p.m. | Nov 12 (Cumming City Hall) Tue, 9:00 a.m. - 4:00 p.m.

Ranked 5th nationally for custom content programming by HR.com for our Leadership & Supervision Master Certificate.
Critical Elements of Customer Service  
$199, Hours: 6, CEUs: 0.6

Have you ever encountered an unpleasant customer and not known what to do? Do you worry that you're not assertive enough with demanding people? Do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to strive for?

Oct 22 (Cumming City Hall) | Nov 12 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m. | Tue, 9:00 a.m. - 4:00 p.m.

OPPTimizing Your Productivity:  
Organization, Prioritization, Planning, and Time Management New  
$199, Hours: 6, CEUs: 0.6

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

Oct 24 (Cumming City Hall) | Dec 5 (Gainesville)  
Thu, 9:00 a.m. - 4:00 p.m. | Thu, 9:00 a.m. - 4:00 p.m.

The Fundamentals of Leadership  
$199, Hours: 6, CEUs: 0.6

This one day fast paced seminar is packed with tools, techniques and industry best practices for current and aspiring leaders. Participants will discover the keys to being more effective and inspirational as a leader. The agenda will cover proven strategies, timely technique and powerful insights into becoming the manager that leads and develops high performing employees resulting in low turnover. The seminar will help you become the manager employees do not want to leave!

Oct 29 (Gainesville) | Nov 21 (Cumming City Hall)  
Tue, 9:00 a.m. - 4:00 p.m. | Thu, 9:00 a.m. - 4:00 p.m.

Skill With People  
$199, Hours: 6, CEUs: 0.6

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

Oct 31 (Cumming City Hall) | Dec 12 (Gainesville)  
Thu, 9:00 a.m. - 4:00 p.m. | Thu, 9:00 a.m. - 4:00 p.m.

Using Emotional Intelligence to Create a High Performing Project Team  
$199, Hours: 6, CEUs: 0.6

Learn why a critical success factor in developing a high performance project team includes the use of both your IQ as well as your EQ (Emotional Intelligence).

This course will include:

• Defining EQ and why it is so important in project management  
• Understanding the difference between IQ and EQ  
• Giving EQ the status it deserves in leading project teams  
• Discovering your personal EQ level as a leader  
• Using SMART Goals to create a plan to develop your EQ

Nov 6 (Gainesville)  
Wed, 9:00 a.m. - 4:00 p.m.
Lean Six Sigma

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. Classes will meet together online once per week for one hour. Upon successful completion of the class, students will receive their Green Belt Certificate.

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.

**Lean Six Sigma Green Belt Certification (online instructor-led)**
$1500 Hours: 35 hours, CEUs: 3.5
Students practice performing analysis and applying Six Sigma tools using a hospitality industry case study.
Sep 24 - Nov 19 (live instructor-led)
Tue, 6:30 - 7:30 p.m.

**Lean Six Sigma Green Belt Certification for Healthcare Providers (online instructor-led)**
$1500 Hours: 35 hours, CEUs: 3.5
Students learn how Lean Six Sigma can be used to improve patient scheduling, optimize supply levels, streamline office management, and improve record keeping. Most importantly, you will learn how Lean Six Sigma can increase patient satisfaction.
Sep 26 - Nov 21 (live instructor-led)
Thu, 6:30 - 7:30 p.m.
In a recent published article, The Forbes Coaches Council revealed agility, the ability to remain flexible and stable during change, as a key factor of successful leadership in the workplace. Actually, change (or growth) is often why a new project or company goal is initiated. Therefore, to more effectively manage change and achieve a company’s performance goals, it is highly recommended that organizations invest in training employees on the systematic approach to the managing and controlling of projects, known as Project Management.

Structured project management offers key techniques and tools for dedicated managers to effectively lead during change, which is inevitable. With the challenges that come with change, it is important for leaders to be prepared. Many project managers have gained their experience the hard way; through trial and error on the job. Although failure often teaches leaders valuable lessons, the hidden cost of on the job training can harm an organization’s growth in wasted effort, tangible costs, poor customer reputation, employee stress and also in failure to deliver the full goals of a project.

Companies are now searching for quality project managers with the certification and the experience to help effectively address the challenges introduced to a work environment when change occurs. The Occupational Outlook Handbook (via Onetonline.org) reveals the online hiring requisitions for certified project managers has increased between 9-13% in the past year (by 13% in the state of GA) and is still rising.

While it is clear employment opportunities are waiting for leaders with certified Project Management (PM) training, what seems to be hidden knowledge is a quick highlight on the benefits of PM training for companies. The training is a key factor to selecting the right candidate to manage projects that will create growth for a company.

1) Controlled Cost/benefits due to reducing setbacks: Structured training can fast-track a manager’s learning curve. Understanding of best practices and critical success factors for delivering projects helps avoid the setbacks of project managers and team members having to learn as they go.

2) Increased Customer/Client Satisfaction through understanding needs: Certified project managers use reliable and tested techniques to deliver projects. When what was required is actually delivered on time and within budget, the customer will be satisfied.
3) Increased Credibility because of little to no rework: Certified project managers gain knowledge during course training on when certain tools and techniques should be used. This means that companies, with certified project managers, have a head start on most competitors. Companies lose credibility due to the need to restart or rework tasks for customers, or worse, end up with dissatisfied customers not being able to use what was developed or made during the initial timeline or budget.

4) Quality Assurance by planning upfront: Certified project managers are able to accurately determine the requirements of a project and assess the available resources and make best use of those resources to consistently plan and deliver a quality result.

5) Enhanced Confidence by planning for risk: Confident project managers are able to deal with and respond effectively to risks, which avoids wasted time, effort and money.

6) New Strategies through teaming: Certified project managers improve teams by learning simple ways to approach a familiar scenario with a fresh perspective.

7) Positive Influencers through effective use of soft/human skills: Certified project managers know how to positively influence others and resolve conflict (whether it involves an employee’s job performance or conflicts that arise amongst the team). Often overlooked on technical projects, positive behavioral change is just as dynamic of a success for teams as meeting project goals. In fact, positive behavior change carries beyond the project into everyday tasks and workplace relationships.

As interest in this small group of certified leaders continues to grow exponentially amongst diverse fields of employers, the University of North Georgia Office of Professional and Continuing Education enthusiastically offers a classroom-based project management certificate program for individuals seeking or are currently in leadership roles. This program provides participants with a broad range of learning material and is facilitated by certified project managers with vast experience in managing small, medium and large projects.

A Certificate in Project Management will be awarded to anyone who successfully completes the following courses: Project Management Foundations, Planning-Scheduling-Control, and Identifying and Managing Risk. See courses on page 8.
Project Management Certificate

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

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

**Project Management Foundations (PMC)**
$699, Hrs: 18, CEUs: 1.8

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

**Prerequisite:** Project Management Foundations

- **Sep 24 - Sep 26 (Cumming City Hall)**
- **Sep 30 - Oct 2 (Gainesville)**

Mon-Tue-Wed, 9:00 a.m. - 4:00 p.m. | Tue-Wed-Thu, 9:00 a.m. - 4:00 p.m.

**Planning, Scheduling, and Control (PMC)**
$599, Hrs: 12, CEUs: 1.2

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

**Prerequisite:** Project Management Foundations

- **Oct 16 & 17 (Cumming City Hall)**
- **Nov 13 & 14 (Gainesville)**

Wed & Thu, 9:00 a.m. - 4:00 p.m. | Wed & Thu, 9:00 a.m. - 4:00 p.m.

**Identifying and Managing Risk (PMC)**
$599, Hrs: 12, CEUs: 1.2

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

**Prerequisite:** Project Management Foundations

- **Nov 18 & 19 (Cumming City Hall)**
- **Dec 4 & 5 (Gainesville)**

Mon & Tue, 9:00 a.m. - 4:00 p.m. | Wed & Thu, 9:00 a.m. - 4:00 p.m.
Human Resources Management Certificate Program

$1599 (includes SHRM materials), Hours: 36, CEUs: 3.6

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

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

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

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

Sep 24 - Dec 10 (Gainesville)
The, 6:00 - 9:00 p.m.

Sep 26 - Dec 19, skip 11/28 (Cumming City Hall)
Thu, 6:00 - 9:00 p.m.
Real Estate Salesperson’s Pre-Licensing
$499 (includes book), Hrs: 80, CEUs: 8.0
This face-to-face course covers the fundamentals of real estate practices and policies and is approved by the Georgia Real Estate Commission. It is designed to assist the student preparing for the Georgia Real Estate Salesperson’s License Examination. The State Exam may be taken after successful completion of this course.
Sep 30 - Dec 9, skip 11/27 (Gainesville)
Mon & Wed, 6:00 - 10:00 p.m.

Real Estate Salesperson’s Pre-Licensing “Cram” Course
$199, Hrs: 16, CEUs: 1.6
The cram course is an absolute must for anyone who is preparing to take the Georgia Real Estate Salesperson’s Examination. This course has been specifically designed to be an extensive review of the pre-license requirements covering all aspects of the material.
Dec 7 - Dec 8 (Gainesville)
Sat & Sun, 8:30 a.m. - 5:30 p.m.

Real Estate Salesperson’s Pre-Licensing (ONLINE)
$375, Hrs: 75, CEUs: 7.5
This course has everything needed to satisfy Georgia’s state education requirement for a real estate salesperson to qualify to take the state licensing exam. This course is an excellent introduction or review of the fundamentals of completing and presenting Georgia Association of REALTORS form real estate contracts.
Courses are six months in length and begin at any time. Visit go.ung.edu/ce-online to register.
Basic Communicative Spanish I
$129, Hrs: 12, CEUs: 1.2
Spanish is the “second language” of the U.S., and more and more business is being conducted with Spanish-speaking countries. Whether you want to converse with customers, co-workers, neighbors or prepare for a trip abroad, this course will give you the skills needed to understand spoken Spanish and communicate effectively in real-life situations.

Sep 9 - Oct 14 (Gainesville)
Mon, 6:30 - 8:30 p.m.

Sep 9 - Oct 14 (Cumming City Hall)
Mon, 6:00 - 8:00 p.m.

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

Oct 28 - Dec 2 (Gainesville)
Mon, 6:30 - 8:30 p.m.

Nov 4 - Dec 9 (Cumming City Hall)
Mon, 6:00 - 8:00 p.m.

Conversational English
$129, Hrs: 18, CEUs: 1.8
In the six-week Conversational English class, you will learn pronunciation and basic grammar. You will also learn English needed to communicate at a place of employment. Fast fluency phrasing to use in conversations every day will also be included. Students may attend successive sessions to learn more and more! This class is designed for beginning to low intermediate level students.

Oct 7 - Nov 13 (Gainesville)
Mon & Wed, 6:00 - 7:30 p.m.

American Sign Language I
$179, Hours: 17.5, CEUs: 1.75
This 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.

Sep 9 - Oct 21, skip 10/14 (Cumming City Hall)
Mon, 6:30 - 8:30 p.m.

Sep 14 - Oct 26 (Dahlonega)
Sat, 9:30 - 11:30 a.m.

American Sign Language II
$179, Hours: 17.5, CEUs: 1.75
This course will provide students with a continuation of American Sign Language by covering Lessons 11-20 on Lifeprint. Students will learn intermediate vocabulary signs along with an additional understanding of sentence structure and translation to English. Advanced forms of communication skills, along with various cues used when signing will also be covered, including directionality, classifiers, and non-manual markers.

Oct 28 - Dec 9, skip 11/25 (Cumming City Hall)
Mon, 6:30 - 8:30 p.m.

Nov 2 - Dec 14 (Dahlonega)
Sat, 9:30 - 11:30 a.m.
Clinical Medical Assistant

$2860, Hours: 140, CEUs: 14.0

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, the technical aspects of phlebotomy, the use of the electrocardiograph (EKG) machine, and more. Students will review important topics including phlebotomy, EKG, pharmacology, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands-on labs, 160-hour clinical externship opportunity, textbooks, CPR training, and national exam.

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

Oct 1 - Dec 12, skip 11/28 (Dahlonega)
Tue & Thu, 9:00 a.m. - 4:30 p.m.

Oct 2 - Dec 16, skip 11/27 (Cumming City Hall)
Mon & Wed, 9:00 a.m. - 4:30 p.m.

Oct 10 - Jan 30, skip 11/28, 12/19, 12/24, 12/26, and 12/31 (Cumming City Hall)
Tue & Thu, 6:30 - 9:30 p.m.
This class will also meet on Sat,
9:00 a.m. - 4:30 p.m.; 10/19, 10/26, 11/9, 11/16, 12/7, 12/14, 1/4, 1/18, and 1/25.

Oct 21 - Feb 17, skip 11/27, 12/18, 12/23, 12/25, 12/30, 1/1, and 1/20 (Gainesville)
Mon & Wed, 6:30 - 9:30 p.m.
This class will also meet on Sat,
9:00 a.m. - 4:30 p.m.; 11/2, 11/9, 11/23, 12/14, 1/18, 1/25, and 2/8.
Medical Billing and Coding New
$1999, Hrs: 80, CEUs: 8.0

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 (EOBs) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-10). This program includes 80 hours of classroom instruction, textbooks, and CPR training. Exam fee is not included in registration fee.

NOTE: Certain National Medical Coding Certification exams are very complex and may require six months to two years of suggested practical coding experience prior to taking the exam or being recognized as a certified medical coding professional. After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Oct 7 - Nov 18, skip 11/6 (Dahlonega)
Mon & Wed, 9:00 - 4:30 p.m.

EKG Technician
$1220, Hrs: 50, CEUs: 5.0

This program prepares students to function as EKG Technicians. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment, and perform hands-on labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. This program includes 50 hours of classroom lecture and hands-on labs, textbooks, CPR training and national exam.

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

Oct 7 - Nov 13 (Dahlonega)
Mon & Wed, 9:00 a.m. - 2:30 p.m.

Oct 7 - Dec 11, skip 11/27 (Cumming City Hall)
Mon & Wed, 6:30 - 9:30 p.m.

Oct 8 - Dec 12, skip 11/28 (Gainesville)
Tue & Thu, 6:30 - 9:30 p.m.
Medical Administrative Assistant
$1220, Hours: 50, CEUs: 5.0

This program prepares students to function effectively in many of the administrative and clerical positions in the health care industry which are in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to obtain an administrative medical assistant position. This program includes 50 hours of classroom instruction, textbooks, CPR training and national exam.

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

Oct 7 - Nov 13 (Dahlonega)
Mon & Wed, 9:00 a.m. - 2:30 p.m.

Oct 8 - Nov 14 (Cumming City Hall)
Tue & Thu, 9:00 a.m. - 2:30 p.m.

Oct 8 - Dec 12, skip 11/28 (Gainesville)
Tue & Thu, 6:30 - 9:30 p.m.

Dental Assisting
$1399, Hours: 80, CEUs: 8.0

This program prepares students for entry level positions in one of the fastest growing health care positions. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers several key areas and topics. Administrative Aspects include: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical Aspects include: introduction to oral anatomy, dental operatory, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. This program includes 80 hours of classroom instruction and hands-on labs, 40-hour clinical externship opportunity, textbooks and CPR training.

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

Oct 8 - Nov 14 (Dahlonega)
Tue & Thu, 9:00 a.m. - 4:30 p.m.

Oct 10 - Jan 30, skip 11/28, 12/19, 12/24, 12/26, and 12/31 (Cumming City Hall)
Tue & Thu, 6:30 - 9:30 p.m.

Oct 17 - Feb 6, skip 11/28, 12/19, 12/24, 12/26, and 12/31 (Gainesville)
Tue & Thu, 6:30 - 9:30 p.m.
Phlebotomy Technician
$1820, Hrs: 90, CEUs: 9.0

This program prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes: terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. This program includes 90 hours of classroom lecture and hands-on labs, textbooks, CPR training and national exam.

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

Oct 10 - Jan 16, skip 11/28, 12/19, 12/24, 12/26, and 12/31 (Gainesville)
Tues & Thurs, 6:30 - 9:30 p.m.
This class will also meet on Sat, 9:00 a.m. - 3:00 p.m.; 10/26, 11/16, 12/7, and 1/4.

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

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

Aug 3 (Gainesville)
Sat, 10:00 a.m. - 2:00 p.m.

Sep 7 (Cumming City Hall)
Sat, 10:00 a.m. - 2:00 p.m.

Oct 12 (Gainesville)
Sat, 10:00 a.m. - 2:00 p.m.

Nov 9 (Dahlonega)
Sat, 10:00 a.m. - 2:00 p.m.

Heartsaver First Aid/CPR/AED
$90, Hrs: 4, CEUs: 0.4

Heartsaver First Aid/CPR/AED is an instructor-led course to teach students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrive. Students will earn an AHA two-year certificate.

Sep 21 (Gainesville)
Sat, 10:00 a.m. - 2:00 p.m.

Nov 16 (Cumming City Hall)
Sat, 10:00 a.m. - 2:00 p.m.

Dec 7 (Dahlonega)
Sat, 10:00 a.m. - 2:00 p.m.
Microsoft Office Certificate

Are you looking to advance in your career, change careers or update your current computer skills? Are you a small business owner who needs additional tools and resources to help your business grow, become more organized or dynamic? The Microsoft Office Certificate will help you acquire the knowledge and experience to use Microsoft applications to help you find success no matter what your goal.

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

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

In this hands-on course, students will use word processing software to create, edit, format, print, and save documents. This class will cover line spacing, changing margins and tab settings, text justification, indenting and editing documents, and how to effectively use the keyboard. Formatting using various features, font types, styles and sizes will be discussed in detail along with how to use the thesaurus and spell check, format envelopes, and print preview. This course uses Microsoft Word 2016.

Sep 17 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

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

Oct 10 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

Oct 29 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

Nov 14 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

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

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

This class goes beyond MS Word 1 to include more complex features, including 5 types of tab stops, creating multiple column documents, and using headers and footers. Students will learn to use the power of mail merge, customize data fields, share information among multiple files and applications, insert and customize tables, enhance documents with tools such as WordArt and SmartArt graphics and insert text boxes. This course uses Microsoft Word 2016.

Sep 24 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

Oct 16 (Cumming City Hall)  
Wed, 9:00 a.m. - 4:00 p.m.

Oct 17 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

Nov 5 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

Nov 21 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

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

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

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

Oct 1 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

Oct 23 (Cumming City Hall)  
Wed, 9:00 a.m. - 4:00 p.m.

Oct 24 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

Dec 10 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

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

Students will learn the process of sorting emails, using contacts, maintaining calendars, setting up and using multiple email accounts, sending and opening attachments to emails, controlling spam, and managing mail folders. This course uses Microsoft Outlook 2016.

Aug 27 (Dahlonega)  
Tue, 9:00 a.m. - 4:00 p.m.

Oct 2 (Cumming City Hall)  
Wed, 9:00 a.m. - 4:00 p.m.

Oct 3 (Dahlonega)  
Thu, 9:00 a.m. - 4:00 p.m.

Oct 22 (Gainesville)  
Tue, 9:00 a.m. - 4:00 p.m.

Dec 11 (Cumming City Hall)  
Wed, 9:00 a.m. - 4:00 p.m.
Microsoft Excel 1 (MOC)
$179, Hrs: 6, CEUs: 0.6

In this course, students will learn the basics of spreadsheet construction and formatting, including how to create, save, open, and print spreadsheets. A basic overview of how to generate formulas and use functions such as SUM, AVERAGE, MIN, MAX and IF will be discussed. Students will learn how to use the Excel ribbon, how to customize the quick access toolbar and how to freeze and unfreeze panes. This course uses Microsoft Excel 2016.

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

Sep 19 (Dahlonega)
Thu, 9:00 a.m. - 4:00 p.m.

Oct 8 (Gainesville)
Tue, 9:00 a.m. - 4:00 p.m.

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

Oct 31 (Dahlonega)
Thu, 9:00 a.m. - 4:00 p.m.

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

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

This course includes more complex features such as creating and modifying pivot tables, using names instead of cell references in formulas, and creating and using nested IF statements. Participants will learn to use advanced techniques to create filters and sorts, how to eliminate duplicates, use Data Validation to create and maintain drop down lists, and how to share Excel data with other applications. This course uses Microsoft Excel 2016.

Sep 25 (Cumming City Hall)
Wed, 9:00 a.m. - 4:00 p.m.

Sep 26 (Dahlonega)
Thu, 9:00 a.m. - 4:00 p.m.

Oct 15 (Gainesville)
Tue, 9:00 a.m. - 4:00 p.m.

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

Nov 7 (Dahlonega)
Thu, 9:00 a.m. - 4:00 p.m.

Dec 5 (Gainesville)
Thu, 9:00 a.m. - 4:00 p.m.

Microsoft Excel - Pivot Tables
$129, Hrs: 4, CEUs: 0.4

Learn all about Excel Pivot Tables in this new specialty class. A PivotTable is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data. Begin with basic tasks such as preparing your data and using the wizard. Then, you will learn about filters, custom reports, functions, and subtotals. This course uses Microsoft Excel 2016.

Sep 24 (Dahlonega)
Tue, 10:00 a.m. - 3:00 p.m.

Oct 2 (Gainesville)
Wed, 10:00 a.m. - 3:00 p.m.

Nov 12 (Cumming City Hall)
Tue, 10:00 a.m. - 3:00 p.m.

Microsoft Excel - Formulas and Functions
$129, Hrs: 4, CEUs: 0.4

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

Oct 1 (Cumming City Hall)
Tue, 10:00 a.m. - 3:00 p.m.

Oct 15 (Dahlonega)
Tue, 10:00 a.m. - 3:00 p.m.

Nov 14 (Gainesville)
Thu, 10:00 a.m. - 3:00 p.m.

Build a Basic Web Page
$189, Hrs: 8, CEUs: 0.8

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

Oct 1 (Dahlonega)
Tue, 8:30 a.m. - 5:30 p.m.

Nov 5 (Cumming City Hall)
Tue, 8:30 a.m. - 5:30 p.m.
Adobe Photoshop CC
$179, Hrs: 6, CEUs: 0.6
This course details Photoshop features and creative options. It shows efficient ways to perform common editing tasks, including noise reduction, shadow and highlight detail recovery, retouching, and combining multiple images. The course explores techniques for nondestructive editing and compositing using layers, blending modes, layer masks, and more.

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

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

Nov 23 (Cumming City Hall)
Sat, 9:00 a.m. - 4:00 p.m.

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

Sep 27 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

Oct 11 (Dahlonega)
Fri, 9:00 a.m. - 4:00 p.m.

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

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

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

Adobe Photoshop Elements 1
$179, Hours: 6, CEUs: 0.6
Adobe Photoshop Elements 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 12 (Cumming City Hall)
Thu, 9:00 a.m. - 4:00 p.m.

Sep 19 (Gainesville)
Thu, 9:00 a.m. - 4:00 p.m.

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

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

Nov 7 (Gainesville)
Thu, 9:00 a.m. - 4:00 p.m.

QuickBooks 1
$199, Hrs: 6, CEUs: 0.6
See page 21 for course description.

Sep 20 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

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

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

Dec 6 (Gainesville)
Fri, 9:00 a.m. - 4:00 p.m.

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

QuickBooks 2
$199, Hrs: 6, CEUs: 0.6
See page 21 for course description.

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

Nov 1 (Cumming City Hall)
Fri, 9:00 a.m. - 4:00 p.m.

Nov 6 (Dahlonega)
Wed, 9:00 a.m. - 4:00 p.m.
Master Bookkeeper Certificate

Bookkeepers process financial records for organizations. They record financial transactions, update statements, and examine financial records for accuracy. This course will provide you the skills necessary to become proficient in bookkeeping. Students will gain a well-rounded understanding of the complete bookkeeping cycle incorporating QuickBooks, bookkeeping and customer service skills. This certificate is ideal for small business owners, those currently working in QuickBooks or those looking to go into the bookkeeping field.

To receive the Bookkeeper Certificate, students must complete: QuickBooks 1, QuickBooks 2, Bookkeeping 1, Bookkeeping 2 and Critical Elements of Customer Service. Classes may be taken as part of the certificate or individually.
**QuickBooks 1**  
$199, Hrs: 6, CEUs: 0.6

In this class, students will learn how to set up and manage a basic set of accounting books, including how to create a chart of accounts, post daily transactions, create vendor lists, reconcile checking and credit card accounts, track activity, and to generate and interpret the financial reports. QuickBooks 2016 will be used.

- **Sep 20** (Gainesville)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Sep 27** (Cumming City Hall)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Oct 4** (Dahlonega)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Dec 6** (Gainesville)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Dec 12** (Cumming City Hall)  
  Thu, 9:00 a.m. - 4:00 p.m.

**QuickBooks 2**  
$199, Hrs: 6, CEUs: 0.6

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

- **Oct 25** (Gainesville)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Nov 1** (Cumming City Hall)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Nov 6** (Dahlonega)  
  Wed, 9:00 a.m. - 4:00 p.m.

**Critical Elements of Customer Service**  
$199, Hours: 6, CEUs: 0.6

Have you ever encountered an unpleasant customer and not known what to do? Do you worry that you’re not assertive enough with demanding people? Do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to strive for?

- **Oct 22** (Cumming City Hall)  
  Tue, 9:00 a.m. - 4:00 p.m.
- **Nov 19** (Gainesville)  
  Tue, 9:00 a.m. - 4:00 p.m.

**Bookkeeping I**  
$199, Hrs: 6, CEUs: 0.6

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 10** (Gainesville)  
  Thu, 9:00 a.m. - 4:00 p.m.
- **Oct 18** (Dahlonega)  
  Fri, 9:00 a.m. - 4:00 p.m.

**Bookkeeping II**  
$199, Hrs: 6, CEUs: 0.6

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

Prerequisite: QuickBooks 2 and Bookkeeping 1.

- **Nov 15** (Gainesville)  
  Fri, 9:00 a.m. - 4:00 p.m.
- **Nov 22** (Dahlonega)  
  Fri, 9:00 a.m. - 4:00 p.m.
Digital Photography Certificate

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

Students are required to complete Photography 1 – Beginner, Photography 2 – Intermediate, Photography 3 – Advanced, Digital Darkroom, and 3 electives.

Note: Students may substitute Outdoor Photography in place of their 3 electives.

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
$149, Hrs: 10, CEUs: 1.0
Students will gain photography skills to take better pictures while learning about the operation of a digital camera. Participants will focus on manual camera operation, metering, exposure, depth of field, shutter speed, and composition.
Sep 9 - Sep 30 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Sep 10 - Oct 1 (Cumming City Hall)
Tue, 10:00 a.m. - 12:30 p.m.
Sep 10 - Oct 1 (Cumming City Hall)
Tue, 6:00 - 8:30 p.m.
Sep 10 - Oct 1 (Dahlonega)
Tue, 6:00 - 8:30 p.m.
Sep 23 - Oct 21 (Gainesville)
Mon, 7:00 - 9:00 p.m.
Oct 3 - Oct 31 (Gainesville)
Thu, 7:00 - 9:00 p.m.

Photography 2 - Intermediate
$149, Hours: 10, CEUs: 1.0
In this in-depth course, students learn advanced exposure, night photography, portraiture, photo editing, and how to be more creative in photography.
Prerequisite: Photography 1
Sep 24 - Oct 22 (Gainesville)
Tue, 7:00 - 9:00 p.m.
Oct 8 - Nov 5, skip 10/15 (Cumming City Hall)
Tue, 10:00 a.m. - 12:30 p.m.
Oct 8- Nov 5, skip 10/15 (Dahlonega)
Tue, 6:00 - 8:30 p.m.
Oct 14 - Nov 4 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Oct 15 - Nov 5 (Cumming City Hall)
Tue, 6:00 - 8:30 p.m.
Nov 4 - Dec 9, skip 11/25 (Gainesville)
Mon, 7:00 - 9:00 p.m.

Photography 3 - Advanced
$149, Hrs: 10, CEUs: 1.0
Participants take the next step with this course learning composition, shooting raw photos, histograms, using the flash, and studio lighting techniques.
Prerequisite: Photography 1 and Photography 2
Nov 5 - Dec 10, skip 11/26 (Gainesville)
Tue, 7:00 - 9:00 p.m.
Nov 18 - Dec 9 (Gainesville)
Mon, 10:00 a.m. - 12:30 p.m.
Nov 19 - Dec 10 (Cumming City Hall)
Tue, 10:00 a.m. - 12:30 p.m.
Nov 19 - Dec 10 (Cumming City Hall)
Tue, 6:00 - 8:30 p.m.
Nov 19 - Dec 10 (Dahlonega)
Tue, 6:00 - 8:30 p.m.

Outdoor Photography
$149, Hrs: 10, CEUs: 1.0
Learn tips and tricks about equipment and location. We will focus on photographing wildlife, nature, moving water and action photography.
Prerequisite: Photography 1
Sep 25 - Oct 23 (Gainesville)
Wed, 7:00 - 9:00 p.m.
Oct 30 - Nov 20 (Cumming City Hall)
Wed, 7:00 - 9:00 p.m.
Oct 30 - Nov 20 (Dahlonega)
Wed, 6:00 - 8:30 p.m.
Oct 31 - Nov 21 (Cumming City Hall)
Thu, 6:00 - 8:30 p.m.

Digital Darkroom
$169, Hours: 10, CEUs: 1.0
Take photographs to a new level using Photoshop as an editing tool. Students will learn how to select objects, extract or enhance, perform color corrections, crop images, create composites, perform black and white conversions, and set up for printing.
Prerequisite: Photography 1
Sep 30 - Oct 21 (Cumming City Hall)
Mon, 10:00 a.m. - 12:30 p.m.
Oct 2 - Oct 23 (Dahlonega)
Wed, 6:00 - 8:30 p.m.
Oct 3 - Oct 24 (Cumming City Hall)
Thu, 6:00 - 8:30 p.m.
Nov 6 - Dec 11, skip 11/27 (Gainesville)
Wed, 7:00 - 9:00 p.m.
Photography Portfolio - Certificate Capstone Class
$149, Hours: 10, CEUs: 1.0
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.

On the first day of class students should bring between 10 and 20 images to be considered for selection for the exit show. Images will be critiqued and chosen for final portfolio. The final class meeting will consist of a graduation reception and final exhibition. Students are encouraged to invite family and friends to attend this event.

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

Nov 7 - Dec 12, skip 11/28 (Gainesville)
Thu, 7:00 - 9:00 p.m.

Macro Photography
$99, Hrs: 6, CEUs: 0.6
This workshop has both classroom and hands-on practice. This course will focus on the techniques and challenges of macro photography - equipment, exposure and composition, with many examples. Both outdoor and tabletop set-ups will be demonstrated as well as adding and manipulating light for macro shooting.

Sep 21 (Cumming City Hall)
Sat, 9:00 a.m. - 4:00 p.m.

Oct 19 (Dahlonega)
Sat, 9:00 a.m. - 4:00 p.m.

Basic Lightroom
$129, Hrs: 6, CEUs: 0.6
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 28 (Gainesville)
Sat, 9:00 a.m. - 4:00 p.m.

Photoshop Layers
$99, Hrs: 5, CEUs: 0.5
In graphics software, a layer is the term used to describe the different levels at which you can place an object or image file. This class will show you how to create and use layers to improve your photos. If you have already taken Photoshop classes, this course will reinforce what you already know as well as cover new techniques.

Oct 3 (Gainesville)
Thu, 10:00 a.m. - 4:00 p.m.

Oct 5 (Cumming City Hall)
Sat, 10:00 a.m. - 4:00 p.m.

Black and White Photography
$75, Hrs: 3, CEUs: 0.3
Even in today’s world of digital photography, taking a good black and white photo is difficult. Learn the basics of what is needed to take good black and white photos. Also what is needed in post-processing to make a good photo, a great one. This is a more advanced class and you should have a very good understanding of your camera and already know some photo editing skills.

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

Lighting Behavior and Techniques
$169, Hrs: 10, CEUs: 1.0
Expect to gain an understanding of how light behaves, how to manipulate it, and how to see it. This class is applicable to ALL styles of photography. You will gain a solid understanding of what good light is, develop your eyes to see the way light behaves in many different situations, and learn to control and manipulate it through various techniques.

Oct 18 - Nov 8 (Cumming City Hall)
Fri, 10:00 a.m. - Nov 12:30 p.m.

Oct 18 - Nov 8 (Dahlonega)
Fri, 6:00 - 8:30 p.m.

Photographing Kid’s Sports
$75, Hrs: 3, CEUs: 0.3
Learn the basics of sports photography from the ground up. We will go over what setting to put your camera on, full auto vs. priority modes, low light issues we have during indoor lighting and what lenses work best for sports. It is 3 full hours, so come ready to have some fun.

Nov 2 (Gainesville)
Sat, 9:00 a.m. - 12:00 p.m.
Waterfalls and Mountain Streams Photography
$129, Hrs: 6, CEUs: 0.6

Students will get plenty of practice with "moving water" and learning how shutter speeds affect the look and mood of your nature and water photographs. Students will also learn how to meter scenes for best exposures and framing for best compositions. The use of polarizers and neutral density filters will also be discussed.

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

Basic Wedding Photography
$75, Hrs: 3, CEUs: 0.3 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.

Dec 7 (Gainesville)
Sat, 9:00 a.m. - 12:00 p.m.

The Art of Photography 1
$149, Hrs: 10, CEUs: 1.0

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

Nov 15 - Dec 13, skip 11/29
(Cumming City Hall)
Fri, 10:00 a.m. - 12:30 p.m.

Nov 15 - Dec 13, skip 11/29 (Dahlonega)
Fri, 6:00 - 8:30 p.m.

The Art of Photography 3
$149, Hrs: 10, CEUs: 1.0

This course will help you establish and fine tune your own artistic style with a consistent look across different genres of photography. We’ll take what we have learned in AoP 1 and AoP 2 and use that knowledge to develop your own unique style through your images. This course is helpful in building a classy working portfolio that won’t limit you to only one genre of photography.

Sep 13 - Oct 4 (Cumming City Hall)
Fri, 10:00 a.m. - 12:30 p.m.

Sep 13 - Oct 4 (Dahlonega)
Fri, 6:00 - 8:30 p.m.
Videography Certificate

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

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

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

Develop your technical and creative skills as a digital videographer. Learn how to achieve satisfying and professional-looking footage using your own digital video camera, while implementing basic skills and shooting techniques. Topics include: video formats, camera capabilities, features and operation, camera control, movement and composition, storyboarding, and how to shoot with editing in mind.

- Sep 9 - Sep 30 (Gainesville)
- Mon, 6:30 - 9:00 p.m.
- Sep 18 - Oct 9 (Cumming City Hall)
- Wed, 6:00 - 8:30 p.m.

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

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

- Oct 14 - Nov 4 (Gainesville)
- Mon, 6:30 - 9:00 p.m.
- Oct 23 - Nov 13 (Cumming City Hall)
- Wed, 6:00 - 8:30 p.m.

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

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

- Nov 18 - Dec 9 (Gainesville)
- Mon, 6:30 - 9:00 p.m.
Driver’s Education
$365 (30 hrs classroom and 6 hrs in the car)
Hrs: 36, CEUs: 3.6

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

Fall Session (Gainesville)
Oct 25-27 & Nov 1-3
Fri, 5:30 - 8:30 p.m.
Sat, 9:00 a.m. - 5:00 p.m.
Sun, 1:30 - 5:30 p.m.

Winter Session (Gainesville)
Jan 24-26, Jan 31, & Feb 1-2
Fri, 5:30 - 8:30 p.m.
Sat, 9:00 a.m. - 5:00 p.m.
Sun, 1:30 - 5:30 p.m.

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

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

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

Sep 14 (Gainesville)
Sat, 8:00 a.m. - 3:00 p.m.

Nov 30 (Gainesville)
Sat, 8:00 a.m. - 3:00 p.m.

Six-Hour Driving Package (Gainesville)
$295, Hrs: 6, CEUs 0.6

Have you completed your 30 hours of Driver’s Education instruction online or through another approved program but still need actual behind-the-wheel driving instruction to complete your certificate? You may now sign up for 6 hours of driving instruction to satisfy state requirements and complete your driving certificate. Dates and times arranged with driving instructor (car provided). Students under 18 years of age must be accompanied by a parent or guardian. Must call to register.

Behind-The-Wheel Driving Lessons (Gainesville)
$99; Dates and times arranged for 2-hour sessions.

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. Must call to register.
Pottery
$159 (includes clay), Hrs: 18, CEUs: 1.8
Learn to make Pots! The instructor will teach throwing on the wheel and hand-building techniques in this class. Let yourself feel the clay as you learn to manipulate it with pinch, coil, and slab methods of hand-building. Pots will be fired in a kiln on location. Glazes will be applied to your pots for the final firing. Individual projects are based on skill level.
Sep 24 - Oct 29 (Gainesville)
Tue, 6:00 - 9:00 p.m.

Oil Painting
$89 (plus supplies), Hours: 15, CEUs: 1.5
Students will receive individual attention with an individual painting of his or her choice. This class is designed for everyone, from the beginner to the advanced student. Learn basic art, drawing, mixing paint, etc. Every student works at his or her own pace. Participant will be responsible for purchasing all supplies. They are not included in the registration fee.
Sep 12 - Oct 17 (Gainesville)
Thu, 6:00 - 8:30 p.m.

Introduction to Beekeeping
$75, Hrs: 12, CEUs: 1.2
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.
Oct 5 - Oct 26* (Dahlonega)
Sat, 9:00 a.m. - 12:00 p.m.
*last day is off-site

Write Your First Novel
$129, Hrs: 6, CEUs: 0.6
You will learn the building blocks that make up quality fiction: plot, character development, narrator and point of view, dialogue, and voice. We will discuss the publishing process-agents, editors, and the book business so you will know what happens after you’ve finished that first full draft.
Sep 28 (Dahlonega)
Sat, 9:00 a.m. - 4:00 p.m.

Independently Publishing Your Book
$129, Hours: 6, CEUs: 0.6
Have you written a book and want to bypass traditional publishers? This is a three-part course in formatting, editing, and independently (and economically) publishing your work as an ebook or as a print-on-demand book, taught by two professional writers with experience in both fields.
Oct 9 - Oct 23 (Gainesville)
Wed, 6:00 - 8:00 p.m.

Basic Handgun Safety Training Course
$99 (plus supplies and range fee) Hours: 7, CEUs: 0.7
$89 (for a 2nd person) Must call to register for discount.
The instructor will begin the class explaining ten of the most important safety rules one will need for basic gun safety. The laws pertaining to where and when a person can carry and when a person can and cannot use a weapon will also be included. Participants will then go over the basic steps of using firearms correctly, and students will participate in practical demonstrations in the classroom. Following the classroom portion students will meet at a local gun range. At this time, the instructor will teach proper sight alignment, trigger pull, stance, breathing, and grip. Minimum age is 21.
Sep 21 (Gainesville)
Sat, 9:00 a.m. - 5:00 p.m.
Oct 5 (Cumming City Hall)
Sat, 9:00 a.m. - 5:00 p.m.
Oct 26 (Dahlonega)
Sat, 9:00 a.m. - 5:00 p.m.
Nov 16 (Gainesville)
Sat, 9:00 a.m. - 5:00 p.m.
Swimming Lessons For Children
$99, Hours: 8, CEUs: 0.8
Come and enjoy the University of North Georgia Gainesville campus INDOOR pool along with our newly renovated locker rooms and showers. Our swimming lessons are based on the American Red Cross Learn to Swim program. This is a water safety/stroke program and is not intended for competitive swimmers. Children MUST be potty-trained!
Sep 10 - Oct 29, Tue (Gainesville)
Choose from these available class times:
4:00 - 4:50 p.m., 5:00 - 5:50 p.m.,
6:00 - 6:50 p.m., or 7:00 - 7:50 p.m.

Adult Swim Lessons
$99, Hours: 8, CEUs: 0.8
Our adult swim class is for older teens or adults of any skill level. We can help you begin to swim or help established swimmers fine tune their strokes. Participants will receive individual instruction and then be able to practice their skills.
Sep 10 - Oct 29 (Gainesville)
Tue, 8:00 - 8:50 p.m.

Water Aerobics
Water exercise provides an excellent medium for all ages and fitness levels to move in ways that may be difficult at times on land. Yet, it still enables individuals to improve muscle tone, flexibility, and cardiovascular conditioning. Water aerobics provides the ultimate in low-impact exercise. Water jogging and walking are excellent cross-training activities for endurance development.
Sep 9 - Oct 9 (Gainesville)
Hours: 10, CEUs: 1.0
Mon & Wed, 5:15 - 6:15 p.m., $50
Mon & Wed, 6:30 - 7:30 p.m., $50

Fall 2019  |  www.ung.edu/ce  |  678-717-2377
Supply Chain & Logistics Management Certificate
$596, Hours: 96

The Supply Chain Management Certificate program provides you with the tools and ideas required to effectively shape and define the various components of value creation. Dive into the process and strategies behind acquiring, producing and delivering goods and services, both domestically and globally.

To receive this certificate, students must complete:
Supply Chain Management Fundamentals, Manufacturing Fundamentals, Purchasing Fundamentals, and Distribution and Logistics Management.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

Certified Green Supply Chain Professional
$1595, Hours: 60, thirteen months
Course Code: GES714, open enrollment

The Certified Green Supply Chain Professional Online Training Program will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development.

Purchasing and Supply Chain Management
$2295, Hours: 300, six months
Course Code: GES411, open enrollment

The Purchasing and Supply Chain Management Online Training Program will introduce you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology will also be explored in this program. The focus is on management and the skills and resources that a successful manager needs.

To view full listing or register, visit go.ung.edu/ce-online.
In today's world, security is a constant concern of any business or organization. With techniques changing every day, it's paramount that companies protect themselves by having high level security experts on staff. One small oversight can cost millions so companies are willing to pay the high salaries demanded by these types of IT professionals. You will become an expert in all areas of IT security, making their knowledge highly desired in the marketplace.


SSCP Systems Security Certified Practitioner
$1795, Hours: 80, six months
Course Code: GES333, open enrollment

Systems Security Certified Practitioner (SSCP) is a premier security certification offered by ISC(2), ideal for those wanting to begin or advance a career in computer networking or security. This program will prepare you for this industry recognized certification, as well as a career in the information technology sector. Upon completion of the program, you will be given vouchers to take the Systems Security Certified Practitioner (SSCP) exam.

Certified Information Security Manager (CISM)
$1395, Hours: 120, six months
Course Code: GES345, open enrollment

The Certified Information Security Manager (CISM) accreditation is a highly respected certification within the IT industry. Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO. The registration fee for the Certified Information Security Manager (CISM) exam is included with this program.

CompTIA™ Security+ Certification Training
$1695, Hours: 80, six months
Course Code: GES330, open enrollment

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. That's where CompTIA Security+ comes in to prepare candidates to fulfill these responsibilities. Get the Security+ certification to show that you have the skills to secure a network and deter hackers and you're ready for the job. Exam voucher included.

IT Security Survival Training
$4295, Hours: 225, twelve months
Course Code: GES361, open enrollment

If you are wanting to start or advance your career in IT security, this program provides training in all areas of IT security. You will learn everything from security protocol to advanced forensics and cryptography. In today's marketplace, IT security is one of the most important area of concerns for corporations - with hacking and intrusion attempts occurring on a daily basis. Company's budgets have reflected this, with available positions in IT security never being more plentiful. With this core group of certifications, you will be prepared to apply for high paying IT security positions in a variety of industries.

The registration fees for the Security+, Cisco CCNA Security, Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), and Certificate of Cloud Security Knowledge (CCSK) certification exams are included with this program.

To view full listing or register, visit go.ung.edu/ce-online.
Online

WRITING

Publish and Sell Your E-Books
$149, Hours: 24, six weeks
Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world’s largest online bookstores.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

A to Z Grantwriting
$149, Hours: 24, six weeks
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

A to Z Grantwriting II: Beyond the Basics
$149, Hours: 24, six weeks
Sharpen your grant research skills, write the most important sections of grant applications, and learn the types of grants available.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

Grant Writing Certificate
$745, Hours: 120
Earn your certificate in grant writing. Follow a step-by-step curriculum with an experienced grant writer as your instructor to help you master the art and technology of grant writing. You will learn how to write effective proposals that will bring in the funding you need.
To receive the Grant Writing Certificate, students must complete: A to Z Grantwriting, Get Grants!, A to Z Grantwriting II, Writing Effective Grant Proposals, and Advanced Grant Proposal Writing.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

TEACHING

Creating Classroom Centers
$149, Hours: 24, six weeks
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

Survival Kit for New Teachers
$149, Hours: 24, six weeks
Veteran instructor shares the secrets for success in your first years of teaching.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

READING & MATH

Response to Intervention: Reading Strategies That Work
$149, Hours: 24, six weeks
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

Singapore Math: Number Sense and Computational Strategies (Self-Paced Tutorial)
$149, Hours: 24, six weeks
In this teacher training course, you will learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

WEB DESIGN

Creating Web Pages
$149, Hours: 24, six weeks
Learn the basics of HTML so you can design, create, and post your very own site on the Web.
Start dates: Sep 11 | Oct 16 | Nov 13 | Dec 11

To view full listing or register, visit go.ung.edu/ce-online.
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Earn your **Project Management** certificate.
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*Project Management Institute (PMI) Registered Education Provider.*