

SUCCESS

COURSES | SPRING 2021

Healthcare Career Certificate Programs

Leadership
Project Management
Human Resources
QuickBooks
Microsoft Office
and more!



UNG

UNIVERSITY of
NORTH GEORGIA™
OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

HEALTHCARE



Join a growing and very rewarding field with our healthcare career programs. Scan QR code or visit ung.edu/ce for more information.

Clinical Medical Assistant Certificate

\$3199 | includes exam | 143 hrs

Trains students to assist physicians by performing functions related to clinical responsibilities of a medical office.

Feb 22 - May 24 | Hybrid
M/W, 5:30p-9:30p | Gainesville
Sa, 9a-1p | LIVE Online
*Sa, 9a-1p | 2/27, 3/13, 3/20, 4/3, 4/17, 4/24, 5/8, and 5/22.

Medical Administrative Assistant Certificate

\$1399 | includes exam | 60 hrs

Prepares students to function effectively in many of the administrative and clerical positions in the health care industry which are in great demand.

Mar 31 - May 19 | LIVE Online
M/W, 9a-1p

Pharmacy Technician Certificate

\$1999 | includes exam | 60 hrs

Prepares students to enter the pharmacy field.

Apr 6 - May 25 | LIVE Online
Tu/Th, 5:30p-9:30p

Dental Assisting Certificate

\$1999 | includes exam | 108 hrs

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

Mar 16 - Jun 15 | Hybrid
Tu, 9a-1p | Dahlonega
Th, 9a-1p | LIVE Online

EKG Technician Certificate

\$1599 | includes exam | 60 hrs

Prepares students to function as EKG Technicians.

Apr 5 - May 24 | Hybrid
M, 5:30-9:30p | Cumming City Hall
W, 5:30-9:30p | LIVE Online

Basic Life Support (BLS) for Healthcare Professionals

\$75 | 4 hrs

Participants earn a two-year American Heart Association Certification.

Mar 13 | Sa, 10a-2p | Cumming City Hall

Apr 17 | Sa, 10a-2p | Dahlonega

May 15 | Sa, 10a-2p | Gainesville

LEADERSHIP



Enhance your leadership skills and learn to unlock your employees' potential with our Leadership and Supervision Master Certificate. Scan QR code or visit ung.edu/ce for more information.

People Management Skills: Managing Different Personalities

\$249 | 6 hrs

Feb 25 - Mar 4 | Th, 9a-11a | LIVE Online

Critical Elements of Customer Service

\$249 | 6 hrs

Mar 9 | Tu, 9a-4p | Cumming City Hall

New Supervisor Toolkit: Making the Transition from Buddy to Boss *New*

\$249 | 6 hrs

Mar 25 | Th, 9a-4p | Gainesville

Effectively Supervising People

\$249 | 6 hrs

Apr 13 | Tu, 9a-4p | Cumming City Hall

Build Better Teams: Tools to Form, Reform, and Transition Your Team *New*

\$249 | 6 hrs

Apr 29 - May 6 | Th, 9a-11a | LIVE Online

PROJECT MANAGEMENT

Project Management Certificate

\$2499 | 42 hrs

Apr 15 - May 27 | Online
Th, 6p-7p | UNG Instructor-Led

BOOKKEEPING



Increase your earning potential and strengthen your professional status with our Bookkeeper Certificate. Scan QR code or visit ung.edu/ce for more information.

QuickBooks 1

\$219 | 6 hrs

Mar 5 | F, 9a-4p | Gainesville

Apr 16 | F, 9a-4p | Gainesville

May 28 | F, 9a-4p | Gainesville

QuickBooks 2

\$219 | 6 hrs

Feb 26 | F, 9a-4p | Gainesville

Mar 26 | F, 9a-4p | Cumming City Hall

May 14 | F, 9a-4p | Gainesville

Bookkeeping 1

\$219 | 6 hrs

Mar 12 | F, 9a-4p | LIVE Online

Bookkeeping 2

\$219 | 6 hrs

Apr 30 | F, 9a-4p | LIVE Online

HUMAN RESOURCES

Human Resources Management Certificate

\$1599 | 36 hrs

includes SHRM materials

Mar 25 - Jun 10 | LIVE Online
Th, 6p-9p

COMPUTER



Help yourself and your organization achieve next level results! Our Microsoft Office Certificate offers the necessary training to boost productivity. Scan QR code or visit ung.edu/ce for more information.

Microsoft Word 1 \$199 | 6 hrs

Apr 13 | Tu, 9a-4p | Gainesville

Microsoft Word 2 \$199 | 6 hrs

Mar 9 | Tu, 9a-4p | Gainesville

May 25 | Tu, 9a-4p | Gainesville

Microsoft Outlook \$199 | 6 hrs

Mar 23 | Tu, 9a-4p | Gainesville

May 11 | Tu, 9a-4p | Gainesville

Microsoft PowerPoint \$199 | 6 hrs

Feb 23 | Tu, 9a-4p | Gainesville

Apr 20 | Tu, 9a-4p | Gainesville

Microsoft Excel 1 \$199 | 6 hrs

Mar 16 | Tu, 9a-4p | Gainesville

Apr 14 | W, 9a-4p | Cumming City Hall

May 4 | Tu, 9a-4p | Gainesville

Microsoft Excel 2 \$199 | 6 hrs

Mar 10 | W, 9a-4p | Cumming City Hall

Mar 25 - Apr 1 | Dallahonega
Th, 5:30p-8:30p

Apr 28 | W, 9a-4p | Gainesville

May 19 | W, 9a-4p | Cumming City Hall

Microsoft Excel - Pivot Tables \$199 | 4 hrs

Mar 2 | Tu, 10a-3p | Gainesville

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

Mar 30 | Tu, 10a-3p | Gainesville

WEB & DIGITAL DESIGN

Adobe InDesign CC 1 \$199 | 6 hrs

Mar 19 | F, 9a-4p | Gainesville

Adobe InDesign CC 2 \$199 | 6 hrs

May 7 | F, 9a-4p | Gainesville

Adobe Photoshop Elements 1 \$199 | 6 hrs

Apr 21 | W, 9a-4p | Cumming City Hall

Adobe Photoshop Elements 2 \$199 | 6 hrs

May 19 | W, 9a-4p | Gainesville

Build a Basic Web Page \$199 | 8 hrs

May 5 | W, 8:30a-5:30p | Dallahonega

LANGUAGE & WRITING

Basic Communicative Spanish I \$159 | 12 hrs

Mar 1 - Mar 25 | LIVE Online
M, 6:30p-8:30p | Th, 6:30p-7:30p

Basic Communicative Spanish II \$159 | 12 hrs

Apr 12 - May 6 | LIVE Online
M, 6:30p-8:30p | Th, 6:30p-7:30p

American Sign Language I \$179 | 12 hrs

Mar 2 - Mar 25 | LIVE Online
Tu, 6p-8p & Th, 6p-7p

American Sign Language II \$179 | 12 hrs

Apr 13 - May 6 | LIVE Online
Tu, 6p-8p & Th, 6p-7p

Independently Publishing Your Book \$159 | 6 hrs

Apr 27 - May 11 | Tu, 6p-8p | Gainesville

PERSONAL INTEREST

Guitar I *New* \$99 | 5 hrs

Mar 3 - Mar 31 | Cumming City Hall
W, 5:30p-6:30p | Ages 8-14

Mar 3 - Mar 31 | Cumming City Hall
W, 7p-8p | Ages 15+

Guitar II *New* \$99 | 5 hrs

Apr 14 - May 12 | Cumming City Hall
W, 5:30p-6:30p | Ages 8-14

Apr 14 - May 12 | Cumming City Hall
W, 7p-8p | Ages 15+

Basic Handgun Safety Training \$129 | + supplies and range fee | 7 hrs Minimum age is 21.

Mar 20 | Sa | 9a-5p | Gainesville

Apr 17 | Sa | 9a-5p | Gainesville

May 22 | Sa | 9a-5p | Gainesville

Introduction to Beekeeping \$99 | 12 hrs

Mar 6 - Mar 27 | Sa, 9a-12p | Dallahonega

Oil Painting \$119 | plus supplies | 15 hrs

Mar 23 - May 4 | Gainesville
Tu, 6p-8:30p | Skip 4/6

Mar 25 - May 6 | Gainesville
Th, 6p-8:30p | Skip 4/8

HEALTH & FITNESS

Water Aerobics

Mar 29 - May 21 | Dallahonega
M/W/F, 10a-11a | 24 hrs | \$150

Mar 29 - May 19 | Gainesville
M/W, 5:15p-6:15p | 16 hrs | \$100

Mar 29 - May 19 | Gainesville
M/W, 6:30p-7:30p | 16 hrs | \$100

Heartsaver First Aid/CPR/AED \$90 | 4 hrs

Earn an AHA two-year certificate.

Mar 20 | Cumming City Hall
Sa, 10a-2p

May 8 | Dallahonega
Sa, 10a-2p

CAR - RT - SORT
LOCAL POSTAL PATRON

PHOTOGRAPHY



Go pro and earn your professional photography certificate! Scan QR code or visit ung.edu/ce for more information.

Photography 1 - Beginner

\$179 | 10 hrs

Mar 3 - Mar 31 | W, 7p-9p | LIVE Online

Photography 2 - Intermediate

\$179 | 10 hrs

Feb 23 - Mar 16 | LIVE Online
Tu, 10a-12:30p

Mar 2 - Mar 30 | Tu, 7p-9p | LIVE Online

Apr 14 - May 12 | W, 7p-9p | LIVE Online

Photography 3 - Advanced

\$179 | 10 hrs

Prerequisite: Photography 1 and
Photography 2

Mar 30 - Apr 27 | LIVE Online
Tu, 10a-12:30p | Skip 4/6

Apr 15 - May 13 | LIVE Online
Th, 7p-9p

Digital Darkroom

\$179 | 10 hrs

Mar 4 - Apr 1 | Th, 7p-9p | Gainesville

Digital Videography I

\$199 | 10 hrs

Mar 1 - Mar 22 | LIVE Online
M, 6:30p-9p

Apr 19 - May 10 | LIVE Online
M, 6:30p-9p

Outdoor Photography

\$179 | 10 hrs

Mar 31 - Apr 28 | Cumming City Hall
W, 10a-12:30p | Skip 4/7

Black and White Photography

\$99 | 3 hrs

Mar 6 | Sa, 9a-12p | LIVE Online

Waterfalls and Mountain Streams Photography

\$129 | 6 hrs

Mar 20 | Off-Site (Dahlonega)
Sa, 9a-4p

Travel Photography *New*

\$99 | 3 hrs

Apr 3 | Sa, 9a-12p | LIVE Online

Macro Photography

\$129 | 6 hrs

Apr 24 | Sa, 9a-4p | Cumming City Hall

Basic Lightroom

\$129 | 6 hrs

May 8 | Sa, 9a-4p | Gainesville

Basic Wedding Photography

\$99 | 3 hrs

Apr 17 | Sa, 9a-12p | LIVE Online

The Art of Photography 2

\$199 | 10 hrs

Mar 25 - Apr 22 | Cumming City Hall
Th, 10a-12:30p | Skip 4/8

Photoshop Layers

\$129 | 5 hrs

Apr 14 | W, 10a-4p | Gainesville

DRIVER'S EDUCATION



Driver's Education

\$365 | 36 hrs

Apr 5 - Apr 9 | Gainesville
M-F, 8a-2:30p

Jun 7 - Jun 11 | Gainesville
M-F, 8a-2:30p

Jun 12 - Jun 16 | Gainesville
M-F, 8a-2:30p

Jul 26 - Jul 30 | Gainesville
M-F, 8a-2:30p

Six-Hour Driving Package

\$295 | 6 hrs

Gainesville | call to register

Behind-The-Wheel Driving Lessons

\$99 | 2 hrs | Gainesville

Two-hour one-on-one driving lesson.

Defensive Driving

\$75 | 6 hr

Note: This course is for insurance
discount only.

Feb 27 | Sa, 8a-3p | Gainesville

May 1 | Sa, 8a-3p | Gainesville

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. View full policy at go.ung.edu/ce-refunds.