

SUCCESS

COURSE CATALOG | WINTER 2025

Inside:

Driver's Education
First Aid/CPR/AED
Business & Legal
Bookkeeping
Microsoft Office
Personal Safety
Leadership
Healthcare
Photography
Language
and more!

UNG

UNIVERSITY *of*
NORTH GEORGIA™

THE MILITARY COLLEGE OF GEORGIA
OFFICE OF PROFESSIONAL
AND CONTINUING EDUCATION



ARE YOU READY TO LEAD?

WE CAN HELP YOU BECOME THE LEADER YOU WANT TO BE.

The Office of Professional & Continuing Education offers Leadership & Supervision courses to help you become a more effective leader and decision-maker for your business or organization. Our leadership programs are perfect for those about to move into a leadership role or current managers wishing to improve their skills.

See page 5 for courses.

OUR PLACE OR YOURS!

Need custom training solutions for your organization? We partner with local businesses to deliver the training they need. Let us serve you, too!
Call 706-864-1918 or email ContinuingEd@ung.edu to discuss your organizational needs.

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General Information

We offer a wide range of highly interactive online courses that allow for flexible and independent learning wherever you are. Our online courses are affordable, fun, fast, convenient, and geared just for you. These courses can be found at ed2go.com/ung.

Online certificate programs are open enrollment and designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. These courses are noted in the catalog with "open enrollment" under the title and price. These programs and others can be found at careertraining.ed2go.com/ung.

Programs are designed by professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Notice for Georgia Educators: Some of our online courses afford CEU credit. For a listing of teacher CEU-approved courses see: [Teacher CEUs](#) under Courses Offered on our webpage or contact continuinged@ung.edu.

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REGISTER TODAY!

ONLINE

ung.edu/ce

PHONE

678-717-2377

EMAIL

ContinuingEd@ung.edu

IN PERSON

Dahlonega Campus

Continuing Education Center
25 Schultz Avenue
Dahlonega, GA 30597

Gainesville Campus

Arts & Technology, Building 21
3820 Mundy Mill Road
Oakwood, GA 30566

SUBSCRIBE

Scan the QR Code to subscribe to our emails for upcoming courses.



Payment

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

Cancellation/Refund Policy

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

See go.ung.edu/ce-refunds



Dental Assisting Certificate **\$2199 | includes exam | 108 hrs**

The purpose of this program 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. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

This course covers several key areas and topics: Administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines.

Clinical aspects include: introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental handpieces, sterilization, and other areas.

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

Feb 10 - May 12 | Gainesville
M/W, 5:30p-9:30p

Jun 2 - Sep 3 | Gainesville
M/W, 5:30p-9:30p
No class on 9/1

Criteria for Successful Completion:

To receive a University of North Georgia Professional and Continuing Education certificate and CEUs, students must attend 80% of all class sessions, actively participate and complete a course evaluation, as well as pass all quizzes, midterm, and final exam with an average score of 75 or above.

Certified EKG Technician **\$1995 | 170 hrs | 12 months access** **Open enrollment | self-paced** **Course Code: GES1047** **Exam voucher included**

Prepare for a career as an EKG technician. This asynchronous course will train you to work as an EKG tech and prepare you for the National Healthcareer Association (NHA) nationally recognized Certified EKG Technician (CET) certification exam.

You will also receive a voucher for the Certified EKG Technician (CET) certification exam. The voucher is prepaid access to sit for the certifying exam upon eligibility. This course also includes an opportunity to apply to participate in a clinical experience.

Certified Phlebotomy Technician **\$2295 | 200 hrs | 12 months access** **Open enrollment | self-paced** **Course Code: GES1045** **Exam voucher and lab included**

Prepare for a career as a Certified Phlebotomy Technician (CPT) and learn what it takes to be successful in this industry through this interactive and immersive course.

Includes a complimentary voucher to sit for the Certified Phlebotomy Technician (CPT) certification exam through the National Healthcareer Association (NHA) upon eligibility. The course also includes an opportunity to participate in an clinical experience.

Veterinary Assistant Certificate **\$2499 | 210 hrs | 6 months access** **Open enrollment | self-paced** **Course Code: GES118**

This course will prepare you to become a productive member of a veterinary team by helping you learn the fundamental skills needed for a successful career.

You will also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This veterinary assistant course concludes with a lesson to prepare you for the job market, in which you will see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

Certified Health Unit Coordinator Training **\$1299 | 120 hrs | 6 months access** **Open enrollment | self-paced** **Course Code: GES170** **Exam voucher included**

This course is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. Upon completion of this course, you will be prepared to sit for the National Association of Health Unit Coordinators (NAHUC) certification exam.

Upon completion of this course you will be prepared to sit for the NAHUC Certification Exam. This course also includes a voucher which covers the fee of the exam.

Medical Office Manager (CPPM) Certificate

\$3899 | 486 hrs | 18 months access
Open enrollment | self-paced
Course Code: GES152
Exam voucher included

This program teaches the skills needed to prepare you for a career as a medical office manager. You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings.

Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the Practicecode tool, and a voucher for each exam.

Basic Life Support (BLS) for Healthcare Professionals

\$95 | 4 hrs

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.

Feb 8 | Gainesville
 Sa, 10:00a-2:00p

Mar 22 | Gainesville
 Sa, 10:00a-2:00p

Apr 26 | Gainesville
 Sa, 10:00a-2:00p

Patient Care Technician Certificate

\$2795 | 325 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1049
Exam voucher included

Patient care technicians (PCTs) are crucial healthcare professionals who play a vital role in assisting nurses and other medical staff in providing care to patients. With the occupation demand at an all-time high, after successfully completing this patient care technician program and certification exam, you can become a technician primarily focused on direct patient care and support within a hospital, clinic, long-term care facility, or home health care.

HIPAA Compliance

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

If you are just starting your career in the health care field, HIPAA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA.

By the time you finish this course, you will be confident and capable of implementing HIPAA's Administrative Simplification rules, and the laws impacting it, in your own organization. If you are just starting your career in the health care field, you will have a priceless addition to your resume.

Home Health Aide Certificate

\$2495 | 280 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1018

Ready to take the next step in your healthcare career or start a new, rewarding job? According to the U.S. Bureau of Labor Statistics, Employment of home health and personal care aides is projected to grow significantly through 2031, much faster than the average for all occupations—with over 711,000 job openings for home health and personal care aides projected each year, on average. This home health aide training course provides you with the essential knowledge and core competencies needed to perform all duties required of a home health aide such as assisting people with daily activities that include personal care, housekeeping, and companionship.

Personal Care Aide Training

\$2295 | 200 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1057

Personal care aides (PCAs), often known as caregivers, play a crucial role in supporting clients who require assistance with daily activities due to illness, injury, or age-related limitations. These professionals are dedicated to promoting their client's physical well-being and providing emotional support and companionship during challenging times.

Certified Electronic Health Records Specialist (CEHRS)

\$2279 | 134 hrs | 6 months access
Open enrollment | self-paced
Course Code: GES136
Exam voucher included

Learn how to implement and utilize electronic health records. This course will help prepare you to take the NHA's CEHRS certification exam and start working in your new career. You'll also have access to NHA exam study materials and practice exams.

When you've finished working through the course, you'll be eligible to sit for the CEHRS exam, the cost of which is included in your tuition.

Hemodialysis Technician Certificate

\$3595 | 205 hrs | 12 months access
Open enrollment | self-paced
Course Code: GES1079
Exam voucher included

Hemodialysis technicians, also often known as dialysis technicians, work closely with doctors and nurses to provide patient care to people with permanent kidney failure.

Upon completion, you will be presented with an opportunity to participate in a Clinical Experience to meet your clinical requirements. By meeting the didactic and clinical requirements, you will be prepared to sit for the Hemodialysis Technician (CHT) certification offered by the Board of Nephrology Examiners Nursing and Technology (BONENT). As a bonus, within the course, you will be able to apply to attend a Red Cross workshop to obtain your CPR/BLS certification.

MICROSOFT OFFICE CERTIFICATE

Are you looking to advance in your career, change careers or update your current computer skills? Are you a small business owner who needs additional tools and resources to help your business grow, become more organized or dynamic? The Microsoft Office Certificate will help you acquire the knowledge and experience to use Microsoft applications in your current job or future job.

A Microsoft Office Certificate will be awarded to anyone who successfully completes all six approved program courses.

Customized training for your organization is available.

Contact: 678-717-2377 or ContinuingEd@ung.edu for more information.

APPROVED COURSES:

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

Microsoft Word 1 \$219 | 6 hrs

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.

Mar 18 | Gainesville
Tu, 9:00a-4:00p

Apr 22 | Gainesville
Tu, 9:00a-4:00p

Microsoft Word 2 \$219 | 6 hrs

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

May 6 | Gainesville
Tu, 9:00a-4:00p



Microsoft Outlook \$219 | 6 hrs

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.

Feb 4 | Gainesville
Tu, 9:00a-4:00p

May 20 | Gainesville
Tu, 9:00a-4:00p

Microsoft Excel 1 \$219 | 6 hrs

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.

Jan 28 | Gainesville
Tu, 9:00a-4:00p

Feb 18 | Gainesville
Tu, 9:00a-4:00p

Mar 11 | Gainesville
Tu, 9:00a-4:00p

Microsoft Excel 2 \$219 | 6 hrs

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.

Mar 4 | Gainesville
Tu, 9:00a-4:00p

May 13 | Gainesville
Tu, 9:00a-4:00p

Microsoft PowerPoint \$219 | 6 hrs

This course covers all of the tools needed to design and create effective multimedia presentations.

Feb 25 | Gainesville
Tu, 9:00a-4:00p

Apr 1 | Gainesville
Tu, 9:00a-4:00p

Microsoft Excel - Pivot Tables \$219 | 4 hrs

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.

Mar 13 | Gainesville
Th, 10:00a-3:00p

Microsoft Excel - Formulas and Functions \$219 | 4 hrs

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.

Mar 25 | Gainesville
Tu, 10:00a-3:00p

LEADERSHIP & SUPERVISION 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 in-person leadership courses.

Delivery for group training is available.

Contact: 706-864-1918 or ContinuingEd@ung.edu for more information.

Strategies for Dealing with Conflict

\$299 | 6 hrs

Conflict is an inevitable part of any workplace. This course will help participants understand the definition and sources of conflict, how to analyze and manage it, and what to do if the manager is a part of the conflict.

Feb 20 | Gainesville
Th, 9:00a-4:00p

Workplace Wellness

\$299 | 6 hrs

Working in a post-Covid world, employees and employers are faced with new challenges in the workplace. This course will provide best practice tips in promoting an environment of wellness and, at the same time, concentrate on individual and organizational needs to help with productivity improvement.

Feb 27 | Gainesville
Th, 9:00a-4:00p

May 22 | Gainesville
Th, 9:00a-4:00p

The Fundamentals of Leadership

\$299 | 6 hrs

Learn the tools, techniques, and industry best practices needed to be a leader that others will want to follow.

Mar 6 | Gainesville
Th, 9:00a-4:00p

Jun 12 | Gainesville
Th, 9:00a-4:00p

Assertiveness Skills for Managers and Supervisors

\$299 | 6 hrs

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.

Apr 24 | Gainesville
Th, 9:00a-4:00p

People Management Skills

\$299 | 6 hrs

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.

May 8 | Gainesville
Th, 9:00a-4:00p

Managing Remote Teams

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Remote team management isn't new, but it has become far more common and extensive than it used to be. So, whether you have gone from managing the occasional "telecommuter" to managing a fully remote team or have been managing a remote team and would like to explore new strategies and best practices for this unique form of management—this course is for you.

Building Teams That Work

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Chances are you will be part of a professional or personal team at some point. This course provides you with communication, problem-solving and leadership skills to keep your team on the right track and real-life scenarios that will help you master successful team-building and management.

Interpersonal Communication

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in conversational styles, and conflict management. You will also learn about practical strategies you can use to improve communication at home, in social situations, and in the workplace.

Achieving Success with Difficult People

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships.

Keys to Effective Communication

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

Understanding the Human Resource Function

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

This course will help you understand this very vital link in the organizational chain, so that managers and business owners can feel prepared to handle basic human resource functions.

Skills for Making Great Decisions

\$159 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course will help you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.

Mastering Public Speaking

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.



BOOKKEEPER CERTIFICATE

Take control of your personal, business, or organization's finances with the bookkeeper certificate program.

APPROVED COURSES:

- Bookkeeping Foundations
- QuickBooks 1 & 2
- Bookkeeping 1 & 2

Bookkeeping Foundations \$249 | 6 hrs

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.

Jan 17 | Gainesville
F, 9:00a-4:00p

Mar 14 | Gainesville
F, 9:00a-4:00p

Bookkeeping 1 \$249 | 6 hrs

Prerequisite: Bookkeeping Foundations

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.

Feb 7 | Gainesville
F, 9:00a-4:00p

Apr 4 | Gainesville
F, 9:00a-4:00p

Bookkeeping 2

\$249 | 6 hrs

Prerequisites: Bookkeeping 1 and QuickBooks 1

This course focuses on Payroll, Asset Depreciation, and Inventory.

Mar 7 | Gainesville
F, 9:00a-4:00p

May 9 | Gainesville
F, 9:00a-4:00p

QuickBooks 1 \$249 | 6 hrs

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.

Jan 31 | Gainesville
F, 9:00a-4:00p

Feb 21 | Gainesville
F, 9:00a-4:00p

Apr 18 | Gainesville
F, 9:00a-4:00p

QuickBooks 2 \$249 | 6 hrs

Prerequisite: QuickBooks 1

This course focuses on setting up and using the modules for payroll, inventory, accounts receivable, and accounts payable.

Mar 21 | Gainesville
F, 9:00a-4:00p

May 16 | Gainesville
F, 9:00a-4:00p

Certified Paralegal

\$2899 | 225 hrs | twelve months

Open enrollment | self-guided

Course Code: GES2034

Exam voucher included

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. After completing this course, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.

Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam.

The included voucher is prepaid access to sit for the Certified Paralegal exam through the National Association of Legal Assistants (NALA) upon eligibility. Proctor fees may apply, which are not included.

Digital Court Reporter Certificate

\$999 | 60 hrs | six months

Open enrollment | self-guided

Course Code: GES2096

This course is designed to give participants a thorough understanding of how to be a digital court reporter, as well as broad training for covering legal proceedings. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure, and digital reporting software and equipment and be ready to take the AAERT Certified Electronic Reporters Exam.

Event Law Certificate

\$1595 | 240 hrs | nine months

Open enrollment | self-guided

Course Code: GES2142

The Event Law course covers the legal aspects of planning and executing events. The curriculum is designed to educate you on key legal concepts, such as contracts, insurance, and liability, to ensure compliance and protect both the event planner and the client.

According to the U.S. Bureau of Labor Statistics, the employment of meeting, convention, and event planners is projected to grow 18% by 2031, much faster than the average for all occupations (5%). This growth is attributed to increased demand for events, including weddings, conferences, and other gatherings, as well as the need for organizations to comply with regulations and insurance requirements.

Court Interpreter Certificate
\$2499 | 200 hrs | nine months
Open enrollment | self-guided
Course Code: GES284

A State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practices. The Court Interpreter course includes the finest online interpreting laboratory in the market.

You will be able to practice numerous court cases as if they were in an actual court proceeding. The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. You will learn how to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

Certified Legal Secretary
\$2299 | 444 hrs | twelve months
Open enrollment | self-guided
Course Code: GES2106

The Certified Legal Secretary course will help you gain the skills you need to begin work as a legal secretary and prepare for the Accredited Legal Professional (ALP) certification exam through NALS, the Association of Legal Professionals.

Certified Social Media Manager
\$2595 | 240 hrs | nine months
Open enrollment | self-guided
Course Code: GES2143

This course provides comprehensive training and certification in social media management, equipping you with the necessary skills to effectively manage and optimize social media campaigns for businesses and organizations. Through this course, you can gain expertise in social media strategy, analytics, content creation, and community management.

Certified Brand Strategist
\$2295 | 120 hrs | six months
Open enrollment | self-guided
Course Code: GES2144

This course is designed for marketing professionals, business owners, brand managers, designers, and creatives interested in developing expertise in brand strategy and management. It offers a comprehensive curriculum to help you master the latest branding techniques and strategies.

Certified Business Data Analytics (CBDA) Prep
\$1595 | 60 hrs | three months
Open enrollment | self-guided
Course Code: GES2156

Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives.

The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours.

Upon completion of this CBDA certification course, you will be prepared for the IIBA CBDA exam. This course offers enrollment with or without a voucher. The voucher covers the cost to sit for the certifying exam upon eligibility.

Procurement & Purchasing Management Certificate
\$2399 | 270 hrs | six months
Open enrollment | self-guided
Course Code: GES2105

This course will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.

According to the U.S. Bureau of Labor Statistics, the number of available jobs in 2020 is 513,400. The median annual wage for buyers and purchasing agents was \$63,470, and the median annual salary for purchasing managers was \$127,150 in May 2021.

Chartered Tax Professional
\$1899 | 180 hrs | eighteen months
Open enrollment | self-guided
Course Code: GES219

After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal Revenue Service (IRS).

Agile Analyst Certification (AAC) Prep
\$1595 | 60 hrs | three months
Open enrollment | self-guided
Course Code: GES2137
Exam voucher included

IBA AAC recognizes a business analyst's ability to apply agile best practices effectively and deliver better business outcomes. The IIBA AAC Prep course enables one to learn the in-demand Agile analysis skills and demonstrate how effective analysis in an agile context can result in increased business and customer value.

Upon completion, you will be prepared for the IIBA-AAC exam. This course offers enrollment with or without a voucher. The voucher covers the cost to sit for the certifying exam upon eligibility.

Certified Administrative Professional
\$1899 | 100 hrs | six months
Open enrollment | self-guided
Course Code: GES291
Exam voucher included

This course prepares you to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). IAAP membership, Exam study guide, and exam voucher included.

Project Management Essentials Certificate with CAPM Prep
\$1649 | 100 hrs | six months
Open enrollment | self-guided
Course Code: GES248

This course is designed for individuals new to project management, providing a solid foundation of the most common terms and concepts you will need and helping you prepare for the Certified Associate In Project Management (CAPM®) certification exam. CAPM® and PMI® are registered marks of Project Management Institute, Inc.

Mastering Project Management Essentials Certificate with PMP Prep
\$1699 | 150 hrs | six months
Open enrollment | self-guided
Course Code: GES249

This course is designed to deepen your understanding and practical application of project management tools, methods, and processes and prepare you to successfully in obtaining the Project Management Professional (PMP®) certification.

PROFESSIONAL PHOTOGRAPHY CERTIFICATE

The Professional Photography Certificate is an up-to-date and comprehensive program, taught by professional freelance photographers, that covers the most important aspects needed to begin a career as a professional photographer.

APPROVED COURSES:

- Photography 1, 2, 3
- Digital Darkroom
- 4 Electives
- Photography Portfolio or three additional electives.

Photography 1 \$199 | 10 hrs

This course will cover the essentials of photography and will teach students to improve their basic skills to enhance their images.

Jan 8 - Jan 29 | Gainesville
W, 10:00a-12:30p

Jan 8 - Jan 29 | Gainesville
W, 6:00p-8:30p

Photography 2 \$199 | 10 hrs Prerequisite: Photography 1

This course begins with a review of the basics of how the camera operations and equipment, modes, settings, lenses and accessories will be reviewed. The basics of exposure using the three basic tools for getting good exposures (Shutter speed, aperture and ISO) will be discussed, and how to apply them to different situations. A major focus of this class will be how light and photographic composition affect images.

Feb 5 - Feb 26 | Gainesville
W, 10:00a-12:30p

Feb 6 - Feb 25 | Gainesville
Th, 6:00p-8:30p
*Ends on a Tuesday, 2/25.

Photography 3 \$199 | 10 hrs Prerequisite: Photography 1 & 2

Advanced techniques like shooting Panoramics, High Dynamic Range images and other special techniques will be covered. Other issues such as equipment and filters for Outdoor Photography are discussed.

Apr 3 - Apr 24 | Gainesville
Th, 10:00a-12:30p

Apr 3 - Apr 24 | Gainesville
Th, 6:00p-8:30p

Photography Portfolio - Certificate Capstone Class \$219 | 12.5 hrs

In this course students will learn how to present and prepare works for galleries.

Jan 3 - Jan 30 | Gainesville
Th, 6:00-8:30p

Digital Darkroom \$199 | 10 hrs Prerequisite: Photography 1

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. Workstations are supplied.

Feb 27 - Mar 20 | Gainesville
Th, 10:00a-12:30p

Feb 27 - Mar 20 | Gainesville
Th, 6:00p-8:30p

Macro Photography \$129 | 6 hrs

This one-day workshop will focus will be on the techniques and challenges of macro photography - equipment, exposure and composition, with many examples. Both outdoor and tabletop set-ups will be demonstrated, as well as adding and manipulating light for macro shooting.

Feb 1 | Gainesville
Sa, 9:00a-4:00p

Waterfalls and Mountain Streams Photography \$149 | 6 hrs

Join 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.

Note: Please note that there is a \$3 parking fee at some Forest Service parking sites.

Mar 7 | Off-site - North Georgia
F, 9:00a-4:00p

Gibbs Gardens \$119 | entry fee not included | 4 hrs

Join instructor Larry Winslett to explore Gibbs Gardens in Ball Ground, Georgia. There will be plenty of opportunity to practice your nature photography, especially making great flower, close-up and macro images.

Mar 21 | Off-site - Ball Ground, GA
F, 9:00a-1:00p

Portrait Photography Essentials *New* \$129 | 6 hrs

In this one-day course, we will explore the essential tools and techniques for creating great photos of people. What's the key to a great portrait? It's you!

Mar 29 | Gainesville
Sa, 9:00a-4:00p

Photoshop Layers \$129 | 5 hrs

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.

Apr 5 | Gainesville
Sa, 10:00a-4:00p

Travel Photography \$119 | 3 hrs

Travel Photography is often described as a subcategory of photography involving the documentation of an area's landscape, people, street scenes, cultures, customs and history. If you are ready to delve into this genre of photography, this course is for you!

Apr 19 | Gainesville
Sa, 9:00a-12:00p

Smartphone Photography *New* \$129 | 6 hrs

This one-day course will include learning about some of the "hidden" photo features and controls of our smartphones. We will discuss shooting and editing techniques for getting print-worthy images from our phones. This course will feature class discussion and a campus photo walk (weather permitting).

May 17 | Gainesville
Sa, 9:00a-4:00p

DRIVER'S EDUCATION CERTIFICATE PROGRAM

\$425 | 36 hrs

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 three 2-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).

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Feb 21 - Mar 2 | Gainesville
Fr, 5:30p-8:30p | Sa, 9:00a-5:00p |
Su, 1:30p-5:30p

Apr 25 - May 4 | Gainesville
Fr, 5:30p-8:30p | Sa, 9:00a-5:00p |
Su, 1:30p-5:30p

Driving Test Evaluation and Test Prep Lesson

\$129 | 2.5 hrs | Gainesville
Call to Register

This 2.5 hour private lesson will prepare students and practice required maneuvers on the basic skills portion of the driving test: parallel parking, turnabout and backing on DDS specified testing track under guidance of driving instructor. Students will also be taken on a simulated road test with scoring based on DDS guidelines.

Purpose: To evaluate and prepare students for the DDS test and familiarize students with test format and scoring parameters.

Note: This course involves behind-the-wheel practice, not classroom prep.

Six-Hour Driving Package

\$325 | 6 hrs | Gainesville
Call to Register

If you have completed your 30 hours of Driver's Education instruction online or through another approved program but still need actual behind-the-wheel driving instruction, this course is for you.

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Behind-The-Wheel Driving Lessons

\$119 | 2 hrs | Gainesville
Call to Register

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

Oil Painting

\$149 | supplies not included | 15 hrs

Feb 6 - Mar 13 | Gainesville
Th, 6:00p-8:30p

Apr 17 - May 22 | Gainesville
Th, 6:00p-8:30p

Basic Handgun Safety Training

\$149 + supplies and range fee | 7 hrs

Minimum age is 21. There is an additional cost for range fee and supplies.

Jan 25 | Gainesville
Sa, 9:00a-5:00p

Mar 22 | Gainesville
Sa, 9:00a-5:00p

May 17 | Gainesville
Sa, 9:00a-5:00p

Situational Awareness

\$99 | 3 hrs

Turning vigilance into a skill set can help you see and avoid danger before it happens. Being situationally aware means you can read the body language and hear the thoughts of potential predators. In other words, you know what's going on around you. Vigilance or situational awareness allows the average law-abiding citizen the ability to outthink and evade violent criminals before they can attack.

Feb 8 | Gainesville
Sa, 9:00a-12:00p

Apr 19 | Gainesville
Sa, 9:00a-12:00p

Heartsaver First Aid/CPR/AED

\$110 | 4 hrs

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.

Feb 22 | Gainesville
Sa, 10:00a-2:00p

May 10 | Gainesville
Sa, 10:00a-2:00p

Basic Communicative Spanish

\$179 | 12 hrs

Gain the skills needed to understand spoken Spanish and communicate effectively in real-life situations.

Feb 3 - Mar 10 | Gainesville
M, 6:00p-8:00p

Mar 24 - Apr 28 | Gainesville
M, 6:00p-8:00p

Conversational English

\$179 | 12 hrs

In this 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.

Feb 6 - Mar 13 | Gainesville
Th, 6:00p-8:00p

Mar 27 - May 1 | Gainesville
Th, 6:00p-8:00p

Conversational French

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Proper pronunciation is essential for excellent communication. So, whether you intend to travel abroad or simply want to learn a fun new skill, the Beginning Conversational French course will help you master the basics of French pronunciation.

Discover Sign Language

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Whether you are interested in learning sign language for personal or professional reasons, our course is perfectly designed to provide a convenient and effective way to achieve your goals. Learn sign language online today!

Conversational Japanese

\$149 | 24 hrs | Open enrollment
Self-guided | 3 months access
Instructor-moderated | 6 weeks access

Prepare for your next trip to Japan by learning the basics of conversational Japanese. This course will provide you with useful words and phrases for conversing as you master the essentials of the Japanese language.

LEARN TO DRIVE AT UNG - GAINESVILLE CAMPUS!

February and April sessions available! Register early, space limited! See dates on page 9.

