

SUCCESS

2020 | SUMMER CATALOG



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for renovations
in Dahlonega
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PCE moving
to former
Lanier Tech
property
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**Project
Management**
certificate
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UNG

UNIVERSITY of
NORTH GEORGIA™
OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION



BECOME A GREAT PROJECT LEADER

*PMP[®] certified project managers
earn **22% more** in average salary
than those without certification.*

Earning Power: Project Management Salary Survey—Eleventh Edition (2020).

Are you ready to earn more?
Classes start May 2020.

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See **Page 8** and also visit go.ung.edu/ce-pmp for more information on this program.

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Registration Information

Online: www.ung.edu/ce
Phone: Call us at 678-717-2377

Cancellation Policy

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



*Exciting changes
coming for the Office
of Professional and
Continuing Education*

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

This one-day program is designed to help leaders better: control their environment, communicate with others, and deliver more consistent performance. Participants will learn new techniques that they will apply to their current responsibilities and accountabilities to identify strengths and gaps with a development approach. Time Management improvement comes from a focus on fundamentals and a recognition that time is merely the order of the events of your life. If you want to control time, appropriately prioritize, plan and act on the events of your life.

[Apr 28 \(Cumming City Hall\)](#)
Tue, 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

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

[Apr 28 \(Gainesville\)](#)
Tue, 9:00 a.m. - 4:00 p.m.

[Jun 4 \(Gainesville\)](#)
Thu, 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 know what to do? Do you worry that you're not assertive enough with demanding people or do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to which you strive?

In this workshop, you will recognize that service delivery is an individual response value. You will learn how your own behavior impacts the behavior of others and develop more confidence and skill as a problem-solver. You will also learn how to communicate more assertively and effectively, and make customer service a team approach.

[May 5 \(Cumming City Hall\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

Managing for Results *New*

\$199, Hours: 6, CEUs: 0.6

This course is for people new to managing others or those looking to refine and enhance their current management skills. In this course participants will discuss:

- A different look at their role and the role of those they lead
- A holistic tool for assessment and analysis of each individual
- Strategies and techniques for building development plans
- A sustainable leadership plan available for immediate implementation

[May 7 \(Gainesville\)](#)

Thu, 9:00 a.m. - 4:00 p.m.

Coaching for Enhanced Performance

\$199, Hours: 6, CEUs: 0.6

This program is for leaders who coach and guide others. In this class, participants will discover a new look at coaching to include a coaching strategy and methodology that can supplement, complement, or become your current coaching approach. Participants will develop a coaching playbook that will aid in tactical planning and develop a plan for immediate implementation of the coaching strategy.

[May 12 \(Cumming City Hall\)](#)

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 of productivity. Participants new to the role as a supervisor or those supervisors with experience will learn how to give feedback, enhance communication skills and keep team members highly motivated while reducing turnover.

[May 14 \(Gainesville\)](#)

Thu, 9:00 a.m. - 4:00 p.m.

Leadership and Supervision Master Certificate

In today's economy, a successful leadership team can mean the difference between staying in business and closing your doors. The **Leadership & Supervision Master Certificate** program is perfect for those about to move into a leadership role or current managers wishing to hone their skills.

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

Leading Always, the Continuum *New***\$199, Hours: 6, CEUs: 0.6**

This leadership program is for all 'leaders of others' looking for new thinking, strategies, and techniques that will drive and support organizational shifts to high performance and long-term sustainability of a leadership culture.

[May 19 \(Cumming City Hall\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

Business 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.

[Jun 2 \(Cumming City Hall\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

Developing & Empowering People: Training, Coaching, and Delegating**\$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!

Participants will learn:

1. Types of leadership styles and identifying your style.
2. Coaching and Motivational tools and techniques to inspire employees.
3. How to tap into the talents of all employees to ensure high performing teams.
4. Giving effective, much needed feedback, that employees receive positively.
5. Leading the different generations in the workplace from baby boomers to the "Z" generation.
6. Using delegation as a way to develop skills of employees and to help leaders better manage their time.

[Jun 9 \(Cumming City Hall\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

Managing Across Cultures**\$199, Hours: 6, CEUs: 0.6**

Our culture defines many aspects of how we think, feel, and act. It can be challenging for managers to bridge cultural differences and bring employees together into a functioning team. This course will give supervisors and managers easy-to-use techniques for communicating across cultures, building teams, promoting multiculturalism in the organization, and leveraging the global talent pool.

[Jun 11 \(Gainesville\)](#)

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:

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

[Jun 25 \(Gainesville\)](#)

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.

[May 11 - Jun 22, skip 5/25 \(Cumming City Hall\)](#)

Mon, 9:00 a.m. - 4:00 p.m.

[May 26 - Aug 11 \(Gainesville\)](#)

Tue, 6:00 - 9:00 p.m.



Gift makes way for renovations in Dahlonega

By Clark Leonard

A gift from the Swanson family recently made way for a project of improvements for the H.M. Stewart Sr. Professional and Continuing Education (PCE) Building. This includes the addition of two classrooms for continuing education classes in leadership, supervision and professional development on the University of North Georgia's (UNG) Dahlonega Campus.

This \$400,000 gift leveraged UNG funds for the \$1.5 million project of major renovations to the building, which was built in 1990. The building was named for H.M. Stewart Sr. through a gift by Dean and Kay Stewart Swanson, Stewart's daughter, for an endowment that continues to benefit Professional and Continuing Education programs. The recent gift from the couple, their son Stewart Swanson '85, and Stewart's wife Carol Swanson '86 make the family's support of UNG and the community multigenerational. Also, Stewart Swanson serves on UNG's STEM (science, technology, engineering and mathematics) Advisory Board.

The new downstairs classrooms at the building located at 25 Schultz Ave. in Dahlonega has allowed for construction of a clinical lab space upstairs. This space will support expanded health care certificate programs and hands-on training for continuing education students.

"This gift will provide the community even greater access to job skills training and professional development programs that are required of a capable workforce prepared to meet the diversified demand of the Lumpkin County region," said Dr. Wendy Estes, UNG director of Professional and Continuing Education (PCE).

The Swansons are excited about the opportunities their donation will bring to the community. Stewart Swanson's late grandfather, H.M. Stewart Sr., managed Standard Telephone Co., which served Dahlonega residents and UNG for nearly 100 years before it was acquired by Windstream.



H.M. Stewart Sr. Professional and Continuing Education Building in Dahlonega.

"He believed strongly in giving back to the community that supported his business. We are excited to continue my grandfather's legacy of giving back to the Dahlonega community and UNG," Swanson said. "As UNG alumni, Carol and I have strong respect for the amazing job President Bonita Jacobs and the administration have done leading UNG."

"The building has served UNG and the local community well for over three decades now, but with the changing times it has become crucial to upgrade the facility to meet the new demands," Swanson said.

In anticipation of the renovation project which began in February 2020, PCE invested \$125,000 in building upgrades and equipment purchases for its health care programs. The renovations are expected to be fully completed by October 2020.

"This donation was the catalyst for reimagining the downstairs space in a way that could be effectively utilized to meet the needs of not only individual students, but also business and industry in the Lumpkin County area," Estes said.



Former Lanier Tech property will soon be the new home for PCE in Oakwood

Excerpts from article by J.K. Devine

Five departments, including the Office of Professional and Continuing Education, and one institutional service department will relocate to the renovated facility that formerly house Lanier Tech in late 2020.

Dr. Wendy Estes said her department will expand programming, especially in the areas of leadership, computer software and healthcare.

The new spaces in the property will allow the Professional and Continuing Education department to build its own healthcare simulation lab.

"The simulation lab will give our healthcare students on the Gainesville Campus the opportunity to practice in a real-life setting," Estes said.



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- 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.

[May 19 - May 21 \(Gainesville\)](#)

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

[May 26 - May 28 \(Cumming City Hall\)](#)

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

[Jun 16 & 17 \(Gainesville\)](#)

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

[Jun 23 & 24 \(Cumming City Hall\)](#)

Tue & Wed, 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

[Jul 14 & 15 \(Gainesville\)](#)

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

[Jul 21 & 22 \(Cumming City Hall\)](#)

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



Lean Six Sigma



Lean Six Sigma Green Belt Certification (online instructor-led)

\$1500 Hours: 35 hours, CEUs: 3.5

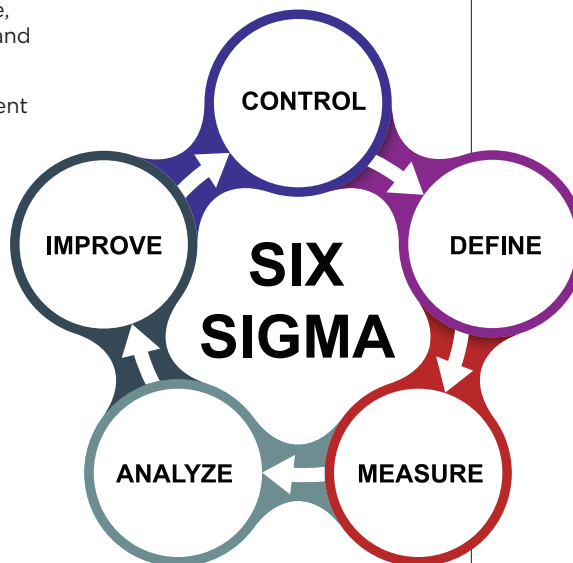
Six Sigma is an enterprise-wide, project-driven and quality improvement approach that emphasizes a systematic method to problem solving and decision-making based on data. Six Sigma results in increased customer satisfaction, improved quality and reduced costs. Lean is a method that concentrates on reducing 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. Yellow Belt concepts are also covered.**

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.

[Jun 4 - Jul 30 \(live instructor-led\)](#)

Thu, 6:30 - 7:30 p.m.



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Dental Assisting

\$1999, Hours: 110, CEUs: 11.0

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 operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. This program includes 110 hours of classroom instruction and hands-on labs, textbooks, CPR training and X-ray safety exam.

NOTE: Upon successful completion of the 110 hours of classroom instruction, students will be eligible to sit for the Georgia State-Compliant X-ray Safety examination.

[May 18 - Aug 24 \(Gainesville\)](#)

Mon & Wed, 5:30 - 9:30 p.m.

[Jun 1 - Aug 5 \(Gainesville\)](#)

Mon & Wed, 8:30 a.m. - 2:30 p.m.

[Jun 2 - Aug 13, skip 6/23 & 6/25 \(Dahlonega\)](#)

Tue & Thu, 8:30 a.m. - 2:30 p.m.

Pharmacy Technician

\$1799, Hrs: 60, CEUs: 6.0

This comprehensive 60-hour course will prepare students to enter the field of pharmacy and take the National Healthcare Association CPhT exam. Course content includes: pharmacy medical terminology, history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, billing, and reimbursement.

NOTE: Upon successful completion of this 60-hour program, students will be eligible to sit for the NHA CPhT national exam. The CPhT exam is not included with the course, and must be taken at a PSI Testing Center. Available exam dates and testing center locations can be found at www.psiexams.com or 833-537-1330.

[May 26 - Jul 14 \(Dahlonaga\)](#)

Tue & Thu, 5:30 - 9:30 p.m.

EKG Technician

\$1599, Hrs: 60, CEUs: 6.0

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 60 hours of classroom lecture and hands-on labs, textbooks, CPR training and national exam.

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

[May 26 - Jul 14 \(Dahlonaga\)](#)

Tue & Thu, 5:30 - 9:30 p.m.

[May 26 - Jul 14 \(Gainesville\)](#)

Tue & Thu, 5:30 - 9:30 p.m.

[May 27 - Jul 15 \(Cumming City Hall\)](#)

Mon & Wed, 5:30 - 9:30 p.m.

Medical Administrative Assistant

\$1399, Hours: 60, CEUs: 6.0

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 60 hours of classroom instruction, textbooks, CPR training and national exam.

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

[May 26 - Jul 21, skip 6/16 & 6/18 \(Gainesville\)](#)

Tue & Thu, 5:30 - 9:30 p.m.

[May 30 - Aug 29, skip 6/13, 6/20, & 7/4 \(Cumming City Hall\)](#)

Sat, 9:00 a.m. - 3:30 p.m.

Clinical Medical Assistant

\$3199, Hours: 143, CEUs: 14.3

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 143 hours of classroom lecture and hands-on labs, textbooks, CPR training, and national exam.

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

[May 27 - Sep 30, skip 9/7 \(Dahlonega\)](#)

Mon & Wed, 5:30 - 9:30 p.m.

[May 28 - Aug 25 \(Cumming City Hall\)](#)

Tue & Thu, 8:30 a.m. - 2:30 p.m.

[Jun 8 - Aug 7, skip 7/3 \(Dahlonega\)](#)

Mon-Wed-Fri, 8:30 a.m. - 2:30 p.m.

[Jun 25 - Oct 29, skip 7/23 \(Cumming City Hall\)](#)

Tue & Thu, 5:30 - 9:30 p.m.

[Jul 13 - Nov 16, skip 9/7 \(Gainesville\)](#)

Mon & Wed, 5:30 - 9:30 p.m.

Phlebotomy Technician

\$1999, 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.

[Jun 25 - Sep 15, skip 7/23 \(Gainesville\)](#)

Tue & Thu, 5:30 - 9:30 p.m.



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.

[May 16 \(Gainesville\)](#)

Sat, 10:00 a.m. - 2:00 p.m.

[Jun 13 \(Dahlonega\)](#)

Sat, 10:00 a.m. - 2:00 p.m.

[Jul 11 \(Cumming City Hall\)](#)

Sat, 10:00 a.m. - 2:00 p.m.

[Aug 1 \(Gainesville\)](#)

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.

[May 9 \(Dahlonega\)](#)

Sat, 10:00 a.m. - 2:00 p.m.



Master Bookkeeper Certificate

Bookkeepers process financial records for organizations. They record financial transactions, update statements, and examine financial records for accuracy. The [Master Bookkeeper Certificate](#) 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 accounting field.

To receive the Master 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. These skills include 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 the financial reports. QuickBooks 2018 will be used.

[May 15 \(Dahlonoga\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[May 22 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[May 29 \(Cumming City Hall\)](#)

Fri, 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 2018 will be used.

[May 8 \(Cumming City Hall\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jun 12 \(Dahlonoga\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jun 26 \(Cumming City Hall\)](#)

Fri, 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 know what to do? Do you worry that you're not assertive enough with demanding people or do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to which you strive?

In this workshop, you will recognize that service delivery is an individual response value. You will learn how your own behavior impacts the behavior of others and develop more confidence and skill as a problem-solver. You will also learn how to communicate more assertively and effectively, and make customer service a team approach.

[May 5 \(Cumming City Hall\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

Bookkeeping 1

\$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

[Jul 10 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jul 24 \(Cumming City Hall\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

Bookkeeping 2

\$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.

[Aug 7 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Aug 21 \(Cumming City Hall\)](#)

Fri, 9:00 a.m. - 4:00 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 2018.

[May 6 \(Cumming City Hall\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[May 27 \(Gainesville\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[Jun 9 \(Dahlonega\)](#)

Tue, 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 2018.

[May 12 \(Dahlonega\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[May 27 \(Cumming City Hall\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[Jun 2 \(Gainesville\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 23 \(Dahlonega\)](#)

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 2018.

[May 19 \(Dahlonega\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 16 \(Gainesville\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 24 \(Cumming City Hall\)](#)

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 2018.

[May 5 \(Gainesville\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 10 \(Cumming City Hall\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[Jun 30 \(Gainesville\)](#)

Tue, 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 2018.

[May 13 \(Cumming City Hall\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[May 19 \(Gainesville\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 2 \(Dahlonega\)](#)

Tue, 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 2018.

[May 5 \(Dahlonega\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 3 \(Cumming City Hall\)](#)

Wed, 9:00 a.m. - 4:00 p.m.

[Jun 9 \(Gainesville\)](#)

Tue, 9:00 a.m. - 4:00 p.m.

[Jun 16 \(Dahlonega\)](#)

Tue, 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 2018.

[May 20 \(Gainesville\)](#)

Wed, 10:00 a.m. - 3:00 p.m.

[May 28 \(Dahlonega\)](#)

Thu, 10:00 a.m. - 3:00 p.m.

[Jun 23 \(Gainesville\)](#)

Tue, 10:00 a.m. - 3:00 p.m.

[Jun 25 \(Dahlonega\)](#)

Thu, 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 2018.

[May 26 \(Gainesville\)](#)

Tue, 10:00 a.m. - 3:00 p.m.

[Jun 11 \(Dahlonega\)](#)

Thu, 10:00 a.m. - 3:00 p.m.

[Jun 17 \(Cumming City Hall\)](#)

Wed, 10:00 a.m. - 3:00 p.m.

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. These skills include 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 the financial reports. QuickBooks 2018 will be used.

[May 15 \(Dahlonega\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[May 22 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[May 29 \(Cumming City Hall\)](#)

Fri, 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 2018 will be used.

[May 8 \(Cumming City Hall\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jun 12 \(Dahlonega\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jun 26 \(Cumming City Hall\)](#)

Fri, 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. You will create single-page documents, such as flyers, programs, and brochures. The course will walk you through the program step-by-step, teaching you what you need to know to gain a working knowledge of InDesign. Students will also learn graphic design principles, such as typography, visual hierarchy, and grid design.

[May 15 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[May 29 \(Dahlonega\)](#)

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.

[Jun 12 \(Gainesville\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

[Jun 26 \(Dahlonega\)](#)

Fri, 9:00 a.m. - 4:00 p.m.

Adobe Photoshop Elements 1

\$179, Hours: 6, CEUs: 0.6

Adobe Photoshop Elements 15 software helps you enhance your photos with easy-to-use picture editing options. Students will learn how to organize, edit, and create photos by exploring a variety of editing tools.

[May 14 \(Cumming City Hall\)](#)

Thu, 9:00 a.m. - 4:00 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.

[May 18 - Jul 27, skip 7/22 \(Gainesville\)](#)

Mon & Wed, 6:00 - 10:00 p.m.

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

\$199, Hrs: 16, CEUs: 1.6

This 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.

[Jul 18 & 19 \(Gainesville\)](#)

Sat & Sun, 8:30 a.m. - 5:30 p.m.

Real Estate Salesperson's Pre-Licensing (ONLINE)

\$375, Hrs: 75, CEUs: 7.5

The GA real estate pre-license 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.

[Click here](#) or visit unga.licenseschool.com to register.

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.

[Jun 1 - Jun 22 \(Gainesville\)](#) | [Aug 5 - Aug 26 \(Cumming City Hall\)](#)
Mon, 6:30 - 9:00 p.m. | 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. **Prerequisite: Videography I.**

[Jul 6 - Jul 27 \(Gainesville\)](#)
Mon, 6:30 - 9:00 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.

[Aug 3 - Aug 24 \(Gainesville\)](#)
Mon, 6:30 - 9:00 p.m.

Digital Videography Short Film

\$199, Hrs: 10, CEUs: 1.0

Produce your first official video! In 4 weeks you will pre-produce, shoot and edit your first video with the guidance of a professional. This will cohesively tie everything we have learned into a project so you can see all the pieces fit together. Project possibilities include events, Vlog's, training video, promotional video, documentaries and short film. This is the time to be creative! **Prerequisites: Videography I, Videography II, and Video Editing.**

[Jun 3 - Jun 24 \(Cumming City Hall\)](#)
Wed, 6:00 - 8:30 p.m.



Photo by **BETH HUBERS**, Photography Certificate Graduate

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.

[May 11 - Jun 8, skip 5/25 \(Dahlonega\)](#)

Mon, 6:00 - 8:30 p.m.

[May 13 - Jun 10 \(Gainesville\)](#)

Wed, 7:00 - 9:00 p.m.

[Jun 1 - Jun 22 \(Gainesville\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Jun 8 - Jun 29 \(Cumming City Hall\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Jun 8 - Jun 29 \(Cumming City Hall\)](#)

Mon, 6:00 - 8:30 p.m.

[Jun 25 - Jul 23 \(Gainesville\)](#)

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

[Jun 15 - Jul 6 \(Dahlonega\)](#)

Mon, 6:00 - 8:30 p.m.

[Jun 24 - Jul 22 \(Gainesville\)](#)

Wed, 7:00 - 9:00 p.m.

[Jul 6 - Jul 27 \(Gainesville\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Jul 13 - Aug 3 \(Cumming City Hall\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Jul 13 - Aug 3 \(Cumming City Hall\)](#)

Mon, 6:00 - 8:30 p.m.

[Aug 6 - Sep 3 \(Gainesville\)](#)

Thu, 7:00 - 9:00 p.m.

Photography 3 - Advanced

\$149, Hrs: 10, CEUs: 1.0

Participants take the next step with this course learning advanced composition, shooting raw photos, histograms, using the flash, and studio lighting techniques.

Prerequisite: Photography 1 and Photography 2

[May 12 - Jun 9 \(Gainesville\)](#)

Tue, 7:00 - 9:00 p.m.

[Jul 20 - Aug 10 \(Dahlonega\)](#)

Mon, 6:00 - 8:30 p.m.

[Aug 3 - Aug 24 \(Gainesville\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Aug 5 - Sep 2 \(Gainesville\)](#)

Wed, 7:00 - 9:00 p.m.

[Aug 17 - Sep 14, skip 9/7 \(Cumming City Hall\)](#)

Mon, 10:00 a.m. - 12:30 p.m.

[Aug 17 - Sep 14, skip 9/7 \(Cumming City Hall\)](#)

Mon, 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

[Jun 10 - Jul 1 \(Dahlonega\)](#)

Wed, 6:00 - 8:30 p.m.

[Jul 14 - Aug 4 \(Cumming City Hall\)](#)

Tue, 10:00 a.m. - 12:30 p.m.

[Jul 14 - Aug 4 \(Cumming City Hall\)](#)

Tue, 6:00 - 8:30 p.m.

[Aug 4 - Sep 1 \(Gainesville\)](#)

Tue, 7:00 - 9:00 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

[Jun 9 - Jun 30 \(Cumming City Hall\)](#)

Tue, 10:00 a.m. - 12:30 p.m.

[Jun 9 - Jun 30 \(Cumming City Hall\)](#)

Tue, 6:00 - 8:30 p.m.

[Jun 23 - Jul 21 \(Gainesville\)](#)

Tue, 7:00 - 9:00 p.m.

[Jul 15 - Aug 5 \(Dahlonega\)](#)

Wed, 6:00 - 8:30 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.

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

[May 22 - Jun 19 \(Cumming City Hall\)](#)

Fri, 10:00 a.m. - 12:00 p.m.

[May 22 - Jun 19 \(Dahlonega\)](#)

Fri, 6:00 - 8:00 p.m.

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.

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.

[May 2 \(Gainesville\)](#)

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.

[May 12 - Jun 2 \(Cumming City Hall\)](#)

Tue, 10:00 a.m. - 12:30 p.m.

[May 12 - Jun 2 \(Dahlonega\)](#)

Tue, 6:00 - 8:30 p.m.

Black and White Photography**\$75, Hrs: 3, CEUs: 0.3**

Learn the basics of what is needed to take good black and white photos. You will also learn 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.

[Jun 6 \(Gainesville\)](#)

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.

[Jun 20 \(Dahlonega\)](#)

Sat, 9:00 a.m. - 4:00 p.m.

Photographing People**\$75, Hrs: 3, CEUs: 0.3**

What do most people take photos of? Other people! Whether it is kids, friends or other family members, taking photos of other people should be fun. This class will teach you how to get the most out of your camera when taking photos of others, using modes or aperture priority.

[Jul 11 \(Gainesville\)](#)

Sat, 9:00 a.m. - 12:00 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.

[Jul 25 \(Cumming City Hall\)](#)

Sat, 10:00 a.m. - 4:00 p.m.

[Jul 25 \(Dahlonega\)](#)

Sat, 10:00 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.

[Aug 8 \(Gainesville\)](#)

Sat, 9:00 a.m. - 4:00 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.

[Jun 16 - Jul 7 \(Dahlonaga\)](#)

Tue, 6:00 - 8:30 p.m.

The Art of Photography 2

\$149, Hrs: 10, CEUs: 1.0

This course will involve a lot of shooting using techniques and styles learned in the Art of Photography 1. This process will help you explore and discover your own art form and photographic style as you develop your mind's creative eye.

[Jul 21 - Aug 11 \(Dahlonaga\)](#)

Tue, 6:00 - 8:30 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 various effects of lighting, lenses, and shutter speed; and use black and white photography to create depth and emotion. Our program allows students to gain the knowledge needed to photograph various subjects such as people, nature, and sports. Enhancing digital images 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**. Students may substitute **Outdoor Photography** in place of their 3 electives.

Swim Lessons & Water Aerobics



SWIM & WATER AEROBICS

Swimming Lessons For Children

\$99, Hours: 8, CEUs: 0.8

Come and enjoy the University of North Georgia Gainesville campus INDOOR pool. 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!**

Jun 1 - Jun 11, Mon - Thu (**Gainesville**)

Choose from these available class times:

[9:00 - 9:50 a.m.](#), [10:00 - 10:50 a.m.](#),
[11:00 - 11:50 a.m.](#), [1:00 - 1:50 p.m.](#),
or [2:00 - 2:50 p.m.](#)

Jun 2 - Jul 28, Tue, skip 6/30 (**Gainesville**)

Choose from these available class times:

[4:00 - 4:50 p.m.](#), [5:00 - 5:50 p.m.](#),
or [6:00 - 6:50 p.m.](#)

Jun 15 - Jun 25, Mon - Thu (**Gainesville**)

Choose from these available class times:

[9:00 - 9:50 a.m.](#), [10:00 - 10:50 a.m.](#),
[11:00 - 11:50 a.m.](#), [1:00 - 1:50 p.m.](#),
or [2:00 - 2:50 p.m.](#)

Jul 6 - Jul 16, Mon - Thu (**Gainesville**)

Choose from these available class times:

[9:00 - 9:50 a.m.](#), [10:00 - 10:50 a.m.](#),
[11:00 - 11:50 a.m.](#), or [1:00 - 1:50 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.

Jun 2 - Jul 28, skip 6/30 (**Gainesville**)

[Tue, 7:00 - 7:50 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.

May 4 - Jun 17, skip 5/25 (**Dahlonega**)

Hours: 19, CEUs: 1.9

[Mon-Wed-Fri, 10:00 - 11:00 a.m.](#), \$95

Jun 1 - Jul 8, skip 6/29 & 7/1 (**Gainesville**)

Hours: 10, CEUs: 1.0

[Mon & Wed, 5:15 - 6:15 p.m.](#), \$55

[Mon & Wed, 6:30 - 7:30 p.m.](#), \$55

Jun 22 - Jul 31 (**Dahlonega**)

Hours: 18, CEUs: 1.8

[Mon-Wed-Fri, 9:00 - 10:00 a.m.](#), \$90

[Mon-Wed-Fri, 10:00 - 11:00 a.m.](#), \$90

Jul 20 - Aug 19 (**Gainesville**)

Hours: 10, CEUs: 1.0

[Mon & Wed, 5:15 - 6:15 p.m.](#), \$55

[Mon & Wed, 6:30 - 7:30 p.m.](#), \$55

Aug 3 - Sep 4 (**Dahlonega**)

Hours: 15, CEUs: 1.5

[Mon-Wed-Fri, 9:00 - 10:00 a.m.](#), \$75

[Mon-Wed-Fri, 10:00 - 11:00 a.m.](#), \$75

Driver's Education

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.

[Summer Session I \(Gainesville\)](#)

Jun 1 - Jun 5
Mon-Fri, 8:00 a.m. - 2:30 p.m.

[Summer Session II \(Gainesville\)](#)

Jun 15 - Jun 19
Mon-Fri, 8:00 a.m. - 2:30 p.m.

[Summer Session III \(Gainesville\)](#)

Jul 13 - Jul 17
Mon-Fri, 8:00 a.m. - 2:30 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.

[Jun 20 \(Gainesville\)](#)

Sat, 8:00 a.m. - 3:00 p.m.

[Aug 8 \(Gainesville\)](#)

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.**

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. Participants will then go over the basic steps of using firearms correctly and participate in practical demonstrations in the classroom. Following the classroom portion students will meet at a local gun range. At this time, the instructor will teach proper sight alignment, trigger pull, stance, breathing, and grip.

Minimum age is 21.

[May 16 \(Cumming City Hall\)](#)

Sat, 9:00 a.m. - 5:00 p.m.

[Jun 20 \(Gainesville\)](#)

Sat, 9:00 a.m. - 5:00 p.m.

[Aug 22 \(Cumming City Hall\)](#)

Sat, 9:00 a.m. - 5:00 p.m.

Yoga

\$89, Hours: 6, CEUs: 0.6

This 60-minute yoga class includes a progressive series of poses that flow smoothly to accommodate all fitness levels. The poses demonstrated in the workshop increase strength and flexibility while incorporating the concept of mindful movement linking mind, body, and breath.

[Jun 2 - Jul 14, skip 6/30 \(Gainesville\)](#)

Tue, 6:00 - 7:00 p.m.

Introduction to Watercolor

\$112 (plus supplies), Hrs: 12.5, CEUs: 1.25

In this class, you will learn basic water color techniques, from washes to dry brush. You will gain skills to create your own masterpiece. Instruction will include some basic drawing/sketching to transfer ideas to paper but will primarily focus on various elements of water color. By the end of the course, you will have completed a guided painting and receive coaching on your own original work.

[May 26 - Jun 23 \(Gainesville\)](#)

Tue, 10:00 a.m. - 12:30 p.m.

[May 28 - Jul 9, skip 6/11 and 7/2 \(Dahlonega\)](#)

Thu, 10:00 a.m. - 12:30 p.m.



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.

[Jun 9 - Jul 21, skip 6/30 \(Gainesville\)](#)

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.

[Jul 23 - Aug 27 \(Gainesville\)](#)

Thu, 6:00 - 8:30 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. This class is taught by two professional writers with experience in both fields.

[Apr 29 - May 13 \(Gainesville\)](#)

Wed, 6:00 - 8:00 p.m.

Write Your First Novel

\$129, Hours: 6, CEUs: 0.6

This class will help you begin to write the novel you want to write and do so in a way that will draw your reader in from the very first sentence. You will review the building blocks that comprise quality fiction: plot, character development, narrator and point of view, dialogue, and voice. You will spend time writing in class, as well. This course prioritizes the creative process: learn how to tap into your imagination and how to write in a style that is authentically yours. At the end of the day, we'll discuss the publishing process--agents, editors, and the book business, so you will know what happens after you've finished that first full draft.

[Jun 6 \(Dahlonoga\)](#)

Sat, 9:00 a.m. - 4:00 p.m.

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.

[May 20 - Jun 24 \(Dahlonoga\)](#)

Wed, 6:30 - 8:30 p.m.

[Jun 8 - Jul 20, skip 6/29 \(Gainesville\)](#)

Mon, 6:30 - 8:30 p.m.

[Jul 1 - Aug 5 \(Cumming City Hall\)](#)

Wed, 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.

[Jul 8 - Aug 12 \(Dahlonoga\)](#)

Wed, 6:00 - 8:00 p.m.

[Jul 27 - Aug 31 \(Gainesville\)](#)

Mon, 6:30 - 8:30 p.m.

[Aug 19 - Sep 23 \(Cumming City Hall\)](#)

Wed, 6:00 - 8:00 p.m.

Supply Chain & Logistics (Online)



SUPPLY CHAIN & LOGISTICS MANAGEMENT

Supply Chain and 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 the following instructor-led courses:

Supply Chain Management Fundamentals, Manufacturing Fundamentals, Purchasing Fundamentals, and Distribution and Logistics Management.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#) | [Register Now](#)

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 course will show you the integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this course. You'll also learn what makes a successful entrepreneur, and you'll develop an understanding of the basics of marketing management and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.

[View more programs at careertraining.ed2go.com/ung.](https://careertraining.ed2go.com/ung)

Cybersecurity (Online)

CYBERSECURITY

Information Security Training

\$3295, Hours: 300, nine months

Course Code: [GES359](#), open enrollment

It's no question that cybersecurity is necessary for any organization. But in this growing field, how do you show that you're qualified to lead security efforts? Certification. Holding certification from ISACA or (ISC)2 demonstrates your ability to identify, assess, and mitigate evolving security threats.

This online cybersecurity training course will prepare you for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). Upon course completion, you will also receive prepaid vouchers that cover the exam costs.

Certified Ethical Hacker

\$2895, Hours: 100, six months

Course Code: [GES338](#), open enrollment

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You'll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

Certified Information Security Manager (CISM)

\$1395, Hours: 120, six months

Course Code: [GES345](#), open enrollment

In the InfoSec world, security managers are the driving force behind an organization's cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties. If you're ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam. Includes voucher for prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.



CompTIA™ Security+ Certification Training

\$1695, Hours: 80, six months

Course Code: [GES330](#), open enrollment

Gain the skills you need to be a security professional, and prepare to take the CompTIA™ Security+ certification SY0-501 exam, as you master the basics of system security, network infrastructure, access control, and organizational security. Once you complete this course, you'll be proficient in installation and configuring systems to secure applications, networks, and devices; performing threat analysis and responding with appropriate mitigation techniques; participating in risk mitigation activities; and operating with an awareness of applicable policies, laws, and regulations. Includes voucher for prepaid access to sit for the certifying exam upon eligibility.

SSCP Systems Security Certified Practitioner

\$1795, Hours: 80, six months

Course Code: [GES333](#), open enrollment

The SSCP is one of the best cyber security certifications you can earn, especially as an entry-level professional. An SSCP exam prep course is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will also prepare you for a career as a network administrator or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector. Includes voucher for prepaid access to sit for the certifying exam upon eligibility.

[View more programs at careertraining.ed2go.com/ung.](https://careertraining.ed2go.com/ung)

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: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

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: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

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: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

TEST PREP

SAT/ACT Prep Course - Part 1

\$149, Hours: 24, six weeks

This course will prepare you for specific types of questions in Reading, English and Science and give you pointers on time management, anxiety relief, scoring and general standardize test-taking.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

SAT/ACT Prep Course - Part 2

\$149, Hours: 24, six weeks

This course will provide you with a complete review of arithmetic, algebra, geometry, trigonometry, and basic math skills, and teach useful tips to manage your time wisely.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

TEACHING

Integrating Technology in the Classroom

\$149, Hours: 24, six weeks

Discover simple ways to integrate technology in your classroom to enhance subject material and meet Common Core standards and other course goals. This course provides ways to integrate technology across curriculum with tools that will engage auditory, visual, and kinesthetic learners.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

Creating a Classroom Website

\$149, Hours: 24, six weeks

Get a teaching tool that will help you become a more modern, effective and dynamic teacher. This easy-to-understand course will help build a published classroom website complete with content, images, animation, links, and a blog.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

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: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

Singapore Math: Number Sense and Computational Strategies

\$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: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

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 website.

Start dates: [May 13](#) | [Jun 17](#) | [Jul 15](#) | [Aug 12](#)

[Register Now](#)

[View full course listings at ed2go.com/ung.](http://ed2go.com/ung)

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