

# SUCCESS

COURSE CATALOG | WINTER 2024

## Inside:

Leadership  
Microsoft Office  
Healthcare  
Bookkeeping  
Legal  
Photography  
Personal Safety  
Driver's Education  
Spanish  
and more!



# 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 & Supervision Master Certificate program is perfect for those about to move into a leadership role or current managers wishing to improve their skills. **See page 5 for upcoming 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](mailto: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.

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](http://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](mailto:continuinged@ung.edu).

## FOLLOW US!

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[LINKTR.EE/UNG.OPCE](http://LINKTR.EE/UNG.OPCE)



## REGISTER TODAY!

### ONLINE

[ung.edu/ce](http://ung.edu/ce)

### PHONE

678-717-2377

### EMAIL

[ContinuingEd@ung.edu](mailto:ContinuingEd@ung.edu)

### IN PERSON

**Cumming City Hall, 4th Floor**  
100 East Main St  
Cumming, GA 30040

**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](http://go.ung.edu/ce-refunds)

**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.

### 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 3 | Gainesville**  
Sa, 10:00a-2:00p

**Mar 9 | Cumming City Hall**  
Sa, 10:00a-2:00p

**Apr 13 | Dahlonega**  
Sa, 10:00a-2:00p

### Clinical Medical Assistant Certificate

**\$3399 | includes exam | 143 hrs**

Instruction includes preparing patients for examination and treatment, routine laboratory procedures, the technical aspects of phlebotomy, the use of the electrocardiograph (EKG) machine, and more. Students will review important topics including phlebotomy, EKG, pharmacology, professional workplace behavior, ethics and the legal aspects of healthcare.

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

**Feb 5 - May 3 | Gainesville**  
M/W/F, 9:00a-1:00p  
No class on 4/1, 4/3, & 4/5

**Feb 12 - May 2 | Dahlonega**  
M/Tu/Th, 5:30p-9:30p

**Feb 13 - May 21 | Cumming City Hall**  
Tu/Th/Sa, 9:00a-1:00p  
This class will also meet on Sa, 9:00 a.m. - 1:00 p.m.; 2/24, 3/2, 3/9, 3/16, 3/23, 4/13, 4/20, 5/4, 5/11, and 5/18.  
No class on 4/2 & 4/4

**Feb 20 - May 23 | Gainesville**  
Tu/Th, 5:30p-9:30p  
This class will also meet on Sa, 9:00 a.m. - 1:00 p.m.; 2/24, 3/2, 3/9, 3/16, 3/23, 4/13, 4/20, 5/4, 5/11, and 5/18.  
No class on 4/2 & 4/4

### EKG Technician Certificate

**\$1799 | includes exam | 60 hrs**

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

Program also includes textbooks, CPR training and the National Healthcareer Association (NHA) Certified EKG Technician (CET) exam.

**Feb 6 - Apr 4 | Gainesville**  
Tu/Th, 9:00a-1:00p

**Mar 25 - May 22 | Cumming City Hall**  
M/W, 5:30p-9:30p

### 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 hand-pieces, sterilization, and other areas.

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

**Feb 7 - May 15 | Dahlonega**  
M/W, 5:30p-9:30p  
No class on 4/1 & 4/3

**Feb 12 - Apr 19 | Gainesville**  
M/W/F, 9:00a-1:00p  
No class on 4/1, 4/3, & 4/5

**Feb 15 - May 23 | Gainesville**  
Tu/Th, 5:30p-9:30p  
No class on 4/2 & 4/4



### Phlebotomy Technician Certificate

**\$2199 | includes exam | 90 hrs**

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.

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

**Feb 13 - May 2 | Dahlonega Campus**  
Tu/Th, 9:00a-1:00p  
No class on 4/2 & 4/4



### Certificate in Healthcare and Eldercare

**\$3899 | 240 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES431**

You will learn comprehensive training in the INACCORD model of mediation with a special focus on Healthcare and Eldercare disputes.

Upon successful completion, Mediators Without Borders will award you individual professional certifications in Mediation, Applied Mediation Practice, Healthcare and Eldercare Mediation, and Professional Healthcare and Eldercare Mediation. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Administrative Dental Assistant Certificate

**\$1999 | 150 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES101**

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

This course provides comprehensive instruction with DENTRIX G4 software, which includes sample practice opportunities. You can also use this software to engage in activities and tasks that you would perform in an actual dental practice and use it to demonstrate your skills. Textbooks are included in the cost of the course. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

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### Dental Office Manager Certificate

**\$3999 | 390 hrs | eighteen months**  
**Open enrollment | self-paced**  
**Course Code: GES176**

Build your communication skills and learn to use QuickBooks and Microsoft Office to assist dentists with organizational duties. This bundle of courses is the best way to learn everything you need to know to start your new career.

Upon successful completion of the course, you will receive vouchers to sit for the QuickBooks Certified User (QBCU) Exam and the Microsoft exams MO-200 and MO-201 (Excel) and MO-100 and MO-101 (Word). The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Advanced Medical Interpreter Certificate

**\$3199 | 240 hrs | twelve months**  
**Open enrollment | self-paced**  
**Course Code: GES1007**

Master the skills needed to start your career as a professional English-Spanish interpreter. You will be prepared to work as an interpreter in both business and medical settings with this all-inclusive bundle. Not only will you master interpretation, you will also learn to interpret in a medical setting and be prepared to sit for your state's medical interpreter certification exam. You must be fluent in both English and Spanish prior to enrolling in this course. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Electronic Health Records Specialist (CEHRS)

**\$2279 | 134 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES136**

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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Medical Administrative Assistant Certificate

**\$1899 | 160 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES147**

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. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA).

This CMAA certification course includes a voucher that covers the fee for the exam. The course also includes an opportunity to participate in clinical experience. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Pharmacy Technician Certificate

**\$2999 | 400 hrs | twelve months**  
**Open enrollment | self-paced**  
**Course Code: GES117**

This immersive course will train you to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).

Upon completion of this course, you will be prepared to sit for the PTCE. This course includes a voucher which covers the fee for the exam. You will also have the option to perform a hands-on, 100-hour Practicum Experience. Practicum Experiences are based on individual state board requirements. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

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

### APPROVED COURSES:

- Microsoft Word 1
- Microsoft Word 2
- Microsoft Excel 1
- Microsoft Excel 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 19 | Gainesville**  
 Tu, 9:00a-4:00p

**Apr 16 | Cumming City Hall**  
 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 7 | 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 20 | Gainesville**  
 Tu, 9:00a-4:00p

**Apr 10 | Cumming City Hall**  
 W, 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 6 | Gainesville**  
 Tu, 9:00a-4:00p

**Apr 18 | Gainesville**  
 Th, 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 30 | Gainesville**  
 Tu, 9:00a-4:00p

**Feb 21 | Cumming City Hall**  
 W, 9:00a-4:00p

**Mar 12 | Gainesville**  
 Tu, 9:00a-4:00p

**Apr 24 | Cumming City Hall**  
 W, 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 5 | Gainesville**  
 Tu, 9:00a-4:00p

**May 1 | Cumming City Hall**  
 W, 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.

**Mar 7 | Gainesville**  
 Th, 10:00a-3:00p | Gainesville

### 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.

**Mar 28 | Gainesville**  
 Th, 10:00a-3:00p | Gainesville

## 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 leadership courses.**

**Delivery for group training is available.**

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

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### Workplace Wellness *New* \$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 13** | Gainesville  
Tu, 9:00a-4:00p

### New Supervisor Bootcamp: Making the Transition from Buddy to Boss \$299 | 6 hrs

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

**Feb 22** | Cumming City Hall  
Th, 9:00a-4:00p

### Be a Leader of Influence \$299 | 6 hrs

Any leader—senior, emerging, even those without formal authority—can replace persuasion and perks with powerful influence strategies and skills that actually change behavior. You will learn leadership skills that will create lasting change.

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

### The Power of Positive Influence \$299 | 6 hrs

Learn to recognize and tap into your sources of power and develop your ability to have positive, meaningful influence with others.

**Mar 5** | Gainesville  
Tu, 9:00a-4:00p

### Finding, Hiring, & Keeping Young Professionals \$299 | 6 hrs

Find ways to make your organization as attractive as possible to younger employees and enhance your ability to recruit them. Learn the best practices to engage and motivate your team members at whatever stage in life they're in.

**Mar 14** | Cumming City Hall  
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 19** | Gainesville  
Tu, 9:00a-4:00p

### Servant Leadership \$299 | 6 hrs

Learn how to inspire others, cultivate trust, lead teams, and build a healthy culture where people flourish and grow through influence as opposed to using titles, status, or positions to motivate.

**Mar 26** | Gainesville  
Tu, 9:00a-4:00p

### Leading Successful Change in the Workplace \$299 | 6 hrs

Gain skills to help your organization and team navigate the challenges of planned and unplanned change and overcome roadblocks to successful transitions.

**Apr 16** | Gainesville  
Tu, 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 23** | Gainesville  
Tu, 9:00a-4:00p

### Effectively Engaging Your Team: Leading Through Differences in Generation and Communication Styles \$299 | 6 hrs

Understand possible root causes of employee disengagement and how to overcome them in order to engage and motivate your team. You will recognize generational differences with motivation and engagement, uncover different communication styles and connect the dots between company purpose and personal goals of your team members..

**Apr 30** | Gainesville  
Tu, 9:00a-4:00p

### Navigating Difficult Conversations \$299 | 6 hrs

There is no easy way of having a conversation with someone that may very well hurt their feelings, put them on the defensive, or make you feel uncomfortable. However, depending on our approach, hard conversations with others can actually lead to stronger working relations, increased productivity and can even strengthen the relationship rather than destroy it.

**May 7** | Gainesville  
Tu, 9:00a-4:00p

### Communicating Effectively with Your Team \$299 | 6 hrs

Learning to communicate effectively allows you to strengthen professional relationships and build a productive working environment. This course will teach you to communicate intentionally and strategically in daily interactions with your team to align goals to outcomes and tailor messages to maximize impact.

**May 14** | Gainesville  
Tu, 9:00a-4:00p

### Strategies for Dealing with Conflict *New* \$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.

**May 23** | Cumming City Hall  
Th, 9:00a-4:00p



## BOOKKEEPER CERTIFICATE

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

This five-course program teaches students how to keep track of business accounts, work with balance sheets, and interpret various important financial statements.

### 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 19 | Gainesville**  
F, 9:00a-4:00p

**Mar 15 | Cumming City Hall**  
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 9 | F, 9:00a-4:00p | Gainesville**  
Gainesville

**Apr 12 | Cumming City Hall**  
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 8 | Gainesville**  
F, 9:00a-4:00p

**May 3 | 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 26 | Gainesville**  
F, 9:00a-4:00p

**Feb 16 | Cumming City Hall**  
F, 9:00a-4:00p

**Mar 22 | Cumming City Hall**  
F, 9:00a-4:00p

**Apr 19 | 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 1 | Gainesville**  
F, 9:00a-4:00p

**May 10 | Gainesville**  
F, 9:00a-4:00p

## Certified Paralegal

**\$2899 | 225 hrs | twelve months**

**Open enrollment | self-paced**

**Course Code: GES2034**

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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

## Digital Court Reporter Certificate

**\$999 | 60 hrs | six months**

**Open enrollment | self-paced**

**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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

## Digital Court Reporting with Legal Transcription

**\$1599 | 120 hrs | six months**

**Open enrollment | self-paced**

**Course Code: GES2097**

Court reporting is one of the fastest-growing career areas in the legal system. This course will prepare you to enter the court reporting field as a digital court reporter and a legal transcriber.

You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams offered by the American Association of Electronic Reporters and Transcribers (AAERT). [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)



### Legal Transcriptionist Certificate

**\$999 | 80 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES2095**

The legal transcriptionist has the important job of correctly transcribing and punctuating the spoken word in order to create a verbatim record for legal proceedings. This course will give you an understanding of the legal system including relevant ethics, professional standards, and procedures, and prepare you to sit for and pass the AAERT Certified Electronic Transcriber exam. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Legal Secretary

**\$2299 | 444 hrs | twelve months**  
**Open enrollment | self-paced**  
**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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Social Media Manager

**\$2595 | 240 hrs | nine months**  
**Open enrollment | self-paced**  
**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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Brand Strategist

**\$2295 | 120 hrs | six months**  
**Open enrollment | self-paced**  
**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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Business Data Analytics (CBDA) Prep

**\$999 | 60 hrs | three months**  
**Open enrollment | self-paced**  
**Course Code: GES2122**

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. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Lean Six Sigma Green Belt

**\$1899 | 120 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES287**

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. This unique course design provides on-the-job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. It's one of the best online courses for Six Sigma certification prep. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Lean Six Sigma Black Belt

**\$1999 | 120 hrs | six months**  
**Open enrollment | self-paced**  
**Course Code: GES2009**

This course prepares you for the ASQ Certified Six Sigma Black Belt Examination and equips you to apply Six Sigma concepts and methods as a practitioner or consultant. As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams. In addition to mastering key Six Sigma concepts and methods, you'll obtain valuable information that will prepare you for the Six Sigma Black Belt certification offered by the American Society for Quality (ASQ). [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Agile Analyst Certification (AAC) Prep

**\$895 | 60 hrs | three months**  
**Open enrollment | self-paced**  
**Course Code: GES2137**

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. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### Certified Virtual Assistant

**\$2999 | 240 hrs | nine months**  
**Open enrollment | self-paced**  
**Course Code: GES2130**

Master the skills of a virtual assistant in this virtual assistant training course and start your own virtual assistant business. Learn how to set up your virtual assistant packages, rates, and contracts, along with the tools for virtual assistants to offer a list of services for remote work.

Upon successfully completing the final exam, you will earn the Certified Virtual Assistant (CVA) certification through Lovegevity. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

### The Complete Project Manager Certificate with CAPM and PMP Prep

**\$2249 | 250 hrs | twelve months**  
**Open enrollment | self-paced**  
**Course Code: GES251**

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications. If you are interested in earning the CAPM and PMP credentials, you must schedule and pay for the exams on your own after course completion.

PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute. [Register at careertraining.ed2go.com/ung](https://careertraining.ed2go.com/ung)

## 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, & 4
- Digital Darkroom
- 4 Electives
- Photography Portfolio can replace one of the four required electives.

### Photography 1

\$199 | 10 hrs

Jan 10 - Jan 31 | Gainesville  
W, 6:00p-8:30p

Jan 11 - Feb 1 | Cumming City Hall  
Th, 10:00a-12:30p

### Photography 2

\$199 | 10 hrs

Prerequisite: Photography 1

Feb 7 - Feb 28 | Gainesville  
W, 6:00p-8:30p

Feb 8 - Feb 29 | Cumming City Hall  
Th, 10:00a-12:30p

### Photography 3

\$199 | 10 hrs

Prerequisite: Photography 1 & 2

Mar 6 - Mar 27 | Gainesville  
W, 6:00p-8:30p

Mar 7 - Mar 28 | Cumming City Hall  
Th, 10:00a-12:30p

### Photography 4

\$199 | 10 hrs

Prerequisite: Photography 1, 2, & 3

May 14 - June 4 | Gainesville  
Tu, 6:00p-8:30p

May 16 - June 6 | Cumming City Hall  
Th, 10:00a-12:30p

### Digital Darkroom

\$199 | 10 hrs

Prerequisite: Photography 1

Students will learn how to process digital images and prep them for printing.

Feb 20 - Mar 12 | Cumming City Hall  
Tu, 10:00a-12:30p

Feb 20 - Mar 12 | Gainesville  
Tu, 6:00p-8:30p



### Photography Portfolio - Certificate Capstone Class

\$219 | 10 hrs

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, 3, & 4;; Digital Darkroom, and 3 electives.

Jan 16 - Feb 6 | Cumming City Hall  
Tu, 10:00a-12:30p

### Introduction to Adobe Photoshop CC

\$149 | 6 hrs

In this course, students will learn program layout, file formats, tools, and how to finalize images.

Feb 24 | Dahlonega  
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. This course will be taught outdoors, rain or shine.

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

Mar 8 | Off-site - North Georgia  
F, 9:00a-4:00p

### Wedding Photography

\$119 | 3 hrs

In this course, students will discuss what equipment photographers need to shoot a wedding, the business aspect of being a wedding photographer and what a photographer should expect on the wedding day.

Mar 15 | Gainesville  
F, 9:00a-12:00p

### Gibbs Gardens

\$119 | entry fee not included | 4 hrs

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

Mar 22 | Off-site - Ball Ground, GA  
F, 9:00a-1:00p

### Black and White Photography

\$119 | 3 hrs

Apr 27 | Gainesville  
Sa, 9:00a-12:00p

### Real Estate Photography *New*

\$129 | 6 hrs

Apr 13 | Gainesville  
Sa, 9:00a-4:00p

### Travel Photography

\$119 | 3 hrs

Apr 20 | Gainesville  
Sa, 9:00a-12:00p

## 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 3 two-hour sessions in the car, for a total of six hours of individual instructional drive time.

Student **MUST** attend all thirty hours of classroom instruction and complete the six hours of in-car instruction to pass the course. Participants must have a valid driver's permit (Learner's License).

**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 2 - Feb 11** | Gainesville  
Fr, 5:30p-8:30p | Sa, 9:00a-5:00p |  
Su, 1:30p-5:30p

**Apr 12 - Apr 21** | Gainesville  
Fr, 5:30p-8:30p | Sa, 9:00a-5:00p |  
Su, 1:30p-5:30p

## Driving Test Evaluation and Test Prep

**\$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

**\$119 | supplies not included | 15 hrs**

**Feb 6 - Mar 12** | Dahlonega

Tu, 6:00p-8:30p

**Feb 8 - Mar 14** | Gainesville

Th, 6:00p-8:30p

**Apr 9 - May 14** | Dahlonega

Tu, 6:00p-8:30p

**Apr 11 - May 16** | Gainesville

Th, 6:00p-8:30p

## Conversational English

**\$129 | 12 hrs**

In the six-week Conversational English class, you will learn pronunciation and basic grammar. You will also learn English needed to communicate at a place of employment. Fast fluency phrasing to use in conversations every day will also be included.

**Jan 23 - Feb 27** | Gainesville

Tu, 6:00p-8:00p

**Mar 12 - Apr 23** | Gainesville

Tu, 6:00p-8:00p | No class on 4/2

## Basic Communicative Spanish I

**\$179 | 12 hrs**

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

**Feb 5 - Feb 29** | Hybrid

M, 6:30p-8:30p | Gainesville

Th, 6:30p-7:30p | LIVE Online

**Mar 11 - Apr 11** | Hybrid

M, 6:30p-8:30p | Gainesville

Th, 6:30p-7:30p | LIVE Online

No class on 4/1 & 4/4

## 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 17** | Gainesville

Sa, 10:00a-2:00p

**May 11** | Dahlonega

Sa, 10:00a-2:00p

## 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 27** | Gainesville

Sa, 9:00a-5:00p

**Mar 16** | Cumming City Hall

Sa, 9:00a-5:00p

**May 18** | Gainesville

Sa, 9:00a-5:00p

## Situational Awareness *New*

**\$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 5** | Gainesville

M, 6:00p-9:00p

**Feb 24** | Dahlonega

Sa, 9:00a-12:00p

**Apr 20** | Cumming City Hall

Sa, 9:00a-12:00p

LOCAL POSTAL CUSTOMER

## LEARN TO DRIVE WITH US!

We offer a 36-hour driver's education certificate program (30 hours in-class with 6 hours of road instruction) and driving lessons by appointment to fit your specific needs. **See page 9.**

