

# Advance

Fall 2014

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/advance>



Part of the [Higher Education Commons](#)

---

## Recommended Citation

"Advance" (2014). *Advance (Division of Continuing Education Catalog)*. 13.  
<https://digitalcommons.georgiasouthern.edu/advance/13>

This catalog is brought to you for free and open access by the Division of Continuing Education at Digital Commons@Georgia Southern. It has been accepted for inclusion in Advance (Division of Continuing Education Catalog) by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu).

GEORGIA SOUTHERN CONTINUING EDUCATION

# Advance.



FALL CATALOG 2014

*GeorgiaSouthern.edu/conted*

# Savannah's Conference Connection

Connecting conference attendees with inviting accommodations



## Coastal Georgia Center

**30,000+ Square Feet of Meeting Space**

305 Fahm Street, Savannah, Georgia 31401 | 912.651.2005 | [GeorgiaSouthern.edu/cgc](http://GeorgiaSouthern.edu/cgc)

Division of Continuing Education, Georgia Southern University | [conted@georgiasouthern.edu](mailto:conted@georgiasouthern.edu)

**712 Total Hotel Rooms**



1



### Country Inn & Suites Savannah Historic

320 Montgomery Street | Savannah, Georgia 31401 | 912.921.5300  
[countryinns.com/savannahga\\_historic](http://countryinns.com/savannahga_historic)

2



### Courtyard By Marriott Savannah / Historic District

415 West Liberty Street | Savannah, Georgia 31401 | 912.790.8287  
[marriott.com/SAVDT](http://marriott.com/SAVDT)

3



### Embassy Suites Savannah

605 West Oglethorpe Avenue | Savannah, Georgia 31401 | 912.721.6900  
[savannah.embassysuites.com](http://savannah.embassysuites.com)

4



### Hampton Inn & Suites

603 West Oglethorpe Avenue | Savannah, Georgia 31401 | 912.721.1600  
[hamptonsavannah.com](http://hamptonsavannah.com)

5



### Residence Inn Savannah Historic

500 West Charlton Street | Savannah, Georgia 31401 | 912.233.9996  
[marriott.com/savdv](http://marriott.com/savdv)

6



### The Thunderbird Inn

611 W Oglethorpe Avenue | Savannah, Georgia 31401 | 912.232.2661  
[thethunderbirdinn.com](http://thethunderbirdinn.com)



Coastal Georgia Center



MLK Visitor Information Center

Visit Savannah | 101 East Bay Street | Savannah, Georgia 31401 | [VisitSavannah.com](http://VisitSavannah.com)

Jennifer Thompson, National Sales Manager | 912.644.6438 | [JThompson@VisitSavannah.com](mailto:JThompson@VisitSavannah.com)



**COMPUTER SKILLS CLASSES**

Microsoft – Excel 1 & 2 ..... 12  
 Microsoft – Powerpoint ..... 12  
 Microsoft – Project - Basic & Advanced ..... 12  
 Microsoft – Word 1 ..... 12



**2014 CONFERENCES**

Elder Abuse Conference ..... 11  
 Georgia Association of Occupational Health Nurses Conference ..... 11  
 Georgia Educational Research Association Conference ..... 11  
 Georgia International Conference on Information Literacy Conference ..... 11  
 Georgia Undergraduate Research Conference ..... 11  
 National Youth-At-Risk West Conference ..... 11  
 Rural HIV Research and Training Conference ..... 11



**FIBER OPTICS TRAINING**

Certified Fiber Optics Technician Course (CFOT) .....7  
 Certified Fiber Optic Specialist Outside Plant (CFOS/O) .....7



**WORKPLACE MANAGEMENT & HR PROGRAMS**

ADA Compliance — Reasonable Accommodations for Disabled Employees ...9  
 Certificate in Professional HR Management .....9  
 Effective Communication in the Workplace ..... 10  
 From Hiring To Termination — Effective Employee Management .....9  
 Leading Organizational Change Through Teamwork ..... 10  
 Leadership Skills for the Front-Line Manager ..... 10  
 Project Management - Basics .....8  
 Project Management - Real World Applications .....8  
 Prescribed Burn Manager Certification .....7  
 ServSafe® Training and Certification .....7  
 Social Media Use — What Employers Should Know .....9  
 The Fair Labor Standards Act and Your Firm .....9



**PERSONAL DEVELOPMENT CLASSES**

Advanced Creative Photography ..... 14  
 Creative Digital Photography ..... 14  
 Creative Writing 1 ..... 13  
 Digital Imaging Basics ..... 14  
 Getting the Most From Adobe Lightroom ..... 14  
 Math Prep for the SAT ..... 13  
 Photoshop Basics ..... 14  
 Portrait Photography ..... 14  
 Private Piano Lessons ..... 13  
 Short Story Writing ..... 13  
 Writing Your Memoir ..... 13



**ELDERCARE PROFESSIONAL DEVELOPMENT CLASSES**

Ethical Issues in Long-Term Care ..... 10  
 Residents’ Rights ..... 10



**ONLINE OFFERINGS**

24/7 Online Courses ..... 17  
 Georgia College Access Courses ..... 16  
 Online Certificate Programs ..... 15  
 Sustainability Advisor Certificate Program Online ..... 17

**WANT TO REGISTER? We make it Easy!**

*Choose your registration preference!*

**Online** (secure server)

[GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted)

**By Mail**

Mail your Registration Form/Waiver Form to:  
**Continuing Education**  
 P.O. Box 8124  
 Georgia Southern University  
 Statesboro, GA 30460-8124

**In Person**

*Drop by our Administrative Offices*

Nessmith-Lane Conference Center  
 First Floor, Plant Drive  
 Georgia Southern University  
 Statesboro, Ga.  
 Monday through Friday, 8 a.m. to 5 p.m.

Coastal Georgia Center  
 305 Fahm Street  
 Savannah, Ga.  
 Monday through Friday, 8 a.m. to 5 p.m.

**By Phone**

Phone: 912-478-5551  
 or Toll Free: 1-855-478-5551  
*Please have your VISA®, MASTERCARD®, AMERICAN EXPRESS® or DISCOVER® Card number ready.*

**By FAX**

FAX: 912.478.0847

**By Email**

[conted@georgiasouthern.edu](mailto:conted@georgiasouthern.edu)

**Access our Staff**

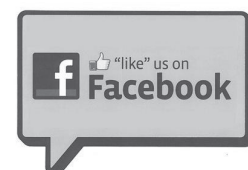
The staff is available to assist with program development tasks including needs assessment, program planning, program administration and coordination, fiscal management, marketing and program evaluation. A full range of meeting planning and conference services is available, as well as in-house (contract) training programs for businesses, industries, institutions and agencies. Call 912.478.5555 for more information.

For additional information about our upcoming programs, visit the website @

[GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted)

We make it easy to answer all your questions.

Visit our New and Improved Facebook Page



[facebook.com/GeorgiaSouthernContinuingEducation](https://facebook.com/GeorgiaSouthernContinuingEducation)



## Welcome!

**ADVANCE** provides information and opportunities to enroll in our professional and personal development offerings or to make use of our excellent facilities in Statesboro and Savannah, Georgia. The mission of the Division of Continuing Education is to serve as the educational liaison between the academic Colleges and administrative units at Georgia Southern University and our constituents – citizens, companies, government units, non-profit agencies and professional organizations – of this region, state, nation and world in delivering lifelong learning opportunities.

### The Division's diverse course offerings include:

- Non-credit online and face-to-face classes designed to promote personal and professional development solutions.
- Conference service offerings to meet re-certification or credentialing needs.
- Innovative, mobile and agile solution services to meet the professional and workforce development needs of businesses (small and large), non-profit organizations and governmental agencies.



### The Division offers two premier, technologically advanced meeting facilities:

- The Nessmith-Lane Conference Center, the Division's Statesboro home, is a popular choice for meetings and events and hosts a variety of conferences, seminars, summer camps, weddings and meetings.
- The Coastal Georgia Center (CGC), located in historic Savannah, offers a site well-equipped for professional development offerings, conferences, seminars and social events. Convention South recently named the Coastal Georgia Center as one of "The Elite 50 Conference Centers of the South." In addition, the Coastal Georgia Center offers free parking for 150 vehicles and office space that can serve as a temporary home for businesses in Savannah.
- Both facilities offer the ability to teleconference.

Through our conference services area, we work closely with the academic Colleges and other professional associations to manage and promote all of the activities associated with providing you with Professional Learning Units (PLUs) or Continuing Education Units (CEUs) to meet re-certification requirements. We also have licensing agreements with organizations such as the National Association of Social Workers, Georgia State Board of Nursing Home Administrators, Georgia Association of Marriage and Family Therapy, Licensed Professional Counselors of Georgia, and Peace Officers Standards and Training.

Through our solution services area, our primary focus is delivering customized non-academic credit, professional development and certificate training to businesses and organizations in our region. In addition, we provide workforce development courses to support lifelong learning, continuing education and career enhancement. Our long-range vision is to be able to "provide professional training virtually anywhere in the world." Through innovation, mobility and agility, we will strive to think creatively, respond quickly and be flexible in meeting your needs. We work in partnership with the Society for Human Resource Management (SHRM), The Fiber Optic Association (FOA) and HR Certification Institute (HRCI).

Please feel free to contact us for further information. We would like to discuss our offerings with you.

**Division of Continuing Education**  
Georgia Southern University  
912-478-5118  
[conted@georgiasouthern.edu](mailto:conted@georgiasouthern.edu)

## *“ The Place that Makes Any Meeting an Event ”*

Located on the Georgia Southern University campus, the state-of-the-art Nessmith-Lane Conference Center offers all of the services of a first-rate conference center.

Whether you are planning a conference, business meeting, executive retreat, workshop, seminar, symposia or wedding reception, our friendly and knowledgeable staff are waiting to meet your needs.

# NESSMITH-LANE CONFERENCE CENTER

### The **PERFECT** Wedding PACKAGE

**Book your Wedding  
Reception at the  
Nessmith-Lane  
Conference Center**



The Nessmith-Lane Conference Center is home to the Division of Continuing Education. The mission of the Division is to serve as the educational liaison between the academic colleges and administrative units at Georgia Southern University and our constituents – citizens, companies, government units, non-profit agencies and professional organizations – of this region, state, nation and world in delivering lifelong learning opportunities.

### **Our accommodations include:**

- Smart room capabilities
- Wireless Internet access
- Meeting rooms of varying sizes
- Catering services
- 376-seat auditorium
- Exhibit hall
- Video conferencing capabilities
- Trained technicians
- Audio visual support
- Conference planning services
- Southern Ballroom accommodates up to 400 people (buffet)
- Dedicated staff providing conferences, event planning, registration, marketing services
- Convenient free parking

For more information, please contact 912-478-5555,  
email [nessmith-laneconfctr@georgiasouthern.edu](mailto:nessmith-laneconfctr@georgiasouthern.edu)  
or visit [GeorgiaSouthern.edu/nessmithlane](http://GeorgiaSouthern.edu/nessmithlane)



THE COASTAL GEORGIA CENTER IS ONE OF THE "ELITE 50" CONFERENCE CENTERS IN THE SOUTH



The COASTAL GEORGIA CENTER is a conference, classroom and meeting venue nestled in the heart of the beautiful Historic District of Savannah, Georgia adjacent to the Savannah Visitors Center and Savannah History Museum. The Center is operated by Georgia Southern University in partnership with Armstrong State University and Savannah State University.

**Located in Historic Downtown Savannah the center features:**

- 52,000 square feet of meeting space
- Wireless Internet access
- Computer labs
- Meeting rooms of various sizes
- 370-seat auditorium
- Short- and long-term rental of office space
- Experienced and friendly staff
- Audio visual support
- Video conference capabilities
- A variety of local caterers
- 150 free and convenient parking spaces



The staff at the Coastal Georgia Center looks forward to serving you and providing quality service for your meeting and conference needs.

For more information, please contact us at 912-651-2005 or visit [GeorgiaSouthern.edu/cgc](http://GeorgiaSouthern.edu/cgc)



[GeorgiaSouthern.edu/cgc](http://GeorgiaSouthern.edu/cgc)  
305 Fahm Street, Savannah, Ga. 31401  
912-651-2005

## SAVANNAH

### CERTIFIED FIBER OPTICS TECHNICIAN COURSE (CFOT)

14BACCE2474A



Now with a reduced fee for early registration, this three-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. Learn industry standards governing FTTD (Fiber to the Desk), FTTH (Fiber to the Home) and K-12 (Schools) and understand the difference between Zone and Distribution

Cabling. Through a combination of lecture and 85 percent hands-on activities, you will prepare to take the CFOT (Certified Fiber Optic Technician) test sanctioned by the FOA (Fiber Optics Association) given and graded on the final class day.

**Dates:** Monday to Wednesday, 10/13/2014 to 10/15/2014

**Time:** 8 a.m. to 5 p.m., lunch on your own

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost per class:** \$700, \$725 late registration after noon, Friday, 9/12/2014. (Fee includes course materials and certification exam).

**Registration closes at noon, Monday, 10/3/2014**

**Book included in each course:** *The FOA Reference Guide to Fiber Optics* written by Mr. Jim Hayes.

**Payment due:** within 10 business days after registration or no later than the registration close date, whichever is earlier.

**Instructor:** Peter Morcombe, CFOT, CFOS/I

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

## SAVANNAH

### CERTIFIED FIBER OPTIC SPECIALIST OUTSIDE PLANT (CFOS/O)

14BACCE6016A



A revision of the previous CFO Technician/Off Site Plant course, this new SPECIALIST course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. This advanced Fiber Optic Training combines lecture sessions and 85 percent hands-on activities to prepare the student to take the

CFOS/O, OSP hands on and written exams that are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. The course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class.

**Prerequisites:** FOA CFOT Course or any other formal fiber optics training course within the last six months, or one year fiber optics related experience.

**Dates:** Thursday to Friday, 10/16/2014 to 10/17/2014

**Time:** 8 a.m. to 5 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost per class:** \$775  
(Fee includes course materials and certification exam).

**Registration closes at noon, Monday, 10/3/2014**

**Book included in each course:** *The FOA Reference Guide to Fiber Optics* written by Mr. Jim Hayes.

**Payment due:** within 10 business days after registration or no later than the registration close date, whichever is earlier

**Instructor:** Peter Morcombe, CFOT, CFOS/I

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

## STATESBORO

### SERVSAFE® TRAINING AND CERTIFICATION

14AACCE3012A



Georgia law requires at least one food service manager on staff to have successfully completed a food safety training program and passed an ANSI-

CFP exam. For all new establishments, there is a 90-day grace period to comply with the mandatory manager certification. During this 90-day period, the manager or person in charge must demonstrate food safety knowledge.

The ServSafe® program blends the latest FDA Food Code, food safety research and years of food sanitation training experience. Students learn to implement essential food safety practices and create a culture of food safety while earning the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

**Dates:** Monday to Wednesday, 8/11/2014 to 8/13/2014 (Class), 8/15/2014 (Exam)

**Time:** 5 to 8 p.m.

**Location:** College of Health & Human Sciences, Hollis Building, Room 2106 (Class), Hollis Building, Room 1105 (Exam) Statesboro, Ga.

**Cost:** \$75 per person (Class and Exam)

**Cost:** \$25 per person (Exam ONLY)

**Instructor:** Becky Larson, M.S., R.D., is a Clinical Instructor of Nutrition & Food Science at Georgia Southern University. Prior to coming to Georgia Southern, she spent 10 years in school nutrition administration, where she was responsible for overseeing 21 schools and nutrition staff, planning menus, and providing nutrition education in the classroom and to the community.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## STATESBORO

### PRESCRIBED BURN MANAGER CERTIFICATION

14BAAST1639A



Prescribed fire is defined as fire applied in a knowledgeable manner to forest fuels on a specific land area under selected weather conditions to accomplish predetermined, well-defined management objectives. The Prescribed Burning Act was passed in 1992, allowing the Georgia Forestry Commission to promulgate a Prescribed Burn Manager Certification Program.

Although certification is not required to practice prescribed burning in Georgia, the program is offered in the interest of higher learning and achievement for qualified prescribed burn practitioners and landowners.

**Dates:** Tuesday and Wednesday, 11/4/2014 to 11/5/2014

**Time:** 7:45 a.m. to 5 p.m.

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

**Cost:** \$115 per person

**Instructors:** Mr. Neal Edmondson and Georgia Forestry Commission Experts

**For more information email:** [professionaltraining@georgiasouthern.edu](mailto:professionaltraining@georgiasouthern.edu)



## SAVANNAH

### PROJECT MANAGEMENT – BASICS

14AACCE4353A

This course provides an overview of the 10 knowledge-based principles for managing successful projects: scope, integration, communication, time, cost, procurement, risk management, quality control, human resources and project stakeholder management. The training includes practical exercises and an in-class group project. Participants receive a manual, electronic forms and other resource materials. Source: Project Management Body of Knowledge, Project Management Institute PMI® best business practices.

**Dates:** Monday, 9/8/2014, Wednesday, 9/10/2014, Tuesday, 9/23/2014 and Thursday, 9/25/2014

**Time:** 6 to 9 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$650 per person

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

## SAVANNAH

### PROJECT MANAGEMENT – REAL WORLD APPLICATIONS

14BACCE4354A

Discover a documented step-by-step guideline for managing projects. Students will be exposed to a wide variety of strategic and real world scenarios. Course Outline: Day 1, Initiation and Closing Projects; Day 2, Success Planning for Projects; Day 3, Project Simulation for Execution; Day 4, Project Control and Project Manager Professional Responsibility.

**Dates:** Friday, 10/3/2014, Tuesday, 10/14/2014, Thursday, 10/16/2014; Friday, 11/7/2014, Tuesday, 11/18/2014 and Thursday, 11/20/2014

**Time:** 9 a.m. to 3:30 p.m. on Fridays, and 6 p.m. to 9 p.m. on Tuesdays and Thursdays

**Cost:** \$1,300 per person (includes a copy of the PMBOK® from PMI. New fifth edition)

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

#### LOOKING FOR ONLINE CERTIFICATE PROGRAMS?

LEARN ANYWHERE...ANYTIME, LEARNING OPPORTUNITIES AVAILABLE 24/7

Read about the new Certificate Program  
in our Online Offerings on pages 15 to 17.

## CONTRACT Training

If you are interested in training on a specific topic, call 912-478-5555 to speak to a program specialist.



The Division of Continuing Education at Georgia Southern University offers contract training. Services are customized, non-academic credit, professional development and certificate training to businesses and organizations in our region.

Some of our offerings include:

- Certified Fiber Optics Technician Course
- Empowering HR to Communicate Effectively
- Essentials of HR Management
- Leadership Skills for the Front-Line Manager
- Leading Organizational Change Through Teamwork
- Microsoft Office: Access, Excel, PowerPoint, Project, Word
- Practical Problem-Solving and Decision-Making
- Project Management
- Social Media Use - What Employers Should Know

*"Our first experience with Georgia Southern's Continuing Education Division led to many more. We began with a customized Microsoft Excel class at the Coastal Georgia Center and had such positive results that we continued with Advanced Excel. We then scheduled Microsoft Project classes which have been so helpful to our staff that we're now planning PowerPoint and Word classes."*

**Lynn Carter**

Training and Process Safety Manager  
Weyerhaeuser NR Port Wentworth Mill

*"It doesn't get any better than this. The way that Georgia Southern's Continuing Education worked to customize the training to suit our needs was superb. We told them that we had special needs as we are transitioning from basically an unskilled labor force to a skilled labor team. The training centered around this thought and helped our managers and supervisors understand the difference in managing in a new environment. It really feels good when you can see the results on the manufacturing floor."*

*"Each class session was something new and interesting for our people. We wanted a training session that our people enjoyed attending and CE delivered. It was fun to listen to them talk about what they took away from each class session. CE provided formal certificates for those completing the training... No doubt, the training helped Crider Foods become a better company with inspired managers and supervisors."*

**Glenn Anderson, SPHR**

Vice President of Human Resources  
Crider Foods

## BRUNSWICK

### THE FAIR LABOR STANDARDS ACT AND YOUR FIRM

14CACCE4347A

The Fair Labor Standards Act is one of the oldest of the federal employment laws and perhaps the most violated. It applies to businesses of all sizes regardless of the number of employees. Employees cannot consent to a waiver of the FLSA. Come learn how to avoid wage-hour claims and Department of Labor audits.

**Date:** Tuesday, 8/5/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person, per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Tuesday, 7/29/2014

**Location:** HunterMaclean Brunswick, Brunswick, Ga.

**Instructor:** Sarah Lamar, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## SAVANNAH

### FROM HIRING TO TERMINATION — EFFECTIVE EMPLOYEE MANAGEMENT

14CACCE5012A

Review every major HR step to ensure employees are processed legally and treated fairly within a firm. You will learn how to: follow pre-hire procedures, handle discipline issues, investigate employees' at-work accidents, deal with harassment claims and properly process discharged employees.

**Date:** Tuesday, 9/9/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person, per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Tuesday, 9/2/2014

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Sarah Lamar, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## BRUNSWICK

### SOCIAL MEDIA USE — WHAT EMPLOYERS SHOULD KNOW

14DACCE5013A

The social media craze is here to stay: Facebook, Twitter, texting, etc. Privacy laws and Federal laws such as the NLRA impact your control over staff's social media use at work and off duty. This practical review of applicable statutes/regulations will help select policies for your firm.

**Date:** Thursday, 11/6/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person, per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Thursday, 10/30/2014

**Location:** HunterMaclean Brunswick, Brunswick, Ga.

**Instructor:** Shawn Kachmar, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)



"The use of this seal is not an endorsement by HRCI of the quality of the program. It means that this program has met HRCI's criteria to be pre-approved for recertification credit."

## SAVANNAH

### ADA COMPLIANCE — REASONABLE ACCOMMODATIONS FOR DISABLED EMPLOYEES

14DACCE4044A

Congress amended the Americans with Disabilities Act to reverse Supreme Court rulings that had weakened its impact in the workplace. Participants will find out what the newly strengthened ADA means to employers. What does "disability" mean? What is the employer's duty to "reasonably accommodate?" Armed with this knowledge, HR professionals will be able to ensure that their firms are in compliance with the ADA.

**Date:** Tuesday, 12/2/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person, per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Tuesday, 11/25/2014

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Wade Herring, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## SAVANNAH

### CERTIFICATE IN PROFESSIONAL HR MANAGEMENT (SHRM LEARNING SYSTEM)

14AAAABA1006A

IN PARTNERSHIP WITH  
**SHRM**  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

Following the 2-hour mandatory orientation, this 36-hour review course provides a broad overview of HR management issues and core body of knowledge. Many participants enroll as preparation for the Professional in Human Resources or Senior Professional in Human Resources exam. Offered in partnership

with the Society for Human Resource Management, this course uses the SHRM Learning System for PHR/SPHR Certification Prep to review the newest HR practice and legislation in the HR Certification Institute's body of knowledge.

**Mandatory Orientation:** Wednesday, 9/10/2014, 6 p.m. to 8 p.m., Coastal Georgia Center, Savannah, Ga.

**Dates:** Mondays, 9/15/2014 to 12/1/2015

**Time:** 6 to 9 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$965 SHRM member / \$1,040 non-SHRM member

**Late rate:** \$1,140 after 5 p.m., 8/18/2014

**Registration** closes at noon, 8/29/2014

**Instructors:** Bill Dugle, Erin Flothmeier, Susan Pinkston and Phillip Tremble are all current or retired HR leaders and experienced course instructors. Each has an SPHR certification, a related master's degree, or both.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)



## STATESBORO

### ELDERCARE PROFESSIONAL DEVELOPMENT

**Time:** 8:30 a.m. to 4 p.m., lunch on your own

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

**Cost:** \$89 per person

**Instructor:** Evelyn Gay is the director of Elder Rights Program for Georgia Legal Services. She has been in the Gerontology field since 1978. She plans, coordinates and supervises elderly legal services and elder abuse prevention programs.

**For more information email:** [proftraininghealth@georgiasouthern.edu](mailto:proftraininghealth@georgiasouthern.edu)

### RESIDENTS' RIGHTS

**14BACCE1110A**

Implementing a meaningful Residents' Rights program in our facilities is an ongoing challenge. Involvement of staff at all levels is essential, and administrators must ensure that caregivers are sensitized to the needs of their residents. This workshop will address the transition of institutional care and will examine the legal rights of nursing home residents. Participants will receive tips on how to really get to know the elders in their care and will discuss the best practices for changing perceptions of seniors.

**Date:** Wednesday, 10/8/2014

### ETHICAL ISSUES IN LONG-TERM CARE

**14BACCE1056A**

This workshop will focus on legal and ethical concerns that impact the care of our elderly population, while creating a forum for the discussion of quantity and quality of life issues. Participants will leave with a better understanding of how to create an environment conducive to ethical decision making. In addition, this informative and interactive workshop will assist participants in identifying their own personal roles in ethical leadership.

**Date:** Tuesday, 10/7/2014

## SAVANNAH & STATESBORO

### EFFECTIVE COMMUNICATION IN THE WORKPLACE: EMPOWERING HR AND YOUR ORGANIZATION

**14AACCE6017A • SAVANNAH**

**14BACCE6017A • STATESBORO**



*"The use of this seal is not an endorsement by HRCI of the quality of the program. It means that this program has met HRCI's criteria to be pre-approved for recertification credit."*

Business leaders and HR practitioners will examine effective communication that occurs in personal interaction, online, in print, and in public speaking/presentations. Success or failure in a professional setting, particularly one as interactive as human resources, often hinges on an understanding and application of effective communication techniques.

**Date and Time:** Tuesday, 9/30/2014, 8:30 to 10:30 a.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Date and Time:** Tuesday, 11/18/2014, 8:30 to 10:30 a.m.

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

**Cost:** \$75 per person / \$65 corporate rate (four or more from one firm)

**Instructor:** Frank Mendelson combines expertise in organizational training, teaching university business classes and editing business journals.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## SAVANNAH & STATESBORO

### LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

**14AAABA1020B • SAVANNAH**

**14AAABA1020A • STATESBORO**

Job satisfaction is closely tied to the people skills of a worker's direct manager or supervisor. These soft skills include motivating/coaching employees, delegating responsibility, communicating effectively, solving problems, resolving conflicts and managing change. Learn the essential areas of effective management, including understanding leadership styles, coordinating teams and assisting those you supervise to do their job better. Class members are provided with information and ideas that they can apply in the workplace.

**Dates:** Wednesdays, 9/24/2014 to 11/12/2014 (Savannah)

**Time:** 8:30 a.m. to 12:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Dates:** Wednesdays, 9/10/2014 to 10/29/2014 (Statesboro)

**Time:** 8 a.m. to 12 p.m.

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

**Registration Fee:** \$675 per person

**Late Registration Fee:** \$775

**Corporate Registration Fee:** \$625 (4 or more from the same firm)

**Late Corporate Registration Fee:** \$725

**Statesboro Registration discounts end at noon, Wednesday, 8/13/2014**

**Statesboro Registration closes at noon, Wednesday, 8/27/2014**

**Savannah Registration discounts end at noon, Wednesday, 8/27/2014**

**Savannah Registration closes at noon, Wednesday, 9/10/2014**

**Instructors:** Trey Denton, Jackie Eastman, Misty Loughry, Stephanie Sipe, Steve Stewart and Feruzan Irani Williams, College of Business Administration faculty members.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)

## SAVANNAH

### LEADING ORGANIZATIONAL CHANGE THROUGH TEAMWORK

**14BACCE6123A**



*"The use of this seal is not an endorsement by HRCI of the quality of the program. It means that this program has met HRCI's criteria to be pre-approved for recertification credit."*

The ability to manage change and build effective teams is the underpinning of a learning organization. Businesses need to be nimble and adapt to change — or risk losing market share and/or underserving their stakeholders.

Designed for business leaders and HR practitioners, this workshop will teach you change management, team-building and organizational learning. The instructor will review the challenges and benefits of managing change within an organization, as well as the power of teamwork.

**Date:** Thursday, 10/30/2014

**Time:** 8:30 to 10:30 a.m.

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

**Cost:** \$75 per person / \$65 corporate rate (four or more from one firm)

**Instructor:** Frank Mendelson combines expertise in organizational training, teaching university business classes and editing business journals.

**For more information email:** [proftrainingmgmt@georgiasouthern.edu](mailto:proftrainingmgmt@georgiasouthern.edu)



---

**SAVANNAH**

---

**RURAL HIV RESEARCH AND TRAINING CONFERENCE****14AAAED4676A*****Blazing New Trails: How to Engage Rural Communities with Fewer Resources***

The Rural HIV Research and Training Conference is a two-day forum for exchanging the latest information and learning the newest tools to address the challenges of the HIV/AIDS epidemic in rural communities.

**Dates:** Friday to Saturday, 9/12/2014 to 9/13/2014**Location:** Coastal Georgia Center, Savannah, Ga.**For more information email:** [ruralhivresearch@georgiasouthern.edu](mailto:ruralhivresearch@georgiasouthern.edu)

---

**SAVANNAH**

---

**GEORGIA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES CONFERENCE****14AACCE1180A**

The Georgia Association of Occupational Health Nurses is made up of health professionals across the State of Georgia that provide care for the health and wellness needs of employees. As the largest group of health care providers serving the workplace, occupational and environmental health nurses positively impact the health and safety of the millions of people who work every day.

**Dates:** Thursday to Friday, 9/25/2014 to 9/26/2014**Location:** Coastal Georgia Center, Savannah, Ga.**For more information email:** [gaoccuphealth@georgiasouthern.edu](mailto:gaoccuphealth@georgiasouthern.edu)

---

**SAVANNAH**

---

**ELDER ABUSE CONFERENCE****14BACCE6009A**

This conference covers all aspects of abuse affecting at-risk adults. The conference mission is to bring significant players to the table to educate professionals and lay persons on the serious offense of elder abuse. We will explain the system, identify gaps, define issues and provide valuable resources. Learn the types of abuse, warning signs of abuse and when and how to report. Explore the role of Adult Protective Services, its mandate and also its limitations.

**Date:** Friday, 10/3/2014**Location:** Coastal Georgia Center, Savannah, Ga.**For more information email:** [elderabuseconf@georgiasouthern.edu](mailto:elderabuseconf@georgiasouthern.edu)

---

**SAVANNAH**

---

**GEORGIA INTERNATIONAL CONFERENCE ON INFORMATION LITERACY****14BAALA1270A**

Join us for a two-day conference for faculty and staff to present their work related to the field of Information Literacy. We will share research and best methods related to teaching, learning, and assessing essential lifelong learning skills. Librarians and teachers are welcome.

**Dates:** Thursday to Saturday, 10/9/2014 to 10/11/2014**Location:** Coastal Georgia Center, Savannah, Ga.**For more information email:** [infolit@georgiasouthern.edu](mailto:infolit@georgiasouthern.edu)

---

**SAVANNAH**

---

**GEORGIA EDUCATIONAL RESEARCH ASSOCIATION (GERA)****14BACCE1134A**

The Georgia Educational Research Association (GERA) is a state affiliate of the national organization, the American Educational Research Association (AERA), and one of Georgia's most dynamic research organizations. GERA has approximately 150 members from universities and colleges; public and private schools; and state, local, public, and private educational agencies and institutions, covering disciplines in education, psychology, statistics, sociology, history, economics, philosophy, anthropology, and political science.

**Dates:** Friday to Saturday, 10/17/2014 to 10/18/2014**Location:** Coastal Georgia Center, Savannah, Ga.**For more information email:** [gera@georgiasouthern.edu](mailto:gera@georgiasouthern.edu)

---

**LAS VEGAS**

---

**NATIONAL YOUTH-AT-RISK CONFERENCE WEST****14BAAED6001A**

The conference trains adults who serve youth to create safe, healthy, caring, and intellectually empowering educational environments that foster the well-being of all children and adolescents. In these presentations, participants learn about current research-based educational programs and strategies, which empower young people to overcome at-risk conditions that may threaten their safety, health, emotional needs, or academic achievement. Participants also gain knowledge of proactive solutions and best practices for meeting the serious challenges faced by many of our youth today such as school violence, poverty, learning difficulties, underachievement, achievement gaps, illiteracy, boredom, apathy, low expectations, misbehavior, dropout, drugs, bullying, gangs, teen pregnancy, sexual harassment, racism, and dysfunctional families.

**Dates:** Thursday to Saturday, 11/6/2014 to 11/8/2014**Location:** Circus Circus, Las Vegas, Nev.**For more information email:** [nyarwest@georgiasouthern.edu](mailto:nyarwest@georgiasouthern.edu)

---

**STATESBORO**

---

**GEORGIA UNDERGRADUATE RESEARCH CONFERENCE****14BACCE6119A**

The conference committee encourages your attendance to the 3<sup>rd</sup> Annual Georgia Undergraduate Research Conference, a colloquium designed to showcase the depth and breadth of creative scholarship occurring throughout the southeast. This conference is for undergraduate researchers in all disciplines and provides a venue for students to present their work to a wide audience and encourages all to become active in professional conferences. This is your opportunity to make connections with peers, faculty in graduate programs, and other mentors who will encourage you to continue to develop your research.

**Dates:** Friday to Saturday, 11/14/2014 to 11/15/2014**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.**For more information email:** [gurc@georgiasouthern.edu](mailto:gurc@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT PROJECT – BASICS

14BACCE6384A



This course teaches the basic commands and features of Microsoft Project, the application designed to help you plan, manage, and keep projects on track. You'll learn to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. You'll also learn

to apply filters and groups, and sort task and resource data. Finally, you'll acquire the important skill of resolving resource conflicts.

**Date:** Friday, 10/24/2014

**Time:** 9 a.m. to 3:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$225 per person

**Corporate Registration Fee:** \$195 (3 or more from the same firm)

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT – WORD 1

14AACCE4554A

Participants will achieve proficiency and confidence in basic Word functionality including: working with documents, text and page formatting, clip art, themes/styles, tables, templates, mail merge and bulleted and numbered lists. You'll also acquire sound knowledge of the Office Ribbon.

**Dates:** Tuesday, 9/16/2014 and Thursday, 9/18/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT – EXCEL 1

14AACCE4556B

Looking for proficiency and confidence in basic Excel functionality? Our course covers the basic Excel environment, creating workbooks, navigating the working screen, formatting and navigating worksheets, entering data, entering labels and creating and working with charts.

**Dates:** Tuesday, 9/30/2014 and Thursday, 10/2/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT PROJECT – ADVANCED

14BACCE6385A



In Microsoft Project – Advanced, you'll build on the concepts and skills taught in Microsoft Project – Basics. You'll learn to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays/conflicts, create reports, share resources, consolidate projects, and customize Microsoft Project. You'll also learn

to communicate project information by using Project Server and to integrate Project data with other Office applications.

**Date:** Friday, 11/14/2014

**Time:** 9 a.m. to 3:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$225 per person

**Corporate Registration Fee:** \$195 (3 or more from the same firm)

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.

**For more information email:** [proftrainingtech@georgiasouthern.edu](mailto:proftrainingtech@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT – POWERPOINT

14BACCE4558A

Create dynamic, persuasive PowerPoint presentations with effectiveness and confidence. Learn to create slides and change layouts, add slide transitions, use themes, add clip art, animation, and sound, insert charts and tables, create SmartArt diagrams, use hyperlinks and understand multimedia.

**Dates:** Tuesday, 11/11/2014 and Thursday, 11/13/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### MICROSOFT – EXCEL 2

14BACCE4557A

Advance in Excel. Acquire mastery over: formulas, functions, SUMIF Function, sorting data, applying shading, filtering data and text, summarizing data, data validation, formatting all cells using data bars or icon sets, creating macros and pivot table or pivot chart reports.

**Dates:** Tuesday, 10/28/2014 and Thursday, 10/30/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### MATH PREP FOR THE SAT

14AACCE5000A

This course gives students the necessary practice, thinking strategies and skills development needed for maximizing scores on the math portion of the SAT. They will review the use of various formulas essential to solving problems and receive information on effective strategies for increasing the likelihood of answering problems correctly. They will take practice tests in class and will also learn exercises for relieving test anxiety.

**Date:** Tuesdays, 9/30/2014 to 11/4/2014

**Time:** 6 to 8 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$160 per person; \$135 for groups of 3 or more who register on the same day.  
*Students will need to purchase The Official SAT Study Guide, 2<sup>nd</sup> edition, approximate cost \$13*

**Instructor:** Catherine Dickey has 32 years of experience in math instruction and curriculum development. She has been a candidate for the Georgia Presidential Award for excellence in Mathematics and Science instruction.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### SHORT STORY WRITING

14AACCE4818A

The Short Story is an art form that, although economic, encompasses all of the characteristics of great novels, including narrative and character. In Short Story Writing, students with some experience in fiction and nonfiction storytelling will use assigned readings, writing homework and workshop-style critiques to explore various writing techniques. Upon completion, they will understand narrative structure and scenic writing, dialogue, character, place, word choice, rhythm and pacing, and the art of revision.

**Date:** Mondays, 8/11/2014 to 10/6/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$200 per person

**Instructor:** Amy Condon has an M.F.A. in writing from the Savannah College of Art and Design. Her works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### WRITING YOUR MEMOIR

14BACCE6383A

Memoir is a nonfiction, literary art form that—unlike autobiography—relies heavily on storytelling techniques derived from fiction, and is formed around the memory and observation of the author. In Writing Your Memoir, students will survey from the memoir canon, including Mary Karr's *The Liars Club*, Joan Didion's *The Year of Magical Thinking*, Beverly Donofrio's *Riding in Cars with Boys*, Tobias Wolff's *This Boy's Life* and others, to inform their own writing. Students will have reading and writing homework and will participate in workshop-style critiques. Upon completion, students will have the first chapter of their own memoir complete. It is helpful if students have taken Creative Writing 1 and 2, but not required.

**Date:** Mondays, 10/20/2014 to 12/8/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$200 per person

**Instructor:** Amy Condon has an M.F.A. in writing from the Savannah College of Art and Design. Her works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)



## STATESBORO

### PRIVATE PIANO LESSONS

14AACCE6125A

Have you always wanted to learn to play the piano? Dr. Natalia da Roza teaches all ages and with any level of piano experience. She accepts students from novice through advanced. Auditions will be given for placement. The individualized lessons are tailored for each student. Lessons will be one hour in length, once per week at an agreed upon time between student and instructor.

**Dates:** Tuesdays, 9/2/2014 to 11/18/2014  
*(times and dates may be subject to change to accommodate student and instructor schedules)*

**Time:** 6 to 7 p.m.

**Location:** Foy Fine Arts Building, Statesboro, Ga.

**Cost:** \$360 for 12 lessons (\$30 per lesson)

**Instructor:** Dr. Natalia da Roza joined the Music Faculty at Georgia Southern University in 1986 as Head of the Piano Area, and after years of enjoying a fine reputation as teacher and clinician, she retired in 2006. She currently teaches piano students of all ages.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### CREATIVE WRITING 1

15CACCE4697A

Creative Writing 1 is an introductory course to the fundamental techniques of writing fiction and nonfiction forms. Instruction will explore research and interviewing techniques, narrative structure and scenic writing, dialogue, rhythm, pacing and the business of writing. The techniques learned in this class will apply to both fiction and nonfiction and are designed to lead into a more advanced Creative Writing 2 course.

**Dates:** Mondays, 1/26/2015 to 3/16/2015

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$200 per person

**Instructor:** Amy Condon has an M.F.A. in writing from the Savannah College of Art and Design. Her works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.

**For more information email:** [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)



Enhance your skills and acquire must-know tips in these DIGITAL PHOTOGRAPHY classes at the Coastal Georgia Center in Savannah, Ga. For additional information about all our personal development classes email: [personaldevelopment@georgiasouthern.edu](mailto:personaldevelopment@georgiasouthern.edu)

## SAVANNAH

### CREATIVE DIGITAL PHOTOGRAPHY

14AACCE4552A

Go in-depth into photography principles, aperture and shutter speed combinations, bracketing and composition. Spend time in the field and the classroom. You'll need a DSLR camera, changeable lenses, a tripod, and you must be able to write files to a USB drive for critiques.

**Date:** Mondays, 8/4/2014 to 8/18/2014, and Saturdays, 8/9/2014 and 8/16/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Mondays and 8 to 10 a.m. on Saturdays

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$120 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### ADVANCED CREATIVE PHOTOGRAPHY

14AACCE4629A

Hone exposures using the Zone System and continue to work with Gestalt Principles and basic composition rules. Spend time in the classroom and in the field. You will need a DSLR camera (full manual mode), changeable lenses, a tripod and a USB drive.

**Date:** Mondays, 9/8/2014 to 9/22/2014, and Saturdays, 9/13/2014 and 9/20/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Mondays and 8 to 10 a.m. on Saturdays

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$120 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### PHOTOSHOP BASICS

14BACCE4893A

This class will show you how to use the different tools, layers and filters of your photo editing software to improve your images. You'll need a basic understanding of computers, digital imaging and photo editing. For homework assignments, you'll need to be able to write files to a USB drive.

**Date:** Wednesdays, 10/1/2014 to 10/22/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$100 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### PORTRAIT PHOTOGRAPHY

14BACCE4627A

This creative class will teach you how to use off-camera flash, studio lighting, available light and photo editing to create flattering portraits of your subjects—people, pets, faces and more. Any camera and prints or digital files will be accepted.

*Suggested prerequisite: Creative Photography*

**Date:** Mondays, 10/6/2014 to 10/20/2014 and Saturday, 10/11/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Tuesdays, and 8 to 10 a.m. on Saturday

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$100 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### GETTING THE MOST FROM ADOBE LIGHTROOM

14BACCE6110A

Lightroom is a photo editing program used by amateurs and pros to organize, edit and export. This class will show you how the program can be used as part of an effective workflow process: importing, editing, using/creating presets, identity plates and watermarks, creating and printing set-ups using templates, as well as exporting/using plug-ins.

**Date:** Mondays and Wednesdays, 11/3/2014 to 11/12/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$100 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### DIGITAL IMAGING BASICS

15CACCE4550A

Learn about digital photography, its language and equipment. Familiarize yourself with your digital camera's scene modes and menu options, how megapixels affect your print size and quality, the difference between dpi and ppi, information on different file types and storage and print options. Learn how to transfer images from your camera to your PC, organize images using Microsoft Live Photo Gallery and share your images by email, web sharing, CD/DVD or USB drives.

**Date:** Tuesday, 1/13/2015 and Thursday, 1/15/2015

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$75 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SKILLS FOR THE 21<sup>ST</sup> CENTURY • ONLINE CERTIFICATE PROGRAMS

### LEARN ANYWHERE...ANYTIME, LEARNING OPPORTUNITIES AVAILABLE 24/7

Georgia Southern University, in partnership with ed2go (formerly Gatlin Education Services) and with LERN's UGotClass, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of student work and computer-graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Courses are all self-paced. The instructors respond to the student, not the other way around. Each course has a set of lessons and exams. Course requirements are included with each description.

### FOR THE GENERAL PUBLIC: EDUCATION TO GO CAREER AND PERSONAL DEVELOPMENT

Take ed2go courses anywhere and when it is most convenient for you. We offer hundreds of courses for adults and working professionals. All six-week courses have specific start dates and provide two lessons per week (every Wednesday and Friday).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Each course includes a patient and caring instructor, lively discussions with your fellow students and plenty of practical information that you can put to immediate use.

### WE OFFER COURSE AREAS IN:

Accounting • Business, Certification Prep, Child Care and Parenting, Computer Applications, Database Management and Programming, Digital Photography and Video, Management, Health Care, Hospitality Leisure and Life Enrichment, Grant Writing and Nonprofit Management, Start Your Own Business, Test Prep, Web Design and Graphics, Writing and Publishing, Languages.

### COURSE AREAS:

- Health care and Fitness
- Business and Professional
- IT and Software Development
- Media and Design
- Management and Corporate
- Skilled Trades and Industrial
- Hospitality and Service Industry
- Sustainable Energy and Going Green

A full listing of courses, descriptions, requirements, fees and instructor information are available at: UGotClass: [yougotclass.org/catalog.cfm/Georgiasouthern](http://yougotclass.org/catalog.cfm/Georgiasouthern) and Education to Go: [careertraining.ed2go.com/georgiasouthern/](http://careertraining.ed2go.com/georgiasouthern/)

For additional information email: [ceonlineofferings@georgiasouthern.edu](mailto:ceonlineofferings@georgiasouthern.edu)



# Military Spouse MyCAA Program

## Now is the time to start preparing for your future!



Our online training programs are portable, flexible, customizable, and allow you to study from anywhere in the world.

Call now to find out how to qualify for up to \$4,000 towards your new career.

Certification Exam provided for most courses.

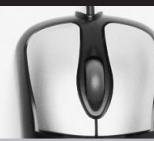
ProTrain is proud to work with educational partners who have been recognized as "setting the gold standard for serving the men, women, spouses and retirees who serve or have served our country." So, trust your future to a company experienced with assisting Military Spouses with getting the educational benefits they've earned with their service to our country.

Choose and prepare for portable, in-demand jobs!

- Healthcare
- IT / Web Design
- Business
- Education
- Hospitality
- Finance
- Trades
- More!

Available for spouses of active duty service members in paygrades E1-E5, W1-W2, 01-02





## ONLINE 24/7

### THE GEORGIA COLLEGE ACCESS COURSES (GCAC)

#### COLLEGE AND CAREER ADVISEMENT STRATEGIES FOR POST-SECONDARY COUNSELING PROFESSIONALS

The Georgia College Access Courses (GCAC) were developed through the Southern Regional Education Board's Go Alliance in cooperation with the College Access Challenge Grant (CACG) project.

These courses provide high quality, online professional learning for middle grade and high school counselors, graduation advisors, community counselors, and other post-secondary counseling professionals. Post-secondary enrollment practitioners will improve their effectiveness in working with all students to assist with enrollment in technical or trade schools, two (2) and four (4) year colleges and apply for financial aid.

Professional Learning will include strategies for advising all students – particularly first generation college bound students and disconnected youth seeking educational opportunities beyond high school.

**Dates:** Monday to Sunday, 9/22/2014 to 11/14/2014

**Cost:** \$100 per person for Courses 1-3, \$50 per person for Course 4 (Fee is reimbursed upon successful completion.)

**Instructors:** Julia S. Chibbaro, Kim Jackson-Allen, Lynn Y. Jones and Julie Hartline, qualified counselors and educators.

For additional information email: [professionaltraining@georgiasouthern.edu](mailto:professionaltraining@georgiasouthern.edu)

#### CULTURE COURSE (1) BUILDING A COLLEGE-GOING CULTURE FOR ALL STUDENTS

##### 14AACCE3059A

This course is designed to help school counselors and other K-12 faculty and staff understand the role they play in developing a college-going mission for all students, particularly students in poverty or facing other barriers in post-secondary planning. Additionally, this course will help counselors and other K-12 faculty and staff develop approaches for communicating and working with high-poverty students and diverse populations to remove barriers to high aspirations and achievement.

*Topics include: Role of the counselor in promoting career and academic planning, creating a college-going mission, understanding and working with diverse populations, and communicating a college-going mission.*

#### PLANNING COURSE (2) COLLEGE, CAREER, AND ACADEMIC PLANNING

##### 14AACCE3060A

This course is designed to provide school counselors and other K-12 faculty and staff the information they need to engage and guide students in career awareness and planning, academic planning to align high school courses with career interest and college planning, and help students discover their "best fit" to make appropriate post-secondary choices. Additionally, this course will help counselors and other K-12 faculty and staff learn how to analyze students' progress toward their career and academic goals.

*Topics include: Engaging students in early career awareness and planning, using data to guide academic planning, helping students understand the importance of course selections and grades, and college/post-secondary choices.*

#### FISCAL COURSE (3) FINANCIAL AID AND COLLEGE APPLICATIONS

##### 14AACCE3061A

This course is designed to help school counselors and other K-12 faculty and staff understand how to guide parents and students through the financial processes required for college admission.


*Topics include: Guiding parents and students through the complexities of financial aid, assisting with the financial aid process, preparing for college admission tests, and college admissions-application process.*

#### MIDDLE GRADES COURSE (4) COLLEGE AND CAREER COUNSELING IN THE MIDDLE GRADES

##### 14AACCE6122A

This course is designed to develop and implement strategies that will engage middle grade students in career planning and academic achievement and help guide students to identify high school courses needed for careers and college.

*Topics include: Developing strategies for creating college-going culture in the middle school grades, implementing strategies to engage middle grades students in career planning and academic achievement, guiding students to identify courses needed to prepare for high school, careers, and college and building transition activities for parents and students to help students prepare for high school.*



All online courses  
require Internet and  
email access. Some  
courses have additional  
requirements.

## ONLINE SUSTAINABILITY ADVISOR CERTIFICATE PROGRAM

15CACCE4447A

Are you interested in sustainability, but don't know much about it? Have you been asked to lead the "green team" in your office, but lack the background? This eight-week, online certificate program will provide you with both the background and the practical knowledge to actually improve sustainability in your home and business. The course includes five modules: Introduction to Sustainability, Water, Waste, Energy and Green Building. Participants will view videos, listen to lectures, engage in discussions, complete assignments and take quizzes to learn the information and practice the skills presented.

**Dates:** Wednesday to Friday, 1/28/2015 to 3/27/2015

**Cost:** \$385 per person

**Instructor:** Dr. Lissa Leege directs the Center for Sustainability at Georgia Southern University where she is a professor of biology. She developed the concept for this course with Thatcher Young, formerly of the Sustainability Division of the Georgia Department of Natural Resources and contributed to each of the five modules.

For additional information email: [professionaltraining@georgiasouthern.edu](mailto:professionaltraining@georgiasouthern.edu)

**sus.tain'abil'i.ty:**

*n.*, the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs.

## 24/7 ONLINE COURSES

Earn two PLU credits per course • Courses start monthly • Each course is six weeks in length with two lessons issued per week • One two-week extension may be granted.

1. Visit our Online Instruction Center: [ed2go.com/gsu/](http://ed2go.com/gsu/)

2. Click the course link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions. Here you will choose a username and password that will grant you access to the classroom.

3. When your course starts, return to the Online Instruction Center and click the classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

## CURRENT PLU-APPROVED COURSES FOR TEACHERS

### COMPUTER SKILLS

- Microsoft Access, Excel, PowerPoint and Word

### TECHNOLOGY COMPETENCY FOR YOU OR YOUR STUDENTS

- The Classroom Computer
- Creating Web Pages
- Designing Effective Websites
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel in the Classroom
- Microsoft PowerPoint in the Classroom
- Microsoft Word in the Classroom
- Photoshop Elements 9 for the Digital Photographer I and II

### IMPROVING YOUR EFFECTIVENESS (NOT SUBJECT SPECIFIC)

- A to Z Grant Writing
- Creating K-12 Learning Materials
- The Creative Classroom
- Differentiated Instruction in the Classroom
- Get Assertive!
- Leadership
- Solving Classroom Discipline Problems I & II
- Survival Kit for New Teachers
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents
- Working Successfully With Learning Disabled Students
- Writing for Children

### ENHANCING YOUR CORE CLASSES

- An Introduction to Teaching ESL/EFL
- Enhancing Language Development in Childhood
- Guided Reading and Writing (two classes)
- Ready, Set, Read!
- Singapore Math Strategies: Model Drawing for Grades 4-6
- Singapore Math: Number Sense and Computational Strategies
- Speed Spanish I, II & III
- Teaching ESL/EFL (Grammar, Reading, Vocabulary)
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Writing: Grades 4-6
- Writing for ESL

For a full listing of courses, visit [ed2go.com/gsu/](http://ed2go.com/gsu/)

### PROFESSIONAL LEARNING UNITS (PLUs)

Each Teacher Education Online Course qualifies for (two) Professional Learning Unit (PLU) credits. A form must be submitted to your Georgia Public School System employer. PLU credit is used by employees of Georgia Public School Systems who currently hold certificates in an approved field (certified teachers, school counselors, administrators, etc.) as credit toward RENEWING their existing certificates. In order to earn PLUs from Georgia, you must complete and submit a Prior Approval Form before registering for any Teacher Education online course. Find the Prior Approval Form at [GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted). You must pass the final exam with a score of 70 percent or better to earn credit.

## Continuing Education EASY WAYS TO REGISTER

**ONLINE:** *GeorgiaSouthern.edu/conted*  
**FAX:** 912-478-0847  
**PHONE:** Call toll free 1-855-478-5551 and use a credit card.  
**IN PERSON:** Monday to Friday, 8 a.m. to 5 p.m. EST  
Nessmith-Lane Conference Center, Statesboro, Ga.

**MAIL TO:** CONTINUING EDUCATION REGISTRATIONS  
Georgia Southern University  
P.O. Box 8124, Statesboro, GA 30460-8124

Program Name: \_\_\_\_\_

Program Fee (\$): \_\_\_\_\_

Program Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Street Address  Home  Work: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email (*Required for email receipt*): \_\_\_\_\_

### PAYMENT OPTIONS

Personal check made payable to Georgia Southern University  Company check made payable to Georgia Southern University  
(*include attendee's name, course number and course date on all checks.*)

**MAIL TO:** CONTINUING EDUCATION REGISTRATIONS  
Georgia Southern University, P.O. Box 8124, Statesboro, GA 30460-8124

Charge:  VISA  MASTERCARD  AMEX  DISCOVER  personal  corporate

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**PAYMENT OPTIONS:** We accept MASTERCARD, VISA, AMERICAN EXPRESS and DISCOVER cards, checks, money orders or cash (in person only).  
**Make checks payable to: Georgia Southern University**

**SPECIAL ACCOMMODATIONS:** For special assistance, please request accommodation needs at least 14 working days in advance of the program.

**REFUND POLICY:** If you cannot attend, substitutions are encouraged. Be sure to notify the registration desk at 1-855-478-5551.

A processing fee is charged for all withdrawals. Each program has its own policy regarding the amount of the processing fee and deadlines for requesting a refund.

Refunds due to withdrawals will be processed in two to four weeks. If payment was made by cash or check, you will receive your refund in the form of a check. If payment was made by a credit card, your account will be credited.

No refunds will be given to registrants who fail to withdraw prior to the beginning of a program.

# Statesboro's Only Full Service Hotel



**You book the meeting. We take care of the rest.**

- Multiple meeting rooms
- Onsite meeting coordinator
- Audio visual equipment
- Free high-speed wireless internet access
- Onsite catering from a local favorite, Emma's Restaurant and Lounge
- Full Hot Breakfast Buffet



**Holiday Inn**

455 Commerce Drive, Statesboro | 912-489-4545 | 1-800-HOLIDAY | [www.holidayinn.com/statesboro](http://www.holidayinn.com/statesboro)



**NEED HELP  
PLANNING YOUR  
NEXT BOARD  
RETREAT,  
CONFERENCE OR  
REGIONAL MEETING?**

*Let us help you plan a memorable event from start to finish!*

**FREE Meeting Planning services include:**

- Date & Space Availability Research
- Coordination of Hotel Bids
- Welcome Packets for Overnight Guests
- Much More!

**800-568-3301 • 912-489-1869**

**[www.visitstatesboroga.com](http://www.visitstatesboroga.com)**

**AS CONVENIENT AS AN ONLINE EDUCATION...**

## SHOP [GSUSTORE.COM](http://GSUSTORE.COM)

**FOR ALL YOUR SOUTHERN  
TEXTBOOKS, SUPPLIES AND SPIRIT NEEDS.**



**GSUSTORE.COM | 912.478.5181**



## CREATIVE PRINTING INC.

*Glynn County's Largest &  
Most State Of The Art Printing Company*

**New 4 & 5 Color **HEIDELBERG** Presses**

**Full Color Printing & More  
Direct Mail Service**

*Regular & Custom Envelopes*

3923 Darien Highway • Brunswick, GA

[www.mycreativeprinting.com](http://www.mycreativeprinting.com)

**800-323-6767**



**GEORGIA  
SOUTHERN**  
UNIVERSITY

THE DIVISION OF CONTINUING EDUCATION  
P. O. Box 8124  
Statesboro, Georgia 30460-8124

STANDARD MAIL  
U.S. POSTAGE  
PAID  
STATESBORO  
GEORGIA  
PERMIT NO. 286



# Savannah's Premier MBA Program



**GEORGIA SOUTHERN** | **MBA**  
UNIVERSITY

[GeorgiaSouthern.edu/MBA](http://GeorgiaSouthern.edu/MBA)