

Advance

Spring 2013

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GEORGIA SOUTHERN UNIVERSITY CONTINUING EDUCATION

Advance.



SPRING CATALOG 2013

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Welcome...

Located on the campus of Georgia Southern University, the state-of-the-art Nessmith-Lane Conference Center offers all of the services of a first-rate conference center. Featuring multiple meeting rooms to accommodate nearly any size conference, meeting or event, the facility is equipped with wireless Internet access and "smart classroom" technology.

The Nessmith-Lane Conference Center is the campus' premiere site for community and regional rental events.

Our building's amenities include:

- Wireless computer access
- Southern Ballroom to accommodate up to 400 people (buffet)
- Up to 7 meeting rooms of varying sizes
- 376-seat auditorium
- Catering services
- Exhibit hall
- Worldwide video conferencing by Internet
- Telecommunications for distance learning
- Trained technicians
- Conference planning and services
- Convenient free parking

Whether you are planning a regular monthly meeting, executive retreat, workforce training, a major regional conference, party, reunion or wedding reception, Nessmith-Lane's friendly and knowledgeable staff is focused on handling all the details. Our professional staff will ensure an outstanding experience.

For more information on how to book your event at the Nessmith-Lane Conference Center, please contact Margaret Lee-Jones at 912.478.5555 or leejones@georgiasouthern.edu or visit GeorgiaSouthern.edu/nessmith-lane



ON THE COVER (SEE PAGE 4):

Area business men and women visit the Division of Continuing Education at the Nessmith-Lane Conference Center to talk about professional development and workforce development programs provided by the Division of Continuing Education's Center for Professional Development.

(L-R) Allen Muldrew, Executive Director, Downtown Statesboro Development Authority/Mainstreet Statesboro; Billy Hickman, Partner, Dabbs, Hickman, Hill & Cannon, LLP; Jeffery Grant, Director of Human Resources, City of Statesboro; Karen Underwood, Assistant Program Development Specialist, Division of Continuing Education, Georgia Southern University.

IMAgine the Possibilities.

CONTINUING EDUCATION

Albert Einstein – *“Imagination is more important than knowledge...knowledge is limited, but imagination circles the world...there is no doubt that a single creative thought has the power to change the world”*

Let me begin by telling you how excited I am about the opportunity that Continuing Education has to become your first choice when it comes to providing solutions for your professional development and workforce development learning needs.

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. We also plan and manage meetings, conferences and seminars. Our core objective is to provide our partners with a unique, positive and valuable customer experience.

The long-range vision of the Center for Professional Development is to be able to “provide anything, to anyone, at anytime, 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. Our mission statement best summarizes our vision.

*“The Division of Continuing Education, through the Center for Professional Development provides **innovative**, **mobile** and **agile** learning solutions to businesses, organizations and individuals across the United States and throughout the world.”*



In addition to being innovative and mobile, we will also need to be **agile**. That means being able to respond quickly and accurately to meet customer needs as they arise in real-time. A key component of our success will be our ability to effectively utilize a cutting edge customer relationship management system that enables us to better understand your needs and to respond quickly with an effective learning solution that is tailored to meet those needs.

What all of this will mean for our customers is the availability of more and better learning solutions and improved customer support. Ultimately, we hope that our enhanced capability and increased flexibility will provide you with learning solutions that are more accessible and affordable.

We invite you to partner with us today. The possibilities are truly unlimited! All that's required is a bit of imagination. Contact us today and let's start building something wonderful.

A handwritten signature in black ink that reads "Curtis Woody".

Curtis Woody
Director, Center for Professional Development
Division of Continuing Education
Georgia Southern University

We hope to achieve this vision in part through **innovation**. For instance, current trends indicate the need for us to move in the direction of cloud-based learning platforms, integrated management information systems, advanced telecommunications systems and other hard and soft technology interfaces. These technologies will also require the use of sophisticated video production tools and related technologies to capture, produce and archive content for delivery on demand.

Mobility will also be a major key to meeting the demands of the future marketplace. We are committed to developing our ability to provide you with custom-designed professional and workforce development products to meet a wide range of needs both now and in the future. This will require our being able to deliver learning solutions that are compatible with a broad range of learning platforms such as desktop computers, laptops, tablets, smartphones and Skype.



The Center for Professional Development is a unit of the Division of Continuing Education at Georgia Southern University. It has offices in Statesboro at the Nessmith-Lane Conference Center on the campus of Georgia Southern University and at the Coastal Georgia Center in Savannah, Ga. The Center has a staff of six professionals including two program development specialists and three assistant program development specialists. They also utilize a broad network of content experts from academia as well as from business and industry.

YOUTH COLLEGE

Held at the Nessmith-Lane Conference Center, Statesboro, Ga. and area recreation facilities, the Youth College Program for K-12 students utilizes the University's resources to serve the community. The program provides an experience which combines learning and social development for the youth of Bulloch County and beyond. We are committed to providing an opportunity that will allow our youth to explore their creativity, challenge their minds, and build new and lasting relationships in a university setting.

— YOUNG WRITERS WORKSHOP —

13CACCE4890A

Students (ages 8-12) interested in pursuing creative writing will be given the opportunity and encouragement to experiment with fiction, nonfiction and poetry, with an emphasis on exploring the natural world for inspiration and developing writing discipline. To the extent allowed by weather, some of each class period will be spent outdoors.

Dates: Mondays, 2/18/2013 to 3/25/2013

Time: 5:30 to 7 p.m.

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

Cost: \$99 per person

Instructor: Kathy A. Bradley is the author of *Breathing and Walking Around: Meditations on a Life*, Mercer University Press, 2012.



— AFTERSCHOOL U —

13CACCE4968A

Located on the campus of Georgia Southern University, Afterschool U is an exciting new program for students second to fifth grade. Our goal is to provide a high quality, academic based program that is aligned with traditional day school. Students will engage in motivational activities including: technology, science, nature, foreign languages, math and much more. Each student will develop a portfolio that will represent their body of work throughout the semester. Student portfolios will be used to assess each student's progress over time and highlight academic success and milestones. We are committed to providing an opportunity for our students to explore their creativity, challenge their minds and build new and lasting relationships in a university setting.

Dates: Monday to Friday, 1/7/2013 to 5/24/2013

Program closed on the following dates:

1/21/2013 (Martin Luther King, Jr. Holiday)

2/11/2013 to 2/15/2013 (Bulloch County Winter Break-no tuition due)

3/18/2013 to 3/22/2013 (Georgia Southern Spring Break-no tuition due)

4/8/2013 to 4/12/2013 (Bulloch County Spring Break-no tuition due)

Time: 2 to 5:30 p.m.

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

Cost: \$35 per family registration fee; Tuition: \$225 bi-weekly; \$450 monthly (price includes snack, program supplies and most field trips)

For more information, contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu, Bebe Seward at 912.478.5556 or bseward@georgiasouthern.edu, Shannon Williams at 912.478.8591 or sewilliams@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/youthcollege.html>

— SPORTS ACADEMY ADVENTURE CAMP —

13CACCE4910A

Offered to students (ages 12-16). Take a three-day adventure at Fort Stewart's new Outdoor Recreation Facility! There will be food, paintball, mountain biking, kayaking and most of all FUN! Learn to properly dismantle and rebuild paintball markers, fix and take care of mountain bikes and use proper kayaking safety techniques. Lunch will be provided; however, you are welcome to bring your own lunch. We will be traveling from Statesboro to Fort Stewart each day of the camp. This Adventure Camp is going to be one exciting learning experience!

A Waiver Of Liability form must be filled out and emailed or faxed to sewilliams@georgiasouthern.edu or (fax) 912.478.0847. You will not be permitted to attend the camp without the completed form.

Dates: Monday 2/11/2013 to Wednesday 2/13/2013

Time: 8 a.m. to 3 p.m.

Location: Fort Stewart Outdoor Recreation Facility, Hinesville, Ga.

Cost: \$215 per person

— SPORTS ACADEMY BOXING CLINIC —

13CACCE4870A

This clinic is designed to build confidence techniques in the beginner boxer. It will provide boxing fundamentals to include head to toe stretching, strength and cardio training, punch arsenal stance and footwork, defensive and offensive tactics and plyometric workouts. The young athlete will walk away with a new confidence and interest in the sport of boxing.

A Waiver Of Liability form must be filled out and emailed or faxed to sewilliams@georgiasouthern.edu or (fax) 912.478.0847. You will not be permitted to attend the camp without the completed form.

Date: Saturday, 3/23/2013

Times: 9 a.m. to noon (ages 8-13) and 1 to 5 p.m. (ages 14-18)

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

Cost: \$110 per person (snacks provided)

YOUTH COLLEGE Instructors Wanted!



Continuing Education at Georgia Southern University is actively recruiting instructors with innovative ideas for educational and personal development courses for Youth College. Temporary instructors are needed year-round in the areas of: Math, Science, Reading, Writing, Foreign Languages, Test Preparation, Art, Dance, Photography and more.

Our target audiences are the youth in and around Bulloch County. Faculty, staff, students and the general public are encouraged to respond to this call for instructors.



MUSIC TO MY EARS • 13CACCE4807A

No matter where you are, music is all around you. If you're interested in gaining a better understanding of the fundamental elements of music, how they work within a context of a song, how to recognize structures and themes in music and many other related topics, we've got the perfect course for you!

Dates: Thursdays, 1/17/2013 to 2/7/2013

Time: 6:30 to 8 p.m.

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

Cost: \$30 per person ages 50 and up; \$39 per person under 50

Instructor: Dr. Michael Braz is a retired professor from Georgia Southern University's Music Department as well as a world-renowned composer and talented multi-instrumentalist.

CREATIVE WRITING • 13CACCE4126A

Do you have a story to tell? Of course you do! This creative writing workshop is designed to help you shape the stories that have shaped you. Participants will read samples of published work, respond to exercises designed to sharpen their language and awareness and produce a piece of poetry or creative nonfiction based on their personal experience.

Dates: Wednesdays, 2/13/2013 to 3/6/2013

Time: 5:30 to 7:30 p.m.

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

Cost: \$59 per person ages 50 and up; \$69 per person under 50

Instructor: Rachael D. Schwartz holds a Ph.D. from Washington University, St. Louis, Mo. and teaches in the Writing and Linguistics Department at Georgia Southern University.



For more information, please contact Mary Jernigan at 912.478.2584 or mjernigan@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/lifelonglearning.html>

—LIFELONG LEARNING UNIVERSITY—

Georgia Southern University's Lifelong Learning University is committed to creating accessible and innovative learning environments for Southeast Georgia, with a special focus on our community members who are ages 50 and better.

SMARTPHONES & YOU

• 13CACCE4744A – APPLE

• 13CACCE4743A – ANDROID

Learn the fundamental knowledge for smartphone technology with a practical overview of the most important features like common terminology, downloading/installing applications, enabling various antennas (WiFi, Bluetooth, GPS, etc.) and much more!

Dates: Tuesdays, 3/5/2013 to 4/2/2013 (Apple) (no class on 3/19) or Thursdays, 3/7/2013 to 4/4/2013 (Android) (no class on 3/21)

Time: 6:30 to 8 p.m.

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

Cost: \$55 per person ages 50 and up; \$65 per person under 50

Instructor: Howard Consulting, Statesboro, Ga.

CARING FOR AN AGING PARENT • 13DACCE5009A

Preparing for the unexpected is crucial. This seminar brings in local contacts to explain and help prepare for what is ahead when caring for an aging parent or loved one. This seminar will cover everything from long-term health insurance, choosing a retirement community and dealing with end-of-life decisions.

Date: Tuesday, 5/14/2013

Time: 6 to 8 p.m.

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

Cost: \$10 per person

Instructor: Various local resources from Statesboro and Bulloch County.

BASIC COMPUTERS • 13DACCE4262A

Learn the core functions, shortcuts and basic terminology of a computer. Each participant will master a range of helpful skills including navigating the desktop, finding/organizing files, installing new programs and more. This course is only offered for the Windows 7 operating system.

Dates: Mondays, 4/8/2013 to 4/29/2013

Time: 7 to 8:30 p.m.

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

Cost: \$59 per person ages 50 and up; \$69 per person under 50

Instructor: Howard Consulting, Statesboro, Ga.

TAKE BETTER DIGITAL PHOTOGRAPHS • 13CACCE4647A

Explore your camera settings and learn how to control depth of field, exposure and focus to capture creative images. Learn how to use all of the shooting modes available on your camera through in-class sessions. Bring your digital camera and owner's manual.

Dates: Mondays, 2/4/2013 to 2/25/2013

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

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

Cost: \$49 per person ages 50 and up; \$59 per person under 50

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

Instructor: Richard Burkhart, staff photographer for *The Savannah Morning News* and a Master's in Fine Art graduate from the Savannah College of Art and Design.

BEGINNING BELLY DANCING**13CACCE4993A**

Have you ever wanted to learn how to belly dance but didn't know where to start? Well, this class is for you! In each class you will be taught basic core movements that all styles of belly dance originate from. These moves will challenge the body and mind as well as create great muscle control/muscle memory. You will also increase endurance and tone the body.

Dates: Mondays, 1/28/2013 to 3/18/2013**Time:** 6:30 to 8 p.m.**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.**Cost:** \$159 per person

Instructor: Carrie Newton started her belly dance career in 1997 and has taken lessons in Tribal Style Belly Dance. She is passionate about the art of belly dancing and began teaching in 1998.

For more information, please contact Ann Scott-Price at 912.478.8635 or annscottprice@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/bellydancing.html>



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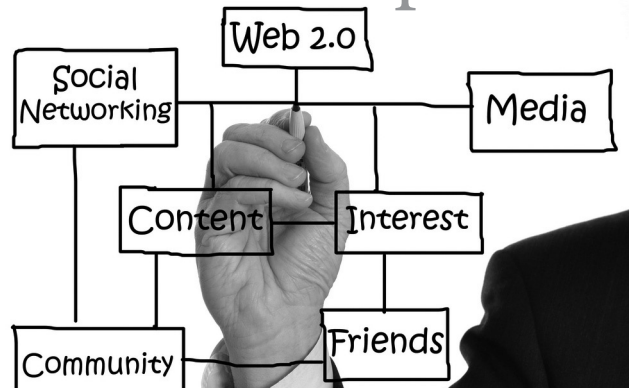
HISTORY OF ROCK 'N ROLL

Back by popular demand! Georgia Southern University's Division of Continuing Education is excited to announce the return of "The History of Rock 'N Roll." The class will trace the history of rock music from its birth in the '50s as a blues-based American form of music through the eclecticism of the '60s and '70s, all the way to the rise of MTV in the '80s to its current form of electronic and digital music — and of course, all the "sparks" that have helped rock 'n roll progress from then until now.

Dates: Check the website for spring date!**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

Instructor: Mike Czech has been teaching more than 20 years. He is currently the assistant director and tutorial coordinator of the Academic Success Center, teaching "The History of Rock 'N Roll" to First-Year Experience students, and is in the process of finishing his Ed.D. in Curriculum Theory at Georgia Southern University.

For more information, please contact Mary Jernigan at 912.478.2584 or mjernigan@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/rockandroll.html>

**SOCIAL MEDIA CLASSES****SOCIAL MEDIA AND YOUR IMAGE FOR COLLEGE STUDENTS • 13CACCE4991A**

In this college session, we will talk about how employers are using social media to screen prospective job candidates and how colleges are doing the same. We will discuss what is and is not appropriate to post online and how you can use social media to your advantage.

Date: Thursday, 2/21/2013**Time:** 6:30 to 8:30 p.m.**Cost:** \$20 per person**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

Instructor: Mandy Edwards, owner of ME Marketing Services, Statesboro, Ga. She specializes in social media marketing, management and consulting.

SOCIAL MEDIA AND YOUR IMAGE FOR HIGH SCHOOL STUDENTS • 13CACCE4990A

In the high school session, we will talk about what is appropriate for high school students to post online and the dangers that students face when using social media. Discussion will include how to handle social media accounts maturely and what teens do online now can affect their future.

Date: Thursday, 2/28/2013**Time:** 6:30 to 8:30 p.m.**Cost:** \$20 per person**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

Instructor: Mandy Edwards, owner of ME Marketing Services, Statesboro, Ga. She specializes in social media marketing, management and consulting.

SOCIAL MEDIA FOR BUSINESSES • 13DACCE4823A

The Division of Continuing Education at Georgia Southern University is offering Social Media for Business courses at its downtown City Campus Entrepreneur Zone (E-Zone). Participants will discover how the three major social networking sites (Facebook, Twitter, and LinkedIn) can bring added value to a business, and how these tools are beneficial in today's business world. Students will learn how to effectively market their organization and communicate with customers.

Dates: Tuesdays, 4/16/2013 to 5/7/2013**Time:** 11:30 a.m. to 1 p.m.

Cost: \$59 per person; \$50 per person for businesses sending three or more. Prices increase to \$69 and \$60 after 4/1/2013

Location: Georgia Southern University, E-Zone, Downtown Campus, Statesboro, Ga.**Instructor:** Howard Consulting, Statesboro, Ga.

For more information, please contact Mary Jernigan at 912.478.2584 or mjernigan@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/socialmedia.html>

SOCIAL MEDIA

FOR SMALL BUSINESS

13CACCE4999A

Online social networks are everywhere, but what does social media success look like for a business? How can social media be maximized as an integral part of your marketing plan? Learn how to use social media to target both audiences and behaviors, how to set goals and measure progress and how to employ best practices for using social media.

Dates: Mondays, 2/11/2013 to 3/4/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$160 per person

Instructor: Hal Thomas is content manager at BFG Communications. His work as the social media community manager for Mello Yello has received several industry accolades.

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/socialmedia.html>

FACEBOOK FOR BEGINNERS

13CACCE4864A • STARTS 3/11

13AACCE4864A • STARTS 7/22

If you're ready to join the Facebook community, but need a little help getting started, or if you already have a page but would like to learn more, here's the class for you. Learn the basic elements of this social network, including timeline, newsfeed, photos and video, finding friends and Facebook chat. You'll also learn how to set and maintain your privacy controls.

Dates: Monday and Wednesday, 3/11/2013 and 3/13/2013 or Monday and Wednesday, 7/22/2013 and 7/25/2013

Time: 6:30 to 8 p.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$75 per person

Instructor: Hal Thomas is content manager at BFG Communications. His work as the social media community manager for Mello Yello has received several industry accolades.

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/facebook.html>

ESSAY WRITING

FOR THE SAT AND ACT

13DACCE4891A

Whether you are preparing to take the SAT, ACT or any other standardized exam, understanding the fundamentals of how to write a clear, well organized essay is crucial to scoring well. Focusing on basic grammar, improving verbal skills and language fluency, you will learn to write logical essays with strong and creative thesis statements that score high on college entrance exams.

Dates: Tuesdays, 4/9/2013 to 4/30/2013

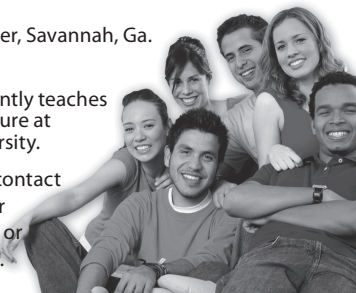
Time: 6:30 to 8:30 p.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$125 per person

Instructor: Leah DiNatale currently teaches English composition and literature at Armstrong Atlantic State University.

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/essay.html>



WRITING CLASSES

Instructor: Amy Condon earned an M.F.A. in writing from the Savannah College of Art and Design in 2011. Amy's published works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.

CREATIVE WRITING 1 • 13CACCE4697A

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, 1/14/2013 to 3/4/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$200 per person

CREATIVE WRITING 2 • 13CACCE4698A

Creative Writing 2 is designed for students with some experience in fiction and nonfiction storytelling. Students will have assigned readings and writing homework, which will be reviewed and critiqued workshop style by the instructor and classmates. Instruction will use student writing and outside readings to explore narrative structure and scenic writing, dialogue, character, place, word choice, rhythm, pacing and revision. Pieces of writing worthy of submission for publication is the goal, along with knowledge of strong narrative structures, beautiful and varying sentences, reading like a writer and refining the writer's voice.

Dates: Mondays, 3/25/2013 to 5/13/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$200 per person

SHORT STORY WRITING • 13DACCE4818A

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.

Dates: Tuesdays, 6/25/2013 to 7/23/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$125 per person

BUSINESS AND PROFESSIONAL WRITING

Business and Professional Writing will focus on the essential elements of writing for business, including resumes and cover letters, reports and presentations and correspondence. Handouts will include examples of good and bad business writing, tip sheets to improve writing and additional resources to help strengthen writing in the business environment.

Dates: TBA

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/creativewriting.html>

DIGITAL PHOTOGRAPHY COURSES

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.

DIGITAL IMAGING BASICS**13CACCE4550A • STARTS 1/14****13DACCE4550A • STARTS 4/16**

Learn about digital photography, its language and equipment. Learn about 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. You'll also learn how to transfer images from your camera to your PC, organize your images using Microsoft Live Photo Gallery and share your images by email, web sharing, CD/DVD or USB drives.

Dates: Monday, 1/14/2013 and Wednesday, 1/16/2013 or Tuesdays, 4/16/2013 and 4/23/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$75 per person

PHOTOSHOP BASICS • 13CACCE4893A

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.

Dates: Tuesdays, 1/15/2013 to 2/5/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$90 per person

POINT AND SHOOT • 13CACCE4551A

This class covers the basic principles of light and composition, camera functions and settings, work-flow habits and printing/storage options. Class critiques and homework assignments help you learn about your camera, how to improve your shooting style and produce good quality images. Digital Imaging Basics is recommended as a prerequisite. You need to be somewhat familiar with your camera's functions, so read your camera manual prior to coming to class.

Dates: Tuesdays, 2/12/2013 to 2/26/2013, and Saturday, 2/16/2013 (in the field)

Time: Tuesdays, 6:30 to 8:30 p.m.; Saturday, 8 to 10 a.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$90 per person

PORTRAIT PHOTOGRAPHY • 13CACCE4627A

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, prints or digital files will be accepted. Suggested prerequisite is Creative Photography.

Dates: Wednesdays, 3/6/2013 to 3/20/2013, and Saturday, 3/9/2013 (in the field)

Time: Wednesdays, 6:30 to 8:30 p.m.; Saturday, 8 to 10 a.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$100 per person

For more information about Savannah personal development programs, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/cesavannahmenu.html>

CREATIVE PHOTOGRAPHY • 13DACCE4552A

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

Date: Wednesdays, 4/10/2013 to 4/24/2013, and Saturdays, 4/13/2013 and 4/20/2013 (in the field)

Time: Wednesdays, 6:30 to 8:30 p.m.; Saturdays, 8 to 10 a.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$100 per person

ADVANCED CREATIVE PHOTOGRAPHY • 13DACCE4629A

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

Dates: Wednesdays, 5/8/2013 to 5/22/2013 and Saturdays, 5/11/2013 and 5/18/2013 (in the field)

Time: Wednesdays, 6:30 to 8:30 p.m.; Saturdays, 8 to 10 a.m.

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$100 per person

ADVANCED PHOTOSHOP • 13DACCE4811A

Advanced Photoshop offers experienced Photoshop users the opportunity to go beyond the basics of the program. This class will cover acquiring images, automating tasks, using masks and channels and layer grouping, stacking, linking and comps.

Dates: Mondays and Wednesdays, 6/17/2013 to 6/26/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$90 per person

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/digital.html>

**IPHONE ESSENTIALS,
TIPS AND TRICKS****13CACCE4998A**

Get the most out of your iPhone in a two-night course that covers downloading and installing applications, enabling Wi-Fi, Bluetooth and GPS. Manage your media including music, photos and videos.

Dates: Monday, 1/14/2013 and Wednesday, 1/16/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$75 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, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/iphone.html>



MICROSOFT OFFICE CLASSES

Whether you're brand new to Microsoft Office or want to enhance your skills in its basic applications, you'll find what you need in these six classes.

Time: 6:30 to 9:30 p.m. • **Cost:** \$85 per person • **Location:** Coastal Georgia Center, Savannah, Ga.

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.

INTRODUCTION TO COMPUTERS • 13CACCE4553A

This fundamental course will provide a foundation for your future computer skills. You'll learn about hardware, software and the operating system. You'll achieve basic proficiency in using the mouse, navigating Windows and the basics of Word, Excel and Internet Explorer.

Dates: Monday, 1/14/2013 and Wednesday, 1/16/2013

MICROSOFT – WORD 1

13CACCE4554A • STARTS 2/4

13DACCE4554A • STARTS 6/17

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: Monday, 2/4/2013 and Wednesday, 2/6/2013 or Monday, 6/17/2013 and Wednesday, 6/19/2013

MICROSOFT – WORD 2

13CACCE4555A • STARTS 2/18

13AACCE4555A • STARTS 7/8

Learn document preparation, formatting, finding and replacing, word count, thesaurus, outlines, references, tables, databases and tables of contents. Learn to add visual interest and appeal to your documents. Acquire confidence in forms, custom auto-correcting, creating tables and more.

Dates: Monday, 2/18/2013 and Wednesday, 2/20/2013 or Monday, 7/8/2013 and Wednesday, 7/10/2013

MICROSOFT – EXCEL 1

13CACCE4556A • STARTS 3/4

13AACCE4556A • STARTS 7/22

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: Monday, 3/4/2013 and Wednesday, 3/6/2013 or Monday, 7/22/2013 and Wednesday, 7/24/2013

MICROSOFT – EXCEL 2 • 13CACCE4557A

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, and creating macros and pivot table or pivot chart reports.

Dates: Monday, 3/18/2013 and Wednesday, 3/20/2013

POWERPOINT • 13DACCE4558A

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: Monday, 4/22/2013 and Wednesday, 4/24/2013

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/microsoft.html>

ART CLASSES

Instructor: Christina Taylor grew up in a family of painters and draftsmen and was taught to put pencil to paper at an early age. She pursued illustration and graphic design and today holds a B.F.A. from the Savannah College of Art and Design and an M.Ed. from Berry College. She divides her time between teaching and jewelry making, her other artistic passion.

DRAWING I • 13CACCE4802A

Start your drawing practice with a clear understanding of how you see things. Through intriguing exercises we will explore perception and how it relates to what you put down on paper. Drawing activities will focus on using line, shadow and one point perspective. Gain confidence as you develop a style that is uniquely yours.

Dates: Tuesdays, 1/15/2013 to 2/19/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$150 per person

DRAWING II • 13CACCE4866A

Develop your drawing skills further. This class will explore the use of props and photographs to achieve strong composition. Students will be introduced to the elements of design, basics of portraiture and the interaction of color. Some previous drawing experience is required.

Dates: Tuesdays, 3/12/2013 to 4/16/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$150 per person

DRAWING STUDIO • 13DACCE4898A



Drawing Studio is designed to help participants refine their drawing skills in the media of their choice. Class activities focus on the development of strong composition and include demonstrations in various drawing techniques. Possible drawing materials include charcoal, conte' crayon and pastels.

Dates: Tuesdays, 6/4/2013 to 7/9/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$150 per person

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/artclasses.html>

ADMINISTRATIVE PROFESSIONALS DAY® LUNCHEON

CHOOSE YOUR LOCATION

SAVANNAH: COASTAL GEORGIA CENTER, SAVANNAH, Ga.
NESSMITH-LANE CONFERENCE CENTER, STATESBORO, Ga.

The Administrative Professionals Day® Luncheon recognizes the work of secretaries, administrative assistants, receptionists, and other administrative support professionals. Through the years, Administrative Professionals Day® has become one of the largest workplace observances. Join the Division of Continuing Education in honoring these professionals. We will have great door prizes and recognize our Administrative Professional of the Year in both locations.

STATESBORO • 13DACCE1447A

Date: Wednesday, 4/24/2013

Time: 11:30 a.m. to 1:30 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$38 per person

Speaker: Tawana Williams "The Hope Coach" is a motivational speaker and author of five books including her best seller, *Unarmed but Dangerous: The Tawana Williams Story of Relentless Struggle and Ultimate Victory*.

SAVANNAH • 13DACCE4620A

Date: Wednesday, 4/24/2013

Time: 11:30 a.m. to 1:30 p.m.

Location: Coastal Georgia Center, Savannah, GA

Cost: \$38 per person

Speaker: Dr. Linda M. Bleicken is president of Armstrong Atlantic State University. She joined Armstrong Atlantic State University on July 1, 2009, becoming the seventh Armstrong president and the first woman to lead the institution since the establishment of Armstrong Junior College in 1935.

For more information, please contact Ann Scott-Price at 912.478.8635 or annscottprice@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/adprofday.html>

UPCOMING CONFERENCES

JANUARY 26 • ANNUAL SOUTHERN CONFERENCE ON CHILDREN

FEBRUARY 1 • FAMILY AND WORKPLACE VIOLENCE CONFERENCE

FEBRUARY 8 • STUDENT SUCCESS IN WRITING CONFERENCE

FEBRUARY 15-16 • ANNUAL CROSS-CULTURAL ISSUES IN COUNSELING AND EDUCATION CONFERENCE

MARCH 3-6 • ANNUAL NATIONAL YOUTH AT RISK CONFERENCE

MARCH 8 • ANNUAL GEORGIA SCHOLARSHIP OF STEM TEACHING AND LEARNING CONFERENCE

MARCH 20-24 • ANNUAL BENTHIC ECOLOGY MEETING

MARCH 27-29 • SOTL COMMONS CONFERENCE

APRIL 4-5 • ANNUAL SOUTHEAST COASTAL CONFERENCE ON LANGUAGES AND LITERATURES

JUNE 6-7 • ANNUAL ADVANCE PRACTICE UPDATE

JUNE 9-11 • SOUTHEAST CONFERENCE ON POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

JUNE 19-22 • CURRICULUM STUDIES SUMMER COLLABORATIVE (CSSC) CONFERENCE

JULY 14-21 • COUNCIL OF WRITING PROGRAM ADMINISTRATORS WORKSHOP, INSTITUTES AND CONFERENCE

JULY 21-23 • SCHOOLS AND FAMILIES ENGAGED TOGETHER FOR YOUTH (S.A.F.E.T.Y.)

SEPTEMBER 13 • RURAL BASED HIV EDUCATION AND TRAINING: HIV RELATED MENTAL HEALTH AND SUBSTANCE ABUSE ISSUES: PRACTICE AND ETHICAL CONSIDERATIONS

SEPTEMBER 20-21 • GEORGIA INTERNATIONAL CONFERENCE ON INFORMATION LITERACY

SEPTEMBER 25-27 • INTERNATIONAL AGRIBUSINESS CONFERENCE AND EXPO

For more information, please contact Marie Williams at 912.478.2260 or mariewilliams@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/conference.html>



FUNDAMENTALS OF ENGINEERING EXAM REVIEW

13CAAST1061A

This review primarily covers the areas of engineering sciences: mathematics, engineering mechanics, material science, engineering economy, electrical circuits, thermodynamics and computers. The goal of the course is to provide a refresher to course participants. The course structure and content are based on the premise that participants have had prior exposure to the material as part of their undergraduate degree training in engineering or engineering technology.

Dates: Saturdays, 2/2/2013 to 3/16/2013

Time: 8 a.m. to 4 p.m.

Location: Allen E. Paulson College of Engineering and Information Technology, Statesboro, Ga.

Cost: \$599; Georgia Southern University Student Fee: \$299

Registration Deadline: January 23, 2013

Instructors: Mohammad Ahad, Mahbub Ahmed, Anoop Arun Desai, Youakim Kalaani, Aniruddha Mitra, Gustavo Molina, Mosfequr Rahman, Sirajus Salekeen, Biswanath Samanta and David Williams.

All instructors are faculty members in the Allen E. Paulson College of Engineering and Information Technology at Georgia Southern University.

For more information, contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/examreview.html>

CERTIFICATE IN PROFESSIONAL HR MANAGEMENT SHRM LEARNING SYSTEM

IN PARTNERSHIP WITH **13CAABA1006A**



SOCIETY FOR HUMAN RESOURCE MANAGEMENT

The SHRM Learning System course is offered nationwide to help HR practitioners prepare for the (Senior) Professional in Human Resources certification exam. Offered in partnership with the Society for Human Resource Management, it

includes 33 hours of classroom review, six print modules and a wide range of online study materials. Our instructors draw on their own experiences as HR practitioners to help you develop a more in-depth understanding of topics you may never have encountered in the workplace. The national pass rate exceeds all other prep courses. All course materials are included in the fee.

Dates: Mondays, 2/11/2013 to 4/29/2013

Time: 6 to 9 p.m.

Mandatory orientation (details TBA)

Location: Coastal Georgia Center, Savannah, GA

Cost: \$965 per person / non-SHRM member, \$1040 per person / SHRM national or chapter member

Late rate: \$1140 after noon, Monday, 1/14/2013

Registration ends: noon, Friday, 1/25/2013

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, please contact J. Marie Lutz, SPHR at 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/HRcertificate.html>

SERVSAFE® TRAINING AND CERTIFICATION

13CACCE3012A • CLASS AND EXAM

13CACCE4884A • EXAM ONLY

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). The sessions will meet on the campus of Georgia Southern University, Hollis Building, Room 1107, January 14-16 and in Room 1105, January 17 for the exam only.

Dates: Monday, 1/14/2013 to Thursday, 1/17/2013

Time: 5:30 to 8:30 p.m.

Location: Hollis Building, Georgia Southern University, Statesboro, Ga.

Cost: \$75 class and exam; \$25 exam only

Instructor: Becky Larson, M.S., RD is a clinical instructor of nutrition and food science at Georgia Southern University.

For more information, please contact Ann Scott-Price at 912.478.8635 or annscottprice@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/servesafe.html>



LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

13CAABA1020A

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: Thursdays, 2/21/2013 to 4/11/2013

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$675 per person

Late rate: \$775 after noon, Thursday, 1/31/2013

Registration ends: noon, Thursday, 2/7/2013

Instructors: Trey Denton, Jackie Eastman, Stephanie Sipe, Feruzan Irani Williams, College of Business Administration faculty members.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/supervisor.html>

TEACH FOR US!

CONTINUING EDUCATION at Georgia Southern University is actively recruiting instructional proposals which feature innovative ideas for classes, workshops, trainings, lectures and other educational experiences for professional development (corporations and businesses), personal development and leisure.



Faculty, staff and the general public are encouraged to respond to this Call for Proposals.

Please visit <http://ceps.georgiasouthern.edu/conted/teachCE.html> to read our proposal guidelines and access the online proposal submission form. The website features several program ideas that need qualified instructors as soon as possible. We look forward to hearing from you.

SUPERIOR CUSTOMER SERVICE AND BUSINESS ETIQUETTE VIDEO TELECONFERENCE

13DACCE5011A

Why deliver customer service? What does improved business etiquette provide your company? Employees with these skills will enhance your firm's business with long-term customers, but their top-notch service and courtesy will turn new customers into repeat customers.

Date: Wednesday, 4/24/2013

Time: 9:30 to 11:30 a.m.

Location: Nessmith-Lane Conference Center, Statesboro, Ga. (Training is streamed live from Savannah, Ga.)

Cost: \$65 per person; Corporate rate: \$55 for three or more participants from the same firm.

Instructor: Ella Williamson is an experienced educator, trainer and consultant. She holds an M.S. degree in social work and is the author of *For Hurting Women in the Workplace*.



PROJECT MANAGEMENT COURSES

Here are great courses for experienced or aspiring professionals. Together the 12-hour Beginning course and the 24-hour Advanced course will complete the 35-hour course requirement for the Project Management Professional Certification from the Project Management Institute.

Time: Friday, 9 a.m. to 3:30 p.m.; Tuesday and Wednesday, 6:30 to 9:30 p.m.

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.

BEGINNING PROJECT MANAGEMENT - SAVANNAH

13CACCE4353A • STARTS 2/8

13DACCE4353A • STARTS 6/7

This course provides an overview of the nine knowledge-based principles for managing successful projects: scope, integration, communication, time, cost, procurement, risk management, quality control and human resources. The training includes practical exercises and an in-class group project.

Dates: Friday, 2/8/2013, Tuesday, 2/19/2013 and Wednesday, 2/20/2013 or Friday, 6/7/2013, Tuesday, 6/18/2013 and Wednesday, 6/19/2013

Cost: \$650 per person

ADVANCED PROJECT MANAGEMENT - SAVANNAH

13CACCE4354A • STARTS 3/8

13AACCE4354A • STARTS 7/12

Discover a documented step-by-step guide for managing projects. The course covers: initiation and closing projects; success planning for projects; project simulation for execution; and project control and professional responsibility.

Dates: Fridays, 3/8/2013 and 4/5/2013, Tuesdays, 3/19/2013 and 4/16/2013, and Wednesdays, 3/20/2013 and 4/17/2013 or Fridays, 7/12/2013 and 8/9/2013, Tuesdays, 7/23/2013 and 8/20/2013, and Wednesdays, 7/24/2013 and 8/21/2013

Cost: \$1,300 per person (includes materials and copy of the new fifth edition PMBOK)

For more information, please contact Judy Fogarty at 912.478.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/projectmanagement.html>

WORK SMARTER SERIES

Time: 9:30 to 11:30 a.m.

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

Cost: \$65 per person; Corporate rate: \$55 for three or more participants from the same firm

Instructor: Ella Williamson is an experienced educator, trainer and consultant. She holds an M.S. degree in social work and is the author of *For Hurting Women in the Workplace*.

TASK AND TIME MANAGEMENT

13CACCE4036A

Learn how to reduce disorganization and disruption and maximize your time management skills, including prioritizing tasks and projects. Learning objectives include organizing your office space, managing work flow and using a planner. You'll also learn to manage your email, set productivity goals and turn down and delegate projects.

Date: Tuesday, 2/5/2013

DIPLOMATIC INTERPERSONAL AND COMMUNICATION SKILLS

13CACCE5010A

Explore topics such as understanding and working with others, conflict management and resolution and coaching and mentoring for improved performance. Learning objectives include developing better methods of conveying verbal and non-verbal messages, improving your listening skills, understanding diplomatic yet effective ways to give feedback and learning tools for negotiation and problem solving.

Date: Tuesday, 3/5/2013

CONFLICT RESOLUTION BY AND FOR WOMEN

13DACCE4106A

This workshop is designed to help women address combative attitudes and behaviors in the workplace, as well as in other aspects of daily life. Moving beyond assertiveness, the program teaches participants to identify conflict solutions among female colleagues and customers.

Date: Tuesday, 4/2/2013

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/worksmarter.html>

BUSINESS ENRICHMENT THROUGH STRATEGIC TRAINING (BEST) SEMINAR SERIES

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

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$75; Corporate rate: \$65 (4 or more from one firm)

Registration ends: noon, the Friday before each seminar

Instructor: Ella Williamson is an experienced educator, trainer and consultant. She holds an M.S. degree in social work and is the author of *For Hurting Women in the Workplace*.



BEST PRACTICES 101: MANAGING STRESS IN THE WORKPLACE

13CACCE4010A

Need to reduce stress and increase productivity? Our instructor will help you learn to control workplace details, manage interactions with negative people, reduce immediate stress when you can't walk away from a situation and replace emotional reactions with thoughtful responses.

Date: Wednesday, 1/30/2013

BEST PRACTICES 108: WHY GENERATIONS COLLIDE

13CACCE5015A

From Boomers to Gen Y, learn characteristics and greatest strengths of each generation. Find out how your firm is affected by the changing concept of life-long careers, and which generations work best with each other and why. Build stronger reliance and trust between the generations in your firm.

Date: Wednesday, 2/27/2013

BEST PRACTICES 109: GETTING ALONG WITH DIFFICULT PEOPLE

13CACCE5016A

Personality differences can cause conflict at work. Sometimes even innocently-meant actions and words trigger unforeseen reactions in others. Learn how to address difficult behavior objectively, and review the best approaches and phrases to defuse difficult situations.

Date: Wednesday, 3/27/2013

BEST PRACTICES 110: MANAGEMENT SKILLS = PEOPLE SKILLS

13DACCE5017A

Learn improved delegation skills and attitudes and how to lead as a team builder. Covers how to comfortably delegate authority, communicate upcoming change to others and understand what your team expects from their leader. Map out methods to improve communication and build team spirit and trust.

Date: Tuesday, 5/7/2013

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/BEST.html>

LEGAL AWARENESS IN THE WORKPLACE (LAW) SEMINARS

Time: 6 to 7:30 p.m.

Cost: \$59 per person per class, Corporate rate: \$55 per person for 4 or more per firm

Registration closes: noon, Friday before each seminar

Instructors: Sarah Lamar, Wade Herring and Shawn Kachmar are employment-law attorneys from the HunterMaclean law firm in Savannah, Ga.

"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."



LAW 122: FROM HIRING TO TERMINATION -- EFFECTIVE EMPLOYEE MANAGEMENT

13CACCE5012A

Learn every major HR step to ensuring employees are processed legally and treated fairly within your firm. Learn how to: follow pre-hire procedures, handle discipline issues, investigate employees' at-work accidents, deal with harassment claims and properly process discharging employees.

Date: Thursday, 1/10/2013

Location: Coastal Georgia Center, Savannah, Ga.

LAW 123: SOCIAL MEDIA - WHAT HUMAN RESOURCE PROFESSIONALS SHOULD KNOW

13CACCE5013A

The social media craze is here to stay: Facebook, Twitter, email, 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 you choose policies for your firm.

Date: Thursday, 2/7/2013

Location: Brunswick, Ga.

LAW 124: MANAGING EMPLOYEE LEAVE, INCLUDING THE OVERLAP BETWEEN FMLA, ADA & WORKERS COMP

13DACCE5014A

New interpretations and decisions on the FMLA, ADA and Workers Comp laws require HR to stay constantly updated on employee leave issues. Learn when and how to apply unpaid leave, accommodate injured workers with reassignment, approve medical leave requests, implement missed work policies, etc.

Date: Thursday, 4/11/2013

Location: Coastal Georgia Center, Savannah, Ga.

LAW 108: GEORGIA EMPLOYMENT LAW

13DACCE2154A

This seminar covers various Georgia employment law topics, including the creation of at-will and contract employment, negligent supervision/retention of employees, defamation in the context of employment references and workplace privacy. We will also explore Georgia discrimination and compensation laws in light of their federal counterparts.

Date: Thursday, 5/9/2013

Location: Brunswick, Ga.

For more information, please contact J. Marie Lutz, SPHR at 912.478.1763 or seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/lawseminar.html>

FIBER OPTICS CERTIFICATION CLASSES

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

Location: Hampton Inn & Suites, Savannah
Historic District, Savannah, Ga.

Cost per class: \$750 per person

Registration for spring series ends: noon,
Thursday, 1/17/2013

Payment for spring series due: noon, Thursday,
1/24/2013

Book included in each course: Reference Guide to Fiber Optics by Jim Hayes

Instructor: Peter Morcombe, CFOT, CFOS/I



CERTIFIED FIBER OPTICS TECHNICIAN COURSE (CFOT)

13CACCE2474A

This introductory three-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This fiber optic training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber to the Desk), FTTH (Fiber to the Home), K-12 (Schools), and explains Zone vs. Distribution Cabling.

Dates: Monday, 2/4/2013 to Wednesday, 2/6/2013

CERTIFIED FIBER OPTICS SPECIALIST IN TESTING AND MAINTENANCE (CFOS/T)

13CACCE2475A

This two-day (16-hour) program is designed to offer specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. This advanced fiber optics training is strictly a practical course, but includes more background information than is typical in basic courses to allow the student to understand what they are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks. Prerequisites: FOA CFOT Course or any other formal fiber optics training course within previous six months, or one year fiber optics related experience.

Dates: Thursday, 2/7/2013 to Friday, 2/8/2013

CERTIFIED FIBER OPTICS SPECIALIST IN SPLICING (CFOS/S)

13CACCE2836A

Want to be certified as proficient in installing and making mechanical and fusion splices according to industry standards? Our two-day, 85% hands-on program will teach you about high performance splicing and the points necessary to achieve them. Learn both fusion and mechanical splicing of both single and multi-mode fiber optic cables. In addition to basic splicing activities, you will be required to correctly and efficiently install spliced fibers into splice trays and trays in various enclosures and to demonstrate proficiency in interpretation of splice loss using OTDR splice traces.

Dates: Saturday, 2/9/2013 to Sunday, 2/10/2013

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/fiberoptics.html>



GAIN HR SKILLS
TO FACE TODAY'S
HR ISSUES

IN PARTNERSHIP WITH
SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

13BAABA1010A

Human resource issues impact every company in some way. Whether you are new to HR or HR is one of many roles you fulfill at your firm, this program covers the key HR topics you need to know. Learn the essentials for handling HR challenges including employment law, effective recruitment, compensation systems, employee orientation and training, the appraisal process, coaching and discipline, as well as key pieces of federal legislation including sexual harassment, age discrimination and the FMLA.

Run in partnership with Society for HR Management (SHRM). All course materials are included in the fee.

Dates: Thursday, 4/18/2013 to Friday, 4/19/2013

Time: 8:30 a.m. to 5 p.m., lunch on your own

Location: Coastal Georgia Center, Savannah, Ga.

Cost: \$549 per person / non-SHRM member

\$499 per person / SHRM national or chapter member

Registration ends: noon, Monday, 4/1/13

Instructor: A long-time instructor for the University's Continuing Education HR courses, Bill Dugle, M.B.A., is a retired vice president of human resources for an international corporation.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or

visit <http://ceps.georgiasouthern.edu/conted/HREssentials.html>

"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."



IN-HOUSE TRAINING...YOUR HOUSE OR OURS?

We invite you to contact us for customized training for your staff. Whether your personnel work on the manufacturing plant floor, in a distribution center, or in an office or sales setting, we can provide the group training to meet your staff's unique needs. We provide experienced instructors who are experts in their topic area, a training facility if you prefer not to train at your workplace, participant workbooks as needed, certificates of completion, refreshments and more.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu.

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: www.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 I
- 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 7, 8, 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

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

PROFESSIONAL LEARNING UNITS (PLU'S)

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 <http://ceps.georgiasouthern.edu/conted/cepluapproval.pdf>. You must pass the final exam with a score of 70 percent or better to earn credit.

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu.

For a full listing of courses, visit www.ed2go.com/gsu

ONLINE CERTIFICATE PROGRAMS

LEARN ANYWHERE...ANYTIME
LEARNING OPPORTUNITIES AVAILABLE
24-HOURS-A-DAY, 7-DAYS-A-WEEK



Georgia Southern University, in partnership with Education To Go (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.

COURSE AREAS:

- Healthcare 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

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.

A full listing of courses, descriptions, requirements, fees and instructor information are available at:

UGotClass:

<http://www.yougotclass.org/catalog.cfm/Georgiasouthern>

Education to Go:

<http://www.yougotclass.org/catalog.cfm/Georgiasouthern>

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/ceonlinemenu.html>

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

ONLINE 24/7**COLLEGE ACCESS: CREATING A COLLEGE-GOING CULTURE MODULES: STRATEGIES FOR SCHOOL COUNSELORS AND ENROLLMENT MANAGEMENT SPECIALISTS**

These modules provide high quality, online professional learning 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 and guide students in career awareness and planning and to make the appropriate post-secondary choices. Each module has been approved for 4 PLUs.

Date: Mondays to Sundays, 1/14/2013 to 3/8/2013

Cost: \$100 per person per module – Fee is reimbursed upon successful completion

Instructors: Thomas Roman, Julie Hartline and LaVerne Ware, qualified counselors and educators.

MODULE I • 13CACCE3059A

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 postsecondary planning.

MODULE II • 13CACCE3060A

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 postsecondary choices.

MODULE III • 13CACCE3061A

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 the college admission process.

For more information, contact Judy Hendrix-Poole at 912.478.5993 or visit <http://ceps.georgiasouthern.edu/conted/collegeaccess.htm>

SUSTAINABILITY ADVISOR CERTIFICATE PROGRAM**13CACCE4447A • STARTS 1/30**

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? Are you looking to save some money by making your home more sustainable? 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 Tuesday, 1/30/2013 to 3/26/2013

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 more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/sustainability.html>

TRAINING + YOU = SUCCESS!**PROTRAIN PROFESSIONAL, PERSONAL, MILITARY, WIA CERTIFICATE TRAINING**

Looking for affordable, self-paced, online or on-site certificate programs that can train you for the latest, in-demand job skills? Georgia Southern University's CONTINUING EDUCATION, in partnership with ProTrain, LLC, is your solution. Online training offers flexible, anytime, anywhere learning while on-site training offers cost savings and convenience.

ProTrain is dedicated to quality educational services at an affordable cost. Whether in the classroom or online, we ensure success in the workforce through the active engagement of direct relationships with universities, community colleges, educational entities and corporations throughout the United States and internationally.

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We are dedicated to providing you the very best from which to choose. We select our courses with one thing in mind: Will this course make a positive difference in your life?

Program Features:

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- Hands-on exercises contained within courses
- Tests and quizzes within most courses

For more information, please contact Betty Gardner at 919.625.1314 or bgardner@protrainedu.org or visit <http://www.theknowledgebase.org/gsu> for full details on how Georgia Southern University can help your organization obtain increased productivity and a greater return on investment.



OFFICE HOURSMonday – Friday
8 a.m. – 5 p.m.*Please PRINT and fill out a separate form for each registrant.***Continuing Education COURSE REGISTRATION FORM****BY PHONE**

Call toll free 1.855.478.5551 and use a credit card.

BY MAIL

Complete this form and send to address on the bottom of the page.

BY FAX

Complete form, copy as needed and send with your credit card number to 912.478.0847.

IN PERSON

Come to the Registration area in the Nessmith-Lane Conference Center.

FOR DIRECTIONS AND MAPSPlease access information online at <http://ceps.georgiasouthern.edu/nessmith-lanedirections.html>**PAYMENT**

We accept MasterCard, VISA, American Express, 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 of any substitutions 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. Please refer to the CONTINUING EDUCATION website for more information:

<http://ceps.georgiasouthern.edu/conted>

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.

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Program Number _____

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*(Required for email receipt)**Questions? Call toll free 1.855.478.5551.**Register online @ <http://ceps.georgiasouthern.edu/conted>***PAYMENT METHOD** Personal check Company check Cash (in person only) VISA Mastercard AMEX personal corporate

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SNACKS

FOR

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<http://ceps.georgiasouthern.edu/snacksforsoldiers.html>

Drop-Off Location:

- Nessmith-Lane Conference Center (Plant Drive, Statesboro, Ga.)

Snack info:

All items should be pre-packaged and from the manufacturer (*no homemade snacks, please*). Individual sizes are best.

Some snacks you may consider purchasing include: Individual-sized chips and crackers, Rice Krispy treats, nuts, fruit snacks, trail mix, energy bars, granola bars, cereal bars, beef jerky/Slim Jims, gum, dried fruit, hard candy or suckers, pretzels and fig newtons.

For information on how to make a donation toward shipping costs contact: Kelly Pye at kppe@georgiasouthern.edu or call 912.478.5551



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