

Advance

Fall 2012

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GEORGIA SOUTHERN UNIVERSITY CONTINUING EDUCATION

Advance.



FALL CATALOG 2012

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

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If you would like to place an ad in a future issue of this publication,
please call 912.478.1222 for more information.



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 15 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 5):

Take in New York City and its attractions. Highlights include tickets to two musicals, two guided tours, a three night stay at the Wellington Hotel in Manhattan and round trip airfare (optional). An informational meeting will be held on Tuesday, July 24, 2012 at 7 p.m. at the Nessmith-Lane Conference Center in Statesboro, GA.



Festival of Trees.

CONTINUING EDUCATION

Plans for the 2012 Festival of Trees are underway. The Festival is now beginning work on its fifth year as a family-centered community event at the Nessmith-Lane Conference Center on the Georgia Southern University campus. Proceeds from the Festival go toward serving the children and families through Christmas in the Boro. Come enjoy the beauty and creativity of various custom-designed and decorated trees. There will be a large selection of trees in varying sizes, shapes, and designs, a gingerbread village and wreaths. Most items will be available for raffle. You'll also enjoy a visit from Santa, local performers and an avenue of wonderful vendors.

Help create the magic! The Festival of Trees relies heavily on local talented professionals within our area to design and decorate our trees and wreaths. The spectacular designer trees are the focal point of the Festival. Your creativity will be viewed by hundreds of visitors as well as the media. All the completed creations will be on display for the week of the Festival of Trees.

Please return the complete registration form with check (payable to Georgia Southern University) or VISA or MASTERCARD number and expiration date to:

Continuing Education
Festival of Trees Registration
P.O. Box 8124
Statesboro, GA 30460-8124
or FAX to: 912.478.0847

- LARGE TREES: 7' and over
Tree for raffle (No Charge)
Tree for display only \$100

- MEDIUM TREES: 4' - 6'
Tree for raffle (No Charge)
Tree for display only \$50

- SMALL TREES: 3'
Tree for raffle (No Charge)
Tree for display only \$25

- WREATH - raffle ONLY.

- GINGERBREAD HOUSE
There will be no charge for displaying a gingerbread house.

- EXHIBITOR TABLES
One six foot table \$55
Additional tables \$45 per table

REFUND POLICY

No refunds will be given.

FESTIVAL OF TREES

Dates: Monday through Saturday, 11/12/2012 to 11/17/2012

Time: 1 p.m. - 6 p.m. daily • 11 a.m. - 6 p.m. (Saturday, 11/17 only)

Location: Nessmith-Lane Conference Center

Cost: No charge for public viewing

For more information, please call Kelly Pye at 912.478.7977 or 912.478.5551 or kpye@georgiasouthern.edu

Access the Continuing Education website for details at <http://ceps.georgiasouthern.edu/conted/festivaloftrees.html>



PAYMENT: REGISTER BY TELEPHONE 912.478.5551 • REGISTER BY FAX 912.478.0847
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Name of Designer _____

Company Affiliation (if applicable) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____

<i>I agree to design and decorate the following item(s) for the Festival of Trees:</i>		Amount
Large Trees 7' and over	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$100 display only	
Medium Trees 4' to 6'	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$50 display only	
Small Trees 3'	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$25 display only	
Wreath	<input type="checkbox"/> No Charge (raffle only)	
Gingerbread House	<input type="checkbox"/> No Charge (please check box to participate)	
Exhibitor Tables (Skirted)	<input type="checkbox"/> \$55 for first exhibitor table	
	<input type="checkbox"/> \$45 for each additional exhibitor table	
Total Number of Tables		
Indicate Total HERE →		

Please print designer name AS IT IS TO APPEAR ON SIGN

Title of designed items: (i.e. White Christmas, A Jingle Bell Holiday, The Tribute Tree, Regal Red, etc.)

Description _____

Required Signature _____

Date _____

PAYMENT METHOD

VISA or MASTERCARD PERSONAL or CORPORATE

Card Number _____

Expiration Date _____ V-code _____

Print Name on Card _____

A check is enclosed (payable to Georgia Southern University)

A Letter of Intent or Purchase Order is enclosed with billing address



**“Bite the Big Apple”
Trip to New York**

**Featured
Program**

— **COMMUNITY WOMEN’S CHORUS** —

12AACCE4804A

We are pleased to announce the debut of Statesboro’s Community Women’s Chorus. Under the direction of Dr. Michael Braz, well-known choral director and Georgia Southern Professor Emeritus, the chorus will explore and perform music from diverse cultures and styles representing more than 500 years of creative artistry. We encourage participation from women ages 18 and older who enjoy singing a wide range of music. The chorus will prepare and present concerts to both enrich our community and to afford our members the opportunity of refining their vocal skills and building musical self-esteem through fine performance. We invite you to be a part of our premiere season and help us in creating an exciting musical experience.

Dates: Tuesdays, 8/21/2012 to 5/21/2013

Time: 7 p.m. to 8:30 p.m.

Cost \$140 per person

Location: First Methodist Church, Statesboro, GA

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.

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

— **MURDER MYSTERY** —

12AACCE4165A

Join us for an entertaining evening of murder, mystery and mayhem. The night will include a cocktail reception, dinner and a chance to solve the mystery.

Date: Saturday, 8/25/2012

Time: 6:30 p.m. to 9:15 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Fee: \$40 per person or \$75 per couple

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

— **“BITE THE BIG APPLE”
TRIP TO NEW YORK** —

12BACCE4603A



Take in New York City and its attractions. Highlights include tickets to two musicals, two guided tours, a three night stay at the Wellington Hotel in Manhattan, and round trip airfare (optional). An informational meeting will be held on Tuesday, 7/24/2012 at 7 p.m. at the Nessmith-Lane Conference Center in Statesboro, GA. A \$500 non-refundable deposit is due 7/31/2012, and final payment is due 8/15/2012.

**Individuals may prefer to use their own flight miles or make their own arrangements.*

Dates: Thursday, 11/8/2012 to Sunday, 11/11/2012

Location: Statesboro, GA to New York City and back

Cost: Single Occupancy: \$2,214 (with airfare) or \$1,824 (without airfare); Double Occupancy: \$1,685 (with airfare) or \$1,295 (without airfare); Triple Occupancy: \$1,508 (with airfare) or \$1,118 (without airfare)

Instructor: Roger Miller, retired associate professor of theatre at Armstrong Atlantic State University, has directed several plays at Statesboro’s Averitt Center for the Arts and has led more than 40 tours to New York City.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit

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

— **IRISH SPLENDOR** —

12BACCE4691A

Return to times gone by during your unforgettable tour of the amazing Emerald Isle. During the eight day excursion, you will explore Dublin, Ireland, for four days, visiting attractions like the Guinness Storehouse, then travel southwest to the city of Killarney on the Dingle Peninsula, seeing Blarney Castle and the Cliffs of Moher along the way. Finally, head north through scenic countryside to stay at Ashford Castle, one of Ireland’s finest hotels. The trip includes nine meals, round trip air from Savannah or Jacksonville, air taxes and hotel transfers.

Dates: Tuesday, 11/6/2012 to Tuesday, 11/13/2012

Location: The Republic of Ireland

Cost: Single \$2,849; Double \$2,449; Triple \$2,419 *Rates are per person and do not include cancellation waiver or insurance*

Instructor: Guided by Collette Vacations

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit

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

— **THE HISTORY OF ROCK-N-ROLL** —

AN INTERACTIVE CONCERT EVENT

12AACCE4632A

Learn how popular music has evolved from the 1950s to today by hearing, discussing and grooving to genres like Blues, R&B, Folk, Psychedelic, Country, Progressive, Punk, Electronica, Heavy Metal, Hip-Hop, Grunge, and Alternative music among others.

Date: Saturday, 9/15/2012

Time: 1 p.m. to 4 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$20 per person

Instructor: Mike Czech is the assistant director and tutorial coordinator at Georgia Southern University’s Academic Success Center. He has used music in his teaching curriculum for more than 20 years, including six years of teaching “The History of Rock-N-Roll.”

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit

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

—LIFELONG LEARNING UNIVERSITY—

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

BASIC COMPUTERS • 12AACCE4262A

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 and Thursdays, 9/10/2012 to 9/20/2012

Time: 7 p.m. to 8:30 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$59 per person age 50 or over; \$69 per person under 50

Instructor: Morris Technology of Statesboro, Georgia will provide qualified, engaging and helpful instructor(s).

TAKE BETTER DIGITAL PHOTOGRAPHS • 12AACCE4647A

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. Bring your digital camera, your owner's manual and a desire to take better photographs.

Dates: Mondays, 9/17/2012 to 10/15/2012

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

Location: Nessmith-Lane Conference Center, Statesboro, GA

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

Instructor: Rich Burkhardt, a photographer for the *Savannah Morning News*, earned his Master of Fine Arts degree from the Savannah College of Art and Design.

MUSIC TO MY EARS • 12BACCE4807A

Learn the fundamental elements of music — how those fundamentals work within a context of a song, how to recognize structures and themes in music and many other related topics.

Dates: Thursdays, 10/11/2012 to 11/01/2012

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

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$30 per person age 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.

SMART PHONES & YOU

12BACCE4743A (ANDROID) & 12BACCE4744A (APPLE)

Learn the fundamental knowledge for smart phone 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 (Android), 10/16/2012 to 11/13/2012; Thursdays (Apple), 10/18/2012 to 11/15/2012

Time: 7 p.m. to 8:30 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

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

Instructor: Malcolm Howard, a senior solutions developer for Morris Technology, co-owner of Howard Consulting & Investments LLC, and Metavio LLC, is pursuing his Master's in Computer Science with an emphasis in data mining and warehousing at Georgia Southern.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/lifelonglearning.html>

—KRAV MAGA SELF DEFENSE CLASS—

12AACCE4473A

Krav Maga (Hebrew for Contact Combat) is the official hand-to-hand combat system for the Israeli Defense Forces. This is a 12-week INTENSE self defense class based on simple principles and instinctive movements. This reality-system is designed to teach real self defense in the shortest amount of time possible.

Dates: Tuesdays and Thursdays, 8/7/2012 to 10/25/2012

Time: 6:15 p.m. to 7:15 p.m.

Fee: \$269 per person (includes your uniform, gloves and license)

Location: Statesboro Karate-Krav Maga-Jiu Jitsu, Statesboro, GA

Instructor: Todd Mashburn is the licensee and head Krav Maga Instructor at Statesboro Karate and Krav Maga. He has been training in the highly aggressive and effective Israeli martial arts for 10 years.

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

FOOTBALL GAME TRIPS

We're getting ready for the ultimate college football road trip TO SUPPORT THE GEORGIA SOUTHERN EAGLES FOOTBALL TEAM for all away games. Call your closest friends, get the invites out, bring your favorite food and beverages and travel on a luxury motorcoach for a most memorable trip with incredible football.

For more information, please contact Ann Scott-Price at 912.478.8635 or annscottprice@georgiasouthern.edu

WOMEN'S FORUM

12AACCE2441A

The Forum helps women examine their own careers and learn from other women about ways to balance jobs and personal lives. Dawn Baker, WTOC news anchor, will discuss her book, *Dawn's Daughter: Everything A Woman Needs To Know*, that hopes to create a movement of change in the world by empowering women one girl at a time.

Date: Thursday, 9/20/2012

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

Fee: \$30 per person

Location: Nessmith-Lane Conference Center, Statesboro, GA

Keynote Speaker: Dawn Baker, WTOC news anchor

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/womensforum.html>

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.

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

DIGITAL PHOTOGRAPHY COURSES

Instructor: Paula Williamson holds an MFA from SCAD and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

PORTRAIT PHOTOGRAPHY • 12AACCE4627A

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.

Dates: Mondays, 8/13/2012 to 8/27/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$70 per person

DIGITAL IMAGING BASICS • 12AACCE4550A

Learn about your digital camera's scene modes and menu options, how megapixels affect print size and quality, the difference between dpi and ppi and storage and print options. You will also learn how to transfer images to your PC, organize your images using Microsoft Live Photo Gallery, and share your images by e-mail, web-sharing, CD/DVD or USB drives.

Dates: Wednesday, 8/8/2012 and Wednesday, 8/15/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$70 per person

POINT AND SHOOT • 12AACCE4551A

Take better photos with your pocket digital camera. This class covers basic principles of light and composition, camera functions and settings and printing/storage options. You need to be somewhat familiar with your camera's functions, so read your camera manual prior to coming to class. Digital Imaging Basics is recommended as a prerequisite.

Dates: Tuesdays, 9/4/2012 to 9/18/2012, and Saturday, 9/8/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$85 per person

CREATIVE DIGITAL PHOTOGRAPHY • 12BACCE4552A

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

Dates: Tuesdays, 10/2/2012 to 10/16/2012, and Saturdays, 10/6/2012 and 10/13/2012 (in the field)

Time: 6:30 p.m. to 8:30 p.m. on Tuesdays. 8:30 a.m. to 10:30 a.m. on Saturdays.

Location: Coastal Georgia Center, Savannah, GA, on Tuesdays; in the field on Saturdays

Cost: \$100 per person

ADVANCED CREATIVE PHOTOGRAPHY • 12BACCE4629A

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

Dates: Tuesdays, 10/23/2012 to 11/6/2012 and Saturdays, 10/27/2012 and 11/3/2012 (in the field)

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

Location: Coastal Georgia Center, Savannah, GA, on Tuesdays; in the field on Saturdays

Cost: \$100 per person

PHOTOSHOP • 12BACCE4630A

This class will show you how to use the different tools, layers and filters of your photo editing software to improve your images. You will 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 and Thursdays, 11/27/2012 to 12/6/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$85 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>

BEGINNING SIGN LANGUAGE**12AACCE4460A**

Sign Language is meaningful, useful, fascinating and fun. In this course, you'll learn receptive and expressive skills – fingerspelling and basic questions, statements and negations. You will also be introduced to the culture of the United States Deaf Community. Enroll to learn the benefits and joys of this remarkable language.

Dates: Tuesdays and Thursdays, 9/25/2012 to 10/11/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$75 per person

Instructor: Alison Ramsay holds a B.S. in deaf education from Kent State University and an M.Ed. from Georgia Southern University. She currently teaches special education in Bryan County.

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



MICROSOFT OFFICE CLASSES

Time: 6:30 p.m. to 9:30 p.m. • **Cost:** \$75 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 1990's.

INTRODUCTION TO COMPUTERS • 12AACCE4553A

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

Dates: Tuesday, 9/4/2012 and Thursday, 9/6/2012

MICROSOFT – WORD 1 • 12BACCE4554A

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 will also acquire sound knowledge of the Office Ribbon.

Dates: Tuesday, 10/9/2012 and Thursday, 10/11/2012

MICROSOFT – WORD 2 • 12BACCE4555A

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: Tuesday, 10/16/2012 and Thursday, 10/18/2012

MICROSOFT – EXCEL 1 • 12AACCE4556A

Looking for proficiency and confidence in basic Excel functionality? Our Microsoft Excel 1 course covers the basic Excel environment, creating workbooks, navigating the Excel working screen, formatting and navigating worksheets, entering data, entering labels and creating and working with charts.

Dates: Tuesday, 9/18/2012 and Thursday, 9/20/2012

MICROSOFT – EXCEL 2 • 12AACCE4557A

Move up to an intermediate knowledge of Microsoft Excel through our Excel 2 course. You'll acquire mastery over all of the following: formulas, functions, SUMIF Function, sorting data, applying shading through conditional formatting or Excel table style, filtering data and text, summarizing data by creating subtotals/grand totals, data validation, formatting all cells using data bars or an icon set, creating macros and pivot table or pivot chart reports.

Dates: Tuesday, 9/25/2012 and Thursday, 9/27/2012

POWERPOINT • 12BACCE4558A

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, 11/13/2012 and Thursday, 11/15/2012

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

THE ARTIST'S WAY

12AACCE4547A

Share a journey into personal creative growth through the international bestseller *The Artist's Way* by poet, artist, playwright, novelist, composer and filmmaker Julia Cameron. You will nurture your creative power using two essential tools: The Morning Pages (daily journal pages written first thing in the morning for stream-of-consciousness introspection) and The Artist Date (a weekly excursion to be taken alone in pursuit of anything that inspires you). Exercises, activities, and small group discussions are also part of this enriching class. You will need to purchase a copy of the book.

Dates: Mondays, 9/24/2012 to 11/12/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$150 per person, \$255 per couple

Instructor: Robin Carr is a creative and critical thinking 'comprehensivist' with a focus in the arts and technology.

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



BASIC ORGANIC GARDENING WINTER EMPHASIS

12BACCE4820A

Basic Organic Gardening will help you discover the ease of winter gardening in Savannah. You will spend time in the classroom and in the real world garden, where you can practice what you have learned. The curriculum will cover soil Biology and management, plants, crop management and composting. From site selection and design, to seeds and seed starting techniques, from pest and disease control, to managing and using compost, you'll receive a broad overview of the fundamentals of organic gardening. Useful to beginner and experienced gardeners.

Dates: Saturdays, 10/20/2012, 10/27/2012, and 11/3/2012

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

Location: Coastal Georgia Center, Savannah, GA and The Growing Edge Garden, Savannah, GA

Cost: \$125 per person, \$220 per couple

Instructor: Master Gardener Kelly Lockamy has been an organic gardener in Savannah since 1987. She is a dedicated advocate of sustainable living and the founder of the Savannah Urban Garden Alliance.

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/organicgardening.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 • 13AACCE4697A

Learn the fundamental techniques of fiction and nonfiction writing in this introductory course. Explore research and interviewing techniques, narrative structure and scenic writing, dialogue, rhythm and pacing and the business of writing. The techniques learned in this class are designed to lead into a more advanced Creative Writing 2 course.

Dates: Mondays, 1/14/2013 to 3/4/2013

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$200 per person

CREATIVE WRITING 2 • 12AACCE4698A

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 in a workshop style by the instructor and classmates. Instruction will include student writing and outside readings to explore narrative structure and scenic writing, dialogue, character, place, word choice, rhythm and 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, 8/20/2012 to 10/8/2012 (no class 9/3, class meets Tuesday, 9/4 due to Labor Day holiday)

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$200 per person

SHORT STORY WRITING • 12BACCE4818A

The short story is an art form that, although economic, encompasses all of the characteristics of great novels, including narrative and character. Explore various writing techniques through assigned readings, writing homework and workshop style critiques. Upon completion, you will understand narrative structure and scenic writing, dialogue, character, place, word choice, rhythm and pacing and the art of revision. Some prior experience with fiction and nonfiction writing is required.

Dates: Thursdays, 10/18/2012 to 11/15/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$125 per person

BUSINESS AND PROFESSIONAL WRITING 12BACCE4819A

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: Mondays, 10/15/2012 to 11/12/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$125 per person

For more information, please contact Judy Fogarty at 912.644.5967 or jfogarty@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/creativewriting.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 FOR THE BEGINNER • 12AACCE4801A

Have you always wanted to draw? Drawing is a learned skill that everyone can benefit from. This class will encourage you to explore the artist within. Get started with the basics of line, shape and value. Discover a variety of drawing materials and when to use them. Through fun activities and simple drawing exercises you will begin to put your ideas on paper.

Dates: Thursdays, 9/6/2012 to 9/13/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$70 per person, includes materials

DRAWING I • 12AACCE4802A

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: Thursdays, 9/20/2012 to 10/11/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$125 per person, includes materials

JEWELRY MAKING WITH PRECIOUS METAL CLAY 12BACCE4813A

Explore the potential of Hadar's™ copper and bronze clays through the art of jewelry making. Focusing on texturing, building and burnout techniques, we will explore the properties of metal clay and how it is suited to making creative elements, charms, clasps and beads that can be assembled into original pieces of jewelry. This is a great introductory workshop and well suited for beaders who want to personalize their work.

Dates: Mondays, 11/5/2012 to 12/3/2012

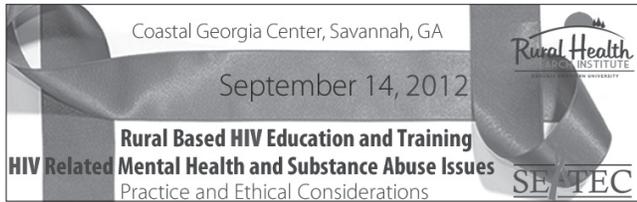
Time: 6:30 p.m. to 8:30 p.m.

Location: Coastal Georgia Center, Savannah, GA

Cost: \$200 per person, includes materials

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

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>



RURAL BASED HIV EDUCATION AND TRAINING CONFERENCE

12AAAED4676A

The Counselor Education Program and the Rural Health Research Institute (RHRI) at Georgia Southern University seek to provide education and training to health professionals about the need for rural based HIV/AIDS research, health education and training. Our partnership with Southeast AIDS Training and Education Center (SEATEC) at Emory University is an arrangement where both parties cooperate to advance our mutual interest in HIV/AIDS treatment and prevention services. The Rural Based HIV Education and Training Conference seeks to improve HIV treatment and prevention services by educating clinical practitioners, mental health clinicians and allied health professionals about HIV-related mental health and substance abuse issues.

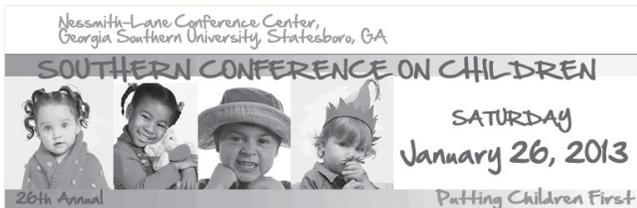
Date: Friday, 9/14/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$95 if payment is received on or before 8/31/2012 at 5 p.m., \$110 if payment is received on or after 9/1/2012

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



SOUTHERN CONFERENCE ON CHILDREN

13CAHS1208A

This one-day conference will provide you with valuable information on current child-related topics. Leaders in family and child studies, early childhood education and professionals in related fields will identify and discuss trends and techniques for working with young children.

Certificates for attendance will be awarded for 6.0 hours of participation. Bright from the Start: Georgia Department of Early Care and Learning Child Care Services recognizes this conference for updating staff training requirements. Record of attendance will be handed out at the end of each session attended.

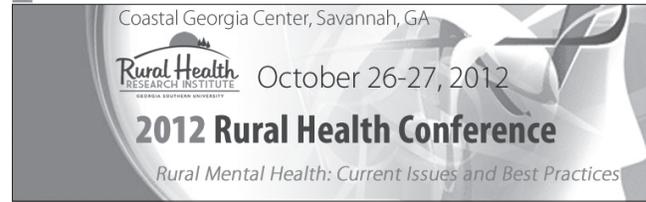
Date: Saturday, 1/26/2013

Time: 7:30 a.m. to 4:15 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$50 per person if payment is received on or before 1/11/2013, at 5 p.m., \$55 per person if payment is received after 1/11/2013 and before 1/25/2013 at 5 p.m., \$60 per person at the door registration or if payment not received by 5 p.m. on 1/25/2013

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



2012 RURAL HEALTH CONFERENCE

Please join us for the 2012 Rural Health Conference at Georgia Southern University, sponsored by the Rural Health Research Institute. The theme for this year's conference is Rural Mental Health: Current Issues and Best Practices. Presentations will focus on the unique nature of providing mental health services in rural areas. CEU credit will be provided, including ethics-specific CEU credit. The keynote address will be delivered by national rural mental health expert Dr. Patrick DeLeon, former president of the American Psychological Association.

Date: Friday and Saturday, 10/26/2012 to 10/27/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$285 per person

For more information, please contact Marie Williams at 912.478.2260 or marieawilliams@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/ruralhealth2012.html>

For more information about Continuing Education Conferences, please contact Marie Williams at 912.478.2260 or marieawilliams@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/conferences.html>

ELDERCARE

PROFESSIONAL DEVELOPMENT

Time: 9 a.m. to 4 p.m.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$89 per person

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

RESIDENTS' RIGHTS
12BACCE1110A

Discuss institutional care transitions and examine legal rights of nursing home residents. Learn tips on getting to know elders and discuss best practices for changing their perceptions. Issues for treatment, abuse and neglect will be reviewed. Attendees will be prepared for a state survey.

Date: Tuesday, 11/13/2012

IT ALL STARTS WITH A CONVERSATION: HOW TO FACILITATE DIFFICULT DISCUSSIONS
12BACCE4822A

Learn a three-step process of communication to increase one's comfort level in difficult conversations in aging, care-giving and end-of-life care. Receive tips to help guide family members in the discussion and engage in an interactive exercise to augment your new skills.

Date: Tuesday, 12/18/2012

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/eldercare.html>

LEGAL AWARENESS IN THE WORKPLACE (LAW) SEMINARS

Individuals with (Senior) Professional in Human Resources (PHR/SPHR) certification earn 1.5 recertification credit hours for each seminar.

Georgia Southern University's Division of Continuing Education invites you to complete your LAW (Legal Awareness in the Workplace) training "one bite at a time" when you have the time and the need to know a particular topic.

Through the Legal Awareness in the Workplace series, Human Resource professionals, supervisors and other business leaders can attend one or more 90-minute training seminars on the employment law issue of their choice.

TIME FOR ALL SEMINARS: 6 PM TO 7:30 PM

**COST FOR EACH SEMINAR: \$59
(\$55 PER SESSION FEE FOR 4 OR MORE PER FIRM)**

REGISTRATION CLOSES: 12 PM, FRIDAY BEFORE EACH SEMINAR

"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."

Instructors are attorneys from
HunterMaclean law firm in Savannah, GA



LAW 116: WORKING TIME UNDER THE FLSA

12AACCE2511A

Did your assistant pick up office supplies for you on the way to work this morning? Was one of the bus drivers re-assigned to travel across town and take over an absent driver's route? Hourly workers frequently fall into a grey area of waiting, traveling or taking breaks during the workday. This seminar provides an overview of what does and does not qualify as compensable working time, under the Fair Labor Standards Act.

Date: Thursday, 8/9/2012

Location: Southeast Georgia Health System, Brunswick, GA

LAW 108: GEORGIA EMPLOYMENT LAW

12BACCE2154A

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. The seminar also explores Georgia discrimination and compensation laws in light of their federal counterparts.

Date: Thursday, 10/11/2012

Location: Coastal Georgia Center, Savannah, GA

LAW 106: IMMIGRATION COMPLIANCE ISSUES FOR BUSINESSES

12BACCE2057A

After reviewing basic terminology and definitions in immigration law, this seminar explains how to comply with the I-9 regulations. Gain insight into possible changes on the horizon for businesses in light of the comprehensive immigration reform legislation currently being considered by Congress.

Date: Thursday, 11/8/2012

Location: Southeast Georgia Health System, 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>

SOCIAL MEDIA FOR BUSINESSES

12BACCE4823A

Discover how the three major social networking sites (Facebook, Twitter, 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 and advertise an organization or brand.

Date: Mondays, 10/8/2012 to 11/5/2012

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

Location: City Campus Entrepreneur Zone (E-Zone), 58 E. Main Street, Statesboro, GA

Cost: \$59 per person; \$50 per person for businesses sending three or more. Prices increase to \$69 and \$60 respectively after 10/1/2012

Instructor: Morris Technology of Statesboro, Georgia will provide qualified, engaging and helpful instructor(s).

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/socialmedia.html>

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: 9 a.m. to 3:30 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

12AACCE4353A

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, 9/14/2012 and Saturday, 9/29/2012

Cost: \$650 per person

ADVANCED PROJECT MANAGEMENT

12BACCE4354A

Discover a documented step-by-step guide for managing projects. The course covers: Day 1, initiation and closing projects; Day 2, success planning for projects; Day 3, project simulation for execution; and Day 4, project control and professional responsibility.

Dates: Friday, 10/12/2012 and 11/9/2012, Saturdays 10/27/2012 and 11/17/2012

Cost: \$1,300 per person (includes materials and copy of the 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>

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.

CERTIFIED FIBER OPTICS TRAINING AND EXAM

Georgia Southern University's Division of Continuing Education, in partnership with BDI DataLynk (FOA Approved School # 208), is proud to offer the Certified Fiber Optic Technician classes. Gain practical working knowledge of fiber optics skills, with 85 percent of class time devoted to hands-on work. Each class is an exam-prep course for Fiber Optics Association (FOA) certification at one of three levels. Course fee includes study materials, CD, and textbook: FOA Reference Guide to Fiber Optics by Jim Hayes. Take the certification exam at the end of the class and learn immediately whether you passed. All course fees include: study materials, CD and textbook. The course is taught by Peter Morcombe, CFOT, CFOS/I.



CERTIFIED FIBER OPTICS TECHNICIAN COURSE (CFOT)

12AACCE2474A • STARTS AUGUST 6

12BACCE2474A • STARTS NOVEMBER 26

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 percent 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.

Dates: Monday, 8/6/2012 to Wednesday, 8/8/2012 or choose Monday, 11/26/2012 to Wednesday, 11/28/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$750

CERTIFIED FIBER OPTICS TECHNICIAN OUTSIDE PLANT (CFOT/OSP)

12BACCE4582A

This three-day, 24-hour course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics Cabling. This 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. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice and properly test and troubleshoot installed OSP fiber cable to existing standards.

Dates: Thursday, 11/29/2012 to Saturday, 12/1/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$775 per person

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

12AACCE2475A

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.

Dates: Thursday, 8/9/2012 to Friday, 8/10/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$725 per person

CERTIFIED FIBER OPTICS SPECIALIST / SPLICING (CFOS/S)

12AACCE2836A

Want to be certified as proficient in installing and making mechanical and fusion splices according to industry standards? Open to anyone, this two-day, 85 percent hands-on program will teach you the importance of high performance splicing and the points necessary to achieve these splices.

Dates: Saturday, 8/11/2012 to Sunday, 8/12/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$725 per person

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



PRESCRIBED BURN MANAGER CERTIFICATION

12BAAST1639A

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: Wednesday and Thursday, 11/14/12 to 11/15/12

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

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$115

Instructors: Mr. Neal Edmondson and Georgia Forestry Commission Experts

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

GEORGIA FORESTRY COMMISSION



CERTIFICATE IN PROFESSIONAL HUMAN RESOURCE MANAGEMENT

HR certification strengthens resumes, increases and refreshes knowledge of HR practices and helps HR professionals demonstrate their commitment to the profession.

12AAABA1006A

Dates: Mandatory Orientation, Wednesday, 9/5/2012
Class Sessions, Mondays, 9/10/2012 to 11/26/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$965 for SHRM Members or \$1,040 for Non SHRM Members

Late Fee: \$1,140 after 5 p.m., Friday, 8/10/2012

Registration ends: 5 p.m., Friday, 8/24/2012

Instructors: Our four instructors are subject-matter experts who together provide a combination of practical experience, academic expertise and SPHR certification.

THE #1 PHR/SPHR CERT PREP TOOL - WITH THE LATEST TECHNOLOGY

The nation's #1 PHR and SPHR certification preparation system is also the most advanced. In addition to SmartStudy tools, we offer learning modules in print and e-reader formats and provide extensive multimedia online resources. The 2012 SHRM Learning System thoroughly prepares you to pass the certification exam.

The 2012 SHRM Learning System is filled with new features, including innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam.

THE MOST UP-TO-DATE LEARNING MODULES

The SHRM Learning System modules cover the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR/SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute's body of knowledge.

1. *Business Management and Strategy*
2. *Workforce Planning and Employment*
3. *Human Resource Development*
4. *Compensation and Benefits*
5. *Employee and Labor Relations*
6. *Risk Management*

Time: 8:30 a.m. to 10:30 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. Ms. Williamson holds an M.S. degree in social work and is the author of *For Hurting Women in the Workplace* (Tate Publishing, 2009).

GETTING ALONG WITH DIFFICULT PEOPLE**12AACCE4043A**

Work assignments may require wallflowers and dominant personalities to work together outside their comfort zone. Complainers and know-it-alls may spend more time discussing projects than working on them. If you are stymied with these or other difficult office relations, look no further. Taught by an expert in workplace relations, this two-hour workshop will provide insight and practical guidance on how to transform workplace logjams caused by personality differences.

Date: Tuesday, 8/14/2012

SET YOUR SIGHTS ON CERTIFICATION

Our Human Resource certification preparation course is designed primarily for individuals seeking a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification

This intensive 13-week program combines expert instruction with the SHRM Learning System®, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam.

IN PARTNERSHIP WITH

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

LET US GUIDE YOU TO SUCCESS.

™ Achieving major career goals is challenging and time consuming. However, the road to success is easier when an experienced guide provides a roadmap and keeps you on track.

If your goal is HR certification, we'll lead you to success. Our instructors focus on critical exam content, and our structured classroom environment accelerates learning and improves retention.

This course is offered in partnership with the Society for Human Resource Management (SHRM), the world's largest association devoted to human resource management. Thousands of HR professionals have earned their PHR or SPHR certifications by using the SHRM Learning System, the #1 ranked certification prep tool.

Course fees often qualify for your firm's tuition reimbursement and you can earn 3.5 continuing education credits (CEUs) for completing this course.

HR CERTIFICATION INSTITUTE TESTING

The HR Certification Institute now requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Visit www.hrci.org for more details.

All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. If you have any further questions regarding the PHR or SPHR exams, visit www.hrci.org, call 1.866.898.4724 or e-mail info@hrci.org.

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>

WORK SMARTER SERIES**MANAGING STRESS IN THE WORKPLACE****12BACCE4051A**

When did work - and life - get so stressful? Too much stress is bad for you physically and mentally. Our Savannah-based instructor provides work management skills-training for the overwhelmed, the over-busy and anyone else who needs help in this area.

Date: Tuesday, 10/16/2012

PERFORMANCE EXCELLENCE THROUGH TRANSITION**12BACCE4832A**

Change can be threatening and uncomfortable. Learn about the fears, barriers and benefits involved in dealing with change, achieving positive change through a daily action plan and going through the change process with others.

Date: Tuesday, 12/12/2012

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



LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

12BAABA1020A

What does it take to be a good supervisor? What motivates employees? Can you assess your own coaching skills?

Through this eight-week course, faculty from the University's management, marketing and law fields provide hands-on training in core supervisory/managerial skills, devoting each four hour session to a single topic. This non-credit course provides professional development through review, classroom discussion, exercises and hands-on skill-building.

Dates: Wednesdays, 9/26/2012 to 11/14/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$625 per person

Late rate: \$725 after noon, Wednesday, 9/5/2012

Registration ends: noon Wednesday, 9/12/2012

Making the Transition to Leadership • What does it take to be a good supervisor? Review your transition into supervising, the new set of challenges you face and the supervisory and time management skills you need to get the job done.

The Law on Employee Management • One of the most difficult jobs a supervisor or manager faces is managing employees. Not only does this require good management practices, it also requires an understanding of the ways in which the law dictates what we can and cannot do, and what we must do, with our employees. After attending this session, participants should be better prepared to spot potential legal issues and deal with them before they turn into lawsuits.

Improving Communication Skills • Learn the key issues in interpersonal communication. Developing listening skills and overcoming barriers to interpersonal communications are valuable skills for every leader.

Practical Problem Solving and Decision Making • Learn the problem solving process and how to identify problems and their true causes in the work environment. Also covers problem-solving tools, how to make decisions under pressure, and how to improve your decisions.

Developing People: Coaching, Counseling & Training • Why do employees need coaches and mentors? How can you assess your own coaching skills? Review which abilities are essential for you to do effective performance counseling.

Improving Morale & Motivation • What motivates your employees? What individual and situational factors affect their commitment to getting the job done? Learn which mistakes to avoid and ways to motivate your team.

Handling Conflict and Criticism • Examine the sources of conflict in various organization and management styles. Key topics are methods of responding to complaints and criticism and techniques for working with difficult people.

Leadership Styles • Review effective leadership behaviors and practices. What is the difference between leaders and managers? What are the characteristics of effective leaders?

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

BUSINESS ENRICHMENT THROUGH STRATEGIC TRAINING (BEST) SEMINAR SERIES

Georgia Southern University's Business Enrichment through Strategic Training (BEST) seminar series gives business professionals fast, direct training on best practices in core management and workplace skills. Choose from our series of quick two-hour seminars, each one giving practical, focused training on a single issue.

Times: 3 p.m. to 5 p.m.

Location: Coastal Georgia Center, Savannah, GA

Cost: \$75; \$65 corporate rate (four or more from one firm)

Registration ends: noon, the Friday before each seminar

Instructor: President of Daniels Communications Group, Jewel Daniels is the founder of Black Business Professionals and Entrepreneurs, a global network of practicing professionals and business owners. As a speaker, she has presented before the Congressional Black Caucus, the Savannah Chamber of Commerce, Divas United, Blacks in Government, the GWEN Conference and other professional groups. She is also an author, including the book *It Takes Tenacity, 15 Power Moves to Survive the Wilderness and Weather the Economic Storm*.

BEST PRACTICES 102: LEADERSHIP AND EFFECTIVE COMMUNICATION

12AACCE4011A

This program will provide participants with practical training on communication and leadership in the workplace. This program is designed to help participants:

Learn how to get things done through communication.

Develop listening techniques to support and strengthen their team.

Discover how to create a trusting, honest and dedicated team environment.

Date: Wednesday, 7/25/2012

BEST PRACTICES 101: MANAGING STRESS IN THE WORKPLACE

12AACCE4010A

Learn how to effectively reduce stress, choose positive options to react to stress and develop an attitude to help prevent stressful situations. Participants will examine individual and group solutions to stressful circumstances.

Learn to identify personal choices and decisions that contribute to stress.

Develop tools and techniques for managing stress.

Acknowledge that stress is an unavoidable part of life, but when managed properly, it can actually be positive.

Date: Wednesday, 9/26/2012

BEST PRACTICES 107: TASK AND TIME MANAGEMENT

12BACCE4830A

Learn how to reduce disorganization and disruption and maximize your time management skills, including prioritizing tasks and projects.

Organize your office space, work flow and planner.

Manage your e-mail.

Set productivity goals.

Learn to turn down and delegate projects.

Date: Wednesday, 11/14/2012

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

All of our instructors have advanced degrees and training in the area of management, communications, or the law. Each has extensive experience in management and supervision training for adult audiences.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) TRAINING

Location: Coastal Georgia Center, Savannah, GA

Cost: \$75 per course; \$65 corporate rate (three or more from one firm)

Instructor: Chris Marsh is an authorized OSHA trainer in Construction since 2005. While covering a range of safety and hazard training topics, his specialties include teaching the 10 Hour and 30 Hour Courses in General Industry and Construction, specialized OSHA training for the Telecommunications Industry, and the OSHA Fire Extinguishers and Emergency Action Plan topics.

OSHA HAZARD COMMUNICATION STANDARD

12AACCE4489A • SEPTEMBER 20

12BACCE4489A • OCTOBER 25

This seminar provides a brief description of the Hazard Communication standard and the training requirements for each type of business. Almost every business is affected by this standard, even down to having a Material Safety Data Sheet (MSDS) on the office copier toner. Learn what an MSDS sheet is and how it should be read, why training is required and why your employer should have a policy in place for hazard communications.

Date and Time: Thursday, 9/20/2012 • 3 p.m. to 5 p.m.

Date and Time: Thursday, 10/25/2012 • 3 p.m. to 5 p.m.

OSHA BLOODBORNE PATHOGENS STANDARD

12BACCE4491A • OCTOBER 2

12BACCE4491B • NOVEMBER 15

The Bloodborne Pathogen Standard is one of the most cited standards in OSHA. Learn about the widespread coverage of bloodborne pathogens, how they are transmitted, how the health and safety of employees can be affected and the training and policy required by OSHA and the methods of disease prevention, so you can establish a program that will minimize danger and cost to both employees and your firm. Any business or employee that is in potential contact with other people's blood or fluids will benefit from this seminar, including M.D.s, dentists, nurses, nursing homes or assisted living facilities, first responders and EMS, funeral home employees, lab workers, phlebotomists, business owners, supervisors, risk managers, HR managers, safety managers and safety committee members.

Date and Time: Tuesday, 10/2/2012 • 3 p.m. to 5 p.m.

Date and Time: Thursday, 11/15/2012 • 3 p.m. to 5 p.m.

"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."



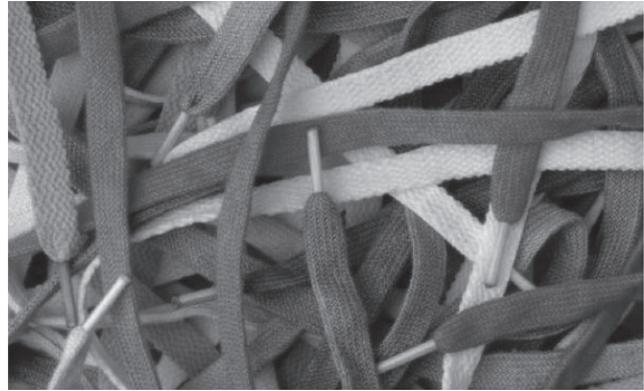
OSHA INJURY & ILLNESS RECORDKEEPING

12BACCE4485A

Be pro-active in your safety and record-keeping efforts all year round, by providing accurate OSHA-records training to your HR, safety, and facility leadership team. Does your company accurately report occupational injuries and illnesses sustained by personnel? Do you know what constitutes an OSHA recordable injury and/or illness and how to avoid over or under-recording?

Date and Time: Thursday, 12/4/2012 • 3 p.m. to 5 p.m.

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



MARKETING ON A SHOESTRING

12AACCE4771A

Businesses are besieged with solicitations from traditional ad media such as print, TV and radio. In recent years, television options have proliferated with the advent of cable. Finally, the Internet has introduced web pages, banner ads, pay per click and a dizzying array of social media options to the mix. As a result, the task of applying limited marketing resources has become exponentially more complex.

Date: Thursday, 9/13/2012

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

Location: Coastal Georgia Center, Savannah, GA

Cost: \$75 individual, Corporate rate: \$65 for three or more from the same firm

Instructor: John J. Powers, Jr. has been a professional marketer for more than 25 years. He has recruited and trained highly successful sales teams, and was himself a sales leader in multiple industries. His past bottom line and budgetary responsibilities have given him a keen appreciation of the importance of measuring revenue generation from marketing efforts.

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

FUNDAMENTALS OF ENGINEERING EXAM REVIEW

12AAAST1061A

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, 9/1/12 to 10/13/2012

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: August 24, 2012

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>

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6. *You will receive a certificate from Georgia Southern University upon successful completion.*

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu. A full listing of courses, descriptions, requirements, fees, demos and ratings are available at ed2go Online Career Training Courses at <http://ceps.georgiasouthern.edu/conted/edtogo.html>

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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 user name 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 2003 or 2007 (Intro or Intermediate)
- Microsoft Excel 2003, 2007 or 2010 (Intro, Intermediate or Advanced)
- Microsoft PowerPoint (2003 or 2007)
- Microsoft Word (2003 or 2007 or 2010) (Intro, Intermediate or Advanced)

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 2007 or 2010 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft Word 2007 in the Classroom
- Photoshop Elements 7 for the Digital Photographer

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

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



SUSTAINABILITY ADVISOR CERTIFICATE PROGRAM

- 12AACCE4447A**
• STARTS SEPTEMBER 12
- 13CACCE4447A**
• STARTS JANUARY 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/or 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, 9/12/12 to 11/6/12 or Wednesday to Tuesday, 1/30/13 to 3/26/13

Cost: \$385 per person

Instructor: 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>

SOME ONLINE COURSES HAVE ADDITIONAL REQUIREMENTS.

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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.

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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.

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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.



Registration.

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

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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 MAPS

Please access information online at <http://ceps.georgiasouthern.edu/nessmith-lanedirections.html>

PAYMENT

We accept MasterCard, VISA, checks, money orders or cash (in person only).

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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 web site for more information:

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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.



Please PRINT and fill out a separate form for each registrant.

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GEORGIA SOUTHERN UNIVERSITY SNACKS

FOR SOLDIERS

IN PARTNERSHIP WITH ADOPT-A-SOLDIER

<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 towards shipping costs contact: Kelly Pye at kpye@georgiasouthern.edu or call 912.478.5551

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