

Advance

Spring 2012

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GEORGIA SOUTHERN CONTINUING EDUCATION

Advance.



SPRING 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 of 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 www.georgiasouthern.edu/nessmith-lane

ON THE COVER:

Held at the Nessmith-Lane Conference Center, Statesboro, GA, 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. (see page 4)

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YOUTH COLLEGE

MATH READINESS

12CACCE4575A • START FEBRUARY 21 - GRADES 2-3

12DACCE4575A • START APRIL 10 - GRADES 2-3

12CACCE4576A • START FEBRUARY 21 - GRADES 4-5

12DACCE4576A • START APRIL 10 - GRADES 4-5

This differentiated math program is based on Georgia Performance Standards for mathematics. Students will work at their own developmental levels, engaging in hands-on activities designed to reinforce difficult concepts. These concepts will prepare your student for CRCT and MAP testing.

Dates: Tuesdays and Thursdays, 2/21/2012 to 3/15/2012 and 4/10/2012 to 5/3/2012

Times: 4:30 PM to 5:30 PM (grades 2-3) and 5:45 PM to 6:45 PM (grades 4-5)

Cost: \$55 per person

Instructor: Alicia Cartee holds a Bachelor's degree in Early Childhood Education and currently works as a teacher's assistant at Julia P. Bryant Elementary School.

1ST ANNUAL YOUTH COLLEGE EXPO

The Youth College Expo offers a day of fun and entertainment for the family. This is the place to be for expectant mothers, seasoned parents, educators, children and teens. The expo will be an indoor/outdoor event including vendors, demonstrations, food, entertainment, giveaways, interactive activities, educational resources, clothing and gear, children's play area, and much more!

Proceeds from vendor fees will allow Youth College to offer low-cost programs for students in our community.

Date: Saturday, 5/5/2012

Time: 9:00 AM to 5:00 PM

Cost: Admission is free to the general public

READING IMPROVEMENT K-2ND

12CACCE4545A

Your child will improve his or her reading skills while having fun in the process! Your child will be exposed to several exciting short stories and poems, learn to read actively, and gain a better understanding of material appropriate for his or her grade level.

Date: Thursdays, 1/31/2012 to 3/20/2012 (no class on 2/16)

Time: 5:30 PM to 6:30 PM

Cost: \$55 per person

Instructor: Jamie Helms teaches math, social studies, science, and language arts within the Special Education department at Southeast Bulloch Middle School.

FACE-TO-FACE SAT MATH PREP

12CACCE4617A

A face-to-face preparatory class for individuals taking the SAT exam, this class will focus on the math portion of the exam.

Date: Mondays, 2/20/2012 to 4/30/2012 (no class on 4/2)

Time: 4:30 PM to 6:30 PM

Cost: \$259 per person

Instructor: Margaret Stewart holds undergraduate and graduate degrees in math education and has 30 years of combined experience in tutoring and teaching mathematics.

VARIETY DAY CAMPS

Come join us at Georgia Southern for a week of fun filled days! During the weeks of Bulloch County Public Schools' winter and spring breaks, we will offer day-long camps for grades K-8 students.

Dates: 2/13/2010 to 2/17/2012 - winter break

Dates: 4/2/2012 to 4/6/2012 - spring break

MORE PROGRAMS COMING SOON!

- KIDS PHOTOGRAPHY
- KIDS CANVAS PAINTING
- ZUMBATONIC
- WHITE WATER RAFTING ADVENTURE
- STROLLER BOOTCAMP
- BABY SIGN LANGUAGE
- SPANISH FOR KIDS
- CREATIVE WRITING
- MEDIA AND TECH
- SAT WRITING PREP

CHECK THE WEBSITE FOR DETAILS!

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



— THE HISTORY OF ROCK 'N ROLL —

12CACCE4632A

The class will trace the history of rock music from its birth in the 1950's as a blues-based American form of music through the eclecticism of the 60's and 70's, to the rise of MTV in the 80's 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. Throughout the course, participants will learn about the changes in sound, style, and overall makeup of music through the decades, while also seeing how society influenced music and conversely how music has impacted society.

Date: Tuesdays, 2/7/2012 to 2/28/2012 (No class on 2/14/2012, moved to Monday, 2/13/2012 due to Valentine's Day)

Time: 6:30 PM to 8:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$49 per person

Instructor: Mike Czech 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 Evan Floyd at 912.478.2495 or efloyd12@georgiasouthern.edu or visit

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

— FACE-TO-FACE GRE TEST PREP —

12CACCE4237A

Increase your GRE scores with personalized instruction from a Georgia Southern University professor. Learn successful GRE test-taking strategies and time-saving techniques in an interactive, small group setting. No more boring online prep courses: this face-to-face course will engage you and promote a faster and more retentive learning environment.

Dates: Wednesdays, 1/18/2012 to 3/7/2012

Time: 6:30 PM to 8:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$149 per person

Instructors: Brian Bossak and Cassandra Arroyo

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

— ATLANTA BALLET DANCE INTENSIVE FOR INTERMEDIATE STUDENTS —

Presented by the Atlanta Ballet Centre for Dance Education

12AACCE1332A

Chosen by audition, students ages 11 years and up will have the opportunity to participate in a program featuring a challenging, comprehensive curriculum. Led by Atlanta Ballet Centre's artistic director and dean, this program offers outstanding faculty and master teachers dedicated to helping students maximize their potential.

Dates: Sunday to Friday, 7/8/2012 to 7/20/2012

For the audition schedule, visit the Atlanta Ballet web site at www.atlantaballet.com

For questions about the program, contact: Betsy Rothermel, 404.873.5811, Ext. 310

“BITE THE BIG APPLE” THEATRE CLASS AND — TRIP TO NEW YORK —

An informational meeting will take place on Tuesday, January 10, 2012 from 6:30 PM to 8:00 PM at the Nessmith-Lane Conference Center in Statesboro, GA.

Individuals may choose to only take the class and not travel to New York. If you choose to do this, registration fees for the class are \$69 per person. For those wishing to travel to New York, the class is included in your overall payment.



— THEATRE CLASS —

12DACCE4602A

Participants will learn the elements of theatre production, the history of musical theatre, the history of Broadway/Off Broadway, and a brief history of New York City and its diverse neighborhoods. The course ends with a tour of New York City, where participants will attend live Broadway theatre productions.

Dates: Mondays, 4/16/2012 to 4/30/2012

Time: 6:30 PM to 8:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$69 fee for persons taking the class but NOT traveling to New York City.

— NEW YORK CITY TRIP —

12DACCE4603A

Highlights include two musicals, a play, round-trip travel, and airport transfer to and from the hotel. Also included are the five night stay at the Wellington Hotel, (55th St. and 7th Ave.), round-trip baggage handling, seven day metro card for city transportation, and one guided tour (such as Broadway Theatre District, Radio City Music Hall, Lincoln Center of the Performing Arts, or NBC Studios).

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

Dates: Monday to Saturday, 5/7/2012 to 5/12/2012

Cost: \$1992 - \$3275 (see website for details)

\$500 deposit due by January 23, 2012

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

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

— VALENTINE'S DAY BALL —

12CACCE4474A

Treat your loved one to an unforgettable evening this Valentine's Day. The ball features an all-night cash bar, sumptuous buffet with non-alcoholic beverages, and live music with Sam's Drive-In Band. Limited tickets available.

Date: Friday, 2/10/2012

Times: 7:00 PM to 11:00 PM

Location: Holiday Inn, Statesboro, GA
(The Holiday Inn will offer a special rate to those who would like to book a room.)

Cost: \$80 per person or \$150 per couple
Registration after 1/24/2012 is \$90 per person or \$170 per couple

For more information, please contact Stephanie Childs at 912.478.5360 or schilds@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/valentinesball.html>

—LIFELONG LEARNING UNIVERSITY—

The Georgia Southern University's Lifelong Learning University is committed to creating accessible and innovative learning environments for southeast GA, with special focus on our community members who are ages 50 and better. Our vision is to provide residents with an excellent lifelong learning program while embracing a diverse collection of courses designed to expand knowledge and enrich the lives of the participants. Instructors are carefully selected to assure they have the academic qualifications, a passion for the topic, and a love of teaching in order to create a meaningful and fun learning environment.

TAKE BETTER DIGITAL PHOTOGRAPHS

12CACCE4647A

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, 2/6/2012 to 3/5/2012

Time: 6:30 PM to 8:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$49 per person, \$59 after 2/1/2012

Instructor: Rich Burkhardt holds an MFA from Savannah College of Art and Design and is a photographer for the Savannah Morning News.

PREVENTING AND MANAGING DIABETES

12CACCE4648A

Approximately 20 percent of people ages 65 years or older have diabetes. Another 20 percent of people over the age of 65 have impaired glucose tolerance. That adds up to a full 40 percent of our senior citizens with some degree of glucose intolerance. This course will cover prevention and treatment strategies to access health care and implement self-care.

Date: Monday, 1/30/2012

Time: 6:30 PM to 8:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$15 per person

Instructor: Susan Riley is a practicing nurse practitioner, a certified diabetes educator and the recipient of the American Association of Diabetes Educators – Baylor 2011 Innovation in Practice Award.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Evan Floyd at 912.478.2495 or efloyd12@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/lifelonglearning.html>

—COUPONING 101—

12CACCE4524A

In the morning session, Couponing 101 focuses on the grocery stores (how to calculate the best savings, how to find and organize coupons, etc.). The afternoon session will explore how to "shop smart" at drugstores. If you're tired of breaking the bank on essential purchases, this course is for you.

Date: Saturday, 2/25/2012

Time: 10:00 AM to 3:00 PM

Fee: \$25 pre-purchase or \$30 at the door (lunch on your own)

Location: Nessmith-Lane Conference Center, Statesboro, GA

Instructor: Michelle Rubrecht, the Savvy Shopper for Savannah Morning News, saves between 70-80% off of her average grocery bill. Through her couponing classes, she has taught thousands how to save hundreds of dollars off of their grocery bill each month.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/couponing101.html>

UPCOMING LIFE LONG LEARNING UNIVERSITY EVENTS

Spring/Summer 2012

Yoga • Computer Class • Smart Phone • Bowling • Beginning Golf Views in the NEWS • Vegetable Gardening

Fall/Winter 2012

Beginning Bridge • Creative Writing • Cardiovascular Disease Heart Healthy • Climate Change • Living Wills and Advanced Directives

—ZUMBA BOOTCAMP—

12CACCE4515A

Zumba is a Latin inspired fitness routine designed for people of all ages and fitness levels. The course provides participants with an optimal fitness workout, mixing cardio intervals with resistance training. Participants will be able to burn calories and learn Latin dance moves.

Dates: Tuesdays and Thursdays, 2/16/2012 to 3/27/2012, no class on 3/8/2012

Time: 6:00 PM to 7:00 PM

Cost: \$75 per person

Location: Nessmith-Lane Conference Center, Statesboro, GA

Instructor: Erica Quist has instructed Zumba classes at Curves in Statesboro, GA. Erica currently majors in Health and Physical Education and plans to work in Community Health or Exercise Science.

For more information, please contact Bebe Seward at 912.478.5556 or bseward@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/zumbabootcamp.html>

—BALLROOM DANCE CLASSES—

Please arrive 15 minutes early for the first class to allow time to sign a required Waiver of Liability.

Time: 7:00 PM to 8:30 PM

Location: College Plaza Activity Room, Statesboro, GA

Cost: \$75 per person or \$125 per couple

Instructors: Jimmy and Gail McNeely have been taking professional dance lessons for eight years and have been teaching for four years. They have participated in numerous showcases at the Marriott and the Landings in Savannah, the Sea Palms Resort on St. Simons, and Pickney Hall in Sun City, SC. Recently, Jimmy and Gail were featured in Statesboro Magazine.

BOLERO • 12CACCE4652A

Bolero is a slow, beautiful, expressive dance that is somewhat of a hybrid. It combines the dance patterns of Rumba with the rise and fall actions of the waltz. It is danced in 4\4 time, at a tempo slower than rumba. Bolero is often called the Cuban dance of love.

Dates: Thursdays, 1/12/2012 to 2/16/2012

THE FOXTROT • 12CACCE4653A

Foxtrot is a smooth progressive dance characterized by long, continuous flowing movements across the dance floor. The American style version of the Foxtrot takes on many forms. The bronze level Foxtrot, truest to the original Harry Fox version, is a simple combination of walks and classes ideal for social dancing.

Dates: Thursdays, 3/8/2012 to 4/12/2012

CHA CHA CHA • 12DACCE4131A

Cha Cha is a rhythmical Latin dance which originated in the 1940's as a modified form of mambo. This fun, energetic, sexy and flirtatious dance is easily distinguished from other dances by its addictive step-step-cha-cha-cha rhythm.

Dates: Thursdays, 4/26/2012 to 5/31/2012

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

SAVANNAH PROGRAMS

STRETCHING YOUR ENERGY DOLLAR • 12CACCE4628A

This survey course will help individuals, households, and businesses identify current energy usage/cost, explore alternatives to reduce energy demand and cost, and create and implement an action plan to offset rising costs of energy. Corporate rates are available for companies enrolling three or more.

Date: Wednesdays, 2/15/2012 to 3/14/2012

Time: 6:00 PM to 8:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$100 per person

Instructor: David Malpass has been designing and building alternative energy systems and buildings for over 25 years. He has been a Certified PermaCulture instructor since 1997.

THE ARTIST'S WAY • 12CACCE4547A

Share a journey into personal creative growth through the international bestseller *The Artist's Way* by Julia Cameron, poet, artist, playwright, novelist, composer, and filmmaker. Nurture your creative power using two essential tools: The Morning Pages (daily journal pages written 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 class. (You'll need to purchase a copy of the book.)

Date: Mondays, 3/12/2012 to 4/30/2012

Time: 6:30 PM to 8:30 PM

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.

ORGANIC GARDENING

The organic gardening 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 have a rich and reliable foundation for growing a greener, more productive garden on your own.

Location: Skidaway Island Methodist Church, 54 Diamond Causeway, Savannah, Georgia (class time), and Skidaway Farms, the community garden of The Landings on Skidaway Island (hands-on lab)

Instructor: 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.

BASIC ORGANIC GARDENING • 12CACCE4640A

A broad overview of the fundamentals of organic gardening, this class is as useful to experienced gardeners as to beginners.

Date: Saturdays, 2/11/2012, 2/25/2012, and 3/3/2012

Time: 8:00 AM to 12:00 NOON

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

ADVANCED ORGANIC GARDENING • 12CACCE4641A

This in-depth course covers the principles of organic gardening.

Date: Saturdays, 3/10/2012, 3/24/2012, and 3/31/2012

Time: 8:00 AM to 12:00 PM

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

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>

AMERICAN SIGN LANGUAGE

American Sign Language is meaningful, useful, fascinating, and fun. Enroll to learn its benefits and joys.

Time: 6:30 PM to 8:00 PM

Location: Coastal Georgia Center, Savannah, GA

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

BEGINNING SIGN LANGUAGE • 12CACCE4460A

In this course, you'll learn receptive and expressive skills: finger-spelling and basic questions, statements, and negations. You'll also be introduced to the culture of the American deaf community.

Date: Tuesdays and Thursdays, 3/13/2012 to 3/29/2012

Cost: \$65 per person

ADVANCED SIGN LANGUAGE • 12DACCE4633A

Continue building your American Sign Language skills. Learn grammar, phrases, and the language itself. At the completion of the course, you'll be able to hold basic conversations in ASL.

Date: Tuesdays and Thursdays, 4/10/2012 to 4/26/2012

Cost: \$65 per person

CREATIVITY FOR PROBLEM-SOLVING • 12DACCE4548A

Boost your problem-solving power with creativity. In this class you'll acquire an array of creative problem-solving tools and techniques. With enhanced imagination and idea generation, you'll become a more confident, effective problem-solver. Special rates for corporations enrolling three or more.

Date: Tuesday and Thursdays, 5/8/2012 to 5/17/2012

Time: 6:30 PM to 8:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$75 per person

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

DEVELOPING YOUR IMAGINATION • 12CACCE4549A

Enhance your ability to imagine. Learn how the 'inner senses' mirror the outer senses. Explore and exercise your 'mind's eye,' incorporating all five senses plus muscle memory. Put the power of imagination to work for you daily, at work, at home, and at play.

Date: Wednesday, 2/1/2012 and Thursday, 2/2/2012

Time: 6:30 PM to 8:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$40 per person

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

YOGA FOR ALL • 12CACCE4560A

Here's yoga at the right time, price, and location. With expert guidance, you'll practice this ancient discipline at your own limits and pace. Sequences of poses and breathing techniques will reward you with increased awareness, concentration, flexibility, strength, and endurance.

Dates: Tuesdays, 3/20/2012 to 4/24/2012

Time: 5:30 PM to 6:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$65 per person

Instructor: Christina Powell is a Certified Yoga Instructor through Yoga Alliance and is a National Certified Ballet Instructor through American Ballet Theatre's National Training Curriculum.

SAVANNAH PROGRAMS

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.

CREATIVE DIGITAL PHOTOGRAPHY • 12CACCE4552A

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. You must be able to write files to a USB drive for critiques.

Date: Mondays, 2/6/2012 to 2/20/2012, and Saturdays, 2/11/2012 and 2/18/2012 (in the field)

Time: 6:30 PM to 8:30 PM on Mondays, 8:30 AM to 10:30 AM on Saturdays

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

Cost: \$100 per person

ADVANCED CREATIVE PHOTOGRAPHY • 12CACCE4629A

Hone exposures using the zone system and continue to work with gestalt principles and basic composition rules to develop personal vision. You'll spend time in class and in the field. You'll need a DSLR camera (full manual mode), changeable lenses, tripod, and USB drive.

Date: Mondays, 3/19/2012 to 4/2/2012 and Saturdays, 3/24/2012 and 3/31/2012 (in the field)

Time: 6:30 PM to 8:30 PM on Mondays, and 8:30 AM to 10:30 AM on Saturdays

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

Cost: \$100 per person

PHOTOSHOP

12CACCE4630A - STARTS MARCH 5

12DACCE4630A - STARTS JUNE 4

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: Mondays and Wednesdays, 3/5/2012 to 3/14/2012 or Mondays and Wednesdays, 6/4/2012 to 6/13/2012

Time: 6:30 PM to 8:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$85 per person

PORTRAIT PHOTOGRAPHY • 12DACCEA4627A

Learn how to use off-camera flash, studio lighting, available light, and photo editing to create flattering portraits of your subjects: people, pets, faces and more. Any camera and prints or digital files will be accepted. Suggested prerequisite: Creative Photography.

Date: Mondays, 5/7/2012 to 5/21/2012

Time: 6:30 PM to 8:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$70 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>

MICROSOFT OFFICE CLASSES

Time: 6:30 PM to 9:30 PM

Location: Coastal Georgia Center, Savannah, GA

Instructor: Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has taught Microsoft Applications since the 1990's.

INTRODUCTION TO COMPUTERS • 12CACCE4553B

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.

Date: Thursday, 2/9/2012

Cost: \$40 per person

MICROSOFT WORD 1 • 12CACCE4555A

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

Dates: Tuesday, 2/21/2012 and Thursday, 2/23/2012

Cost: \$75 per person

MICROSOFT WORD 2 • 12CACCE4555A

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, 3/6/2012 and Thursday, 3/8/2012

Cost: \$75 per person

MICROSOFT EXCEL 1 • 12CACCE4557A

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

Dates: Tuesday, 3/20/2012 and Thursday, 3/22/2012

Cost: \$75 per person

MICROSOFT OFFICE - EXCEL 2 • 12DACCE4557A

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

Dates: Tuesday, 4/3/2012 and Thursday, 4/5/2012

Cost: \$75 per person

POWERPOINT • 12DACCE4558A

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.

Date: Thursday, 4/26/2012

Cost: \$45 per person



PARALEGAL CERTIFICATION COURSE

TAKE A LAW COURSE TODAY! The United States Department of Labor has rated the paralegal professional as one of the fastest growing professions in the nation. Our Paralegal Certificate program adheres to the highest professional curriculum and prepares you to work in law offices, banks, government agencies, corporations, and real estate firms. The program consists of 13 courses. Each course will meet for three hours one night per week for six weeks. You arrange your own schedule. You can take one to four courses per six week session. Take two courses each session and graduate in twelve months. Or take four courses each session and graduate in six months. Paralegal courses may be taken individually for personal development as well as toward the Paralegal Certificate program.

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$290 per class

For class schedule and more information, please contact Stephanie Childs at 912.478.5360 or schilds@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/paralegal.html>

UPCOMING CONFERENCES

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

JANUARY 28, 2012 • ANNUAL SOUTHERN CONFERENCE ON CHILDREN

FEBRUARY 3, 2012 • STUDENT SUCCESS IN WRITING CONFERENCE

FEBRUARY 10-11, 2012 • 11TH ANNUAL SOUTHEASTERN CONFERENCE ON CROSS-CULTURAL ISSUES IN COUNSELING AND EDUCATION

FEBRUARY 17, 2012 • FAMILY AND WORKPLACE VIOLENCE CONFERENCE

FEBRUARY 17-18, 2012 • 21ST ANNUAL BRITISH COMMONWEALTH AND POST COLONIAL STUDIES CONFERENCE

MARCH 4-7, 2012 • 23RD ANNUAL NATIONAL YOUTH-AT-RISK CONFERENCE

MARCH 7-9, 2012 • SOTL COMMONS CONFERENCE

MARCH 9, 2012 • 1ST ANNUAL GEORGIA SCHOLARSHIP OF STEM TEACHING AND LEARNING CONFERENCE

MARCH 29-30, 2012 • 9TH ANNUAL SOUTHEAST COASTAL CONFERENCE ON LANGUAGES AND LITERATURE

APRIL 13, 2012 • HIV EDUCATION AND TRAINING: HIV RELATED MENTAL HEALTH AND SUBSTANCE ABUSE ISSUES: PRACTICE AND ETHICAL CONSIDERATIONS

MAY 31 -JUNE 1, 2012 • 28TH ANNUAL ADVANCE PRACTICE UPDATE

JUNE 4-5, 2012 • 2ND ANNUAL SOUTHEAST CONFERENCE ON POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

JUNE 7-9, 2012 • THE 11TH INTERNATIONAL WRITING ACROSS THE CURRICULUM CONFERENCE

JUNE 20-23, 2012 • CURRICULUM STUDIES SUMMER COLLABORATIVE (CSSC) CONFERENCE

SEPTEMBER 21-22, 2012 • GEORGIA INTERNATIONAL CONFERENCE ON INFORMATION LITERACY

SEPTEMBER 27-30, 2012 • HISTORY OF NURSING CONFERENCE

PROJECT MANAGEMENT COURSES

Experienced or aspiring professionals are welcome. 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: 9:00 AM to 3:30 PM

Location: Coastal Georgia Center, Savannah, GA

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

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

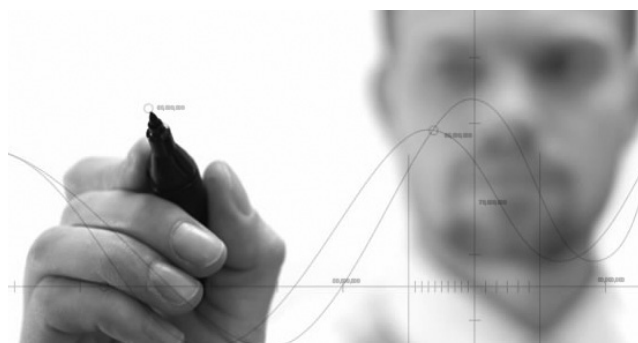
BEGINNING PROJECT MANAGEMENT

12CACCE4353A

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, 2/10/2012 and Saturday, 2/18/2012

Cost: \$650 per person



ADVANCED PROJECT MANAGEMENT

12CACCE4354A

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, 3/23/2012, Saturdays 3/31/2012 and 4/14/2012, and Friday, 4/20/2012

Cost: \$1300 per person

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.

12CAABA1006A

Dates: Wednesday, 2/1/2012, Mandatory Orientation Session, Mondays, 2/6/2012 to 4/30/2012, Class Sessions

Time: 6:00 PM to 9:00 PM

Location: Coastal Georgia Center, Savannah, GA

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

Late Fee: \$1,140 after noon, Friday, 1/6/ 2012

Registration ends: 5:00 PM, Monday, 1/23/2012

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 multi-media 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 includes six modules covering the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR or SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institutes body of knowledge.

1. Business Management and Strategy

- Strategic role of HR in organizations
- HR business management skills
- Strategic planning process
- HR and the legislative and regulatory environment

2. Workforce Planning and Employment

- Employee rights, privacy and consumer protection legislation
- Organizational staffing requirements
- Job analysis and documentation
- Recruitment, flexible staffing, selection and retention

3. Human Resource Development

- Organizational development initiatives
- Adult learning and motivation; Training and development
- Talent and performance management

4. Compensation and Benefits

- Compensation structure and systems
- Benefit programs
- Compensation and benefits legislation
- Evaluating compensation and benefits programs

5. Employee and Labor Relations

- Employee and labor relations legislation
- Union organizing and collective bargaining
- Unfair labor practices
- Discipline and complaint resolution

6. Risk Management

- Organizational risk
- Workplace safety, health, security and privacy
- Risk management legislation

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.

PREPARING TO PASS

When you complete this course, you'll be prepared to pass the PHR or SPHR exam. Year after year, professionals who use the SHRM Learning System consistently beat the national pass rate.

ADVANCING YOUR CAREER

For those not seeking certification, the SHRM Learning System course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after completing the course, Learning System materials will serve as a valuable day-to-day resource manual, providing answers to a wide range of HR challenges.

COURSE INVESTMENT

A course investment of \$1,040 (\$965 for SHRM members) includes the SHRM Learning System modules, online learning center, access to the Online Resource Center, instructor handouts, and 38 hours of classroom instruction (including the two-hour orientation). The late fee for all registrations is \$1,140, applicable after 5:00 PM, 1/13/2012.

To allow time to order your course materials, registration will close at noon, 1/23/2012.

Register now. Classes fill quickly and space is limited.

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>

**ADMINISTRATIVE
PROFESSIONALS DAY
LUNCHEON**
CHOOSE YOUR LOCATION
SAVANNAH OR STATESBORO

The Administrative Professionals Day Luncheon recognizes the work of secretaries, administrative assistants, receptionists, and other administrative support professionals. Over 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 lots of door prizes and recognize Savannah's or Statesboro's Administrative Professional of the Year.

12DACCE1447A • STATESBORO

Date: Wednesday, 4/25/2012

Time: 11:00 AM to 1:30 PM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$37 per person or a table sponsorship of eight for \$285

Keynote Speaker: Sarahlyn U. Argrow, author of the book *Secrets of the Woman in the Suit, Changing Lives One Woman at a Time*.

For more information or if you are interested in participating as a vendor or donating a gift/service for our raffle, please contact Stephanie Childs at 912.478.5360 or schilds@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/adprofday.html>

12DACCE4620A • SAVANNAH

Date: Thursday, 4/26/2012

Time: 11:00 AM to 1:30 PM

Location: Hilton Savannah Desoto, Savannah, GA

Cost: \$52 per person or a table sponsorship of ten for \$500

Keynote Speaker: LaWanda Law, consultant and former Vice-President of Human Resources for Hospice Savannah.

For more information or if you are interested in participating as a vendor or donating a gift/service for our raffle, please contact Stephanie Childs at 912.478.5360 or schilds@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/adprofdaysavannah.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.

Instructors are attorneys from HunterMcClellan law firm in Savannah, GA

TIME FOR ALL SEMINARS: 6:00 PM TO 7:30 PM**COST FOR EACH SEMINAR: \$59 (\$55 PER SESSION FEE FOR 4 OR MORE PER FIRM)****REGISTRATION CLOSES: 12:00 NOON, FRIDAY BEFORE EACH SEMINAR****LAW 120: WAGE AND HOUR BEST PRACTICES****12CACCE4347A**

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

Date: Thursday, 1/12/2012

Location: Coastal Georgia Center, Savannah, GA

LAW 115: EFFECTIVE RECRUITING, SCREENING, BACKGROUND INVESTIGATIONS**12CACCE2510A**

Who wouldn't want to hire the job candidate who gives the best interview? But to make the best, most prudent choice for your company's future, you should make sure that you comply with federal employment laws in the interviewing and application process, that background checks are done pursuant to the FCRA, and that all hiring "best practices", including Form I-9 completion, are followed.

Date: Thursday, 2/9/2012

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>

LAW 110: HOSTILE WORK ENVIRONMENT, A CASE REVIEW**12DACCE2230A**

Learn what harassment is and what it is not. This seminar will help you develop an understanding of the pro-active and inexpensive steps that your firm can take to minimize or avoid harassment claims: policy implementation, training, and investigation.

Date: Thursday, 4/12/2012

Location: Coastal Georgia Center, Savannah, GA

LAW 101: INTERNAL INVESTIGATIONS & DOCUMENTATION, DISCIPLINE & DISCHARGE**12DACCE1660A**

Learn the legal concerns of running a thorough employee investigation for harassment, accident, or more. Avoid charges of slander, libel, privacy violation, etc. From pre-hire procedures through discipline and discharge, learn the most effective ways to avoid employment-related claims against your company.

Date: Thursday, 5/10/2012

Location: Southeast Georgia Health System, Brunswick, 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."

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. The fee includes Fiber Optic Technician's Manual, 3rd Edition, on which the FOA exams are based. 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)

12CACCE2474A

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, 2/6/2012 to Wednesday, 2/8/2012

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$725

CERTIFIED FIBER OPTICS TECHNICIAN OUTSIDE PLANT (CFOT/OSP)

12CACCE4582A

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, 2/9/2012 to Saturday, 2/11/2012

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$775 per person

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

12CACCE2475A

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, 2/9/2012 to Saturday, 2/11/2012

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$675 per person

CERTIFIED FIBER OPTICS SPECIALIST / SPLICING (CFOS/S)

12DACCE2836A

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, 5/12/2012 to Sunday, 5/13/2012

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$675 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>



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: 8:00 AM to 4:00 PM

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

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



SAFETY MANAGEMENT FOR HR MANAGERS



The HR Certification Institute pre-approved Safety Management for HR Managers for 9 recertification credits toward PHR, SPHR, GPHR, PHR-CA and SPHR-CA. If you are a certified HR professional through the HR Certification Institute, you may apply your attendance toward recertification credit. A certificate for Recertification Credit will be provided to participants at the conclusion of the program.

12CACCE4594A

The role of Safety Manager is often delegated to the Human Resource department or another department that has had no formal education or training on the topic. This nine-hour course bridges the gap of safety knowledge for the new or experienced supervisor, department head or manager. The course is delivered in a logical manner, building on each topic until it culminates with each participant able to develop an effective safety and health program.

Dates: Thursday and Friday, 2/23/2012 to 2/24/2012

Times: Thursday, 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM

Friday, 9:00 AM to 12:00 PM (lunch is on your own)

Location: Coastal Georgia Center, Savannah, GA

Cost: \$270, \$310 late fee after noon, 2/7/2012

Registration ends noon, 2/14/2012

Instructor: James F. White received his PhD in Environmental Engineering from Columbia Southern University, his M.S. in Safety and Health Engineering from the University of Environmental Sciences, and his B.S. in Chemistry from Armstrong Atlantic State University. He is a Certified Safety Executive through World Safety Organization and a Registered Professional Industrial Hygienist through the Association of Professional Industrial Hygienists.

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

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

The Division of CONTINUING EDUCATION invites you to contact us for customized training for your staff or volunteers.

Line supervisors, county services personnel, a school system's HR staff, and a non-profit's board of directors are among the many who have participated in our past specialized training programs.

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.

Our faculty combines a depth of knowledge with extensive training experience. We provide one or more 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 for a consultation about the specific training you need.

LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

12CCAABA1020A

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

Whether you work in field operations, maintenance, accounts payable, quality assurance, sales, customer service or communications (all represented in our class), this in-depth course will help you build the skills you need to lead your team.

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, 2/22/2012 to 4/11/2012, no class on 3/14/2012

Time: 8:30 AM to 12:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$625 per person

Late rate: \$700 after noon, Monday, 1/23/2012

Registration ends: noon Wednesday, 2/8/2012

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.

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>

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) TRAINING

• COST PER COURSE: \$75 • \$65 CORPORATE RATE (3 OR MORE FROM ONE FIRM)

OSHA HAZARD COMMUNICATION STANDARD

12CACCE4489A • FEBRUARY 9

12DACCE4489A • MAY 8

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.

Choose from the following dates and locations:

- ▶ **Date and Time:** Thursday, 2/9/2012 • 3:00 PM to 5:00 PM
Location: Nessmith-Lane Conference Center, Statesboro, GA
- ▶ **Date and Time:** Tuesday, 5/8/2012 • 3:00 PM to 5:00 PM
Location: Coastal Georgia Center, Savannah, GA

OSHA EVACUATION PLANS AND PROCEDURES

12CACCE4492A • MARCH 13

12DACCE4492A • MAY 24

Whether tornados streak across Southern skies or a man-made disaster threatens, OSHA requires employers to have plans in place for emergency evacuation and employee safety. Factors to consider range from elevators to hazardous materials to building-layout. Whether you work for a hospital, a factory, or a department store, these well-designed safety regulations can be applied to improve the odds for everyone in your facility if a disaster strikes.

Choose from the following dates and locations:

- ▶ **Date and Time:** Tuesday, 3/13/2012 • 3:00 PM to 5:00 PM
Location: Nessmith-Lane Conference Center, Statesboro, GA
- ▶ **Date and Time:** Thursday, 5/24/2012 • 3:00 PM to 5:00 PM
Location: Coastal Georgia Center, Savannah, GA

OSHA BLOOD BORNE PATHOGENS STANDARD

12CACCE4491A • MARCH 27

12DACCE4491A • APRIL 17

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.

Choose from the following dates and locations:

- ▶ **Date and Time:** Tuesday, 3/27/2012 • 3:00 PM to 5:00 PM
Location: Nessmith-Lane Conference Center, Statesboro, GA
- ▶ **Date and Time:** Tuesday, 4/17/2012 • 3:00 PM to 5:00 PM
Location: Coastal Georgia Center, Savannah, GA

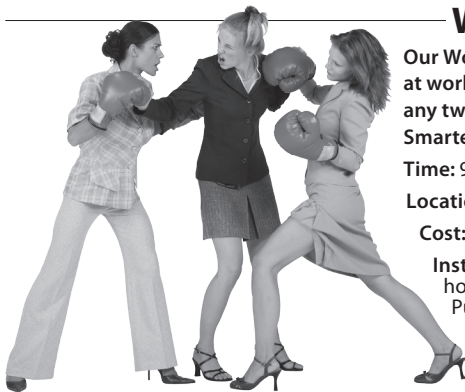
For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or Janie Edgens, Assistant Program Development Specialist, 912. 478.8518 • jedgens@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/osha.html>



"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."



WORK SMARTER SERIES



Our Work Smarter seminars are designed to help you improve professionalism and efficiency at work, while reducing interpersonal and productivity problems. You are invited to attend any two-hour seminar in the series that meets the training needs of you or your staff. All Work Smarter seminars are held on campus in Statesboro, at the Nessmith-Lane Conference Center.

Time: 9:00 AM to 11:30 AM

Location: Nessmith-Lane Conference Center, Statesboro, GA

Cost: \$65 per person; Corporate Rate: \$55 for 3 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)

TASK AND TIME MANAGEMENT: TECHNIQUES FOR DOING WHAT MATTERS

12CACCE4036A

Learn how to reduce disorganization and disruption and to maximize your time management skills. Topics include office space and work flow organization, effectively using your planner, managing e-mail, goal-setting, and learning to turn down and delegate projects.

Date: Tuesday, 2/21/2012, Registration closes at 12 Noon, 2/14

CONFLICT RESOLUTION BY AND FOR WOMEN

12DACCE4106A

This seminar is designed to help women address combative attitudes and behaviors in the workplace. Attendees will learn how to identify their personal styles, as well as how to manage the conflict styles of others through better communication tools and techniques.

Date: Tuesday, 4/17/2012, Registration closes at 12 Noon, 4/10

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or Janie Edgens, Assistant Program Development Specialist, 912. 478.8518 • jedgens@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/worksmarter.html>

ALL ONLINE COURSES REQUIRE INTERNET AND E-MAIL ACCESS.



SOME COURSES HAVE ADDITIONAL REQUIREMENTS.

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.

Cost: \$100 per module/per person

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

MODULE I

12CACCE3059A • 1/16/2012 - 3/11/2012

School counselors and other K-12 faculty and staff will learn to 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. Additionally, this course will help counselors and other K-12 faculty and staff develop approaches for communicating and working with high-poverty students and diverse populations to remove barriers to high aspirations and achievement.

MODULE II

12CACCE3060A • 1/16/2012 - 3/11/2012

School counselors and other K-12 faculty and staff will learn 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. Additionally, this course will help counselors and other K-12 faculty and staff learn how to analyze student progress toward their career and academic goals.

MODULE III

12CACCE3061A • 1/16/2012 - 3/11/2012

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/creatingacollege.html>

SIX SIGMA QUALITY PRINCIPLES AND METHODOLOGY

12CACCE4646A

This 40-hour course was uniquely developed by a Georgia Southern University professor for professionals who want to learn a practical overview of Six Sigma quality applications in a reasonable time frame. Since there is no standard Six Sigma certification organization, a range of firms and organizations have developed certification programs. Through Georgia Southern's four-week online course, instructor Dr. Anoop Desai introduces basic concepts of quality control and six sigma principles to ensure quality and strive to achieve zero defects in all products and processes.

Learning outcomes/objectives:

1. Construct and comprehend Quality control charts.
2. Estimate process capability.
3. Use various Six Sigma tools such as QFD, Ishikawa analysis and Pareto analysis.
4. Construct a detailed Six Sigma plan for product quality.

Intended Audience: Middle and upper management in a range of industries. Engineers and non-engineers welcome. Participants may be quality control/assurance personnel, product managers, managers in manufacturing firms, etc.

Length of Course: Selective release of each module upon completion of previous quiz. The course can be completed in as few as two weeks, but it will remain open to those who need extra time for up to 4 weeks, closing March 10.

How to Pass: Assessment-based. Proficiency at 80% of quiz must be achieved for each of the 8 modules. Proficiency in each module must be proved before the next module is released. Proficiency at 80% of final exam is required to pass the course.

Dates: 2/13/2012 to 3/10/2012

Cost: \$675, \$775 late fee after noon, 1/30/2012

Registration deadline: 2/6/2012

Instructor: Anoop Desai is an assistant professor of engineering management at Georgia Southern University. He received his Ph.D. in Industrial Engineering from the University of Cincinnati. He has been teaching at Georgia Southern since 2006.

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



EDUCATION TO GO (ed2go) ONLINE CERTIFICATE PROGRAMS

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

In partnership with Education To Go (formerly Gatlin Education Services), Georgia Southern University offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each 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!

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

OPEN ENROLLMENT:

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.

How our online Education courses work:

1. *Begin when you are ready.*
2. *Open enrollment.*
3. *You are assigned an instructor for one-on-one assistance.*
4. *Your work is evaluated and a grade of 70 percent or better is required for a certificate.*
5. *You should complete the course within 180 days but you may request a 180-day extension.*
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>

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 (one every Wednesday and one every 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

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 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 or 2007 (Intro, Intermediate or Advanced)
- Microsoft PowerPoint (2003 or 2007)
- Microsoft Word (2003 or 2007) (Intro, Intermediate or Advanced)

TECHNOLOGY COMPETENCY FOR YOU OR YOUR STUDENTS

- The Classroom Computer
- Creating Web Pages I
- Designing Effective Web sites
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel 2007 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 (2) 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



PROTRAIN PROFESSIONAL, PERSONAL, MILITARY, WIA CERTIFICATE TRAINING

TRAINING + YOU = SUCCESS!

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, is your solution! Online training offers flexible, anytime, anywhere learning while on-site training offers cost savings and convenience.

ProTrain, LLC, 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.

Founded in 2004, ProTrain is the global leader in educational services that place innovative technologies within reach. The needs of our clients are paramount. We tailor our quality services to the express needs of clients. The CE-Turnkey Solution sets ProTrain apart from any other 3rd party provider for online and in class training.

Take a look at what we have to offer and start training today! We offer Network Security, CISSP, Help Desk, Call Center, Medical Training, Certified Business Manager for IT Professionals, Certified Public Manager, Oracle, MCSE, Net, Networking, Project Management, Web Design, Business Process Mapping and many more.

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:

- Effective, convenient, affordable, high-quality training
- Most online courses have 12-month online access
- Cost effective on-site delivery eliminates travel expenses
- Mentors available live online 24-7 to provide support
- 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 ROI.

ON-SITE SEWAGE TRAINING

State law requires environmental staff and septic tank contractors to be certified by examination and to receive basic training and continuing education. Georgia's Department of Human Resources, Division of Public Health, Environmental Health Section has authorized Georgia Southern University to provide On-Site Sewage (OSS) training as online courses to meet your re-certification needs.

Dates: Start anytime. Participants have one full month from the date of payment to access the course repeatedly online. Participants may take the 20-question final exam as often as they wish.

Cost: \$75 per class

OSS 1010: SAFETY AND ON-SITE SEWAGE MANAGEMENT

Time: 60 minutes = 1 CEU Credit

OSS 1200: WASTEWATER CHARACTERISTICS

Time: 120 minutes = 2 CEU Credits

OSS 1210: PATHOGENS OF CONCERN IN ON-SITE SEWAGE

Time: 120 minutes = 2 CEU Credits.

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

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

SUSTAINABILITY ADVISOR CERTIFICATE PROGRAM

12CACCE4447A

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, 1/18/12 to 3/13/12

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>

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 web site features several program ideas that need qualified instructors as soon as possible. We look forward to hearing from you.

Registration.

CONTINUING EDUCATION

OFFICE HOURS

Monday – Friday
8:00 AM – 5:00 PM



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 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).

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 web site 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.

Program Name _____

Program Fee (\$) _____

Program Number _____

Name _____

Title _____

Company (if applicable) _____

Street Address Home Work

City _____ State _____ Zip Code _____

Daytime Phone _____

Cell Phone _____

Evening Phone _____

FAX Number _____

E-Mail Address _____
(Required for e-mail receipt)

Questions? Call 912.478.5551.

Register online @ <http://ceps.georgiasouthern.edu/conted>

PAYMENT METHOD

Personal check Company check Cash (in person only)

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Expiration Date _____ Vcode (3 digit # on back of card) _____

Cardholder's Name _____

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



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 cost contact: Kelly Pye at kpye@georgiasouthern.edu or call 912.478.5551

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