Advance

Fall 2008

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GEORGIA SOUTHERN CONTINUING EDUCATION CENTER

Advance.

GEORGIA SOUTHERN UNIVERSITY • Continuing Education Registration 912.478.5551

FALL CATALOG 2008

http://ceps.georgiasouthern.edu/conted
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Welcome...

Located on the campus of Georgia Southern University, we package all the services of a first rate conference facility with a powerhouse of sophisticated technologies in “Smart Classrooms”.

As a unit of the Division of Continuing Education and Public Service, Nessmith-Lane Continuing Education Building 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. Visit our website at: http://ceps.georgiasouthern.edu/nessmith-lanebuilding.html.

Contact us.

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

For more information on how to book your event at the Nessmith-Lane Continuing Education Center, please contact Margaret Lee-Jones at 912.478.1753, or leejones@georgiasouthern.edu.
Welcome.

WELCOME TO CONTINUING EDUCATION!

I am a firm believer that education is a lifelong learning process that directly impacts workforce development in everyone’s community. Individuals should be prepared to be innovative in today’s work environment, complete actions with little direction and be creative and resilient. The demands in the workplace are changing at an incredible pace and coupled with ongoing technology, change in workforce development is paramount. To answer this demand, customized workforce development training is offered through Georgia Southern University’s Continuing Education Center.

Moreover, a growing demand for workforce development training is becoming increasingly important to workers seeking a rapid transfer into the workforce and workers seeking skill maintenance or upgrading. The workforce skills that are required in today’s economic environment are extremely different than they were 15 years ago. Additionally, technology is rapidly changing on a daily basis and being able to keep skilled workers will continue to grow. In the face of change, the employee and employer must understand the value of lifelong learning as it relates to workforce development.

There is a need for re-training workers, honing skills and keeping employees current with the rapidly changing economic environment. The 21st century worker needs to develop interpersonal communication, basic employability skills, self-management, time management, computer technology, and decision-making skills to have an increased knowledge-based education. Workforce education is directly related to the needs of current and future business and industry employers. Lifelong learning is essential for sustained employment and career advancement. Our programs are developed with you, your organization and that process in mind. We invite you to "Advance" through Georgia Southern University’s Continuing Education offerings.

Sincerely,

Dr. Tony Bretti
Assistant Dean, Division of Continuing Education and Public Service

DIVISION OF CONTINUING EDUCATION AND PUBLIC SERVICE • ENRICHMENT OPPORTUNITIES

Endowment Support to “Keep the Botanical Garden Growing”
Endowed Educator – Georgia Southern Museum
Underwriters for Cultural Performance Series
Performing Arts Center
Heritage Garden & Courtyards Renovation and Expansion
$100,000 + Naming Opportunity
“House of Glory Structure” at Allen E. Paulson Stadium for our Georgia Southern University EAGLE

For more information, please contact:
Dr. Gary Means, Dean
Division of Continuing Education and Public Service
Georgia Southern University
P.O. Box 8124, Statesboro, Georgia 30460-8124
Phone: 912.478.5118
or email gmmeans@georgiasouthern.edu
website http://ceps.georgiasouthern.edu

http://ceps.georgiasouthern.edu/conted • CONTINUING EDUCATION CENTER

CONFERENCES

GEORGIA CONFERENCE ON INFORMATION LITERACY
Learn about the partnerships between librarians and classroom teachers as they discuss information literacy in K - 12 and postsecondary settings.
Dates: Friday and Saturday, 10/03/08 to 10/04/08
Location: Coastal Georgia Center, Savannah, GA
Cost: $100 early registration; $125 beginning September 4

33RD ANNUAL MEETING
GEORGIA EDUCATIONAL RESEARCH ASSOCIATION
Proposals representative of scholarly inquiry about contemporary issues in education are welcomed.
Submission deadline: 12 AM, September 5.
Date: Friday, 10/24/08
Location: Coastal Georgia Center, Savannah, GA
Cost: $75 early registration ($80 on-site); $45 for students ($50 on-site)

22ND ANNUAL
SOUTHERN CONFERENCE ON CHILDREN
A one-day conference for childcare center directors and personnel, pre-school & pre-K teachers.
See Details on page 9.
Date: Saturday, 1/31/09
Location: Nessmith-Lane CE Building, Georgia Southern University, Statesboro, GA

11TH ANNUAL
STUDENT SUCCESS IN FIRST-YEAR COMPOSITION CONFERENCE
Conference bridges the gap between high school and college writing classes.
Proposals that address theory and practice in the teaching of composition are welcomed.
Submission deadline: 5 PM, October 15
Date: Friday, 2/06/09
Location: Nessmith-Lane CE Building, Georgia Southern University, Statesboro, GA
Cost: $70 early registration; $85 after 5 PM, January 12, 2009

UNDERSTANDING DEMENTIA & ALZHEIMER’S: WHAT EVERY HEALTH CARE PROVIDER SHOULD KNOW
Caregivers, nurses, dieticians, counselors, social workers, nursing home administrators are invited.
Date: Friday, 2/06/09
Location: Coastal Georgia Center, Savannah, GA
Cost: $99 early registration; $125 beginning January 6, 2009

Visit our website at:
http://ceps.georgiasouthern.edu/conted/conferences.html for links to these conferences and more. If you have questions, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu
We are proud to announce that The Nessmith-Lane Continuing Education Building will host A Festival of Trees this November. The mission of the festival is to host and promote an enjoyable event that brings together family and community. The Festival will feature a public display of many one-of-a-kind, uniquely decorated trees and wreaths, a Gingerbread Village, children's activities and a hand-selected commercial exhibit area.

Many of the trees on display, including themed trees and wreaths, will be donated for raffle, with proceeds from the raffle going to Christmas in the Boro and Bulloch Toys for Tots. The raffle drawing will be held on Saturday, November 22, 2008 at 7:00 pm.

Dates: Monday through Saturday, 11/17/2008 to 11/22/2008
Time: 1:00 PM – 8:00 PM daily • 11:00 AM – 8:00 PM (11/22 only)
Location: Nessmith-Lane Continuing Education Building
Cost: No charge for public viewing

For more information, please call Kelly Pye at 912.478.7977 or email: kpye@georgiasouthern.edu
Access the Continuing Education Center website for details at http://ceps.georgiasouthern.edu/conted/festivaloftrees.html

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**2008 DESIGNER/EXHIBITOR FESTIVAL OF TREES REGISTRATION FORM**

Name of designer __________________________ Company affiliation (if applicable) __________________________
Mailing address __________________________________________________________
City __________________________ State _________________ Zip code _____________
Phone __________________________

I agree to design and decorate the following item(s) for the Festival of Trees:

7' - 7½' tree
- $50.00 available for raffle
- $100.00 display only
- $150.00 corporate (display only)
Wreath
- $25.00 available for raffle
- $35.00 display only
Exhibitor tables
- $50.00 for first and $40.00 for each additional table

Total number of tables _______

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) __________________________

Please return the completed registration form to: Continuing Education Center, Festival of Trees Registration, P.O. Box 8124, Statesboro, GA 30460-8124 or FAX to: 912.478.0306
WOMEN’S FORUM  
08AACCE2441A • PROFESSIONAL WOMEN’S FORUM

Have lunch with Marsha Marks, who has been called "the Erma Bombeck of the Bible." Her articles and short stories have appeared in such publications as Campus Life Magazine, The Christian Reader, and Writer’s Digest, and she has appeared on NBC, CBS and ABC. Marsha Marks is the author of six books, including: FLYING BY THE SEAT OF MY PANTS: Flight Attendant Adventures on a Wing and a Prayer. She is also a nationally known inspirational humorist.

Marsha loves sharing how one child from a broken home, who couldn’t spell and couldn’t punctuate, ended up signing a six-figure book deal. Her motto is “It’s not rejection, it’s redirection.”

Date: Thursday, 09/18/2008
Time: 11:30 AM to 1:00 PM
Location: Nessmith-Lane CE Building, Statesboro, GA
Cost: $25 per person
Speaker: Marsha Marks

08AACCE2441A • PROFESSIONAL WOMEN’S FORUM

Have lunch with one of the nation’s bestselling authors Mary Kay Andrews. Her titles include Blue Christmas, Savannah Breeze, Hissy Fit, Little Bitty Lies, Savannah Blues, and her latest hit Deep Dish. Ms. Andrews is a former journalist for the Atlanta Journal-Constitution and lives in Atlanta.

Date: Monday, 11/17/2008
Time: 11:30 AM to 1:00 PM
Location: Nessmith-Lane CE Building, Statesboro, GA
Cost: $25 per person
Speaker: Mary Kay Andrews

For more information about the Women’s Forum, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/womensforum/html

GRE GENERAL TEST PREP  
08BACCE2625A • STATESBORO, GA
08BACCE2626A • SAVANNAH, GA

Increase your GRE scores with personalized instruction from a professional who scored in the 99th percentile. Learn successful GRE test-taking strategies and time-saving techniques in an interactive, small group setting. All course materials are included in the registration fee for this eight-session class, including a supplementary REA study guide which includes six full-length exams based on official GRE questions. Targeted subject matter includes: Reading Comprehension, Sentence Completion, Analogies, Antonyms, Problem Solving, Quantitative Comparison, Analytical Writing, and Mathematical Concepts.

Date: Tuesdays, 10/14/2008 to 12/2/2008 in Statesboro or Saturdays, 10/18/2008 to 12/13/2008 in Savannah
Time: 6:00 PM to 8:30 PM - Statesboro or 10:30 AM to 12:00 PM - Savannah
Location: Nessmith-Lane CE Building, Statesboro, GA or Coastal Georgia Center, Savannah
Cost: $499 per person
Instructor: Karen McNeany

For more information, please contact Karen McNeany at 912.478.5556 or kmcneany@georgiasouthern.edu

DOG OBEDIENCE  
08BACCE2480A • PUPPY KINDERGARTEN • STARTS AUG.19
08BACCE2480A • PUPPY KINDERGARTEN • STARTS OCT.7

Puppy Kindergarten is an introductory class for puppies between 12 and 24 weeks (3-6 months). During the 7-week class, emphasis is placed on puppy behaviors like inappropriate mouthing and biting as well as house training advice. Classes are small in size, fun for you and your puppy and very effective. Attendance is required at the first class. It is an informative evening and puppies DO NOT attend. You will receive handouts and reading material at this class.

Date: Tuesdays, 08/19/2008 to 09/30/2008 or 10/07/2008 to 11/18/2008
Time: 6:30 PM to 7:30 PM
Location: Dogs Live Happy, Statesboro, GA
Cost: $145 per person
Instructor: Sissy Haskell

08AACCE2481A • TEENAGER MANAGEMENT DOG TRAINING • STARTS AUG.20
08BACCE2481A • TEENAGER MANAGEMENT DOG TRAINING • STARTS OCT.8

Class for dogs between 7 and 12 months. You will learn to teach your dog to pay attention when asked, come when called, walk on a loose leash and lie down and stay. Management skills, socialization and problem solving will also be stressed. Classes are small in size, fun for you and your dog and very effective. Attendance is required at the first class. It is an informative evening and dogs DO NOT attend. You will receive reading material at this class.

Date: Wednesdays, 08/20/2008 to 10/01/2008 or 10/08/2008 to 11/18/2008
Time: 6:30 PM to 7:30 PM
Location: Dogs Live Happy, Statesboro, GA
Cost: $165 per person
Instructor: Sissy Haskell

Call to Register
Phone us at 912.478.5551.
CONTINUING EDUCATION CENTER

COOKING CLASSES

LOCATION: CHRISTOPHER’S RESTAURANT LOCATED AT MIDTOWN MARKET, 441 SOUTH MAIN STREET, STATESBORO, GA
COST: $65 PER PERSON OR $120 PER COUPLE
INSTRUCTOR: CHEF STEPHEN CAMPBELL

08AACCE2593A • BREAKFAST EGGSTRAVAGANZA
From simple to “eggstravagant,” learn how to cook gourmet breakfast dishes with flair. Possible dishes: French Style Omelet, Breakfast Casserole, Pancakes.
Date: Saturday, 8/9/2008
Time: 12:00 PM to 2:00 PM

08AACCE2594A • TAILGATING & GRILLING II
Make your tailgate party the envy of the endzone. Possible dishes: BBQ Chicken, Pulled Pork Sandwiches, Fajitas and Sides, Baked Beans, Coleslaw.
Date: Saturday, 8/23/2008
Time: 12:00 PM to 2:00 PM

08AACCE2595A • WINE & FOOD PAIRING I
Enjoy a selection of wines and hors d’oeuvres as our local wine connoisseur walks you through the steps of pairing the perfect wine with the perfect meal. A delightful mix of paired food and wine.
Date: Saturday, 9/13/2008
Time: 2:00 PM to 4:00 PM

08AACCE2596A • AN EPICUREAN ADVENTURE THROUGH ASIA
Forget takeout - Be transported to the gourmet capitals of Asia with several delectable Asian dishes. Possible dishes: Make your own rolls according to preference.
Date: Thursday, 9/25/2008
Time: 7:00 PM to 9:00 PM

08BACCE2601A • CHEERS COCKTAIL PARTY II
Upgrade! Take your cocktail parties to the next level by learning creative drink recipes to go along with your favorite hors d’oeuvres. These tips are meant to impress and will have your friends thinking you had your party professionally catered. Possible dishes: Tuna Tartare, Crisp Wonton Skins, Chicken Satays with Thai Peanut Sauce.
Date: Thursday, 10/23/2008
Time: 7:00 PM to 9:00 PM

08BACCE2602A • WINE & FOOD PAIRING II
Good wine always pairs with good food; but with the proper pairing, a good meal can become a great one. Learn several complementary wine and food pairings to host a great dinner party. A delightful mix of paired food and wine.
Date: Saturday, 11/1/2008
Time: 2:00 PM to 4:00 PM

08BACCE2598A • BREAKFAST OF CHAMPIONS
Breakfast is definitely the most important meal of the day. With these delectable breakfast dishes, we will prove how it can also be the most satisfying. Possible dishes: Sausage Potato Egg Hash, Eggs Benedict, Muffins.
Date: Saturday, 11/15/2008
Time: 12:00 PM to 2:00 PM

08BACCE2599A • HEARTY SEASONAL SOUPS
Avoid the winter chill by warming yourself from the inside out with these hearty and fulfilling soups and stews. Possible dishes: Chili, Loaded Baked Potato.
Date: Saturday, 12/06/2008
Time: 12:00 PM to 2:00 PM

08BACCE2600A • MEXICAN HOLIDAY COOKING
Mexican food is mucho más than just tacos and nachos. Expand your Mexican culinary repertoire by learning some traditional dishes from various regions of Mexico. Possible dishes: Burrito with Roasted Poblano Sauce, Fresh Guacamole, Taquitos.
Date: Saturday, 12/20/2008
Time: 12:00 PM to 2:00 PM

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Karen McNeany at 912.478.5556 or kmcneany@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/cooking.html
THE FLYING EAGLES

TRAIN JOURNEYS OF THE ALPS

JUNE, 2009 (DATES TBA)

10 Days • 16 Meals: 9 Breakfasts and 7 Dinners

Highlights…GoldenPass Panoramic Train • Chateau de Chillon • Zermatt Matterhorn • Gornergrat Railway • Glacier Express • Bernina Express • St. Moritz • Innsbruck • Salzburg

Discover breathtaking Alpine vistas as you journey on some of the most dramatic railway lines and roads that pass through Switzerland, Italy and Austria. Experience Swiss train travel, renowned for its special engineering and impeccable service, as you travel on four amazing trains. Enjoy the stunning beauty of the magnificent Alps, charming traditional villages and grand castles, and the distinctive cultural treasures found in this pristine corner of Europe.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit our website at: http://ceps.georgiasouthern.edu/conted/travel.html

SAFETY AND OSHA CLASSES OFFERED IN PARTNERSHIP WITH QUALITY SAFETY SERVICE, INC.

2 day–Federal Motor Carrier (FMCSR) Safety Regulations Workshop
4 day–Hazardous Waste (RCRA) Management Workshop
5 day–Emergency Response Hazardous Materials Technician Level Workshop
40 hour–Hazardous Waste Operations and Emergency Response (HAZWOPER) Workshop
2 day–DOT Hazardous Materials Workshop
3 day–DOT Hazardous Materials and Hazardous Waste Workshop
4 day–OSHA Approved Voluntary Compliance program

Classes will be held in San Antonio, TX. For more information, please contact Dr. Tony Bretti, Director of Continuing Education/Assistant Dean at 912.478.5442 or tbretti@georgiasouthern.edu

TEACH FOR US!

The Continuing Education Center 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. Our target audiences are the general public, professionals, seniors and youth. Faculty, staff and the general public are encouraged to respond to this Call for Proposals.

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

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Professional Development

08BACCE2438A • OSHA APPROVED 1910 GENERAL INDUSTRY STANDARDS PROGRAM

This 4-day program provides an in-depth study of the 1910 General Industry standards. Participants learn how to use the 1910 standards through a series of practical exercises. The program also covers hazard identification and abatement, and record-keeping requirements. Participants receive a current copy of the 29 CFR 1910 OSHA Regulations, supplemental information, and any changes to the OSHA regulations. Upon completion, each participant will receive a QSSI Certificate of Completion, and a laminated training certificate from the OSHA Institute, U.S. Department of Labor.

Dates: Tuesday through Friday, 10/21/08 to 10/24/08
Time: 8:30 AM - 5:00 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $995 per person (registration closes 10/07/08)
Instructor: James R. Shelburn, approved OSHA instructor in the General Industry Standards (29 CFR 1910)

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

08BACCE1404A • SPANISH FOR HEALTH CARE PROFESSIONALS

This seven-week course will provide professionals in health care practical experience through conversing with the instructor using key words and phrases that would be common in a medical setting. Gain experience in obtaining information on details such as registration, vital signs, family history and symptoms while gaining valuable insight that may impact relationships with medical professionals.

Dates: Mondays, 10/06/2008 to 11/17/2008
Time: 6:00 PM to 7:45 PM
Location: Nessmith-Lane CE Building, Statesboro, GA
Cost: $125 per person
Instructor: June Spencer de Antúnez

For more information about Spanish For Health Care Professional or Southern Conference on Children, please contact Janice Reynolds at 912.478.1755 or janrey@georgiasouthern.edu or visit the websites at http://ceps.georgiasouthern.edu/conted/spanishhealthcare.html or http://ceps.georgiasouthern.edu/conted/scoc.html

09CAAH51208A • 22ND ANNUAL SOUTHERN CONFERENCE ON CHILDREN

This one-day conference provides information on current child-related topics. Who should attend: Childcare Center Directors and Personnel, Pre-School, Pre-K and Kindergarten Teachers and Paraprofs, Family Childcare Providers, School Age Childcare Providers and Parents of Young Children. 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. Special sessions designed for center directors. Certificates of attendance will be awarded for 5.0 hours of participation. Bright from the Start: GA Department of Early Care and Learning Childcare Services recognizes this conference for updating staff training requirements.

Date: Saturday, 1/31/09
Time: 9:00 AM - 4:00 PM
Location: Nessmith-Lane CE Building, Statesboro, GA
Cost: $50 per person, $55 beginning January 16, $60 onsite

08AAABA1006A • CERTIFICATE IN PROFESSIONAL HUMAN RESOURCE MANAGEMENT

This nationally-offered 36-hour review course provides a broad overview of HR Management issues and the core body of HR knowledge. HR professionals learn the key areas identified by the Human Resource Certification Institute and those who are interested prepare for the HRCI-sponsored (Senior) Professional in Human Resources (PHR/SPHR) exam.

Choose August 21 or August 28 (6:00 pm to 7:00 pm at the Coastal Georgia Center in Savannah) as the date of your mandatory orientation. Please provide this information at the time of registration. If you register online, contact us at seminars@georgiasouthern.edu to state your chosen orientation date. Course materials will be distributed ONLY at orientations.

Dates: Mondays, 09/02/2008 through 11/17/2008
Time: 6:00 PM to 9:00 PM
(1st class starts Tuesday due to Labor Day)
Location: Coastal Georgia Center, Savannah, GA
Cost: $955 per person, SHRM Member: $905
Registration closes at noon, August 27
Instructors: Bob Hoell, PhD; Susan Pinkston, Master's in HR; Bill Dugle, MBA

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

08BACCE2463A • SUCCESSFUL GRANT WRITING

There’s a whole lot more to being an effective grant writer than getting “the right words” on paper! Learn the secrets and steps to successfully secure grant funding for your special project. This class provides a solid overview of the grantsmanship process: finding funders, developing relationships with these funders, writing an effective proposal and managing grants funding. You’ll also learn trends in grant making and how grants fit into an overall fundraising strategy. Additionally, you will receive one-on-one feedback on your own personal proposal writing and research effort.

Our instructor has been a leader in the field for more than 20 years as an executive director, fund raising director, board member, volunteer and consultant. Her grant experience includes work with governmental, foundation and corporate funding sources, through which she has raised tens of millions of dollars.

Date: Tuesday, 10/21/2008
Time: 9:00 AM to 4:30 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $179 per person
Instructor: Illene Roggensack

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/grantwriting.html
**Certified Fiber Optics**

**08AACCE2474A • Certified Fiber Optics Technician Course (CFOT)**

This introductory 3-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. Our Fiber Optic Training combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTH (Fiber To The Desk), FTTH (Fiber To The Home), and K-12 (Schools), and explains Zone Vs. Distribution Cabling. Students will learn how to identify fiber types; recognize various connectors used in fiber installation and splicing; install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and the cost of installation. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. Upon successful completion, this program is recognized for BICSI CECs (Continuing Education Credits): RCDD 21, Installation 12. The course fee includes all books, study materials, and CD. The text is “The Fiber Optic Technician’s Manual,” 3rd edition, Mr. Jim Hayes.

**Dates:** Monday, Tuesday, and Wednesday, 09/08/2008 to 09/10/2008  
**Time:** 8:00 AM to 5:00 PM  
**Location:** Coastal Georgia Center, Savannah, GA  
**Cost:** $625 per person  
**Instructor:** Peter Morcormbe, CFOT, CFOS/I

For more information about Certified Fiber Optics, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/fiberoptics.html

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**SHRM Essentials of Human Resource Management Certificate**

**08BAABA1010A**

This program is designed to introduce human resource concepts in a practical setting to business professionals and staff. Also provides an introduction to HR topics and requirements to untrained individuals whose work includes HR responsibilities. Human resource personnel and others who need basic skills and knowledge in HR will gain valuable knowledge from this program.

**Dates:** 10/16/2008 to 10/18/2008  
**Times:** Thursday afternoon, all day Friday, Saturday morning  
**Location:** Coastal Georgia Center, Savannah, GA  
**Cost:** $275 discounted rate for SHRM members (chapter or national), $365 regular early-bird rate, $405 Late registration after 5 pm, October 7  
**Instructor:** Bill Dugle, MBA  
**Co-Sponsored:** By: Savannah Area Chapter, Society for Human Resource Management at http://savannah.shrm.org

For more information, please contact J. Marie Lutz at 912.478.1763, seminars@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/HRessentials.html

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**Certified Fiber Optics Specialist in Testing and Maintenance (CFOS/T)**

This 2-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, yet it 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.

One of the most important points of the program is to teach current day technology. Too many courses teach obsolete theory and practice, out of obsolete textbooks! This course will teach differences between applications (telco/CATV/LAN, etc.) so the student can intelligently work in today’s fiber optics cable environment. Another focal point in the program is to offer a general, easy to understand approach to fiber optics testing standards. We attempt to explain the variety of testing standards, equipment and technological approaches used in fiber network testing and how to choose among them.

Many courses are criticized because they are too specific or prejudiced to one application, technology or manufacturer. We explore the overall spectrum of testing and maintenance of fiber optics networks and strive to provide a better comfort level for our students with regard to testing and maintenance of both single mode and multi mode fiber optics networks. Subject matter includes a detailed study of ANSI/TIA/EIA-562-14A, OTDR Fundamentals and Uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, Proper Maintenance of High-Performance Fiber Networks.

The Certified Fiber Optics Specialist/Testing Exam is given and graded the final day of class. The course fee includes all study materials, consumables, manuals, and PC-Based OTDR Simulator. The program provides for 75% hands-on activities.

**Prerequisites:** FOA CFOT Course or any other formal Fiber Optics training course within previous 6 months, or one year of Fiber Optics related experience.

**Dates:** Thursday and Friday, 09/11/2008 to 09/12/2008  
**Times:** 8:00 AM to 5:00 PM  
**Location:** Coastal Georgia Center, Savannah, GA  
**Cost:** $600 per person  
**Instructor:** Peter Morcormbe, CFOT, CFOS/I
Legal Awareness in the Workplace (LAW) Seminars

08AACCE1660A • LAW 101: INTERNAL INVESTIGATIONS & DOCUMENTATION
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, what are the most effective ways to avoid employment-related claims against your company.

Date: Tuesday, 08/12/2008
Time: 6:00 PM to 7:30 PM
Location: Coastal Georgia Community College, Brunswick, GA
Instructor: Shawn Kachmar, Attorney at Law

08AACCE2230A • LAW 110: HOSTILE WORK ENVIRONMENT, A CASE REVIEW
Who wouldn’t want to hire the job candidate who gives the best interview? But to make the best, most prudent choice for your firm’s future, you should make sure that you follow federal employment laws in the interviewing and application process, that background checks are done pursuant to the FCRA and that all hiring decisions are made in compliance with applicable law.

Date: Tuesday, 09/23/2008
Time: 6:00 PM to 7:30 PM
Location: Coastal Georgia Center, Savannah, GA
Instructor: Rachel C. Young, Attorney at Law

08BACCE2511A • LAW 116: WORKING TIME UNDER THE FLSA
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 work day. This seminar provides an overview of what does and does not qualify as compensable working time, under the Fair Labor Standards Act.

Date: Tuesday, 10/28/2008
Time: 6:00 PM to 7:30 PM
Location: Coastal Georgia Center, Savannah, GA
Instructor: Jennifer Dickinson, Attorney at Law

08BACCE2057A • LAW 106: IMMIGRATION COMPLIANCE ISSUES FOR BUSINESSES (BRUNSWICK)
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: Tuesday, 11/11/2008
Time: 6:00 PM to 7:30 PM
Location: Coastal Georgia Community College, Brunswick, GA
Instructor: Shawn Kachmar, Attorney at Law

Leadership Skills for the Front-Line Manager

08AAABA1020
Combining business professors’ cutting edge management techniques with hands-on participatory learning, this certificate course wins rave reviews from leaders in manufacturing, hospitality, law enforcement, etc. Each four-hour session covers a key topic in detail.

- Making the Transition to Supervision
- Improving Employee Morale & Motivation
- The Law on Employee Management
- Practical Problem Solving and Decision Making
- Improving Communications Skills
- Developing People: Coaching, Counseling, and Training
- Handling Conflict and Criticism
- Leadership Styles

Time: 8:30 AM to 12:30 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $600 (group rate for 4 or more from same firm: $550)
Instructors: College of Business Administration faculty members

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit our website at http://ceps.georgiasouthern.edu/conted/supervisor.html
THE CORPORATE EDUCATION ACADEMY (CEA)

The Corporate Education Academy (CEA) at the Continuing Education Center is devoted to providing customized training for companies large and small. Imagine the possibilities as you review the list of training topics that are available. Create your own list of possibilities and allow us to prepare a customized proposal for your company.

NEW! CORPORATE EDUCATION WEDNESDAY SERIES

Our Corporate Education Wednesday Series runs on campus at Georgia Southern University in the spacious Nessmith-Lane Continuing Education Building at the corner of Chandler Drive and Plant Road. Choose any half-day seminar, or take the day off work for your career development with two different topics on the same day (lunch is on your own).

The fee for each seminar is $99. Parking is free and easily accessible in our conference parking lot. To register for any of these seminars, please call 912.478.5551 or for more information, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or Kelly Pye at 912.478.7977 or kpye@georgiasouthern.edu or visit the website at http://ceps.georgiasouthern.edu/CorporateEducation.html.

REGISTRATION DEADLINE FOR EACH SEMINAR CLOSES AT NOON, THE THURSDAY BEFORE THE SEMINAR

SUPERIOR CUSTOMER SERVICE, INTERNAL/EXTERNAL
Why deliver customer service? Repeat business and happiness for both you and your customer. Service turns new customers into repeat customers. Learn to raise the bar in your personal effectiveness.
Date: Wednesday, 9/10/2008
Time: MORNING SEMINAR: 8:00 AM - Noon
Instructor: Cynthia Watts

MANAGING STRESS IN THE WORKPLACE
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.
Date: Wednesday, 9/10/2008
Time: AFTERNOON SEMINAR: 1:00 PM – 5:00 PM
Instructor: Cynthia Watts

WHY GENERATIONS COLLIDE
From Boomers to Gen Y, each person brings his or her own set of values to the workplace. Learn why each generation is different and understand why they act the way they do.
Date: Wednesday, 9/10/2008
Time: MORNING SEMINAR: 8:00 AM - Noon
Instructor: Deidra Langstaff

BUILDING TRUST & EFFECTIVE TEAM BUILDING
This seminar will include how to adjust your people management skills from player to leader, why teams work and why they fall apart, a three point team foundation strategy and more.
Date: Wednesday, 9/17/2008
Time: AFTERNOON SEMINAR: 1:00 PM – 5:00 PM
Presenter: Deidra Langstaff

THE POWER OF WORKING WITH OTHERS
Learn how you can improve your effectiveness, increase productivity, and influence others to cooperate. Discover winning communication secrets, identify important personality clues, and develop insight into others to achieve your goals.
Date: Wednesday, 9/17/2008
Time: MORNING SEMINAR: 8:00 AM - Noon
Instructor: Cynthia Watts

MENTORING & COACHING
Remember the teacher or supervisor who made a difference for you? Learn how to become that type of mentor and coach for your co-workers through the 10/80/10 principle, strategic thinking and more.
Date: Wednesday, 9/24/2008
Time: AFTERNOON SEMINAR: 1:00 PM – 5:00 PM
Instructor: Cynthia Watts

THE 360 DEGREE MANAGER
Learn how to apply leadership principles and impact your firm, even if you're not the boss. Discover specific ways to influence peers and superiors - and become a more valuable team member.
Date: Wednesday, 10/1/2008
Time: MORNING SEMINAR: 8:00 AM - Noon
Instructor: Angie Barber

TAKING OWNERSHIP
Are you an individual who likes to improve things at work? Ever wonder why somebody does a great job and others seldom do? Become the business partner you want to be.
Date: Wednesday, 10/1/2008
Time: AFTERNOON SEMINAR: 1:00 PM – 5:00 PM
Instructor: Angie Barber

MANAGEMENT SKILLS = PEOPLE SKILLS
Examine your reactions to change and how you communicate the direction of change to others. New and experienced managers alike can improve delegation skills and attitudes, and lead as team builders.
Date: Wednesday, 10/8/2008
Time: MORNING SEMINAR: 8:00 AM - Noon
Instructor: Cynthia Watts

PERFORMANCE EXCELLENCE THROUGH TRANSITION
Change can be threatening and uncomfortable. Learn about the eight fears, the barriers and benefits, achieving change through a daily action plan, and going through the change process with others.
Date: Wednesday, 10/8/2008
Time: AFTERNOON SEMINAR: 1:00 PM – 5:00 PM
Instructor: Cynthia Watts
### NEW! CORPORATE EDUCATION WEDNESDAY SERIES

Our Corporate Education Wednesday Series runs on campus at Georgia Southern University in the spacious Nessmith-Lane Continuing Education Building at the corner of Chandler Drive and Plant Road. Choose any half-day seminar, or take the day off work for your career development with two different topics on the same day (lunch is on your own).

The fee for each seminar is $99. Parking is free and easily accessible in our conference parking lot. To register for any of these seminars, please call 912.478.5551 or for more information, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or Kelly Pye at 912.478.7977 or kpye@georgiasouthern.edu or visit the website at [http://ceps.georgiasouthern.edu/CorporateEducation.html](http://ceps.georgiasouthern.edu/CorporateEducation.html).

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### How to be an Effective Team Player and Lead the Team through Effective Management

In four hours, learn how leaders get things done through communication, develop listening techniques to support and strengthen your team, and discover how to create a trusting, honest, and dedicated team environment.

**Date:** Wednesday, 10/22/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Cynthia Watts

### Personality & Leadership Traits

This interactive seminar will show you ways to work together with different personalities. Learn to lead through your personality, accentuating strengths and overcoming weaknesses.

**Date:** Wednesday, 10/22/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Instructor:** Cynthia Watts

### Difficult People, Good Solutions

Learn to respond more effectively to difficult people and situations. You will see what triggers difficult people, learn how to maintain your composure, and discover what you can do to defuse negativity.

**Date:** Wednesday, 10/29/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Stephanie Drawdy

### Task & Time Management

Discover how to define the project, prepare an action plan, identify time wasters, and identify resources. With these steps completed, you will be able to plan, monitor, modify and manage your project.

**Date:** Wednesday, 10/29/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Instructor:** Stephanie Drawdy

### The Ultimate Selling Machine

Learn how to hire for talent over skill, measure for success, and predict the best sales manager. Put together a top notch team whether you are in big business or have a family-owned firm.

**Date:** Wednesday, 11/5/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Deidra Langstaff

### The New Way to Sell (Blogs/Podcasts & Viral Marketing!)

Technology created new rules in marketing and sales. Learn how to enhance your company’s marketing efforts. Modern sales techniques require getting the right message to the right people at the right time.

**Date:** Wednesday, 11/5/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Instructor:** Deidra Langstaff

### HOW TO BE AN EFFECTIVE TEAM PLAYER AND LEAD THE TEAM THROUGH EFFECTIVE MANAGEMENT

New management styles require team leaders not bosses. Understanding team-development stages helps us navigate through them successfully. Put new team building information into practice through group discussion, role play and case studies.

**Date:** Wednesday, 11/12/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Cynthia Watts

### Conflict Resolution

Because we all work with people, conflict happens. We will look at anger and how it relates to stress. You will develop a customized plan to resolve personal and professional conflict.

**Date:** Wednesday, 11/12/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Instructor:** Cynthia Watts

### High Impact Leadership

In thinking of leaders, we remember those who had a profound influence on us. They were strong role models and decision makers. Evaluate your leadership skills and set goals for improved performance.

**Date:** Wednesday, 11/19/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Cynthia Watts

### Leading with Emotional Intelligence

Emotional intelligence is how we manage emotions at work and in relationships. Learn how EQ relates to your daily life and what choices you can make to increase your emotional intelligence.

**Date:** Wednesday, 11/19/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Instructor:** Cynthia Watts

### Creating a Vision and Establishing Goals

Gain a new vision and new goals to propel your firm forward. Learn how to effectively create and maintain your organization’s vision, as well as gaining consensus and support among your fellow employees.

**Date:** Wednesday, 12/10/2008  
**Time:** MORNING SEMINAR: 8:00 AM - Noon  
**Instructor:** Cynthia Watts

### Managing Stress in the Workplace

Learn how to effectively reduce stress, choose positive options to react to stress, and develop an attitude to help prevent stressful situations.

**Date:** Wednesday, 12/10/2008  
**Time:** AFTERNOON SEMINAR: 1:00 PM – 5:00 PM  
**Presenter:** Cynthia Watts
Workforce Development.

**PREMIER WORKFORCE DEVELOPMENT**

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<th>(CHOOSE FROM OVER 50 COURSES)</th>
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<td><strong>FLEXIBLE PAYMENT PLAN:</strong> PAY MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ALL AT ONCE • NO INTEREST INCURRED</td>
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Workforce development is a key component to your organization’s success. By investing in the skills of your employees, you help to ensure the long term success of your organization. We offer packages for customized training which includes:

**WORKFORCE DEVELOPMENT PACKAGE “A”**
Pick any four, 4-hour professional training programs for only $4,995 and choose three more for free. (28 hours total)

**WORKFORCE DEVELOPMENT PACKAGE “B”**
Pick any three, 4-hour professional training programs for only $3,570 and choose two more for free. (20 hours total)

**WORKFORCE DEVELOPMENT PACKAGE “C”**
Pick any two, 4-hour professional training programs for only $2,140 and choose one more free. (12 hours total)

Purchasing Package A will automatically enroll your organization into the Georgia Southern University Continuing Education Center’s, “Corporate Education Academy” (see pages 12-13) where your organization will receive a 15% discount on any standard continuing education program offered (excluding state, national, and organizational programs) for any of your current employees for one year from date of contract.

**SAMPLE CLASSES INCLUDE:**
- Task & Time Management
- Personality & Leadership Styles
- Effective Resume Writing
- Positive Interviewing Techniques
- Professional Business and Telephone Etiquette
- How to Dress for Success
- Ethical and Moral Behavior in the Workplace
- The Power of Working with Others
- Communicating Effectively
- How To Be An Effective Team Player
- Superior Customer Service, Internal/External
- Managing and Handling Difficult Situations and People in the Workplace
- Performance Excellence Through Transition (Change Management)
- High Impact Leadership
- Business Etiquette in Today’s Business Atmosphere
- Leading and Managing Diversity Throughout the Workplace
- Performance Management
- Effective Progressive Discipline & Dismissal Procedures
- Keys to Mentoring and Coaching
- Microsoft Excel: Beginning, Intermediate, Advanced (15 Participants Only)
- Microsoft Word – Beginning, Intermediate (15 Participants Only)
- Microsoft Access – Beginning, Intermediate, Advanced (15 Participants Only)
- Microsoft Powerpoint, Beginning, Intermediate, Advanced (15 Participants Only)

**PARTNERING FOR WORKFORCE EXCELLENCE**
Partner with 3 - 5 organizations and save on training dollars.

Partnering for Workforce Excellence is a partnership of 3-5 businesses and organizations working with Georgia Southern University’s Continuing Education Center to facilitate training and educational programs exclusively for the partners. Each partner will have one representative serving on the advisory board. The board will determine the course selections. The partnership will receive a total of 28 hours of collaborative training over a one year period. Each training period can last from 2 to 8 hours depending on what the partners have decided and all partners must agree on each training session. All courses are exclusively for partnership members and closed to the public.

Costs are reduced through the actual collaboration of the partners. By having multiple partners, classes are confirmed without the need for advertising, marketing, and other promotional expenses. Each organization in the partnership will be charged $2,500 for 28 hours of intensive workforce development training and will be allowed to send 10 participants to each of the training programs. Each partner can decide on their choice of payment. It’s your budget, it’s your choice and there is no interest incurred.

**SAMPLE COURSES INCLUDE:**
- Superior Customer Service (Internal and External)
- Communicating Effectively
- Conflict Resolution
- Why Do Different Generations Collide
- The 360 Degree Leader
- How to Persuade to Get Results
- Business Writing for Success
- Guerilla Marketing for Non Profits
- Marketing on a Dime
- Legal Issues in the Workplace
- The Professionalism of Sales
- Effective Recruiting and Selection Procedures

Purchasing the “Partnering for Workforce Excellence” training program will automatically enroll your organization into the Georgia Southern University Continuing Education Center’s “Corporate Education Academy” (see pages 12-13). Your organization will receive a 15% discount on any standard continuing education program offered (excluding state, national, organizational and summer youth programs) for any of your current employees for one year from date of contract.

If you do not see a program that fits your needs, ask about substituting and customizing other workforce programs. Exclusions: Mileage charges may be incurred by the buyer for travel expenses if 25 miles from Georgia Southern University, Statesboro, GA. Prices above do not include training room rental at Georgia Southern University or any other facility.

Please share this with a friend or colleague.

**For more information** on Premier Workforce Development, please call Dr. Tony Bretti, Director of Continuing Education at 912.478.5442 or email to tbretti@georgiasouthern.edu.

http://ceps.georgiasouthern.edu/conted
CONTINUING EDUCATION CENTER

ON-SITE SEWAGE TRAINING MODULES

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.

Choose one or more of the following three courses. If you are involved in the field of on-site sewage management, either as an environmental health specialist or as a septic tank contractor, then these three courses were designed specifically for you.

08AAHPH2426A • OSS 1010: SAFETY AND ON-SITE SEWAGE MANAGEMENT

Learn the basic principles of safety, potential exposure and health hazards, and principles of ergonomics and specific workplace conditions. Safety issues involved in installing and inspecting on-site sewage systems will also be covered.

Time: 60 minutes = 1 CEU Credit
Dates: Participants have one full month from the date of payment to access the course repeatedly online and take the 20-question final exam as often as they wish.
Cost: $75 per person
Instructor: Content developed by Professor Kari Fitzmorris, Sc.D., Program Director and Assistant Professor of Environmental Health, Jiann-Ping Hsu College of Public Health, Georgia Southern University

08AAHPH2427A • OSS 1200: WASTEWATER CHARACTERISTICS

Gain knowledge of how the parameters of the sewage/wastewater impact the preferred method of treatment. Become familiar with the various testing mechanisms. Learn about wastewater's biological, chemical and physical characteristics and issues in wastewater quality.

Time: 120 minutes = 2 CEU Credits
Dates: Participants have one full month from the date of payment to access the course repeatedly online and take the 20-question final exam as often as they wish.
Cost: $75 per person
Instructor: Content developed by Professor Kari Fitzmorris, Sc.D., Program Director and Assistant Professor of Environmental Health, Jiann-Ping Hsu College of Public Health, Georgia Southern University

08AAHPH2428A • OSS 1210: PATHOGENS OF CONCERN IN ON-SITE SEWAGE

Learn about the pathogens associated with sewage and how they may carry infectious diseases. Find out about disinfection requirements and the uncertainty associated with treatment, including how to better manage these pathogens to reduce risk.

Time: 120 minutes = 2 CEU Credits
Dates: Participants have one full month from the date of payment to access the course repeatedly online and take the 20-question final exam as often as they wish.
Cost: $75 per person
Instructor: Content developed by Professor Kari Fitzmorris, Sc.D., Program Director and Assistant Professor of Environmental Health, Jiann-Ping Hsu College of Public Health, Georgia Southern University

For more information, please contact J. Marie Lutz, 912 478-1763, seminars@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/sewagetraining.html

GEORGIA PRE-LICENSE SALESPERSON REAL ESTATE FUNDAMENTALS

Georgia Salesperson Real Estate Fundamentals is a 75-hour course required by the Georgia Real Estate Commission for anyone who wishes to become a licensed real estate salesperson in Georgia. The course provides a comprehensive overview of the fundamentals of real estate.

Cost: $299 per person

GEORGIA POST LICENSE LEGAL FUNDAMENTALS

Georgia Legal Fundamentals is a 25-hour course required by the Georgia Real Estate Commission for real estate licensees needing to fulfill the salesperson post-license educational requirements in Georgia. The course provides a comprehensive overview of the legal fundamentals of real estate.

Cost: $139 per person

24 HOUR CONTINUING EDUCATION PACKAGE

Enrollment for this series includes classes on fair housing, environmental hazards, using the internet to serve clients, contracts, purchases and sales agreements, assisting corporate transferees and skills for professional success.

Cost: $139 per person

Access these classes through the Real Estate Training link found on our Professional Development website at: http://ceps.georgiasouthern.edu/conted/ceprofdevelmenu.html
CURRENT PLU APPROVED COURSES FOR TEACHERS

- A to Z Grant Writing
- Advanced Microsoft Excel 2003
- Advanced Microsoft Word 2003
- An Introduction to Teaching ESL/EFL
- Big Ideas in Little Books
- Creating Web Pages I & II
- Designing Effective Websites
- Differentiated Instruction in the Classroom
- Enhancing Language Development in Childhood
- Get Assertive!
- Guiding Kids on the Internet
- Integrating Technology in the K-5 Classroom
- Intermediate Microsoft Excel 2003
- Intermediate Microsoft Word 2003
- Introduction to Alice Programming
- Introduction to Dreamweaver 8
- Introduction to Dreamweaver MX 2004
- Introduction to Microsoft FrontPage 2003
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Excel 2003
- Introduction to Microsoft Outlook 2003
- Introduction to Microsoft Word 2003
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft PowerPoint 2003
- Introduction to Microsoft PowerPoint 2007
- Introduction to Microsoft Word 2003
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Leadership
- Making Movies with Windows XP
- Microsoft Excel 2003 in the Classroom
- Microsoft PowerPoint 2003 in the Classroom
- Microsoft Word 2003 in the Classroom
- Microsoft Word 2007 in the Classroom
- Photoshop CS2 for the Digital Photographer
- Photoshop Elements 3.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop Elements Project
- Ready, Set, Read!
- Solving Classroom Discipline Problems
- Speed Spanish I, II, & III
- Survival Kit for New Teachers
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- The Classroom Computer
- The Creative Classroom
- Understanding Adolescents
- Working Successfully With Learning Disabled Students
- 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 on the website at http://ceps.georgiasouthern.edu/conted.

You must pass the final exam with a score of 70% or better to earn your PLU credit.

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.

FOR THE GENERAL PUBLIC

EDUCATION TO GO CAREER AND PERSONAL DEVELOPMENT

Take ed2go courses anywhere and when it’s most convenient for you. We offer hundreds of engaging online courses for adults. All 6-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 comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

COURSE AREAS:

- Business
- Certification Prep
- Child Care and Parenting
- Computers
- Database Management and Programming
- Digital Photography
- Grant Writing and Nonprofit Management
- Healthcare
- Hospitality
- Languages
- Leisure and Life Enrichment
- Management
- Nutrition
- Test Prep
- Web Design and Graphics
- Writing and Publishing

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu.
For a full listing of courses, visit our website at: http://www.ed2go.com/gsu
CONTINUING EDUCATION CENTER

GATLIN EDUCATIONAL SERVICES • ONLINE CERTIFICATE PROGRAMS
LEARN ANYWHERE...ANYTIME...LEARNING OPPORTUNITIES AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK.

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

Our programs are created by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. 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 students' 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
• Management and Corporate
• Media and Design
• Hospitality and Gaming
• Skilled Trades and Industrial

OPEN ENROLLMENT
These 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 GATLIN EDUCATION COURSES WORK:
1. Begin when you wish.
2. Open Enrollment
3. You are assigned an instructor for one-on-one assistance.
4. Your work is evaluated and a 70% is required for a certificate.
5. You should complete the course within 90 days but you may request an additional 90-day extension.
6. You will receive a certificate from the school upon successful completion.

A full listing of courses, descriptions, requirements, fees, demos and ratings are available at Gatlin Online Career Training Courses at http://ceps.georgiasouthern.edu/conted/gatlin.html

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For a full listing of courses, visit our website at http://www.gatlineducation.com/georgiasouthern

Gatlin Education offers over 100 online certificate programs in the Allied Health, Computer-Internet, Business, Technical and Construction industries.

The Gatlin Education Advantage:
• Our facilitators and mentors answer questions and assist with your resume.
• Career Counselors will help you prepare for the transition from the classroom to the workplace. You and your Career Counselor will create a custom study plan based on your lifestyle.
• Payment Plans are available.
• Courses are open enrollment and self paced. Start anytime and study when you want!
• Any available materials, workbooks, and software will be sent upon enrollment.
• Receive a Certificate of Completion from Georgia Southern University.

What can I do to get started?
• Register online with a credit card at www.gatlineducation.com/georgiasouthern today!
• Chat live online at www.gatlineducation.com or call an Admissions Counselor at (866)441-5454.
• Email courseinfo@gatlineducation.com with any questions you may have.
OFFICE HOURS
Monday – Friday
8 am – 5 pm

BY PHONE
Call 912.478.5551 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 Continuing Education Building.

FOR DIRECTIONS AND MAPS
Please access information online 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 912.478.5551.

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 Center website for more information. http://ceps.georgiasouthern.edu/conted

Refunds due to withdrawals take 2 - 4 weeks.
If payment was made by cash or check, you will receive your refund in the form of a check.
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