Advance (Division of Continuing Education Catalog)

Fall 2009

Advance

Georgia Southern Continuing Education

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GEORGIA SOUTHERN CONTINUING EDUCATION CENTER

Advance.

GEORGIA SOUTHERN CONTINUING EDUCATION CENTER

FALL CATALOG 2009

http://ceps.georgiasouthern.edu/conted
Discover Why It Makes A Difference Where You Bank!

We believe banking services at Park Avenue Bank should be designed to fit your lifestyle... with convenience and NO hassle. Write all the checks you need without any excess activity charges with our FREE Checking* account.

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Member FDIC
Welcome...

Located on the campus of Georgia Southern University, the state-of-the-art Nessmith-Lane facility 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.

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 www.georgiasouthern.edu/nessmith-lane
General Interest

Botanical Garden
The Georgia Southern Botanical Garden is home of interpretive trails, a Rural Life Museum, heritage pavilion & gardens. Check our web site for upcoming festivals, classes, and special events!

HOURS & INFORMATION
Garden open daily 9:00 AM to dusk
Bland Cottage open Monday to Friday, 10 AM to 4 PM, Sunday, 1:00 PM to 4 PM, Cottage Closed Saturday
Phone: 912.871.1149
For information and registration, visit www.georgiasouthern.edu/garden

Museum
The Georgia Southern University Museum is home to ancient marine animals, coastal plain history, educational programs and much more. This fall don’t miss the following exhibits:
MAD SCIENTIST LABORATORY: Earth Science and PORTRAITS IN GRAY: A Civil War Photography Exhibit.

HOURS & INFORMATION
Museum open daily 9:00 AM to 5:00 PM, Weekends, 2:00 PM to 5:00 PM
Phone: 912.478.5444
For information visit www.georgiasouthern.edu/museum

Performing Arts Center
The Performing Arts Center offers a full season of fabulous shows. Make sure you don’t miss Broadway’s TO KILL A MOCKINGBIRD, RICKY SKAGGS and JOHN BERRY this fall.

HOURS & INFORMATION
Box office open Tuesday to Friday, 10:00 AM to 4:00 PM
For Tickets Phone: 912.478.7999
For information visit www.georgiasouthern.edu/pac

Wildlife Center
The Wildlife Center’s expansion is complete! Visit the brand new, beautiful 12-acre Wetland Preserve, Amphibian exhibit and children’s playground. Of course also enjoy the flight show, reptile programs and the many birds and critters on display.

HOURS & INFORMATION
Wildlife Center Monday to Friday, 9:00 AM to 5:00 PM, Saturday, 1:00 PM to 5:00 PM
Admission: $ 2 Adults; $1 Children, Military, Seniors; FREE for Georgia Southern University Faculty, Staff, Students and Children under 3
Phone: 912.478.0831
For information visit www.georgiasouthern.edu/wildlife

THE FLYING EAGLES TRAVEL
EUROPE’S CHRISTMAS MARKETS

09BACCE2782A
Georgia Southern University “Flying Eagles” partners with East Georgia Regional Hospital Auxiliary Services to offer another exciting adventure. Our pre-Christmas trip ranges from the spectacular Bavarian Alps to Europe’s most beautiful smaller cities, including famous Christmas markets in Innsbruck, Strasbourg, and Bern.

Day 1: Overnight flight from Atlanta
Day 2: Oberammergau, Germany
Tour begins in the charming town of Oberammergau
Day 3: Oberammergau-Innsbruck, Austria
Travel through the Spectacular Bavarian Alps to Innsbruck
Day 4: Oberammergau-Munich
Enjoy a panoramic tour featuring the Marienplatz, the Glockenspiel and Olympic Park
Day 5: Black Forest
Explore the heart of the mysterious Black Forest region
Day 6: Black Forest
Travel the picturesque valley of the Black Forest and proceed to the provincial capital city of Strasbourg
Day 7: Bern, Switzerland
Travel to Bern, one of Europe’s beautiful capital cities
Day 8: Lucerne, Switzerland
Travel to Lucerne, the “Swiss Paradise on the Lake”
Day 9: Travel back to Atlanta
Cost: approximate per person rates: $2,559
A portion of the fee benefits the East Georgia Regional Hospital Auxiliary Services.
To register or for more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/travel.html
FESTIVAL OF TREES

Dates: Monday through Saturday, 11/16/2009 to 11/21/2009
Time: 1:00 PM – 6:00 PM daily • 11:00 AM – 6:00 PM (11/21 only)
Location: Nessmith-Lane 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 web site for details at http://ceps.georgiasouthern.edu/conted/festivaloftrees.html

PAYMENT: REGISTER BY TELEPHONE 912.478.5551 • REGISTER BY FAX 912.478.0847
REGISTER ON LINE AT http://ceps.georgiasouthern.edu/conted/festivaloftrees.html

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Trees 7' and over</td>
<td></td>
</tr>
<tr>
<td>☐ No Charge (if donated for raffle)</td>
<td>$100 display only</td>
</tr>
<tr>
<td>☐ $100 display only</td>
<td></td>
</tr>
<tr>
<td>Medium Trees 4' to 6'</td>
<td></td>
</tr>
<tr>
<td>☐ No Charge (if donated for raffle)</td>
<td>$50 display only</td>
</tr>
<tr>
<td>☐ $50 display only</td>
<td></td>
</tr>
<tr>
<td>Small Trees 3'</td>
<td></td>
</tr>
<tr>
<td>☐ No Charge (if donated for raffle)</td>
<td>$25 display only</td>
</tr>
<tr>
<td>☐ $25 display only</td>
<td></td>
</tr>
<tr>
<td>Wreath</td>
<td></td>
</tr>
<tr>
<td>☐ No fee (please check box to participate)</td>
<td></td>
</tr>
<tr>
<td>Gingerbread House</td>
<td></td>
</tr>
<tr>
<td>☐ No fee (please check box to participate)</td>
<td></td>
</tr>
<tr>
<td>Exhibitor tables (covered &amp; skirted)</td>
<td>$50 for first exhibitor table</td>
</tr>
<tr>
<td>☐ $50 for first exhibitor table</td>
<td>$40 for each additional exhibitor table</td>
</tr>
</tbody>
</table>

Total number of tables

Indicate Total HERE

Please print designer name AS IT IS TO APPEAR ON SIGN

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

Description

Required signature ____________________________ (Date)

PAYMENT METHOD

☐ VISA or ☐ MASTERCARD ☐ PERSONAL or ☐ CORPORATE

Card Number ____________________________

Expiration Date ____________________________ V-code ____________________________

Print Name on Card ____________________________

☐ A check is enclosed (payable to Georgia Southern University)
☐ A Letter of Intent or Purchase Order is enclosed-with billing address

Please return the completed registration form with check (payable to Georgia Southern University) or VISA or MASTERCARD number and expiration date to:
Continuing Education Center
Festival of Trees Registration
P.O. Box 8124
Statesboro, GA 30460-8124

or FAX to: 912.478.0847

• LARGE TREES: 7’ and over
  Tree for Raffle (No Charge)
  Tree for display only: $100

• MEDIUM TREES: 4’ - 6’
  Tree for Raffle (No Charge)
  Tree for display only: $50

• SMALL TREES: 3’
  Tree for Raffle (No Charge)
  Tree for display only: $25

• WREATH
  There will be no charge for displaying a wreath.

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

• EXHIBITOR TABLES
  (covered & skirted)
  One six-foot table: $50
  Additional Tables: $40 per table

• SPONSORSHIPS
  Gold $250.00 and more
  Silver $100.00
  Bronze $50.00

REFUND POLICY
No refunds will be given.
PARTY PLANNING SERIES

Have fun while learning some inexpensive ideas for upcoming parties - from birthday celebrations to holiday gatherings and beyond. Using a hands-on approach, party planner Kelli Sanford teaches you how to bring a personal touch to your special events... at a reasonable price.

PARTY PLANNING ON A BUDGET

09AACCE2937A

By the end of this two-hour class, you will have learned how you can have the party of your dreams without spending beyond your budget. Get ideas for party themes that you can produce alone or together with co-workers, friends, or even the birthday kid himself or herself. This class includes web sites you can use for future planning.

You will also learn how to budget your birthday party, avoid common dangers, and develop quick set-up and break-down techniques.

Date: Saturday, 7/25/2009
Time: 10:00 AM to 12:00 NOON
Location: Nessmith-Lane Building, Statesboro, GA
Cost: $49 per person
Instructor: Kelli Sanford

PLAN YOUR PERFECT HOLIDAY PARTY

09AACCE2938A

Make your next holiday party a hit. This two-hour class provides hands-on experience that is affordable and age appropriate. Make your own goodies and decorations, but don’t be surprised if your friends think you spent lots of time and money in preparing for this special holiday event.

Date: Saturday, 9/19/2009
Time: 10:00 AM to 12:00 NOON
Location: Nessmith-Lane Building, Statesboro, GA
Cost: $49 per person
Instructor: Kelli Sanford

BALLROOM & SOCIAL DANCE CLASSES

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 & Gail McNeely, Professional Dance Teachers

09AACCE2840A

BALLROOM & SOCIAL DANCE CLASS

Come and join your friends for a six-week dance class learning the FOX TROT and CHACHA. Learn the basic movement in each dance along with beginner through intermediate steps in each dance. You will feel more comfortable dancing at weddings, on cruises, or just on a night out. Dance is great exercise for the mind and body.

Dates: Thursdays, 8/20/2009 to 9/24/2009

09BACCE2911A

ADVANCED BALLROOM & SOCIAL DANCE CLASS

Learn the intermediate through advanced steps of the FOX TROT and CHACHA. This six-week class is designed for dancers who have already taken the basic class or dancers who are already proficient enough in these two dances to join right in. Join us to take your dancing skills to the next level.

Dates: Thursdays, 10/8/2009 to 11/12/2009

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

For more information, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/dance.html

HOW TO KEEP YOUR HORSE AT HOME

09AACCE2879A • AUGUST 11 TO SEPTEMBER 29
09BACCE2879A • OCTOBER 6 TO NOVEMBER 24

Have you always wanted to own a horse? Have you recently purchased one? “How to Keep Your Horse at Home” is an eight-week class designed to help you make an informed decision and provide valuable information for the first-time horse owner. Taught in Statesboro by award-winning rider and instructor, Elise Wolpert, these 8 hour-long classes will cover basic safety, equipment and its storage, anatomy, basic first aid, and care that you and your vet provide.

Time: 6:30 PM to 7:30 PM
Location: North Star Farm, Statesboro, GA
Cost: $149 per person (includes workbook developed by instructor)
Instructor: Elise Wolpert

For more information, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/horseathome.html
Dear Home-Owner, Realtor, or Student,

Are you about to move and want to display your home in the best light to prospective buyers? Do you wish you could transform your home into a magazine-worthy interior design that meets your family’s needs? Do you want to re-organize your apartment to showcase your personal style?

In each case, your mission is to produce a home that is comfortable for residents yet welcoming to guests. Join me for The Art and Science of Interior Redesign, as I teach you how to flip your home’s interior design without busting your budget.

Next up is The Business of Redesign, which will help you develop new decorating-career skills for a practical career change. Current and budding home re-designers and realtors are welcome; participation in both classes is encouraged but not required.

THE ART AND SCIENCE OF INTERIOR REDESIGN

09AACCE2934A

Learn the art of Interior Redesign for your own home or as a basic course to the Business of Redesign.

In this course you will learn how to focus your creative energy into creating beautiful interiors using a concept called “Shopping Your Home” and using little or no money. This class will teach you to make adjustments in your home or the home of your client using basic rules of Interior Design on a smaller level.

You will learn basic drafting, proper furniture arrangement, accessorizing, hanging art work, color theory, and much more. The only qualification is a creative spirit and the desire to learn a satisfying skill.

Dates: Tuesdays and Thursdays, 8/18/2009 to 10/1/2009
Time: 6:00 PM to 8:00 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $325 ($20 course materials sold separately - see list on web site)
Registration closes 5 pm, Wednesday, August 12
Instructor: Evelyn Miles

THE BUSINESS OF REDESIGN

09BACCE2935A

If you enjoyed the basics of redesign course and would love to learn the business side, this course is for you. This class will prepare you in the field of Redesign and Home Staging.

Initially used by realtors and homeowners for the preparation and sale of their homes, Redesign and Home Staging is a concept that is taking the United States by storm. Developing skills in this field is a career plus for realtors. Also used in giving face lifts to the homes of frustrated homeowners, this career will give you the satisfaction of a job well done, as well as being your own boss.

You will learn the basics of starting and managing your home-based business, basic marketing skills, business etiquette, and strategies for success.

Dates: Tuesdays and Thursdays, 10/6/2009 to 11/12/2009
Time: 6:00 PM to 8:00 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $325 ($20 course materials sold separately - see list on web site)
Registration closes 5 pm, Wednesday, September 29
Instructor: Evelyn Miles

For more information, please contact J. Marie Lutz, SPHR, 912. 478.1763, seminars@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/redesign.html

DOG OBEDIENCE TRAINING

PUPPY KINDERGARTEN

09AACCE2480A • STARTS SEPTEMBER 1
09BACCE2480A • STARTS OCTOBER 20
10CACCE2480A • STARTS FEBRUARY 2

Puppy Kindergarten is an introductory class for puppies between 12 and 24 weeks (3-6 months). Emphasis is placed on puppy behaviors like inappropriate mouthing and biting as well as house-training advice. Runs five Tuesdays.

Time: 6:30 PM to 7:30 PM
Location: Dogs Live Happy, 1140 B GA Hwy 24, Statesboro, GA
Cost: $125 per person
Orientation Dates: August 25, October 13, and January 26 at 6:30 PM
Instructor: Sissy Haskel

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

BASIC DOG OBEDIENCE TRAINING

09AACCE2481A • STARTS SEPTEMBER 2
09BACCE2481A • STARTS OCTOBER 21
10CACCE2481A • STARTS FEBRUARY 3

For dogs older than 7 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. Runs five Wednesdays.

Time: 6:30 PM to 7:30 PM
Location: Dogs Live Happy, 1140 B GA Hwy 24, Statesboro, GA
Cost: $125 per person
Orientation Dates: August 25, October 13, and January 26 at 6:30 PM
Instructor: Sissy Haskel
**PRE-SCHOOL PREPARATION: BUILDING THE FOUNDATION**

09AACCE2949B • SATURDAY, AUGUST 8
09AACCE2949C • TUESDAY, SEPT. 15 & THURSDAY, SEPT. 17

Parents, grandparents, babysitters and other care-givers are invited to attend Pre-School Prep: Building The Foundation and learn how to strengthen your child’s early education.

Our 4-hour workshop will focus on three main approaches to help your toddler or pre-K child prepare for school: gives you practice with innovative teaching and learning strategies; offers tips on creating an “A” student and maintaining your student’s motivation toward success; and provides you with necessary resource materials for your Pre-K students.

Also included are group interaction and discussions on topics such as:

- Why kindergarten is too late to teach reading.
- The importance of building a firm academic foundation.
- The importance of behavior modification.
- Why can’t my child be still.

**Dates:** Saturday, 8/8/2009 (#09AACCE2949B), Tuesday and Thursday, 9/15/2009 & 9/17/2009 (#09AACCE2949C)
**Time:** 8:00 AM to 12:00 PM - 8/8/2009
**Times:** 6:30 PM to 8:30 PM - 9/15/2009 and 9/17/2009
**Location:** Nessmith-Lane Building, Statesboro, GA
**Cost:** $75 each or $140 per couple
**Registration** closes 5 pm, four work days before each workshop
**Instructor:** Esther Lee-Slater

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

**COOKING CLASSES**

**09AACCE2973A • GIRLS’ NIGHT**

Come join Chef Stephen Christopher Campbell as he takes this Cocktail Party to a cosmopolitan level of food style and presentation. Gather your group and have a Mimosa at the bar before heading to the kitchen...where you’ll learn how to prepare creative drinks and elegant hors d’oeuvres that are sure to wow and impress you and your friends.

**Date:** Thursday, 9/17/2009
**Time:** 7:00 PM to 9:00 PM

**Location:** Christopher’s Restaurant located at Midtown Market, 441 South Main Street, Statesboro, GA
**Cost:** $45 per person or $85 per couple
**Instructor:** Chef Stephen Campbell

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

**09BACCE2974A • HOOK TO PLATE**

Discover some delicious seafood recipes that are quick and easy, yet perfect for casual entertaining. From the hook to the plate, this course will teach you the basics in preparing mouth-watering fish entrées and how to complement them with the perfect sauce. Feast on your own delicious culinary creations with new friends, share ideas, and get inspired to cook like a star in your own kitchen.

**Date:** Thursday, 10/15/2009
**Time:** 7:00 PM to 9:00 PM

**Location:** Christopher’s Restaurant located at Midtown Market, 441 South Main Street, Statesboro, GA
**Cost:** $45 per person or $85 per couple
**Instructor:** Chef Stephen Campbell

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

**PERSONAL DEVELOPMENT.**

09AACCE2441A

**KEYNOTE PRESENTATION: GLAMOUR AND FAME AREN’T SO GLAMOROUS**

Marji Elzey was born and raised in Quito, Ecuador. Her parents and grandparents served as missionaries, stationed at Radio Station HCJB (World Radio Missionary Fellowship). She began her performing at a very early age, singing and playing both on radio and television. At eighteen she attended Wheaton College, graduating with a double major in piano and vocal performance. She met her husband, Ed, at college. For three years they traveled with a musical group sponsored by Youth For Christ, performing in churches, schools and service groups.

Marji traveled with Roy Clark of Hee Haw for four years as a background singer, accompanist and music director, performing on his road trips and on television.

After years of traveling, she left the road to start a family. While her two children were young, she focused on writing and recording her own music. She and her husband then began a full-time ministry of music, mime, clowning and storytelling. For twelve years they performed in schools, churches, libraries and camps as “Marji and Roma.”

Marji has been worship leader and choir director in a variety of churches, and is currently ministering at a small church in Asheville, NC. She and her husband enjoy living in the mountains with their children and two grandchildren.

Marji’s desire to be “rich and famous” led her along a path of excitement, glamour, devastation and joy as she discovered the path to true riches and fame.

**Date:** Monday, 9/21/2009
**Time:** 11:30 AM to 1:00 PM
**Location:** Nessmith-Lane Building, Statesboro, GA
**Cost:** $25 per person
**Keynote Speaker:** Marji Elzey

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/womensforum.html
SOUTHERN CONFERENCE ON CHILDREN 10CAAH51208A
This one-day conference provides valuable information on current child-related topics. Leaders in family and child studies, early childhood education, and professionals in related fields will identify and discuss trends and techniques for working with young children. Included are special sessions designed for center directors. Certificates of attendance will be awarded for 5.0 hours of participation. Bright from the Start recognizes this conference for updating staff training requirements.

Date: Saturday, 1/30/2010
Time: 9:00 AM to 4:00 PM
Location: Nessmith-Lane Building, Statesboro, GA
Cost: $50 per person
Keynote Speakers: Julie Austin and Ronda Rich

For more information, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/scoc.html

STUDENT SUCCESS IN FIRST-YEAR COMPOSITION CONFERENCE 10CALWL1409A
Designed to promote the success of students in their post-secondary English Composition courses, this conference seeks to establish and maintain an ongoing dialogue among college and high school composition teachers. Committed to offering practical, strategy-oriented teaching workshops, as well as theoretical presentations of composition topics that focus on the link between high school and college, we invite writing teachers from four- and two-year colleges, technical schools, and high schools, as well as graduate students.

Date: Friday, 2/5/2010
Time: 9:00 AM to 4:30 PM
Location: Nessmith-Lane Building, Statesboro, GA
Cost: $70 per person / $85 late fee (includes luncheon)
Registration Closes: 5 PM, Wednesday, 2/4/2010

For more information, please contact J. Marie Lutz, 912.478.1763, seminars@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/55FYC.html

GEORGIA CONFERENCE ON INFORMATION LITERACY
09AAALA1270A
At the Georgia Conference on Information Literacy, librarians and teachers will obtain best practices for developing information literacy skills in K-12 students, postsecondary students and lifelong learners of any age. The presentations will provide practical ideas that may be applied in your own setting as well as information from research related to information literacy. Join us for this opportunity to network with others who share an interest and expertise in information literacy.

Date: Friday and Saturday, 9/25-26/2009
Time: Friday, 9:00 AM to 5:15 PM; Saturday, 9:00 AM to 12:30 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $100 EARLY Registration Fee, $125 Registration Fee (beginning September 11, 2009)
Keynote Speaker: Kathleen Blake Yancey, Kellogg W. Hunt Professor of English and Director of the graduate program in Rhetoric and Composition at Florida State University

For more information, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/infolit.html

UPCOMING ELDERCARE PROFESSIONAL DEVELOPMENT PROGRAMS
HUMOR IN THE WORKPLACE • SEPTEMBER 2
RESIDENTS RIGHTS • OCTOBER 10
COPING WITH LOSS OF INDEPENDENCE • NOVEMBER 4

Target Audience: Nursing Home Administrators, Nurses, Social Workers, Nurse Practitioners and Caregivers

Dates (subject to change): Wednesday, 9/2/2009 - Savannah; Saturday, 10/10/2009, Brunswick; Wednesday, 11/4/2009; Savannah

Time: 9:00 AM to 4:30 PM

Locations: Georgia Legal Services - 10 Whitaker Street, Savannah, GA and/or Fair Haven Assisted Living Facility - 1550 Glynnco Parkway, Brunswick, GA

Cost: $89 per program (NO lunch included)

Instructor: Evelyn D. Gay, Director of Elder Rights Project, Georgia Legal Services

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

Continuing Education Registration 912.478.5551

Georgia Southern University • Continuing Education Registration 912.478.5551
### Build & Grow Your Successful Consulting Business

**09AACCE2910A**

Now more than ever is the time to turn your expertise into a consulting business. Combine practical knowledge with the long-range planning you need to succeed.

**Dates:** Monday and Tuesday, 9/28-29/2009  
**Times:** 8:00 AM to 5:00 PM  
**Location:** Coastal Georgia Center, Savannah, GA  
**Fee:** $375 (includes all materials; lunch is on your own)  
**Registration Closes:** Tuesday, 9/22/2009  
**Instructor:** E.J. Smith

For more information, please contact J. Marie Lutz, SPHR at 912.478.1763, seminars@georgiasouthern.edu or visit [http://ceps.georgiasouthern.edu/conted/consulting.html](http://ceps.georgiasouthern.edu/conted/consulting.html)

### Certificate in Professional Human Resource Management

**09AAABA1006A**

Choose this nationally-offered 36-hour review course for a broad overview of human resource management issues and the core body of HR knowledge. HR professionals learn the key areas identified by the HR Certification Institute. Many participants use this course to prepare for the PHR/SPHR certification exam.

Offered in cooperation with the Society for Human Resource Management (SHRM), the course incorporates the SHRM Learning System study materials designed by subject matter experts and including six study modules, a CD-ROM featuring 1,000-plus practice questions, and a range of study materials.

Participants attend a mandatory 1-hour orientation on Monday, August 31, 6 PM - 7 PM, at the Coastal Georgia Center. Course materials will be distributed only at orientation.

**Dates:** 12 Mondays, 9/8/2009 to 11/23/2009  
(Note: class starts on Tuesday due to Labor Day Holiday)  
**Time:** 6:00 PM - 9:00 PM  
**Location:** Coastal Georgia Center, Savannah, GA  
**Cost:** $955 per person; $905 for SHRM members  
**Late Rate:** $985 after 5 pm, Monday, 8/24/2009  
**Registration Closes:** Monday, 8/31/2009  
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](http://ceps.georgiasouthern.edu/conted/HRcertificate.html)

### Medical Managers: Customer Service

**09AACCE2965A**

Professional communication skills are necessary for any workplace, and this training will focus on giving medical managers and their staff the professional customer relations skills necessary on the job.

**Date:** Wednesday, 8/19/2009  
**Time:** 11:00 AM to 1:30 PM - lunch followed by two-hour training  
**Location:** Nessmith-Lane Building, Statesboro, GA  
**Cost:** $49 per person (includes lunch)  

For more information, please contact J. Marie Lutz, 912.478.1763, seminars@georgiasouthern.edu or visit [http://ceps.georgiasouthern.edu/conted/medical.html](http://ceps.georgiasouthern.edu/conted/medical.html)

### The Forensic Anthropologist: Your Partner in Crime Solving

**OCTOBER 15-16, 2009 • COASTAL GEORGIA CENTER, SAVANNAH GA**

**Group Registration Fee for groups of 4 or more** (available until 09.14.09)  
$99  
**Early Registration Fee** (available until 09.14.09)  
$125  
**Registration Fee** (beginning 09.15.09)  
$150

**Your Registration Fee Includes:**  
- 13.5 hours of instruction  
- Continental Breakfasts on 10.14 & 10.15  
- Lunch on 10.14  
- All conference materials  
- 13.5 hours of instruction  

**LEARN the essentials of the field of forensic anthropology.**  
Law enforcement professionals will gain a basic understanding of how forensic anthropologists can assist them in cases.

Details at [http://ceps.georgiasouthern.edu/conted/forensic.html](http://ceps.georgiasouthern.edu/conted/forensic.html) • CALL 912.478.5551 to REGISTER

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**Target Audience**

**Law Enforcement Professionals**  
**Medical and Arson Examiners**  
**Criminal Justice Professionals**  
**Students, Professors and Researchers** with special interests in forensic anthropology, biology and criminal justice

**Your University of Tennessee Instructors**  
Rebecca Wilson, Assistant Coordinator  
Forensic Anthropology Center ("The Body Farm")  
Dr. Natalie Shirley, Graduate Research Associate  
Department of Biomechanics and Engineering  
Bridget Algee-Hewitt, Teaching Associate  
Department of Evolutionary Ecology & Biology  
Alicja Kutyla, Doctoral Student  
Skeletal Biology

**Application will be made for seminar recognition to the Georgia Peace Officer Standards & Training Council**
LEGAL AWARENESS IN THE WORKPLACE (LAW) SEMINARS

In difficult economic times, Georgia Southern University has expanded the group/multiple-sessions discount rate to everyone registering for Legal Awareness in the Workplace seminars. All seminars are now available at the discounted rate of $59.

09BBCE2457A
LAW 114: RETALIATION UNDER TITLE VII
Every supervisor needs to be aware of the proper way to treat an employee who has filed a harassment claim. Learn the Supreme Court’s evolving interpretation of retaliation and how that affects your firm.
Date: Tuesday, 11/10/2009
Location: College of Coastal Georgia, Brunswick, GA
Instructor: Sarah Lamar, Attorney at Law

10CACCE2230A
LAW 110: HOSTILE WORK ENVIRONMENT, A CASE REVIEW
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: Tuesday, 1/26/2010
Location: Coastal Georgia Center, Savannah, GA
Instructor: Shawn Kachmar, Attorney at Law

10CACCE2838A
LAW 117: ADDRESSING EMPLOYEE LEAVE ISSUES
Employee leave issues are the focus of this seminar. In addition to leave requirements under the FMLA, the ADA, and state Workers Compensation laws, did you know that various federal and state laws provide for employee leave or job protections for military service, jury duty, and voting, among other situations? Find out what to do to keep your firm in compliance.
Date: Tuesday, 2/9/2010
Location: College of Coastal Georgia, Brunswick, GA
Instructor: Shawn Kachmar, Attorney at Law
For more information, please contact J. Marie Lutz, SPHR at 912.478.1763, seminars@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/lawseminar.html

HAZARDOUS MATERIALS WORKSHOP

09BBCE2811A • (FEDERAL DOT COMPLIANCE)
This two-day workshop will help individuals who must comply with Federal DOT regulations for transporting hazardous materials. The workshop covers the use of the Hazardous Materials Regulations (HMR), and covers shipping papers, marking, labeling, placarding, and packaging requirements. Participants receive a current copy of the HMR and supplemental material. The workshop includes extensive work with parts 107-178 and the DOT Security Requirements (HMR-232). Upon successful completion, each participant will receive a QSSI Certificate of Completion, and a laminated training certification card.
Date: Thursday and Friday, 11/5/2009 to 11/6/2009
Time: 8:00 AM to 5:00 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $595
Instructor: James R. Shellburn
For more information, please contact J. Marie Lutz at 912.478.1763, seminars@georgiasouthern.edu or visit http://ceps.georgiasouthern.edu/conted/hazmat.html

FUNDAMENTALS OF ENGINEERING EXAM REVIEW

09AAAST1061A
Review of the fundamentals of engineering covering primarily the areas of engineering sciences including mathematics, engineering mechanics, material science, engineering economy, electrical circuits, thermodynamics and computers. The goal of the course is to provide a refresher to the 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.
Date: Saturdays, 8/22/2009 to 10/3/2009
Time: 9:00 AM to 4:00 PM
Location: College of Science and Technology, Statesboro, GA
Cost: $599; Georgia Southern University Student Fee $299
Registration Deadline August 5, 2009
For more information, contact Judy Hendrix-Poole at 912.478.5993 or visit http://ceps.georgiasouthern.edu/conted/examreview.html

LEGEND 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.
“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.”
LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

09AAABA1020A

Line employees report that their job satisfaction is closely tied to the "people skills" of their direct manager or supervisor. These soft skills include motivating and coaching employees, delegating responsibilities, communicating effectively, solving problems, resolving conflicts, and managing change.

A proven favorite since 2000, Leadership Skills for the Front-Line Manager provides 32 hours of managerial training across an eight-week period. Each 4-hour session covers a key topic in detail.

If you have been promoted to a management or supervisory position because of your current expertise, you need a new skill set: knowing how to effectively supervise the people who report to you. If you have been in a leadership role for a longer period, but want additional knowledge and practical skills to improve your style, this course is also for you.

If you are a director, manager, HR staff member, or supervisor in any field, choose this program for eight weeks of hands-on, participatory learning on issues you face daily. Each four-hour session covers a key topic in detail.

Time: 8:30 AM to 12:30 PM
Location: Coastal Georgia Center, Savannah, GA
Cost: $600 individual; $550 corporate rate for four or more from same firm; $625 late registration fee after 5:00 PM, Friday, 9/14/2009
NOTE: Registration closes at 12 noon, Friday, 9/18/2009
Instructors: Faculty are professors from the University's management, marketing and law programs.

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

SEE WHAT OUR SATISFIED CUSTOMERS OF LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER HAVE TO SAY!

“This class is going to help me at home and work. I would recommend it to everyone.”
Docla Carter, Supervisor, IKEA Distribution Center

“Very informative and well-presented. Information will help me with the problems I face in the job. Thank you.”
Stephen Murdock, Supervisor, Beaufort-Jasper Water & Sewer Authority

“Excellent presentation, excellent training exercises. Elevates Leadership Skills.”
Frank M. Jordan, Supervisor, SNF Chemtall

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Using training materials developed with the Society for Human Resource Management (SHRM), Georgia Southern University’s instructor introduces human resource concepts in a practical setting to business professionals and staff. Human resource personnel and others who need basic skills and knowledge in HR will gain valuable knowledge from this program.

Georgia Southern University runs the course as an intensive two-day corporate training seminar. This program is ideal for bringing together your entire HR unit to engage and learn in an interactive group setting.

We will work with you to schedule dates and times when our experienced HR instructor will teach your employee group of 10 or more, either on-site at your facility or in another training facility convenient to your personnel.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu, visit http://ceps.georgiasouthern.edu/conted/HRessentials.html
CERTIFIED FIBER OPTICS TECHNICIAN (CFOT) 09BACCE2474A

Want to become a Certified Fiber Optics Technician? Our 3-day basic fiber optics course combines theory and 75% hands-on activities to prepare you for the CFOT (Certified Fiber Optics Technician) exam that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. Learn core industry standards; how to install, terminate, splice, and properly test installed fiber cable to existing standards; and much more.

This course is accredited by BICSI for 21RCDD & 12 Installer Level 2/Technician Continuing Education Credits.

Prerequisite: Basic Computer Knowledge

Dates: Monday to Wednesday, 11/30-12/2/09

Cost: $700

CERTIFIED FIBER OPTICS SPECIALIST/TESTING & MAINTENANCE (CFOS/T) 09BACCE2475A

If you work in testing/maintenance of fiber optics networks, our two-day advanced training is your next career step. Beginners may take this course immediately after taking the CFOT; precise details of testing are provided on the web site.

This practical course provides 75 percent hands-on activities, and will help you understand what you are testing; how to troubleshoot problems in long-haul and short-haul fiber optics networks; differences between applications; and much more.

We offer a general, easy to understand approach to fiber optics testing standards. The Certified Fiber Optics Specialist/Test exam is given and graded the final day of class. This course is accredited by BICSI for 14 RCDD & 12 Installer Level 2/Technician CECs.

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

Dates: Thursday to Friday, 12/3-12/4/09

Cost: $675

CERTIFIED FIBER OPTICS SPECIALIST / SPLICING (CFOS/S) 09BACCE2836A

Want to become certified as proficient in installing and making mechanical and fusion splices according to industry standards? Open to anyone, this 2-day, 75% hands-on program will teach you the importance of high performance splicing and how to achieve these splices.

Classroom activities include training in both fusion and mechanical splicing of both single and multi mode fiber optic cables. In addition to basic splicing activities, you will be required to correctly and efficiently install spliced fibers into splice trays and trays in various enclosures and to demonstrate proficiency in interpretation of splice loss using OTDR splice traces.

If you pass the FOA (Fiber Optics Association) exam given and graded on the final day of class, you become registered with the FOA as a Certified Fiber Optic Specialist in Splicing (CFOS/S). To take this exam, you must already have taken the CFOT exam or else take it during class (for an extra fee). This course is accredited by BICSI for 14 RCDD & 14 Installer Level 2/Technician CECs.

Suggested Prerequisites: CFOT Course or any other formal Fiber Optics training course within previous 6 months, or one year of Fiber Optics-related experience, especially experience with fiber preparation, termination, and testing and a thorough knowledge of fiber optic safety practices.

Dates: Saturday to Sunday, 12/5-12/6/09

Cost: $675

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

PREMIER WORKFORCE DEVELOPMENT

(CHOOSr FROM OVER 50 COURSES)

Flexible Payment Plans Available

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 $5,950 and choose three more for free. (28 hours total)

Workforce Development Package “B”

Pick any three, 4-hour professional training programs for only $4,250 and choose two more for free. (20 hours total)

Workforce Development Package “C”

Pick any two, 4-hour professional training programs for only $2,550 and choose one more for free. (12 hours total)

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.

SAMPLE CLASSES INCLUDE, BUT ARE NOT LIMITED TO:

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

2 day–Federal Motor Carrier (FMCSR) Safety Regulations 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.

CAREER DEVELOPMENT SERIES

CHOOSE ANY SATURDAY
CHOOSE YOUR LOCATION - STATESBORO OR SAVANNAH

Whether you’ve just graduated from high school or college or you are re-entering the job market, the first step is to prepare a professional resume - and the next step is to ace the interview.

Want to learn how to write a resumé to meet the job description? How can these two or three pages summarize your work history and improve your chance for an interview? To give yourself the best possible start on your career search, register for our Career Development I: Making Your Resume Work for You workshop. Bring written notes about your work experience, since you’ll be writing your draft resume in class.

The clock starts ticking as the interview starts – experts say you have half a minute to give a good first impression to your potential boss. What will you wear? How will you plan ahead for tough questions? Sign up for our results-focused Career Development II: Acing the Interview workshop, and learn these interview skills and much more.

COST: $69 EACH SESSION
SPECIAL DISCOUNT: SAVE $20! REGISTER FOR MORNING AND AFTERNOON SAME-DAY WORKSHOPS AT OUR DISCOUNT RATE OF $118

Registration closes 5 pm, the Wednesday before each workshop.

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

CAREER DEVELOPMENT I: MAKING YOUR RESUME WORK FOR YOU
09AACCE2931B
This 2-hour, hands-on workshop guides participants through the process of assembling their work experience, education, and volunteer involvement into a honed, results-oriented resume. Topics will include which experiences to highlight and why; how to address gaps in employment; when and how to include references; and much more.

From the cover letter to the all-important references, the instructor will teach you how to put your best foot forward -- on paper.

Date: Saturday, 7/11/2009
Time: 9:30 AM to 11:30 AM
Location: Coastal Georgia Center, Savannah, GA

CAREER DEVELOPMENT II: Acing the Interview
09AACCE2932B
This two-hour interactive workshop provides an overview of all the essential elements of the successful job interview. The workshop includes such topics as dressing for the job you want; appropriate body language and speech; how to differentiate yourself from the competition; and how to leave a good impression.

Date: Saturday, 8/22/2009
Time: 1:00 PM to 3:00 PM
Location: Coastal Georgia Center, Savannah, GA

Call 912.478.5551 to register for any program

CAREER DEVELOPMENT III: FINDING YOUR FUTURE EMPLOYER
09AACCE2950B - SATURDAY, AUGUST 8
09AACCE2950C - SATURDAY, SEPTEMBER 12
In these troubled economic times, many people are finding themselves unemployed or in a less-than-satisfactory job. This two-hour interactive workshop will help you pro-actively take control of your job search process. Learn about unconventional methods of successfully identifying your potential next employer. Topics include when and how to use newspapers, placement firms, friends and family networking, and much more.

Dates: Saturdays, 8/8/2009 (#09AACCE2950B) and 9/12/2009 (#09AACCE2950C)
Time: 9:30 AM to 11:30 AM
Location: Nessmith-Lane Building, Statesboro, GA

CAREER DEVELOPMENT IV: KEEPING YOUR JOB
09AACCE2951B - SATURDAY, AUGUST 8
09AACCE2951C - SATURDAY, SEPTEMBER 12
Learn how to make yourself indispensable as your firm evolves in the current economic uncertainty. Whether you are new on the job or you have been assigned different responsibilities in your current job, this 2-hour interactive workshop will give you insight into how to stay employed in this new situation. Set short-term and long-term goals, from your first 90 days to your first five years.

Dates: Saturdays, 8/8/2009 (#09AACCE2951B) and 9/12/2009 (#09AACCE2951C)
Time: 1:00 PM to 3:00 PM
Location: Nessmith-Lane Building, Statesboro, GA

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

2 day–Federal Motor Carrier (FMCSR) Safety Regulations Workshop.
2 day–DOT Hazardous Materials Workshop.
3 day–DOT Hazardous Materials and Hazardous Waste Workshop.
4 day–OSHA Approved Voluntary Compliance program.

For more information, please contact Dr. Tony Bretti, Director of Continuing Education/Assistant Dean at 912.478.5442 or tbretti@georgiasouthern.edu.
GEORGIA SOUTHERN UNIVERSITY • Continuing Education Registration 912.478.5551

CONTINUING EDUCATION CENTER

ON-SITE SEWAGE TRAINING MODULES

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

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

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

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.

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

FREQUENTLY ASKED QUESTIONS

DO I HAVE TO BELONG TO A SPECIFIC PROFESSION?

No. Although the training is intended for septic tank contractors/installers and for environmental health division personnel working for the state of Georgia, it may be useful for personnel in general contracting, safety or other fields. All are welcome.

ARE CONTINUING EDUCATION HOURS AVAILABLE FOR PEOPLE WHO COMPLETE AN OSS CLASS?

Professional Development/CEU certificates will be provided to each participant who completes the end-of-course quiz with 100%. These certificates are designed specifically for personnel needing recertification hours as septic tank contractors. If you work in another profession, please contact seminars@georgiasouthern.edu for information about your CEUs.

IF I DON’T EARN 100% THE FIRST TIME I TAKE THE END-OF-COURSE QUIZ, MAY I RE-TAKE IT?

Yes. You may re-study the material and re-take the quiz as many times as you want during the 30 days that you are registered.

COMPUTER REQUIREMENTS

ALL COURSES REQUIRE INTERNET AND E-MAIL ACCESS. SOME COURSES HAVE ADDITIONAL REQUIREMENTS.

REAL ESTATE TRAINING ONLINE

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 at: http://ceps.georgiasouthern.edu/conted/ceprofdevelmenu.html

ON-SITE SEWAGE TRAINING

MODULES

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

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Time: 120 minutes = 2 CEU Credits

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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

FREQUENTLY ASKED QUESTIONS

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ALL COURSES REQUIRE INTERNET AND E-MAIL ACCESS. SOME COURSES HAVE ADDITIONAL REQUIREMENTS.
24/7 ONLINE COURSES

TEACHERS! EARN TWO PLU CREDITS PER COURSE • COURSES START MONTHLY • EACH COURSE IS SIX WEEKS IN LENGTH, WITH TWO LESSONS ISSUED PER WEEK • ONE 2-WEEK EXTENSION MAY BE GRANTED

CURRENT PLU-APPROVED COURSES FOR TEACHERS

COMPUTER SKILLS
- Dreamweaver (8 or MX 2004)
- Microsoft Access 2003 (Intro or Advanced)
- Microsoft Excel 2003 (Intro, Intermediate or Advanced) or 2007
- Microsoft FrontPage 2003 or Outlook 2003
- Microsoft PowerPoint (2003 or 2007)
- Microsoft Word (2003 or 2007) (Intro, Intermediate or Advanced)
- Photoshop (CS2 or CS3)

TECHNOLOGY COMPETENCY FOR YOU OR YOUR STUDENTS
- The Classroom Computer
- Creating Web Pages I & II
- Designing Effective Websites
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel in the Classroom (2003 or 2007)
- Microsoft PowerPoint 2003 or 2007 in the Classroom
- Microsoft Word in the Classroom (2003 or 2007)
- Photoshop CS2 or CS3 for the Digital Photographer
- Photoshop Elements for the Digital Photographer (5.0, 6.0 or 7.0)

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
- Speed Spanish I, II, & III
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Writing: Grades 4-6
- Writing for Children

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

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/cleapproval.pdf.

You must pass the final exam with a score of 70 percent 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.

WE OFFER COURSE AREAS IN:
- Accounting • Business • Certification Prep • Child Care and Parenting
- Computer Applications • Database Management and Programming
- Digital Photography and Video • Grant Writing and Nonprofit Management • Health care • Hospitality • Languages • Leisure and Life Enrichment • Management • Start Your Own Business • Test Prep • Web Design and Graphics • Writing and Publishing

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.

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

Please visit 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.
---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 Educational 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; each team works 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 student work and computer-graded tests. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning!

COURSE AREAS:
• Health care and Fitness • Business and Professional • IT and Software Development • Media and Design • Management and Corporate • Skilled Trades and Industrial • Hospitality and Gaming

OPEN ENROLLMENT
GES 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 90 days but you may request an additional 90-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 Gatlin Online Career Training Courses at http://ceps.georgiasouthern.edu/conted/gatlin.html

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

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 aid in making a positive difference in your life in some way?

Program Features:
• Effective, Convenient, Affordable, High quality training
• Most online courses have 12-month online access
• Cost effective on-site delivery that eliminates travel expenses
• Mentors available live online 24-7 to provide support for all courses
• 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 with attaining increased productivity and a greater ROI.

---GEOGRAPHIC LOCATION---
The Coastal Georgia Center (CGC) is a host site for meetings, conferences, workshops, graduate courses, and more.

The Center is located in Historic Downtown Savannah, with nearly 50,000 sq. feet of meeting space. Our conveniences include: free parking, auditorium seating, catering services, state-of-the-art technology, wi-fi access.

---DEGREES OFFERED---

Coastal Georgia Center

DEGREES OFFERED
MBA*
Web MBA also available
EdD*
Curriculum Studies
Educational Administration
Eds*
Educational Leadership
Counselor Education
Teaching and Learning
MEd*
Early Childhood
Middle Grades
Reading
Counselor Education
Educational Leadership
MPA**
Master of Public Administration

MEd*
Early Childhood
Middle Grades
Reading
Counselor Education
Educational Leadership

MAcc*
Master of Accountancy
MSWK**
Master of Social Work
MSUS**
Master of Science in Urban Studies and Planning

*Georgia Southern University  **Savannah State University

The Coastal Georgia Center (CGC) is a University System of Georgia facility operated by Georgia Southern University, in partnership with Armstrong Atlantic State University and Savannah State University.

305 Fahm Street
Savannah, Georgia
912.651.2005 phone
912.644.7901 fax
Web site: http://cgc.georgiasouthern.edu

GEORGIA SOUTHERN UNIVERSITY • Continuing Education Registration 912.478.5551
### 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 will be processed in 2-4 weeks. If payment was made by cash or check, you will receive your refund in the form of a check. If payment was made by a credit card, your account will be credited.
No refunds will be given to registrants who fail to withdraw prior to the beginning of a program.

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### Continuing Education COURSE REGISTRATION FORM

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Questions? Call 912.478.5551.
Register online at http://ceps.georgiasouthern/conted

#### PAYMENT METHOD
- [ ] Personal check
- [ ] Company check
- [ ] Cash (in person only)
- [ ] VISA
- [ ] Mastercard
- [ ] personal
- [ ] corporate

Account Number
Expiration Date Vcode (3 digit # on back of card)
Cardholder’s Name

MAIL TO: Continuing Education Center
Registrations, Georgia Southern University
P.O. Box 8124, Statesboro, GA 30460-8124
Get a Georgia Southern education online.

Now you can earn a respected Georgia Southern University degree online. Receive all of the benefits of a major university with the personal attention of a much smaller college, anywhere with an internet connection.

With degrees from education and business to nursing and coaching offered online, you’re sure to find a program that fits your needs.
The right space with the right amenities!

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