Advance
Fall 2015
Accomplish More.
Fall 2015 Catalog

Learning opportunities to help you meet your goals.
LET CE HELP YOU

The job market is always changing. Whether you are currently working a full-time job or seeking a new career opportunity, the need for learning new skills never ends. At Georgia Southern University’s Division of Continuing Education (CE), we are committed to helping you accomplish any of your goals.

Our course offerings vary from personal learning, such as digital photography to professional development training such as Project Management – Basics and Real World Applications to extensive certificate programs like Certified Fiber Optics Technician and conferences.

The Division of Continuing Education’s mission is to serve as the education liaison between the academic colleges and administrative units at Georgia Southern University and our constituents; citizens, companies, governmental units, non-profit agencies, and professional organizations. We deliver lifelong learning opportunities designed specifically for you.

Learn more about our offerings year-round by visiting GeorgiaSouthern.edu/conted.

Accomplish More.
FORMATS FOR SUCCESS

OPEN ENROLLMENT IN-CLASS
Learn face-to-face through an instructor-taught classroom setting. Courses are on a fixed schedule and only offered on specified dates, times and locations.

ONLINE
Online-based courses allow you to learn with flexibility at your fingertips. Choose from hundreds of online-based courses ranging from fixed courses that run for a specified time to continuous courses that let you start when you are ready.

CONFERENCEs/WoRKSHOIPS
The division hosts a variety of different conferences and workshops, from healthcare to education throughout the year, all available to anyone interested in registering. Many of the conferences offer Continuing Education Credits, networking events, and speaking opportunities.

CUSTOMIZED TRAINING
Provide professional learning opportunities beyond the campus and into your business or organization. Whatever your training needs are, CE can offer a customized solution. Choose from one of our top-rated facilities or let us bring the training to you.
WELCOME TO CE

PERSONAL DEVELOPMENT
Focus on activities that improve awareness and identity, develop new talents and enhance your quality of life with personal development courses at our Savannah location, Coastal Georgia Center.

PROFESSIONAL DEVELOPMENT
Train with top industry experts to develop the needed tools for enhancing the necessary skills to achieve your professional goals. Whether you are looking for a specialized certification or need to improve your soft-skills for better job performance, there is a professional development course for you.

YOUTH PROGRAMS
Watch your child’s imagination grow through fun-filled educational camps they will always remember. Our highly sought-after summer youth programs provide our youth with engaging and fun activities while learning academic-focused facts in engineering, art, astronomy, and much more!

Learn more about our offerings year-round by visiting GeorgiaSouthern.edu/conted.

Accomplish More.
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Personal development courses at Georgia Southern University focus on activities that improve awareness and identity, develop new talents and enhance your quality of life. Our courses are officed at our Savannah location, Coastal Georgia Center. Our goal is to provide enriching courses that help support life success.
DIGITAL PHOTOGRAPHY

The best way to sharpen your skills is to take a lot of pictures with your DSLR (Digital Single-Lens Reflex) camera. With today’s digital technology, you get immediate access to a picture as soon as you shoot it. There’s no need to worry about wasting your film on a bad shot; if you don’t like it, you can simply delete it. In this introductory hands-on class, you will learn about your camera’s basic settings and how using the manual settings can expand your creative horizons. Emphasis will be on taking lots of photos, getting out of “program” mode and looking at ways to manage the photos you want to print or share online. Students will be walking around and taking pictures at the Coastal Georgia Center, as well as the Visitors Center. An optional field trip may be planned. Wear comfortable walking shoes. Please plan to bring your DSLR camera to the class.

Tuesday, 9/8/2015 and Thursday 9/10/2015
6:00 to 8:00 p.m.
Location: Coastal Georgia Center, Savannah, GA
Cost: $90 per person
CREATIVE DIGITAL PHOTOGRAPHY

Go in-depth into photography principles, aperture and shutter combinations, bracketing and improving composition. Spend time in the classroom for lectures and critiques and in the field for complete hands-on assignments.

PREREQUISITES: A DSLR camera and manual, any changeable lenses and a tripod are required. Have an understanding of your DSLR’s controls and knowledge of how to e-mail photos as attachments.

Wednesdays, 9/9/2015, 9/16/2015, 9/23/2015
6:30 to 8:30 p.m.
Saturdays, 9/12/2015, 9/19/2015
8:00 to 10:00 a.m.
Cost: $125 per person
Location: Coastal Georgia Center, Savannah, GA

ADVANCED CREATIVE DIGITAL PHOTOGRAPHY

In this course, students will learn to hone the exposures using the Zone System, Gestalt principles, and basic composition rules. They will become confident with the manual mode and learn how to effectively use it for a better understanding of how the camera functions.

PREREQUISITES: Creative Digital Photography

Wednesdays, 10/7/2015, 10/14/2015, 10/21/2015
6:30 to 8:30 p.m.
Saturdays, 10/10/2015, 10/17/2015
8:00 to 10:00 a.m.
Cost: $125 per person
Location: Coastal Georgia Center, Savannah, GA
SMART PHOTOGRAPHY WITH YOUR SMARTPHONE

A huge advantage of taking pictures from your smartphone is the ability to show and post images to family and friends right away. This class will teach you how to take better cell phone pictures, as well as how to share them on social media and e-mail. Bring your smartphone so you can take pictures and go through the process of transferring them in this hands-on class. Students will be walking around and taking pictures at the Coastal Georgia Center, as well as the Visitors Center. Please plan to bring your iPhone or Android to class.

Monday, 10/19/2015
Wednesday, 10/21/2015
6 p.m. to 8 p.m
Cost: $90 per person
Location: Coastal Georgia Center,
Savannah, GA
PHOTOSHOP BASICS

This class will introduce the different tools for editing photographs, how to use layers and other basic editing techniques to improve your photographic images. As a lecture-style class, the instructor will teach students about the software program, Adobe Photoshop CS/CC and how to use this tool for editing photos. Students will be assigned homework for hands-on learning and to work on the skills presented during class. Assignments will ask students to edit images using step-by-step instructions on simple images.

PREREQUISITES: Students should have a basic understanding of computers, digital imaging and photo editing.

Mondays,
6:30 to 8:30 p.m.
Location: Coastal Georgia Center, Savannah, GA
Cost: $100 per person
MICROSOFT WORD 1

In this course, you will gain a fundamental understanding of Microsoft 2010 Word, including basic Word, working with documents, formatting text, and formatting the page. In addition, you will learn how to create outlines, use clip art, and utilize themes/styles. After completing the course, you will be able to create informative, versatile documents in Word with ease.

Wednesdays, 10/7/2015, 10/14/2015
6:00 to 8:30 p.m.
Cost: $90 per person
Location: Coastal Georgia Center, Savannah, GA
WRITING CLASSES

SHORT STORY WRITING

The short story is an art form that encompasses all of the characteristics of great novels, including narrative and character. Students with some experience in fiction and nonfiction storytelling will use assigned readings, writing homework and workshop style critiques to explore various writing techniques. Upon completion, they will understand narrative structure and scenic writing, dialogue, character, place, word choice, rhythm and pacing and the art of revision.

Mondays
9/14/2015 to 11/2/2015
6:30-8:30 p.m.
Cost: $200 per person
Location: Coastal Georgia Center,
Savannah, GA

Enjoy.
YOUTH PROGRAMS

Continuing Education at Georgia Southern University presents Youth Programs for K-12 students that utilize the university’s resources in order to provide an experience which is an engaging combination of learning and social development for the youth of Bulloch County. We are committed to providing an opportunity that will allow our youth to explore their creativity, challenge their minds, and build new and lasting relationships in a university setting.
LEGO ROBOTICS - INTERMEDIATE

The purpose of this camp will be to gain the next level in learning to program robots to complete simple and minimally difficult task autonomously. Participants will learn how to use the EV3 programming language to move their robots. The concept of flowcharting is presented. Students will learn to use the Content Editor to document progress. Students will learn about the “loop structure, sound, lights, and display and brick status. The concept of sensors are introduced to assist robots in navigation.

PREREQUISITES: Must have already taken Lego Robotics.

Monday to Wednesday, 6/1/2015 to 6/3/2015
Monday to Wednesday, 7/14/2015 to 7/16/2015
9 a.m. to 12 p.m
Cost: $109 per student per session
Location: Nessmith-Lane Conference Center,
Statesboro, GA
Snacks will be provided
GAME DESIGN AND LEARNING

During this week long educational camp, students will learn the basics of designing digital games and learn tech skills used in designing digital games and programming. Students will practice how to become producers of digital media rather than consumers, while improving their problem-solving skills by using game-design as the context for ill-structured problems.

The successful GDL curriculum has been developed and delivered by project co-PI Akcaoglu to over 200 students since 2011. Instructional methods for solving problems are incorporated into the GDL curriculum, as teaching problem-solving skills is one of the main goals of the class.

October 5-9, 2015
Grades 5 and up
9:00 a.m. to 4:00 p.m.
Cost: $229 per student ($25 Cancellation Fee)
Location: IRC Lab, Room 2165, College of Education,
Georgia Southern University, Statesboro, GA
This 6-week course focuses on strategies used in active reading that pertain specifically to the SAT, and addresses writing strategies used on possible topics during the writing portion. While improving their vocabulary (roots, prefixes, word in context), students will learn to identify key words, recognize main ideas/themes, draw conclusions and make inferences. The writing process will be emphasized and students will practice timed writing sessions to prepare for the reading and writing portions of the SAT. By improving these skills, students will be able to approach the SAT with confidence and the necessary tools for optimal results.

NOTE: The 2nd Edition Study Guide will be used through 2015. The Official SAT Study Guide, Second Edition by College Board, is required for this class. The guide is available at Barnes & Noble or Amazon.

Mondays, September 28 - November 2, 2015
6:00 to 8:00 p.m.
Location: Coastal Georgia Center, Savannah, GA
Cost: $160 per person
MATH PREP

This 6-week course focuses on thinking strategies and skill development needed for maximizing scores on the math portion of the SAT. We will review the use of various formulas essential to solving problems and discuss effective strategies for increasing the likelihood of answering problems correctly. There will be practice tests in class, as well as learning exercises for relieving test anxiety.

NOTE: The 2nd Edition Study Guide will be used through 2015. The Official SAT Study Guide, Second Edition by College Board, is required for this class. The guide is available at Barnes & Noble or Amazon.

Tuesdays
September 29 - November 3, 2015
6:00 to 8:00 p.m.
Cost: $160 per person
Location: Coastal Georgia Center,
Savannah, GA
SAT PREP CLASSES STATESBORO

FACE TO FACE SAT PREP FOR READING, WRITING, AND VOCABULARY

This face to face course focuses on strategies in active reading that pertain specifically to the SAT, as well as, addressing strategies and possible topics for the writing portion. While improving their vocabulary (roots, prefixes, word in context), students will learn to identify key words, recognize main ideas/themes, draw conclusions and make inferences. The writing process will be emphasized and timed writing sessions will be used to help students know what to expect. By improving these skills, students will be able to approach the SAT with confidence and the necessary tools for optimal results.

NOTE: The 2nd Edition Study Guide will be used through 2015. The Official SAT Study Guide, Second Edition by College Board, is encouraged for this class. The guide is available at Barnes & Noble or Amazon.

Tuesdays, September 22 - November 3, 2015
6:00 to 8:00 p.m.
Location: Nessmith-Lane Conference Center, Statesboro, GA
Cost: $159 per person

Enjoy.
FACE TO FACE SAT MATH PREP

This face to face course gives students the necessary practice, thinking strategies and skills development needed for maximizing scores on the math portion of the SAT. They will review the use of various formulas essential to solving problems and receive information on effective strategies for increasing the likelihood of answering problems correctly. They will take practice tests in class and instruction will be student centered with the goal of improving SAT math scores and ease test anxiety.

NOTE: The 2nd Edition Study Guide will be used through 2015.
The Official SAT Study Guide, Second Edition by College Board, is encouraged for this class. The guide is available at Barnes & Noble or Amazon.

Mondays
September 21 - November 2, 2015
6:00 to 8:00 p.m.
Location: Nessmith-Lane Conference Center,
Statesboro, GA
Cost: $159 per person
Professional development courses and certification help you to train with top industry experts to develop the needed tools for enhancing the necessary skills to achieve your professional goals. Whether you are looking for a specialized certification or need to improve your soft-skills for better job performance, there is a professional development course for you.
Congress amended the Americans with Disabilities Act to reverse Supreme Court rulings that had weakened its impact in the workplace. Participants will find out what the newly strengthened ADA means to employers. What does “disability” mean? What is the employer’s duty to “reasonably accommodate”? Armed with this knowledge, HR professionals will be able to ensure that their firms are in compliance with the ADA.

Tuesday, 9/22/2015
6 p.m. to 7:30 p.m.
Cost: $59 per session
Location: HunterMaclean Brunswick
Law Firm, Brunswick, GA
Instructor: Wade Herring, attorney
LAW 123: SOCIAL MEDIA – WHAT HUMAN RESOURCE PROFESSIONALS SHOULD KNOW

The social media craze is here to stay: Facebook, Twitter, email, texting, etc. Privacy laws and federal laws such as the NLRA impact your control over staff’s social media use at work and off duty. This practical review of applicable statutes/regulations will help you choose policies for your firm.

Tuesday, 10/20/2015
6 p.m. to 7:30 p.m.
Cost: $59 per session
Location: Nessmith-Lane Conference Center (campus), Statesboro, GA
Instructor: Shawn Kachmar, attorney
New interpretations and decisions on the FMLA, ADA & Workers Comp laws require HR to stay constantly updated on employee-leave issues. Participants learn when and how to apply unpaid leave, accommodate injured workers with re-assignment, approve medical leave requests, and implement missed-work policies. In addition, various federal and state laws provide for employee leave or job protections for military service, jury duty, and voting, among other situations. Is your company in compliance?

Tuesday, 11/17/2015
6 p.m. to 7:30 p.m.
Cost: $59 per session
Location: Coastal Georgia Center,
Savannah, GA
Instructor: Shawn Kachmar, attorney
LAW 126: BEST PRACTICES IN THE HIRING PROCESS, INCLUDING BACKGROUND CHECKS

Each time your firm seeks a new employee, you must follow federal requirements and determine how much background information is needed. Learn which steps are required and which are optional in the position ad, E-verify, employment history verification, school record review, criminal history check and credit history request.

Tuesday, 12/1/2015
6 p.m. to 7:30 p.m.
Cost: $59 per session
Location: HunterMaclean Brunswick
Law Firm, Brunswick, GA
Instructor: Wade Herring, attorney
LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

Through this 8-week course, faculty from the University’s management, marketing and law fields provide hands-on training in core supervisory/managerial skills, devoting each 4-hour session to a single topic. Offered several times a year since 2000, this course also serves individuals who have been in a leadership role for a longer period but want additional knowledge and practical skills to improve their style or learn how to handle personnel issues.

Eight Wednesdays, 9/23/2015 to 11/11/2015
8:30 a.m. to 12:30 p.m.
Cost: $750 per person
Late Registration Fee: $800
Location: Coastal Georgia Center,
Savannah, GA

Enjoy.
This course provides an overview of the ten knowledge-based principles for managing successful projects: scope, integration, communication, time, cost, procurement, risk management, quality control, human resources, and project stakeholder management. The training includes practical exercises and an in-class group project. Participants receive a manual, electronic forms, and other resource materials. Source: Project Management Body of Knowledge, Project Management Institute PMI® best business practices.

Dates: Friday, 8/28/2015, Tuesday and Thursday, 9/15/2015 and 9/17/2015
Time: 9 a.m. to 3:30 p.m. on Friday; 6 to 9 p.m. on Tuesdays and Thursdays, 9/15/2015 and 9/17/2015
Cost: $650 per person
Location: Coastal Georgia Center, Savannah, GA
Discover a documented step-by-step guideline for managing projects. Students will be exposed to a wide variety of strategic and real world scenarios.

Course Outline:
Day 1, Initiation and Closing Projects
Day 2, Success Planning for Projects
Day 3, Project Simulation for Execution
Day 4, Project Control and Project Manager Professional Responsibility.

Note: Cost includes a copy of the PMBOK® from PMI. New fifth edition

Dates: Friday, 9/25/2015; Tuesday, 10/6/2015; and Thursday, 10/8/2015; Friday, 10/23/2015; Tuesday, 11/3/2015 and Thursday, 11/5/2015
Time: 9 a.m. to 3:30 p.m. on Fridays
6 p.m. to 9 p.m. on Tuesdays and Thursdays
Cost: $1300 per person
Location: Coastal Georgia Center,
Savannah, GA

Enjoy.
SHRM LEARNING SYSTEM

Ensure you’re prepared with Georgia Southern University’s SHRM Learning System course, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

This intensive 12-Monday program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam.

Mondays, 9/14/2015 to 11/30/2015
6:00 p.m. to 9:00 p.m.
Registration Fee: $1,040
Late Fee: $1,140 after noon, 8/17/2015
Location: Coastal Georgia Center,
Savannah, Ga

Enjoy.
This introductory 3-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day.

PREREQUISITES: Fee includes course materials, book, study materials, CD and certification exam. The text we use is The FOA Reference Guide to Fiber Optics written by Mr. Jim Hayes.

Monday to Wednesday, 9/28/2015 to 9/30/2015
8:00 a.m. to 5 p.m. (lunch is on your own)
Cost: $700/ $725 late registration after noon, 8/24/2015
Location: Coastal Georgia Center, Savannah, Ga
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, but includes more background information than is typical in basic courses to allow the student to understand what they are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks.

PREREQUISITES: Fee includes course materials, book, study materials, CD and certification exam. The text we use is The FOA Reference Guide to Fiber Optics written by Mr. Jim Hayes.

Thursday to Friday, 10/1/2015 to 10/2/2015
8:00 a.m. to 5 p.m. (lunch is on your own)
Cost: $675/ $700 late registration after noon, 8/24/2015
Location: Coastal Georgia Center,
Savannah, Ga
CERTIFIED FIBER OPTICS SPECIALIST IN SPLICING (CFOS/S)

This 2-day Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student.

PREREQUISITES: Fee includes course materials, book, study materials, CD and certification exam. The text we use is The FOA Reference Guide to Fiber Optics written by Mr. Jim Hayes.

Saturday to Sunday, 10/3/2015 to 10/4/2015
8:00 a.m. to 5 p.m. (lunch is on your own)
Cost: $750 - no early discount rate for this course
Location: Coastal Georgia Center,
Savannah, Ga
As more of the American population grows older, decisions about healthcare often become more complex. Ethical issues in long-term care continue to present challenges for both administrators and healthcare professionals. This workshop will focus on legal and ethical concerns that impact the care of our elderly population, while creating a forum for the discussion of quantity and quality of life issues. Participants will leave with a better understanding of how to create an environment conducive to ethical decision making. In addition, this informative and interactive workshop will assist participants in identifying their own personal roles in ethical leadership.
Implementing a meaningful Residents’ Rights program in your facility is an ongoing challenge. Involvement of staff at all levels is essential, and administrators must ensure that caregivers are sensitive to the needs of their residents. In this workshop, our expert instructor will address the transition process of institutional care and will examine the legal rights of nursing home residents. Participants will receive tips on how to build relationships with elders in their care and will discuss the best practices for changing perceptions of seniors. Implications for treatment as well as abuse and neglect issues will be reviewed, and attendees will come away better prepared for a state survey. As the world of eldercare becomes even more competitive, those who are attuned to the issues of Residents’ Rights will have an edge in today’s market. More importantly; the residents in your care will be more satisfied and will have a much better quality of life.

Vidalia
December 3, 2015
8:30 a.m. to 4:00 p.m.
Cost: $89 per program*
City of Vidalia Community Center

Statesboro
December 15, 2015
8:30 a.m. to 4:00 p.m.
Cost: $89 per program*
Nessmith-Lane Conference Center

Savannah
December 17, 2015
8:30 a.m. to 4:00 p.m.
Cost: $89 per program*
Georgia Legal Services Office

*Lunch not included in program cost
The registration fee of $115 includes instruction, study manual, planned lunches, refreshment breaks and numbered certificate for those who pass the certification.

Prescribed fire is defined as fire applied in a knowledgeable manner to forest fuels on a specific land area under selected weather conditions to accomplish predetermined, well-defined management objectives. Course is designed for prescribed burning managers. The 1992 Georgia Legislature passed the Prescribed Burning Act which allowed the Georgia Forestry Commission to promulgate a Prescribed Burn Manager Certification Program. Although certification is not required to practice prescribed burning in Georgia, the program is offered in the interest of higher learning and achievement for qualified prescribed burn practitioners and landowners.
ONLINE
Find the course that interests you at GeorgiaSouthern.edu/conted and click Register Online. The easiest way to register.

OTHER WAYS. Download a registration form from our website and return by:

TELEPHONE
Please have your Visa, Mastercard, American Express or Discover card ready. Call 912.478.5551 or toll-free 855.478.5551.

FAX
Fax your completed registration form with payment by Visa, Mastercard, American Express, Discover card or purchase order to 912.478.0847.

EMAIL
Email our registration specialist at CE-Registrations@georgiasouthern.edu.

MAIL
Mail your completed registration form with payment by certified check or money order (payable to Georgia Southern University), Visa, Mastercard, American Express, Discover card or purchase order to:

Continuing Education Registrations
P.O. Box 8124
Georgia Southern University
Statesboro, GA 30460-8124

IN PERSON
Drop by our offices at the Nessmith-Lane Conference Center, Statesboro or the Coastal Georgia Center, Savannah, Monday through Friday, 8 a.m. to 5 p.m.
THE COASTAL GEORGIA CENTER has the quality and versatility in meeting spaces to provide the perfect space for any event, from a small office retreat to several hundred attending a conference.

305 Fahm Street, Savannah, GA, 31401

ACCOMMODATIONS INCLUDE:

- Auditorium with stadium seating for 370 attendees
- A Spacious Lobby with optional exhibit tables
- Multipurpose Room reconfigurable from 1-3 rooms
- Eleven Meeting / Break-out Rooms
- Three Computer Labs with 18-30 stations
- Two Executive style Conference Rooms
- An Office Suite for rent includes three separate offices
- Video Conferencing / Distance Learning Room
THE NESSMITH-LANE CONFERENCE CENTER offers something for everyone. From a business luncheon to a wedding reception, our beautiful and contemporary facility is the best choice for an unforgettable event.

847 Plant Drive, Statesboro, GA, 30458

ACCOMMODATIONS INCLUDE:
- Southern Ballroom to accommodate up to 400 people
- 376-seat auditorium
- Atrium designed as the perfect exhibit / reception hall
- Break-out / Classroom / Meeting rooms of varying sizes
- Computer labs with individual stations
- Video Conferencing / Distance Learning Room
- Complimentary Wireless internet access
- On-site Catering services
- Convenient free parking

Experience the quality and versatility in meeting rooms available exclusively for you.

Schedule a Tour Today!
COME SEE THE DIFFERENCE.

Set your goals for success with CE.

CONFERENCE MANAGEMENT

Whether hosting a conference, seminar, business party, family event, wedding, or reunion, our professional staff is dedicated to providing a full range of customizable event coordination and conference management to make your event a success.

Conference Management Services:
- Fiscal Management
- Marketing
- Program Administration and Coordination
- Program Development
- Program Evaluation
- Program Planning
- Registration Management

Event Services and Amenities:
- A/V Planning and Support
- Catering Coordination
- Convenient Free Parking
- Facilities Planning and Management
- Professional On-site Support
- Smart Classroom Technology

Schedule a Tour Today.
ACCOMPLISH MORE.

GeorgiaSouthern.edu/conted
912-478-5555
conted@georgiasouthern.edu

Social Media
Facebook: Facebook.com/GeorgiaSouthernContinuingEducation
Twitter: @GSUconted

DIVISION OF CONTINUING EDUCATION
Nessmith-Lane Conference Center • Coastal Georgia Center