

# Continuing Education

W I N T E R C A T A L O G 2 0 1 0



Continuing  
**Your Key to Success**  
Education

[continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu)  
(478) 445-5277

 **GEORGIA  
COLLEGE**  
& STATE UNIVERSITY®  
Georgia's Public Liberal Arts University

# The National League of Junior Cotillions

Join us in a program that builds self-confidence and character and helps set boundaries of behavior for each student, all while having fun! A few of the skills covered will include:



**Course #10331051**  
Pre-Cotillion  
K through 3rd grade  
2-3 p.m.  
FEE: \$250

**Course #10331052**  
Junior Cotillion  
4th-6th grade  
3:15-4:15 p.m.  
FEE: \$250

**Course #10331053**  
Cotillion  
7th-10th grade  
4:30-5:30 p.m.  
FEE: \$250

113 Chappell Hall  
8 Sessions  
INSTRUCTOR: Jamey Rivers

## Everyday Manners

- First impressions
- Introductions
- Greeting and shaking hands
- Paying and receiving compliments
- Correspondence
- Table manners
- Polite conversation
- Doors and coats
- Sports etiquette
- Telephone manners
- Family dining

## Formal Manners

- Instructional dinners
- Formal dining
- Party courtesies
- Hosting a party
- Receiving lines
- Eating unusual foods

## Character Education

- Honesty
- Integrity
- Promise keeping
- Fidelity
- Caring
- Respect
- Citizenship
- Excellence
- Accountability
- Handling peer pressure

## Dance

- Music appreciation
- Teamwork
- Timing
- Coordination
- Basic dance courtesies
- Current popular line dances
- Basic steps for the Waltz, Fox Trot, Cha Cha Cha, Shag/Swing, Rhumba, and Tango

All topics are age appropriate and have been developed to be both entertaining and educational. A formal ball will conclude the program on May 2. Classes are held on the 2nd and 4th Sundays of the month beginning on January 10 and ending on April 25.



## Kids' U Spring Break Camp – Nature Explorers

Attention kids ages 6-10! How would you like to spend your Spring Break exploring the wonders of the great outdoors? Take a break from school and join us in an adventure that is sure to WOW you! Do you love animals? Well, this week is packed full of amazing, feathered, four-legged, slimy, and scaly animal friends that are coming to visit. We will explore the natural world around us by going on a nature hike, collecting aquatic insects and tadpoles, playing fun games, and enjoying arts and crafts related to our nature theme. And who says you can't explore the outdoors inside? We will dive into cyber-world to play fun, age-appropriate games to learn about the environment around you. Snacks and punch will be provided. You must bring your own "brown bag" lunch daily. *A signed waiver of liability and emergency form is required.*

### Course #10331801

Monday-Friday • March 29-April 2 • 8 a.m.-5 p.m.  
102 Chappell Hall  
FEE: \$149 • 5 Sessions  
LEAD INSTRUCTOR: Jenny McMahan



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### The Amazingly Awesome Acting Extravaganza (Ages 8-12)

Acting is a skill that can help everyone in life, not to mention, IT'S FUN! Acting builds self-awareness, confidence, vocal strength, communication skills, and an appreciation for the arts. The Amazingly Awesome Acting Extravaganza is great for the most outgoing or the most bashful children. We will work on skills such as movement, projection, improvisation, expression, creative writing, and even costume and props design. The Amazingly Awesome Acting Extravaganza will culminate in a small performance on the final night of the class. We hope to see your child there! There will be no class on March 11.

**Course #10354501**

Thursdays  
 January 28-March 25  
 6-7 p.m.  
 Max Noah Recital Hall  
 FEE: \$99  
 8 Sessions  
 INSTRUCTOR: Addison Walden

### Tutoring Made Personal

The Department of Continuing Education, in conjunction with The John H. Lounsbury College of Education, is proud to offer your child a personal one-on-one tutor in the areas he or she needs most. Tutors will be available for a large variety of subjects from the basic elementary school coursework to the more advanced high school classes. Personalized attention allows the tutor to have time to concentrate on your child's ability rather than the needs of an entire classroom. All sessions will be scheduled by you and the tutor, and will be held at the GCSU Library and Instructional Technology Center.

**Course #10330201**

GCSU Library and Instructional Technology Center  
 FEE: \$150 for Five (5) Hours; \$249 for Ten (10) hours

**REGISTER ONLINE**  
[continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu)

# GCSU Online Test Preparation Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. Each course runs six weeks and consists of twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

## How to Get Started

1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

## GRE Preparation

Designed for those preparing to take the GRE, this two course series prepares students for both the verbal and mathematical sections of the exam. In the verbal course, students focus on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. For the mathematical section, students complete a math review and learn techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up this section of the GRE. Time saver techniques are also discussed.

## SAT and ACT Preparation

Designed for those preparing to take the SAT or ACT, this two course series prepares students for both the verbal and quantitative sections of the exams. **VERBAL:** This course includes verbal refreshers and discusses techniques aimed at relieving test-taking anxiety. Topics include effective word usage and grammar for the ACT, sentence completions and analogies for the SAT, and reading comprehension for both tests. **QUANTITATIVE:** This course analyzes each of the quantitative test question areas on the SAT and ACT. Topics include basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts.

## LSAT Preparation

Designed for those preparing to take the LSAT, this two course series prepares students to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. Students will practice on actual LSAT exams from previous years and also learn proven test-taking techniques. **LSAT Preparation - Course 1** provides an overview of law school entrance procedures, a career in law and law school survival techniques, intensive review of analytical reasoning questions, and explanations for and interpretations of correct answer choices. Students will also learn the outline format that law school admissions counselors favor for preparing the writing sample. **LSAT Preparation - Course 2** provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

## GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

## GED Preparation

Want to pass the GED? If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take--and pass--the GED!

## Praxis I Preparation

Are you a prospective teacher who needs to pass the Praxis I Exam? Then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll get familiar with the different types of questions that appear on the Reading and Writing tests. You'll master the many areas of math that you'll be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, data analysis, graphs, probability, and measurements. To prepare for the essay, we'll discuss what constitutes a high scoring one. We'll also go through the process of writing an essay in the amount of time allotted. You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, and graphics and animation, this course will not only prepare you for the Praxis I, but do so in a way that's fun and interesting. After completing this course, you'll be ready to pass the Praxis I Exam!

# Wedding Planning Certification

Georgia College & State University's Department of Continuing Education is extremely pleased to offer, in partnership with The Wedding Planning Institute, this wedding planning certificate program to anyone who is interested in receiving the industry's premier education in the business of planning weddings and social events. The Wedding Planning Certification Program is perfect for you if you want to get started as a professional wedding planner. This comprehensive program covers everything you need to know in the business, from contracts to etiquette, flowers, music, day of services, marketing, business practices, trade secrets, and industry specific applications. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Using a "hands on" realistic approach to entering the wedding industry and more importantly, starting your business in this industry, you will be guided through step by step instruction on every topic from learning about the wedding industry, to selecting vendors, and marketing to obtain new clients.

## Course #10352801

Tuesdays & Thursdays • February 2-March 25 • 6:15-8:45 p.m.

205 Chappell Hall

FEE: \$865 • 16 Sessions

INSTRUCTOR: Certified WPI Instructor

## Child Development Associate Certification Computer Forensics Training

The CDA program represents a national effort to credential qualified care givers who work with children from birth to age five. Participants who successfully complete this 120-hour course and a CDA assessment will be awarded the CDA credential. The CDA credential has become increasingly important as more federally funded programs, such as Head Start, require the CDA for all their child care providers. The credential is also appropriate for day care and family provider personnel. Candidates for CDA assessment must be 18 years of age or older, hold a high school diploma or the equivalent, have 480 hours of experience working with children within the past five years, and have 120 hours of formal child care education and training within the past five years. This course fulfills the educational requirement.

### Course #10370101

Mondays • 6-10 p.m.

January 4, 25, February 1, 15, March 1, 15, April 12, 19, May 3, 17

Wednesdays • 6-10 p.m.

January 6, 27, February 3, 17, March 3, 17, April 14, 21, May 5, 19

Saturdays • 8 a.m.-5 p.m.

January 30, February 13, March 20, April 17, May 8

113 Chappell Hall

FEE: \$700 • 25 Sessions

INSTRUCTOR: Charlotte Herrington

Georgia College & State University, in association with CompuForensics, is offering government and private sectors a highly cost effective approach to upgrading the technical skills of their computer forensics examiner, management, and support personnel. Live online training is modeled after that provided to federal law enforcement and is taught by a former federal agent and national program manager for computer forensics.

Live online classes, held Monday, Wednesday and Friday nights from 7-9 p.m. Central Standard time, afford students the flexibility of distance learning (using Skype, but US and Canadian students can also participate via phone when necessary) without the limited instructor access common in correspondence courses.

The 75-hour Forensics Examiner course, which includes illustrated loose-leaf notes, Win4Lin licensed software, SuSE Open Linux 11.x DVD and bootable computer forensics CD ROM, employs Windows XP running inside SuSE Linux to safely and more efficiently analyze Windows systems. Prior Linux experience is not required. The class will not meet on April 2.

### Course #10378901

Mondays, Wednesdays, & Fridays • 7-9 p.m. • March 1-May 24

FEE: \$995 • 36 Sessions

INSTRUCTOR: John Joseph Seither, II

## ServSafe™ Food Safety Manager Certification and Retesting

Not just for managers, this full course is for foodservice managers, owners, operators, F&B directors, chefs, line cooks, kitchen managers, dietary managers, dieticians, and anyone else who needs food safety training and certification. Pursuing effective and responsible professional development programs in your establishment is vital to protecting your business. Taking advantage of the ServSafe™ certification can give you an edge. ServSafe™ is the industry leader for food safety education. ServSafe™ training empowers you and your employees to protect against food-borne illness outbreaks, minimizes insurance costs, and reduces liability. In this one day seminar, you will learn about potentially hazardous foods, safe food handling practices, purchasing and receiving standards, the HACCP food system, how to work with your regulatory inspection agency, and more. This ServSafe™ program is nationally recognized and accepted by Georgia's Health Departments, and the certification is valid for five years. The fee includes the book and exam. You will need your book before class starts, so please register before February 12.

### Course #10375401

Saturday • February 20 • 8 a.m.-9 p.m. • 5 p.m. for retesting

102 Chappell Hall

FEE: \$189 for Certification • FEE: \$59 retesting • 1 Session

INSTRUCTOR: Kimberly Porter

## GCSU Online Health Care Professional Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. All courses are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an e-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

### How to Get Started

1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

All courses listed below are accredited by ALLEGRA Learning Solutions, LLC. ALLEGRA is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

#### Certificate in Gerontology

The number of individuals over 65 will more than double by the year 2020 increasing the demand for knowledgeable providers to meet the needs of this population. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, personal care assistants, volunteers, physicians, chiropractors, clergy, physical fitness professionals, adult children of aging parents, or any other individual currently working with or planning to work with older adults

#### Certificate in Complementary and Alternative Medicine

Today's health care system is evolving in its approach to the health and care of a culturally and ethnically diverse client population. In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population.

#### Certificate in Spirituality, Health, and Healing

Spirituality, religion, and culture play an important role in health and healing. Health care systems and health care professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing. To meet the needs of a spiritually and culturally diverse client population, today's health care system is evolving in its approach. Knowledgeable providers who can deliver compassionate, effective care and meet their clients' and patients' spiritual needs are in dramatically increasing demand. To gain a broad understanding of spirituality, health, and healing and to stay current with emerging trends, health professionals who work with diverse religious and spiritual populations will need continuing professional education.

#### Certificate in End of Life Care

The Certificate in End-of-Life Care represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience. The U.S. population is aging at a rapid rate, and the number of individuals, young and old, who are living with debilitating, chronic, or terminal illnesses, is also increasing. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with this population will need continuing professional education to gain a broad understanding of this special area of care and to stay current with emerging trends.

#### Certificate in Growth and Development Through the LifeSpan

More than ever before, new theories, techniques, and views of human nature offer hope for a more penetrating understanding of human development. This certificate program addresses the characteristics, problems, and needs of people of various ages, giving you the additional knowledge and expertise you'll need to successfully care for all your patients.

#### Certificate in Legal and Ethical Issues in Nursing

In recent years, there has been explosive growth in the number of important legal and ethical issues that you must learn and understand if you want to work successfully in the nursing field. This certificate program addresses these issues and will provide you with timely, concise, and crucial information on legal concepts and bioethical issues that most matter to you.

#### Certificate in Issues in Oxygenation

Ensuring adequate oxygenation is fundamental to the nursing care of many types of patients—from those with common colds to those recovering from coronary artery bypass grafting. This certificate program will provide you with a holistic and collaborative approach to the care of patients with disorders of oxygenation.

#### Certificate in Pain Assessment and Management

Pain assessment and management is a crucial part of compassionate and effective patient care. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. If you work with patients who are in pain, this certificate program will help you increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

#### Certificate in Perinatal Issues

The demand for knowledgeable providers to meet the needs of child-bearing women, newborns, and families is dramatically increasing; new jobs are being developed and new services created. If you are a health professional who works with this population (or would like to do so), this program will help you stay current with emerging trends in this specialized area of health care.

#### Death and Dying

What is grief? What are normal grief responses? What is involved in the final life transition? These are some of the questions that will be discussed in this course. The role of culture, palliative and hospice care, advance directives, and the role of spirituality in death and dying will be described. Interactions, healing strategies, and rituals that use the senses and bring comfort and peace for the dying will also be explored.

## Computer Based Professional Development Units (PLUs) For Teachers



In the State of Georgia, teachers are required to complete 10 PLUs (formerly SDUs) every five years in order to retain their teaching certificates. Georgia College & State University has partnered with Virtual Educational Software, Inc. to offer professional development learning unit options for K-12 educators on CD-ROM. These interactive continuing education courses provide

expert instruction at a pace that fits your schedule. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD).

If you are currently teaching, you must complete a Prior Approval Form before you begin your course. Upon completion of your course, you will receive a PLU Course Completion Form. When you are ready to renew your teaching certificate, attach your PLU Course Completion Form to your renewal application. If you are not currently employed as a teacher, you must keep your PLU Course Completion Form. It is the responsibility of each student to maintain copies of his/her records. Please contact the Department of Continuing Education at (478) 445-5277 to register for a course and request a Prior Approval Form.

The following courses are currently approved for PLUs. Please visit our online course catalog at [continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu) and follow the links for descriptions of the courses and syllabi.

Course Name	PLUs	Price
<b>Attention Deficit Disorder:</b> Information and Interventions for Effective Teaching	3 PLUs	\$170
<b>Understanding Aggression:</b> Coping with Aggressive Behavior in the Classroom	4 PLUs	\$190
<b>Autism &amp; Asperger's Disorders:</b> Information and Effective Intervention Strategies	3 PLUs	\$170
<b>Behavior is Language:</b> Strategies for Managing Disruptive Behavior	4 PLUs	\$190
<b>Child Abuse:</b> Working with Abused and Neglected Children	3 PLUs	\$170
<b>Drugs &amp; Alcohol in Schools:</b> Understanding Substance Use and Abuse	3 PLUs	\$170
<b>Inclusion:</b> Working with Special Needs Students in Mainstream Classrooms	3 PLUs	\$170
<b>Learning Disabilities:</b> Practical Information for Classroom Teachers	4 PLUs	\$190
<b>Talented and Gifted:</b> Working with High Achievers	3 PLUs	\$170
<b>Violence in School:</b> Identification, Prevention, Intervention Strategies	3 PLUs	\$170
<b>Traumatized Children</b>	3 PLUs	\$170
<b>Infant and Toddler Mental Health</b>	3 PLUs	\$170
<b>Advanced Classroom Management</b>	3 PLUs	\$170
<b>Educational Assessment:</b> Assessing Student Learning in the Classroom	3 PLUs	\$170
<b>Functional Analysis:</b> Introduction to Completing Behavior Assessments	3 PLUs	\$170
<b>Teaching Diversity:</b> Influences and Issues in the Classroom	3 PLUs	\$170
<b>Reading Fundamentals #1:</b> An Introduction to Scientifically-Based Research	3 PLUs	\$170
<b>Reading Fundamentals #2:</b> Laying the Foundation for Effective Reading Instruction	3 PLUs	\$170
<b>Reading Fundamentals #3:</b> The Elements of Effective Reading Instruction and Assessment	4 PLUs	\$190
<b>Early Childhood:</b> Family-Centered Services, Birth to Five	4 PLUs	\$190
<b>Early Childhood:</b> Observation and Assessment	3 PLUs	\$170
<b>Early Childhood:</b> Program Planning	4 PLUs	\$190
<b>Early Childhood:</b> Typical and Atypical Development	4 PLUs	\$190

## Super Saturdays for Child Care Providers

Super Saturdays will provide five hours each day of DHR-accepted training in topics relevant to child care issues. These courses are also suitable for foster parents meeting educational requirements as well as court ordered requirements in domestic relations matters. The \$40 registration fee includes all five hours of training. NOTE: Please bring markers, crayons, scissors, glue, and mixed construction paper to all classes. You must register by Wednesday before the course date; no late registrations will be accepted.

### Course #10378501

January 16  
Keeping Children Safe and Well-2 hours  
Art Smart-2 hours  
Room Arrangement-1 hour

### Course #10378502

February 6  
Exploring the Senses-Cognitive Development-2 hours  
Brain Development, Ages 0 to 3-2 hours  
Let's Get Physical-1 hour

### Course #10378503

March 6  
Nutrition-5 hours  
This is a mandatory annual course for directors and cooks.

Saturdays • 8 a.m.-1 p.m. • 113 Chappell Hall • FEE: \$40 • INSTRUCTOR: Charlotte Herrington

# GCSU Online Web Page Design and Development Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. Each course runs six weeks and consists of twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

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2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

## Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

## Creating Web Pages II

Are you using HTML to its fullest potential? In this hands-on course, you'll become adept at using color, tables, and frames to give your Web pages a more polished and professional look, improved navigation, and more organization. Beef up the fun factor with audio and interactive forms, and learn how to save hours of time and effort with Cascading Style Sheets.

## Flash

Learn how to create exciting interactive animations from a working Flash designer and author with more than a decade of experience in Flash development. Discover how to create animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site.

## FrontPage

Learn the essentials of Microsoft's popular Web site-building software. You'll begin with an introduction to basic Web design principles, and you'll explore the interface and features of the FrontPage program. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

## CorelDRAW

Enhance your company newsletter, logo, or letterhead, boost your personal Web page, or design an original greeting card using dazzling images you've created with CorelDRAW. Learn how to add brilliant colors, designs and exquisite text to your original artwork and then export them with ease to other computer applications, such as Microsoft Office, Adobe Acrobat, and the Web.

## Dreamweaver

Learn to harness the power of this industry-standard Web design program from a Silicon Valley veteran. Master the basics of document creation and how to insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web page content.

## Designing Effective Web Sites

This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the Web and the characteristics of effective Web writing.

## Imaging for the Web Using Fireworks

Tap into the power of Fireworks to create dynamic Web graphics, including logos, buttons, rollovers, image swaps, animation, and more. Learn to use Fireworks alone to produce interactive Web pages without writing any code, or integrate your creations with Dreamweaver or Flash for a truly remarkable total Web solution.

## Achieving Top Search Engine Results

With nearly 90% of web traffic coming from search engines, the most important thing you can do to increase your web site's traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest position with the major search engines.

## CSS and XHTML

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. Traditional HTML is rapidly becoming obsolete, as powerful new languages like CSS and XHTML gain popularity and mindshare among Web developers. CSS and XHTML not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for, and occasionally require the use of, CSS and XHTML. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS and XHTML today?

## Computers for “Non Computer Users” Over 55 Years Old

Is your computer just collecting dust? Designed especially for retirees who have never used a computer in school or at work, this course is ideal for those just starting out with a personal computer. The course focuses on tasks in which “seniors” might use a computer including computer basics, e-mail basics so you can keep in contact with distant relatives and friends, send photographs, and share web photo albums, get free software, research genealogy and other items on the web, access useful government agencies, and just generally enjoy your computer.

### Course #10320101

Monday-Wednesday  
January 11-13 • 5:30-7:30 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster

## Basic Skills for Microsoft PowerPoint

The advantage of PowerPoint is that it is specifically designed with presentations in mind, has built-in clip art and graphics features, does not rely on an Internet connection, and allows you to resize and position images easily. You will learn to create professional quality presentations in minutes with this powerful Windows program. You will learn to create, save, and retrieve presentations, create text using the text editor, build outlines and slide sequences, and incorporate clip art, templates, and color. In addition, you'll learn to create slide and note masters, add charts and graphics to slides, and build a presentation slide show.

### Course #10320901

Thursdays  
February 11, 18 & 25 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster

## Slide Show Workshop I

Now that the holidays are past, come learn to use PowerPoint to show off your Christmas pictures. Be sure to bring sample pictures on your flash drive.

### Course #10320960

Wednesday  
January 27 • 6-8 p.m.  
203 Chappell Hall  
FEE: \$64 • 1 Session  
INSTRUCTOR: Jay Lancaster

## Slide Show Workshop II

There's more fun to be had. Learn to upload your pictures to a free website and share them with your friends and family, and download from the site to create slide shows. Please bring sample pictures on your flash drive to class.

### Course #10320962

Thursday  
February 4 • 6-8 p.m.  
203 Chappell Hall  
FEE: \$64 • 1 Session  
INSTRUCTOR: Jay Lancaster

**To register,** call Nora at 445-5277

## GCSU Online Computer Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. Each course runs six weeks and consists of twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

### How to Get Started

1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.



Microsoft Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Access  
Microsoft PowerPoint  
Microsoft Publisher  
Microsoft Outlook  
Microsoft Project  
Microsoft Visio  
Oracle  
Quickbooks  
Linux  
Visual Basic  
Photoshop  
PC Troubleshooting  
Adobe Acrobat  
Windows File and Disk Management  
Networking  
iMac and Macintosh Programs  
SQL  
Perl Programming  
C++  
PHP  
File Management  
Database Development

# GCSU Online Graphic Design Courses

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## How to Get Started

1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

## Adobe Illustrator

Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects. You'll gain valuable experience with Illustrator's drawing tools and image-editing features that aren't usually covered in introductory courses. You'll practice drawing and tracing with the Pen tool and learn how to fine-tune the contours of any line. You'll discover how to work with color, use shortcuts for applying color to images, and add special effects to your drawings. Real-world assignments will challenge you and help you hone your new skills. The course is designed to let you work at your own level, whether you're just getting started with Illustrator or looking to refresh your Illustrator skills. Each project includes instruction and practice in the principles of good graphic design.

## CorelDRAW

Enhance your company newsletter, logo, or letterhead, boost your personal Web page, or design an original greeting card using dazzling images you've created with CorelDRAW. Learn how to add brilliant colors, designs and exquisite text to your original artwork and then export them with ease to other computer applications, such as Microsoft Office, Adobe Acrobat, and the Web.

## FrameMaker

If you want to be a technical writer, you need to learn Adobe FrameMaker, the gold standard for publishing technical documentation. In this practical, hands-on course, a seasoned professional will show you how to take advantage of FrameMaker's renowned ability to handle large, complex documents for both print and online.

## Photoshop (Beginning, Intermediate, and Advanced Courses)

If you want to work with graphics, Photoshop is the program you will most need to learn. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements. You'll even learn how much fun it can be to paint again without the mess to clean up.

## Microsoft Publisher

Learn to use one of the most affordable and comprehensive desktop publishing packages available. In this hands-on, project oriented course, you'll begin designing, creating, and publishing a wide variety of stunning documents that you're sure to want to use. In this course, you'll learn how Publisher's built-in layouts and templates can help you quickly complete virtually any desktop publishing project. You'll also learn about the many ways you can modify those templates in order to create impressive and truly original works of your own. You'll gain plenty of valuable experience in designing, developing, and publishing newsletters, brochures, and Web sites. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts.



[continuingeducation@gcsu.edu](mailto:continuingeducation@gcsu.edu)

## Introduction to Microsoft Excel

In this introductory course, you will learn the basic skills of using the Excel spreadsheet. You will enter and edit labels, values, and formulas, find and replace formulas, move and copy data, insert and delete ranges, use relative and absolute references in formulas, use SUM, AVERAGE, MIN, and MAC. You will format text and numbers, control page setup including headers and footers, create charts based on worksheet data, format chart elements, and much, much more. Hands-on practice will enable you to make the most of this powerful spreadsheet program.

### Course #10320301

Tuesday-Thursday • January 19-21 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster



## Intermediate Microsoft Excel

Go beyond the basics to explore Excel's database features and use multiple spreadsheets. You will learn to incorporate templates, charts, and graphic objects to increase productivity, work with formulas using built-in functions, create, sort, and filter lists using a data form to enter and edit records, and use existing and custom defined macros to automate tasks.

### Course #10320401

Monday-Wednesday • February 1-3 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster



## Advanced Microsoft Excel

Experience the power of managing and analyzing data. Create automatic subtotals, validate data, create, rearrange, and format Pivot Tables, create pivot charts, run and record a macro, and a whole lot more.

### Course #10321901

Monday-Wednesday • March 8-10 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster



**To register,** call Nora at 445-5277

## Introduction to Microsoft Access

Make it easy on yourself! Learn to use this popular relational database management system to set up, maintain, and manipulate databases for easily accessible data. Point and click graphical screens to quickly and easily create new databases. Build custom tables and forms to perform basic data entry tasks. Locate, sort, filter, import, and export data with set controls and form properties.

### Course #10320701

Monday-Wednesday • February 22-24 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster

## Intermediate Microsoft Access

Hasn't it gotten easier since you started Access? Come on back and continue your mastery of Microsoft's popular database. Learn to customize forms by adding new text and fields, set one-to-many relationships between tables, and create, customize, and save simple queries and filters. Create, modify, and print enhanced reports to include different fonts and pictures. Build and specify macro conditions along with programming command buttons.

### Course #10320801

Monday-Wednesday • March 22-24 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster

## Advanced Microsoft Access

Are you ready to put the finishing touches on your Access relational database? In this advanced course you will learn to write SQL statements and attach SQL queries to a control in a form, create single and multiple-criteria parameter queries, create and run macros for data validation, data entry, user decision, running parameter queries, and for data transfer between Access and other applications, and a lot more.

### Course #10322001

Monday-Wednesday • March 29-31 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$129 • 3 Sessions  
INSTRUCTOR: Jay Lancaster

**THE DEPARTMENT OF CONTINUING EDUCATION AT GCSU IS PROUD TO OFFER CEU'S TO THOSE PROFESSIONALS WHO REQUIRE SPECIALIZED TRAINING TO MAINTAIN OR RENEW THEIR LICENSE OR CERTIFICATION.**

We currently offer CEU's for the following professions:

**Accountants**  
**Attorneys**  
**Certified Public Accountants (CPA's)**  
**Child Care Providers**  
**Conditioned Air Contractors (HVAC)**

**Electricians**  
**Health Care Providers**  
**Insurance Agents**  
**Plumbers**  
**Real Estate Appraisers**

**Real Estate Brokers**  
**Real Estate Salespersons**  
**Teachers**

If we are not offering training for your profession, please give us a call at (478) 445-5277, and we'll do our best to provide those services for you.

## Avoid Parking – Register Online [continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu)

### Introduction to Microsoft Word

This course introduces the features and functionality of Microsoft Word, a powerful and popular word processor and more, and introduces simple concepts, such as creating, editing, and saving a file. In addition, you'll learn to navigate documents, use different views, customize the display, and print documents.

#### Course #10320601

Monday, Tuesday, & Thursday  
January 25, 26, & 28  
6-9 p.m.  
203 Chappell Hall  
FEE: \$129  
3 Sessions  
INSTRUCTOR: Jay Lancaster

### Intermediate Microsoft Word

Enhance your productivity and continue to expand your knowledge of Microsoft's powerful word processing package. Focus on more than the basics such as using section breaks to format a document, formatting text in columns, creating tables, merging a document with data to make variations of one document, using styles and templates, and creating macros. Table math, word art, and word graphics will give that special look to your documents.

#### Course #10321601

Monday-Wednesday  
February 15-17  
6-9 p.m.  
203 Chappell Hall  
FEE: \$129  
3 Sessions  
INSTRUCTOR: Jay Lancaster

### Mail Merge

Microsoft Word's mail merge can be used to create form letters, e-mail messages, envelopes, labels, or directories. With a little imagination, these choices let you create just about any kind of document or communication you would need. You will learn to set up a data source and perform a mail merge using Microsoft Word and Excel. From form letters and envelopes to Christmas cards and invitations, the possibilities are endless!

#### Course #10321401

Monday & Tuesday • March 15 & 16 • 6-9 p.m.  
203 Chappell Hall  
FEE: \$69  
2 Sessions  
INSTRUCTOR: Jay Lancaster

### Basic Web Page Design

You will start with the basics and learn exactly what a web page is and what every page needs. Using Composer, you will build a web site by learning how to insert text, backgrounds, graphics, and hyperlinks on your own web pages. From there, you will learn how to use File Transfer Protocol (FTP) to place your efforts on a web server. Whether you want to market your business on the web or enjoy it as a personal hobby, this course will give you the basics to get started!

#### Course #10321501

Monday-Wednesday  
February 8-10  
6-9 p.m.  
203 Chappell Hall  
FEE: \$129  
3 Sessions  
INSTRUCTOR: Jay Lancaster



### Advanced Web Page Design

Pick up where the basic course leaves off. Learn advanced web page design secrets used by professional web designers. Learn how to insert hidden and visible tables, insert hidden graphics, create frames, and perform other tricks to help in laying out your page to get the exact look you want. From there, create advanced pages by inserting javascripts, CGIs, and other techniques to create your ultimate web site. This course will take your page past your first effort and move you into a third generation web site. Prerequisite: Basic Web Page Design Skills or previous web page creation using HTML.

#### Course #10321502

Monday-Wednesday  
March 1-3  
6-9 p.m.  
203 Chappell Hall  
FEE: \$129  
3 Sessions  
INSTRUCTOR: Jay Lancaster

### Five Ways to Get Your Employer to Pay for Continuing Education Courses

1. Ask
2. Show him or her this catalog
3. Stress the benefits
4. Emphasize the convenience
5. Compare the competition's pricing

## Real Estate and Appraisal Courses

Be on the leading edge of learning! Study on your home or office computer at your own pace. GCSU, in conjunction with Thomson CompuTaught and Career Webschool, offers you the opportunity to meet your education requirements with a highly effective online program that is convenient and easy-to-use. You do not need any previous computer experience, and no classroom attendance is required. All courses are approved by the Georgia Real Estate Commission to meet the continuing education requirements.

Please visit our web site at <http://continuingeducation.gcsu.edu> and click on "Online Courses" to order.

	Hours	Price		Hours	Price
<b>Real Estate Sales Pre-License</b>			Current Developments in Agency	6	\$64
Sales Pre-License*	75	\$480	Legal Issues in a Brokerage Office	6	\$64
Georgia License Exam Prep	-	\$50	Management in a Brokerage Office	6	\$64
Broker's Pre-License*	60	\$380	Georgia Basic Real Estate Finance	6	\$64
<b>Real Estate Sales Post License</b>			Tax Advantages of Home Ownership	6	\$64
Advanced Topics for New Agents*	25	\$179	Pricing Property to Sell	6	\$64
Finance and Settlement Procedures*	25	\$179	Licensees as Principal	6	\$64
<b>Real Estate Sales Continuing Education</b>			Understanding Closing Statements	9	\$87
Consensual Dual Agency	3	\$41	<b>Real Estate Appraisal Qualifying and Registration</b>		
Tax Free Exchanges of Residential Property	3	\$41	Appraiser Qualifying Package - Includes USPAP	90	\$675
Ethics in Real Estate: A Review of the NAR Code	3	\$41	National USPAP Course Equivalent	15	\$235
Real Estate Math	3	\$41	Residential Appraiser Site Valuation and		
ADA and Fair Housing	3	\$41	Cost Approach	15	\$150
Introduction to Real Estate Ethics	3	\$41	Residential Market Analysis and		
Maximize Your Buyer's Borrowing Power	3	\$41	Highest and Best Use	15	\$150
Principles of Commercial Real Estate	3	\$41	Residential Report Writing and Case Studies	15	\$150
Using the Internet in Your Real Estate Practice:			<b>Real Estate Appraisal Continuing Education</b>		
An Introduction	3	\$41	An FHA Single Family Appraisal*	15	\$125
Check It Out: Home Inspection in			Overview of the Appraisal Process	14	\$125
Real Estate Practice	3	\$41	Uniform Residential Appraisal Report (URAR)	14	\$125
Structuring Ownership in Commercial Real Estate	6	\$64	Appraisal Methods	14	\$125
Commercial Sales and Exchanges	6	\$64	Methods of Residential Finance	6	\$64
Commercial Finance and Investment Analysis	6	\$64	Basic Real Estate Finance	6	\$64
Commercial Leases	6	\$64	Tax Advantages of Home Ownership	6	\$64
Regulations Impacting Commercial Real Estate	6	\$64	Pricing Property to Sell	6	\$64
Georgia License Law and Rules	6	\$64	Tax Free Exchanges of Residential Property	3	\$41
Writing Contracts	6	\$64	Real Estate Math	3	\$41
Legal Issues for Agents	6	\$64	ADA and Fair Housing	3	\$41
Methods of Residential Finance	6	\$64	Principles of Commercial Real Estate	3	\$41
Understanding Net to Seller Forms	6	\$64			

## Real Estate Sales Prelicense

This is an intensive 75-hour entry-level course for those interested in real estate sales information, either as a career venture or for general use. The course is approved by the Georgia Real Estate Commission as meeting the educational requirements for taking the state licensing examination. Students must be at least 18 years of age and have received a high school diploma or the equivalent; be a resident of the State of Georgia, unless seeking a nonresident license; and must obtain a criminal history report from the GBI. All students must be in attendance for the entire 75 hours, successfully complete all assignments, and attain a grade of at least 75 percent on a comprehensive final examination in order to receive a qualifying certificate to sit for the state exam. The registration fee includes all textbooks and course testing materials required for the course. The registration fee does not include any fees for state licensing. This course is approved for VA benefits. You must register no later than January 12 in order to ensure you receive your books.

### Course #10371001

Mondays, Wednesdays, & Fridays  
 January 25-March 22  
 6-9:30 p.m.  
 102 Chappell Hall  
 FEE: \$599  
 25 Sessions  
 INSTRUCTOR: John Chaklos



# Health Care Professional Programs

In partnership with Condensed Curriculum International, Inc. (CCI), Georgia College & State University's Department of Continuing Education is offering a variety of entry level Health Care Professional training programs. Available to working adults interested in a new career as well as current health care professionals, these exciting programs will help you prepare for the numerous jobs available to health care staff and professionals! All instructor-led programs are taught by practicing health care professionals and consist of both lecture and hands on labs to simulate a "real world" professional experience. All fees include the cost of the textbooks. You must register no later than one week before class starts in order to ensure you receive your books. All classes will meet in Chappell Hall.



## Pharmacy Technician Certification Program

Want a great new career? This comprehensive course will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's (PTCB) exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings, working under the supervision of a registered pharmacist. Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing, and reimbursement. The cost of textbooks is included in the fee. The class will not meet March 22.

### Course #10379301

Mondays & Wednesdays  
March 1-April 21  
6-9:30 p.m.  
15 Sessions  
FEE: \$999

## Home Health Care Aide Professional

Home Health Care Aides assist patients in their homes by focusing on their specific health and personal needs. Emphasis is on giving personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Home Healthcare Aide's also work in hospitals, clinics, rehabilitation centers, home care, long term care facilities, hospice and assisted living facilities. Detailed course topics and review include the role of the home health aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming, foot care, nutrition, and other relevant topics. In addition to the responsibilities of a Home Health Care Aide, this program will prepare you to sit for the National Association for Home Care & Hospice (or the "NAHC") "Home Care Aide Certification" examination through the NAHC's Homecare University Program. The class will not meet March 22.

Prerequisites: You must possess a high school diploma or GED equivalent. Certain states other than Georgia have licensing and training requirements to work as a home health aide or to perform certain tasks in a patient's home.

### Course #10374001

Mondays & Wednesdays  
March 1-May 10  
6-9:30 p.m.  
FEE: \$1,499  
20 Sessions

## High School to College Career Readiness: How to Choose a Major

Parents, this workshop is for your high school junior or senior who isn't sure what he or she wants to major in while at college. Choosing a major and career goal is a process that involves considering the overlap among world-of-work needs and the individual's skills, interests, and values. At the time of registration and prior to the class, participants will be given instructions to take an online career assessment and some worksheets to complete. The instructor will then explain and interpret the results of the assessment and worksheets during the first half of the class. The second half of the class will be spent discussing emerging work trends and careers of the future, a four-year career development plan to stay on track during college, how to maximize marketability to employers, sharing website and book resources for career and major decision-making, and assisting the students in developing a "tool kit" to be successful future workers. The instructor is a Licensed Professional Counselor with expertise in career counseling. Please register before February 3.

### Course #10330101

Saturday  
February 6  
9 a.m.-12 p.m.  
102 Chappell Hall  
FEE: \$69  
1 Session  
INSTRUCTOR: Jennifer Strole



## MEDICAL CODING CERTIFICATE PROGRAM

According to the U.S. Department of Labor, the job market for medical coders and related professionals is expected to grow much faster than average, by more than 36% through 2010. Medical coding was developed as a universal numerical language for the medical profession so physicians and healthcare workers could pinpoint descriptions of medical and surgical procedures for insurance companies. These codes, which help to keep paperwork and payments flowing, provide the clarity that insurance firms need to be confident information is 100% accurate.

The Medical Coding Certificate Program is a series of six courses designed to prepare students for entry-level employment opportunities within hospitals, doctors' offices, insurance companies, public healthcare offices, and other medical settings. Students who enroll in the program will be introduced to medical terminology through the first three courses which are designed to increase knowledge and understanding of the medical language. Students will focus on prefixes, root words, and suffixes from which the medical language is composed. Plus, basic anatomy and physiology, which is essential in understanding how to apply diagnostic and procedural coding, will be covered.

The final three courses will fully explain medical coding for both hospitals and physicians' offices. Textbooks and workbooks are required for all courses. Please register early for a list of books you will need to purchase.

All classes will meet in Chappell Hall.

### Medical Terminology I

**Course #10370601**

Tuesdays & Thursdays • 6-9 p.m.  
January 12-February 11  
10 Sessions • FEE: \$249

### Medical Terminology II

**Course #10370602**

Tuesdays & Thursdays • 6-9 p.m.  
February 23-March 25  
10 Sessions • FEE: \$249

### Medical Terminology III

**Course #10370603**

Tuesdays & Thursdays • 6-9 p.m.  
March 30-April 29  
10 Sessions • FEE: \$249

### Basic ICD-9-CM Inpatient Coding

This course focuses on correctly assigning ICD-9-CM diagnostic and procedural codes in in-patient hospital records to ensure accurate and complete reimbursement.

**Course #10370201**

Tuesdays & Thursdays  
May 11-June 10  
6-9 p.m.  
10 Sessions  
FEE: \$249

### Basic ICD-9-CM Outpatient Coding

The focus of this course is on basic ICD-9-CM coding principles, conventions, and claim submissions for physicians' offices and other outpatient settings. Physicians are required to use Current Procedural Terminology (CPT) for submitting claims for procedures performed. ICD-9-CM is required for coding diagnoses.

**Course #10370202**

Tuesdays & Thursdays  
June 22-July 22  
6-9 p.m.  
10 Sessions  
FEE: \$249

### Basic CPT-HCPCS Coding

This course investigates the coding system developed by the Center for Medicare and Medicaid Services to report physician and supplier services for payment. Discussions will center on coding information necessary for procedural coding and billing claims for physician's offices, other outpatient settings, and hospitals. The class will not meet on September 7 and 9.

**Course #10370203**

Tuesdays & Thursdays  
August 3-October 14  
6-9 p.m.  
20 Sessions  
FEE: \$449  
INSTRUCTOR: Wylene Taylor

## AMA Management Courses

In partnership with the American Management Association (AMA), the GCSU Department of Continuing Education is proud to offer these nationally recognized online training opportunities for business and industry personnel. These courses are designed for those interested in developing and updating their supervisory skills, enhancing their job performance, and improving their opportunity for career advancement. Whether looking for individual programs or courses that lead to a certificate, GCSU and AMA make it possible.

Certificate programs are available for Success Skills in the Workplace, Customer Satisfaction Management, Quality Improvement Management, General Management, Administrative Assistant, Manufacturing Management, Sales and Marketing Management, Human Resources Management, Finance and Accounting Management, Strategic Leadership, and Business Communications Management. And remember, you can take individual courses if you don't want to take a certificate program.

Please visit our web site at

<http://continuingeducation.gcsu.edu> for complete information, a list of courses, and to register.

## Insurance Continuing Education

Georgia College & State University is proud to offer all of the continuing education courses you need to renew a single license. With our online courses, you can view the course books or print them from your browser, or you can have printed books shipped to you. For a list of courses and prices, please visit our website at [continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu)



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# Online Workforce Training Programs

## Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with Georgia College & State University offers the following online certificate programs:

### Healthcare and Fitness

Administrative Dental Assistant (150 Hours)  
Administrative Medical Specialist w/ Medical Billing and Coding (300 Hours)  
Advanced Coding for the Physician's Office (80 Hours)  
Advanced Hospital Coding and CCS Prep (80 Hours)  
Certified National Pharmaceutical Representative (120 Hours)  
Coding, Reimbursement and Documentation for Physicians (12 Hours)  
Fitness Business Management (260 Hours)  
HIPAA Compliance (4 user licenses) (12 Hours)  
Human Resources for Healthcare Professionals (80 Hours)  
ICD-10 Medical Coding: Preparation & Instruction for Implementation (200 Hours)  
Medical Billing and Coding (240 Hours)  
Medical Terminology (60 Hours)  
Medical Transcription (240 Hours)  
Pharmacy Technician (240 Hours)  
Revenue Cycle Management for Healthcare Providers (12 Hours)  
Veterinary Assistant (240 Hours)

### Business and Professional

Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)  
Administrative Professional w/ Microsoft Office Specialist (240 Hours)  
Bookkeeping the Easy Way with Quickbooks (140 Hours)  
Certified Bookkeeper (80 Hours)  
Certified Global Business Professional (400 Hours)  
Certified Wedding Planner (300 Hours)  
Chartered Tax Professional (180 Hours)  
Chartered Tax Professional for California Residents (200 Hours)  
Corporate Governance and Ethics (15 Hours)  
eBusiness (200 Hours)  
Emergency Management Training (300 Hours)  
English as a Second Language - Global English (Unlimited Hours)  
Entrepreneurship: Start-Up and Business Owner Management (360 Hours)

[www.gatlineducation.com/gcsu](http://www.gatlineducation.com/gcsu)



Freight Broker/Agent Training (150 Hours)  
Grant Writing (300 Hours)  
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)  
Lean Mastery (60 Hours)  
Management for IT Professionals (390 Hours)  
Management Training (360 Hours)  
Mediation and Dispute Resolution (180 Hours)  
Non-Profit Management Training (300 Hours)  
Paralegal (225 Hours)  
Payroll Practice and Management (80 Hours)  
Personal Financial Planning (40 Hours)  
Principles of Private Investigation (200 Hours)  
Project Management (40 Hours)  
Purchasing & Supply Chain Management (300 Hours)  
Records Management (180 Hours)  
Search Engine Marketing (250 Hours)  
Search Engine Optimization (150 Hours)  
Seven Steps to Leading High Achieving Teams (70 Hours)  
Six Sigma Black Belt (200 Hours)  
Six Sigma Green Belt (100 Hours)  
Technical Writing (80 Hours)  
Travel Agent Training (200 Hours)  
Understanding Earned Value Management (30 Hours)

### IT and Software Development

3ds max (650 Hours)  
Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)  
Administrative Professional w/ Microsoft Office Specialist (240 Hours)  
ASP.NET (300 Hours)

# Online Workforce Training Programs

**To register,** call Nora at 445-5277

AutoCAD 2007 (150 Hours)  
AutoCAD 2009 (150 Hours)  
Cisco® CCENT® Certification Training (70 Hours)  
Cisco® CCNA® Certification Training (100 Hours)  
CompTIA™ A+ Certification Training (320 Hours)  
Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)  
Comp TIA™ Network+/Server+ Certification Training (80 Hours)  
Comp TIA™ Security+ Certification Training (120 Hours)  
eBusiness (200 Hours)  
Forensic Computer Examiner (150 Hours)  
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)  
Microsoft Access 2007 (35 Hours)  
Microsoft Certified Application Specialist (MCAS) (120 Hours)  
Microsoft Certified Database Administrator (MCDBA) (460 Hours)  
Microsoft Certified Desktop Support Technician (MCDST) (200 Hours)  
Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)  
Microsoft Certified System Administrator Plus 2003 (MCSA+) (340 Hours)  
Microsoft Certified System Engineer 2003 (MCSE) (700 Hours)  
Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) (480 Hours)  
Microsoft Excel 2007 (35 Hours)  
Microsoft Office Specialist 2003 (MOS) (120 Hours)  
Microsoft Outlook 2007 (35 Hours)  
Microsoft PowerPoint (35 Hours)  
Microsoft Vista Business (35 Hours)  
Microsoft Word 2007 (35 Hours)  
Pay Per Click Marketing (150 Hours)  
RFID (Radio Frequency Identification) on the Web™ (70 Hours)  
Search Engine Marketing (250 Hours)  
Search Engine Optimization (150 Hours)  
Web Database Developer (200 Hours)  
Webmaster (150 Hours)  
Website Design (225 Hours)

## Management and Corporate

Certified National Pharmaceutical Representative (120 Hours)  
Corporate Governance and Ethics (15 Hours)  
English as a Second Language - Global English (Unlimited Hours)  
Entrepreneurship: Start-Up and Business Owner Management (360 Hours)  
Human Resources for Healthcare Professionals (80 Hours)  
Lean Mastery (60 Hours)  
Management for IT Professionals (390 Hours)  
Management Training (360 Hours)  
Mediation and Dispute Resolution (180 Hours)  
Non-Profit Management Training (300 Hours)  
Payroll Practice and Management (80 Hours)  
Project Management (40 Hours)  
Purchasing Management (300 Hours)  
Records Management (80 Hours)  
Revenue Cycle Management for Healthcare Providers (12 Hours)  
Seven Steps to Leading High Achieving Teams (70 Hours)  
Six Sigma Black Belt (200 Hours)  
Six Sigma Green Belt (100 Hours)  
Technical Writing (80 Hours)

## Media and Design

3ds max (650 Hours)  
Business Marketing Design (240 Hours)  
Digital Arts Certificate (225 Hours)  
Fine Arts Training (200 Hours)  
Graphic Design (80 Hours)  
Interior Design (350 Hours)  
Multimedia Design Certificate (225 Hours)  
Video Game Art (300 Hours)  
Video Game Design and Development (500 Hours)  
Web Database Developer (200 Hours)  
Webmaster (150 Hours)  
Website Design (225 Hours)

## Hospitality and Gaming

3ds max (650 Hours)  
Casino Baccarat Dealer (75 Hours)  
Casino Blackjack Dealer (100 Hours)  
Casino Poker Dealer (100 Hours)  
Certified Global Business Professional (400 Hours)  
Certified Wedding Planner (300 Hours)  
Fine Arts Training (200 Hours)  
Travel Agent Training (200 Hours)  
Video Game Art (300 Hours)  
Video Game Design and Development (500 Hours)

## Skilled Trades and Industrial

Chemical Plant Operations (400 Hours)  
Freight Broker/Agent Training (150 Hours)  
Home Inspection (200 Hours)  
HVAC Technician (320 Hours)  
Modern Automotive Service Technician (380 Hours)  
Oil Refinery Operations (400 Hours)  
Paper Mill Operations (400 Hours)  
Power Plant Operations (400 Hours)  
Pulp Mill Operations (400 Hours)



[www.gatlineducation.com/gcsu](http://www.gatlineducation.com/gcsu)

# Customized Training for Businesses and Industries

***Let us bring the training to you!***

## **How We Can Help You**

The Department of Continuing Education, with offices in Milledgeville, Macon, and Douglas, is here to help you, your employees, and your organization meet every training need. We are dedicated to developing, training, and educating your most vital resource -- your employees.

We are always willing to take any course idea, customize it for your organization's particular needs, and present it exclusively to your employees. Our state-of-the-art training can be provided at any time, day or night, and in any location, including your facility, the university, or an off-site location of your choice. We are extremely flexible as our primary goal is to properly train your employees at your convenience.

## **Why Our Services?**

We understand that today's aggressive global business environment combined with rapid technological change and a sluggish economy are real challenges to organizations and their employees. To help you remain competitive, the Department of Continuing Education at Georgia College & State University provides the following:

- We design and implement employee training programs specific to your industry.
- We provide training at your convenience.
- We offer free, on-site needs assessments to your organization.
- We guarantee immediate results as our training is customized for your employees' needs.
- We pledge to provide the highest quality instructors, each experienced and fully qualified to provide the training in a practical, real world manner.

## **What Types of Programs Do We Offer?**

We offer a broad range of programs based on your training requirements. These programs are designed to enhance management skills, improve customer service, provide a healthier workforce, and increase productivity and efficiency in all of your office applications. We can tailor any of the programs in this catalog to fit your particular needs. Plus, we offer many other programs in areas such as Management, Computer Software, and Health and Fitness to help develop, train, and educate your employees.

**Call us today at (478) 445-5277.**

## **GCSU Online Paralegal Certificate Program**

If you're interested in becoming a paralegal, this series of six courses is an important first step. Paralegals, also known as legal assistants, help lawyers prepare for trials. Paralegals are responsible for investigating the facts of a case, and they review laws, legal decisions, and legal articles that might be relevant to the case. Paralegals may also prepare written reports, arguments, pleadings, and motions. Paralegals are also often charged with organizing and tracking files, and may also draft contracts, estate plans, agreements, and other common legal documents. Demand for paralegals continues to be strong as more and more private law offices are turning to paralegals to help them reduce costs and provide more legal services in less time.

Each course runs six weeks and consists of twelve lessons. The fee for each course is \$169, and students will need to purchase only four books to complete the entire series. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, course syllabi, course dates, required books, course demonstrations, and additional information.

### **Legal Terminology, Process, Ethics, Tort and Contract Law**

This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process.

### **Legal Documents and Analysis**

This course provides an overview of common legal documents. You will prepare sample documents and learn to analyze legal problems.

### **Evidence, Legal Interviewing, and Investigation**

This course provides an overview of how evidence is gathered and used in a civil case.

### **Legal Authority and Research**

This course provides you with the skills you need to conduct legal research.

### **Computers, Legal Writing and Appellate Procedure**

This course explains how to use computers to assist in legal research. You will practice your legal writing skills by preparing a sample appellate brief.

### **Law Office Administration, Advocacy, and Job Hunting Techniques**

This course provides a look into the paralegal in the law office and presents techniques for finding a job as a paralegal.

### **How to Get Started**

1. To see all of the six paralegal courses we offer, visit our online instruction center at [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) and select Courses then Law and Legal Careers.
2. Once you have decided on a course, click the Enroll Now link and follow the instructions to enroll and pay for your course.
3. When your course starts, return to our online instruction center at [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

## Yoga for Health

Learn the basics of physical yoga techniques. Yoga for Health is appropriate for all ages and focuses on stretching, gaining flexibility, and learning relaxation techniques. Wear comfortable clothes, and bring a large towel or padded mat. A signed waiver of liability is required.

### Course I Course #10340701

January 6-February 10

Wednesdays • 5:45-7 p.m.  
Miller Studio  
FEE: \$35 • 6 Sessions  
INSTRUCTOR: Heidi Mead

### Course II Course #10340702

February 17-March 24

### Course III Course #10340703

March 31-May 5



## Music Therapy for Relaxation and Stress Management

Can't do Yoga but up-tight and out of sorts? Come learn to utilize music as a gentle facilitator to improve mental and physical health. These relaxation techniques, including deep breathing and imagery, will have you sighing in relief. Practice makes permanent. If you can manage to practice some of these techniques, you can permanently learn to make better choices. Taking some time out for yourself to relax can help you in other areas of your life; slowing heart rate, lowering blood pressure, increasing blood flow to major muscles, reducing chronic pain and muscle tension, improving concentration, reducing anger and frustration, and boosting your confidence to handle problems (Mayo Clinic, 2009). Your instructor is an experienced music therapist and instructor for 10+ years.

### Course #10343801

Mondays • January 25-March 1  
7:30-8:30 p.m.  
116 Health Sciences  
FEE: \$35  
6 Sessions  
INSTRUCTOR: Erin Jones

**To register,** call Nora at 445-5277

## First Aid

Learn to recognize and care for victims of life-threatening emergencies and sudden illnesses or injuries. Upon successful completion of this course, participants will receive the American Red Cross First Aid certification card, which is good for three years. This course meets OSHA requirements and is accredited by The American Red Cross. A textbook is included in the cost

### Course #10340101

Monday • February 15 • 5:30-9:30 p.m.  
102 Chappell Hall  
FEE: \$45 • 1 Session  
INSTRUCTOR: Ed Smith

## CPR

Imagine someone near you suffering a heart attack or respiratory emergency. Would you know what to do? You can be that one person who can make a difference. Upon successful completion of this course, you will receive the American Red Cross CPR certification card, which is good for one year. This course meets OSHA requirements and is accredited by The American Red Cross. A textbook is included in the cost.

### Course #10340201

Monday • February 22 • 5:30-9:30 p.m.  
102 Chappell Hall  
FEE: \$45 • 1 Session  
INSTRUCTOR: Ed Smith

## CPR and Automated External Defibrillator (AED)

In the time it takes you to read this information, Sudden Cardiac Arrest (SCA) will have claimed another victim. Statistics show that over 300,000 Americans die of SCA every year. Up to 50,000 of these deaths could have been prevented if someone on scene had initiated the Cardiac Chain of Survival and an automated external defibrillator (AED) had been available for immediate use at the time of the emergency. This course teaches you how to use an AED on a victim of sudden cardiac arrest. Students receive an AED certificate valid for one year.

### Course #10340203

Monday • March 8 • 5:30-10 p.m.  
113 Chappell Hall • FEE: \$59 • 1 Session  
INSTRUCTOR: Ed Smith

## Beginning Racquetball

Designed for those who want to learn the basics of racquetball, this course focuses on grips, footwork, scoring, strategy, the basic strokes, and serving. This is a great stress reliever and good exercise. Please bring a racquet, goggles, and balls. Wear comfortable clothes and tennis shoes. A signed waiver of liability and proof of insurance is required. Minimum age is 15.

### Course #10343201

Tuesdays & Thursdays  
February 2-23  
7-8:30 p.m.  
Centennial Center Racquetball Court  
FEE: \$59  
7 Sessions  
INSTRUCTOR: Mazhar Malik



# Indoor Walking Track

Including Milledgeville's only racquetball courts!

## Community Fitness Program

### Membership Information

- \$20 per month without aerobics
- \$28 per month with aerobics

### Your Monthly Fee Provides Access to:

- 97,000 square feet inside the Centennial Center
- Three (3) lane, indoor walking/jogging track
- Four (4) racquetball courts
- Two (2) side basketball courts

### Hours of Operation

- Monday through Thursday, 8 a.m. - 10 p.m.
- Friday, 8 a.m. until 5 p.m.
- Saturday, 9 a.m. until 5 p.m.
- Sunday, 1 p.m. until 10 p.m.

### For more information, or to register

- Call (478) 445-5277
- Stop by 235 Centennial Center
- Visit <http://continuingeducation.gcsu.edu>

### Other Services

(additional fees may apply)

- Personal training • Yoga
- First Aid • CPR
- Swimming Lessons
- Lifeguard Certification
- Aerobics • Tennis Clinics
- Stress Management
- Smoking Cessation
- Nutrition & Weight Management Classes
- Many more health and fitness courses

## No Contracts To Sign!

For more information, or to register

Call (478) 445-5277 or

Stop by 235 Centennial Center or

Visit [continuingeducation.gcsu.edu](http://continuingeducation.gcsu.edu)

## Aerobics

Dance and exercise your way to improved coordination, muscle strength, and cardiovascular endurance in the aerobic classes offered by the Department of Continuing Education. These classes will definitely get you up and moving. From Aerobics classes using weights to Pilates classes offered bi-weekly that lengthen and strengthen your muscles at the same time – GCSU aerobics has something for everyone! We also offer the latest craze in fitness -- Zumba! Classes meet on a year round basis, even when regular credit university classes are not in session. For one low monthly fee, you can participate in any or all classes, and improve your health in a safe and supportive environment. The monthly fee also includes access to the walking track, racquetball courts, and recreational basketball courts. A signed waiver of liability is required.

**Course #10341501-January**

**Course #10341502-February**

**Course #10341503-March**

Monday, Wednesday, and Friday	8:15-9 a.m.
Monday-Friday	9-10 a.m.
Monday-Thursday	4:30-5:30 p.m., 5:30-6 p.m., 6-7 p.m.
Monday and Thursday	4-4:30 p.m.
Friday	5:15-6:30 p.m.
Saturday	10-11:30 a.m.

Centennial Center, East Court

FEE: \$28 for general public, \$22 for senior adults

COORDINATOR: Allison Everett



## Group Golf Lessons for Juniors

Is your child a budding Tiger Woods? If so, this program is ideal for boys and girls between the ages of 8 and 13 who want to understand the game while learning the correct grip, posture and alignment, swing fundamentals, rules and etiquette, and history of the game. A signed waiver of liability is required.

### Course #10342702

March 3-April 7 • Wednesdays • 4-5 p.m.

Little Fishing Creek Golf Course

FEE: \$79 • 6 Sessions

INSTRUCTOR: John Coward



## Ladies' Group Golf Lessons

Designed especially for women, this course is ideal for those who want to focus on the key ingredients of a successful golf swing. The instructor will lead you through proper grip, alignment and posture, and the golf swing. Of course, you'll also focus on the basic rules and etiquette of this popular lifetime hobby. A signed waiver of liability is required.

### Course #10342701

March 3-April 7 • Wednesdays • 5-6 p.m.

Little Fishing Creek Golf Course

FEE: \$79 • 6 Sessions

INSTRUCTOR: John Coward

## Dance Program for Children and Adults

The Department of Theatre offers a complete program of ballet, tap, and jazz instruction for children and adults throughout the year. This is an ongoing dance program which meets on a monthly basis culminating in May with a Spring Dance Concert. The program is directed by Amelia Pelton who holds an M.F.A. degree in dance. Instructing along with Mrs. Pelton is Emily Wyche, an accomplished GCSU dance minor student, and Jessica Gore and Sara Stone, recent GCSU graduates and dance minor students. There is a \$20 registration fee per family, paid annually, due at the time of registration. Ballet I, Ballet II, Jazz I, Tap I, and Creative Movement cost \$35 per month. All other courses cost \$40 per month. Individuals who register for two or more dance courses per month will pay full price for the first course and will receive a \$5 discount for each subsequent course. Likewise, each additional child from the same household receives a \$5 discount per month. Payment is due the first of each month. A signed waiver of liability is required. Classes resume the week of January 4, 2010.

### Miller Dance Studio

#### Mondays

5:00 – 5:45 p.m.	Creative Movement
5:45 – 6:45 p.m.	Ballet IV
6:45 – 7:45 p.m.	Ballet V
7:45 – 9:00 p.m.	Ballet VI

#### Tuesdays

5:15 – 6:00 p.m.	Ballet II
6:00 – 6:45 p.m.	Jazz I
6:45 – 7:45 p.m.	Musical Theatre Dance
7:45 – 8:45 p.m.	Tap IV

#### Thursdays

4:45 – 5:45 p.m.	Ballet III
5:45 – 6:45 p.m.	Ballet IV
6:45 – 7:45 p.m.	Ballet V
7:45 – 9:00 p.m.	Ballet VI

### Chappell Dance Studio

#### Mondays

5:45 – 6:30 p.m.	Creative Movement
6:30 – 7:15 p.m.	Tap II

#### Tuesdays

5:30 – 6:30 p.m.	Jazz II
6:30 – 7:30 p.m.	Tap III
7:30 – 8:30 p.m.	Adult/Teen Beginning Ballet

#### Wednesdays

5:30 – 6:30 p.m.	Pointe Class
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#### Thursdays

5:30 – 6:15 p.m.	Ballet I
6:15 – 7:00 p.m.	Tap I

## Beginning Ballroom Dance

What could be more fun than a night of dancing? Come on down and join the fun as you learn your choice in ballroom dance. Designed especially for beginners, these courses are guaranteed to be lots of fun and will include new steps not taught before! Couples are recommended but singles are certainly welcome! Classes fill quickly so register early. Dress comfortably and wear hard soled shoes since high heels aren't allowed in the dance studio. A signed waiver of liability is required.

#### Rumba

Course #10335501  
January 6-27

Wednesdays

7:30-8:30 p.m.

Miller Dance Studio

FEE: \$40

4 Sessions

INSTRUCTORS: Jean Graham  
and Jim Irish

#### Carolina Shag

Course #10335502  
February 3-24

#### Fox Trot

Course #10335503  
March 3-24



## Private Music and Voice Lessons

Why not dust off those piano keys, drag that old guitar out of the attic, or strengthen your vocals! It's time to put a smile on your face and a song in your heart through the joy of music! You're never too old or too young to take private music or voice lessons! Instrument lessons are for children and adults and voice lessons are for students ages 14 and older. Ability level does not matter; you will be amazed at how much you'll improve in just a few weeks! Join us for private, half-hour lessons offered weekly, and designed to address hand position, posture, rhythm, and note reading. Students must provide their own instrument and will be advised on appropriate music books that will need to be purchased. All lessons are \$70 per month. Please call (478) 445-5277 to register and schedule a lesson time.

#### Flute

INSTRUCTOR: Linda Kotrick

#### Guitar

INSTRUCTOR: Max Shultz

#### Piano

INSTRUCTOR: Vadim Volynets

#### Viola, Cello, String Bass, Acoustic Guitar, and Keyboard

INSTRUCTOR: Vadim Volynets

#### Violin

INSTRUCTOR: Marina Volynets & Vadim Volynets

#### Voice

INSTRUCTOR: Russell Watkins

# GCSU Online Writing Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. Each course runs six weeks and consists of twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

## How to Get Started

1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

### Writeriffic: Creativity Training for Writers

Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don't know how to stay motivated? Are you stumbling with writer's block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you. The class is G-rated in content and language. In the next few weeks, you'll quickly put to use the tools published writers utilize for novels, memoirs, short stories or articles. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

### Write Your Life Story

It's your story. It's time to write it so you can tell history, share your secrets and successes, and better understand yourself. Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one's life in simple, easy steps that will get you ready for whatever you want to tell. It's fun, it's exciting and it's your truth. The step-by-step process begins with capturing ideas and ends by providing all the tools to tell the stories in your life.

### Travel Writing

Explore your world for fun and profit as a travel writer. You can write about the exotic lands half a world away or what's happening in your own backyard. You can sell your experiences in articles or in travel books.

### Pleasures of Poetry

Whether you're looking to be published or simply wish to craft a beautiful poem as a gift for a friend, this course will help you create your best possible work! In this six-week workshop, you'll discover formal elements of the craft, explore poetry topics, learn to prepare a manuscript for publication, and receive guidance in a constructive and nurturing environment.

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer.

### Write Fiction Like a Pro

Do you have an idea for a novel or short story burning in your mind, but can't seem to get it on paper? This is a common experience for anyone who tries to write fiction using creative intuition alone. What you need is a structure to guide you. In this course, you'll develop your own original story, beginning with your passion and theme. From these you'll discover your characters, their flaws, and the inner struggles that will bring them to life. Then, you'll structure your story, from start to finish. Once you have mastered the techniques taught in this course, you'll be prepared to . . . write fiction like a pro.

### Romance Writing

Learn how to write and sell romance novels. Facilitated by a best-selling, multi-published romance author, this course will guide you on your road to writing your first romance and getting it published. Topics to be covered include: character chemistry, the power of emotions, the art of romance, and handling love scenes. Plus, you'll get the inside scoop on what it takes to get published in today's romance market. This step-by-step course will put you well on the road to writing for love and money.

### Mystery Writing

From Dan Brown to Dennis Lehane, mysteries are hot items on today's bestseller lists. Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. Topics include three-act structure, the difference between plot and story, theme, premise, characters and viewpoint, plus much more. Develop your original story idea and then brainstorm with the instructor and your fellow students in each lesson's discussion area.

### Other Courses

- Grammar Refresher
- Effective Business Writing
- Research Methods for Writers
- Forensic Science f
- Beginner's Guide to Getting Published
- Internet Writing
- Resume Writing
- Business Writing
- Journaling
- Grant Writing
- Writing for Children
- Publishing
- Effective Editing

## Digital Photography 101

This is a six-week basic camera and photography class for those using a digital-SLR\* camera (\*Single Lens Reflex.) You will begin with exploring some of the greatest fine art photographers who will not only inspire you with their creativity and innovation, but will also prove that photography is a hobby and profession that you can never learn enough about. You will learn essential camera functions, including how to manually use your camera, basics of aperture, depth of field, shutter speeds, and controlling motion. You will also learn the basics of file types, image resolution, memory cards, post preserving, uploading, sizing, and emailing images. Once you learn the basics, you will have the opportunity to venture out for a class photo walk to practice the camera controls while photographing beautiful historic Milledgeville. Each class will feature a critique time that will aid you in gaining better control of composition and exposures. You will need to bring your camera and camera manual to the first class.

### Course #10344701

Thursdays • January 14-February 18 • 5:30-7:30 p.m.  
102 Chappell Hall • FEE: \$149 • 6 Sessions  
INSTRUCTOR: Danielle Fields

## You're on the Air! Make Money With Voice Overs

Have you ever been told you have a great voice? Are you interested in using your voice for radio talk show, commercials, audio books, etc? Come learn to express your creative side and find out about the ins and outs of the voice-over industry! You will learn firsthand what it takes to be successful in the industry, the income potential, unions, how to market your talent, and the all important demo and how to have it produced. You will even get a chance to step-up to the microphone and perform a mock voice-over in class and, best of all, hear the results!

### Course #10378001

Tuesday • March 30 • 7-9 p.m.  
113 Chappell Hall • FEE: \$35 • 1 Session  
INSTRUCTOR: Heather Costa

## Defensive Driving

Save a life! Drive defensively! More than 43,000 people lost their lives in motor vehicle crashes last year, and over two million more suffered disabling injuries, according to the National Safety Council. For teenagers, cars are still the leading cause of death. "Death by driving" is the third highest preventable cause of death. The triple threat of high speeds, impaired or careless driving, and not using occupant restraints threatens every driver, regardless of how careful or how skilled. Driving defensively means not only taking responsibility for yourself and your actions, but also keeping an eye on "the other guy." GCSU is proud to be your partner in striving to prevent automobile accidents. In addition, you can save money on your auto insurance (or, parents can save money on your teenager's insurance!) by successfully completing this National Safety Council Defensive Driving course. Georgia Senate Bill 433 requires insurance companies in Georgia to give families with good driving experience a 10% discount on portions of their auto insurance upon completion of this course. Eligibility for the discount will continue for three years, provided that no driver commits a moving traffic offense or has a claim against the policy based on an at-fault accident. Consult with your insurance agent to determine exactly how completion of this program will affect your insurance rates. Please bring paper and pencils to class. This course is not for points reduction.

### Course #10350901

January 23 • Saturday • 9 a.m.-4 p.m.  
102 Chappell Hall • FEE: \$69 • 1 Session  
INSTRUCTOR: Hank Griffith

## Elementary Sign Language

This conversational sign language course is designed so that a hearing person, through basic receptive and expressive skills using finger spelling, sign vocabulary, and grammar, can converse with deaf or hearing impaired persons. Students will learn the major functions of ASL, developing basic conversational skills and competence. The fee does not include the cost of a text.

### Course #10331601

Tuesdays & Thursdays  
January 12-April 29  
2-3:15 p.m.  
105 Health Sciences  
FEE: \$199  
32 Sessions  
INSTRUCTOR: Vicky Robinson

## Rainbows in the Sky – Kite Making

*My heart leaps up when I behold a rainbow in the sky!* So wrote the poet, Wordsworth, and something of that same feeling will come over you as you see your kites - those kites which you have made with your own hands - flying so proudly in the sky above. Here, then, is a hobby which provides pleasure, entertainment, and education all the year round - kites! The gentle spring breezes present the perfect opportunity for artistic minds and busy hands to make the kites which can be flown throughout the year. You'll see images from kite festivals and a personal international kite collection in addition to building at least one "guaranteed to fly" kite. Then, weather permitting, you'll fly your kite outside. Ages 5-12 must be accompanied by a parent, but 12 to 100 do not, so kids grab your parents or your friends, and parents grab your kids or your friends, and come on down for a wonderful afternoon. The fee includes the cost of supplies.

### Course #10355201

Saturday • March 20 • 1-4 p.m.  
113 Chappell Hall  
FEE: \$45  
1 Session  
INSTRUCTOR: Beate Czogalla



# GCSU Online Personal Enrichment Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your own convenience with our instructor-led online courses. Each course runs six weeks and consists of twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and on-line discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an E-mail address, and a Web browser. Please visit [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu) for course descriptions, a list of prices, course dates, requirements, demonstrations, and additional information.

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1. To see all of the courses we offer, visit our online instruction center at: [www.ed2go.com/gcsu](http://www.ed2go.com/gcsu)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

## Discovering Digital Photography

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest.

Whether you're new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

## Luscious, Low-Fat, Lightning-Quick Meals

Would you like to enjoy a healthy, home-cooked meal tonight? Find out how easy it can be to prepare meals that are both delicious and nutritious! Uncover the secrets of making lowered-fat recipes taste terrific. Learn how to get in and out of the kitchen quicker, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes.

## Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.

## Wine Appreciation for Beginners

Master the secrets of wine appreciation and never be intimidated by a wine steward again. In this practical and highly interactive course, an industry veteran will show you how to order wine, taste it properly, and how to choose the single variety that will best complement your meal. Start a collection of fine wines, throw a wine tasting party, make new friends, and impress those you know with your newfound style and taste.

## Genealogy

If you are a newcomer to this hobby or just want to make a small family tree, this course will get you off to a good start. You will explore many Internet sites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and the Internet to further your research.

## Keys to Effective Communication

This course focuses on five critical factors of highly effective communication used by all skilled communicators. You'll discover the fascinating ways these factors influence your interactions with others and you'll explore your own natural communication preferences. Then, you'll learn how to tap into the communication power that lies within you to achieve even greater personal and professional effectiveness. You'll also discover how to reach your peak communication potential by learning how to skillfully project power and precision, manage interpersonal conflict, and minimize stress.

## Introduction to Journaling

This insightful course will help you discover an exciting new way to express yourself and enhance your creativity. You'll learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values. You'll also discover how to use journaling to ease the stress of unwanted change, improve your physical and emotional health, and achieve a greater level of professional success.

## Other Courses

Communicating Like a Leader  
A to Z Grantwriting  
Braille  
Speed Spanish  
Resume Writing  
English as a Second Language  
Investing  
Keys to Effective Communication  
Understanding and Managing Stress  
12 Steps to a Successful Job Search  
Grammar Refresher  
Assisting Aging Parents  
Enhancing Language Skills  
in Your Child

Solving Discipline Problems at Home  
Give That Speech  
Secrets of Better Photography  
Outdoor Survival Techniques  
Introduction to Stock Options  
Getting Assertive  
Leadership  
Individual Excellence  
Job Search Strategies  
Get Funny  
Introduction to Non Profit Management  
Achieving Success with Difficult People  
Guiding Kids on the Internet

# An Easy Move...Registration

To register, call Nora at 445-5277

**REGISTRATION:** Registration is on a first-paid, first-enrolled basis. You will not be guaranteed a place in a course until the registration fee is paid. This policy helps us eliminate last-minute course cancellations and overcrowded classes.

**ADMISSION:** Admission to courses is open to anyone. Interest and desire to learn are the requirements. There are no educational prerequisites for most courses, and applicants are not required to send high school transcripts or take the college entrance exam to participate. Certificate or professional programs may require certain professional competency for entrance.

**ENROLLMENT:** Enrollment in all classes will be limited to a manageable number; therefore, early registration is desirable. When payments for a course exceed the number who can enroll, applicants will be placed on a waiting list in the order they are received.

**CANCELED COURSES:** The university reserves the right to cancel any program because of insufficient enrollment or for other administrative reasons. Should a situation develop which necessitates cancellation, a full fee refund will be made.

**WITHDRAWALS AND REFUNDS:** A student who, for any reason, finds it impossible to attend a course for which registered may receive a full refund if the Department of Continuing Education is informed of the withdrawal by 4:45 p.m. the day prior to the initial class meeting. (A longer notice is required for Kids' University, music lessons, real estate courses, and select other programs). Notification of withdrawal and a request for refund should be made in writing to Continuing Education or by coming by in person to 103 Chappell Hall one working day prior to class start. Notifying the instructor does not constitute withdrawal. In designated courses requiring a text and/or other materials as a part of the registration fee, the text/materials fee is nonrefundable after the registration deadline.

**CONTINUING EDUCATION UNITS:** The University System of Georgia has established the use of the Continuing Education Unit (CEU) as a measuring device for non-credit programs offered by System institutions. The Department of Continuing Education administers the implementation of the CEU. The CEU is defined as follows: "One Continuing Education Unit is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU attests to an individual's effort to continue learning regardless of age or previous educational accomplishments.

Generally, Continuing Education Units are awarded only for programs that are oriented toward occupational skills and knowledge or significant social issues. CEUs are accumulated for each student on a permanent transcript which may be obtained from the Department of Continuing Education. The CEU is not transferable for academic credit.

**LIABILITY:** Before participating in the first session of any physical activity course, the Board of Regents requires that a waiver of liability be signed by the adult enrolled in the course or by the parent of any child under 18 years of age.

online <http://continuingeducation.gcsu.edu>

## in person

North Clarke Street,  
103 Chappell Hall  
Mondays-Thursdays,  
8 a.m. to 6 p.m.  
Fridays, 8 a.m. to 5 p.m.

## by mail

Send completed form,  
along with payment, to:  
Department of Continuing Education  
GCSU, CBX 40,  
Milledgeville, Georgia 31061.

## phone

(478) 445-5277

## fax

(478) 445-6271

**WE ACCEPT REGISTRATION ON MASTERCARD, VISA, DISCOVER, AND AMERICAN EXPRESS**

Georgia College & State University

Milledgeville, Georgia 31061

### CONTINUING EDUCATION REGISTRATION FORM

LAST NAME FIRST MIDDLE

MAILING ADDRESS

CITY COUNTY STATE ZIP

PLACE OF EMPLOYMENT

DAY PHONE EVENING PHONE CELL PHONE

FAX DATE

EMAIL ADDRESS

COURSE NUMBER	COURSE TITLE	TIME, DAY & LOCATION	TOTAL
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**METHOD OF PAYMENT:**  Cash  Check  Credit Card

MasterCard # \_\_\_\_\_ Exp. Date \_\_\_\_\_

VISA # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Discover # \_\_\_\_\_ Exp. Date \_\_\_\_\_

American Express # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code on Back of Card \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Please make checks payable to GCSU and mail to Department of Continuing Education, GCSU, Campus Box 40, Milledgeville, GA 31061. For further information call (478) 445-5277. Our fax number is (478) 445-6271.

## Beginning Calligraphy

Written in calligraphy, words appear to waltz across a page. But don't let the rhythmic flourishes and old-world elegance of such lettering fool you. Calligraphy is easy to learn. All you need to do it are a few special tools and a bit of patient practice. Before long, you'll find making letters this way as comfortable as using your best penmanship. Please bring a \$10 materials fee to class to pay to the instructor.

### Course #10300201

Tuesdays & Thursday • March 9-16 • 6-8 p.m.  
107 Chappell Hall • FEE: \$49 • 3 Sessions  
INSTRUCTOR: Fran Drummond

## Sewing 101

Are you thinking about taking up sewing but don't know which way to point the needle? Join us as we start with the basics! You will learn how to cut patterns, hem clothes, and even how to operate a sewing machine! What about all of the different fabrics? Which one should you use? You will become familiar with different fabrics and how easy they are to sew, as well as different stitch types. Want to go even further? You will also learn how to hand sew a hem and button for a more appealing look! A list of supplies will be given to you at registration. You will need to bring a sewing machine to class with you. There will be a locked storage room for you to store it in during the course, if you so choose.

### Course #10301601

Tuesdays  
January 19-February 23  
6-8 p.m.  
111 Kilpatrick Hall  
FEE: \$99  
6 Sessions  
INSTRUCTOR: Sara Jo Branan

## Puppy Playschool

Did you ever count how many times you plead, "Please don't chew my hand, fingers, shoes, etc?" It's never too early for your puppy to learn, and puppy socialization is the crucial stage where you begin to build the close bond you share with your dog. This period in your puppy's life conditions him to the many different situations he needs to be familiar with and comfortable around. It's up to you; any puppy can become a well adjusted, trusted member of society through proper socialization and training. This safe and enjoyable course is for puppies 8 weeks to 9 months old who are current on vaccinations, and just like the big dogs' class, you will need to bring a hungry puppy, a buckle or flat collar or simple harness, 6-foot web leash, and some plastic bags. The primary handler must be at least 18 years old. Handlers from 12 to 18 must be accompanied by a parent or guardian. Please do NOT bring your puppy to the first night of class which will be a two-hour session. Clickers will be furnished. A waiver of liability is required.

### Course #10352902

Thursdays • February 4-March 25 • 6-7:15 p.m.  
107 Chappell Hall  
FEE: \$129  
8 Sessions  
INSTRUCTOR: Hurb Ingles

## Instant Piano for Hopelessly Busy People

Everybody had so much fun and learned so much in this course this past summer, we decided to do it again. So, if you're a true beginner in music, or an experienced note reader who just wants to be freed from reading notes, in just one enjoyable evening you can learn enough secrets to make piano playing a part of your life by learning to play the way the pros do-with chords. It's a proven and relaxed approach to playing, and no one will be embarrassed or put on the spot in class. You will be amazed at how much you will learn in just one session. Little or no experience is required, but if you can't read notes, send a self-addressed and stamped envelope for a helpful free pamphlet to Music Masters, 90 Molly Lane, Ringgold, GA 30736. You will need to purchase a \$25 song book and CD from the instructor the night of the class. The instructor has 34 years of teaching experience and travels the eastern part of the United States to teach busy people just like you a fun way to play the piano. So, come play with us! Minimum age is 14.

### COURSE I

#### Course #10335350

Tuesday  
January 19  
12:30-4 p.m.  
317A Center for Graduate  
and Professional Learning  
Macon, GA  
FEE: \$55  
1 Session  
INSTRUCTOR: David Haynes

### COURSE II

#### Course#10335301

Tuesday  
January 19  
6-9:30 p.m.  
102 Chappell Hall  
FEE: \$55  
1 Session  
INSTRUCTOR: David Haynes

## Your Dog Knows a Lot of Stuff

We bet he already knows how to walk, sit, roll over, beg, and lie down. But, will he do it on cue? Is he sociable or uncontrollable around other dogs? Does he dig up the bulbs you just planted? Join Hurb Ingles in this safe, successful, and enjoyable training institute and learn to enhance communication between you and your dog while you help your dog develop learning skills with the clicker training method. It all started with the killer whales jumping and doing tricks. If the whales can learn, you know your best buddy can. You will need to bring some tools: (1) hungry dog, (2) 6-foot web leash, (3) buckle or flat collar or simple harness (no choke collars, please), (4) plastic bag. The primary handler must be 18 years or older. Handlers 12 to 18 must be accompanied by a parent or guardian. Please do NOT bring your dog to the first night of class which will be a two-hour session. Clickers will be furnished. All dogs must show proof of current vaccinations, and a waiver of liability is required. This class is for medium to large dogs 10 months old and up.

### Course #10352901

Tuesdays • February 2-March 23 • 6-7 p.m.  
107 Chappell • FEE: \$129 • 8 Sessions  
INSTRUCTOR: Hurb Ingles

## Ghost Hunting 101, An Introduction to the Paranormal

Things do go bump in the night. Undoubtedly, at one time or another, everyone has heard a ghost story or two. A haunting can manifest in a multitude of ways that can either amaze or assault the human senses in ways never imagined; phantom footsteps, disembodied whispers, and voices. Or, maybe visible manifestations that include moving lights, shadows and spectral apparitions that can appear and disappear in the blink of an eye. One thing is certain...once you've experienced a haunting first-hand, your life will never be quite the same. Even though one-third of Americans believe in ghosts, there are those who don't. So join us and decide for yourself in this hands-on course that will show you the step by step proper techniques for ghost hunting without spending a fortune for the equipment! The instructor is the founder and director of the Georgia Ghost Society, a member of the American Ghost Society, and a nationally renown paranormal investigator. The registration fee includes the cost of the book and the use of all equipment. Come with an open mind and bring pens and a spiral notebook. Please register by February 9 in order to receive your book. Minimum age is 18.

### Course #10355401

Tuesdays • February 16-March 23 • 6:30-8 p.m.

105 Chappell Hall • FEE: \$69 • 6 Sessions

INSTRUCTOR: Robert M. Hunnicutt



## Beginning Cake Decorating

Surprise your family and friends and bake your own special cakes this year! Start with the basics including techniques for icing a cake, various borders, dots and stars, lattice work and basket weaving, and some easy flowers and roses. While you collect valuable ideas to help in your baking and decorating, you can be decorating a fancy Valentine's cake for someone special (like yourself), or just for fun. You will need some basic tools, so register early to receive a list of the items you'll need.

### Course #10352101

Thursdays • January 14-February 11 • 6:30-8:30 p.m.

113 Chappell Hall • FEE: \$74 • 5 Sessions

INSTRUCTOR: Betty Martin

## Advanced Cake Decorating

Hurry back and continue the fun while you learn the fancy stuff. Get an introduction to wedding cakes and how to assemble them, how to make petits fours, baskets, and more complicated flowers, how to work with butter cream and royal icing, and much more. Your fancy cakes will be the talk of the table.

### Course #10352102

Thursdays • February 25-March 25 • 6:30-8:30 p.m.

113 Chappell Hall • FEE: \$74 • 5 Sessions

INSTRUCTOR: Betty Martin

## Everyday Cooking 101

This class will teach you basic elements of cooking that are required to make dishes that are appealing to a wide audience and full of flavor. You will learn foundations of cooking, such as roasting, searing, and reducing as well as delve into the world of seasoning. You will also learn how to budget for your trip to the grocery store. This class promises to please, especially when you learn how to make a delicious Chicken Pot Pie from scratch using all of the various cooking methods that you have learned throughout the course. You will be expected to provide basic ingredients for some classes and a list of those ingredients will be provided by your instructor during class. A signed waiver of liability is required.

### Course #10345108

Tuesdays • January 19-February 9 • 6:30-8:30 p.m.

113 Chappell Hall • FEE: \$99 • 4 Sessions

INSTRUCTOR: Ashton Green

## Everyday Indian Cooking


Join us for a culinary journey into exotic Indian cuisine! With a trip to your local grocery store you can have all the ingredients necessary to make a scrumptious Indian meal! Learn to make an easy vegetarian appetizer, a chilled Mango Lassi drink, a popular Indian flatbread, and a delicious curry dish. This class has been designed to give you an insight into Indian cuisine with an American twist. You don't need to have cooking skills to take this class. All of the recipes are simple and easy to make! At the end of class you will be able to enjoy the meal you have prepared. Register early to receive a list of ingredients you will need to bring to the class. A signed waiver of liability is required.

### Course #10345109

Saturday • February 20 • 9 a.m.-1 p.m.

113 Chappell Hall • FEE: \$39 • 1 Session

INSTRUCTOR: Angela Stair

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**Moms and Dads** -- We promise your daughter will enjoy every moment as she is pampered and catered to during this weekend planned to introduce the basic etiquette and manners you want instilled in your child. What more could you ask for in a weekend?

## Princess Academy

Come join us for a weekend of excitement – girls only (Ages 8-12).

Topics covered will include:

- Manners (at the table, in school, in public, etc.)
- Proper greetings and introductions
- Hygiene and cleanliness
- Table etiquette  
(practiced at the included dinner on Friday and lunch on Saturday)
- RSVPs
- Thank you notes
- Money management
- Dancing
- Dating and what to expect from boys
- Music appreciation
- Movement, coordination, and overall appearance



All topics are age appropriate and have been developed to be both entertaining and educational. Dinner is provided on Friday night, lunch is provided on Saturday, and a snack is provided on Sunday. So, what are you waiting for? Sign your daughter up today!

Course #10331050 • March 19-21 • Friday, 6-8:30 p.m. • Saturday, 10 a.m.-1 p.m. • Sunday, 1-5 p.m.  
Maxwell Student Union Lounge • FEE: \$125 • 3 Sessions • INSTRUCTOR: Jamey Rivers