About Continuing Education and Public Services

Continuing Education at Georgia College serves as the center for lifelong learning by providing educational training and personal enrichment opportunities for students, businesses and community partners. Admission to our courses is open to everyone. Interest and desire to learn are our only requirements.

Our mission is to enrich the economic, cultural, personal and professional lives of Georgians through high-quality educational programs, comprehensive conference coordination, facility reservations, campus rentals and campus support services.

What we offer:

- Professional Development Courses and Certificates (On campus and online)
- Customized Training
- Personal Enrichment Courses
- Children’s Programs and Summer Camps
- Conference Services
- Facility Rentals

Contact us:

**Online:** gcsu.edu/ce
**Call:** 478-445-5277
**Visit:** 100 Chappell Hall
211 N. Clarke St.
Milledgeville, GA
Sewing 101
Join us as we start with the basics! This is the perfect course for those who have never sewn or need a refresher course. You will learn sewing terminology, how to cut simple patterns and different stitch types! This course will take you through the basic elements of choosing fabrics, deciphering a pattern and the instructions inside. Common projects completed by the end of this course include pillows, aprons and curtains. During these projects you will become more efficient with your sewing machine but to get the most from this course, you will need to already be familiar with its use. A supply list will be given to you at registration. You will need to bring a sewing machine and its manual to class with you.

Course # 16301601 | Tuesdays | Jan. 12-Mar. 1 | 6 - 8 p.m. | 8 Sessions
Kilpatrick Hall 111 | Instructor: Sara Jo Branan

Sewing 102
How would you like to take your sewing skills to the next level? Join us for eight more weeks and build upon what you have already learned in Sewing 101 and create more advanced projects. This will include learning how to sew on zippers, make a simple jacket or piece of clothing, and work on other more advanced projects. If this sounds great to you, join us for eight more weeks of sewing! Participation in the Sewing 101 course is not required but strongly encouraged.

Course # 16301602 | Tuesdays | Mar. 22 - May 10 | 6 - 8 p.m. | 8 Sessions
Kilpatrick Hall 111 | Instructor: Sara Jo Branan

Crochet Workshop: Beginner’s Basics
Join us for this two day workshop that will cover the basics of crocheting. You will learn how to complete regular stitches and hooks, how to work in rounds, joining new yarn, reading patterns and much more! Projects you will begin in this course include a head warmer, scarf or a beanie hat. Please note that you will receive a supply list upon registration.

Course # 16302101 | Wednesday and Thursday | March 9 - March 10 | 6-8 p.m. | 2 Sessions
Chappell 105 | Instructor: Julie Oberle

Crochet Workshop: Advanced Stitches
In this course, we will take our skills to the next level and learn how to complete more advanced stitches including V Stitch, Shell, Puff, Popcorn and Post Stitch. Projects you will begin in this course include boot cuff, a hat or a scarf.

Course # 16302102 | Wednesday and Thursday | March 23 - March 24 | 6-8 p.m. | 2 Sessions
Chappell 105 | Instructor: Julie Oberle
Do It Yourself (DIY) Spa Day
Join us for a day of pampering yourself and creating all-natural, at-home spa gifts for yourself or your family and friends! You will have the opportunity to create your own facial and relaxation materials and try them out. Using all natural ingredients, you’ll learn how to make various scrubs, masks, moisturizers and bath bombs. At the end of the day you will not only have great looking skin but also recipes to take home to recreate your own DIY Spa Day!

Course # 16336601 | Saturday | Jan. 23 | 1 - 5 p.m. | 1 Session
Chappell 113 | Instructor: Ruth Eilers

Begining Cake Decorating
Surprise your family and friends by decorating your own special cakes this year! You’ll learn the basics and get to practice new techniques by decorating your own cupcakes and fancy cakes. Then you’ll learn how to use couplers and how to ice cakes and cupcakes with various borders, dots, stars, lattice work, basket weaving and simple flowers and roses. Register early to receive a list of the basic tools you’ll need.

Course # 16352101 | Mondays | Jan. 11 – Feb. 8 | 6:30 - 8:30 p.m. | 5 Sessions
Chappell Hall 113 | Instructor: Betty Martin

Advanced Cake Decorating
Building from the skills learned in Beginning Cake Decorating, you’ll make petit fours, baskets and complicated flowers, transfer designs and patterns to your cakes, work with butter cream and decorator frosting and get an introduction to wedding cakes and how to assemble them. In addition to bringing the tools used in the beginning course, you will need a petit four cutter.

Course # 16352102 | Mondays | Feb. 29 – March 28 | 6:30 - 8:30 p.m. | 5 Sessions
Chappell Hall 113 | Instructor: Betty Martin

Dog Training Through Positive Leadership
Among the many important responsibilities dog owners have, training a dog in a positive way is among the most important. Positive training focuses on the entire relationship with your dog based on trust, respect and joy. A well-trained dog is easier to care for and love, causes less damage to your home (and theirs), and lives a happier life. Training your dog is a wonderful way to bond with your pet while teaching him how to behave so everybody wins in the long run! Dogs must be six months or older and current on all vaccinations. Register early to get a list of supplies you will need to bring. A signed waiver of liability and vaccination records are required. All owners/handlers will meet on the first night at 7 p.m. in Room 105 in Chappell Hall. Please do not bring your dog to the first night of class.

Session 1: Course # 16352901 | Tuesdays | Jan. 26 – March 15 | 7 – 8 p.m. | 8 Sessions
Chappell Hall 105 | Instructor: Hurbin Ingles

Session 2: Course # 16352902 | Saturdays | Jan. 30 – March 19 | 9 – 10 a.m. | 8 Sessions
Chappell Hall 105 | Instructor: Hurbin Ingles

Session 3: Course # 16452901 | Tuesdays | March 29 - May 17 | 7 – 8 p.m. | 8 Sessions
Chappell Hall 105 | Instructor: Hurbin Ingles

Session 4: Course # 16452902 | Saturdays | April 2 - May 21 | 9 – 10 a.m. | 8 Sessions
Chappell Hall 105 | Instructor: Hurbin Ingles
Have you ever dreamt about taking exotic vacations filled with underwater adventures, coral reefs or sunken treasures? Well, now you can make this dream a reality! Take the first step by getting Open Water SCUBA certified. This course provides all scuba gear and materials including a crew pack which contains the manual, log book, dive tables or computer use guide, and student record folder. (The manual contains homework that must be completed prior to the first class.) Also included are classroom instruction and practice pool dives. Once you successfully complete this indoor training, you can achieve certification by taking an open water diving trip with the instructor. The cost for the certification dive is not part of the course and amounts to an additional $275-$300 paid directly to instructor, which will include lodging, equipment and passes to the dive site. Please note that the registration deadline for this course is a week prior to the course start date as there will be homework that must be completed before the first class. Signed waivers of liability are required and must be completed before registration is considered complete. You must be 18 years of age or older and be able to complete a 200 yard swim and a 10 minute tread in order to participate in the course.

**Course # 16441001** | Friday-Sunday | April 15 - 17 | Friday 7-9 p.m., Saturday and Sunday 9 a.m.-6 p.m. | 3 Sessions | Wellness and Recreation Center | Instructor: Scott Stefano

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**Watercolor Painting**

If you want to capture the beauty and radiance of watercolor, whether you are an experienced painter or you’ve never picked up a paint brush, this is the course for you! Join local artist, Dana Wiggins, and explore the exciting world of watercolor as she guides you through the essential techniques and concepts of watercolor painting. Make sure to register early to receive a list of supplies you will need.

**Course # 16301201** | Tuesdays | Jan. 19-Feb. 9 | 6-8:30 p.m. | 4 Sessions | Chappell Hall 102 | Instructor: Dana Wiggins

**Course # 16301202** | Tuesdays | Feb. 16-Mar. 8 | 6-8:30 p.m. | 4 Sessions | Chappell Hall 102 | Instructor: Dana Wiggins

**Course # 16301203** | Tuesdays | Mar. 29-Apr. 19 | 6-8:30 p.m. | 4 Sessions | Chappell Hall 102 | Instructor: Dana Wiggins

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**Etsy Selling 101**

Have you ever dreamed of turning your love of arts and crafts into your own small business? Come learn how to get started with Etsy Selling 101! Etsy is a website that allows people to sell their handmade or vintage items to people around the country or even the world. In this course you will gain a basic understanding of the Etsy website and information on setting up and running your online Etsy shop. This workshop will also provide you with resources to learn more about running your online Etsy shop efficiently.

**Course # 16336401** | Saturday | Jan. 9 | 9 - 11 a.m. | 1 Session | Library Computer Lab 241 | Instructor: Felicia Haywood

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**Etsy Selling 2.0**

This class will build on the basics learned in The Etsy Selling 101 course. This will be a hands on workshop to help you open your online Etsy shop. Exercises will include selecting a shop name, listing items for sale, and how to improve your photos and written item descriptions to increase your chance for success.

**Course # 16336501** | Saturday | Feb. 6 | 9 - 11 a.m. | 1 Session | Library Computer Lab 241 | Instructor: Felicia Haywood

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**SCUBA**

Have you ever dreamed about taking exotic vacations filled with underwater adventures, coral reefs or sunken treasures? Well, now you can make this dream a reality! Take the first step by getting Open Water SCUBA certified. This course provides all scuba gear and materials including a crew pack which contains the manual, log book, dive tables or computer use guide, and student record folder. (The manual contains homework that must be completed prior to the first class.) Also included are classroom instruction and practice pool dives. Once you successfully complete this indoor training, you can achieve certification by taking an open water diving trip with the instructor. The cost for the certification dive is not part of the course and amounts to an additional $275-$300 paid directly to instructor, which will include lodging, equipment and passes to the dive site. Please note that the registration deadline for this course is a week prior to the course start date as there will be homework that must be completed before the first class. Signed waivers of liability are required and must be completed before registration is considered complete. You must be 18 years of age or older and be able to complete a 200 yard swim and a 10 minute tread in order to participate in the course.

**Course # 16441001** | Friday-Sunday | April 15 - 17 | Friday 7-9 p.m., Saturday and Sunday 9 a.m.-6 p.m. | 3 Sessions | Wellness and Recreation Center | Instructor: Scott Stefano
Instant Piano for Hopelessly Busy People

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! You will need to purchase a song book and CD from the instructor the night of the class for an additional $25.

Course #16335301 | Monday | January 28 | 6 - 9:30 p.m. | 1 Session
Chappell Hall 205 | Instructor: Michael McMillan

$65

Private Music and Voice Lessons

Why not dust off those piano keys, drag that old guitar out of the attic or strengthen your vocals? You’re never too old or too young to take private music lessons. Ability level does not matter; you will be amazed at how much you’ll improve in just a few weeks! This ongoing program is $70 for four half-hour sessions per month.

$70 per month

Call Continuing Education at 478-445-5277 for more information.

Guitar, piano, violin, voice and flute lessons available!

Yoga

Yoga is ideal for anyone who wants to improve their overall health. Yoga is gentle, fights common ailments, reduces joint stiffness and pain and increases muscle strength, tone and balance. Wear comfortable clothes, and bring a large towel or padded mat. A signed waiver of liability is required. Minimum age is 15 years.

MORNING SESSION
Course # 16340701 & 16340703
Jan. 4 – Feb. 15
Feb. 22 – April 4
Mondays
8:45 - 10 a.m.

EVENING SESSION
Course # 16340702 & 16340704
Jan. 6 – Feb. 17
Feb. 24 – April 6
Wednesdays
5:45 - 7 p.m.

$20

6 Sessions | Miller Dance Studio | Instructor: Heidi Mead

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Social Dance
Come join the fun as you learn your choice in social dance. These beginner courses are guaranteed to be lots of fun for everyone and will include new steps not taught before! Couples are recommended but singles are welcome! Classes fill quickly so register early. Dress comfortably and wear hard-soled shoes. A signed waiver of liability is required.

**Beginning East Coast Swing**
Course # 16335501 | Wednesdays | Jan. 6 - 27 | 7:30 - 8:30 p.m. | 4 Sessions
Miller Hall Dance Studio | Instructors: Jean Graham, Jim Irish

**Intermediate East Coast Swing**
Course # 16335502 | Wednesdays | Feb. 3 - 24 | 7:30 - 8:30 p.m. | 4 Sessions
Miller Hall Dance Studio | Instructors: Jean Graham, Jim Irish

**Rumba**
Course # 16335503 | Wednesdays | March 2 - 23 | 7:30 - 8:30 p.m. | 4 Sessions
Miller Hall Dance Studio | Instructors: Jean Graham, Jim Irish

**Foxtrot**
Course # 16435501 | Wednesdays | April 6 - 27 | 7:30 - 8:30 p.m. | 4 Sessions
Miller Hall Dance Studio | Instructors: Jean Graham, Jim Irish

**Centennial Center Membership**
Improve your fitness without signing a contract! Your monthly fee provides access to a three lane, indoor walking/jogging track and four racquetball courts. A monthly pass is required. For more information, or to register, call 478-445-5277 or stop by 235/236 Centennial Center.

**Wellness 101**
Learn the basics of a healthy lifestyle through Wellness 101. Wellness 101 focuses on adult health and behaviors that lead to optimal health, including proper nutrition, adequate exercise, risk factor reduction and other healthy lifestyle characteristics. In addition to the classroom instruction offered each month, participants will have access to the GC Wellness and Recreation Center (indoor pool, weight rooms, cardiovascular equipment, and aerobics classes) to practice and incorporate all of the newly learned skills into a healthy lifestyle. A signed waiver of liability is required.

- Free weights
- Strength training equipment
- Indoor track
- Leisure pool
- 25-yard lap pool
- Aqua fitness classes and water aerobics
- More than 60 cardiovascular machines such as treadmills, stair climbers, stationary bikes and more
- Three indoor basketball courts
- Group fitness classes including aerobics, body toning and strength training classes

For more information or to register, call the Wellness and Recreation Center at 478-445-7777 or visit the center online at gcsu.edu/wellness
First Aid - American Red Cross
During this certification course, which meets the OSHA (Occupational Safety and Health Administration) requirements, you will learn to recognize and care for victims of life-threatening emergencies and sudden illnesses or injuries. Accidents happen, so reserve your spot today to ensure that you are ready in case an emergency situation arises!

Course # 16340101 | Monday | Feb. 22 | 6 - 8:30 p.m. | 1 Session
Chappel Hall 102 | Instructor: Ed Smith

CPR/AED - American Red Cross
This OSHA (Occupational Safety and Health Administration) approved course gives you the knowledge and skills necessary to recognize and care for sudden illnesses and injuries such as heart attacks or strokes, drowning, severe allergic reactions, electrocutions or Sudden Cardiac Arrest (SCA). Instruction includes Adult, Child and Infant CPR and AED (Automated External Defibrillators) training.

Course # 16340201 | Monday | Feb. 29 | 5:30 - 9:30 p.m. | 1 Session
Chappel Hall 102 | Instructor: Ed Smith

Defensive Driving
The triple threat of high speeds, impaired or careless driving and not using a seat belt threatens every driver, regardless of how careful or skilled. Improve your defensive driving skills and save money on your auto insurance by successfully completing this National Safety Council Defensive Driving course. Bring paper and pencils to class. This course is not for points reduction. Bring your own lunch or visit one of the eateries near campus.

Course # 16350901 | Saturday | Feb. 20 | 9 a.m. - 4 p.m. | 1 Session
Chappell Hall 102 | Instructor: Chico Scott

The Nutcracker
Guest Artists: Jennifer and Robert Mason of Atlanta City Gate Dance Theatre
Directed by Amelia Pelton
Dec. 11-12, 2015 at 7 p.m. | Dec. 13 at 2 p.m. | Russell Auditorium
Tickets: $12 General // $8 Senior Citizens, GC Faculty/Staff, Non-GC Students // $5 GC Students
To order tickets visit GCSUtickets.com | For more information call 478-445-4226
Community Dance

The final day to register for spring classes is January 29, 2016. The Department of Theatre and Dance offers a complete program of dance instruction for children and adults throughout the year. The GC Community Dance Program is in its 21st year and is an ongoing dance program which meets on a monthly basis, for ages 3 through adult. Seven levels of ballet, four levels of tap, three levels of jazz, Beginning Pointe, Musical Theatre, and Creative Movement are offered. The Spring Concert is on May 22 and will feature the ballet “The Wizard of Oz”. The program is directed by Amelia Pelton, who holds both B.F.A. and M.F.A. degrees in dance, and assisted by Natalie King who holds both a B.A. and M.F.A. degrees in dance. Other instructors are Georgia College faculty, graduates, and dance minor students Alexa Hunsinger, Kristen Stack and Jenna Allenson. For more information contact Amelia Pelton at: amelia.pelton@gcsu.edu. Please call 478-445-5277 for more information or to register.

Registration Fees:
- Annual Program Support Fee: $20 per family, due with first registration.
- Tuition for Creative Movement, Ballet I and II, Jazz I and II, and Tap I, II, and III: $35 per month.
- Tuition for Ballet IV, V, VI, and VII: $75 per month.
- Tuition for all other classes: $40 per month.
- A $5 discount per class per month is given to students enrolled in two or more classes.
- A $5 discount per class per month is also given to multiple students from the same family.
- Payment is due by the first class of each month.
- A signed waiver of liability is required.

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 VII

Tuesdays
5:45 – 6:45 p.m. Ballet VI
6:45 – 7:45 p.m. Musical Theatre
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/VI
7:45 – 9:00 p.m. Ballet VII

Chappell Dance Studio
Mondays
5:30 – 6:15 p.m. Ballet II
6:15 – 7:00 p.m. Jazz I
7:00 – 7:45 p.m. Tap II

Tuesdays
5:45 – 6:30 p.m. Tap III
6:30 – 7:15 p.m. Jazz II

Wednesdays
5:30 – 6:30 p.m. Beginning Pointe

Thursdays
5:30 – 6:15 p.m. Ballet I
6:15 – 7:00 p.m. Tap I
7:15 – 8:15 p.m. Adult/Teen

St. Stephens
Wednesdays
2:30 – 3:15 p.m. Creative Movement

Monticello Program at Thomas Persons Hall
Mondays
4:30 – 5:15 p.m. Creative Movement
5:15 – 6:00 p.m. Ballet I
6:00 – 6:45 p.m. Ballet II
6:00 – 7:00 p.m. Ballet III

Eatonton Program at The Plaza
Tuesdays
4:45 – 5:30 p.m. Creative Movement
5:30 – 6:15 p.m. Ballet I
6:15 – 7:00 p.m. Ballet II
Learning In Retirement

You are never too old to learn. Georgia College’s Learning in Retirement (LIR) is dedicated to meeting the intellectual, educational, physical and social needs of retirement-aged individuals, so join us! Take part in our interesting and enjoyable programs which include:

- Lunch and learns with guest speakers, educational leaders, politicians and community leaders
- Group trips and adventures to interesting sites such as the Monastery of the Holy Spirit, Andalusia Walking Trail, Jarrell Plantation and many other day trips
- Special interest groups such as the Book Group and Writers’ Group
- Regular classroom lectures and discussions
- Scheduled tours of the Old Governor’s Mansion, Andalusia, Georgia Botanical Gardens and more
- Discounts to many Continuing Education courses and other programs on the Georgia College campus
- Group trips to many cultural and art events at Georgia College, Georgia Military College and the Fox Theatre in Atlanta
- Invitations to symposia and lectures on campus and in the community
- Campus tours to locations such as the Wellness and Recreation Center, the Library and Information Center, the Black Box Theatre, the Planetarium, the Natural History Museum and more
- And the list of activities goes on!

Learning in Retirement members run the organization by choosing board members and officers. All programs are based on the interests and needs of the members. It is your organization!

Membership is open to all retired individuals, or if not retired, to those who are interested in pursuing learning opportunities in a variety of settings without regard to previous levels of formal education. Annual membership dues are only $20 per person.

For additional information, call the Learning in Retirement office, located in Chappell Hall, Room 103, at 478-445-1239. Or email us, at: lurline.west@gcsu.edu.

Remain active. Become a part of our wonderful learning group at Georgia College.

To join LIR, complete the form below, enclose your $20 annual membership fee and write LIR membership on the memo line, and mail to:

Learning In Retirement // Georgia College Campus Box 40 // Milledgeville, GA 31061

Name: ________________________________________________
Address: ________________________________________________
Home Phone: ___________________________ Cell Phone: ___________________________
Email: ________________________________________________

ServSafe® Certification

Not just for managers, this full course is also for owners, operators, F&B directors, chefs, line cooks, kitchen managers, dietary managers, dieticians and anyone else who needs food safety training and certification. This program is nationally recognized and accepted by the Georgia Department of Community Health, and the certification is valid for five years. ServSafe® training empowers you to protect against food-borne illness outbreaks, minimizes insurance costs and reduces liability. Testing begins at 4:30 p.m. on the day of the course. Re-testing without class participation is available upon request. Information for study materials will be provided after registering for the course. The fees for the book (which includes the testing materials) is not included in the price of the course and must be purchased by each student. Please make sure to register early to receive the information regarding how and where the book can be purchased.

Course # 16375401 | Tuesday | Feb. 23 | 9 a.m. - 6 p.m. | 1 Session
526 Macon Center for Graduate and Professional Learning | Instructor: Brad Peters

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Online Professional Development

Visit our website to learn more at www.gcsu.edu/ce

Professional Learning Units (PLUs) for Teachers
www.virtualeduc.com/gcsu/index.php
Georgia College has partnered with Virtual Educational Software Inc. to offer online professional learning unit options for K-12 educators. These interactive courses provide expert instruction at a pace that fits your schedule.

Continuing Education for Insurance Professionals
www.gcsu.webce.com
This online program offers one of the largest nationwide catalogs of courses approved to satisfy state-specific subject requirements on topics such as ethics, law, annuities and variable products, and LTC/LTC Partnership training.

Real Estate and Appraisal Courses
www.gcsu.edu/ce
Georgia College offers you the opportunity to acquire your real estate sales pre-licensing, broker pre-licensing and continuing education requirements in real estate sales online. All courses are approved to meet the education requirements set forth by the Georgia Real Estate Commission and the Georgia Real Estate Appraisal Board.

Business and Professional
careertraining.ed2go.com/gcsu
The courses offered include eBusiness, Six Sigma Black Belt Certification, and a variety of business management courses. Just a few of the courses available are Fitness Business Management, Grant Writing, Event Management, Starting Your Own Business and more.

Healthcare Certificate Programs
careertraining.ed2go.com/gcsu
Includes certificate programs in Medical Coding, Transcription, Pharmacy, Nutrition, Dental and other popular fields.

Information Technology and Software Development Programs
careertraining.ed2go.com/gcsu
Hands-on courses that will give the experience you need in the ever-expanding world of technology.

Management and Corporate Programs
careertraining.ed2go.com/gcsu
These courses include valuable training in project management, IT management, lean mastery, Six Sigma and other essential management skills.
Georgia Real Estate License Law Core Course

About the course:

Credit Hours: 3

Mandatory for all Georgia real estate agents and brokers as of July 1, 2016, this 3-hour course is Georgia-specific and breaks down rules, regulations and laws regarding the practice of real estate into simple, easy-to-understand content helping students to better understand and stay within the boundaries of the Georgia state laws.

Topics included are:

- The effects on license status by a licensee of prohibited conduct
- Transfer of a license from one firm to another
- Requirements concerning trust or escrow accounts
- Unfair trade practices
- Brokerage relationships
- Management responsibilities of real estate firms
- Requirements for advertising
- Handling real estate transactions
- Licensees acting as principals

This course meets the 3-hour license law requirement that goes into effect on July 1, 2016.

New 36-hour CE Packages Available, too!

As of July 1, 2015, all Georgia licensees are required to take 36 hours of CE each renewal cycle.
VESi offers a variety of online continuing education courses that allow you to earn your PLUs through Georgia College.

**Professional Learning Units: 3**

**Fee:** $195

- Advanced Classroom Management
- Attention Deficit/Hyperactivity Disorder
- Autism & Asperger's Disorder
- Child Abuse
- Drugs & Alcohol in Schools
- Early Childhood: Family-Centered Services
- Educational Assessment
- Harassment, Bullying & Cyber-Intimidation in Schools
- Inclusion
- Infant & Toddler Mental Health
- Reading & Writing in Content Area
- Reading Fundamentals #1
- Reading Fundamentals #2
- Talented & Gifted
- Teaching Diversity
- Teaching Elementary Math Conceptually
- Traumatized Child
- Violence in Schools

**Professional Learning Units: 4**

**Fee:** $215

- Behavior is Language
- Early Childhood: Observation & Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical & Atypical Development
- Learning Disabilities
- Reading Fundamentals #3
- Try DI!: Planning & Preparing a Differentiated Instruction Program
- Understanding Aggression
- Understanding & Implementing Common Core Standards
- Why DI!: An Introduction to Differentiated Instruction

**TO REGISTER CALL:**

(478)445-5277

or visit us at:

www.virtualeduc.com/gcsu

VESi recommends that you check with your school district and/or state licensing agency to verify these course offerings will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.
INSTRUCTOR LED
ONLINE COURSES

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Enroll Now!
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(478) 445-5277

Prices start as low as: $109

24-Hour Access
Discussion Areas
6 Week Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Georgia College

Over 300 online courses available
Georgia College
Continuing Education

Learn Microsoft Office From the Comfort of Home

Microsoft Courses

- Intro to Microsoft Word
  Learn how to create and modify documents in Word, the most popular word-processing program available.

- Intro to Microsoft Excel
  Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

- Intro to Microsoft PowerPoint
  Learn to create impressive slide presentations filled with visually stimulating elements.

- Intro to Microsoft Access
  Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

- Intro to Microsoft Outlook
  Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

- Intro to Windows Vista
  Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our Online Instruction Center to find more courses!

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