

NORTH GEORGIA COLLEGE & STATE UNIVERSITY

Continuing Education Classes ♦ Winter/Spring 2012



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- Foreign Language classes
- Going Green classes
- Zumba and Dance classes

Join Us for a Class!
January - May 2012

Learning

SOLUTIONS AT YOUR FINGERTIPS

Put a Little Class in your Life!

- Upgrade your skills to advance your career
- Develop a new hobby
- Learn something new
- Enrich your life

Join us and expand your mind this winter!

Classes fill quickly, so register early.

Yes! We offer Online Registration!

Safe. Easy. Convenient.



Log on today and register online:
www.northgeorgia.edu/ce

NEW!

NEW CLASSES

We are excited to offer many new classes this Winter! Look for this symbol in the brochure to identify the new class offerings.

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Like Us on Facebook.

Love Us in Person.

Join us on Facebook to learn more about upcoming events, talk with classmates or instructors, or ask us a question.

To Join: Type North Georgia Continuing Education in your Facebook Search box.

The Coupon Phenomenon:

Saving Money One Coupon at a Time

Are you looking for a way to save money? Learn how to shop like a pro! This informative class will teach you basic couponing skills and techniques, including coupon organization, jargon and etiquette. Participants will be able to ask questions (no question is too dumb, we promise!), talk with other new coupon-ers and walk away with knowledge on how to really save some real dough!

2 Wed Feb. 8 & 15 5:30pm - 7:30pm \$25
Laura Nicholson



NEW! Intro to Soap Making

Want to learn how to make soap from scratch? Curious about the cold process? Then this is the perfect class for you! Learn safety guidelines and reach a level of comfort so that you can finally make soap by hand at home! We'll discuss the history of soap making, the different methods of soap making, how to properly use and store lye, mixing lye and water, oils for soap making, fragrance oils, essential oils, superfatting, additives and exfoliants, coloring, molding and curing. Each student will take home two handmade bars of soap.

Notes: 1. \$25 Supply fee is payable to instructor on day of class. 2. Please bring a pair of safety glasses.

Session I: Sat March 3 10am - 12pm
\$29 Jan Kelley

Session II: Tue March 6 6:30pm - 8:30pm
\$29 Jan Kelley



Pottery:

Beginning Throwing & Handbuilding

Haven't touched clay since you were in elementary school but eager to try your hand at it again? Learn basic hand building and wheel throwing techniques in this hands-on beginner pottery class. You will also cover basic production skills, hand positions, trimming, decorating, and glazing. Our studio is equipped with 14 wheels so register early because space is limited.

6 Mon/Wed Feb. 6 - March 14
6pm - 8pm \$139 Kyle Jones

Pottery: Beyond Beginner

Continue to build on your pottery skills that you learned in Beginner Pottery and learn some new techniques with both hand building and wheel throwing. Our studio is equipped with 14 wheels so register early because space is limited.

6 Mon/Wed March 19 - April 25
6pm - 8pm \$139 Kyle Jones

NEW! Sewing: *Coiled Fabric Bowls*

Are you ready to do some carefree sewing? The coiled-wrapped cording technique used to create these one of a kind bowls and baskets is easy and produces great results. You can use the learned techniques to create bowls, baskets, coasters, tote bags and many other things. This class is for the sewer with some experience and good control of the sewing machine.

Note: Supply list available.

Wed Feb. 8 6pm - 8pm \$29
Deb Adams

We offer a 10% discount to anyone over the age of 62 for instructor-led classes.*

**Please show ID at time of registration. Online classes, music lessons, and travel programs are not included in discount.*



NEW! **Clean Green: *How to Make Safe Household Cleaners***

What types of chemicals are we using in our home environment? Commercial cleaners may increase the toxicity of air, surfaces, and water for our families. We will discuss the impact these chemicals have while creating a resource list of healthy alternatives. Instruction and demonstration includes how to create green and affordable household cleaners within anyone's time restrictions.

Session I: Sat March 3 1pm - 3pm
\$29 Jan Kelley

Session II: Tue March 13 6:30pm - 8:30pm
\$29 Jan Kelley

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly.

Six-week online classes start on:
Jan. 18, Feb. 15, March 21, April 18, May 16,
June 20, July 18, and Aug. 15, 2012. \$129

MUSIC

Learn to play an instrument!

***Piano - Guitar - Strings - Mandolin
Woodwinds - Percussion***

Learn to play music in a fun and supportive atmosphere from experienced and qualified instructors. It is never too early or too late to study music. The experience of studying music will provide a lifetime of enrichment for all ages. Be prepared to practice playing your instrument daily at home.
Note: Parents of younger children must attend all instructional sessions.

Note: There will be one 30-minute lesson per week. Date and time to be determined by student and instructor.
Variable fees - call for information

Session I: 7 Sessions during Jan. 9 - Feb. 20

Session II: 7 Sessions during March 5 - April 16

Session III: 7 Sessions during April 30 - June 11

Basic Bridge for Absolute Beginners

Bridge is an immensely challenging game that you can enjoy for the rest of your life. This class is intended for those who know nothing (or almost nothing) about bridge and for the casual players who want to brush up on basic rules of bidding and play. Hurry, maximum number of players is eight.

4 Wed April 4 - 25 10am - 11:30am
\$89 Fred Fister

Intermediate Bridge

Move onto the next step in bridge playing. Hone your skills with more playtime and an opportunity to expand your knowledge of conventions. Class size limited to eight players.

4 Wed May 2 - 23 10am - 11:30am
\$89 Fred Fister



APPALACHIAN COMMUNITY STUDIES CERTIFICATE

Studying Appalachia can be rewarding to all students – those born in Appalachia and those new to it. The Appalachian Community Studies Certificate Program is a professional certificate program designed to explore images of the region and its inhabitants, nurturing an awareness of the rich diversity of life in the area, its history, culture, and people.

Learn about the history, culture, challenges, health, and sustainability within the region. The question often comes up among students interested in exploring Appalachian Studies: “What can I do with an Appalachian Studies Certificate?” The answer truly is, “Whatever you want.”

In order to earn the Appalachian Community Studies Certificate, candidates must fill out an application and successfully complete the four core courses and four electives within the calendar year.

To learn more and apply, visit us online at: www.northgeorgia.edu/cel/appstudies



The History of Appalachia

Settled 13,000 years ago, Appalachia has a long, rich history that is the story of America itself. Go back to the beginning with tales of explorers, native peoples, and the tenacious group known as the Appalachians.

2 Mon March 26 & April 2 6pm - 9pm
\$99 Barry Whittemore

Appalachia Today

What are the economic, environmental and political questions facing Appalachia? Explore the issues that affect the region in which you live, work, or play. Through study of the region's rich cultural and environmental inheritance, you will understand more fully the social and cultural atmosphere.

2 Mon April 16 & 23 6pm - 9pm \$99
Barry Whittemore

Gold Panning

There is Gold in Them Thar Hills!

In this one day session, participants will learn about the history of the Dahlonega gold belt, as well as various types of gold mining and panning techniques. In addition, participants will learn where to look locally for gold, and what makes one location better than another. Bring your own sack lunch as this session will work through lunch.

Sat April 28 9am - 2pm \$59
Bill Findley

Appalachian Basket Weaving:

Weave a Kudzu Bird House

Help a homeless feathered friend! Twine a birdhouse using kudzu vines (supplied by instructor), add a honeysuckle perch, then hang by a fish line on your deck, porch or shade tree and watch the action.

Note: Supplies will be provided. Students should bring crescent-shaped pruning shears and wear old, comfortable clothes. Materials fee of \$20 is payable to instructor on class day. Bring a sack lunch.

Sat March 3 10am - 4pm \$79
Regina Hines

Appalachian Basket Weaving:

Weave a Kudzu Egg Basket

You will learn to weave an Appalachian egg basket from kudzu vines supplied by your instructor.

The techniques you will learn in this class can be applied to many other types of containers.

Note: All student levels are welcome. Materials fee of \$20 for supplies is payable to the instructor when class begins. Bring a sack lunch and plan to eat during a working lunch.

Sat May 12 10am - 4pm \$79
Regina Hines

Note: Non-certificate seeking students may enroll in any class

PHOTOGRAPHY AND PHOTOGRAPHY CERTIFICATE PROGRAM

The Photography Certificate Program is a professional certificate program that gives you an excellent opportunity to explore an interest in photography as a hobby or for professional development.

It is ideal for those who wish to enhance their knowledge of commercial photography or to complement careers in public relations, marketing, graphic design or writing.

To earn the Photography Certificate:

1. Fill out an application (*available online*)
2. Successfully complete six core courses over a one-year period (*see list below*)*.
3. Exhibit your work in the final show.

***Six Required Certificate Courses:**

Beginning Photography, Intermediate Photography, Advanced Photography, Outdoor Photography, Digital Imaging, & Photography Portfolio



Look for this icon for classes that are part of the Photography Certificate Program.



Photography – Beginner

Gain photography skills, and take better pictures as you learn about the operation of your camera. Learn the essentials of photography from the beginning. Improve your techniques to enhance family vacation and nature images and boost your creativity. Participants will focus on manual camera operation, metering, exposure, depth of field, shutter speed, and composition. Note: Students need to bring an SLR camera with manual capability (digital or film) to all classes.

4 Tue Jan. 17- Feb. 7 7pm - 9:30pm
\$129 Trevor Morris



Photography – Intermediate

Keep snapping away as you enjoy this in-depth course. Learn advanced exposure, night photography, portraiture, photo editing, and how to be more creative in your photography. Practice at home, and grow from in-class critiques. Note: Students need to bring an SLR camera with manual capability (digital or film) to all classes.

4 Tue Feb. 21 - March 13 7pm - 9:30pm
\$129 Trevor Morris



Photography – Advanced

Take the next step with this advanced photography course. Learn advanced composition, shooting raw photos, histograms, using your flash, and studio lighting techniques. You will develop a better eye with our in-class critiques. Note: Students need to bring an SLR camera with manual capability (digital or film) to all classes.

4 Tue March 27 - April 17 7pm - 9:30pm
\$129 Trevor Morris



Outdoor Photography

Are you getting the hang of photography but would like a little more information to become great? As you photograph nature, learn more about using aperture, depth-of-field, white balance, filters and ISO to get better shots. Focusing on composition, you will learn how an image works on the page and how to construct a picture.

5 Mon March 12 - April 9 6pm - 8pm
\$129 Larry Winslett

Note for All Photography Classes:

Students need not be part of certificate program to enroll in photography courses.

JEWELRY/PHOTO

Basic Beading

Learn the skills necessary to tap into your imagination and create your own custom jewelry. In this class you will learn about beads, findings, jewelry making materials and design concepts. You will finish a single strand necklace, matching bracelet and earrings by the end of the class.

Note: Supply list available.

Tue Feb. 21 6pm - 9pm \$45
Pat Martin

Beads, Wires & Chains

Similar to the Basic Beading class, you will combine the use of chains and wires for connections. You will coordinate beads, loop and chains to design a single strand necklace of your own unique design, along with a matching bracelet and earrings.

Note: Supply list available.

Tue April 3 6pm - 9pm \$45
Pat Martin

Intro to Wire-Sculpted Jewelry: *Learn to Make a Bracelet*

Make a beautiful, uniquely designed wire-sculpted bracelet in just one session! Learn about different types of wire and how to properly use the various tools for wire-sculpting work and basic wire wrapping.

Notes: 1) Materials fee of \$25 payable to the instructor on the day of class.
2) Bring magnification lenses if you have trouble seeing small objects.

Sat Feb. 25 10am - 1pm \$69
Carol Sheppard



Intro to Fused Glass Jewelry

Make your very own glass pendants in just one day! Learn the principles of fusing glass to create cabochons, pendants, and earrings. All of the tools needed will be supplied by the instructor, so please come prepared to work on projects in this hands-on class.

Notes: 1) Bring a sack lunch to class.
2) Materials fee of \$20 payable to the instructor on the day of class.

Sat April 28 10am - 4pm \$99
Carol Sheppard

PHOTOGRAPHY



Digital Imaging

Take your photographs to a new level using Photoshop Elements 9 as a training tool. Learn how to select objects, extract or enhance, do color corrections, crop images, create composites, do black and white conversions, and set up for printing.

Note: You should have some knowledge of photography and the Windows operating system.

8 Thur Feb. 9 - March 29 6pm - 8pm
\$159 Larry Winslett



Photography Portfolio *Certificate Capstone Class*

The portfolio class is for students who have completed all certificate classes and are ready to finalize their portfolios and create their exit show. In this course, we will discuss how to present your work and how to approach gallery owners. Portfolios will be critiqued and your exhibit work will be chosen. Then you will present at the exit show and attend the reception and final exhibition. *Expenses/Supplies:* You should expect to have at least two pieces in the final show. Expect to pay \$100 to \$300 for printing and framing.

5 Thur April 19 - May 17 7pm - 9pm
\$129 Trevor Morris & Larry Winslett

DANCE/ZUMBA



Zumba

Join the wildly popular dance-fitness class that incorporates Latin and international music with dance movements. Zumba integrates some of the basic principles of aerobic, interval and resistance training to maximize calorie burn, cardiovascular benefits and total body toning. Zumba is fun, easy and effective!

Session I: 6 Thur Feb. 2 - March 8
6pm - 7pm \$69 Debbie Carter-Dye

Session II: 6 Thur March 15 - April 19
6pm - 7pm \$69 Debbie Carter-Dye

Zumba Gold

Great for beginners, and seniors! Zumba Gold targets the largest growing segment of the population: the older adult. It takes the Zumba formula and modifies the moves and pacing to suit the needs of the active older participant, as well as the de-conditioned participant. What stays the same are all the elements the Zumba Fitness-Party is known for: the party-like atmosphere, the zesty Latin music and the sheer vibrancy of each class. Enjoy the camaraderie, excitement and fitness as a regular part of your weekly schedule. No dance experience is necessary. All you need to bring is water, soft shoes or sneakers, a towel (because you're going to sweat) and a sense of humor!

Session I: 6 Fri Feb. 3 - March 9
9am - 10am \$69 Margit Kilian

Session II: 6 Fri March 16 - April 20
9am - 10am \$69 Margit Kilian

NEW! Zumba Toning

When it comes to body sculpting, Zumba Toning raises the bar (or rather, the toning stick). It combines targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves to create a calorie-torching, strength-training dance fitness-party. You will learn how to use lightweight, maraca-like Toning Sticks to enhance rhythm and tone all their target zones, including arms, abs, glutes and thighs. Zumba Toning is the perfect way for enthusiasts to sculpt their bodies naturally while having a total blast. All you need to bring is water, soft shoes or sneakers, a towel (because you're going to sweat) and a sense of humor!

Session I: 6 Fri Feb. 3 - March 9
10:30am - 11:30am \$69 Margit Kilian

Session II: 6 Fri March 16 - April 20
10:30am - 11:30am \$69 Margit Kilian

Belly Dancing - Beginner

Be a part of the ancient mystery, modern allure, and body-toning exercise of the Middle East. Belly dancing is low impact and aerobic, and it can be done by almost anyone. You should wear comfortable clothing, soft, flexible-soled shoes and a willingness to have fun while learning!

8 Mon Feb. 13 - April 2 6:30pm - 8pm
\$89 Kathryn Hinds

Belly Dancing - Intermediate

Are you ready for some more challenging belly dance moves? Join us to go beyond basic belly dancing. Learn more challenging combinations and choreographies. We'll also explore more of the musical and dance styles of the belly dance world. You should have basic belly dance experience.

8 Mon April 9 - June 4 (no class 5/28)
6:30pm - 8pm \$89 Kathryn Hinds

No Place Like Home

Take online classes from the comfort of your home or office at the times that are the most convenient for you.

Enjoy lively discussions with fellow students and practical information that you can put to immediate use.

Each class starts monthly and runs for 6 weeks: Jan. 18, Feb. 15, March 21, April 18, May 16, June 20, July 18, and Aug. 15.

Most 6-week classes are \$129.

WATER RECREATION

Hydrobics

An invigorating, low impact exercise program. Get a total body workout as you tone, strengthen and achieve flexibility and circulatory endurance in the water. All ages (16 and up), all fitness levels, and non-swimmers are encouraged to join. Class size is limited so register early!

Five Sessions Starting Soon!

Each Session: 5 Mon/Wed/Fri

9:45am - 10:45am \$69

All sessions led by: Joan Souders



- Session I:** Jan. 9 - Feb. 13
(No class Jan 16)
- Session II:** Feb. 20 - March 30
(No class week of Mar 12-16)
- Session III:** April 9 - May 11
- Session IV:** May 21 - June 25
(No class May 28)
- Session V:** July 9 - Aug. 10



SCUBA DIVING

Scuba Diving Intro Night

Do you enjoy swimming and have always thought about trying scuba diving? Join us for a free introduction to learn more about the scuba classes offered and which one is right for you. If you are still not sure about signing up, join us to find out more!

Thur Jan 26 6:45pm - 8:30pm
Free - *Open to the public* (Registration Required)
Bill Lach

Scuba Diving – Open Water

Begin training for your scuba diving certification! We will cover water entry, descent, ascent, equipment use, safety, and other relevant topics. Complete your PADI knowledge review and confined water segments in this class.

Notes: 1. An open water dive is required for Open Water certification.

2. Classes meet in classroom and pool; see website for complete info. northgeorgia.edu/ce

8 Thur Feb. 2 - March 22 6:45pm - 10:00pm
\$248 Bill Lach

Advanced Open Water

Open the door to learn more diving techniques, and expand your skills and certification level. We will cover under water navigation, search and recovery, night diving, wreck diving, and deep diving.

Note: Classes meet in classroom and pool; see website for complete info: northgeorgia.edu/ce

3 Thur Feb. 2 - March 22 6:45pm - 10:00pm
\$198 Bill Lach

- All Scuba program classes are led by Bill Lach.
- Students enrolling in all scuba classes should attend the free Intro Night presentation.
- **Prerequisites:** Advanced class requires proof of diver certification, PADI or equivalent.
- The minimum age for all scuba classes is 15.
- All scuba participants will be invited to an optional open water scuba trip this Spring. *Dates and Location TBA.*

**More information, including cost of trip, will be discussed at the Scuba Intro Night.*

RECREATION



Senior Stretch

Feel better, increase your range of movement, balance, flexibility and put that smile back on your face. Join us for a stretch class designed for the more mature generation. Don't think you can stand on your feet for a whole class? Perfect. Can you run circles around your friends? Perfect, too. We offer many different options to accommodate where you are. This class is for ladies and gentlemen, so sign up with your better half or your best friend. Chairs, blocks, and straps will be provided for you to use. *Note:* Bring an exercise mat, bottle of water, and a desire to feel young again.

Session I: 6 Wed Feb. 1 - March 7
8:30am - 9:30am \$69 Tonya Buell

Session II: 6 Sat March 10 - April 14
8:15am - 9:15am \$69 Tonya Buell

NEW!

S.A.S.Y Stretch and Strengthen Yoga

This beginner to advanced beginner yoga class is for everyone and every body type! Every class is a full-on flex and flow yoga class. This three-part class consists of Warm-up, Work, and Cool Down. During the first two classes, emphasis will be put on postures, correct alignment, breathing, and learning to use your muscles. Please wear clothing that is not too baggy, bring a mat, hand towel and a bottle of water. Get ready to feel absolutely wonderful!

Session I: 6 Wed Feb. 1 - March 7
5:30pm - 6:30pm \$69 Tonya Buell

Session II: 6 Sat March 10 - April 14
9:30am - 10:30am \$69 Tonya Buell



Fly Fishing

Come and learn about the fundamentals of basic fly fishing, including equipment selection and care, basic fly-casting, knots and leaders, dry fly fishing, useful stream tactics, conservation practices and much more. This fly-fishing class emphasizes fishing in the small and medium streams of northeast Georgia for novice fly fishers who want to develop their basic skills to enjoy the sport.

5 Wed April 18 - May 16 6:30pm - 8pm
\$79 Pat Pattillo

NEW! Disc Golf

Disc golf is played much like traditional golf. Instead of a ball and clubs, however, you will use a flying disc, or Frisbee®. Try to complete each hole in the fewest number of throws. Disc golf can be enjoyed by men and women of all ages. In this class you will learn the fundamental skills, strategies and rules about the game and put those to play in a friendly and fun round of disc golf.

- Notes:* 1. Class will meet at Yahooola Creek Park.
2. Wear comfortable clothing and sturdy athletic shoes.
3. Bring a bottle of water and a disc or Frisbee.

Sat March 24 9am - 12pm \$25
Bruce Johnson

SUMMER CAMPS 2012

Kids on Campus and Sports Camps This Summer!

More information will be available on our website and look for Summer Camp brochure to be delivered March 2012.

RECREATION/TRAVEL

Karate – Beginner

Do you want to learn the basic stances, blocks, and straight middle punches used in karate? First, you will learn the basic physical exercises for agility, and then you will learn Tae Kwon Do and Hapkido techniques.

Session I: 10 Tue Jan. 3 - March 6
6pm- 7pm \$59 Danny Jarrard

Session II: 10 Tue March 20 - May 22
6pm- 7pm \$59 Danny Jarrard

Karate – Advanced

Continue advancing your karate skills. If you have already attained the rank of green belt, further your knowledge of Tae Kwon Do and Hapkido techniques.

Session I: 10 Tue Jan. 3 - March 6
6:45pm - 7:45pm \$59 Danny Jarrard

Session II: 10 Tue March 20 - May 22
6:45pm - 7:45pm \$59 Danny Jarrard



TRAVEL

Discover Tuscany

Experience the beauty that Italy offers. From the rolling landscapes, savory wines, delicious food and stunning architecture...this can only be Tuscany. During this twelve-day adventure, you will enjoy walking tours in Italy's most charming towns, visit magnificent historic monuments and sample mouth-watering cuisine and wines. Trip highlights include; Rome, Assisi, Basilica of St. Francis, Montecatini Terme, Siena, San Gimignano, Winery Tour, Florence and a Tuscan Feast!

Trip Dates: Nov. 1 - Nov. 12, 2012
Per person rates: Double: \$3299, Single \$3599, Triple \$3269 (*price includes round trip airfare from Atlanta Hartsfield Jackson Airport*)

Please contact Continuing Education at 706-864-1918 or conted@northgeorgia.edu for a free brochure.

We are excited to offer this travel program, made possible by collaboration among several university system institutions. Visit our website for more information and complete itineraries:

www.northgeorgia.edu/ce



Register Now! 706.864.1918

COMPUTERS



Computer Basics

Are computers foreign to you? Join other adult learners on your journey to understanding computers. You will learn elementary computer concepts such as basic navigation, mousing, the cursor, the Desktop and the taskbar. Web browsing, web basics, email, email attachments, and email security will also be explained. No prior computer knowledge needed.

4 Tue March 20 - April 10 5:30pm - 7:30pm
\$99 Anita Roush

Expanding Your Basic Computer Knowledge

Do you want to learn more about using your computer, email, and the Internet? Take the next step past the basic computer class. Delve a little deeper into sending email with attachments, enjoy learning additional fun features of Microsoft Word, and take a more advanced role in navigating the Internet.

Note: Basic prior knowledge is required for this class and a good working knowledge of mouse functions.

DAHLONEGA CAMPUS:

4 Tue April 17 - May 8 5:30pm - 7:30pm
\$99 Anita Roush

FORSYTH CAMPUS:

4 Wed April 18 - May 9 6pm - 8pm
\$99 Anita Roush

Intro to Microsoft Word 2007

Learn how to do the basics: type where you want to on a page, fix spelling errors, change spacing and page margins, make changes anywhere on the page, how to add and delete text, and move text around. Learn how to emphasize text, make lists, and use style to help you format a document. Also, learn how to attach and email your documents.

Mon/Wed March 26 - 28 5:30pm - 8pm
\$119 Judy McHan

Intro to Microsoft Excel 2007

Learn how to use the basics of the Excel spreadsheet. You will enter and edit text and numbers, manipulate columns and basic formulas, move and copy data, and create a basic chart and table. Hands-on practice will enable you to make the most of this powerful spreadsheet program.

Mon/Wed April 16 - 18 5:30pm - 8:30pm
\$119 Judy McHan

Looking for more computer classes?

Log on now: northgeorgia.edu/ce

Click on **Online Classes** to learn about many more computer classes taught online.

Each class starts monthly and runs for 6 weeks:
Jan. 18, Feb. 15, March 21, April 18, May 16,
June 20, July 18, and Aug. 15.

All classes \$129

Advanced Microsoft Word 2007

Advance your basic knowledge of Microsoft Word 2007. Join millions of students, professionals, and businesses to develop professional looking documents. In this class, you will learn how to: understand and properly use styles, mail merge for mass mailings, organize information with tables, and insert pictures and clip art images into documents.

DAHLONEGA CAMPUS:

Mon/Wed Feb. 6 & 8 5:30pm - 8:30pm
\$119 Anita Roush

FORSYTH CAMPUS:

Tue/Thur Feb. 21 & 23 6pm - 9pm
\$119 Anita Roush

Advanced Microsoft Excel 2007

Any proficient Microsoft Excel user will agree that MS Excel is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all of the advanced Excel features? In this course, you'll see how to maximize Excel's functions and capabilities. Go beyond the basics as you learn more about formulas and understanding formula errors. You will experience the power of managing and analyzing your data. In addition, you will learn how to protect and share your data with others.

DAHLONEGA CAMPUS:

Mon/Wed Feb. 13 & 15 5:30pm - 8:30pm
\$119 Anita Roush

FORSYTH CAMPUS:

Tue/Thur Feb. 27 & 29 6pm - 9pm
\$119 Anita Roush

Intro to Microsoft Word 2010

Master the basics of the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents

DAHLONEGA CAMPUS:

2 Thur April 19 & 26 5:30pm - 8pm
\$119 Anita Roush

FORSYTH CAMPUS:

Mon/Wed March 5 & 7 6pm - 8:30pm
\$119 Anita Roush

Intro to Microsoft Excel 2010

Familiarize yourself with the new, enhanced ribbon (that "circle" in the top left is gone). Learn how the visual improvements will help you create, edit, format and print basic workbooks and charts, work with cells and cell data, perform calculations with functions and formulas, and use formatting techniques for multiple worksheets within a workbook.

DAHLONEGA CAMPUS:

Tue/Thur March 6 & 8 5:30pm - 8pm
\$119 Anita Roush

FORSYTH CAMPUS:

Mon/Wed March 26 & 28 6pm - 9pm
\$119 Anita Roush



Advanced Microsoft Excel 2010

Explore the latest version of Microsoft Excel, that allows you to analyze, manage and share business data in more ways than ever before. Project collaboration is also quicker and simpler than ever. This class can help you to learn a new job skill that employers want, be able to organize large lists of business contacts, sales leads, and employee information for your small business. Visualize all your important business data in graphs and charts or improve your Microsoft Excel 2010 skills for a high school or college course.

Mon/Wed March 19 & 21
5:30pm - 8:30pm \$119 Anita Roush



COMPUTERS



How to Troubleshoot Your PC: *A Basic Guide to Tune up Your Computer*

This class will cover the concepts of diagnosing and troubleshooting your personal computer that may be running slowly. Learn the basics of paring down issues to find out what the probable cause and fix could be. Learn the basics of how the computers components work together and how you can work with them to discover what may be causing issues that cause poor performance. Topics will include common issues with PC hardware and software and how to resolve them.

Note: This is not a course to fix a broken computer.

Wed March 14 5:30pm - 8:30pm \$75
Kyle Johnson

Building a Basic Web Page for Personal or Business Use

This course will cover how to build a simple web site consisting of a home page and at least four supporting pages. You will also learn vocabulary associated with web page design, how to add images, hypertext, hyperlink and how to view your newly created web pages in web browsers. This course will also cover the resources needed to publish your web page to the Internet.

2 Thur Feb. 16 - 23 5:30pm - 7:30pm \$99
Judy McHan

Social Media *Facebook, Twitter & LinkedIn*

Learn how to use these social media outlets to attract new customers and retain existing clients. By the end of this class, you will create or improve your personal or business Facebook, Twitter and LinkedIn pages. Social Media is an important part of today's world, so take some time to fully understand the different platforms and how each can help you reach your goals.

Thur March 22 5:30pm - 7:30pm \$69
Christine Wilbanks

QuickBooks 2010

QuickBooks 2010 is a reliable and easy system to keep track of your accounts. Learn how to set up accounts, use categories to organize transactions, analyze finances, reconcile accounts, print checks, invoice customers, pay your employees, and more.
Notes: 1. Basic computer skills are required.
2. No prior QuickBooks skills are needed.

FORSYTH CAMPUS:
2 Mon/Wed May 7 - 16 6pm - 9pm \$189
Becky Brown, CPA

Sign Up for our monthly e-newsletter!

Get the latest news and class info
delivered to your inbox.

Email conted@northgeorgia.edu
and say "Sign Me Up Now"

COMPUTERS/HEALTH

Introduction to Windows 7

If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. In just six weeks, you'll make the transition from helpless beginner to happy PC user. In each lesson, you'll find fun games and practical, hands-on activities to help you master your new skills. By the time you're done, you'll know the Windows 7 operating system from top to bottom—and you'll be using it like a pro!

Six-week online classes start on:

Jan. 18, Feb. 15, March 21, April 18, May 16, June 20, July 18, and Aug. 15, 2012. \$129

Web 2.0: Blogs, Wikis, & Podcasts

Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom.

Six-week online classes start on:

Jan. 18, Feb. 15, March 21, April 18, May 16, June 20, July 18, and Aug. 15, 2012. \$129

Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function of modern computer components.

Six-week online classes start on:

Jan. 18, Feb. 15, March 21, April 18, May 16, June 20, July 18, and Aug. 15, 2012. \$129



COMMUNITY HEALTH

CPR/First Aid for the Community

CPR is an important skill for everyone. This class is designed for childcare professionals, foster parents, new parents, grandparents, and anyone who needs to know the basics of CPR and First Aid. This class includes adult, child and infant CPR and basic first aid.

Note: Each student receives a DHR approved CPR/First Aid certificate that meets the "Bright from the Start," NAEYC, DHR and DSS requirements for childcare providers. It is valid for two years.

Session I: Tue March 13
9am - 12pm \$45

Session II: Mon April 23
5:30pm - 8:30pm \$45

NEW! Alcohol and Drug Abuse Prevention Program

This program focuses on alcohol and drug abuse prevention giving you a greater understanding of your risk for alcohol or drug related problems throughout life. You will learn that high-risk choices can develop into addiction or other lifestyle related health problems. This education program is for adults and youth.

4 Mon & Thur March 19, 22, 26, 29
6pm - 8pm \$52
Vikki Condrey & Judy Broad



LANGUAGES

German for Beginners

Begin your journey to speaking German! You will learn to speak and read German language in this class. In addition, learn more about the differences between German formal vs. informal conduct. With knowledge of German, you will be able to interact with peers and strangers at the appropriate level of formality, provide and ask for basic information, and get around a German-speaking country, including travel, accommodation, and finding cultural events.

FORSYTH CAMPUS:

8 Tue March 6 - April 24 6pm - 8pm
\$95 Aleksandra Starcevic

Chinese for Beginners

Put the luck into your fortune: Learn Chinese! Mandarin Chinese is used by more than 800 million people in China and across the world. People who can read, write, and converse in Mandarin Chinese are sought in a variety of fields and industries. Learn basic business Mandarin Chinese necessary to communicate and comprehend at the survival level. Topics will include an introduction of the Chinese language (including pronunciation), Chinese culture, simple greeting words, and introductions.

FORSYTH CAMPUS:

8 Wed March 7 - April 25 6pm - 8pm \$95

Spanish for Beginners

In addition to its use in Spain and throughout Central and South America and the Caribbean, Spanish is the second most commonly spoken language in the United States. Learn to converse in Spanish in a variety of social and cultural situations. Learn fundamental vocabulary and grammar, as well as develop your comprehension of Spanish and practice pronunciation.

FORSYTH CAMPUS:

8 Thur March 8 - May 3 (no class April 5)
6pm - 8pm \$95 Crystal Seward

English as a Second Language (ESOL)

Outstanding non-credit learning opportunities for non-native speakers who wish to improve their English communication skills at all levels. The ESOL program meets the needs of area employers and employees, helping to improve the fluency, speech and writing skills of staff.

FORSYTH CAMPUS:

8 Mon March 5 - April 23 6pm - 8pm \$95



ONLINE SPANISH

Designed for working professionals, these web-based Spanish language training courses can be taken whenever and wherever you want. Upon completion of a course, you will have immediate access to and be able to print your own personalized Certificate of Completion.

These programs are:

- Self-Paced (You can start and stop any lesson at any time to fit your schedule.)
- Non-Teacher-Led
- Asynchronous (You can start the course on any day, at any hour.)
- Based on Adult Education Principles
- Each class is \$99

Spanish for Construction Supervisors

Spanish for Financial Institutions

Spanish for Retail Sales

Spanish for Library Personnel

Spanish for School Teachers

Spanish for Real Estate Sales

Spanish for For the Community

Spanish for For the Workforce

Spanish for For Travel

Spanish for Dental Hygienists

Spanish for Dentists

Spanish for For Nurses

Spanish for Pharmacy Personnel

Spanish for Physical Therapists

Spanish for Nurse Practitioners

Spanish for Law Enforcement Officers

Spanish for Emergency Medical Services



PROFESSIONAL DEVELOPMENT & LEADERSHIP SERIES

Fundamentals of Leadership

This seminar will cover the most important principles and techniques of managing people. Study the working habits and characteristics of outstanding managers and great companies. You will also acquire a greater understanding of what-it-takes to be a respected and valued leader. This session includes:

- Common Mistakes Managers Make
- Leadership Habits of Highly Successful Managers
- The Three Essential Leadership Characteristics
- The Eight Great Principles of Managing

FORSYTH CAMPUS:

Thur Feb. 2 9am - 1pm \$115

Ed Nichols

Managing Conflict in the Workplace

If you could get instant and easy conflict resolution skills and strategies for your most difficult conflict situations, you'd jump at the chance, wouldn't you? Participants will learn the basics of conflict resolution, how to manage combative conversations, as well as learn how to recognize and work with others with passive aggressive behaviors; which is usually identified as the root of most workplace conflict.

FORSYTH CAMPUS:

Thur March 15 12pm - 4pm \$115

Charlotte Stout

Administrative Professionals Day Lunch & Learn Dahlonega:

The Cinderella Complex

Remember fairy tales when we were little girls? We all wanted to be Cinderella, finding our prince at the ball - and of course, we learned nothing can change a girl's life like the right pair of shoes. But what happens when your co-workers make Cinderella's step-sisters look tame?

Bibbidi - Bobbidi - BOO!

With laughter and humor, certified life coach Sudie Crouch will help us discover ways to deal with co-workers who are making our workdays less enjoyable and more stressful. Come ready to embrace your inner Cinderella.

Wed April 25 11:30am - 1pm
\$25 Sudie Crouch (includes lunch)

Administrative Professionals Day Lunch & Learn Forsyth: *It Is What It Is*

They take notes, answer the phones, and keep everyone in the office organized. Where would we be without our administrative professionals? Join us for lunch and enjoy a re-energizing and lively discussion on "It Is What It Is."

Wed April 25 11:30am - 1pm
\$25 Mavis Moore (includes lunch)

Location: Forsyth - Northside Hospital



Do You Have Talent?

Talk to us about teaching a class for Continuing Education. No long commitments - just enjoy sharing your passion with others.

Call 706-864-1918

TRAINING/FORENSICS

Customized Training to Fit Your Needs

Your employees are the key to your organizations success and productivity. The Professional Development Program at North Georgia College offers a wide range of training solutions to benefit your organization and make the most of your training dollars.

No matter how large or small your business, if you need specialized training for your employees, let us customize something for you.



- Day, evenings or weekends – we schedule training for your employees when it is convenient for you.
- At our location or yours, we will accommodate your schedule and location requirements.
- Free initial consultation.
- Designed for whatever format you may need: courses, workshops, seminars or online.
- We will match our expert instructors with your training needs to create successful training outcomes.

For more information, contact Brooke Smith at 706-867-2736.

FORENSICS

FORENSIC SYMPOSIUM 2012

Tracking the Perpetrator:
Exploring Criminal Behavior

March 12-13, 2012

Join us for our annual Forensic Symposium.

Registration fee: \$295 (POST Certified Officers: \$250)



This year's topics include:

- ♦ Deception During Interrogation
- ♦ The Gary Hilton Investigation
- ♦ Geographic Profiling
- ♦ The D.C. Shooter Investigation

Who should attend?

Law Enforcement
Coroners
Crime Scene Techs

Prosecution Attorneys
Defense Attorneys
Writers

www.northgeorgia.edu/fs2012

INDUSTRY CERTIFICATIONS

ServSafe® Certification Training for Food Service Workers

County and State Health Departments require that at least one person within each food service facility be certified in food safety. This nationally recognized food safety training and certification program established by the National Restaurant Association Course provides information and skill development for individuals who are employed by, manage, or own food service operations in the hospitality industry.

- Notes:* 1. The second class concludes with the exam.
2. Fee includes materials.
3. Score of 75 % or above to qualify for ServSafe certificate.
4. Students **MUST** attend both classes.

2 Sat March 24 & 31 9am - 12pm \$150
Anne Converse

Recertification Exam Only: 11am March 31 \$80

Plumbing Recertification Workshop

This four-hour workshop will satisfy the mandatory state requirement for annual renewal of your Georgia Plumbing Certificates of Competency. Please bring your codebook to the workshop

Sat March 31 8:30am - 12:30pm \$65 (\$79 after March 21) Scot McEwen

Electrical Recertification Workshop

This four-hour workshop is for electricians who want to satisfy the mandatory state requirements for renewal of Georgia Electrical Contractors Certificates of Competency. Please bring codebook.

Sat June 2 8:30am - 12:30pm \$65 (\$79 after May 22) Philip Martin



ONLINE PLU-APPROVED COURSES FOR TEACHERS

North Georgia Continuing Education is offering a multitude of online courses (over 80) approved for **2 PLU credits by the Department of Education**. New PLU-approved courses are continually added. See all classes and more PLU info on our website:

www.northgeorgia.edu/ce Courses for Teachers

Creating the Inclusive Classroom: *Strategies for Success*

Enhancing Language Development in Childhood

Microsoft Excel 2007 (*Intro or Intermediate*)

Microsoft PowerPoint 2007 (*Intro or Intermediate*)

Microsoft Word 2007 (*Intro or Intermediate*)

Keys to Effective Communication

Singapore Math Strategies: *Model Drawing for Grades 1-6*

Creating a Classroom Website

Guiding Kids on the Internet

Leadership

Skills for Making Great Decisions

Solving Classroom Discipline Problems

Survival Kit for New Teachers

Understanding Adolescents

CERTIFICATE PROGRAMS

NORTH GEORGIA ONLINE CERTIFICATE PROGRAMS

North Georgia Continuing Education is proud to offer a variety of online certificate programs!

The professional certificate programs on these two pages consist of a series of online courses that will help you stand out to your current or potential employers.

Visit

www.northgeorgia.edu/ce
and click on Online Learning
for details and an application.



Our instructor facilitated online courses are informative, fun, convenient & highly interactive.

A new section of every course will begin on:
January 18, February 15, March 21, April 18, May 16,
June 20, July 18, and August 15, 2012

Grant Writing Certificate

Earn your certificate in grant writing. Follow a step-by-step curriculum with an experienced grant writer as your instructor to help you master the art and technology of grant writing. You will learn how to write effective proposals that will bring in the funding you need.

- A to Z Grantwriting
 - Get Grants
 - Writing Effective Grant Proposals
 - Advanced Grant Proposal Writing
 - Take 4 courses (*in specified order*) to earn certificate.
 - Complete courses within 10 months from start date.
 - Courses are offered entirely online.
 - Course fee is \$129 per course.
- northgeorgia.edu/grantwriting

Creative Writing Certificate

Challenge yourself to write more and better than ever before. This certificate program will provide you with instruction and feedback from experienced, professional writers and the chance to enhance your writing skills. Gain the information you need to begin your career as a published writer.

- Beginning Writer
 - Writerific: Creativity Training for Writers
 - Craft of Magazine Writing
 - Travel Writing
 - Write Your Life Story
 - Take 5 courses (*in specified order*) to earn certificate.
 - Complete courses within 12 months from start date.
 - Courses are offered entirely online.
 - Course fee is \$129 per course.
- northgeorgia.edu/creativewriting

Customer Service Certificate

Do you know what winning customer service looks like? If you're like most of us, you know it when you see it, but you may not be able to replicate it easily within your organization. Well, that will soon change as you learn what it takes to provide the best service the first time.

- Customer Service Fundamentals
 - Help for the Helpdesk
 - Keys to Effective Communication
 - Achieving Success with Difficult People
 - Take 4 courses (*in specified order*) to earn certificate.
 - Complete courses within 10 months from start date.
 - Courses are offered entirely online.
 - Course fee is \$129 per course.
- northgeorgia.edu/customerservicecert

CERTIFICATE PROGRAMS

Administrative Assistant Certificate

Rapid growth in healthcare, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Gain the skills and knowledge you'll need to begin a rewarding career as an administrative assistant through a series of courses that provide you with extensive preparation.

- Administrative Assistant Fundamentals
 - Administrative Assistant Applications
 - Interpersonal Communication
 - Writing Essentials
 - Building Teams that Work
- Take 5 courses (*in specified order*) to earn certificate.
- Complete courses within 12 months from start date.
- Courses are offered entirely online.
- Course fee is \$129 per course.
northgeorgia.edu/adminasst

Leadership in Business Certificate

Accelerate your career by getting the skills you need to be a leader. You will complete a series of courses that will help you to move to the top of your company's ladder.

- Fundamentals of Supervision & Management I
 - Fundamentals of Supervision & Management II
 - Keys to Effective Communication
 - Building Teams that Work
 - Customer Service Fundamentals
- Take 5 courses (*in specified order*) to earn certificate.
- Complete courses within 12 months from start date.
- Courses are offered entirely online.
- Course fee is \$129 per course.
northgeorgia.edu/businessleadercert

Earning a certificate can help you jump-start a new career or advance in your current career.

Project Management Certificate

Project management is a critical skill set in almost all industry, and is among employers' most sought-after criteria. Add this invaluable knowledge base to your resume and experience, and see what a difference it can make in your professional life. This program is for people who are new to the field of project management or who need a solid review of basic tenets. *These courses also prepare you to take the Certified Associate in Project Management (CAPM®) certification exam offered by the Project Management Institute (PMI).*

- Project Management Fundamentals
 - Project Management Applications
 - Introduction to Business Analysis
 - Project Management @ e-speed
- Take 4 courses (*in specified order*) to earn certificate.
- Complete courses within 10 months from start date.
- Courses are offered entirely online.
- Course fee is \$129 per course.
northgeorgia.edu/projectmgmicert/



ONLINE COURSE TOPICS

With hundreds of options, our online programs are for everyone! This is only a sample of the courses offered.

Discover the right one for you today!

Visit our website: www.northgeorgia.edu/ce, click on Online Learning to see all programs.

Career Development	Writing & Publishing	Math & Accounting
Basic Computer Literacy	Entertainment Industry	Grant Writing & Nonprofits
Computer Applications	Test Prep	Start Your Own Business
Graphic Design	Personal Finance & Wealth	Personal Development
The Internet	Nutrition & Fitness	Business, Sales & Marketing
Web Multimedia/Programming	Personal Enrichment	Law & Legal Careers
PC Troubleshooting/Security	Art, History & Literature	Health Care Continuing Ed.
Digital Photography	Languages	Teaching Professionals

Math: Grades 3 - 8

Is math a challenge for your child? Are they struggling with basic math concepts? Are they falling behind in class? North Georgia's Filling the Gaps – In Math class is for them.

Our software is mastery-based, which means students achieve mastery of each standard as a prerequisite for progress through the program.

The curriculum is designed for math intervention in Grades 3 through 8, covering skill sets through linear equations. Students will only cover skills not already mastered in the initial assessment.

Fees: Tuition- \$175 Access to software- \$150
Dates: 12 Mon Jan. 23 - April 16
4:30pm - 6:30pm (No class March 12)

Grades 9-12: College Algebra

Is math a struggle for you? Don't fully understand or remember algebra and equations? Going back to school and fear that math class? North Georgia's Filling the Gaps – In Math class is for you.

Our software covers the developmental math curriculum and includes all the topics typically covered in beginning and intermediate algebra plus all the prerequisite pre-algebra content from both elementary and middle school. This program will cover skill sets through quadratic equations. You will only cover skills not already mastered in the initial assessment.

Fees: Tuition- \$175 Access to software- \$150
Dates: 12 Mon Jan. 23 - April 16
4:30pm - 6:30pm (No class March 12)



These math programs replace the traditional textbook and instructor lectures with individualized, web based instruction assisted by a math instructor. Join us for 12 weeks to identify and fill the student's math "gaps".

Students will begin in a classroom setting – meeting with an instructor for 2 hours each week for 12 weeks; however, you can access the program from any computer at any convenient time. The goal of this program is to determine what gaps exist in math and provide the skills needed to fill these gaps both pretesting and continuous assessment.

Visit our website to learn more about how the curriculum is taught and to register: www.northgeorgia.edu/ce

CE GENERAL INFO

FEES: We accept cash, personal checks, money orders, VISA, MasterCard, Discover, or we can invoice your company. Exact change is appreciated if you're paying with cash. Make checks payable to NGCSU. Discounts may not be combined. Discounts cannot be used on online classes, music lessons, or travel programs. Programs not meeting minimum enrollment requirements will be canceled.

CANCELLATIONS: If you must cancel, please notify us in writing at least three working days before the course begins. You will receive a refund of your registration fee minus a \$20 processing fee. No refunds will be given on cancellations made within three working days of the course starting date. If we cancel a course for any reason, you will receive a full refund. We reserve the right to substitute instructors and/or class locations without prior notification.

SUBSTITUTIONS: If you register for a class and cannot attend, we will accept your substitute as long as you notify our office prior to the class start date.

TRANSFERS: You may transfer to another class if you notify us by phone or fax at least three working days before the course begins. The class to which you transfer must be already scheduled, and transfers must be made within the same fiscal year (*July 1 - June 30*). Transfer requests made within three working days of the course starting date will not be granted and no refund will be given.

CHILDREN IN CLASS: Our goal is to provide quality instruction; therefore, children are not permitted to sit in on classes they are not registered for.

SPECIAL ACCOMMODATIONS: If you require assistance under ADA to participate in any program, call at least 15 days before the course start date. See website for complete details on the ADA process.

REGISTRATION DEADLINES: Classes with low enrollment must be canceled one week prior to start dates. Please register as soon as possible before a class starts.

MORE INFORMATION: www.northgeorgia.edu/ce/faq

REGISTER NOW!



Six Easy Ways to Sign Up for a Class:



NEW! ONLINE:

Now you can log on to our website to complete your registration!

www.northgeorgia.edu/ce

By EMAIL: Send an email with all info on registration form to: conted@northgeorgia.edu

By FAX: Fax your registration, and include credit card information to: **706-864-1686**

IN PERSON: Visit our office on Hwy. 60 across from the main entrance to North Georgia and next to Dairy Queen.

By MAIL: Complete the registration form and mail in with payment. Mail to: **North Georgia Continuing Education, 82 College Circle, Dahlonega, GA 30597**

By PHONE: Call us and use a credit card for payment. We accept Visa, MasterCard, and Discover. **Call 706-864-1918**

REGISTRATION FORM

Winter/Spring 2012

Name: _____
(Last) (First) (Middle)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Year of Birth: _____

(May be used to announce upcoming programs or class information)

Photo Release: _____

By signing, I hereby release to North Georgia College & State University the use of my personal photographic image(s).

How did you hear about us? _____

Course Title	Start Date	Fee
	Authorized Amount	\$

Payment Method: *Registration and payment required to confirm your enrollment.*

Charge to: VISA MasterCard Discover

Card Number: _____ Exp. Date: _____ Sec. Code: _____

Authorizing Signature: _____

Money Order Check (*made payable to NGCSU*) Company Billing:

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Continuing Education is self-supporting; therefore we may cancel classes with low enrollment. The participant will be notified and receive a full refund. If a participant must cancel, three (3) working days notice and a written request is required to receive a refund, less a \$20 processing fee. Registrants who fail to withdraw prior to class will not receive a refund. North Georgia is an affirmative action, equal opportunity institution through the University System of Georgia.

We offer a 10% discount to anyone over the age of 62 and to NGCSU faculty, staff, and students on instructor-led classes only. (You must show ID at time of registration.) Currently, we do not offer discounts for online classes, music lessons, or travel programs.

www.northgeorgia.edu/ce

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U.S. POSTAGE

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Dahlonega, GA
Permit No. 4



Continuing Education
82 College Circle
Dahlonega, GA 30597
706-864-1918 www.northgeorgia.edu/ce

**Now you can
register online!**

It's safe.

It's fast.

It's easy.

*Taking a class with us
just got better.*

KEEP UNTIL JUNE 2012