

EdVantages

FALL 2015

bringing learning to life

WORK hard.

**Play
Hard!**

Survival
Sign Language

See Page 3 For More Information



Paint a Watercolor
Landscape

See Page 17 For More Information

Table of Contents

Professional Development	3 - 8
Language & Communication	3
Career & Skill Building	4
Certification Programs.....	5-6
Certification & Recertification.....	7
Management & Leadership	8
General Program & Registration Information	9 - 10
Frequently Asked Questions & Ways to Register	9
Registration Form.....	10
Special Programs	11
Online Classes	12 - 16
New Online Career Skills & Training.....	12
Professional Health & Education.....	13
Career Training Certificate Programs	14
Expand Your Horizons.....	15
Paralegal & Legal Support Certificates	16
Creative Expression	17 - 18
Everyday Living	19

229.245.6484 • 903 N. Patterson St. Valdosta, GA 31698 • www.valdosta.edu/ce

Julie Halter, EdD
*Online, Conferences,
Certificate Programs,
& Teacher Recertification*
229.249.2641
jahalter@valdosta.edu

Sue Bailey
*Professional Development,
Personal Enrichment,
& Contract Training*
229.245.6492
subailey@valdosta.edu

Suzanne Ewing
*Learning in Retirement,
Children's Programs*
229.249.2640
sewing@valdosta.edu

Annetta Taylor
Registration Specialist
229.245.6486
antaylor@valdosta.edu

Fall Highlights

- Social Media Marketing for Business | 3
- Leadership: Women & Diversity in the Workplace | 4
- Collecting Past Due Accounts | 4
- Retention Strategies for Managers | 8
- Introduction to Pen & Ink Illustration | 17
- Instant Piano for Hopelessly Busy People | 18
- Chickens in Your Backyard! | 19

Our Mission

The Continuing Education Program enhances the quality of life in the region by providing educational, artistic, cultural, technological, and economic development activities and programs. Continuing Education at Valdosta State University develops and presents programs and activities for professional and personal enrichment.

Language & Communication

Survival Sign Language

Open the doors of communication and explore survival sign language. You will be introduced to Deaf culture and etiquette as you practice finger spelling, basic signs, common phrases, and learn general concepts and structure of American Sign Language (ASL). (1.0 CEU)
Instructor **Jennifer Beal-Alvarez** an assistant professor in Middle Grades, Secondary, Reading, and Deaf Education at VSU.

5 Mondays | Aug 31 - Oct 5

(No Class Sept 7)

6 - 8 PM | \$89 (After Aug 26, \$105)

16ABPD02



Online Language Courses

Beginning Conversational French

Conversational Japanese

Speed Spanish I, II, & III (\$109 each)*

Spanish for Law Enforcement

Spanish for Medical Professionals

Spanish for Medical Professionals II

*Spanish in the Classroom

Each course above is \$109.
See page 14 for details regarding 6-week, instructor-paced online courses.

*Course approved for GA Teacher Re-Certification - PLUs

(Professional Learning Units).

An additional \$10 applies if PLUs are requested.

Getting Paid to Talk: An Introduction to Voice Overs

16ABPD03

Learn the basics of putting your great voice to work for television, film, radio, audio books, documentaries, and the internet in your area. Hear samples of demos recorded by professional voice actors and practice recording a commercial script. Register early. Minimum enrollment must be reached by September 16. (.25 CEU)
Instructors are professional **Voice Coaches** trainers with Creative Voice Development Group.

Wednesday | Sept 23 | 6:30 - 9 PM | \$29 (After Sept 16, \$39)

The [instructor] was very entertaining and knowledgeable about the topic.

~Farrah Reed,
Voice Over Student



Social Media Marketing for Business

16FBPD13

Get the most out of social media. Explore social media networks and determine which ones are the best fit for your business. Learn what to post and when, and how to engage your audience. Some experience in social media is recommended. (.25 CEU) Instructor **Keith Warburg** is Assistant Director of Creative Services for Digital Media at VSU.

Thursday | Oct 15 | 6 - 8:30 PM | \$39 (After Oct 12, \$49)

Writing for Publication – Feature Writing

16FBPD02

Explore the fun and fascinating genre of feature writing. Learn about the basics of feature writing, including story types, organizational patterns, style guides, use of sources, and the publication process. (.3 CEU) Instructor **Darrell Fike** is a professor in VSU's English Department and a published writer.

Saturday | Oct 3 | 9 AM - 12 PM | \$69 (After Sept 29, \$79)

Check our website for additional classes that may be added to our fall program.

www.valdosta.edu/ce

Career & Skill Building

Leadership: Women & Diversity in the Workplace 16ABPD07

A diverse management team or workforce that includes women is extremely valuable to the growth and success of an organization. This workshop will provide high-potential, emerging female leaders with the tools and knowledge to be sustainable leaders within an organization or business. (.5 CEU)

Instructor **Lakisha Brooks** is CEO of Brooks Enterprise and Consultants based in Atlanta, Georgia. (Lunch is included.)

Tuesday | Sept 29 | 8:30 AM - 2:30 PM | \$79 (After Sept 22, \$95)

Collecting Past Due Accounts: Effective Techniques for Management 16FBPD07

It is critical to handle past due accounts in a way that will result in collection of most or all of the debt in the shortest amount of time and with the least amount of drama. Discover effective techniques for office management, business owners, and others to get customers to pay their past due accounts. (.4 CEU)

Instructor **Brandon Mainer** is owner and CEO of MaineStream Consulting and a staff auditor at VSU.

2 Thursdays | Oct 8 & 15 | 6 - 8 PM | \$59 (After Oct 5, \$69)



Import Export Now! ONLINE

16FBPD04

Discover what it takes to be self-employed in import or export (or both) of goods or services in this hands-on course delivered over the internet. Live online sessions on Wednesdays. Required textbook: *How Small Business Trades Worldwide*. Available at online booksellers (ISBN: 978-0-9795515-0-5). (1.8 CEU)
Instructor **John Spiers** has been trading internationally since 1984.

**Online | \$95 (Textbook Not Included)
Oct 7 - Dec 2**

Exporting Food as a Small Business ONLINE 16FBPD05

What if you could find untapped markets overseas for a small food or beverage business that was just as profitable but no more difficult than a domestic sale? No business is too small to export! (.8 CEU)

See *Import Export Now!* for instructor information.

Online | \$89 | Oct 6 - 27



Certificate Programs

To earn a certificate you must:

- Complete and submit the certificate program agreement form* before beginning your classes.
- Successfully complete all required and elective courses within 18 months.
- Maintain a 75% GPA or higher throughout the program.
- Submit the Course Tracking & Certificate Request form to receive your program certificate.

*Forms available at our website, www.valdosta.edu/ce, or by calling **229.245.6484**.

Grant Writing Certificate

Gain foundational skills and knowledge to write effective grant proposals. Complete the following four classes within 18 months. Minimum 96 hours.

Core Courses:

- A to Z Grantwriting | Online: 24 Hours
- Writing Effective Grant Proposals | Online: 24 Hours
- Grammar Refresher | Online: 24 Hours

***Elective Courses (Choose Minimum of Two):**

- Advanced Grant Writing Proposal | Online: 24 Hours
- Get Grants! | Online: 24 Hours
- Become a Grant Writing Consultant | Online: 24 Hours

*The complete list of electives is available at www.valdosta.edu/ce. Click on "Certificate Programs."

Creative Writing Certificate

Define, develop, and explore your writing abilities and enhance your writing skills on your way to becoming a published writer. Minimum 140 hours.

Core Courses:

- Beginning Writer's Workshop | Online: 24 Hours
- Grammar Refresher | Online: 24 Hours
- Research Methods for Writers | Online: 24 Hours
- Advanced Fiction Writing | Online: 24 Hours

***Elective Courses (Choose Minimum of Two):**

- Mystery Writing | Online: 24 Hours
- The Craft of Magazine Writing | Online: 24 Hours
- Travel Writing | Online: 24 Hours
- Beginner's Guide to Getting Published | Online: 24 Hours

*The complete list of electives is available at www.valdosta.edu/ce. Click on "Certificate Programs."

Internet & Social Media Marketing Certificate

Develop a foundation in Internet and social media marketing. Minimum 144 hours.

Core Courses:

- **Marketing Your Business on the Internet**
Online: 24 Hours
- **Using Social Media in Business**
Online: 24 Hours
- **Achieving Top Search Engine Positions**
Online: 24 Hours
- **Creating Web Pages**
Online: 24 Hours

Electives (Choose Minimum of Two):

- **Blogging & Podcasting for Beginners**
Online: 24 Hours
- **Creating WordPress Websites**
Online: 24 Hours
- **Intermediate WordPress Websites**
Online: 24 Hours
- **Designing Effective Websites**
Online: 24 Hours
- **Write Effective Web Content**
Online: 24 Hours
- **Advanced Web Pages**
Online: 24 Hours
- **Creating Mobile Apps with HTML5**
Online: 24 Hours
- **Introduction to Flash CS6**
Online: 24 Hours

See page 12 for start dates for all online classes.
Online classes \$109 each unless otherwise noted.

Please Note: Classes in certificate programs are subject to change. VSU Continuing Education reserves the right to amend our policies regarding certificate programs at any time and will contact those participants who may be affected by any policy adjustments.

The complete list of electives is available online at www.valdosta.edu/ce. Click on "Certificate Programs."

Certificate Programs

To earn a certificate you must:

- Complete and submit the certificate program agreement form* before beginning your classes.
- Successfully complete all required and elective courses within 18 months.
- Maintain a 75% GPA or higher throughout the program.
- Submit the Course Tracking & Certificate Request form to receive your program certificate.

*Forms available at our website, www.valdosta.edu/ce, or by calling **229.245.6484**.

Administrative Assistant I Certificate

Develop or strengthen skills in the fundamentals of office management, business communication, and customer service. Minimum 120 Hours

Core Courses:

- **Administrative Assistant Fundamentals**
Online: 24 Hours
- **Computer Skills for the Workplace**
Online: 24 Hours
- **Effective Business Writing**
Online: 24 Hours
- **Keys to Effective Communication**
Online: 24 Hours

Elective Courses (Choose Minimum of Two):

- **Managing Customer Service** | Online: 24 Hours
- **Achieving Success with Difficult People**
Online: 24 Hours
- **What's New in Microsoft Office (2010 or 2013)**
Online: 24 Hours
- **Introduction to Microsoft Outlook (2010 or 2013)**
Online: 24 Hours
- **Accounting Fundamentals** | Online: 24 Hours

Administrative Assistant II Certificate

Minimum 165 Hours

- **Administrative Assistant Applications**
Online: 24 Hours
- **Mastery of Business Fundamentals**
Online: 24 Hours

\$109 PER ONLINE
COURSE
UNLESS OTHERWISE NOTED

See page 12 for start dates for all online classes.

Digital Photography Certificate

Successful completion of this VSU Continuing Education certificate indicates a foundation of knowledge and skills in digital photography and camera operation. Minimum 64 hours.

Core Courses:

- **Fundamentals of Digital Photography**
10 Hours, See Page 18
- **Mastering Your Digital SLR Camera**
Online: 24 Hours
- **One of the following photo editing classes:**
 - **Photoshop CS6 for the Digital Photographer**
Online: 24 Hours
 - **Photoshop Elements 11 OR 12 for the Digital Photographer**
Online: 24 Hours
 - **Intro to Lightroom 4 OR 5**
Online: 24 Hours
 - **Photoshop Basics**
6 Hours, See Page 18

Elective Courses (Choose Minimum of Two):

- **Travel Photography for the Digital Photographer**
Online: 24 Hours
- **Photographing Nature with Your Digital Camera**
Online: 24 Hours
- **Photographing People with Your Digital Camera**
Online: 24 Hours

For complete descriptions of online classes in these programs visit:

www.valdosta.edu/ce

Click on Certificate Programs

Certification & Recertification

WOW

ServSafe Classes can be offered on a Contract Basis for Your Food Service Establishment! Call Sue Bailey at **229.245.6484** for details.

The instructor put a lot of information out and explained it very well. She kept up interest in the whole class...good job!
~Brian Gonzales, ServSafe Student



Registered trademark of the National Restaurant Association Education Foundation

Exam-Only Sessions

For those who are:

- Seeking a proctor after completing the ServSafe online course.
- Retaking the ServSafe Exam.
- Non-English speakers doing self-study in their preferred language.

Online exams are available in English, Spanish, and Chinese.

Exam-Only Registration Fee: \$75

Study and test materials not included. Registrants must purchase textbook & exam voucher from www.servsafe.com.

Register with payment by Thursday at 4 PM the week before the exam date.

NEW

Ask About Our eCertificates!

Food Safety Manager Certification (Class & Exam)

- One Day Training Session by a Certified Instructor (.85 CEU)
- Class Concludes with Administration of the Certification Exam
- Pass / Fail Results Available Immediately
- Textbook and Exam Materials Included

Monday | Sept 14 | 9 AM - 6:30 PM | \$189 (After Aug 26, \$229)

Multilingual textbooks and test materials are available. For complete information about our ServSafe classes & exams, call Sue Bailey at 229.245.6484 or visit our website, www.valdosta.edu/conted and click on *Professional Development*. 16ABPD05



Court Reporters Workshop

Keep up-to-date with the knowledge, skills, and tools of court reporting to maintain excellence in your profession. Workshop topics are TBA. Application for approval is made to the ICJE, NCRA, and NVRA for 5 hours of continuing education credit. Lunch included. (.5 CEU)

Saturday | Oct 24 | 8:45 AM - 3 PM | \$109 (After Oct 20, \$125)

Check-in & continental breakfast begins at 8:15 AM. The first presentation begins at 8:45AM. 16FBPD03

Preparation for PHR/SPHR Certification

Human Resources is highly competitive and ever-changing. Earning your certification helps keep you up-to-date, demonstrates your commitment to the HR profession, and can set you apart as an expert in the HR field. This course uses the *Human Resources Certification Preparation Program* (HRCP) training materials and prepares you to take the HRCI exam for a PHR or SPHR credential. (Materials not included.) Email Sue Bailey at subailey@valdosta.edu or call 229-245-6484 **BEFORE** purchasing materials to receive your materials discount code.

12 Thursdays | Sept 17 - Dec 10 (No Class Nov 26) | 6 - 8 PM
\$350 (After Sept 8, \$375) 16ABPD06

EXAM DATES	Start Time
Monday, Sept 14	4:30 PM
Tuesday, Oct 13	9 AM
Tuesday, Nov 10	9 AM
Tuesday, Dec 8	9 AM

Management & Leadership

Hone your leadership and management skills, knowledge, and attitudes to maximize efficiency, nurture and develop talent, and inspire results. Complete workshop descriptions available at www.valdosta.edu/ce.

Location for these classes is VSU's University Center. Room assignments will be included on your registration receipt.

For all classes on this page, VSU employees must register through the Employee & Organizational Development website.

Workplace & Campus Violence 16FBPD11

Gain an understanding of workplace violence and how to prevent it in any work environment. You will have the opportunity to practice what you have learned using case scenarios. (.3 CEU)

Wednesday | Nov 11
9 AM - 12 PM | \$49

Leading the Generations to Success 16ABPD12

It is critical to understand the four generations and stimulate positive interaction among them. Learn strategies to reduce workplace conflict and motivate employees of all ages to become loyal and engaged. (.3 CEU)

Wednesday | Nov 18
2 - 5 PM | \$49

Space is limited so register early. Special discounts available for businesses/organizations registering & paying for three or more attendees. Call Sue Bailey at 229.245.6484 for details.

Fundamentals of Management & Supervision 16ABPD08

Learn the difference between managing and leading. Build your management and supervisory skills to enhance your leadership ability and professional effectiveness. One hour lunch is on your own. (.6 CEU)

Wednesday | Aug 26 | 9:30 AM - 4:30 PM | \$99

Introduction to Leadership 16ABPD09

Develop effective leadership skills in communication, motivation, and interpersonal interaction. Learn how to build greater employee buy-in, trust, and loyalty to increase your organization's success. (.3 CEU)

Thursday | Sept 17 | 9:30 AM - 12:30 PM | \$49

The Three I's of Leadership 16ABPD10

Effective leaders have a high level of Emotional Intelligence (EI). Explore how emotions influence thoughts, behavior, goals, decision-making, and work/personal relationships and learn the three basic steps to develop your EI. (.3 CEU)

Wednesday | Sept 9 | 1 - 4 PM | \$59

FISH! Catch & Release 16ABPD11

FISH! is a life changing philosophy that can make a noticeable positive difference in all your work and personal relationships. Learn how this philosophy can help you create a richer and more satisfying work environment. (.15 CEU)

Note: This session is a prerequisite to LeaderFISH!

Tuesday | Sept 22 | 9:30 - 11 AM | \$19

LeaderFISH! 16FBPD08

Gain practical tools to promote positive leadership and inspiration toward excellence in your organization. Participants should have taken FISH! Catch & Release or have a basic understanding of the FISH philosophy before attending this training. (.3 CEU)

Thursday | Oct 1 | 9 AM - 12 PM | \$49

Retention Strategies for Managers 16FBPD09

Research indicates that 55% of employees in the U.S. think often of quitting or actually plan to quit their current position within one year. Find out how to keep your top performing employees in the other 45% stay with you. (.3 CEU)

Wednesday | Oct 7 | 1:30 - 4:30 PM | \$49

Organization & Time Management 16FBPD10

Learn time management tools and practical techniques best suited to your personality and job to help you to make the most effective use of your time, energy, and skills. (.4 CEU)

Thursday | Oct 15 | 1:30 - 5:30 PM | \$59

Frequently Asked Questions

Do I have to formally apply through VSU to take Continuing Education classes?

No. All of our classes are open to the public and our registration process is simple.

How will I know if a class is confirmed or cancelled?

The decision to confirm or cancel a class is made 3 working days prior to the start date. Courses requiring an earlier call date due to ordering materials will have the registration deadline date noted in the course description. A confirmation receipt will be mailed or emailed upon processing your registration. If a course is cancelled or changed, you will be called or emailed.

What is our refund / cancellation / transfer policy?

Unless otherwise stated in the course description, full refunds minus \$5 or 5%, whichever is greater, will be given by contacting the Continuing Education office at 229.245.6484 at least three (3) working days prior to the beginning of the program. No refunds will be given for cancellations less than three working days prior to the beginning of a class, but registrants may send a substitute. No partial refunds will be given for classes missed. For classes cancelled by Valdosta State University, registrants will be issued a full refund. Requests for transfer of registration fees from one class to another must be made 3 working days prior to the start date.

What is a CEU?

A Continuing Education Unit (CEU) is a standardized method of recording participation in continuing education classes designed to improve occupational skills or knowledge. For occupations requiring CEUs, check with your occupation's licensing agency to find out if a particular course will meet your requirements.

Are there financial aid opportunities available?

Participants in certain career and professional development courses may be eligible for financial aid from private lenders. Call our office at 229.245.6484 for more information. The Hope Scholarship is not applicable to non-credit courses.

Where will my course be held? What about parking?

Except where noted, classes are held at the Regional Center for Continuing Education. Parking passes will be provided upon your arrival to your first class session. Vehicles without visible permits are subject to ticketing regardless of the time of day or day of the week.

Register Early!

Continuing Education at Valdosta State University is self-supporting and the cost of presenting a course must be covered by registration fees. Courses with insufficient enrollment will be cancelled. In order to make sure that the course you are interested in is held, you should register at least 5 days prior to the course starting date.

Registrations without payment are considered incomplete; we cannot hold spots in classes until payment is received.

PHONE: 229.245.6484

FAX: 229.333.5397

OFFICE HOURS:

MONDAY - THURSDAY

8 AM - 5:30 PM

FRIDAY

8 AM - 3 PM

4 Easy Ways to Register...



MAIL

Complete our convenient registration form and mail it with payment to:

**Continuing Education - EdVantages
Valdosta State University
1500 N. Patterson St.
Valdosta, GA 31698-0435**

Make your check or money order payable to VSU Continuing Education. Make sure to sign the form if you are paying by credit card.



ONLINE

Visit our website at www.valdosta.edu/ce and click on "Registration" in the left side menu.



PHONE

You may register by phone by calling our office at 229.245.6484 during regular working hours:

Monday - Thursday | 8 AM - 5:30 PM

Friday | 8 AM - 3 PM



IN PERSON

Visit The Regional Center for Continuing Education (Room 124)

Our physical address:

903 N. Patterson St. Valdosta, GA

Monday - Thursday | 8 AM - 5:30 PM

Friday | 8 AM - 3 PM

(On the corner of Patterson St. and Gordon St., across from The Crescent.)

Registration Form

FALL 2015

For easy online registration visit www.valdosta.edu/ce and click on "Registration" in the left side bar. Otherwise, please refer to page 9, "4 Easy Ways to Register" for other options on completing registration.

PLEASE PRINT

Legal Name	Preferred Name	
Mailing Address		
City	State	Zip
Phone: Primary		Phone: Secondary
E-mail	SSN (Last 4 Digits)	VSU ID#

Please do **NOT** send email newsletters with course announcements and updates.

Refund Policy: Unless otherwise stated in the course description, full refunds minus \$5 or 5%, whichever is greater, will be given by contacting the Continuing Education office at 229.245.6484 at least **three working days** prior to the beginning of the program. No refunds will be given for cancellations less than three working days prior to the beginning of a class, but registrants may send a substitute. No partial refunds will be given for classes missed. For classes cancelled by Valdosta State University, registrants will be issued a full refund.

Course Title	Starting Date	Fee
TOTAL		

Payment Type:

CASH _____ CASH RECEIPT # _____
(Amount)

CHECK # _____
(Make Payable to VSU Continuing Education)

CREDIT CARD (MasterCard / VISA / Discover)

Organization - If Paying for Registration _____

Card Holder _____ Sec Code _____
Print Name - Exactly as it appears on card 3 Extra Digits on Reverse

Billing Address _____
Same As Above? If Not, Print Address Here

Card # _____ Exp. Date _____

Special Programs

NEW

Adventures in Travel...

Continuing Education at Valdosta State University has partnered with Collette Vacations to bring you guided travel experiences. Collette takes care of all the details so you can simply revel in the adventure! Details available online at www.valdosta.edu/ce or call Sue Bailey at 229-245-6484. **Questions or to make reservations, please contact Jane Shelton, South Georgia Travel, 229.244.2324 or by email at jane@sgatravel.com.**

Islands of New England

Trip highlights include Providence, Boston, Newport, Cape Cod, Hyannis, Nantucket, Provincetown, and Martha's Vineyard. Explore Plymouth Rock, Plimoth Plantation, a working cranberry bog. Go whale watching or wander the sand dunes of the Cape. Enjoy a traditional New England lobster dinner and much more!

JUNE 3 - 10, 2016 (8 DAYS)

Single: \$3,099* Double: \$2,699* Triple: \$2,669*

British Landscapes...England, Scotland, & Wales

Trip highlights include London, Cambridge, York, Edinburgh, and Stratford-upon-Avon, the birthplace of William Shakespeare. Discover Edinburgh Castle and Stonehenge. Explore a 400-year-old Shakespeare family home and the picturesque villages of the Cotswolds region of Britain and many other sights and adventures along the way!

OCTOBER 8 - 17, 2016 (10 DAYS)

BOOK NOW & SAVE \$100! After April 8, 2016 call for rates.

Prices below reflect the discount.

Single: \$4,599* Double: \$3,899* Triple: \$3,869*

*All rates are per person and subject to change.

Camp **DISCOVERY** AFTER SCHOOL EDITION

Are you looking for enrichment activities for your kids after the school day is finished? Join us for the "after school" edition of our popular summer Camp Discovery program. Classes will be offered in 4 - week blocks with new projects each session so your child can sign up for multiple blocks without repeating projects. Activities for fall include art, science, and more. We welcome your suggestions for topics and teachers that would best suit your needs. Please contact Suzanne Ewing at sewing@valdosta.edu or 229.245.6484 for more information.

Connect with us!

Are you on Facebook,
Twitter or LinkedIn?

Connect with us and explore all the ways you can learn and grow, from kids' programs, to professional development and personal enrichment, to Learning in Retirement. You'll find something for everyone!



Search "VSU ContEd"

Learning in Retirement

is an organization for individuals 50 years of age and above that provides a unique opportunity for cultural growth, lifelong learning, and recreation.

LIR is member-led and university sponsored. Members are involved in determining curriculum, recruiting new members, managing budget, and developing social programming. The program is coordinated through the Continuing Education office at Valdosta State University.

Participants pay membership dues of \$45 a term and may take as many LIR courses as they wish (classes with paid instructors may have additional fees).

Classes are held at VSU Continuing Education, 903 N. Patterson Street (across from The Crescent). For additional information or to receive a current class schedule, call us at: **229.245.6484**.

www.valdosta.edu/ce

Click on "*Learning in Retirement*"

or search for Learning in Retirement at Valdosta State University on Facebook!

Experience the Online EdVantage!

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly interactive and relevant, and our instructors are engaging and support you through the curriculum.

Online EdVantages:

- Your Time / Your Place
- Access 24/7
- Knowledgeable Instructors
- Instructor or Self-Paced
- 6 Week to 18 Months

6-Week Online Course Schedule:

MONTH	START
September 2015	9 / 16
October 2015	10 / 14
November 2015	11 / 11
December 2015	12 / 09

Career Training Programs **CTP**

Self-Paced,
Instructor-Facilitated:

- Start When You Are Ready
- One-on-One Mentor Assistance
- Programs for Today's Markets
- All Books & Materials Included

Last Minute Registration? No Problem!

No Minimum Enrollments Required For Online Courses.

New Online Classes!

With software version updates, new career skills, and new resources for personal growth we are constantly adding new online courses. Here are some of the latest additions to our online offerings.

•••• Instructor Led Courses **ILC** 6-Week Courses

- Discover Sign Language
- Intermediate InDesign CC
- Intermediate Microsoft Word 2013
- Intermediate Photoshop CC
- Intermediate QuickBooks 2015
- Introduction to Microsoft Word 2013
- Introduction to XML
- Performing Payroll in QuickBooks 2015
- Photoshop Elements 12 for the Digital Photographer II
- Photoshop Elements 13 for the Digital Photographer
- Photoshop Elements 13 for the Digital Photographer II
- QuickBooks 2015 for Contractors
- Responsive Web Design

**Registration fee is \$109 for all courses listed above. Starting dates for these courses are listed to the left.*



•••• Paralegal & Legal Support Training Programs

Employment Law 7 Weeks** | 45 Hours | \$729

Law School Preparation 7 Weeks** | \$300

***See page 16 for session start dates.*

•••• Career Training Programs **CTP** Open Entry

Certified Wedding Planner 9 Months | 340 Hours | \$1,495

Graphic Design with Photoshop 9 Months | 200 Hours | \$1,895

Mastering Project Management with Microsoft Project 2010

6 Months | 130 Hours | \$1,595

Project Management Essentials with CAPM® Prep

6 Months | 30 Hours | \$1,095

For a full listing of Online Certificate & Career Training Programs visit:

www.valdosta.edu/ce Click on Certificate Programs

Hours and prices are subject to change.

Professional Health & Education - Online

6-Week Online Instructor-Facilitated Classes:

These classes offer **2 PLUs** each and cost **\$119**. Courses restart each month and lessons are released on Wednesdays and Fridays during the 6-week session. You must complete and submit the final exam in order to receive PLU or CEU credit. Some of our most popular classes are:

- **Creating a Classroom Web Site**
- **Creating Classroom Centers**
- **Creating the Inclusive Classroom: Strategies for Success**
- **Guided Reading: Strategies for the Differentiated Classroom**
- **Integrating Technology in the Classroom**
- **Response to Intervention: Reading Strategies that Work**
- **Singapore Math Strategies: Advanced Model Drawing for Grades 6-9**

6-Month Online Self-Paced Classes:

We are proud to offer 6-month self-paced courses in cooperation with our course vendor, VESi. Once your registration and payment are processed you will receive a confirmation email from the course vendor, VESi, with instructions for accessing your online classroom. Courses approved for 3 PLUs are \$189 and 4 PLUs are \$209. Some of the most popular classes are:

- **Advanced Classroom Management** 3 PLUs
- **Autism & Asperger's Disorder: Information & Effective Intervention Strategies** 3 PLUs
- **Child Abuse: Working with Abused & Neglected Children** 3 PLUs
- **Harassment, Bullying & Cyber-Intimidation in Schools** 3 PLUs
- **Learning Disabilities** 4 PLUs
- **Reading & Writing in Content Area** 3 PLUs
- **Teaching Diversity** 3 PLUs

For a full listing of PLU-approved classes visit:

www.valdosta.edu/ce

Click on "Teacher Recertification"

Complete information regarding PLU credit is available on the webpage.



••••• Allegra Accredited Health Care Certificate Programs

Certificate in Complementary & Integrative Medicine

24 Contact Hours | \$149

Certificate in End of Life Care 18 Contact Hours | \$109

Certificate in Food, Nutrition, & Health 16 Contact Hours | \$99

Certificate in Gerontology 25 Contact Hours | \$159 **UPDATED!**

Certificate in Healthy Aging 10 Contact Hours | \$69

Certificate in Holistic & Integrative Health

50 Contact Hours | \$209

Certificate in Integrative Mental Health

20 Contact Hours | \$119

Certificate in Meditation 8 Contact Hours | \$69

Certificate in Healing Environments 16 Contact Hours | \$99

Certificate in Spirituality, Health, & Healing

25 Contact Hours | \$209

Certificate in Starting Your Own Business in Health & Healing

11 Contact Hours | \$69

Certificate in Stress Management 14 Contact Hours | \$89

Certificate in Holistic & Integrative Health: Foundations 1

20 Contact Hours | \$89

Certificate in Holistic & Integrative Health: Foundations 2

19 Contact Hours | \$69

Certificate in Holistic & Integrative Health: Foundations 3

11 Contact Hours | \$59

*ACCREDITATION: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply commission on Accreditation approval or endorsement of any commercial product. ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. For additional information regarding approvals for MFCCs, LCSWs, NCBDE, NCBTMB, and AHNA, please see course details on our website.

Career Training Certificate Programs

Are you ready for your next career step?

With the expansion of health sciences, distribution, and technology, top skills identified to match with tomorrow's careers include accounting, medical coding, scheduling, project management, and programming. VSU Continuing Education, in partnership with ed2go, is ready to help you prepare for employment in high demand career fields with comprehensive, affordable, and self-paced online Career Training Programs. You can begin these programs at any time and learn at your own pace.



For complete information on these and other Career Training Certificate Programs visit:
www.careertraining.ed2go.com/valdosta/

NEW **CompTIA™ Certification Training: A+, Network+, Security+ UPDATED!** \$3,395
 12 Months | 420 Hours

CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CompTIA™ Healthcare IT Technician \$1,495
 6 Months | 80 Hours

This course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA™ Healthcare IT Technician (HIT-001) exam objectives as the framework.

NEW **Mastering Project Management with PMP® Prep** \$1,195
 6 Months | 70 Hours

This program takes you beyond the basics of project management. In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics.

NEW **The Complete Project Manager with CAPM® & PMP® Prep** \$1,895
 6 Months | 130 Hours

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

Six Sigma Green Belt \$1,795
 6 Months | 100 Hours

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Certified Bookkeeper \$1,895
 6 Months | 140 Hours

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Administrative Medical Specialist with Medical Billing & Coding \$1,895
 12 Months | 300 Hours

Get the training you need to become an Administrative Medical Specialist (AMS), a medical receptionist, a scheduler, an insurance specialist, or a diagnostic or procedural coder.

ICD-10 Medical Coding \$1,695
 6 Months | 200 Hours

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

Expand Your Horizons...Online

Academic Learning Support & Test Preparation:

- Been out of school and wanting to return to complete your degree?
- Need a refresher before facing college entry tests?
- Learning English as a second language?
- Considering graduate school?

If you answered yes to any of the questions above, we can help you on your way with our 6-week online classes:

- Grammar Refresher
- Math Refresher
- Writing Essentials
- GED® Preparation
- GMAT Prep*
- GRE Prep*
- LSAT Prep*
- SAT / ACT Prep*
- Grammar for ESL
- Writing for ESL
- Easy English 1
- Easy English 2
- Easy English 3
- Introduction to Algebra
- Introduction to Biology
- Introduction to Statistics
- Introduction to Chemistry

**Available in multiple online formats. See our webpage for details.*

Personal Enrichment:

- Start Your Own Edible Garden
- Genealogy Basics
- Introduction to Digital Scrapbooking
- Skills for Making Great Decisions
- Speed Spanish
- Travel Photography for the Digital Photographer
- Secrets of Better Photography



Software Applications:

- Intermediate Flash CS6
- Introduction to Adobe Edge Animate
- Introduction to InDesign CC or CS6 | \$109 ea.
- Introduction to Lightroom 5
- Introduction to Microsoft Project 2013
- Microsoft Office Applications: Word, Excel, Access, & Others | \$109 ea.
- Photoshop CC for the Digital Photographer
- Photoshop Elements 12 for the Digital Photographer
- QuickBooks 2014: Introduction/Payroll/Contractors | \$109 ea.
- What's New in Microsoft Office 2013

Programming & Technical Certification Prep:

- A+ Certification (Basic, Intermediate, Advanced) | \$119 ea.
- Computer Skills for the Workplace
- Introduction to C# Programming
- Introduction to Java Programming
- Introduction to Oracle
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Windows 8
- Introduction to WordPress
- Mac, iPhone, and iPad Programming
- Networking (Introduction or Intermediate) | \$109 ea

Internet Related:

- Achieving Top Search Engine Positions
- Creating Mobile Apps with HTML5
- Designing Effective Websites
- Introduction to Flash CS6
- Introduction to Google Analytics
- Marketing your Business on the Internet
- Understanding the Cloud
- Using Social Media in Business
- Write Effective Web Content



Detailed course descriptions for these classes, as well as over 300 other online courses, are available on our website, www.valdosta.edu/ce, Click on Online Classes.

*See page 14 for details and starting dates. *Classes on this page \$109 unless otherwise noted.*

Paralegal & Legal Support Certificates

VSU Continuing Education is now partnering with The Center for Legal Studies to bring you quality Paralegal and Legal Support training programs! The Center for Legal Studies (CLS) is a legal education company focused on providing students the most affordable and effective legal education possible. The curriculum is updated by CLS to remain current and on pace with the newest trends in the legal industry. Recognizing the state-of-the-art technology and ease of use, online courses created by CLS were recently awarded top honors by Thomson West Publishing International.

Program Benefits:

- **Available in Multiple Formats**
Online, DVD, Text-Only, & Live Lecture
- **Online courses are completed in one 7-week session.**
- **Instructors are highly qualified law and test preparation instructors.**
- **24/7 Access for Online Courses**
- **Up to 6 months access for DVD and Text-only course formats.**



Upcoming Session Dates:

2015 Session 5 Aug 24 - Oct 9

2015 Session 6 Oct 19 - Dec 4

2016 Session 1 Jan 11 - Feb 26

2016 Session 2 March 7 - April 22

For course details visit our website, www.valdosta.edu/ce and click on Online Courses.

Advanced Legal Research & Writing

ONLINE \$729

Advanced Paralegal Certificate*

ONLINE \$1,800

Requires completion of 6 topics out of 15.

*Prerequisite: Paralegal Certificate Course

Alternative Dispute Resolution Certificate

ONLINE \$645

DVD \$685

TEXT \$645

NEW

Employment Law

ONLINE \$729

Intellectual Property Law for Engineers

ONLINE \$645

NEW

Law School Preparation Course

ONLINE \$300

Legal Investigation Certificate Course

ONLINE \$645

DVD \$685

TEXT \$645

Legal Nurse Consultant Training

ONLINE \$895

LIVE \$895

Legal Secretary Certificate

ONLINE \$645

DVD \$685

TEXT \$645

LIVE \$645

Paralegal Certificate®

ONLINE \$1,289

DVD \$1,329

TEXT \$1,289

LIVE \$1,289

Includes both Paralegal 1 and Paralegal 2, each a 7 week session. Sessions must be taken consecutively.

Personal Injury for Paralegals

ONLINE \$729

Software Essentials for the Law Office

ONLINE \$729

Victim Advocacy Certificate Course

ONLINE \$645

DVD \$685

TEXT \$645

Creative Expression



Intuitive Drawing

Combine basic drawing tools and materials with creative ways of seeing as you learn the fundamentals of drawing edges, spaces, perspective, shading, and more. Supply list will be mailed with registration receipt. Instructor **David Rodgers** holds master's degrees in Fine Arts and Interior Design. SUPPLIES NOT INCLUDED.

5 Tuesdays | Sept 22 - Oct 20 | 6:30 - 8:30 PM | \$109 (After Sept 17, \$125)
16APEL04

Chiaroscuro Painting: Still Life in Water-Based Media

Experiment with the chiaroscuro painting technique – a strong contrast of light and dark with deep shadows and brilliant highlights. Choice of water-based paint is up to you: tempera, gouache, watercolor, or acrylic. Create a new still life during each session. Supply list will be mailed with registration receipt. Instructor **Ray Noll's** art can be seen at his website, <http://www.raynollartstudio.com>. SUPPLIES NOT INCLUDED.

4 Mondays | Oct 5 - 26 | 6 - 8 PM | \$99 (After Sept 30, \$115)
16FPEL03

Introduction to Pen & Ink Illustration

Delve into the fantastic world of pen and ink illustration! Learn drawing techniques to create all kinds of illustrations: comics, graphic novel, biology, and traditional. Some drawing ability a plus. Supply list will be mailed with registration receipt. Instructor **Ray Noll's** art can be seen at his website, <http://www.raynollartstudio.com>. SUPPLIES NOT INCLUDED.

4 Mondays | Nov 9 - Dec 7 | 6 - 8 PM | \$99 (After Nov 4, \$115)
(No Class Nov 23) 16FPEL02

Paint a Watercolor Landscape

Practice a variety of watercolor techniques as you create your own beautiful and unique landscape painting in this beginner level class. Supply list will be mailed with registration receipt. Instructor **Angie Faber** teaches art at Valdosta Middle School. SUPPLIES NOT INCLUDED.

4 Thursdays | Sept 24 - Oct 15 | 6 - 8:30 PM
\$99 (After Sept 21, \$115)
16APEL02

Kumihimo

Japanese Braided Jewelry

Create beautiful cords from fibers and beads. Using the ancient Japanese art of kumihimo, learn to braid these cords and turn them into a necklace by adding a clasp and pendant. Tools and materials provided. Maximum of 10 students.

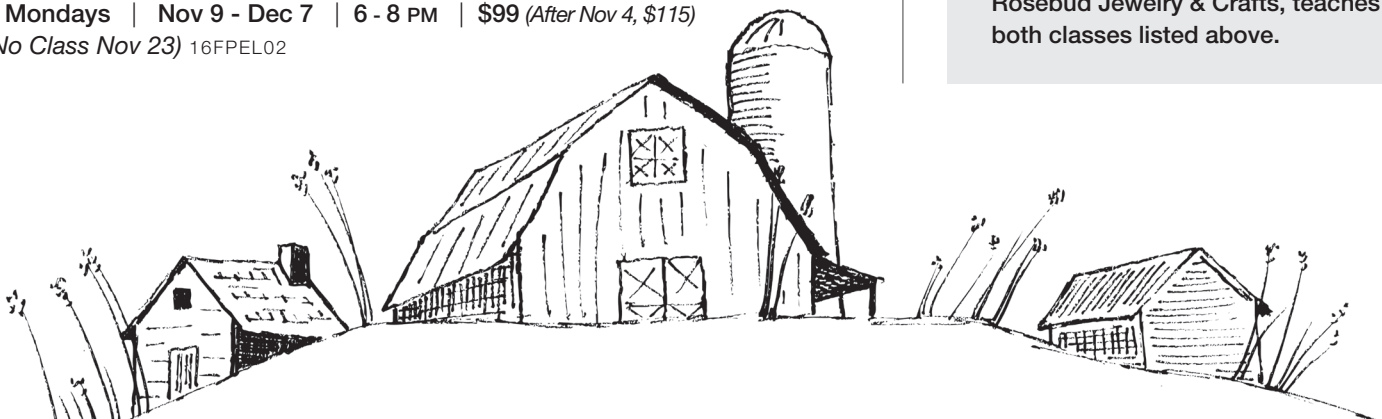
Monday | Oct 5 | 12 - 4 PM \$79
(After Sept 30, \$89)
16FLIR050

Make a Woven Pearl Bracelet

Make a comfortable, smooth bracelet with pearls and bicone crystals, using right-angle weave. Matching earrings round out the set! Tools and materials provided. Maximum of 10 students.

Monday | Oct 19 | 12 - 4 PM | \$79 (After Oct 14, \$89)
16FLIR058

Instructor Lou Schneider, owner of Rosebud Jewelry & Crafts, teaches both classes listed above.



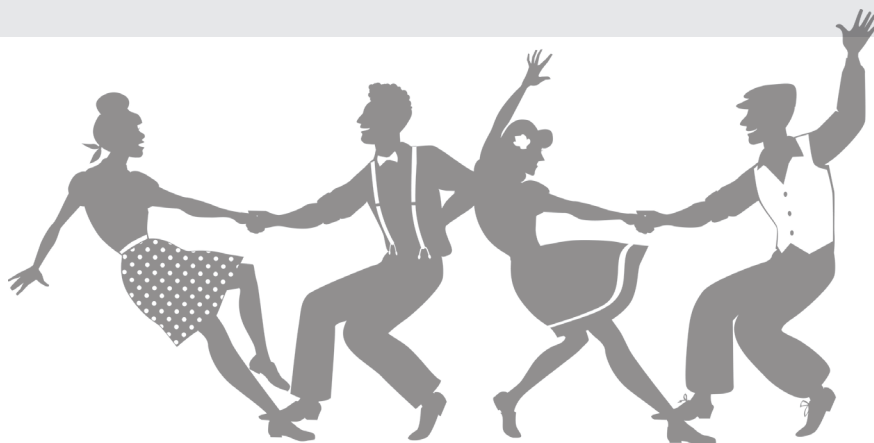
Creative Expression

Instant Piano for Hopelessly Busy People

Back by popular demand! Forget the years of weekly piano lessons. In one evening, learn chords, not notes, to play any song, any style, any key. AND get a healthy dose of insider secrets. Total beginners should ask for a helpful free pamphlet when you register. Please note: Instructor will collect \$25 in class for a book and practice CD. Instructor **Michael McMillan** is a full-time professional musician/teacher.

Thursday | Oct 8 | 6 - 9 PM | \$59 (After Oct 5, \$69)

16FPEL01



East Coast Swing

Learn the basics of this lively and fast-paced dance that is fun, fun, fun! Practice posture, leading, following, and basic dance patterns. Singles welcome, but we can't guarantee a partner. (No sneakers, flip flops, or open-backed sandals. Leather soles recommended.) Instructor **Janice Blanchard** is a member of USA Dance – Tallahassee.

4 Thursdays | Oct 1 - 22 | 6:30 - 7:45 PM | \$59 (After Sept 28, \$69)

16FPEL06

Fundamentals of Digital Photography

Learn basic skills to operate your digital SLR camera and take better photos. SLR digital camera with interchangeable lenses is recommended. An advanced digital camera with a zoom lens and aperture and shutter priorities is acceptable. (1.0 CEU) Instructor **Paul Leavy** is university photographer for VSU and a past winner of Photo of the Year from the Georgia Associated Press.

5 Tuesdays | Sept 22 - Oct 20 | 6 - 8 PM | \$139 (After Sept 17, \$155)

16ABPD04

Photoshop Basics

Learn to use core tools of Adobe Photoshop, work with images and selections, resize, create and modify layers, adjust and retouch images, and more. You will also be introduced to some fun Photoshop effects. (.6 CEU) Instructor **Roberto Leal** teaches classes and workshops in many Adobe programs for VSU students and staff.

4 Thursdays | Oct 22 - Nov 12 | 6 - 7:30 PM | \$69 (After Oct 19, \$79)

16FBPD01

Zumba Fitness

Have fun while getting into shape the Zumba way! Suitable for all levels of exercise experience. Wear comfortable clothes and bring a towel and bottle of water. Instructor **Jessica Avera** is certified in Zumba.

VSU Employees must register at the Employee Development website.

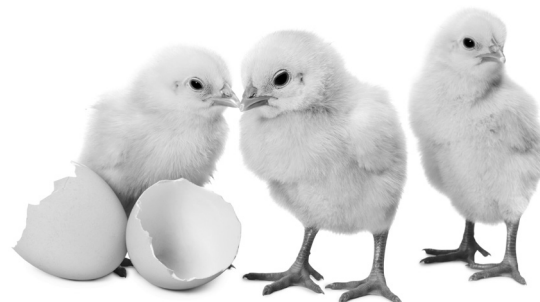
**6 Mondays | Sept 14 - Oct 19
6 - 7 PM | \$49 (After Sept 9, \$59)**

16APEL07

Chickens in Your Backyard!

Raising a small flock of chickens in your backyard is a relaxing and rewarding hobby. Learn about the time, equipment, and maintenance involved in raising chickens from chicks to adult birds, including how to build a chicken coop. Instructor **Anne Price** is a member of South Georgia Permaculture Guild and has raised chickens for eggs for 5 years.

3 Thursdays | Sept 24 - Oct 8 | 6:30 - 8 PM | \$39 (After Sept 21, \$49)
16APEL06



Do-It-Yourself Bike Maintenance

In this hands-on class, learn the names and functions of bike components and basic maintenance to keep your bike in shape. Bring your own bike or practice on bikes provided by the instructor. Tools also provided. Instructor **Joel Dion** is the founder of Krank It Up!, a community bike building and repair project in Tallahassee.

4 Mondays | Oct 26 - Nov 16 | 6 - 7:30 PM | \$59 (After Oct 21, \$69)
16FPEL08

Rain Barrels & Gray Water

Learn how to reduce your water bill and your environmental impact by using recycled water to water your garden. Build your own rain barrel in the first session! Materials included. Instructors **Ariel Godwin** and **Anne Price** are members of the South Georgia Permaculture Guild.

2 Tuesdays | Oct 13 & 20 | 6:30 - 8 PM | \$59 (After Oct 7, \$69)
16FPEL05

Beat the Heat Gardening

Explore the variety of plants that can “take the heat” here in South Georgia and are easy to manage. Next, explore what your plants “say” about your yard. Get creative without turning your yard into a maintenance nightmare. Instructor **Bobby Flowers** is VSU’s Horticulturalist and a Georgia Certified Landscape Professional.

Tuesday | Sept 22 | 6 - 7:30 PM | \$15 (After Sept 17, \$20)
16APEL05

Winterize Your Landscape

Even in South Georgia gardeners need to winterize landscapes and gardens. Learn tips and techniques to put your garden “to bed” properly to ensure your plants will survive cold weather and flower beautifully next spring. Instructor **Bobby Flowers** is VSU’s Horticulturalist and a Georgia Certified Landscape Professional.

Tuesday | Oct 6 | 6 - 7:30 PM | \$15 (After Oct 1, \$20)
16FPEL04

Money Management: Best Practices for Budgeting & Increasing Your Income

Learn different ways to manage your income and expenses, establish and maintain a good credit score, buy or rent a home, buy or lease a car, save for retirement, and further your career. Participants should have basic computer skills, knowledge of household income and expenses, and an email address. Instructor **Amelia Reams** is a programmer analyst at VSU and a small business owner/operator.

**4 Tuesdays | Sept 22 - Oct 13
6 - 7:30 PM | \$69 (After Sept 17, \$79)**
16APEL03

How to Sell on eBay

Do you want to start your own eBay business or just make some extra money? Learn tips, techniques, and tools to sell to over 145 million registered buyers worldwide. Instructor **Paul Leavy** is VSU’s photographer and an experienced eBay entrepreneur.

**2 Thursdays | Oct 8 & 15
6 - 8 PM | \$39 (After Oct 5, \$49)**
16FPEL07

Register Early!

CLASSES MAY BE
CANCELLED IF THERE
IS NOT SUFFICIENT
ENROLLMENT TO
COVER COSTS



Continuing Education
Office of Extended Learning
Valdosta State University
1500 N Patterson St
Valdosta GA 31698-0435

Non-Profit Org.
U.S. Postage
PAID
Permit No. 24
Valdosta, GA

Leadership: Women & Diversity in the Workplace

This workshop will provide high-potential, emerging female leaders with the tools and knowledge to be sustainable leaders within an organization or business. Instructor Lakisha Brooks is CEO of Brooks Enterprise and Consultants based in Atlanta, Georgia.

Tuesday, Sept 29 | 8:30 AM - 2:30 PM
\$79 (After Sept 22, \$95) Lunch included. 16ABPD07

