



Don't be Left Out in the Cold...

Valdosta State University Continuing Education

Valdosta State University's Continuing Education classes are geared to keep you marketable in this ever-changing economy. Our professional development classes are designed to enhance your skills in today's more popular and competitive careers. See what's happening this winter!

November/December 2010

Professional Development...



Making Memories with Movie Maker: Discover how fun and easy it is to create your own movies using Microsoft Windows Movie Maker software, a free video editing program for Windows XP or Windows Vista. Produce professional presentations or use digital video as an instructional tool to enhance learning in the classroom. Register early, class is limited to 10 students.

Date & Time: 2 Mondays & Wednesdays, November 1 - 10, 6:00 - 8:30 PM
Early Bird Special: \$99, after October 6: \$109



Child Care Center Director's Institute: The 40-hour Director's Training course content will enable participants to obtain the knowledge, skills, and attitudes necessary to succeed in the field of Child Care. Participants will receive 40 hours of state-approved credit.

Date & Time: December 6 - 10, 8:00 AM - 5:00 PM
Registration Fee: \$450, Optional Fee: \$10 for CEU Certificate

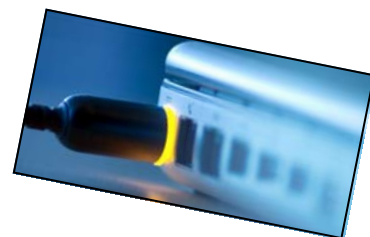


Crisis Management Seminar: Do you have a plan to handle a food borne-illness outbreak, pest infestation, or other serious problem in your establishment? In this seminar, find out why you need a written crisis management plan tailored to your specific operational needs, how to write the plan, and how to put a crisis management team together.

Date & Time: Tuesday, November 30, 2:00 - 3:30 PM
Registration Fee: \$15

Have a Question? Want to Register? Call our Office: **229.245.6484**,
Visit our website: www.valdosta.edu/conted, Come by our Office: **903 Patterson St. Valdosta**

Online Connections...





Continuing Education offers GIFT CERTIFICATES!

Surprise your friends and loved ones this season with the gift of education.

Call VSU Continuing Education at 229.245.6484 for more information!

Writing Effective Grant Proposals: Over \$200 billion annually is available for worthy causes and most people do not know how to prepare the application that will deliver needed funding. Learn how to prepare grant proposals to get solid results for your business or organization.
(2.4 CEUs, 24 hours) Registration Fee: \$89

Creating Web Pages: Create and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. Learn the capabilities of the World Wide Web and then create the structure and layout of your website, adding content and design.
(2.4 CEUs, 24 hours) Registration Fee: \$89

Course Section	Course Begins	Last Lesson
NOV	11/10	12/17
DEC	12/08	1/14

Online Software Applications: Chose from dozens of common software applications that you may need to know how to use in your work or at home. Microsoft 2003 & 2007 versions of Excel, Powerpoint, Publisher, Word, Outlook, and Access; Photoshop CS2, CS3, CS4; Photoshop Elements 6.0 & 7.0, and More!

Go to www.valdosta.edu/conted and click on "Online" for our full listing.
Registration Fee: \$89 for most 6-week courses

**Do you have a special talent or area of expertise?
We're planning our winter and spring semesters now.
Click here to submit a course proposal with your ideas.**

Tax Season is Coming...



Introduction to Quickbooks -- 2009 & 2010: QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. In this QuickBooks class, you'll get the training you need to start using this accounting program to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.
(2.4 CEUs, 24 hours). Registration Fee: \$89

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