



Professional Development at VSU

Continuing Education Newsletter

Volume 3, Issue 6 March 2009

Court Reporters

The field of court reporters requires that practitioners continually gain knowledge and improve their skills in a wide range of subject areas related to the field throughout their careers.

Sign-in and refreshments will begin at 8:15 AM. Pre-registration is requested. The first presentation will begin at 8:45 AM. (.5 CEU) Topics include a grammar refresher and professional image.

Date: Saturday, March 7
Time: 8:45 AM - 2:30 PM
Instructors: TBA
Fee: \$99 (includes lunch);
after March 4 - \$109

Creating Wiki Web Pages

Discover how fun and easy it is to create simple web pages that your family, friends or group can build and edit together with Wikispaces. Wikis are perfect for families, sports teams, community groups, book clubs, fan clubs, party organizers, organizations and more. Members add, update, comment, share family news, group announcements, pictures, and links from anywhere, at any time. All you need is a computer and Internet access. Join us and learn how to open a Wikispaces account, create a homepage, enter and edit text, upload pictures, invite members to visit and share, and more.

Date: 2 Thursdays, February 19 & 26
Time: 6 - 8 PM
Instructor: Debbie Seko
Fee: \$49; after February 16 - \$59

Essentials of Human Resource Management

In this SHRM Essentials of HR program, you will learn from a blended format of printed workbooks and classroom instruction. You will benefit from the shared experiences of your instructor and peers, while learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues. You will receive a *Certificate of Completion* from the Society of Human Resource Management and earn 1.5 continuing education credits (CEUs) for completing this course. A minimum of 80% attendance is required to receive a certificate.

Date: 5 Tuesdays, March 3 - 31
Instructor: Denise, Bogart, PHR

Time: 6 - 9 PM
Fee: \$389 (includes materials);
after February 16 - \$425

Advanced Single-Family & Small Rental Property Investing

Discover advanced techniques for rental property investing. Learn financial analysis for before-tax and after-tax returns, the effects of taxes on profits, rental property bookkeeping, and more about property management. You'll also be introduced to many of the forms you'll need: lease and sales contracts, inspection forms and more.

Date: Tuesday & Thursday, March 3 & 5
Instructor: Mike Hill

Time: 6 - 8:30 PM
Fee: \$49; after February 26 - \$59



Advertising & Marketing With Impact



What are you doing to build revenue and profit in your business during tough economic times? Your instinct may tell you to put the breaks on spending. But the plans and strategies you implement now will mean the difference between your success and the success of your competitors. In this comprehensive workshop, certified business coach Michael Jetter will teach you to recognize and use the who, what, where and how of marketing your business, products and services. You'll learn how to test and measure your marketing to judge the return on your investment, lower your acquisition costs, write ads that sell, implement the rule of 10x10, and more! Join us and build stronger strategies for success in a declining economy. Registration fee includes the business book *Instant Advertising* by ActionCOACH founder and CEO Brad Sugars.

Date: Wednesday, March 4
Instructor: Michael Jetter,
ActionCOACH Business Coaching

Time: 9 AM - 12 PM
Fee: \$99 (includes book);
after February 27 - \$109

Conversational French

Learn basic conversational French in an informal and relaxed atmosphere while using photographs, the Internet, and music to immerse yourself in French culture. You'll focus on conversation for the traveler so you can communicate with native speakers about dining, sight-seeing, traveling, and more. No textbook required. Handouts will be provided. (1.2 CEU)

Date: 6 Tuesdays, March 3 - April 7
Instructor: Lisa Buie-Collard

Time: 6 - 8 PM
Fee: \$69; after February 26 - \$79

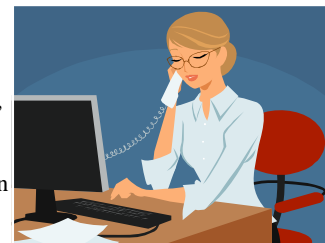


Professional Development ONLINE

Administrative Assistant Applications

Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction.

This course may help you prepare for the internationally-recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).



Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

Requirements: Internet access, E-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

Dates: New sessions starting March 18 & April 15
Location: Online

Time: At your convenience! Online access 24/7.
Fee: \$85

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success.

Requirements: Internet access, E-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

Dates: New sessions starting March 18 & April 15
Location: Online

Time: At your convenience! Online access 24/7.
Fee: \$85

Teacher
Recertification

The Elements of Effective Reading Instruction & Assessment Class 3 of the Reading Fundamentals Series

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Further, we discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer technology into the classroom. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms. (4 PLUs) A prerequisite of successful completion of the first two courses in the series required.

Dates: Open Entry
Instructor: Mick Jackson

Time: At your convenience! CD-ROM Based Instruction
Fee: \$169.00

Visit our website www.valdosta.edu/conted/recertification.shtml for more Teacher Recertification Programs.