

# NOT JUST “BUSINESS AS USUAL” : VALDOSTA STATE UNIVERSITY CONTINUING EDUCATION

*Continuing Education at Valdosta State University makes it easy to learn and integrate new, applicable skills and knowledge into your professional repertoire. With online and in-class courses, our instructors are ready to help you or your business excel!*



September 2010

**Spanish for Healthcare Professionals** -- In this 15 hour course, develop practical and functional skills necessary for health professionals to communicate effectively with patients whose native language is Spanish. Textbook is Spanish for Health Care Professionals with 3 Audio CDs by William C. Harvey, ISBN 0764194461, and is not included in the course fee. It may be purchased new or used from online booksellers for \$10 - \$25. (1.5 CEU)



**Date & Time: September 20— October 25; 6—8:30 PM.**  
**Early Bird Special: \$119, after September 14: \$129.**

**Beginning Conversational Russian** -- Russian is a strategic language and one of the five languages of the United Nations. Learn about Russian culture as you practice the alphabet, pronunciation, and basic grammar to communicate with native speakers. Textbook and course TBA and are not included in the course fee. (1.2 CEU)



**Date & Time: Tuesdays, September 28—November 2;  
6:30— 8:30 PM.**  
**Early Bird Special: \$89, after September 22: \$99.**

## **Essentials of Human Resource Management** --

This introductory course is designed for the entry-level HR professional, small business owners responsible for the HR function in their companies, and the individual looking into HR as a career-change possibility. Detailed information is available on our website, [www.valdosta.edu/conted](http://www.valdosta.edu/conted). Click on “Professional Development.” (1.5 CEU)



**Date & Time: September 21 – October 19; 6 – 9 PM;**  
**Early Bird Special: \$425 (includes materials); after September 7: \$450.**

## *What else is happening this month?*

- Introduction to Beekeeping, September 16
- Pest Management Seminar, September 27

**Want to Register? Have a Question?** Call our Office: **229.245.6484**

Visit our Website: [www.valdosta.edu/conted](http://www.valdosta.edu/conted). Come by our Office: **903 N Patterson St Valdosta**

## ADD A LANGUAGE TO YOUR REPERTOIRE...

**Beginning Sign Language** -- Learn the basics of American Sign Language. Build your conversational skills while you practice the manual alphabet, basic signs, and common phrases and are introduced to Deaf culture. The textbook is American Sign Language Phrase Book by Lou Fant and is not included in the course fee. The book may be purchased for under \$20 through local or online booksellers.

**Date & Time: August 31—September 28; 6—8 PM;**  
**Early Bird Special: \$69 (textbook not included), after August 25: \$79.**



## Don't Forget our Online Classes...

*"I found this course to be very helpful. I wish I had known about it 2 years ago when I was starting the major job hunt. I will definitely use these things during my job hunt now. I will definitely recommend this course to everyone I know."*

*--Student Review after taking 12-Steps to a Successful Job Search*

*See more student reviews below class descriptions. Visit [www.valdosta.edu/conted](http://www.valdosta.edu/conted) for listings.*

**Self-Paced, Six Month+, Online or CD-ROM Course Highlights**

**Behavior is Language: Strategies for Managing Disruptive Behavior (4 PLUs)**: This course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect, and emotional neglect in students. **\$169**

**Microsoft Office Specialist**: This nationally recognized Microsoft Office Specialist (MOUS) online certification training program is comprehensive, practical and effective and was designed to meet the needs of college students, educators, administrators, and business professionals. (120 hours; 12 CEUs) **\$1495**

**Instructor-Paced, Six Week, Online Course Highlights**

**[Next Session Starts *September 15* and restart each month]**

**Become an Optical Assistant**: We'll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You'll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. (2.4 CEUs) **\$89**

**Explore a Career in Medical Coding**: Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home. (2.4 CEUs) **\$89**

**12-Steps to a Successful Job Search**: In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. (2.4 CEUs) **\$89**

**VISIT [www.valdosta.edu/conted](http://www.valdosta.edu/conted) FOR MORE INFORMATION**

**on registering and for specific monthly online start dates!**

**Don't Forget: Continuing Education also offers Personal Enrichment Classes**  
**See [www.valdosta.edu/conted](http://www.valdosta.edu/conted) for more information!**