Waves of Watercolor
See Page 21 For More Information

Creating Content for Social Media
See Page 5 For More Information

229.245.6484 • www.valdosta.edu/ce
Fall Class Highlights

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Top 10 Reasons to Take a VSU Continuing Education Class:

1. To learn a new skill set.
2. To strengthen skills you already have.
3. To prepare for a new career.
4. To make new friends or career connections.
5. To try out a new hobby.
6. To satisfy your intellectual curiosity.
7. To stay current in your career field.
8. To stay physically and mentally active and engaged.
9. To earn certifications or credits to maintain a license.
10. Because learning is fun!

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.
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229.245.6484
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www.valdosta.edu/ce
How can we help?

As the business community continues to grow, Valdosta State University Continuing Education looks forward to meeting your professional development needs. A business is only as successful as its employees; therefore, we strive to offer a variety of professional development programs.

We are committed to the community and one of our primary goals is to develop local businesses... one employee at a time. In addition to our on-site courses, we offer instructor facilitated online courses available anytime, anywhere.

We can provide customized conferences, trainings, workshops, or seminars at our facility or yours. As you take a look at our programs, let us know if you see ways we can better meet your professional development needs.

Sign Language for Beginners

Open the doors of communication and explore basic conversational sign language, the language used by Deaf and Hard of Hearing persons. You will be introduced to Deaf culture while you learn finger spelling, basic signs, common phrases, and grasp general concepts and structure of American Sign Language (ASL). Build basic conversational skills in a fun and welcoming environment. (1.0 CEU)

Instructor TJ Gray is a senior at VSU in ASL/ English interpreting. TJ has done theatrical interpretation for Cook County Council for the Arts and Peach State Summer Theatre.

5 Tuesdays | Oct 7 - Nov 4 | 6 - 8 PM | $89 (After Sept 30, $105)

Conversational Spanish

Learn the basics of conversational Spanish! Practice common, useful phrases and vocabulary, correct pronunciation, and basic sentence structure you need to understand and use the Spanish language. (1.2 CEU)

Instructor Marcela Paredes came to the U.S. from Quito, Ecuador as a high school exchange student. Marcela earned degrees in Education and Spanish from VSU and currently teaches Spanish at Valdosta Middle and J.L. Newbern Middle Schools.

6 Thursdays | Sept 25 - Oct 30 | 6 - 8 PM | $99 (After Sept 18, $115)

Online Language Courses

<table>
<thead>
<tr>
<th>Online Language Courses</th>
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<tbody>
<tr>
<td>Beginning Conversational French</td>
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<tr>
<td>Conversational Japanese</td>
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<tr>
<td>*Speed Spanish</td>
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<tr>
<td>*Speed Spanish II</td>
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<td>Speed Spanish III</td>
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<tr>
<td>Spanish for Law Enforcement</td>
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<tr>
<td>Spanish for Medical Professionals</td>
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<tr>
<td>*Spanish in the Classroom</td>
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</table>

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.

Top 7 Benefits of Learning a New Language:

1. It's great training for your brain.
2. You gain a useful life skill.
3. It adds to your resume and makes you more employable.
4. You gain a greater understanding of other cultures and customs.
5. Knowing even a handful of phrases is helpful when traveling to another country.
6. It helps you understand your own language better.
7. It provides opportunities to make new friends and connections.
Import Export Now! ONLINE
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. Learn how to develop your product or service, find the best suppliers and customers, work with banks, currency issues, insurance companies, government agencies and other trade entities. (1.8 CEU)
Instructor John Spiers has been trading internationally since 1984. The required textbook, How Small Business Trades Worldwide, is available at online bookstores, new or used, for under $26. The Kindle version is available for under $10 (ISBN: 978-0-9795515-0-5). Live online sessions on Wednesdays.
Online | Oct 8 - Dec 3 | $95 (Textbook Not Included)

Exporting Food as a Small Business ONLINE
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! In this hands-on course, you’ll develop the FOB MOQ US$ export offer (don’t worry, we’ll explain), turn it into a website page, and then actively market to buyers overseas who are ready, willing and able to buy, without wasting time and money on trade lead and “market intelligence” services. Complete details available at www.valdosta.edu/ce. Click on “Professional Development.” (.8 CEU)
See Import Export Now! for instructor information.
Online | Oct 7 - 28 | $89

Creating Content for Social Media
Stand out from your competitors by helping your customers see through the vast amounts of information in front of them to the good stuff—the answers. Discover how to select, organize, and present the information your audience wants using content curation tools like ScoopIt and pull people toward your company. (.4 CEU) You will also receive tips on writing original content.
Instructor Karen Morris, VSU English Department, teaches classes in creating multimedia presentations using Web 2.0 tools.
2 Mondays | Sept 29 - Oct 6 | 6 - 8 PM | $55 (After Sept. 22, $70)

Blogging and Podcasting for Beginners ONLINE
Thinking of starting a blog or just beginning one? Want to try out podcasting too? Learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer—no paid software or equipment is needed. Using free web tools like Blogger, WordPress, Audacity, and YouTube, you’ll find that creating a blog and podcast is much easier than you ever imagined. (2.4 CEU)
Online | See Page 14 for Start Dates | $109

Understanding the Cloud ONLINE
What is the cloud? If you have trouble answering this question, you’re not alone. Explore how the cloud works, what drives its incredible growth, how you can use cloud services, data analysis, and the role of social media in the growth of the cloud. And don’t worry if you’re not tech-savvy! We’ll relate the cloud to things you encounter every day, using practical, non-technical language. Learn how the cloud can work for you. (2.4 CEU)
Online | See Page 14 for Start Dates | $109
## Getting to the Apple Core*

Okay, so you just got your iPad and you’re excited to start using it. Or you can download the latest tunes and play Angry Birds with the best of them. But you need to know the core basics of how to manage the content on your iPad. Come learn how to sync using iCloud and iTunes, update the software, enhance battery life, and secure your information and device. *Bring your device fully charged. (.2 CEU)

Instructor Sheila Hall is a training specialist in Valdosta State University’s Department of IT Training & Communication.

**Thursday | Nov 6 | 6 - 8 PM | $29 (After Oct. 30, $39)**

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## Get to Know Your iPad: Navigation Basics*

New users bring your iPad, fully charged, registered, and already working and come learn basic functionality and navigation of your device. Introductory topics include: physical layout, gestures, typing and dictation, searching, customization and settings. (.2 CEU)

See Getting to the Apple Core for instructor information.

**Thursday | Nov 20 | 6 - 8 PM | $29 (After Nov. 13, $39)**

---

## Got Apps, Music, and Games?*

Bring your fully-charged, registered, and already working iPad and come discover how to manage and use preloaded apps such as Siri, Safari, Facetime, and the camera, as well as discover new items by visiting Apple’s App Store and iTunes Store. (.2 CEU)

See Getting to the Apple Core for instructor information.

**Thursday | Dec 4 | 6 - 8 PM | $29 (After Nov. 27, $39)**

---

## Get LinkedIn!

Find out how to use LinkedIn more effectively to grow professionally - from adding your resume and highlighting career accomplishments to connecting with colleagues, joining professional interest groups and making future business connections. Learn what common mistakes to avoid to maintain a complete, honest, and professional profile. **Note: Please have your account set up prior to the workshop. (.15 CEU)**

Instructor Brittany Smith is pursuing her Master’s degree in Industrial and Organizational Psychology.

**Tuesday | Sept 23 | 6 - 7:30 PM | $19 (After Sept. 16, $29)**

---

## How to Sell on eBay

Do you want to start a business or just make some extra money selling on eBay? There are over 145 million registered buyers worldwide. Learn the tips, techniques, and tools to sell to your customers. (.4 CEU)

Instructor Paul Leavy is VSU’s photographer and an experienced eBay entrepreneur.

**2 Thursdays | Oct 9 & 16 | 6 - 8 PM | $39 (After Oct. 2, $49)**

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*For iPad classes, preregistration is required a minimum of 3 days in advance of class date for guest account creation.*
Career & Skill Building

Professional Image and Success at Work

Do you want to feel more confident at work and social gatherings? Do you find that your ideas just don’t seem to be heard? Explore specific strategies that will help you present a confident, capable, and professional image. Gain the respect and recognition you desire from customers, peers, and bosses. This interactive workshop includes a confidential, personal assessment of your current image and interpersonal style; how your image influences your performance and the way others respond to you; effective verbal and non-verbal communication techniques you can apply immediately and more. (.3 CEU) Instructor Mary Willis is a Professor in VSU’s Adult and Career Education.

Monday | Nov 17 | 1:30 - 4:30 PM | $59 (After Nov. 3, $75)
Location: University Center Rose Room

VSU Employees must register through the Employee & Organizational Development website for this course.

Organization & Time Management

Are you in control of the vicious cycle of time, pressure, and stress, or does it control you? Learn to take back control to make the most effective use of your time, energy, and skills. Discover time management tools that are best suited to YOUR personality and job. Find out how to empower others by using the key principles of time management and gain techniques to actively manage interruptions. (.4 CEU) Instructor Tim Yorkey is a training specialist in VSU’s Employee Development department.

Wednesday | Oct 22 | 1:30 - 5:30 PM | $69 (After Oct 8, $85)
Location: University Center Rose Room

VSU Employees must register through the Employee & Organizational Development website for this course.

Stress Management

Excessive amounts of stress can produce negative consequences: feelings of anxiety, frustration, fatigue, and may lead to physical illness. Through hands-on exercises, learn positive coping skills, gain strategies to build resilience against stress, and learn how to control internal stress in all situations. These practical skills and strategies can be put to use immediately to get you on the “Wellness Path.” (.3 CEU) Instructor Faye Altman is a retired counselor in VSU’s Counseling Center and a CNCR trained campus mediator.

Friday | Nov 21 | 9 - 12 PM | $59 (After Nov 7, $75)
Location: University Center Rose Room

VSU Employees must register through the Employee & Organizational Development website for this course.

Special Discount!
Businesses & Organizations Registering 3 or more attendees for “Professional Image & Success at Work,” “Organization & Time Management,” or “Stress Management” save $10 per person.

Do you have a special talent or area of expertise? Call us to see how you can share your knowledge and contribute to the community.

229.245.6484
Certification & Recertification

**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.

Exams are taken online and are available in English, Spanish, and Chinese.

Please Note:
- Registrants are responsible for purchasing their textbook and exam voucher from the ServSafe website: www.servsafe.com
- No instructional time is included.

Exam-Only Registration Fee: $75*

*Fee does not include textbook or exam voucher.

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

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<tr>
<td>Monday, Sept. 8</td>
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<td>Tuesday, Oct. 14</td>
<td>9 AM</td>
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<td>Tuesday, Nov. 11</td>
<td>9 AM</td>
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<tr>
<td>Tuesday, Dec. 9</td>
<td>9 AM</td>
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</tbody>
</table>

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

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**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 8** | **9 AM - 6:30 PM** | **$189** (After Aug. 25, $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.

**WOW**

ServSafe Classes can be offered on a Contract Basis for Your Food Service Establishment!
Proctoring for ServSafe Alcohol Online Exams is also available. Call Sue Bailey at 229.245.6484 for details.

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**SHRM Essentials® of HR Management**

The SHRM Essentials of HR Management will address the complex...the vital...the real-world...the practical...and the legal issues you face. Developed by leading HR experts and legal counsel, the SHRM Essentials covers a wide range of introductory HR topics in a condensed, straightforward format.

Ideal for those who:
- Manage People & Need an HR Overview
- Perform HR Tasks as One of Many Roles
- Want to Break into the HR Profession
- Desire to Update Current HR Knowledge
- Seek Career Advancement

Upon successful completion, receive a Certificate of Completion from SHRM and 1.5 continuing education units.

6 Tuesdays | Oct 7 - Nov 11 | 6 - 8:30 PM | **$425** (After Sept. 23, $465)

Register early to ensure your materials are available for the first class.
Registrations received after Sept 23 may incur additional express delivery charges.

---

**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. ICJE and NCRA approval pending for 5 hours of continuing education credit. Lunch included. (.5 CEU)

**Saturday** | **Oct 18** | **8:45 AM - 3 PM** | **$109**

(After October 10, $125)

Check-in & continental breakfast begins at 8:15 AM. The first presentation begins at 8:45AM.
Digital Photography Certificate Program

**Fundamentals of Digital Photography**

Learn basic skills to operate your digital SLR camera and take better photos. Explore auto settings, exposure control, how to choose ISO settings, and gain an understanding of color temperature, white balance, image noise reduction, and more. You will have lots of practice taking pictures using your new skills. A prosumer SLR digital camera with interchangeable lenses is recommended; an advanced digital camera with a zoom lens and aperture and shutter priorities is acceptable. Please bring your camera to class. (1.0 CEU)

Instructor **Paul Leavy** earned his B.S. in Journalism in 1985 from the University of Florida. Paul became the university photographer for VSU in August 2012 after more than 25 years as Valdosta Daily Times staff photographer and has won many photography awards including the Photo of the Year from the Georgia Associated Press.

5 Tuesdays | Sept 30 - Nov 4 | 6 - 8 PM | $139  
(After Sept. 23, $155) No Class Oct. 21

**Photoshop Basics**

Learn the basics of image editing with Adobe Photoshop and build skills that will help you go further with the application. Practice using core tools, working with images and selections, resizing, create and modify layers, adjust and retouch images, and more. (.45 CEU)

Instructor **Roberto Leal** is part of VSU’s Media Services team. He teaches workshops and classes for students and staff in many Adobe programs including Photoshop, InDesign, Premiere, and Illustrator.

3 Thursdays | Oct 2 - 16 | 6 - 7:30 PM | $59  
(After Sept. 25, $69)
Homeschool/Afterschool Enrichment Program

Are you looking for group enrichment activities for your homeschooled child? Do you need enrichment activities for your kids after the school day is finished?

Continuing Education plans to roll out a new series of weekday enrichment activities for kids in January 2015. Activities may include languages, music, art, literature/book discussion groups for various ages, 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.

The 2015 SHRM Learning System for SHRM-CP™ and SHRM-SCP™ Certification Preparation Course

Our SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today.

Earning your SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success:

• Built on one singular Body of Competency and Knowledge (BoCK) designed to elevate the HR profession around the world.
• Tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.
• Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.

Visit www.SHRMCertification.org for more information on these new credentials. Contact Sue Bailey at 229-245-6484 or email subailey@valdosta.edu for details.

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!
Q: Why should I 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 in which you are interested is held, you should register at least 5 days prior to the course starting date. The decision to confirm or cancel a class will be made 3 working days prior to the start date. Some courses require an earlier call date due to ordering materials. This is indicated by an advanced registration deadline date. Fees must be paid at the time of registration in order to confirm your place in class. Late or walk-in registrations will only be accepted on a space available basis.

Q: What about books and materials for classes?
Sources for required/suggested books and supplies are varied and include local and online booksellers. Sources for specialty books will be noted in the course description or by the instructor during the course.

Q: What is our refund / cancellation 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 3 working days (72 weekday hours) prior to the beginning of the program. No refunds will be given for cancellations less than three working days prior to the beginning of class, but registrants may send a substitute. No partial refunds are given for classes missed. For classes cancelled by VSU, registrants will be issued a full refund.

Q: May I transfer my payment to another class?
Requests for transferring registration fees to another class will be granted if space is available and the request is made at least 3 working days prior to the beginning of class.

Q: How do I register?
Continuing Education has four easy ways to register for our programs - by mail, fax, phone, or in person. See instructions on page 12. Be sure to register early to reserve your space and to ensure the class will be held. Payment may be made by cash, check, money order, MasterCard / VISA / Discover, or company purchase order.

Q: 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. One CEU equals 10 actual classroom hours. CEUs will be recorded for anyone successfully completing a course or workshop. CEU transcripts are available by request (records maintained for 20 years). CEUs cannot be converted to academic credit hours. Many occupations require a certain number of CEUs each year. Check with your occupation’s licensing agency to find out if a particular course will meet your requirements.

Q: Do you accept the HOPE Scholarship?
No. The Hope Scholarship is not applicable to non-credit courses.

Q: Are there financial aid opportunities available?
Participants in certain career and professional development courses may be eligible for financial aid from private lenders. Search the Internet for continuing education or employment and training loans, or check out these options:

CAREER TRAINING LOAN SM
Smart Option Student Loan*
www.salliemae.com

FOR EMPLOYEERS:
Georgia Retraining Tax Credit
www.georgiaquickstart/org/econdev/retrain.html

FOR EMPLOYEES:
WIA (Workforce Investment Act)*
Contact your local WIA board or search for your local board at:
www.doleta.gov/usworkforce/wia/act.cfm

*Resources listed above are for informational purposes only and do not constitute endorsement by VSU Continuing Education
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. If paying by MasterCard, VISA, or Discover please make sure to sign the form.

FAX
Complete and fax the registration form to 229.333.5397. MasterCard, VISA, and Discover are accepted.

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) or 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.)

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. The decision to confirm or cancel a class will be made 3 working days prior to the start date or earlier if materials need to be ordered.

Fees must be paid at the time of registration in order to confirm your place in class. Cancellations must be made at least 3 working days (72 weekday hours) prior to the start of class in order to receive a refund.

Additional registration deadlines and cancellation policies may apply to specific courses / programs. Information will be included with the course details.

**OFFICE HOURS**
MONDAY - THURSDAY
8 AM - 5:30 PM
FRIDAY
8 AM - 3 PM

Q: How will I know if the course is confirmed or cancelled?
A confirmation receipt will be mailed or emailed to you upon processing your registration. If a course is cancelled or changed you will be called or emailed. Please make sure all contact information is accurate on your registration form.

Q: Where will my course be held?
Except where noted, courses are held at the Regional Center for Continuing Education. The room number will be posted on the daily schedule.

Q: What about parking?
The bottom of the receipt is your temporary parking permit. Your temporary parking permit allows you to park in any legal spot except Handicapped or Service Vehicle. Please place your parking pass on the driver’s side of the dashboard. Vehicles without visible permits are subject to ticketing regardless of the time of day or day of the week.

Q: Do I have to formally apply through VSU to take Cont. Ed. classes?
No. All of our classes are open to the public and our registration process is simple. Any prerequisites are listed within the course description.
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 229.333.6484 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.

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**TOTAL**

**Payment Type:**

- [x] **CASH**
  - (Amount)
  - CASH RECEIPT #________________________

- [ ] **CHECK #**
  - (Make Payable to VSU Continuing Education)

- [ ] **CREDIT CARD (MasterCard / VISA / Discover)**
  - (Organization - If paying for registration)

Card Holder: ____________________________

Billing Address: _______________________

Signature of Card Holder: ____________________________

Card #: ____________________________

Exp. Date: ____________________________
No Time To Go To Class?
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. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one.

Need More In-depth Study?
Try our Online Career Training Programs...Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace.

- One-on-One Instructor Assistance
- All Materials & Books are Included
- 24/7 Access
- Certificate Upon Completion
- Courses Start At Your Convenience
- Typical Program Takes 3-6 Months
  Extensions are available upon request, some may require additional fees.

NEW
Android Application Developer
120 Hours | $1,595
NEW
Administrative Medical Specialist with Billing and Coding
300 Hours | $1,895
NEW
Administrative Professional with Microsoft Office 2010 Master
380 Hours | $1,895
NEW
Certified Mediator & Conflict Resolution Specialist
200 Hours | $3,295
NEW
Certified Bookkeeper
140 Hours | $1,895
NEW
CompTIA™ Healthcare IT Technician
80 Hours | $1,495
Cisco CCNA Certification Training
150 Hours | $1,895

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.
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:

- **Enhancing Language Development in Childhood**: Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

- **Solving Classroom Discipline Problems**: Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

- **An Introduction to Teaching ESL/EFL**: Learn how to be an effective English language teacher from an expert in the field.

- **Integrating Technology in the Classroom**: Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

- **Creating the Inclusive Classroom: Strategies for Success**: Get the training you need to reach the diverse mix of students you face every day - learning proven strategies that turn diversity into opportunity.

- **Empowering Students with Disabilities**: Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

- **Teaching Students With Learning Disabilities**: Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

- **Microsoft Excel, PowerPoint or Word in the Classroom**: Discover how to harness the tools and utilize the technologies effectively in your classroom. (Please note: each application is a separate course.)

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.

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:

- **Autism & Asperger’s Disorder: Information & Effective Intervention Strategies**: 3 PLUs
  Acquire a deeper understanding of Autism and Asperger’s Disorder intervention strategies to enhance communication and learning and methods for teaching more conventional behaviors.

- **Behavior is Language: Strategies for Managing Disruptive Behavior**: 4 PLUs
  Gain a new perspective on student behavior and effective tools for facilitating positive student change.

- **Harassment, Bullying, & Cyber Intimidation**: 3 PLUs
  Increase your knowledge of the definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation.

- **Inclusion: Working with Students with Special Needs in General Education Classrooms**: 3 PLUs
  Gain a better understanding of Inclusion, which advocates for educating students with disabilities in the general education population.

- **Teaching Diversity: Influences & Issues in the Classroom**: 3 PLUs
  Develop the knowledge, tools and dispositions to effectively facilitate a diverse classroom.

- **Understanding & Implementing Common Core Standards**: 4 PLUs
  Increase your knowledge and understanding of the rationale for and structure of this particular standards-based framework.

- **Why DI?: An Introduction to Differentiated Instruction**: 4 PLUs
  In “Why DI?” we outline what a differentiated instructional approach entails and provide a framework for those elements that are typically differentiated in a differentiated classroom.
### Career Exploration

- Become an Optical Assistant
- Become a Physical Therapy Aide
- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills
- Legal Nurse Consulting
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in a Dental Office
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- How to Get Started in Game Development
- Introduction to C# Programming
- Introduction to Flash CS6
- Introduction to InDesign CC
- Introduction to Microsoft Project 2013
- Introduction to Oracle
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Programming
- Introduction to Windows 8
- Introduction to WordPress
- Mac, iPhone, and iPad Programming
- Marketing your Business on the Internet
- Photoshop CC for the Digital Photographer
- Networking (Introduction or Intermediate)
- GED® Preparation
- SAT / ACT Prep
- GRE Prep
- GMAT Prep
- LSAT Prep
- Grammar Refresher
- Math Refresher
- Introduction to Algebra
- Introduction to Biology
- Introduction to Statistics
- Introduction to Chemistry

### Computers & Internet

- Achieving Top Search Engine Positions
- Computer Skills for the Workplace
- Creating Mobile Apps with HTML5
- Designing Effective Websites
- Introduction to C# Programming
- Introduction to Flash CS6
- Introduction to InDesign CC
- Introduction to Microsoft Project 2013
- Introduction to Oracle
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Programming
- Introduction to Windows 8
- Introduction to WordPress
- Mac, iPhone, and iPad Programming
- Marketing your Business on the Internet
- Photoshop CC for the Digital Photographer
- Networking (Introduction or Intermediate) | $109 ea.
- CompTIA Security+ Certification Prep | $119
- CompTIA Network+ Certification Prep | $119
- Wireless Networking
- PC Security (Introduction or Advanced) | $109 ea.
- Introduction to PC Troubleshooting
- What’s New in Microsoft Office 2013

### Test Preparation & Refreshers

- Ready for college or technical programs? Considering graduate school?
- GED® Preparation
- SAT / ACT Prep
- GRE Prep
- GMAT Prep
- LSAT Prep
- Grammar Refresher
- Math Refresher
- Introduction to Algebra
- Introduction to Biology
- Introduction to Statistics
- Introduction to Chemistry

**Details:**
Detailed course descriptions for these classes, as well as over 300 other online courses, are available on our website, [www.valdosta.edu/ce](http://www.valdosta.edu/ce). Click on Online Classes. See page 14 for details and starting dates. *Classes on this page $109 unless otherwise noted.*
Health Care Certifications

Add to your credentials with our certificate programs for health care professionals offered in partnership with ed2go and accredited through ALLEGRA Learning Solutions*. Continuing Education certificates for these courses will be issued by ALLEGRA upon successful completion (80% or above) of each program module. General continuing education credit will be kept on file with VSU Continuing Education for 20 years.

Certificate in Complementary & Alternative Medicine
22 Contact Hours | $209

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

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

Certificate in Gerontology
44 Contact Hours | $209

Certificate in Healthy Aging
10 Contact Hours | $69

Certificate in Holistic & Integrative Health
50 Contact Hours | $295

Certificate in Holistic & Integrative Health: Foundations I
20 Contact Hours | $120

Certificate in Holistic & Integrative Health: Foundations II
19 Contact Hours | $115

Certificate in Holistic & Integrative Health:
Foundations III
11 Contact Hours | $69

Certificate in Integrative Mental Health
22 Contact Hours | $139 UPDATED!

Certificate in Legal & Ethical Issues in Nursing
23 Contact Hours | $169

Certificate in Meditation
8 Contact Hours | $69

Certificate in Healing Environments
16 Contact Hours | $99

Certificate in Pain Assessment & Management
12 Contact Hours | $79 UPDATED!

Certificate in Perinatal Issues
20 Contact Hours | $119

Certificate in Spirituality, Health, & Healing
25 Contact Hours | $209

Certificate in Stress Management NEW
14 Contact Hours | $89

Course prices and hours subject to change.

*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. Programs listed above are being provided by ALLEGRA Learning Solutions, LLC and co-provided by Education to Go. For additional information regarding approval by the California Board of Registered Nursing, California Board of Behavioral Sciences for MFCCs and/or LCSWs, National Certification Board for Diabetes Educators (NCBDE), National Certification Board for Therapeutic Massage & Bodywork (NCTMB), and American Holistic Nurses Association (AHNA), please see course details.
New Courses & Creative Writing

NEW COURSES!

Software Applications:
- Intermediate Microsoft Excel 2013
- Intermediate Flash CS6
- Introduction to Adobe Edge Animate
- Introduction to InDesign CC
- Introduction to Lightroom 5
- Introduction to Microsoft PowerPoint 2013
- Introduction to Microsoft Project 2013
- Photoshop CC for the Digital Photographer
- Photoshop Elements 12 for the Digital Photographer
- What’s New in Microsoft Office 2013

Personal & Professional Development:
- Explore a Career in Medical Writing
- Understanding the Cloud
- Write Effective Web Content
- Introduction to Google Analytics
- Jump-Start Your Career with LinkedIn
- Marriage and Relationships: Keys to Success
- Using Social Media in Business

Teacher Recertification: $119 each
- Common Core Standards for English Language Arts K-5
- Microsoft PowerPoint 2013 in the Classroom
- Teaching High School Students

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.
Administrative Assistant I*
Certificate Program
Develop or strengthen your foundation in the fundamentals of office management, business communication, and customer service. To earn this certificate:
• Successfully complete the entire program within 18 months. (Minimum 102 Hours)
• Maintain a 75% GPA or better throughout the program.
• Apply for VSU Continuing Education certificate

Required 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 Two):
• Professional Image & Success at Work November 17: 4 Hours, Page 7**
• 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 (2007, 2010 or 2013) Online: 24 Hours
• Accounting Fundamentals | Online: 24 Hours
• Organization & Time Management Oct. 22: 4 Hours, Page 7**

*Online classes $109 each.
**Refer to catalog page for descriptions of in-person classes.

Administrative Assistant II*
To earn this certificate you must successfully complete the Administration Assistant I Certificate and:
• Administrative Assistant Applications | Online: 24 Hours
• Mastery of Business Fundamentals | Online: 24 Hours
• Fundamentals of Successful Project Management October 20: 6 Hours, Page 20**

Minimum 153 hours required
*Online classes $109 each
**Refer to catalog page for descriptions of in-person classes.

ONLINE
Administrative Assistant Fundamentals
Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team and turn your office into a high productivity machine. (2.4 CEU)

Online | $109 (See Page 14 for Start Dates)

ONLINE
Computer Skills for the Workplace
Learn the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. Focus on practical application skills for software most common to the workplace. (2.4 CEU)

Online | $109 (See Page 14 for Start Dates)

ONLINE
Effective Business Writing
Improve your business writing skills and identify and eliminate problem areas. Learn to develop powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. (2.4 CEU)

Online | $109 (See Page 14 for Start Dates)

Look for this icon throughout the catalog for classes that are part of the Administrative Assistant Certificate Program.

For complete descriptions of online classes in this program visit:
www.valdosta.edu/ce
Click on Certificate Programs

See page 14 for start dates for all online classes.
Management / Leadership Skill-Builders
Leadership and management go hand in hand. Hone your leadership and management skills, knowledge, and attitudes to maximize efficiency, nurture and develop talent, and inspire results.
Visit our website, www.valdosta.edu/ce, for complete workshop descriptions.
For all classes below, VSU employees must register through the Employee & Organizational Development website. Location for all classes in this series is University Center Rose Room.

Fundamentals of Management & Supervision
The ability to lead others is an important part of your professional effectiveness. Explore manager/supervisor roles and responsibilities. Discover your strengths and build your skills in areas such as visioning, delegating, coaching, influencing, motivating, and team building. (.6 CEU)
Wednesday | Nov 5 | 9:30 AM - 4:30 PM | $119 (After Sept. 22, $139)

Introduction to Leadership
Develop effective leadership skills in communication, motivation, and people skills. Learn how to build greater buy-in, trust, and loyalty to increase the success of your organization. (.3 CEU)
Tuesday | Sept 30 | 9:30 AM - 12:30 PM | $59 (After Sept. 16, $75)

Leading the Generations to Success
Increase your understanding of the similarities and differences in the four generations to stimulate positive interaction and reduce workplace conflict. Learn strategies for motivating employees of all ages to encourage loyalty and engagement. (.3 CEU)
Wednesday | Nov 19 | 2 - 5 PM | $59 (After Nov. 5, $75)

Fundamentals of Successful Project Management
Learn real-world, fundamental skills necessary to manage projects and gain practical strategies and techniques to plan project budgets, set timelines, choose scheduling tools, select your team, monitor progress, and more. (.6 CEU)
Thursday | Oct 2 | 9 AM - 4 PM | $119 (After Sept. 18, $139)

Coaching for Performance
Create a more productive work environment for your employees. Learn how to inspire a vision and set and communicate goals. Gain techniques for establishing a coaching relationship and tools for delegating and coaching employees. (.3 CEU)
Monday | Nov 17 | 9:30 AM - 12:30 PM | $59 (After Nov. 3, $75)

Retention Strategies for Managers
Retention strategists report that 55% of US workers think often of quitting or actually plan to quit their jobs within a year. Learn how to identify what your employees truly want and create a retention mindset to keep your top performing employees. (.3 CEU)
Wednesday | Oct 8 | 1:30 - 4:30 PM | $59 (After Sept. 25, $75)
**Drawing for Beginners**

Think you can’t draw? Well think again! Using simple and familiar tools - pencil, eraser, and vine charcoal - you will explore line, value, proportion and more to develop and improve your drawing skills. Join us for this creative journey and be sure to bring your most useful tool - your ability to relax, suspend harsh judgment, and let yourself “see.”

Instructor **Anna Waddell**, lifelong artist and teacher, enjoys motivating and encouraging adult beginners to explore their creativity through art.

5 Thursdays  |  Sept 18 - Oct 16  |  6 - 8 PM  
$89  (After Sept. 11, $105)

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**Waves of Watercolor**

Have you always wanted to try painting with watercolors? Beginners and artists who want to add watercolor to their knowledge base are welcome. Learn about supplies and practice a variety of techniques to develop your painting skills. Your instructor will provide lots of inspiration and feedback as you begin your journey on the exciting path of watercolors. See **Drawing for Beginners** for instructor information.

5 Wednesdays  |  Sept 24 - Oct 22  |  6 - 8:30 PM  
$99  (After Sept. 17, $115)

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**Kumihimo Necklace**

Kumihimo is an ancient Japanese braiding art used to create beautiful cords from fibers or fibers and beads. Learn to braid these cords and turn them into a necklace by adding a clasp and pendant. Tools and materials will be provided. Register early! Class is limited to 10 participants.

Monday  |  Nov 3  |  12 - 4 PM  
$79  (After Oct. 27, $95)

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**Viking Knit Bracelet**

It’s like magic! Using one simple wire “stitch” around a dowel, create a flexible chain and fashion it into a bracelet. Students receive a “VK Kit” to keep. Tools and supplies included. Register early! Class is limited to 10 participants.

Monday  |  Sept 22  |  12 - 4 PM  
$79  (After Sept. 15, $95)

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**Rituals of Creativity ONLINE**

Unleash your creative spirit! Learn to recognize and express your creative talents in this engaging online course. Explore your fears about creativity and learn to use inspiration tags as a springboard for jumping into the creative process. Discover how to use ritual to open up a place and a space for letting your creativity flow. Create a journal using a variety of materials and formats – painting, writing, collage, and poetry – and share your journey with others in a safe, non-competitive environment.

Your instructors, **Roberta Veatch** and **Vicki Gaia**, are lifelong working artists with a passion for teaching and helping others find their creative passions. They will guide you through the course modules, sharing their insights via videos and opening up the course for engagement and discussion.

Online  |  Oct 20 - Nov 30  |  $120

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**I think this program has been excellent. The instructors are extremely knowledgeable as well as very intuitive regarding response and feedback. They truly inspired participation in the process.**

~Patricia Ballentine, Rituals of Creativity Student
**Belly Dance for Beginners**
Looking for something new and exciting for fun or fitness? Belly dancing is the perfect class for you! No experience necessary. Learn the core movements, isolations, and basic traveling steps of this exotic art. Wear comfortable clothing. No sneakers or rubber-soled shoes; bare feet or socks recommended. Instructor Megan Slator, Senior Secretary in VSU’s Department of Math & Computer Science, has 15+ years of experience teaching belly dance.

6 Wednesdays | Oct 1 - Nov 5 | 6:30 - 7:30 PM | $59 (After Sept. 25, $75)

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**Ballroom 101**
Learn the basics of Waltz and Swing in a fun and friendly atmosphere. Practice posture, leading, following, and basic dance patterns. Gain confidence to step out on the dance floor at parties, weddings, and other social events. Singles are welcome, but we can’t guarantee a partner for you. Instructor Janice Blanchard is a lifelong dancer. Janice teaches dance and is a member of USA Dance - Tallahassee.

6 Thursdays | Sept 18 - Oct 23 | 6:30 - 7:45 PM | $79 (After Sept. 11, $95)

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**Let’s Cha Cha!**
The Cha Cha is a versatile, exuberant, fun dance that will get your heart pumping and put a smile on your face. Learn the basic steps, posture, and timing so you can Cha Cha the night away at all of your social events. Singles are welcome, but we cannot guarantee a partner. (No sandals, sling backs, sneakers, running shoes, please. Leather-soled shoes only; women’s shoes should have a minimum 1” heel.) See Ballroom 101 for instructor information.

4 Thursdays | Nov 13 - Dec 11 | 6:30 - 7:45 PM | $59 (After Nov. 6, $75)
(No Class November 27)

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**Bring A Friend Discount!**
Two friends registering & paying together for Belly Dance for Beginners, Ballroom 101, or Let’s Cha Cha receive $10 off the second registration.

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**Guitar for Beginners**
For the aspiring guitarist with little or no experience, build a foundation of basic skills including tuning your guitar, finger placement, chords, strumming patterns, and several scales. Please bring your own guitar to class. Instructor Jack Lockhart has been a member of several professional bands and has taught guitar lessons for 10 years.

6 Tuesdays | Oct 7 - Nov 11 | 6:30 - 8 PM | $69 (After Sept. 30, $75)
Guide to Beer Tasting

Join us for a celebration of craft beers and discover why all beers are not created equal. Learn about the role the beermaking process and ingredients have in forming the aromas and flavors of beer and how to taste and rate different types of fall and Oktoberfest beer.

Instructor Herb Fiester is an assistant professor in VSU's Department of Curriculum, Leadership, & Technology. Previously an Operations Manager for a chain of liquor stores, he became fascinated by regional beers and how they have evolved and enjoys sharing his passion through beer tastings. Class is limited to 15.

Wednesday | Oct 29 | 6 - 8 PM | $39 (After Oct. 22, $49)
Unitarian Universalist Fellowship Hall, 1951 E. Park Avenue, Valdosta

Raising Backyard Chickens

Thinking about raising chickens in your backyard? The reasons people want to grow birds vary - for eggs, meat, to enter in poultry shows, or just for pleasure. Whatever the reason, it is important that you have the basic information necessary to raise healthy and productive birds. Take your first step and learn about different breeds, housing, nutrition, health, and behavior of backyard flocks.

Instructor Dr. Claudia Dunkley is an Extension Poultry Scientist/Specialist in the Poultry Science Department of the University of Georgia's College of Agricultural & Environmental Sciences.

Saturday | Oct 11 | 10 AM - 12 PM | $15 (After Oct. 6, $25)

Foolproof Plants for Every Gardener

There are so many beautiful plants and flowers available to choose for your garden. How do you actually decide on the right ones? Which ones will make you smile, do what you want them to do, and not only survive, but thrive? Discover “best picks” and tips for growing foolproof plants.

Instructor Bobby Flowers, a Georgia Certified Landscape Professional and VSU Horticulturist, has over 30 years of experience in horticulture.

Thursday | Sept 25 | 6 - 7:30 PM | $15 (After Sept. 18, $25)

Let’s Talk Wine: Introduction to Wine Tasting

Explore the basics of wine tasting while you sample select California red and white wines. You will be introduced to wine selection and the wine tasting ritual. Learn about elements of American wine history and how wine grapes are cultivated. Discover how the type of grape, growing environment, weather, and many other factors influence the grapes. Once harvested, the process continues to find the magic combination of grapes and handling that leads to a delicious wine. Class is limited to 14.

Instructor John Magnasco, retired Professor of Communication Arts, has attended numerous wine institutes and programs in California, Virginia, Italy and Portugal and enjoys sharing his knowledge and love of wine.

Wednesday | Oct 8 | 6 - 8:30 PM | $45 (After Oct 1, $55)
Unitarian Universalist Fellowship Hall, 1951 E. Park Avenue, Valdosta

Register Early!

CLASSES MAY BE CANCELLED IF THERE IS NOT SUFFICIENT ENROLLMENT TO COVER COSTS
ESSENTIALS OF Human Resource Management

6 Tuesdays, October 7 - November 11
6 - 8:30 PM  |  $425  (After Sept. 23, $469)

Ideal for those who:

- Manage People & Need A Human Resource Overview
- Perform Human Resource Tasks as One of Many Roles
- Want to Break into the Human Resource Profession
- Desire to Update Current Human Resource Knowledge
- Seek Career Advancement