





DRIVER S EDUCATION

LEARN TO DRIVE WITH US!

The Office of Professional & Continuing Education offers a 36-hour driver's education certificate program and driving lessons by appointment to fit your specific needs. Dates and times are arranged with the driving instructor. A vehicle is provided for the driving lessons.

Our program is approved by the Georgia Department of Driver Services to satisfy Joshua's Law requirements in order to obtain a driver's license. The program includes 30 hours of classroom time plus three 2-hour sessions in the car, for a total of six hours of individual instructional drive time.

See page 9 for upcoming courses.





**Basic Life Support (BLS)
for Healthcare Professionals**
\$95 | 4 hrs

This course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Participants earn a two-year American Heart Association Certification.

Oct 19 | Gainesville
Sa, 10:00a-2:00p

**Advanced Hospital Coding and
CSS Prep Certificate**

\$1899 | 100 hrs | 6 months access

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BOOKKEEPER CERTIFICATE

Take control of your personal, business, or organization's finances with the bookkeeper certificate program.

This five-course program teaches students how to keep track of business accounts, work with balance sheets, and interpret various financial statements.

APPROVED COURSES:

- Bookkeeping Foundations
- QuickBooks 1 & 2
- Bookkeeping 1 & 2

Bookkeeping Foundations

\$249 | 6 hrs

This course will focus on common financial statements and their components, understanding the Chart of Accounts, accounting principles, debits and credits, and basic journal entries.

Legal Transcriptionist

Certificate

\$999 | 80 hrs | six months

Open enrollment | self-guided

Course Code: GES2095

The legal transcriptionist has the important job of correctly transcribing and punctuating the spoken word in order to create a verbatim record for legal proceedings. This course will give you an understanding of the legal system including relevant ethics, professional standards, and procedures, and prepare you to sit for and pass the AAERT Certified Electronic Transcriber exam.

PROFESSIONAL PHOTOGRAPHY CERTIFICATE

The Professional Photography Certificate is an up-to-date and comprehensive program, taught by professional freelance photographers, that covers the most important aspects needed to begin a career as a professional photographer.

APPROVED COURSES:

- Photography 1, 2, 3, & 4
- Digital Darkroom
- 4 Electives
- Photography Portfolio can replace one of the four required electives.

Photography 1

\$199 | 10 hrs

This course will cover the essentials of photography and will teach students to improve their basic skills to enhance their images.

Sep 4 - Sep 25 | Dahlonega
W, 10:00a-12:30p

Sep 5 - Sep 26 | Gainesville
Th, 6:00p-8:30p

Photography 2

\$199 | 10 hrs

Prerequisite: Photography 1

This class will expand and build on Photo 1. It will begin with a review of the basics of how the camera operations and equipment, modes, settings, lenses and accessories will be reviewed. The basics of exposure using the three basic tools for getting good exposures (Shutter speed, aperture and ISO) will be discussed and how to apply them to different situations. A major focus of this class will be how light and photographic composition affect your images.

Oct 1 - Oct 22 | Gainesville
Tu, 10:00a-12:30p

Oct 1 - Oct 22 | Gainesville
Tu, 6:00p-8:30p

Photography 3

\$199 | 10 hrs

Prerequisite: Photography 1 & 2

Advanced techniques like shooting Panoramics, High Dynamic Range images and other special techniques will be covered. Other issues such as equipment and filters for Outdoor Photography are discussed.

Oct 29 - Nov 19 | Dahlonega
Tu, 10:00a-12:30p

Oct 30 - Nov 20 | Gainesville
W, 10:00a-12:30p

Digital Darkroom

\$199 | 10 hrs

Prerequisite: Photography 1

Take photographs to a new level using Photoshop as an editing tool. Students will learn how to select objects, extract or enhance, perform color corrections, crop images, create composites, perform black and white conversions, and set images up for printing. Computers are supplied for class sessions.

Sep 10 - Oct 1 | Dahlonega
Tu, 10:00a-12:30p

Oct 31 - Nov 21 | Gainesville
Th, 6:00p-8:30p

Gibbs Gardens

\$119 | entry fee not included | 4 hrs

Join nature photographer and instructor Larry Winslett to explore Gibbs Gardens in Ball Ground, Georgia. There are many wonderful plantings and exhibits to explore for photographers. There will be plenty of opportunity to practice your nature photography, especially making great flower, close-up and macro images.

Sep 20 | On-site - Ball Ground, GA
F, 9:00a-1:00p

Architectural Photography *New*

\$129 | 5 hrs

Sep 28 | Dahlonega
Sa, 9:00a-2:00p

Real Estate Photography

\$129 | 6 hrs

This course introduces students to the essential equipment and techniques needed to create successful real estate photography.

Topics covered include: gear (cameras, lenses and tripods), shooting real estate photography

DRIVER'S EDUCATION CERTIFICATE PROGRAM \$425 | 36 hrs

This program is approved by the Georgia Department of Driver Services to satisfy Joshua's Law requirements in order to obtain a driver's license. The program includes 30 hours of classroom time plus three 2-hour sessions in the car, for a total of six hours of individual instructional drive time.

Student MUST attend all thirty hours of classroom instruction and complete the six hours of in-car instruction to pass the course. Participants must have a valid driver's permit (Learner's License).

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Sep 7 - Sep 16 | Gainesville
Sa/Su/Mo, 8:00a-2:30p
*9/16, 8:00a-11:30a

Driving Test Evaluation and Test Prep \$129 | 2.5 hrs | Gainesville Call to Register

This 2.5 hour private lesson will prepare students and practice required maneuvers on the basic skills portion of the driving test: parallel parking, turnabout and backing on DDS specified testing track under guidance of driving instructor. Students will also be taken on a simulated road test with scoring based on DDS guidelines.

Purpose: To evaluate and prepare students for the DDS test and familiarize students with test format and scoring parameters.

Note: This course involves behind-the-wheel practice, not classroom prep.

Six-Hour Driving Package \$325 | 6 hrs | Gainesville Call to Register

If you have completed your 30 hours of Driver's Education instruction online or through another approved program but still need actual behind-the-wheel driving instruction, this course is for you.

Note: Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Behind-The-Wheel Driving Lessons \$119 | 2 hrs | Gainesville Call to Register

Two-hour one-on-one driving lesson with Driver's Education Instructor. Dates and times are arranged with driving instructor (vehicle is provided). Students under 18 years of age must be accompanied by a parent or guardian.

Introduction to Drawing *New* \$179 | supplies not included | 16 hrs

This class will cover shape, form, value, color, proportion, interpretation and expression. Students will learn how to sketch fruits, vases, flowers and other common objects of their choice. Graphite pencils and colored pencils will be used. A supply list will be given upon registration.

Sep 17 - Nov 5 | Gainesville
Tu, 6:00p-8:00p

Oil Painting \$119 | supplies not included | 15 hrs

Sep 17 - Oct 22 | Dahlonega
Th, 6:00p-8:30p

Sep 19 - Oct 24 | Gainesville
Th, 6:00p-8:30p

Oct 31 - Dec 12 | Gainesville
Th, 6:00p-8:30p

Basic Handgun Safety Training \$149 + supplies and range fee | 7 hrs

Minimum age is 21. There is an additional cost for range fee and supplies.

Sep 7 | Gainesville
Sa, 9:00a-5:00p

Nov 2 | Gainesville
Sa, 9:00a-5:00p

Situational Awareness \$99 | 3 hrs

Turning vigilance into a skill set can help you see and avoid danger before it happens. Being situationally aware means you can read the body language and hear the thoughts of potential predators. In other words, you know what's going on around you. Vigilance or situational awareness allows the average law-abiding citizen the ability to outthink and evade violent criminals before they can attack.

Oct 19 | Gainesville
Sa, 6:00p-9:00p

Heartsaver First Aid/CPR/AED \$110 | 4 hrs

Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Students will earn an American Heart Association two-year certificate.

Sep 21 | Gainesville
Sa, 10:00a-2:00p

Conversational English \$129 | 12 hrs

In this six-week Conversational English

P.O. Box 1353 | Gainesville, GA 30503



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