GEORGIAN COURT UNIVERSITY
MAKE IT YOUR PLACE

• Meet GCU students and admissions counselors.
• Get to know faculty and the subjects that make them passionate about teaching.
• Explore academic majors and student clubs and programs.
• Discover how supportive staff members can help you achieve your goals with a Georgian Court degree.

Register now for a campus visit, Open House, or information session to learn how GCU helps you expand possibility—for your life and for your future!

Take our virtual tour at georgian.edu/visit.
TABLE OF CONTENTS

PROFESSIONAL STUDIES

Allied Health .................................................. 5
Business .......................................................... 11
Communication ................................................. 17
Education .......................................................... 18
ESL and Language ............................................. 20
Human Resources ............................................... 21
Information Technology ....................................... 22
Logistics & Supply Chain .................................... 29
Social Work ....................................................... 33

PERSONAL INTEREST

Arts, Culture & Leisure ......................................... 36
MOSAIC courses/events ....................................... 40
Finance & Retirement .......................................... 47
Fitness & Recreation ............................................ 48
Language & Communication .................................. 52
Technology & Trends .......................................... 55
Registration & Information .................................... 58
Campus Map ....................................................... 61
WELCOME TO GEORGIAN COURT UNIVERSITY
CENTER FOR
PROFESSIONAL STUDIES
Welcome to Georgian Court University’s Center for Professional Studies Spring 2020 Catalog. Georgian Court University prides itself on offering a curriculum that is broad enough to be truly liberal, yet specialized enough to provide in-depth preparation for careers or further study. The Center for Professional Studies expands that curriculum by providing you—employers, students, alumni and the community—with a mix of career and work-related opportunities as well as personal enrichment and lifelong learning programs.

Whether you are looking for an entry-level career training program or an industry credential to advance your career, we are certain you will find what you need here. Inside, you’ll discover dozens of courses in allied health, business, communication, human resources, information technology, logistics and supply chain expertise, social work and personal interest. Our classes are available on your schedule: day, evening, weekends, and even online.

The Center for Professional Studies is one of several Georgian Court University initiatives focused on meeting the educational and workplace needs of today so that we can ensure an even better tomorrow. You can learn more about GCU’s plans for growth and expansion at georgan.edu/Strategic-Compass or visit the Center for Professional Studies on the web at georgan.edu/cps.

I look forward to connecting with you soon,

Leah M. Pontani, MBA
Associate Vice President for Professional Studies & Business Development
Georgian Court University
Online Learning
anytime, anywhere... just a click away!

Categories Include:
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly; are project-oriented; and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- Categories Include:
  - Accounting and Finance
  - Business
  - College Readiness
  - Computer Applications
  - Design and Composition
  - Healthcare and Medical
  - Language and Arts
  - Personal Development
  - Teaching and Education
  - Technology

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. Upon successful completion of all required coursework, you will receive a certificate of completion.

- 6–18 Month Format
- All materials included
- Prepare for certification
- Student advisors
- 6-Week Format
- Discussion areas
- Monthly start sessions
- Expert instructor

Visit our website to find a course!

careertraining.ed2go.com/Georgian
ed2go.com/Georgian

EXPERIENCE THE PRIDE OF GEORGIAN COURT—OUR STUDENT-ATHLETES!

The GCU Lions compete in 14 NCAA Division II sports. Join in the winter fun and spring fandom of softball, plus men’s and women’s basketball, lacrosse, and track and field.

Visit GCULions.com to check out sports schedules.
ALLIED HEALTH

EKG Technician Certification
This comprehensive 50-hour EKG Technician Certification program prepares students to function as EKG technicians. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. This course will include important practice and background information on the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

Textbook(s) and National Healthcareer Association Certified EKG Technician (CET) exam included.
March 23–May 13 (15 Sessions) M/W 6:00–9:30 PM
Tuition: $1,325

Phlebotomy Technician
This 90-hour Phlebotomy Technician program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Training must include successfully performing a minimum of 30 venipuncture and 10 capillary sticks on live individuals to be eligible for the CPT exam. Lab work will include collecting blood specimens on manikin arms and on volunteer human subjects.

Textbook(s) and National Healthcareer Association Certified Phlebotomy Technician (CPT) exam included.
March 10–May 21 (24 Sessions) Tu/Th 6:00–9:30 PM
Sat 9:00 AM–3:00 PM (3/21, 4/18, 5/9)
Tuition: $1,925
Patient Care Technician (CPCT)

Patient care technicians work in hospitals, clinics, rehabilitation centers, long-term care facilities, physician’s offices, and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues, including rehabilitation services, diagnostic tests, basic bedside care, collection of laboratory specimens, phlebotomy, and EKGs. In addition to labs requiring a student to practice and demonstrate EKG, phlebotomy, and baseline nursing skills, lecture topics of this program include medical terminology, anatomy and physiology, and miscellaneous patient care concepts. Other topics include HIPAA, vital signs, patient care, personal hygiene and grooming, and aseptic technique, among others.

Textbook(s) and National Healthcareer Association Certified Patient Care Technician (CPCT) exam included.

March 10–June 4 (28 Sessions)  Tu/Th 6:00–9:30 PM
Tuition: $2,175  Sat 9:00 AM–4:00 PM (3/21, 4/4, 4/18, 5/2, 5/16)

Pharmacy Technician Program w/ a Clinical Externship (CPhT)

This comprehensive 80-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. As part of this Pharmacy Technician program, you will be eligible to participate in an 80 hour clinical externship.

Textbook(s) and Pharmacy Technician Certified Board (PTCB) Certified Pharmacy Technician (CPhT) exam voucher included.

March 9–June 3 (23 Sessions)  M/W 6:00–9:30 PM
Tuition: $1,848
Medical Billing and Coding (CBCS)

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (introduction and guidelines), and basic claims processes for medical insurance and third-party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS).

After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC) or Certified Outpatient Coder Exam (COC); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other national certification exams.

Textbook(s) and National Healthcareer Association Certified Billing and Coding Specialist (CBCS) exam voucher included.

March 9–May 18 (28 sessions) M/W 6:00–9:30 PM
Tuition: $2,025
Sat 9:00 AM–3:00 PM (3/28, 4/25)

Medical Office Manager (CPPM)

Prerequisite: A minimum of two years’ health care experience is strongly recommended.

This in-depth program combines several programs—Microsoft Word 2016, Microsoft Excel 2016, Medical Terminology, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM)—to give you the foundation and training needed to be a medical office manager.

Upon completion of this program, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), and the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive the study guide materials, access to practice exams, AAPC membership, and a voucher for each exam.

ONLINE: Self-Paced (555 Hours)
Tuition: $3,995
For more information or to register, visit careertraining.ed2go.com/Georgian.
American Heart Association Basic Life Support (BLS) Provider

The American Heart Association’s (AHA) Basic Life Support (BLS) course provides the foundation for saving lives after cardiac arrest. Updated to reflect 2015 science, BLS teaches the concepts of high-quality CPR, improvement of chest compression fraction, and high-performing team dynamics.

BLS from AHA offers the advantages of content representing the latest resuscitation science for improved patient outcomes; realistic scenarios, simulations, and animations depicting rescuers, teams, and patients; and course and content flexibility for AHA instructors and students, including adaptability to local protocols.

Jan. 18 (1 Session) Sat 9:00 AM–1:30 PM
Tuition: $85
Instructor: LifeForce USA

May 14 (1 Session) Th 6:00–10:30 PM
Tuition: $85
Instructor: LifeForce USA

American Safety and Health Institute CPR and AED (Adult and Child)

The American Safety and Health Institute’s (ASHI) CPR and AED course is designed specifically for individuals, and is an excellent choice for both the community and workplace setting. This extremely flexible program will help prepare individuals to respond to a cardiac arrest and choking. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC.

Certification is valid for two years from course completion date.

March 23 (1 Session) M 6:30–9:00 PM
Tuition: $75
Instructor: LifeForce USA

American Safety and Health Institute Basic First Aid

The American Safety and Health Institute’s (ASHI) Basic First Aid helps students develop basic first aid knowledge and skills and the confidence to respond. The program is an excellent choice for both the community and workplace setting, and conforms to the 2015 AHA and ARC Guidelines Update for First Aid. The course covers various sudden injuries, sudden illness, and environmental emergencies.

Certification is valid for two years from course completion date.

March 25 (1 Session) W 6:30–9:00 PM
Tuition: $60
Instructor: LifeForce USA
American Heart Association Advanced Cardiac Life Support Provider

The American Heart Association’s (AHA) Advanced Cardiac Life Support (ACLS) course has been updated to reflect new science based on the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (2015 AHA Guidelines for CPR and ECC).

This course builds on the foundation of lifesaving basic life support skills, emphasizing the importance of continuous, high-quality CPR. This advanced course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

**Lunch will be provided on both dates.**

April 2 & 3 (2 Sessions)  Th/F 9:00 AM–4:00 PM
Tuition: $325
Instructor: LifeForce USA

Certified Clinical Medical Assistant (CCMA)

Clinical medical assistants are versatile and valuable members of the health care team who can handle a broad range of duties, including reception, telephone, scheduling, accounts receivable, data entry, vital signs, patient history, oral and parenteral medications, phlebotomy, assisting with exams, patient education, minor office procedures, ECGs, and laboratory testing. The greatest value of a medical assistant is in helping physicians optimize their office flow, which allows for more patients to be seen.

In this course, you will learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties.

**National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam voucher included.**

ONLINE: Self-Paced (540 Hours)
Tuition: $2,495
For more information or to register, visit careertraining.ed2go.com/Georgian.
**Nutrition for Optimal Health, Wellness, and Sports**

Whether you are a health or medical professional, a registered dietitian, a fitness professional, or just someone who’s concerned about their own health, the Nutrition for Optimal Health, Wellness, and Sports program will teach you about developing individualized nutritional programs. You’ll explore topics such as energy and nutrient needs for daily living, with emphasis on particular physical activities, common myths and fallacies concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations.

The American College of Sports Medicine’s Professional Education Committee certifies that Educational Fitness Solutions, Inc., who works with us to bring you this course, meets the criteria for official ACSM Approved Provider status (Providership #672784). This course is approved for 80 Continuing Education Credits through ACSM.

**Continuing Education Credits**

The Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association (ADA), has approved this program for 120 Continuing Professional Education Units (CPEUs), or 40 CPEUs per each individual program taken separately for both registered dietitians and dietetic technician, registered.

The following national organizations and associations have approved the Nutrition for Optimal Health, Wellness, and Sports Online program for Continuing Education Credits/Units (CECs/CEUs):

- American Senior Fitness Association: 2.0 CEUs per program
- Health and Fitness Professionals Association: 30 CECs per program
- National Council on Strength and Fitness: 10 CEUs per program
- National Federation of Professional Trainers: 1 CEC per program, equivalent to an entire six-month CEC requirement
- National Strength Professional Association: 2 CEUs per program

ONLINE: Self-Paced (200 Hours)
Tuition: $1,995
For more information or to register, visit careertraining.ed2go.com/Georgian.
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. You will work through all the major components of writing 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.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

Business Finance for Non-Finance Personnel

Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and use financial statements to make better business decisions.

Whether you’re an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company’s financial situation.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

Accounting Fundamentals

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
What Every Small Business Owner Needs to Know About HR

Did you know that every year, collectively, small business owners in the United States pay the government millions of dollars for violating labor laws? The government not only has the ability to penalize a small business owner with thousands of dollars in fines and/or back pay to employees, but they can also issue orders to reinstate an employee and even order jail time for the company’s owners. Human resources can be one of the most complicated aspects of running a business. This is why it is vital that small business owners know the basics of HR, such as what interview questions you should and shouldn’t ask, the difference between contractors, temps, and full-time employees and how to reduce the chances of fines and penalties for such things as noncompliance.

Feb. 18 & 20 (2 Sessions)  Tu/Th 6:00–9:00 PM
Tuition: $75
Instructor: Krishna Powell

PMI Risk Management Professional (PMI-RMP)*

If you manage complex projects, earning the PMI-RMP certification confirms that you can identify, assess, and mitigate project risks. This online project management course will fully prepare you for the Project Management Institute’s (PMI) Risk Management Professional certification exam.

If you have advanced knowledge and experience in risk management, or if you are a project manager focused on project risk management, including for large projects and/or complex environments, then the PMI-RMP® certification is an excellent choice for you.

While there are no prerequisites to take this course, PMI requires the following to be eligible for the exam:

- Secondary degree (high school diploma, associate degree, or the global equivalent)
- 4,500 hours of project risk management experience
- 40 hours of project risk management education

OR

- Four-year degree (bachelor’s degree or the global equivalent)
- 3,000 hours of project risk management experience
- 30 hours of project risk management education

For PMI Risk Management Professional certification requirements, please visit pmi.org.

ONLINE: Self-Paced (50 Hours)
Tuition: $695
For more information or to register, visit careertraining.ed2go.com/Georgian.
SHRM Body of Competency and Knowledge (SHRM BoCK™): Certification Preparation

HR professionals are facing new and larger challenges each day, due in part to a changing workforce, shifting legislation and regulations, and so much more. Ensure you’re prepared for these changes and anything else thrown your way with the Society for Human Resource Management’s (SHRM) global HR credentials: SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®).

By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today’s global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our course can help you get there. Our course combines expert instruction with the 2019 SHRM Learning System to offer a comprehensive and effective way to prepare for success on your SHRM-CP® and SHRM-SCP® exams.

*Textbooks and access to the 2019 SHRM Learning System included.*

**HYBRID:** Feb. 22–May 2 (11 Sessions)
**CLASSROOM:** Sat 2/22, 9:00 AM–4:00 PM, Sat 3/28 & 5/2, 9:00 AM–12:00 PM
**ONLINE:** W 6:00–9:00 PM
Tuition: $1,495
Instructor: Stephen W. Oliver, Ed.D.

To view exam and eligibility information, visit certification.shrm.org.

---

CUSTOMIZED TRAINING

The Center for Professional Studies at GCU works directly with individual employers and organizations to assess learning needs and develop customized solutions that can be immediately applied in the workplace. By delivering the skills people need, they can be better positioned to achieve operational goals.

**Contact us to learn about custom courses for:**

- Supervisory and Leadership
- Verbal Communication
- Customer Service
- Project Management
- Business and Technical Writing
- Succession Planning

Visit [georgian.edu/cps](http://georgian.edu/cps) for details.
Certified Supply Chain Professional (CSCP)

The APICS Certified Supply Chain Professional program brings your company’s entire end-to-end supply chain into perspective. From manufacturing companies to service providers, supply chain effectiveness in the global economy is increasingly critical for business and professional success. Customer expectations are high, and with the APICS CSCP certification, you can ensure that your company not only meets them, but exceeds them.

The program consists of 40 hours of instruction divided into three modules:
- Supply Chain Strategy and Design,
- Supply Chain Planning and Execution, and
- Supply Chain Improvement and Best Practices.

To obtain the CSCP certification, each participant will have to sit for a formal exam. Upon successful completion, APICS will issue the CSCP certification.

Textbooks and a one-year license to the CSCP computer learning system included.

Feb. 18–May 19 (13 Sessions) Tu 6:00–9:00 PM (No class 3/3)
Tuition: $2,350
Instructor: Peter J. Blok, PhD

Certified Quality Improvement Associate (CQIA)

Prerequisite: Candidates must have two years of work experience, or an associate degree or two years of equivalent higher education.

Defining quality can be a challenge because it means different things to different people. It could mean meeting or exceeding the needs of customers, or it could mean products being free from defects. Perhaps it’s the excellent customer service you receive from an organization or the efficient processes used to provide a product or service.

This course introduces quality concepts to help you understand what quality means and how it is used every day gathered from a variety of industries. It will help prepare you for the American Society for Quality (ASQ) Certified Quality Improvement Associate (CQIA) certification exam. The course outline follows the CQIA body of knowledge (BoK) and explores the history and evolution of quality, quality tools, working with teams, assessing customer-supplier relationships, and more.

This course includes a prepaid voucher for the American Society for Quality (ASQ) Certified Quality Improvement Associate certification exam upon eligibility and course completion.

ONLINE: Self-Paced (25 Hours)
Tuition: $995
For more information or to register visit careertraining.ed2go.com/Georgian.
PMP® Exam Preparation

Ensure you’re prepared for the rigorous PMP exam! This intensive program combines expert instruction with The CertWise® Learning System for PMP® Exam Preparation training materials including interactive online study tools, quizzes, flashcards and a practice test.

Project Management Professional (PMP)® certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US$20,000 more annually than non-credentialed jobholders.

- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 793,000 PMP credential holders.

Our course will help you learn faster, retain more knowledge and stay on track for success on the PMP exam and meets PMI’s 35 contact hour PMP Exam requirement.

Learn more about PMP certification benefits at pmi.org.

Textbooks and access to The Learning System for PMP® Exam Preparation included.

HYBRID: Mar. 12–June 11 (13 Sessions)
CLASSROOM: Th 3/12, 3/19, 3/26, 4/2, 4/16, 4/23, 5/14, 5/21, (6/11 in-person review), 6:00–9:00 PM (No class 4/9)
ONLINE: Th 4/30, 5/7, 5/28 & 6/4, 6:00–9:00 PM
Tuition: $1,495
Instructor: Jerry Russell, PMP
Professional Administrative Certification of Excellence (PACE)

Today’s admins have evolved from answering telephones and performing other basic office duties to taking on tasks that include scheduling events, organizing and managing meetings, overseeing multiple databases, analyzing budgets, and helping senior management with reporting. Admins need to be continually learning and growing in their profession in order to stay apace with the modern workplace. They must seek out opportunities to take additional training and enhance their knowledge through programs such as PACE certification.

This program consists of four learning modules and includes classroom lecture, hands-on exercises, and online self-study material and practice exams.

- **Module 1: Interpersonal Communications:** Interpersonal communication is the fundamental skill for success in any business environment: You’ll cover persuasion, written communications, confidentiality, self-promotion, and others.
- **Module 2: Task and Project Management:** Above all, you are evaluated on your ability to get things done—so you’ll cover best ways to move work forward, manage time, supervise events, handle travel and e-mails, and manage workspaces.
- **Module 3: Computer and Internet Technologies:** Ensure you’re on top of critical digital communications and tools—by covering critical hardware and software, productivity tools, online research, security, and networked computing. Microsoft Office programs Word, Excel, PowerPoint, and Outlook will be covered.
- **Module 4: Management Skills:** Guiding others is a critical skill for every upwardly mobile admin professional. That’s why you’ll cover vision, mission, and values; leadership; staff relations; decision-making; and team management.

Feb. 20–May 7 (12 Sessions) Th 6:00–9:00 pm (No class 3/5 & 4/9)
Tuition: $825
Instructor: Patty Dolce
COMMUNICATION

Branding Yourself for Success

Did you know that branding yourself for success begins before you even open your mouth to speak? In this intensive workshop, we will look at the three main avenues you have to brand yourself and how to utilize each effectively—social media, in person, and over the phone. If you have a laptop or tablet, please feel free to bring it with you. This will be a hands-on workshop where the class will review and work on their branding right in the classroom. Bring your social media login information so that you can also work on your social media accounts. It is recommended that you set up LinkedIn, Facebook, and Instagram accounts before you come to class.

Jan. 28 & 30 (2 Sessions)  
Tu/Th 6:00–9:00 PM
Tuition: $65
Instructor: Krishna Powell

Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

ONLINE: Begins Monthly (12 Sessions)  
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.

Fundamentals of Technical Writing

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use. You will learn how to translate complex information into easily understood language and become a wizard at marrying the art of publishing with the science of technology.

You will also learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically.

ONLINE: Begins Monthly (12 Sessions)  
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
Business and Marketing Writing

Using clear explanations, real-life examples, and an animated style, the course solidifies the relationship between business, marketing principles, and written communications. You will learn how business and marketing objectives affect writing choices. You’ll get practical writing instruction in grammar, clarity, structure, and more. You’ll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. This course will help you understand the power of writing and use it to present a solid, cohesive message to your target audience.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

EDUCATION

Child Development Associate (CDA)

If you like working with children, a career as a childcare professional might be right for you. This certificate program in childcare and education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed, online learning environment.

This program offers comprehensive coverage of all the topics you need to master to earn the certification. In a series of courses, you’ll learn about children’s physical, intellectual, social, and emotional development. You’ll gain insights into how to foster positive relationships with families, and how to record children’s progress and behavior. You’ll also develop an understanding of how to create a safe and healthy environment for children and childcare workers. Upon completion of the program, you will have met the 120 hours of professional development required by the Council of Professional Recognition in order to obtain the national CDA credential.

This affordable, self-paced, online program is designed especially for working adult students. You’ll learn at your own pace and benefit from the support of a committed, knowledgeable instructor. You can start the program at any time of the year. Start preparing for your future now! You will be given six months to complete the program; however, since the coursework is self-paced, you may be able to complete it in less time.

Note: The CDA credential is not provided with this program. This program provides students with the education requirements needed to obtain their credential. Please visit cdacouncil.org to see the requirements to apply for the CDA.

ONLINE: Self-Paced (120 Hours)
Tuition: $850
For more information or to register, visit ed2go.com/Georgian.
Survival Kit for New Teachers

Feel a little trepidation before entering your classroom? You’re not alone! Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full time, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze.

Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive course, you’ll learn the particulars of running a motivational classroom that will feel like home to your students. You’ll discover how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events, and keep stress at bay so you can feel good about going to work every morning. You’ll reap the benefits gained through many years of firsthand classroom experience!

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

Teaching Smarter With SMART Boards

In this course, you’ll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You’ll explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. You’ll also go beyond the bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. Finally, you’ll get some simple trouble-shooting tips that will come in handy if your SMART board isn’t acting as smart as it should.

By the time you’re done with this course, you’ll be an expert at using your new high-tech tools to plan SMART board lessons that provide engaging, thought-provoking, and easy-to-update material for today’s media-savvy learners.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
ESL AND LANGUAGE

Spanish for Medical Professionals

With increasing numbers of Spanish-speaking patients entering the health care system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons and give you an advantage over other health care workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register visit ed2go.com/Georgian.

Spanish for Law Enforcement

Whether you’re new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You’ll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You will learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you will be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
HUMAN RESOURCES

SHRM Body of Competency and Knowledge (SHRM BoCK™): Certification Preparation

HR professionals are facing new and larger challenges each day, due in part to a changing workforce, shifting legislation and regulations, and so much more. Ensure you’re prepared for these changes and anything else thrown your way with the Society for Human Resource Management’s (SHRM) global HR credentials: SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®).

By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today’s global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our course can help you get there. Our course combines expert instruction with the 2019 SHRM Learning System to offer a comprehensive and effective way to prepare for success on your SHRM-CP® and SHRM-SCP® exams.

Textbooks and access to the 2019 SHRM Learning System included.

HYBRID: Feb. 22–May 2 (11 Sessions)
CLASSROOM: Sat 2/22, 9:00 AM–4:00 PM, Sat 3/28 & 5/2, 9:00 AM–12:00 PM
ONLINE: W 6:00–9:00 PM
Tuition: $1,495
Instructor: Stephen W. Oliver, Ed.D.

To view exam and eligibility information, visit certification.shrm.org.

What Every Small Business Owner Needs to Know About HR

Did you know that every year, collectively, small business owners in the United States pay the government millions of dollars for violating labor laws? The government not only has ability to penalize a small business owner with thousands of dollars in fines and/or back pay to employees, but they can also issue orders to reinstate an employee and even order jail time for the company’s owners. Human resources can be one of the most complicated aspects of running a business. This is why it is vital that small business owners know the basics of HR, such as what interview questions you should and shouldn’t ask, the difference between contractors, temps, and full-time employees and how to reduce the chances of fines and penalties for such things as noncompliance.

Feb. 18–20 (2 Sessions) Tu/Th 6:00–9:00 PM
Tuition: $75
Instructor: Krishna Powell

Visit georgian.edu/cps to register or for more information.
CompTIA IT Fundamentals (ITF+)

CompTIA IT Fundamentals (ITF+) is an introduction to basic IT knowledge and skills. The CompTIA IT Fundamentals exam focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end users and entry-level IT professionals alike, including

- using features and functions of common operating systems and establishing network connectivity,
- identifying common software applications and their purpose, and
- using security and web browsing best practices.

This exam is intended for candidates who are advanced end users and/or are considering a career in IT. The exam is also a good fit for individuals interested in pursuing professional-level certifications, such as A+.

Feb. 22–March 1 (4 Sessions) Sat/Sun 8:30 AM–5:00 PM
Tuition: $525
Instructor: John DeJesus

CompTIA A+ Core 1 and Core 2

Prerequisite: It is recommended that you have at least six months of working in an environment that markets or relies on IT-related services or have passed the CompTIA IT Fundamentals (ITF+) exam.

The Official CompTIA® A+® Core 1 and Core 2 course provides the background knowledge and skills you will require to be a successful A+ technician. It will prepare you to take the CompTIA A+ Core Series certification examinations (exam numbers 220-1001 and 220-1002) to become a CompTIA A+ Certified Professional.

CompTIA A+ certified professionals are proven problem solvers. They support today’s core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers in today’s digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in endpoint management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

March 14–April 19 (10 Sessions) Sat/Sun 8:30 AM–5:00 PM (No class 4/11–12)
Tuition: $1,795
Instructor: John DeJesus
CompTIA Cloud Essentials

Prerequisite: It is recommended that you have at least six months of working in an environment that markets or relies on IT-related services.

CompTIA Cloud Essentials is aimed at business professionals and non-IT staff who want the understanding of cloud computing principles based on real-world issues and practical solutions. After studying with the CompTIA Cloud Essentials CLO-001 Certification Study Guide, you’ll be able to:

- Understand the fundamental concepts, business aspects, and impact of cloud computing.
- Differentiate the types of cloud solutions and the adoption measures needed.
- Identify the technical challenges and the mitigation measures involved in cloud computing.
- Identify the steps to successfully adopt cloud services.
- Understand the basic concepts of ITIL and describe how the ITIL framework is useful in the implementation of cloud computing in an organization.
- Identify the possible risks involved in cloud computing and the risk mitigation measures, as well as identify the potential cost considerations for the implementation of cloud and its strategic benefits.

May 2–16 (3 Sessions)                   Sat 8:30 AM–5:00 PM
Tuition: $1,425
Instructor: John DeJesus

CompTIA Linux +

This course is designed for IT professionals whose primary job responsibility is the management of servers and other devices running the Linux operating system. A typical student in this course should have at least 9 months of hands-on Linux experience and at least 18 months of IT experience in other computing environments. The target student should wish to expand their skillset to support their career in Linux system administration and operation.

This course is also designed for students who are seeking the CompTIA Linux+ certification and want to prepare for Exam XK0-004. The Linux+ certification can validate the student’s understanding and skill in configuring, monitoring, and supporting Linux systems. This course builds on your existing experience with systems operations and administration to provide you with the knowledge and skills required to configure, manage, operate, and troubleshoot a Linux environment by using security best practices, scripting, and automation.

Feb. 3–April 1 (16 Sessions)            M/W 6:00–8:00 PM
Tuition: $1,895
Instructor: Daniel A. Houli

Visit georgian.edu/cps to register or for more information.
Introduction to Python
Created in the 1990s, Python is an open source tool used by companies across multiple domains. Python is an in-demand skill for accomplishing multiple programming needs. This introductory course provides you the foundational understanding of Python programming.

Python can be used in
- web/internet development,
- scientific and numeric computing,
- education and learning,
- software development, and
- numerous business applications.

Jan. 25–Feb. 29 (8 Sessions)  Sat 9:30–11:00 AM
Tuition: $195
Instructor: Daniel A. Houli

Introduction to Microsoft Office 2016
Being able to work with Microsoft Office programs is a must today. In this course, students will be introduced to the Microsoft Word, Excel, PowerPoint, and Outlook applications and learn the basic essentials of using them.

Feb. 4–March 31 (8 Sessions)  Tu 6:00–9:00 PM (No class 3/3)
Tuition: $325
Instructor: Valerie Marsden-Gray

Microsoft Excel 2016 Level 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

Feb. 4–13 (4 Sessions)  Tu/Th 6:00–9:00 PM
Tuition: $175
Instructor: Angela Fladger
Microsoft Excel 2016 Level 2

Prerequisite: Completion of Microsoft Excel 2016 Level 1 or equivalent knowledge.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016 Level 1 course and will start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

March 24–April 2 (4 Sessions)       Tu/Th 6:00–9:00 PM
Tuition: $175
Instructor: Angela Fladger

Microsoft Excel 2016 Level 3

Prerequisite: Completion of Microsoft Excel 2016 Level 2 or equivalent knowledge.

This course builds off of the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2016 Levels 1 and 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you’ll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

April 21–30 (4 Sessions)       Tu/Th 6:00–9:00 PM
Tuition: $175
Instructor: Angela Fladger
Microsoft Excel 2016 MOS Exam Prep

Students who complete all three levels of Excel 2016 will be eligible to sit for the Microsoft Office Specialist Excel 2016 certification exam. This certification demonstrates that you have the skills needed to get the most out of Excel by earning a Microsoft Office Specialist (MOS) certification in a specific Office program.

Prepare with the best for your Microsoft Office 2016 Excel Certification Exam with this 12-hour test preparation course. Feel confident, hone your test-taking skills, and calm your exam fears with the practice exam. With a focus on skill assessment and a performance-based format, this preparation course will prepare you for your certification exam and provide you a competitive edge in today’s academic and professional environments.

Students will receive one Microsoft Office Specialist Exam Voucher with a retake plus the GMetrix practice test license that includes access for a single application certification exam up to 30 times during a one-year period. Additional exam proctor fees may apply. For more information or to schedule your exam, contact your local Certiport Authorized Testing Center.

Tuition: $150
Instructor: Angela Fladger

Please visit microsoft.com for more information on Microsoft Office certification exams.

Data Science Certification Path

Demand for data analysts and data scientists is skyrocketing – in fact, the U.S. Bureau of Labor Statistics reports that 11.5 million new data job openings will be available by 2026. The Logical Operations certification path prepares students with the skills required for these in-demand jobs. Each course and certification builds upon the previous and offers the student the opportunity to move beyond data analyst and into data scientist.

Jumpstart your data science training with this exciting certification path from Logical Operations!

![Data Analyst](Logical Operations)

Students completing all of the certifications listed on the left will earn the Logical Operations Data Analyst badge.
Tableau Desktop Level 1

Prerequisite: To ensure your success in this course, you should have experience managing data with Microsoft® Excel®.

This course is designed for professionals in a variety of job roles who are currently using desktop or web-based data-management tools to perform numerical or general data analysis. This includes capturing and reporting on data to peers, executives, and clients. These professionals must also provide data visualizations in reports or explain data analysis through visualizations.

The creation of data-backed visualizations is a key way data scientists, or any professional, can explore, analyze, and report insights and trends from data. Tableau® was built to connect to a wide range of data sources, and it allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau’s data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

Tableau Desktop Level 2

Prerequisite: Completion of Tableau® Desktop Level 1. Experience with other data analytics tools, such as Google Analytics™ or customer relationship management (CRM) tools, as well as an understanding of database design concepts or a background in statistical analysis, will help you get even more out of Tableau.

This course is designed for professionals in a variety of job roles who are currently using Tableau to perform numerical or general data analysis, visualization, and reporting. They need to provide data visualizations from multiple data sources, combine data to show comparisons, manipulate data through calculations, create interactive visualizations, or create visualizations that showcase insights from statistical analysis.

Data-backed visualizations allow anyone to explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Beyond the fundamental capabilities of creating data-driven visualizations, Tableau allows users to manipulate data with calculations to show insights, make visualizations interactive, and perform statistical analysis. This gives users the ability to create and share data-driven insights with peers, executives, and clients.
AWS (Amazon Web Services) Academy Cloud Foundations

AWS Academy Cloud Foundations is intended for students who seek a foundational understanding of cloud computing concepts, independent of specific technical roles. This 20-hour course provides an overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

Apr. 4, 18, 25 & May 2, 9 (5 Sessions)   Sat 9:00 AM–1:30 PM
Tuition: $455
Instructor: Prakash Rao

AWS (Amazon Web Services) Academy Cloud Architecting

Academy Cloud Architecting covers the fundamentals of building IT infrastructure on Amazon Web Services. The course is designed to teach solutions architects how to optimize the use of the AWS cloud by understanding AWS services and how these services fit into cloud-based solutions. Because architectural solutions can differ depending on industry, type of application, and size of business, this course emphasizes best practices for the AWS cloud, and it recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. It also presents case studies throughout the course, which showcase how some AWS customers have designed their infrastructures and the strategies and services that they implemented. Finally, this course also provides opportunities to build a variety of infrastructures via a guided, hands-on approach.

Microsoft® Power BI®

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of “big data” has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and a competitive advantage.

The creation of data-backed visualizations is a key way data scientists, or any professional, can explore, analyze, and report insights and trends from data. Microsoft® Power BI® software is designed for this purpose. Power BI was built to connect to a wide range of data sources, and it allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Power BI’s capabilities and features go far beyond those found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn it into thoughtful action.

COMING FALL 2020!
LOGISTICS & SUPPLY CHAIN

Certified Supply Chain Professional (CSCP)

The APICS Certified Supply Chain Professional certification program brings your company’s entire end-to-end supply chain into perspective. From manufacturing companies to service providers, supply chain effectiveness in the global economy is increasingly critical for business and professional success. Customer expectations are high—with the APICS CSCP certification, you can ensure that your company not only meets them, but exceeds them.

The program consists of 40 hours of instruction that is divided into three modules:

- Supply Chain Strategy and Design,
- Supply Chain Planning and Execution, and
- Supply Chain Improvement and Best Practices.

To obtain the CSCP, each participant will have to sit for a formal exam. Upon successful completion, APICS will issue the CSCP certification.

Textbooks and a one-year license to the CSCP computer learning system included.
Feb. 18–May 19 (13 Sessions) Tu 6:00–9:00 PM (No class 3/3)
Tuition: $2,350
Instructor: Peter J. Blok, PhD

Certified Logistics Technician (CLT)

The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a Certified Logistics Technician (CLT) certification covers core competency areas for frontline material-handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters. Topics will include global supply chain logistics life cycle, material-handling equipment, safety, quality control, order processing, inventory control, and more. Individuals are assessed for two credentials: the foundational-level Certified Logistics Associate (CLA) certificate and mid-level Certified Logistics Technician (CLT) certification. CLA is a prerequisite for CLT.

All course materials, access to online learning system, and exam fees are included.
HYBRID: Feb. 1 – March 21
CLASSROOM: Saturday 9:00 AM – 3:30 PM (30 min lunch) Feb 1, 15, 22, 29, March 14, March 21
ONLINE: W 6:00–9:00 PM Feb 4, 6, 11, 13, 18, 20, 25, 27, March 10, 12, 17, 19
Tuition: $2,950
Instructor: Marilyn Getinger

Visit georgian.edu/cps to register or for more information.
Certified Production Technician (CPT)

The purpose of the Certified Production Technician (CPT) certification program is to raise the level of performance of production technicians both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and competitiveness.

The CPT program consists of four individual certificate assessments:

- **Module 1:** Safety
- **Module 2:** Quality Practices and Measurement
- **Module 3:** Manufacturing Processes and Production—FALL 2020
- **Module 4:** Maintenance Awareness—FALL 2020

Candidates must earn all four certificates to receive the Full CPT certification.

Module 1: Safety

The first module in the Manufacturing Skill Standards Council (MSSC) CPT program provides an overview of the safety protocols required by OSHA and needed to work on the line with minimal risk of injury.

Students will learn how to

- work in a safe and productive manufacturing workplace;
- perform safety and environmental inspections;
- perform emergency drills and participate in emergency teams;
- identify unsafe conditions and take corrective action;
- provide safety orientation for all employees;
- train personnel to use equipment safely;
- suggest processes and procedures that support safety of work environment;
- fulfill safety and health requirements for maintenance, installation, and repair;
- monitor safe equipment and operator performance; and
- utilize effective, safety-enhancing workplace practices.
Tuition includes course materials, access to online learning system, and exam fee as well as MSSC candidate one-time required registration fee per student.

HYBRID: April 18 – May 9
ONLINE - Tues/Thurs 6:00 – 9:00 PM April 21, 23, 28, 30, May 5, 7
CLASSROOM - Saturday 9:00 AM – 3:30 PM (30 min lunch) April 18, 25, May 9
Tuition: $1,050
Instructor: Marilyn Getinger

Module 2: Quality Practices and Measurement

The Quality Practices and Measurement module focuses on continuous improvement concepts and how they relate to a quality management system. It is an introduction to a quality management system and its components including corrective/preventive actions; control of document and quality records; internal auditing of processes; and control of non-conforming product.

Students will learn how to:

- participate in periodic internal quality audit activities,
- check calibration of gages and other data collection equipment,
- suggest continuous improvements,
- inspect materials and product/process at all stages to ensure they meet specifications,
- document the results of quality tests,
- communicate quality problems.
- take corrective actions to restore or maintain quality,
- record process outcomes and trends,
- identify fundamentals of blueprint reading, and
- use common measurement systems and precision measurement tools.

Tuition includes course materials, access to online learning system, and exam fee.

HYBRID: May 23 – June 13
ONLINE - Tues/Thurs 6:00 – 9:30 PM May 26, 28, June 2, 4, 9, 11
CLASSROOM - Saturday 9:00 AM – 3:30 PM May 23, June 6, June 13
Tuition: $990
Instructor: Marilyn Getinger
TRANSFER TO GEORGIAN COURT UNIVERSITY!

Did you know GCU is one of the most transfer-friendly institutions in New Jersey? We have admissions agreements with several New Jersey community colleges and partnerships with other universities, making the transfer process easier and faster for you. Finish what you started—enroll now at GCU!

• As a transfer student, you can be accepted into the first-year, sophomore, or junior classes.

• Generally, you may transfer up to 90 credits from regionally accredited institutions with no more than 75 credits from two-year institutions.

• GCU transfer students are super successful and complete their programs faster than similar students nationwide.

• Georgian Court University is one of about 100 colleges nationwide on Phi Theta Kappa’s Transfer Honor Roll, which recognizes schools that do a great job of paving the way for transfer students.

Visit us online today!
SOCIAL WORK

Let’s Get Gritty! The Role of Psychological Grit in Achievement

This interactive presentation introduces grit theory, which contends that gritty people have the unique ability to push forward toward their goals regardless of obstacles and adversity. Research suggests grit is a greater determinant of success than intellectual ability. Attendees will develop strategies for facilitating grit in the clients with whom they work.

ONLINE: Feb. 25 (1 Session)  Tu 6:00–8:00 PM
Tuition: $35
Instructor: Megan Callahan Sherman, Ph.D., LCSW

Got Faith? Exploring the Role of Spirituality and Faithfulness in Social Work Practice

This webinar will discuss the role of spirituality and faithfulness in contemporary social work practice. Faith as a developmental process will be reviewed. Additionally, participants will understand the conceptualization of “meaning making” as a facilitator of personal growth and connection to a higher power. Three popular mediums for connecting mind and spirit will be discussed.

ONLINE: April 1 (1 Session)  W 6:00–8:00 PM
Tuition: $35
Instructor: Megan Callahan Sherman, Ph.D., LCSW

Young and Homeless: A Multi-Systemic Approach to Intervention

This webinar will introduce the statistics surrounding youth homelessness in New Jersey and nationally. Participants will understand the contributing factors to youth homelessness. The warning signs of youth at risk for runaway behavior will be discussed as well as the long-term social, educational, emotional and health consequences of homelessness. Participants will learn about best practices in working with homeless youth and be able to identify resources available to youth who are homeless or at risk for homelessness.

May 12 (1 Session)  Tu 6:00–8:00 PM
Tuition: $35
Instructor: Colleen Diveny, MSW, LCSW

Each of these webinars will provide two Continuing Education Units (CEUs) approved by the New Jersey Board of Social Work Examiners.

Visit georgian.edu/cps to register or for more information.
Located in historic Lakewood, New Jersey, Georgian Court University combines the lavish surroundings of the Gilded Age with the superior convenience of a state-of-the-art university. Located midway between New York City and Philadelphia, and just minutes from the Jersey Shore, the spectacular 156-acre campus is a National Historic Landmark and National Arboretum Site.

- Year-round meeting space, including a 10,000-square-foot exhibit hall
- State-of-the-art lecture and conference facilities with complimentary audiovisual equipment
- Summer conference housing
- Classically trained chefs
- Award-winning, professional event services
- Free on-site parking
- Free Wi-Fi

Make it your place for conferences and events at the Jersey shore.
ARTS, CULTURE & LEISURE

The Joy of Painting Instructional Painting Series

The Joy of Painting (1983–1994) was a half-hour American instructional television show hosted by painter Bob Ross. In each episode, he taught techniques for landscape oil painting, completing a painting in each session. In this series, students will be guided to re-create four paintings inspired by Bob Ross.

Courses will be offered at Art at Kayley’s Menagerie, 21 South Hope Chapel Road, Jackson Township, NJ 08527. All materials and supplies are included in the cost. Participants will leave each session with an acrylic painting.

Winter Mountain
Jan. 23 (1 Session) Th 6:30–9:00 pm
Tuition: $50

Black Waterfall
Jan. 30 (1 Session) Th 6:30–9:00 pm
Tuition: $50

Autumn Splendor
Feb. 6 (1 Session) Th 6:30–9:00 pm
Tuition: $50

Pastel Seascape
Feb. 13 (1 Session) Th 6:30–9:00 pm
Tuition: $50

ENROLL IN THE ENTIRE SERIES AND RECEIVE A DISCOUNT!
Jan. 23–Feb. 13 (4 Sessions) Th 6:30–9:00 pm
Tuition: $185

CRITICAL CONCERNS WEEK
March 23–26, 2020

The Sisters of Mercy, the sponsoring founders of Georgian Court University, have five areas of ongoing “critical concern” in the world which are the focus of prayer, education and advocacy. Each year, GCU dedicates a week to one of these themes. The urgent issue for Critical Concerns Week 2020 is Earth and Ocean.

See georgian.edu/events for details.
Chalk Couture

Chalk Couture™ is revolutionizing DIY and home décor with category-creating products like Chalkology™ Paste, Chalk Transfers™, Chalkology™ Ink, and our exclusive boards.

Join Chalk Couture artist Jessica Hein as she walks you through making your custom decorations, with various designs and colors to choose from! All supplies are included with the class fee.

**Shadow Box:** Make a customized 8” x 10” shadow box to hold memorabilia, highlight a holiday, or simply use as a decoration.
Feb. 8 (1 Session)  Sat 10:00 AM–12:00 PM
Tuition: $45
Instructor: Jessica Hein, Chalking With the Girls

**Throw Pillow:** Customize your own 20” x 20” throw pillow.
March 21 (1 Session)  Sat 10:00 AM–12:00 PM
Tuition: $45
Instructor: Jessica Hein, Chalking With the Girls

**Welcome Sign:** Make a custom 42” sign to welcome guests.
April 18 (1 Session)  Sat 10:00 AM–12:00 PM
Tuition: $55
Instructor: Jessica Hein, Chalking With the Girls

**Inspirational Sign:** Make a 9” x 12” inspirational sign. You will get to select from a variety of transfers and sayings.
May 16 (1 Session)  Sat 10:00 AM–12:00 PM
Tuition: $45
Instructor: Jessica Hein, Chalking With the Girls

**Introduction to Digital Scrapbooking**

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit [ed2go.com/Georgian](http://ed2go.com/Georgian).
Discover Digital Photography

This course will teach you all about digital cameras, from DSLRs to smartphone cameras, and what different equipment is used for. You’ll learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. If you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets.

By the course completion, you will understand how composing photos has changed with the evolving capabilities of digital photography.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.

Demystifying Japanese Culture

This course explores the Japanese culture, focusing on beliefs and values, food/herbs/health, language/calligraphy, architecture, and arts, including music/dance. Students will practice conversational greetings and writing Japanese language while appreciating common traditional Japanese music and dance forms.

March 10–April 7 (5 Sessions)   Tu 10:00 AM–12:00 PM
Tuition: $125
Instructor: Sachiko Komagata, PT, PhD

Japanese Calligraphy as Mindfulness Practice

In this course, you’ll learn about the most common Japanese calligraphy styles as you grow to appreciate the benefits of mindfulness in your daily life. Participants will enjoy a short, silent meditation before practicing the quiet art of mixing ink, handling a brush, and painting characters.

Ink, tools, and paper will be provided.

Jan. 29–Feb 26 (5 Sessions)   W 10:00 AM–12:00 PM
Tuition: $125
Instructor: Sachiko Komagata, PT, PhD
Forest Bathing (Shin Rin Yoku)

This four-week class will start each session in the classroom and then proceed outdoors to experience a forest therapy walk designed to increase sensory awareness in nature and increase health by decreasing stress and anxiety by wandering slowly through the forests on campus and experiencing a feeling of peaceful relaxation. Learners will learn what a “sit spot” is, experience nature through creative explorations, and end each class with a tea ceremony. Students will be encouraged to practice what they have learned at home during the week.

April 22, 29 & May 6, 13 (4 Sessions)  W 10:00 AM–12:00 PM
Tuition: $125
Instructor: Sharon Lohse, Certified Forest Therapy Guide, ANFT

The Art of Henna

Henna is a temporary tattoo used throughout the world as part of wedding or cultural traditions, and is sometimes referred to as mehendi or mehndi. This workshop takes a step-by-step approach to henna, from history to theory to practice. The design process is segmented into a few simple steps of how to make a simple henna design and after-care instructions. This is a great course for beginners and for those who want to brush up on any existing techniques.

March 14 (1 Session)  Sat 11:00 AM
Tuition: $25
Instructor: Henna by Jinal

Photoshop CC for the Digital Photographer

Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful subscription software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, you will master techniques to edit and enhance your digital images and add a professional polish to your work. The course offers simple, step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with Photoshop’s tools for correcting exposure, adjusting color and colorcasts, and work with Adobe’s powerful layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements from your images. You will discover how to work with raw images and prepare images for print or online use.

In this course, you will be guided through detailed explanations and instructions for using the tools that make this software so popular and unique in the world of digital editing. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian
Process Painting Women’s Group

Wild and Free Painting provides courses in the creative arts as a tool for self-care, self-discovery, personal growth, and exploration. We focus on the act of painting itself and your experience while painting rather than the final art product. We celebrate your creativity in all of its authentic form and return to the idea that creative expression can serve as a tool to heal, connect, uncover, reclaim, and discover. We leave the teaching of technique and model to follow for the traditional art class and instead use our intuition as a guide.

*Absolutely no prior art experience is necessary to enjoy the benefits of this process.*

Group participants will

- develop greater awareness of and connection to your own intuition;
- increase courage to follow your passion and take risks;
- create a new way of being with yourself that comes from a place of acceptance and compassion rather than inner critique, shame, and blame;
- discover a deeper connection within yourself and, in turn, feel more satisfied and connected in all other relationships; and
- learn the seven guiding principles of process painting.

*Group will be meet at Wild and Free Painting, LLC, 660 Tennent Road, Suite 106, Manalapan, NJ 07726. Materials are included.*

March 5–April 9 (6 Sessions) Th 10:00 AM–12:00 PM
Tuition: $330
Instructor: Elissa Arbeitman, MA, ATR-BC

Presidential Humor: Intentional and Accidental

Take a light-hearted look at the men in the Oval Office and how humor influenced their presidencies. Abraham Lincoln, John F. Kennedy, Ronald Reagan, and many other American presidents understood how valuable humor is when communicating with the public. We will watch rare clips of U.S. presidents at their funniest, plus a special series of clips featuring presidential gaffs, bloopers, and imposters.

Feb. 12 W 6:00–7:30 PM
Tuition: $15 Location: Little Theatre
Presenter: Sal St. George of St. George Productions

Represents MOSAIC events brought to you by the McAuley Community Center. MOSAIC events require advance registration.
Tearooms and Taverns

Over the years, women have sipped tea, and men have frequented taverns for a beer or two. Learn about the development and importance of tearooms, taverns, hotels, restaurants, and other social establishments in New Jersey. Learn about the social atmosphere in these establishments from the early colonial era to modern times. Light refreshments are included. **Limited seats, register early!**

Feb. 27   Th 1:00–2:30 PM
Tuition: $28   Location: The Mansion
Presenter: Judith Krall Russo, Historian and Educator

Uniquely American: The Evolution of Country Music in the USA

Starting with the Scottish and English folk ballads brought by the newest Americans, country music has told stories of our culture for over 200 years. Folk hymns, bluegrass, then honky-tonk culminate in today’s popular Nashville sound and its sub-genres.

March 10   Tu 6:30–8:30 PM
Tuition: $10   Location: Little Theatre
Presenter: Patrick Appello, GCU Lecturer in Music

Carrie Chapman Catt: The League of Women Voters

In 2020, Americans will celebrate the centennial of American women achieving one of the primary rights of citizenship in our democracy—the right to vote. One of the most important individuals in finally making it a reality was Carrie Chapman Catt, suffragist leader, secret “Winning Plan” strategist, and founder of the League of Women Voters. Catt was the women’s rights dynamo who succeeded Susan B. Anthony as head of the National American Woman Suffrage Association. She was featured on the cover of *Time*, inducted into the National Women’s Hall of Fame, and received the American Hebrew Medal. In 2016, Catt had a statue dedicated to her and other suffragists in Nashville, Tennessee, the state where the final vote was cast for the 19th Amendment. Catt’s life and the story of woman suffrage is an amazing and dramatic odyssey that is important, engaging, and relevant today. **Limited seats, register early!**

March 12   Th 6:00–7:30 PM
Tuition: FREE, registration required   Location: Little Theatre
John Wayne: Iconic American Actor

For more than three decades, John Wayne was among the top 10 most popular motion picture stars in the world. His classic motion pictures include such favorites as Stagecoach, Rio Bravo, The Man Who Shot Liberty Valance, The Shootist, and, of course, the film that earned “The Duke” his only Academy Award, True Grit. We’ll review his career, professionally and personally, as well as watch various clips featuring John Wayne at his rootin’-tootin’ finest.

March 18
Tuition: $15
Presenter: Sal St. George of St. George Productions

Terrorism and Homeland Security in New Jersey

Most individuals in New Jersey associate terrorism more with New York City than with the Garden State. This presentation will review several incidents and investigations during the past five decades that were initiated in or closely connected to New Jersey. We will also review how the state is organized to be prepared for homeland security and terror-related events.

April 15
Tuition: FREE, registration required
Presenter: NYPD Detective Lieutenant (Ret.) Robert Louden, Ph.D., GCU Professor Emeritus of Criminal Justice

Teresa Walters: The International First Lady of Piano

Nicknamed by the New York Times for her mesmerizing performances, Ms. Walters performs in Lakewood for the first time. She has played on six continents and almost each of the 50 states in the most renowned concert venues including Carnegie Hall, Lincoln Center, European embassies, the Forbidden City Concert Hall in Shanghai, and the royal palaces of Europe. Among the world’s finest pianists, Ms. Walters is a consummate performer, engaging her audience each and every moment. Visit teresawalters.com to learn more.

April 19
Tuition: $15, plus service charge
Presenter: Teresa Walters
Visit georgian.edu/events to register online for this event.
From Rock and Roll to Rock: A History

The rhythm and blues of the 1940s and rockabilly of the 1950s spawned rock and roll, the music parents feared would corrupt their children forever. Social change and rebellion begat Motown, psychedelia, punk, and disco. Follow how rock reflected and influenced the culture of its times.

April 21 Tu 6:30–8:30 PM
Tuition: $10 Location: Little Theatre
Presenter: Patrick Appello, GCU lecturer of Music

Lilacs, Hollies, Magnolias, and Maples Walking Tour

Explore the lilac, holly, magnolia, and maple collections in the historic core of the Georgian Court University campus. We’ll walk from the Jeffries Hall parking lot to the vicinity of the Apollo Fountain and Japanese Garden to see these diverse woody plants. Guests will walk approximately one mile total, sometimes on gravel and uphill paths. There will be restroom opportunities. Heavy rain will cancel the event.

May 1 F 1:30–3:00 PM
Tuition: FREE, registration required Location: Jeffries Hall East Entrance
Presenter: Michael Gross, Ph.D., Associate Provost, Professor of Biology, and Director of the Sister Mary Grace Burns Arboretum

Georgian Court University Community Chorale Concert

Celebrate spring with music. Classical, traditional, and popular seasonal favorites will be performed accompanied by piano, flute, and strings.

May 2 Sat 7:00–9:00 PM
Tuition: $15, plus service charge Location: Marron University Community Chapel
$10 Age 62+, plus service charge

Visit georgian.edu/events to register online for this event.
Spring Arboretum Walking Tour

Celebrate the nature and beauty of Georgian Court University with a walking tour of the trees and gardens of the Sister Mary Grace Burns Arboretum. You’ll see the LEED Gold-certified Wellness Center’s living roof, and the Wellness, Puny, Italian, Japanese, Formal, and Sunken gardens, while learning about the historic sculptures and statuaries along the way. Guests will walk approximately one mile total, sometimes on gravel and uphill paths. There will be restroom opportunities. In the event of severe weather, an indoor media presentation will be substituted.

May 8  F 10:15 AM–12:00 PM  
Tuition: $8  Location: Jeffries Hall East Entrance  
Presenter: Michael Gross, Ph.D., Associate Provost, Professor of Biology, and Director of the Sister Mary Grace Burns Arboretum

Ninth Annual Wellness Expo

Please join our Ninth Annual Wellness Expo at Georgian Court University! Meet local and regional practitioners and vendors of all aspects of wellness. Free lectures, workshops, and activity sessions including shinrin yoku (forest bathing), yoga, qigong, and more. Rain or shine event.

March 14  Sat 11:00 AM–4:00 PM  
Tuition: FREE  Location: Casino Auditorium

World Tai Chi and Qigong Day

Are you looking for more vitality, improvement with balance, help with lowering high blood pressure, or struggling with stress? Find out how the easy gentle movements of tai chi and qigong may help you improve your health naturally. Saturday, April 25, is World T’ai Chi and Qigong Day, and we are celebrating in a big way! Tai chi and qigong are known for their health benefits, and this event is a great way for people to learn and experience these movements that may be done seated as well as standing. Everyone is welcomed and encouraged to follow these easy, gentle movements with us and learn how the research supports the health benefits that many experience. After lunch, enjoy a workshop with our special guests to go deeper into the practices.

April 25  Sat 8:00 AM–6:00 PM  
Tuition: FREE  Location: Casino Auditorium

Represents MOSAIC events brought to you by the McAuley Community Center. MOSAIC events require advance registration.
Visit georgian.edu/event/wellness-expo for more information.
Holistic Health Spring Conference

Come join and learn from our graduate students in the M.A. in Holistic Health Studies program as they present their final research, educational, or business project. All are welcome.

May 11
Tuition: FREE
Location: Little Theatre

Japanese Tea Experience

Back by popular demand, an authentic Japanese tea ceremony will be experienced with expert Judith Krall-Russo. Tour GCU’s historic Japanese Garden, completed in 1909–1910 by Takeo Shiot, and its tea house with Michael Gross, Ph.D., associate provost and arboretum director, and enjoy a cultural presentation by Sachiko Komagata, Ph.D., chair and associate professor of holistic health and exercise science. Guests will check in at the chapel and then be divided into three groups. There is approximately one-eighth of a mile of walking between the chapel and Japanese Garden. Light refreshments are included. Limited seats, register early!

June 10
Tuition: $30
Location: Marron University Community Chapel

National Safety Council Defensive Driving

This six-hour course provides the primary knowledge and skills for defensive driving and describes techniques for avoiding high-risk driving behaviors. Participants will learn that the right attitude can prevent collisions and help understand the consequences of poor decision making.

Participants may be eligible to receive up to a 5% discount and/or a two-point New Jersey Division of Motor Vehicles reduction.

March 16 (1 Session)
Tuition: $99
Instructor: LifeForce USA

May 15 (1 Session)
Tuition: $99
Instructor: LifeForce USA
FINANCE & RETIREMENT

Stocks, Bonds and Investing: Oh My!

Stocks, Bonds, and Investing: Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401(k) plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Each lesson explains these concepts in detail, so you understand how and why things work in the investment world. Provide yourself with the independence and confidence you’ll need to make your own investment decisions.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.

Real Estate Investing

Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You’ll learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.

Keys to Successful Money Management

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You’ll become comfortable with the broad array of investment choices available to you right now, and you’ll discover the best ways to acquire and accumulate both cash and real property. You’ll also learn about the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.
**Health and Weight Management: A Scientific Approach**

This 10-week course is ideal for individuals who are interested in managing body weight and improving body composition through exercise and nutrition with science-based methods.

Overweight and obesity have been a worldwide epidemic, and weight loss has become an American obsession and multi-billion-dollar industry. Poor nutrition and physical inactivity have been identified as the preventable cause of death second to tobacco use. On the other hand, excessive weight loss has also been a severe problem. Healthy body composition can be achieved effectively through physical activity and nutrition interventions. This course will examine the causes of obesity and the health risks associated with being overweight or obese as well as improving body composition through proper exercise and nutrition. We will discuss current scientific theories about the best ways to maintain a healthy weight throughout one’s life.

Jan. 27–April 6 (10 Sessions)  
M 6:30–8:30 pm (No class 3/2)  
Tuition: $165  
Instructor: Vincent Chen

**Japanese Calligraphy as Mindfulness Practice**

In this course, you’ll learn about the most common Japanese calligraphy styles as you grow to appreciate the benefits of mindfulness in your daily life. Participants will enjoy a short, silent meditation before practicing the quiet art of mixing ink, handling a brush, and painting characters.

*Ink, tools, and paper will be provided.*

Jan. 29–Feb. 26 (5 Sessions)  
W 10:00 am–12:00 pm  
Tuition: $125  
Instructor: Sachiko Komagata, PT, PhD

**SomaSonder: Stress Less Through Mind-Body Dance**

This class is designed for those who are looking to stress less and experience the healing abilities of dance and somatic body awareness at a deeper level. The mind-body connection is imperative to overall health, and it will be explored through somatic approaches to dance and movement. No dance experience required.

Feb. 5–March 18 (7 Sessions)  
W 9:30–10:30 am (No class 3/4)  
Tuition: $95  
Instructor: Krista Morton, SomaSonder Dance Project LLC
American Heart Association Basic Life Support (BLS) Provider

The American Heart Association’s (AHA) Basic Life Support (BLS) course provides the foundation for saving lives after cardiac arrest. Updated to reflect 2015 science, BLS teaches the concepts of high-quality CPR, improvement of chest compression fraction, and high-performing team dynamics.

BLS from AHA offers the advantages of content representing the latest resuscitation science for improved patient outcomes; realistic scenarios, simulations, and animations depicting rescuers, teams, and patients; and course and content flexibility for AHA instructors and students, including adaptability to local protocols.

Jan. 18 (1 Session)  Sat 9:00 AM–1:30 PM  
Tuition: $85  
Instructor: LifeForce USA

May 14 (1 Session)  Th 6:00–10:30 PM  
Tuition: $85  
Instructor: LifeForce USA

American Safety and Health Institute CPR and AED (Adult and Child)

The American Safety and Health Institute’s (ASHI) CPR and AED course is designed specifically for individuals, and is an excellent choice for both the community and workplace setting. This extremely flexible program will help prepare individuals to respond to a cardiac arrest and choking. This program conforms to the 2015 AHA Guidelines Update for CPR and ECC.

Certification is valid for two years from course completion date.

March 23 (1 Session)  M 6:30–9:00 PM  
Tuition: $75  
Instructor: LifeForce USA

APRIL IS NATIONAL POETRY MONTH

Whether you write it, read it, research it, or just like to sit back and listen, GCU welcomes you to experience poetry like never before! A Dose of Poetry is back for its fifth National Poetry Month celebration. Join Christine Attardo and the Department of English faculty for a series of engaging discussions, creative writing exercises, and open sharing sessions meant to inspire and encourage your poetic spirit.

Bring your own poetry or share work by your favorite poets! Dates to be announced.

Visit georgian.edu/events for details.
American Safety and Health Institute Child and Babysitting Safety

The Child and Babysitting Safety (CABS) program from the American Safety and Health Institute (ASHI) gives teenagers and young adults everything they need to know for safe and successful babysitting. From getting started with their business, to dealing with parents and children, to key safety, care giving, and first aid tips. This program is not intended to meet any regulatory requirements for child care providers.

*There are no prerequisites for taking the CABS program, but additional training in CPR, AED, and first aid is highly recommended.*

- **March 14 (1 Session)**
  - Tuition: $99
  - Instructor: LifeForce USA
  - **Sat 9:00 AM–2:30 PM**

- **April 26 (1 Session)**
  - Tuition: $99
  - Instructor: LifeForce USA
  - **Sun 9:00 AM–2:30 PM**

American Safety and Health Institute Basic First Aid

The American Safety and Health Institute’s (ASHI) Basic First Aid helps students develop basic first aid knowledge and skills and the confidence to respond. The program is an excellent choice for both the community and workplace setting, and conforms to the 2015 AHA and ARC Guidelines Update for First Aid. The course covers various sudden injuries, sudden illness, and environmental emergencies.

*Certification is valid for two years from course completion date.*

- **March 25 (1 Session)**
  - Tuition: $60
  - Instructor: LifeForce USA
  - **W 6:30–9:00 PM**
Nutrition for Optimal Health, Wellness, and Sports

Whether you are a health or medical professional, a registered dietitian, a fitness professional, or just someone who’s concerned about their own health, the Nutrition for Optimal Health, Wellness, and Sports program will teach you about developing individualized nutritional programs. You’ll explore topics such as energy and nutrient needs for daily living, with emphasis on particular physical activities, common myths and fallacies concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations.

The American College of Sports Medicine’s Professional Education Committee certifies that Educational Fitness Solutions, Inc., who works with us to bring you this course, meets the criteria for official ACSM Approved Provider status (Providership #672784). This course is approved for 80 Continuing Education Credits through ACSM.

Continuing Education Credits

The Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association (ADA), has approved this program for 120 Continuing Professional Education Units (CPEUs), or 40 CPEUs per each individual program taken separately for both registered dietitians and dietetic technician, registered.

The following national organizations and associations have approved the Nutrition for Optimal Health, Wellness, and Sports Online program for Continuing Education Credits/Units (CECs/CEUs):

- American Senior Fitness Association: 2.0 CEUs per program
- Health and Fitness Professionals Association: 30 CECs per program
- National Council on Strength and Fitness: 10 CEUs per program
- National Federation of Professional Trainers: 1 CEC per program, equivalent to an entire six-month CEC requirement
- National Strength Professional Association: 2 CEUs per program

ONLINE: Self-Paced (200 Hours)
Tuition: $1,995
For more information or to register, visit careertraining.ed2go.com/Georgian.
Italian Conversation I

Learn the basics of vocabulary for conversing in Italian for travel and social interactions. Thanks to the practice of lively conversation, you'll develop the skills to enhance your cultural experience of Il Bel Paese, whether you find yourself wandering cobblestone streets in the old town center or lounging on a white sandy beach. Topics include sightseeing, cuisine and dining, and navigating Italian cities.

Jan. 28–Feb. 27 (10 Sessions)  Tu/Th 7:00–9:00 PM
Tuition: $180
Instructor: Ryan Gogol

Italian Conversation II

In this course, you'll increase your knowledge of vocabulary, grammar, and verb tenses for conversing in Italian for travel and social interactions. With continued practice, you'll develop the skills to enhance your cultural experience of Il Bel Paese, whether you find yourself strolling along the Tiber or Arno rivers, or in the piazza, watching the passersby. Topics include retail, delicatessens, wine and spirit shops, and the ins and outs of local travel.

March 10–April 14 (10 Sessions)  Tu/Th 7:00–9:00 PM
Tuition: $180
Instructor: Ryan Gogol

Speed Spanish I

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.

You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
Speed Spanish II

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can.

This Speed Spanish course is unlike any other Spanish class you’ve ever taken. You’ll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you’ll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you’ll see an immediate improvement in your Spanish fluency from the very first lesson.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

Spanish for Medical Professionals

With increasing numbers of Spanish-speaking patients entering the health care system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons and give you an advantage over other health care workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.

Publish and Sell Your E-Books

This course introduces you to everything you need to know to do a professional job of turning your manuscript into a book that will help you make money on the internet, whether you want to self-publish a novel, a nonfiction book, or a picture book. You’ll learn how to format your e-book and get it ready to sell through bookstores like Amazon and Apple. By the end of the course, you could have your e-book published in more than 100 countries worldwide and available to libraries and book clubs.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $115
For more information or to register, visit ed2go.com/Georgian.
Writing Your Life Story

In this course, you will have the satisfaction of telling history your way. You’ll learn how to bring characters to life, recall vivid memories, engage readers, and even manage your creative time. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela’s Ashes*. This course walks you step-by-step through the process of writing your life story. It’s fun. It’s exciting. It’s a story only you can tell!

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.

Blogging and Podcasting for Beginners

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of 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.

First, you’ll learn how to develop a plan for the content, set-up, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, you’ll learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You’ll edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you’ll find out how to record a video podcast. You’ll edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

ONLINE: Begins Monthly (12 Sessions)
Tuition: $100
For more information or to register, visit ed2go.com/Georgian.
Discover Sign Language

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way, you’ll learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don’t.

Throughout the course, you’ll learn by watching videos that demonstrate how to make the signs and incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of Deaf people and sign language.

You will also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!

ONLINE: Begins Monthly (12 Sessions)  
Tuition: $100  
For more information or to register, visit ed2go.com/Georgian.

TECHNOLOGY & TRENDS

Introduction to Microsoft Office 2016

Being able to work with Microsoft Office programs is a must today. In this course, students will be introduced to the Microsoft Word, Excel, PowerPoint, and Outlook applications and learn the basic essentials of using them.

Feb. 4–March 31 (8 Sessions)  
Tu 6:00–9:00 PM (No class 3/3)  
Tuition: $325  
Instructor: Valerie Marsden-Gray

Creating Webpages

Create and post your very own website on the Internet using HTML in this extensive, workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you will plan the content, structure, and layout of your website; create pages full of neatly formatted text; build links between the pages and to the outside world; and add color, backgrounds, graphics, and tables. This course also covers critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies.

ONLINE: Begins Monthly (12 Sessions)  
Tuition: $115  
For more information or to register, visit ed2go.com/Georgian.
Blogging and Podcasting for Beginners

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of 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.

First, you’ll learn how to develop a plan for the content, set-up, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, you’ll learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You’ll edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you’ll find out how to record a video podcast. You’ll edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

ONLINE: Begins Monthly (12 Sessions)  
Tuition: $100  
For more information or to register, visit ed2go.com/Georgian.

Code Your Own Adventure! Interactive Storytelling (Ages 8–11)

Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript. Students will work in pairs or teams for most of the program.

Feb. 9–March 8 (4 Sessions)  
Sun 2:00–5:00 PM (No class 3/1)  
Tuition: $175  
Instructor: Black Rocket Productions

Python Programmers (Ages 8–11)

Want to learn the world’s fastest-growing programming language favored by Google, NASA, Youtube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years.

March 15–April 5  
Sun 2:00–5:00 PM (No class 3/1)  
Tuition: $175  
Instructor: Black Rocket Productions
LEVEL UP!
WITH A GEORGIAN COURT ADVANCED DEGREE!

Get ahead in your career or change career paths through advanced study at Georgian Court University. GCU has nearly 20 graduate and certificate programs, including a new Psy.D. in School Psychology doctoral degree. Programs are offered in several convenient formats for you, including on-campus classes, off-site locations, and 100 percent online.

Visit georgian.edu/admissions/graduate to learn more.
HOW TO REGISTER

- Online at georgian.edu/cps
- Via Phone at 732-987-2255
- In Person at Lake House, 555 Lakewood Avenue, Lakewood, NJ 08701
- Mail to: Center for Professional Studies,
  900 Lakewood Avenue, Lakewood, NJ 08701

Registrations will close 48 hours prior to the course start date. No late registrations will be accepted.

Payment Options

The university accepts cash, checks, money orders, and cashier’s checks. Checks must be made out to Georgian Court University.

Cash: Cash is accepted in person only at Lake House, 555 Lakewood Avenue, Lakewood, NJ 08701

Checks: Checks should be made payable to Georgian Court University and include your name and student ID (if available). A $53 fee will apply for all returned checks.

Online: Payments by electronic check and debit/credit card are done online through Self-Service. All debit/credit card payments will be charged a convenience fee of 2.75%. There is no fee for an electronic check. We do not accept debit/credit card payments on site.

Employer Sponsorship: Employers may send us a purchase order or voucher stating their intent to pay for the student’s course along with a completed Employer Sponsorship form, which is available online at georgian.edu/cps or in this book.

Cancellations and Refunds

Cancellations: The Center for Professional Studies at GCU reserves the right to cancel, reschedule, or combine program events that are below the minimum participant requirement. Should a cancellation occur, staff will contact the participant about the cancellation or about any alternative program event(s). You may elect to transfer your registration to a combined or alternate program. If you are unavailable to attend the alternate program or the program is cancelled, all tuition and fees will be refunded via check.

Refunds: Refund and withdrawal requests must be received 10 or more days before the beginning of a class to receive a 100% refund. With less notice, no refund will be provided. Please note that some courses do incur a nonrefundable registration fee as noted in the course details.

Inclement Weather and Emergency Closings

Please check georgian.edu, official Georgian Court social media channels, or local news sources to check for cancellations due to inclement weather. Cancelled classes are made up by adding on an additional session after the last scheduled class, based on instructor and classroom availability.
EMPLOYER SPONSORSHIP FORM

Student Information

Last Name ___________________________ First Name ___________________________ MI _____

Date of Birth (required) ________________ Student ID (if known) ______________________

Street Address ________________________________________________________________

City ____________________________________________ State ______ Zip Code ____________

E-mail ____________________________ Telephone ____________________________

I authorize Georgian Court University to release attendance and grade information to the below named employer.

Signature ________________________________________________________________

Employer Information

Company Name ____________________________

Street Address ________________________________________________________________

City ____________________________________________ State ______ Zip Code ____________

Authorized Company Contact ______________________________________________________

E-mail ____________________________ Telephone ____________________________

Billing Contact (if different from above) ______________________________________________

Billing E-mail ____________________________ Billing Telephone ____________________________

Purchase Order Number (if applicable) ______________________________________________

I authorize Georgian Court University to enroll the above named employee in the course(s) below and will take responsibility for payment of all tuition and fees.

Signature ________________________________________________________________

Employer Information

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>REFERENCE NUMBER</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Visit georgian.edu/cps to register or for more information. | 59
Center for Professional Studies
Lake House
555 Lakewood Ave.
Lakewood, NJ 08701