

DARTON

Continuing Education & Economic Development

2011
FALL

JANUARY • FEBRUARY
SEPTEMBER • OCTOBER
NOVEMBER • DECEMBER

Real Estate

Professional
Development

Leisure & Personal
Enrichment

Teacher's Corner

Online Classes

Computer Education

Registration
Information



The A.B.L.E. Center

(Adventure Based Leadership Education)

- Challenge / Obstacle Course
- Two Outdoor Climbing Towers
- Indoor Rock Climbing Facility
- Canoeing & Fly fishing
- Orienteering & Geocaching
- Environmental Education
- Teambuilding
- Leadership Development
- Professional/Corporate Training
- Birthdays Parties & Private Groups
- School Groups & Athletic Teams

Your adventure starts here!

Visit: www.darton.edu/ABLE or

Michael White 229-317-6726

A.
B.
L.
E.
CENTER

TEACHERS CORNER

Please call for additional information and requirements to receive PLU credit prior to class.

Differentiated Instruction in the Classroom Approved by Georgia Performance Standard Commission / 2 PLU's

Join us to learn 10 practical Differentiated Instruction (DI) integration strategies! Count on at least three sample integration lessons on each strategy.

Beginning Dates: August 17,
September 21, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

Teaching Students with Autism: Strategies for Success Approved by Georgia Performance Standard Commission / 2 PLU's

Reaching and teaching students with autism and Asperger's Syndrome requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

Beginning Dates: August 17,
September 21, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

Solving Classroom Discipline Approved by Georgia Performance Standard Commission / 2 PLU's

Why do some teachers enjoy peaceful, orderly

classrooms while others face daily discipline battles? This course reveals secrets and presents a step-by-step approach to effective, positive classroom discipline.

Beginning Dates: August 17,
September 21, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

Creating a Classroom Website Approved by Georgia Performance Standard Commission / 2 PLU's

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more.

Beginning Dates: August 17,
September 21, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

Other Pre-Approved Classes include:

- A to Z Grantwriting
- Big Ideas in Little Books
- Creating Web Pages
- Designing Effective Websites
- Differentiated Instruction in the Classroom
- Enhancing Language Development in Childhood
- Introduction and Intermediate Excel 2003
- Introduction and Intermediate PowerPoint
- Introduction and Intermediate Word
- Speed Spanish I, II & III
- Understanding Adolescents

And Many More.....

Contact Information

CONTINUING EDUCATION / ECONOMIC
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Professional Development

Preparation for Professional Human Resource Certification

Let this new course help you advance your career! This program is offered in collaboration with:



If you have at least two years of exempt-level experience in the HR field, isn't it time you prepared for the Professional Human Resource (PHR) or Senior Professional Human Resource (SPHR) certification exam? These valuable credentials will set you apart from other HR professionals and open the door to new career opportunities.

We offer this program in partnership with the Society for Human Resource Management (SHRM). It is designed to give human resource professionals new tools for successful performance on the job. With the program's blended approach, you'll learn from printed workbooks, software, online tools, and a dynamic classroom experience as you prepare to take the Human Resource Certification Institute (HRCI) national exam (PHR, SPHR). The next test window starts December 1, 2010. Visit www.hrci.org for details. In addition, you can earn 3.6 continuing education credits (CEUs) for completing this course.

Dates: 12 Mondays, September 26 – December 13, 2011. In addition there will be an evening of review and an evening for the final exam.

Time: 6:00 PM – 9:00 PM

Location: Allied Health / Community Services Building J

Fee: \$945 (includes Textbooks); after September 19 - \$995

Please Note: Registrations received after September 19th may incur additional express shipping charges for materials. Register early to insure your materials will be available the first day of class..

Serv-Safe Food Safety Training An Approved Certification Program

Participants should register at least 2 weeks prior to the class so that they will have time to read and review the textbook. This class provides 8-hours of instruction and review in preparation for the final exam which will be administered at the end of the class.

Date: August 9, September 13, October 13, November 1

Times: 9:00 am – 6:00 pm

Location: Allied Health / Community Services Building J

Instructor: Martha Weston, a Certified Serv-Safe Trainer and Registered, Licensed Dietitian.

Fee: \$169 includes textbook

Customer Service With Excellence

Exceptional customer service is important no matter the size of your company or business. Your customers and potential customers choose to do business with you based on the level of customer service they receive. The more satisfied the customer, the more they will spend with you.

Date: November 3, 2011

Times: 8:30 am – 12:00 noon

Location: Allied Health / Community Services Building J

Instructor: Stephanie Drawdy

Fee: \$89

Writing Money-Winning Grant Proposals

There's a whole lot more to being an effective grant writer than getting "the right words" on paper! Learn the secrets and steps to successfully secure grant funding for your special project. This class provides a solid overview of the grantsmanship process...finding funders, developing relationships with these funders, the "how to" for writing an effective proposal and management of grants funding. We'll also discuss trends in grant making and how grants fit into an overall fundraising strategy.

Date: Thursday, November 10

Time: 9:00 am - 4:00 pm

Location: Allied Health / Community Services Building (J)

Fee: \$129 per person

Instructor: Illene Roggensack, Third Sector Innovations, Inc.

Designing Effective Websites

This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors..

Beginning Date: August 17, Sept 21, & October 19

Register at: www.ed2go.com/dartonce

Location: Online

Fee: \$92 per person

QuickBooks

For small business users who want full featured bookkeeping capabilities without being an expert in accounting.

Date: October 24 & 31

Time: 9:00 am – 4:00 pm

Location: Allied Health/ Community Services Building (J) Room 117

Fee: \$189 per person

Instructor: Connie Sexton

Excel 2007 - Beginning

Editing and formatting a spreadsheet

Date: October 17, 2011

Time: 9:00 am – 4:00 pm

Date: October 24 & 31, 2011

Time: 5:00 am – 8:00 pm

Location: Allied Health/ Community Services Building (J) Room 117

Fee: \$144 per person

Instructor: Connie Sexton



Professional Women's FORUM



Keynote Speaker: Lois Shaw, "Living beyond success to significance."

Thirty one years ago Lois Shaw left the comforts of her home and moved to Africa in pursuit of her husband's dream; today she stays to live her own. Lois lives and works at Africa International University located in Karen, Kenya. A grandmother of three, she raised her two children in Kenya. She is an author, missionary, doctoral candidate and founder of the nonprofit WOW Safaris, a philanthropic tourism company that brings North American women and African women together to effect positive change in our world. Please join us to hear Lois's inspirational story about women empowering women and the great things they are doing in East Africa. For more information on Lois Shaw, please visit WOWsafaris.org.

Professional Women's Forum is a networking opportunity for professional women in Albany and surrounding areas that meets quarterly. This program is designed for women in Southwest Georgia searching for networking opportunities, education, strategy development and inspiration by personal example.

Fall Forum Date: Friday, November 18, 2011 / **Time:** Networking begins 11:30 am / Lunch and Speaker 12 noon – 1:00 pm / **Fee:** \$25

"The luncheon was fabulous today! We look forward to the next one!"

Wendy Rowand, Clear Channel Albany, Georgia

Looking For A
Specific Class?

Call Us With Your
Suggestion....

229-317-6830



DARTON COLLEGE IS NOW OFFERING Drivers Education Course



The Darton College Drivers Education Course consists of 30-hours Classroom Instruction and 6-hours of Individual Behind-the-Wheel Driving. This course is designed to satisfy Joshua Law requirements. A passing grade of 70% on tests and the final exam are required to successfully complete the classroom course. You must satisfactorily demonstrate the established driving skills for Darton instructors to pass the 6-hours of behind the wheel training.

Dates: Tues. & Thur., 5:30 pm – 8:30 pm, September 27 - October 27, 2011

Location: Allied Health / Community Services Building (J)

Fee: \$325 per person 30-hour classroom only \$200, 6 hours behind-the-wheel only \$250

Please note: Driving times are made by appointment and not held during class room time.

DARTON COLLEGE

Center for Computer Education - UGH

Programmed around you

- Class size limited
- Content-packed
- Hands-on/Interactive opportunities
- Individual, personal assistance
- Learn by doing practical exercises
- Text, disks and other materials included

Practical instruction you can use

- Outstanding instructors with real-world experience
- Experts in their fields
- Working professionals
- Comprehensive expertise

Computers for Beginners Learn the basics & terminology, customize the desktop & mouse	1 Thursday	October 6	1:00 pm – 5:00 pm	\$59
PowerPoint 2007 Learn to create dynamic slide presentations	1 Tuesday	October 20	9:00 am – 4:00 pm	\$144
Word 2007 Beginning Working with, formatting, editing & printing text.	1 Monday 2 Mondays	October 11 October 10 October 17	9:00 am – 4:00 pm 5:00 pm – 8:00 pm 5:00 pm – 8:00 pm	\$144
Word 2007 Intermediate Working with tables, mail merge, forms, & graphics.	1 Thursday 2 Thursdays	November 3 November 3 & 10	9:00 am – 4:00 pm 5:00 pm – 8:00 pm	\$144
Word 2007 Advanced Join us to learn advanced function and capabilities of Word	1 Thursday	November 14	9:00 am – 4:00 pm	\$144
Excel 2007 – Beginning Editing and formatting a spreadsheet.	1 Monday or 2 Mondays	October 17 October 24 & 31	9:00 am – 4:00 pm 5:00 pm – 8:00 pm	\$144
Excel 2007 – Intermediate Managing workbooks, more formatting & formulas, & working with lists.	1 Thursday 1 Monday 1 Thursday	November 10 November 14 November 17	9:00 am – 4:00 pm 5:00 pm – 8:00 pm 5:00 pm – 8:00 pm	\$144
Excel 2007 – Advanced Learn advanced formula construction, create pivot tables, work with multiple worksheets.	1 Thursday	November 17	9:00 am – 4:00 pm	\$144
Access 2007 Levels I & II Create a database & customize it to meet your needs. Work with tables, queries, forms, reports, & macros.	2 Tuesdays	October 18 & 25	9:00 am – 5:00 pm	\$199
Access Advanced 2007 Learn to create complex queries, join tables, work with macros and create subforms	1 Thursday	December 1	9:00 am – 5:00 pm	\$149
Microsoft Publisher Learn to create a wide range of professional quality documents including flyers, cards and brochures. Combine text, photos and other graphic elements with templates and color schemes or original designs.	1 Monday	October 10	9:00 am – 4:00 pm	\$144
QuickBooks For small business users who want full featured bookkeeping capabilities without being an expert in accounting.	2 Monday	October 24 & 31	9:00 am – 4:00 pm	\$189
QuickBooks Beyond the Basics Beyond the Basics Troubleshooting undeposited funds, accounts receivables and payables, sales tax payable, payroll liabilities, and more	1 Monday	November 7	9:00 am – 12:00 pm	\$74
QuickBooks - Running Reports & Analyzing Financial Statements Learn to utilize the report features to understand financial information & help you manage your business better.	1 Monday	November 7	1:00 pm – 4:00 pm	\$74

OnLine Computer Courses

Visit www.ed2go.com/dartonce
Over 90 online computer courses to choose from

All computer classes require a minimum enrollment of 5 students.

Contact Continuing Education for full course descriptions of the computer courses listed on this page 229-317-6730.

For Youth

SAT/ACT Preparation – Part 1

SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.

Beginning Dates: August 17, September 19, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

SAT/ACT Preparation – Part 2

You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. We'll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT.

Beginning Dates: August 17, September 19, October 19

Register at: www.ed2go.com/dartonce

Location: On-line

Fee: \$92 per person

On-Site Customized Training

See a class that you would like to provide for your employees, give us a call at 229-317-6730. Any of our current courses can be customized for your organization and taught at your location or at Darton College. We can provide the training that will help your organization continue to be successful. If you don't see the class you are looking for in this catalog, please give us a call. Other classes that we can provide include:

- Leadership Development Programs
- Communication Skills
- Six Sigma Green Belt and Black Belt
- Teambuilding
- Workplace Spanish
- Supervisory Skills
- Telephone Etiquette
- Project Management
- Customer Service
- Business Writing
- Managing Change
- Financial Management for Non-Financial Managers
- Presentation Skills
- Mentoring and Coaching
- Time and Stress Management
- Conflict Resolution
- Human Resources and Labor Management Topics
- Marketing and Sales
- OSHA Classes
- Computer Classes

And much more....

Insurance New Agents and Adjuster's Pre-examination Classes Life, Accident & Sickness and Property & Casualty Coming Soon....

Darton College School of Real Estate

*Now is the best time to consider a
career in real estate*

A real estate career can be rewarding, if you want:

- High income potential
- To work at home or close to home
- Flexible hours
- Opportunity for growth
- The independence to be your own boss

INSTRUCTOR LED

Real Estate Sales • Prelicense Course
75-hour course • Approved by the Georgia
Real Estate Commission

START HERE! Tackle the basics of real estate law, ownership, transfer and use of property con-

tracts plus other required topics. You will have reading and homework assignments, along with ample opportunities to test your knowledge. Seventy-five hours of mandatory classroom attendance and a passing grade of 75 on quizzes and the final exam are required in order to pass the course.

Date: Monday and Wednesday
August 29 - December 15, 2011

Time: 6:00 pm - 9:15 pm
Location: Allied Health / Community Services Building (5), Room 128

Instructor: Sal Giovingo, Owner of Century 21 Town & Country Realty, Inc.

Fee: \$535 per person (includes textbook)

Please note:

Class size is limited to the first 45 who register with the Division of Continuing Education.

On-Site Computer...Training

If you don't see what you need in our list of classes, or would like to set up a class for your employees, we can create classes designed to fit your needs. Any of the courses that you see in the brochure can be customized or taught as is for your group here at Darton or at your facility. All computer classes require a minimum enrollment.