Continuing and Professional Education (CaPE) at Clayton State University (CSU) – your resource for new and innovative programming to enhance your skills and knowledge.

Continuing and Professional Education at Clayton State University began almost 30 years ago when the leaders of our young university recognized the need to extend the mission of the University into the community and provide quality academic experiences for those who could not participate in full-time programs at CSU.

In recent years CSU’s Continuing and Professional Education has taken significant steps to expand the range of academic offerings available to our city, county, state, national and international communities. With hundreds of courses, dozens of certificates, and a series of academic events being offered each year, CaPE provides opportunities for growth and learning to business professionals, teachers and other education professionals, engaged and interested community members, and those seeking to prepare for full-time study or employment with language and professional certifications.

Continuing and Professional Education and Clayton State University are realizing a new and higher level of community engagement as so many non-traditional students, like you, are finding ways to advance their careers, create new possibilities, and connect with the promise of a brighter future made possible through courses, certificates, and programs offered or supported by CaPE.

CaPE also develops training customized to meet organization and business needs. We offer expert assessments and consultations for our clients so we can partner to develop training programs or customize any of our career/ workforce development programs to meet the specialized needs of your organization.

The speed of change in the business world has increased dramatically over the past decade. We want to help you keep up with these changes and improve your marketability. By partnering with our clients and remaining abreast of current workforce trends, CaPE provides you with new courses to help you improve or refresh your skill set. Whatever your learning style, we can accommodate you—we offer courses on campus and online, nights and weekends, accelerated career training certificates, in addition to customized contract and corporate training.

CaPE Programs Offer:
• Valuable short-term training to help you enter or change career fields
• New or expanded skills for career advancement in as little as one day
• Practical hands-on knowledge
• Reasonable prices
• Expert faculty with real world experience
• State-of-the-art training facilities
• Free parking

Please look through our website and catalog to identify the educational pathway that will take you where you want to go. It is my goal to provide you with optimum service and continuing and professional education opportunities. Please feel free to send questions or comments to: reginaldturner@clayton.edu.

Dr. Reginald Turner, Executive Director
Clayton State University Continuing and Professional Education

Welcome our new Executive Director

Dr. Reginald H. Turner
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Connect with us Social Media

Facebook Twitter Linkedin
Clayton State University
Continuing and Professional Education

CAMPUS LOCATIONS

CE Main Campus
Harry S. Downs Center
2000 Clayton State Blvd.
Morrow, GA 30260

Fayette County/ Peachtree City
100 World Drive,Suite 100
Peachtree City, GA 30269

CSU Jonesboro
Lucy Huie Hall-Film Studio
9147 Tara Blvd
Jonesboro, GA 30236

Henry County College and Career Academy
401 East Tomlinson Street
McDonough, GA 30253

CSU East Campus
Arbor Hall
5823 TrammellRd.
Morrow, GA 30260

Hearts to Nourish Hope
640 GA. Hwy 138
Riverdale, GA 30271
(Light Commercial HVAC-R Certificate program only)
OPEN HOUSE
January 25, 2020
9:00am - noon
HARRY S. DOWNS CENTER
2000 CLAYTON STATE BLVD
MORROW, GA 30236

COME MEET THE INSTRUCTORS - HAVE ALL YOUR QUESTIONS ANSWERED
REGISTER AND PAY FOR YOUR CLASS
FIND OUT ABOUT FINANCIAL ASSISTANCE WITH YOUR CLASSES

ALL INFORMATION SESSIONS ARE FREE.
PLEASE REGISTER BY JANUARY 6, 2020
BY CALLING (678) 466-5118 OR VISIT www.clayton.edu\ce

- Pharmacy Technician Certificate
- Clinical Medical Assistant Certificate
- RN ReEntry
- Phlebotomy Tech. Certificate
- Neurotherapy Technician Program
- Intro to Trans Cranial Doppler Ultrasound
- Intro to Carotid Duplex\Color Flow Imaging
- Medical Billing
- Freight Broker
- Event and Meeting Planning
- Six Sigma Lean (Green & Black)
- PMI Project Management
- Business Analyst
- Essentials of Human Resource
- SHRM CP & SHRMSCP
- Film and Digital Media
- Project Management Fund
- Microsoft Excel
- Voice Over Training
- Fundamentals of Applied Cryotherapy

HEALTHCARE ASSESSMENT 1-2 P.M. & 3 – 4 P.M. ROOM 301

Professional and Personal Development Courses
- American Sign Language
- Sewing
- Spanish
- Career Development
- Digital Photography
- Fashion Design
- Painting
- Financial Literacy

Check website often for additional courses
HENRY COUNTY OPEN HOUSE: TUESDAY, JANUARY 28, 2020, 6-8 P.M.
Henry County College and Career Academy
401 East Tomlinson Street; McDonough, GA 30253

Take exit 221 Jonesboro Road East towards McDonough Square. Continue about 4 miles until you come to Atlanta St/ Griffin light at the Northwest corner of the McDonough Square. Take a right at light and get into the left hand lane. At next light take left onto Keys Ferry St. Continue about 0.7 miles and take left onto Lemon St. at the next stop sign take right on Tomlinson St. Take a right at the next entrance of parking lot (entrance to the building is in the rear next to the credit union).

FAYETTE OPEN HOUSE: THURSDAY, JANUARY 30, 2020, 6:30 – 8:30 P.M.
100 World Drive, Suite 100 Peachtree City, GA 30269

Take I-85 S/GA-403 S. Take the GA-74 S exit, EXIT 61, toward Peachtree City/Tyrone. Turn left onto Senoia Rd/GA-74. Continue to follow GA-74. Turn left onto N Peachtree Pkwy. Turn left onto World Drive

To secure your spot at these event, please register at: www.clayton.edu\ce

For additional information, please call 678-466-5118 or by email at ce@clayton.edu

Register Today

Many of our courses fill up quickly.
We recommend that you register for courses at least ten business days prior to course start date.

Online: www.clayton.edu\ce

Harry S. Downs Center
Walk in registration Mon.-Fri, 8:00am to 5:00pm (Main Campus Only)

Use your credit\debit card by calling 678-466-5118
Minors on Campus: Most of our courses have been developed for adult learners; therefore, we have a minimum age of 16 years old to enroll in our courses. Minors not enrolled in a course are not allowed to attend classes or be unattended at any of the Clayton State University Continuing and Professional Education locations. Please refer to Clayton State University’s Minors on campus policy.

Refund Policy: Clayton State University Center Continuing and Professional Education (CaPE) is self-supporting, so registration fees must cover the costs associated with developing and delivering high quality courses. Each course is closely monitored to ensure sufficient enrollment. Three business days prior to the start date, if we do not have sufficient enrollment to cover our costs, we may have to cancel or postpone the course. We will notify learners by phone and email. Learners may choose to receive a full refund or transfer to a different course. Before a transfer is completed, any differences in registration fees will be refunded, if amount of new course is less than original fee, or must be paid, if amount of new course is less than original fee.

Course Transfer/Withdraw Policy: You will be charged a 15% processing fee and receive the following: 85% refund for all withdrawals or credit towards a transfer made ten or more business days before the start date of the course. A 35% refund for all withdrawals or credit towards a transfer made three to nine business days before the start of the course. A 0% refund or credit made the day before the start date of the course or anytime following. NOTE: Only ONE transfer is allowed. Please allow two weeks for refunds to be processed. You may choose to send a substitute at no charge. Please call (678) 466-5118 to make changes. Check refunds are subject to a ten-day business hold from the date of the check to ensure that funds have cleared the bank. If you paid by credit card, your account will be credited. Failure to attend a course DOES NOT constitute a formal withdrawal.

Scheduling Policy: We reserve the right to cancel or reschedule classes due to low enrollment. Such decisions are made three business days prior to the class begin date. If a course is rescheduled for any reason, those registered will be contacted to verify availability for the rescheduled date. If those registered are not available for the rescheduled class date, registration fees will be refunded in full. If the class is canceled, registration fees will be refunded in full.

Non-Discrimination Policy: Clayton State University does not discriminate on the basis of race, color national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies, Assistant Director of Human Resources, (678) 466-4230.

Returned Check Policy: Clayton State University will impose a $30.00 charge for all returned checks. You will be notified and not allowed to return to class until payment and NSF fee are paid.

Request for Disability Services Policy: In order to participate or receive benefit of continuing education programs, any person who can provide documentation of one or more disabilities may be eligible for disability services. Learners requesting interpreters, assistance obtaining books on tape, special seating, Braille, arrangements to accommodate personal attendants and use of special equipment must request services one month prior to the anticipated time of enrollment. Less specialized accommodations may be requested two weeks prior to the first week of class. For more information or to request disability services, please call (678) 466-5445.
PMI Project Management
Instructor: Lou Hampton, MBA, PMP, CSM, Project+, ITIL

Course#: 203CCER082B
$1999.00 | 40 Hours
Feb 17-April 15  Mon\Wed,
6:30-8:30pm
CSU- Harry S. Downs Center

This course is intended for individuals who have at least three or more years of project management experience and want to obtain PMI Project Management Professional Certification. The Project Management Professional (PMP) certification is a must-have for any serious project manager. CaPE takes pride in working with each student learner to prepare them to pass the PMP exam on their first attempt. For more information about the PMI’s PMP exam and eligibility, please visit www.pmi.org. Textbook required, exam fee not included in tuition.

Project Management Fundamentals
Instructor: Kevin Postich, MBA, PMP

$799.00 | 30 Hours
Course #: 203CARE085A
Saturday
February 1-29
9am-4pm

Course#: 204CARE085A
Saturday
April 4-May 2
9am-4pm

CSU Main - Harry S. Down Center

This course teaches the fundamental knowledge, terminology, and processes of effective project management, in addition to techniques such as critical path planning, performance reporting, and scheduling. Upon completion of this course, you will possess the necessary preparation to sit for Project Management Institute’s CAPM (Certified Associate in Project Management) exam. Textbook required, exam fee not included in tuition

Student Testimony
Mr. Louis Hampton is an AWESOME instructor. He was accessible each time I reached out to him whether it was morning, afternoon, evening or weekend. It appeared to me that I was the weakest link during class, but Mr. Lou assured me that everyone had their own concerns same as me. Mr. Lou made sure I was comfortable and confident that I understood the material and the applications according to the PMBOK Sixth edition. In addition to the scheduled classes for the course, Mr. Lou made class available to us through Zoom for extra study. Trust me when I say, the entire class participated every time. Student teach-back was another great learning opportunity that allowed us to learn the material from the perspective of each other. We challenged each other with questions and answers from each chapter assigned by Mr. Lou. I can’t say enough about Mr. Lou, except that his passion and love for teaching ensured all students were learning together. His rating is off the chart. Finally, I am so very grateful that I enrolled at Clayton State University and had the pleasure of being trained by Mr. Hampton. Also, it has been a delightful experience advancing my learning and career with other devoted, respectful and exceptional students as the ones I shared this class with.

Thank you and congratulations to all!

E-Commerce Digital Marketing
Instructor: Cynthia Burton

Course #: 203CPBE1
$99.00 | 8 Hours
Feb.1-22 Saturday 9-11am
CE Main-Harry S. Downs

Do you need to improve your digital E-marketing campaign success by attracting new customers? Learn to effectively promote your B2C and/or B2B website and increase sales utilizing a digital marketing plan. Business owners who sell on the internet learn the importance of a data collection process to identify their customer base. Topics covered relevant to digital marketing include: Content Design, SEO, Google Analytics, Mobile Friendly Responsive Design, E-Campaigns, and Social Media.
**Event and Meeting Planning**  
Instructor: Nicole Dunbar  

<table>
<thead>
<tr>
<th>Course#</th>
<th>Duration</th>
<th>Price</th>
<th>Days and Time</th>
<th>Dates</th>
<th>Location</th>
<th><strong>This program will instill you with confidence and provide the skills, knowledge, and resources necessary to fine tune your event planning skills. Gain the hands-on experience necessary to become marketable in the event and meeting planning industry. International Live Events Association (ILEA) has approved Clayton State University Center for Continuing Education as an ILEA Approved Content Vendor.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>203CCER084A</td>
<td>42 Hours</td>
<td>$829.00</td>
<td>Wednesday 6-9pm</td>
<td>Jan-29-April-8</td>
<td>CE Main- Harry S. Downs</td>
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**Freight Broker**  
Instructor: Donna Mullins  

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<tr>
<th>Course#</th>
<th>Price</th>
<th>Days and Time</th>
<th>Dates</th>
<th>Location</th>
<th><strong>According to Worldwide Logistics Stats, Freight/Logistics is on the rise and the demand for Freight Brokers and Freight Agents is high and the demand is increasing yearly. Many Freight Brokers companies prefer to hire trained broker agents. The freight broker training course here at Clayton State, you gain the knowledge and skills needed to apply to major logistics companies. The freight broker agent training course will teach you how to build carrier and shipper relationships, book loads, and navigate load boards. You will study the Federal Motor Carrier Safety Administration (FMCSA) regulations and restrictions. Learn the importance of record keeping, customer service, and phone etiquette. Become proficient in the terminology of the Logistics industry, how to calculate rates, and multi-task skills to keep your customers’ freight moving in a timely manner.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>204CPFB123</td>
<td>$699.00</td>
<td>Tues-Thur 6-9</td>
<td>April 7-30</td>
<td>CE Main- Harry S. Downs</td>
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**Six Sigma Lean Green Belt**  
Instructor: TBA  

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<tr>
<th>Course#</th>
<th>Price</th>
<th>Dates</th>
<th>Location</th>
<th><strong>This course provides students with an introduction to the tools, techniques, and methodologies that will empower them to lead projects in their organizations. Students will receive lessons on the tools for streamlining processes and services from end to end. Students will learn how to leverage Lean tools to analyze value streams and eliminate waste.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>203CCER080B</td>
<td>$2199.00</td>
<td>TBA</td>
<td>CE Main- Harry S. Downs</td>
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</table>

**Six Sigma Black Belt**  
Instructor: TBA  

<table>
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<tr>
<th>Course #</th>
<th>Price</th>
<th>Dates</th>
<th>Location</th>
<th><strong>Our program provides the working knowledge that professionals need to lead and manage process improvements throughout an organization. The primary techniques used for Six Sigma initiatives are quality management tools that measure progress and ensure that everyone adheres to the overall quality improvement goals.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>203CCER080A</td>
<td>$2599.00</td>
<td>TBA</td>
<td>CE Main- Harry S. Downs</td>
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**Notary Public Fundamentals**  
Instructor: Antionette France-Harris, JD  

<table>
<thead>
<tr>
<th>Course #</th>
<th>Price</th>
<th>Duration</th>
<th>Dates</th>
<th><strong>This course addresses the qualifications and requirements in the State of Georgia to become a notary public. Students will learn about possible uses for a notary and the various ethical considerations when acting as a notary. Moreover, students will gain useful training on notary procedures and how to complete notary assignments properly.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>203OCENPF</td>
<td>$199.00</td>
<td>Online</td>
<td>24 Hours</td>
<td>2/17 to 03/29</td>
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</tbody>
</table>

**Antionette France-Harris** has been a licensed attorney and notary since 1998. She began her legal career with a mid-sized New York firm where she specialized in corporate and estate planning. In 2002, when she relocated to Georgia, she worked in-house for Fortune 1000 companies and then, she became a solo practitioner in 2003, specializing in real estate, corporate, estate planning and family law transactions. Since 2010, Mrs. Harris has been a full-time college professor. She received a B.S. from Harvard University, an M.S.W. from Columbia University and a J.D. from the University of Pennsylvania.
SHRM HUMAN RESOURCE

NOW’S THE TIME TO DEVELOP YOUR HR COMPETENCIES AND SKILLS

Whether you are ready to pursue certification or looking to advance your foundational HR knowledge, we have the programs to meet your needs.

If you are ready to advance your career, visit www.clayton.edu/ce to learn more about the HR courses we offer.

SHRM Learning System Certification

Prep Instructor: Kendra Matthews, SHRMSCP, SPHR and Demetra Morgan, SHRMSCP, SPHR

Course#: 203CCER401A
$1649.00 | 49 Hours
Tuesday 6-9pm
Feb. 11-May 12
CE Main- Harry S. Downs Center

This program is offered in partnership with the Society for Human Resource Management providing study material for the Professional in Human Resources (SHRM-CP) and Senior Certified Professional in Human Resources (SHRMSCP) certification examinations administered by SHRM. Course materials are included in registration fee.

Demetra Morgan, SHRM-SCP, SPHR has over 15 years of human resource experience, working in both the private and public sector, in industries such as manufacturing (union and non-union), sales, legal, fast food franchises, restaurants, higher education and State government. She has an affinity for organizational development and strategic planning, particularly with non-profits and community-based organizations. Her accomplishments includes developing employee on-boarding and orientation programs, policy manuals, standard operating procedures, employee handbooks, recruitment and retention strategies, professional development and training programs, job descriptions, performance appraisals, total compensation and benefits. In 2011, she earned the certification of Senior Professional in Human Resources (SPHR) from the Society of Human Resource Management (SHRM), from Clayton State University Continuing and Professional Education Department.

SHRM Essentials of Human Resource

Instructor: Demetra Morgan, SHRM-SCP, SPHR

Course#: 203CCER403
$899.00 | 18 Hours
Monday 6-9pm
March 2-April 6
CE Main- Harry S. Downs Center

In this course you will gain the foundational knowledge necessary to help your organization reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This course is ideal if you are just starting out in the HR profession, planning to make a career change into an HR position, or performing HR duties as a part of a non-HR job.

www.clayton.edu/ce  ce@clayton.edu (email)  678-466-5118
Job Smart for Immediate Career Success
Instructor: Bill Lins

Want to make more $ and love what you do every day?
Want to know how to be extremely successful?
You WILL along with much more when you attend this course.

Covering the A-Z’s of how to:
- Get hired fast
- Reach the decision maker
- Get a raise and promotion
- Choose the companies YOU want
- Make your resume an interview magnet
- Be an impactful networker
- Reach 3 out of 4 jobs that are never advertised
- Have YOUR game plan to put you in charge.

Registration includes Jobs for All Now video and support system ($99 value free) *
& webinar library covering over 70 career topics ($700 value free) *

The information from this class has assisted over 1/3 million job seekers
enhancing their success and careers fast.

Why not you?

$99.00 CE Main Harry S. Downs Center

*free with paid registration

<table>
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<tr>
<th>Course #</th>
<th>203CARE903C</th>
<th>9:30am-3:30pm</th>
<th>Monday</th>
<th>02/17</th>
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<tr>
<td>Course #</td>
<td>203CARE903B</td>
<td>9:30am-3:30pm</td>
<td>Monday</td>
<td>03/23</td>
</tr>
<tr>
<td>Course #</td>
<td>204CARE903A</td>
<td>9:30am-3:30pm</td>
<td>Monday</td>
<td>04/13</td>
</tr>
<tr>
<td>Course #</td>
<td>204CARE903B</td>
<td>9:30am-3:30pm</td>
<td>Monday</td>
<td>05/18</td>
</tr>
</tbody>
</table>

Green Jobs: Outdoor Recreation and Conservation Certificate Program
Instructor: Angelou Ezeilou

Course#: 203CCARE300
Monday 5-9pm 02/03/- 04/20
$2500.00 | 48 Hours
Location: Harry S. Downs Center

This course leads to a certificate in the Outdoor Recreation and Conservation industry. For over a decade, the Greening Youth Foundation (GYF) has been the leading environmental non-profit organization providing access and jobs to culturally diverse young adults in the environmental field. In that time, the foundation has developed employment and training partnerships with outdoor recreation companies, outdoor retailers, environmental NGOs and natural resource management companies. GYF and its partners have a keen interest in exposing young adults to the many opportunities available in the environmental sector. Students age 19-25 years, from diverse backgrounds can acquire knowledge, skills, and experience to work in this high demand field.
Instructor: Synthia Reese  

Microsoft Excel

**Microsoft Excel Basic:** This course is an introduction to current spreadsheet application software. You will learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential. You must bring your own laptop with software loaded.

$149.00 | CE Main-Harry S. Downs Center

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tr>
<td>Microsoft Office Excel -Basic</td>
<td>203CCPT201A</td>
<td>Tues-Thur.</td>
<td>02/18-02/20</td>
<td>6-9 pm</td>
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<tr>
<td>Microsoft Office Excel -Basic</td>
<td>203CCPT201B</td>
<td>Tues-Thur.</td>
<td>03/31-04/02</td>
<td>6-9 pm</td>
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<tr>
<td>Microsoft Office Excel -Basic</td>
<td>Online 203OCPT201A</td>
<td>Tues-Thur.</td>
<td>02/25-02/27</td>
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<td>Microsoft Office Excel -Basic</td>
<td>Online 204OCPT201A</td>
<td>Tues-Thur.</td>
<td>04/07-04/09</td>
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</tbody>
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**Microsoft Excel Intermediate:** Take that intermediate step to the next level in using your worksheets. You will learn additional technical skills needed to produce business documents. You need to bring laptop with software installed.

$149.00 | CE Main Harry S. Down Center

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<tr>
<th>Course Description</th>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
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<td>Microsoft Office Excel –Intermediate</td>
<td>203CCPT105A</td>
<td>Tues-Thur.</td>
<td>03/03-03/05</td>
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<td>Microsoft Office Excel –Intermediate</td>
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<td>04/21-04/23</td>
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**Microsoft Excel Advance:** Take your Excel skills to the expert level! Topics include: working with advanced formulas, lookups & data tables, advanced list management, working with PivotTables & PivotCharts, exporting & importing, using analytical options and working with macros.

$149.00 | CE Main Harry S. Downs Center

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<td>6-9 pm</td>
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<td>204CCPT106A</td>
<td>Tues-Thur.</td>
<td>04/28-04/30</td>
<td>6-9 pm</td>
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<td>Online 203OCPT106A</td>
<td>Tues-Thur.</td>
<td>03/24-03/26</td>
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<td>Microsoft Office Excel- Advance</td>
<td>Online 204OCPT106B</td>
<td>Tues-Thur.</td>
<td>05/05-05/07</td>
<td>TBA</td>
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</tbody>
</table>

Synthia Reese has years of experience as a facilitator and as a Microsoft Certified Professional. Synthia has years of experience as a facilitator. She teaches learners from various backgrounds and cultures, from millennials to baby boomers, and she is able to accommodate different learning styles. She also develops and creates customized lesson plans to fit individual learners’ needs. Her teaching ability spans from corporate training to personal tutoring.
Airline Ticketing System
Software Training    ALTÉA
Instructor: TBA

CE Main Harry S. Downs Center
$588.00 | 20 Hours
Course# 203CTOTRAV02
Mon. –Wed. 01/14 to 02/03
6-9:30 pm

Altea engages participants with knowledge and practical exercises in order to navigate through and perform key functions within the application. Airlines operating out of local airports like Hartsfield Jackson International (the busiest airport in the world), Peachtree- Dekalb, and Fulton County use integrated technology to manage passenger movement successfully. Managing international travel means overcoming language barriers, dealing with passports, flow, connections, and boarding. ALTÉA Customer Management System helps airlines to successfully manage the complexities of passenger movement. This course helps prepare participants for airport jobs and advancement by giving knowledge and practical applications needed to successfully navigate the Altea system and perform tasks like solving customer issues, reservations, passes, selecting carriers, and more.

Travel and Tourism Management
Applications - Amadaeus CRS
Instructor: TBA

CE Main Harry S. Downs Center
$1260.00 | 70 Hours
Course # 203CTOTRAV01
Mon – Wed 01/13-03/15
6-9:30pm

Amadeus Central Reservation System is a popular application used by airlines, passenger rail, cruise lines, car rental agencies, ferry lines, and hotels. Get the knowledge and practical experience with scheduling, travel rates, travel modifications, and cancellations. An instructor will guide participants in practical exercises that help with understanding, the use, and value of the application in global travel. The participant will use an online application simulator to complete tasks assigned by the instructor.

MUSIC at
CLAYTON STATE

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OF OUR
MUSIC
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Clayton State
COMMUNITY
BAND

MASTERWORKS CHORUS
at Spivey Hall

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Symphony
Orchestra

For more information visit www.clayton.edu/vpa/music/preparatory-school
or email RichardBell@clayton.edu

www.clayton.edu\ce
ce@clayton.edu (email)
678-466-5118
FINANCIAL ASSISTANCE RESOURCES

Since the Clayton State University Center for Continuing Education does not offer degree-seeking credit, we are unable to process traditional forms of financial aid such as HOPE Grant or Scholarship, Pell Grant, etc. You do not need to complete a FAFSA form for our courses. We do have the following options for financial assistance:

SMART OPTION STUDENT LOANS

Smart Option Loans for Continuing Education are available through Sallie Mae and may be tax-deductible.

Pay more now: (Interest Repayment) Pay interest while in school and have a shorter repayment period after school to save an average of 30% on your total loan cost compared to our deferred repayment option. Minimum: $1,000.

Pay less now: (Fixed Repayment) Pay just $25 per month while in school and have a shorter repayment period after school to save an average of 20% on your total loan cost compared to our deferred repayment option. Minimum: $1,000.

Apply with no obligation at: salliemae.com/im_applying/smart-option-checklist.htm or 1-800-472-5543

1. After entering your contact information, when prompted for the state your school is in, select Georgia.
2. Select CLAYTON STATE U – CONT ED MORROW – 008976-97. (This code must be used.)
3. Click Continue.
4. Enter your credit information.
5. Within three days of loan approval, please call (678) 466-5118 for further instructions.

EDUCATION FINANCIAL SERVICES

- Students make no payments until six months after leaving school
- Students can choose to make early payments at any time during school
- No application, origination, or early repayment fees

www.wellsfargo.com/student/collegiate-loans
1-800-378-5526
Clayton State University CaPE’s School Code: 00897670

MILITARY EDUCATION BENEFITS

Several GI Bill® benefits are available for many different types of Education Programs. You are just a few steps away from finding out if you are eligible to receive Education benefits. All information can be completed online at www.gibill.va.gov

If you don’t have the capability to apply online, you can call 1-888-GI BILL-1 (1-888-442-4551).

If you are the spouse of military personnel, you may be eligible for Education benefits also. For more information, please call 1-800-342-9647 to speak with a MyCAA Career and Education Consultant.

UNEMPLOYED?

Need assistance to return to the workforce? You may qualify for training under the Workforce Investment Opportunity Act.

Visit the training website at: www.atlantaregional.com/workforcesolutions/training-and-education-services to determine your eligibility. If you have questions, please call the following:

Clayton, Fayette, Henry Counties: (678) 271-3554
South Fulton County: (770) 306-5202
Dekalb County: (404) 687-3400

Go to www.atlantaregional.com/wiatraining

www.clayton.edu/ce ce@clayton.edu (email) 678-466-5118
VA APPROVED PROGRAMS

Clinical Medical Assistant
Light Commercial HVAC
Pharmacy Technician
Project Management
SHRM Human Resource

Six Sigma Green Belt
Six Sigma Black Belt
Six Sigma Black Belt II
Voice Over

WIOA APPROVED TRAINING PROGRAMS

Clinical Medical Assistant
Project Management
Medical Coding
Light Commercial HVAC
RN Re-Entry
Pharmacy Technician

SHRM Human Resources
Georgia Film Academy

WIOA Approved training offered at Clayton State University Continuing and Professional Education Department. Eligibility requirements must be met to receive funding for career training.

For more information go to www.atlantaregional.org/wioatraining

Clayton County
WorkSource Atlanta Regional – Clayton
3000 Corporate Center Drive Suite 350
Morrow, GA 30260
Monday-Friday 8:00 a.m.- 5:00 p.m.
678-271-3554 (new number)
Fax: 770-960-2154
clayoncrc@clayoncrc.org

Fayette County
WorkSource Atlanta Regional – Fayette
Magnolia Office/Warehouse Condo Park
500 West Lanier Avenue, Suite 707
Fayetteville, GA 30214
Tuesday – Thursday 8:00 a.m.-5:00 p.m.
770-599-2449

Henry County
WorkSource Atlanta Regional – Henry
Heritage Square Business Centre
1900 Pennsylvania Ave
McDonough, GA 30253
Monday – Thursday 8:00 a.m.- 5:00 p.m
770-847-9082

Rockdale County
WorkSource Atlanta Regional – Rockdale
1765 Park Road Suite B110
Conyers, GA 30094
Monday, Tuesday, Wednesday, Friday
8:00 a.m. - 4:00 p.m.
Closed on Thursdays
404-484-5400
Fax: 678-374-8199
cguertin@rockdalecrc.org

South Fulton Workforce Development Career Center
5710 Stonewall Tell Road, Suite 160
College Park, Georgia 30349
(770) 306-5202
7:00 a.m. – 5:00 p.m.
http://www.fultoncountyga.gov/wioa-home
North Fulton Career Center
7741 Roswell Road, Suite 205
Sandy Springs, Georgia 30350
(404) 613-4480
7:00 a.m. – 5:00 p.m.

WorkSource Atlanta
818 Pollard Blvd., SW
Atlanta, Georgia 30315
Tel: 404.546.3000
Fax: 404.546.6892
http://www.worksourceatlanta.org/

WorkSource Dekalb
774 Jordan Lane, Building #4,
Decatur, GA 30033
Office: (404) 687-3400
Fax: (404) 687-3443
Monday - Friday: 8:30 a.m. to 5:00 p.m.
https://www.worksourcedekalb.org

In order to receive WIOA funding for Career Training, you must meet required eligibility criteria outlined by the Worksource office located in your prospective county or city.

www.clayton.edu\ce ce@clayton.edu (email) 678-466-5118
Clinical Medical Assistant

Instructor: Cecelia Cromartie, RMA
$3398.00 | 96 hours

This program is designed to prepare students with the knowledge, skills, and competencies to assist Physicians, NP’s and PA’s in their offices or other medical settings. Clinical Medical Assistants are responsible for medical and surgical asepsis, taking vital signs, assisting with examinations and surgery, administering ECGs and administering medications. Clinical instruction includes preparing patients for examination and treatment, specimen collection, administering injections, phlebotomy, performance of basic laboratory tests, ear irrigations, and Pulmonary Function Tests (PFTs). Students will learn about the use of technology in the healthcare field as they engage in clinical experiences. Students are required to complete 120 extern hours in addition to classroom hours to complete the program. Books, uniforms, supplies and exam fee not included in tuition.

Clinical Medical Assistant – Day
Course # 202CCER971B
Mon-Wed 9am-1pm
02/24-05/20

Clinical Medical Assistant – Evening
Course # 203CCER971A
Mon-Wed 9pm
02/10 – 06/01

Phlebotomy

Instructor: Cecelia Cromartie, RMA
1899.00 | 75 hours
CE Main Harry S. Downs Center

Phlebotomy Technician
Course # 203CCER900A
Mon –Wed 6-9 pm 02/02 – 05/05

This comprehensive 75-hour course will prepare you to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes medical terminology specific to pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. One class session will be spent touring a local hospital pharmacy and learning its operations. Textbook required (not included).

Pharmacy Technician

$1899.00 | 75 hours
CE Main Harry S. Downs Center
Instructors: Amanda Daniels, CPhT; Katina Edwards, BSN, CPhT; & Shannon Houston, CPhT

Pharmacy Technician
Course # 203CCER900A
Mon –Wed 6-9 pm 02/02 – 05/05

This comprehensive 75-hour course will prepare you to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes medical terminology specific to pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. One class session will be spent touring a local hospital pharmacy and learning its operations. Textbook required (not included).

Shannon Houston has over 10 years of pharmacy technician experience working in numerous settings. She has been an integral part of training new and existing pharmacy technicians, scheduling, customer service, medication preparation, teaching pharmacy technician courses and interviewing. She is currently a certified pharmacy technician through Pharmacy Technician Certification Board (PTCB). She also holds a Bachelor of Science in Business Management. She enjoys teaching the next generation of pharmacy technicians.
Medical Billing  
Instructor: Deborah Coleman-Jenkins, MBA, CMBS  
$1599.00 | 78 hours  
CE Main Harry S. Downs Center  
Medical Billing  Course # 203CCER115A  
Mon- Wed  6:30-9:30pm  
03/23-06/22  
The course will give you the skills required to be competitive in the healthcare market.  
The Medical Billing Specialist program includes legal, ethical, and regulatory concepts including HIPPA compliance requirements, industry-specific techniques for filling insurance, and performing diagnostic and procedural coding tasks. Required textbooks not included in course fee.

Medical Coding  
Instructor: Sarah P. Holmes, MAL, CPCO, COBGCS, CMM, HITCM-PP, CMCS  
$2299.00 | 214 Hours  
CE Main – Harry S. Downs Center  
Medical Coding  203CCER110A  
Tues- Thur  6:30-9:30 pm  
02/18-10/22  
Medical coders are among the fastest growing positions in the healthcare industry today! Learn how to accurately code diagnoses and procedures on patient health records to ensure proper reimbursement. This course is designed to prepare students for the AAPC (Certified Professional Coder) exam (www.aapc.com). Textbooks are required for this course.

RN Re-Entry  
Instructor: Dr. Sharon Jones  
$1399.00 CE Main Harry S. Downs Center  
Course # 203CCER975A  
Saturday  9 am- noon  
02/15- 02-29  
This course focuses on expanding and enhancing your registered nurse knowledge and skills by applying information related to new technology, up-dated common health illnesses, effective interventions, current nursing trends, evidence-based practice guidelines and legalities to previously acquired formal education and skills competency. The 40-hours theory portion is followed by a 160- hours supervised clinical component in an acute care setting. Students must complete all components of this course in order to fulfill the requirements to have the Georgia Board of Nursing license reinstated.

Dr. Sharon Jones joined the CSU family in Fall of 2017 and has continued to enjoy interacting with students. She is an Assistant Professor in the School of Nursing.  
Her work experience includes ICU (Intensive Care Units), PACU (Post Anesthesia Care Unit), Nursing Administration and Nursing Education. Dr. Jones received her DNP (Doctorate in Nursing Practice in Administration with a concentration in Nursing Education) from Samford University, MSN from University of Mobile and her BSN from University of South Alabama

Spanish for Medical Professionals I & II  
Instructor: Davidson Cesar  
$279.00 | 20 hours  
Spanish for Med. Prof. I  203CLAN1121  
Mon-Wed 9-11am  02/10 – 03/11 CE Main  
Spanish for Med. Prof. I  203MLAN1121  
Saturday 9-noon  02/08 – 03/21 Henry Co.  
Spanish for Med. Prof. II  204CLAN1121B  
Mon- Wed 9-11am  04/13- 05/20 TBA  
Spanish for Med. Prof. II  204MLAN1121B  
Saturday 9-noon  04-04- 05-16 Henry Co.  
As a health care worker, you understand that effective communication is essential.  
Don't let language and cultural barriers interfere with your ability to provide high quality care. Whether you are new to the language or just need a refresher this Medical Spanish course can help you. Make a personal connection with patients and their families. Bed side service provided to Spanish speaking patients will go a long way towards establishing communication. Those in healthcare can easily find themselves in situations without help to communicate, and you want to be prepared. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap.
NEUROTHERAPY TECHNICIAN PROGRAM

Neurofeedback is a medical treatment that relies on machinery to monitor and visualize brain activity, and is used to help a variety of conditions such as emotional disturbances, attention-deficit disorder, and post-traumatic stress disorder. Neurofeedback Technicians are responsible for understanding the machinery involved in neurofeedback, as well as collaborating with patients to effectively address and treat the concern for which they are seeking treatment. Neurofeedback Technicians are responsible for conducting an intake evaluation prior to a patient’s first neurofeedback session.

Connecting Mind States and Brain States
Instructor: Adrian Van Deuse

$199.00 | 4 hours
CSU Main Harry S. Downs Center
Course# 204CHEA260A
Saturday 8:30am-12:30pm 04/11/

Neurotherapy is a powerful, evidence-based technique for human performance rehabilitation and enhancement. It uses biosignal from the brain in a novel feedback loop so that the brain can learn from itself. Though simple and commonsensical to understand, there are important scientific underpinnings to the application that need to be understood before embarking on the use of the technique with our most important piece of hardware- our brains. In this course, the first of 5 introductory sessions to the field of applied neurosciences, we will address directly key objective measures that are commonly used today, and for decades, to understand the subjective experience of being a living, thinking person. This will provide “literacy” for the use of these measures in Neurotherapy.

The Plastic Brain
Instructor: Adrian Van Deusen

$199.00 | 4 hours
CSU Main Harry S. Downs Center
Course# 204CHEA260B
Saturday 8:30am-12:30pm 04/18/

The Neurotherapy technique makes use of the powerful animal trait of neuroplasticity for human performance rehabilitation and enhancement. It uses biosignal from the brain in a novel feedback loop so that the brain can learn from itself and actually change its functional connections based upon the feedback. There is, however, an equally powerful and deleterious aspect to neuroplasticity in which harmful habits are maintained and skills are lost. This course is a step further on the theoretical arc presented in the program on Neurotherapy. The elements of neuroplasticity will be dissected and viewed in a way that adds practicality to the concept as well as a deeper understanding of how we learn, both mentally and physiologically; for both ill and well-being.

Channels to Brain Communication

$199.00 | 4 hours
CSU Main Harry S. Downs Center
Course# 204CHEA260C
Saturday 8:30am-12:30pm 04/25

The human brain is a complex organism that sits at the seat of control over the even more complex human body. A disproportionate consumer of the body’s metabolic production, the brain uses that energy to carry on high-speed near and far network communication. Basic science has and does study diligently the brain in-vivo to better understand our experience and behavior. From this science, multiple ways to view the working brain have been developed and have reached the hands of field professionals. The ways of viewing the working brain are the ways we can communicate with the same brain in a Neurotherapy training dynamic. This course will study the modes of real-time brain measurement and discuss their importance in our understanding of ourselves.

The Workings of Neurotherapy

$199.00 | 4 hours
CSU Main Harry S. Downs Center
Course# 204CHEA260D
Saturday 8:30am-12:30pm 5/2

Though based upon a solid research basis, the technique of Neurotherapy is a professional endeavor. When deciding whether to work in Neurotherapy, many practical, life questions become highly relevant. In this course we will consider the field constraints, the ethics and the best practice of working as a technician with Neurofeedback and other Neurotherapies. As well as general considerations, a practical demonstration of a procedural workflow will be explored allowing the student to understand the guidelines, the applicability and the way that Neurotherapy often looks in the professional settings of health, education and well-being service providers across the country.

Adrian Van Deusen is an independent researcher and practitioner of applied psychophysiology and biofeedback since 1995. In 2003, he began studying HEG and developed a mentor-student relationship with Dr. Hershel Toomin in 2004 which endured through the end of Dr. Toomin’s life at 95 years of age. Adrian’s work as a researcher of HEG have included presentations at the following international conferences: International Neuropsychological Society, Brazil Congress of Neuropsychology, European Health Psychology Conference, Clinical Neuroscience Society, 2nd International Meeting of Working Memory and with an accepted paper in the Spanish Journal of Psychology.
Language

**American Sign Language**
Instructor: Cassandra Ammons, ITP Certified

**American Sign Language I**
$199.00 | 20 hours
Course # 203CLAN403A
Wednesday 6:30 -8:30pm 02/05 -04/08
CE Main Harry S. Downs Center

Course # 203MLAN403A
Saturday 10am-noon 02/22 – 05/02
CSU Henry

Learn to communicate using American Sign Language (ASL). You will learn the major components of ASL, develop basic conversational skills, and get an introduction to Deaf Culture.

**American Sign Language II Level II**
$199.00 | 20 hours
CE Main Harry S. Downs Center
Course # 203CLAN202D
Tuesday 6:30-8:30 02/03 – 04/06

There are many opportunities to use sign language such as working with law offices, medical clinics, businesses, government agencies, and school districts as well as communicating with members of the deaf community in social settings. ASL II LEVEL II will sharpen your skills, continue your ASL development, and increase your confidence. You will engage in class activities designed to challenge your current skills using ASL.

**American Sign Language III**
$199.00 | 20 Hours
CE Main Harry S. Downs Center
Course# 203CLAN403E
Thursday 6:30-8:30 02/13 – 04/16

This course will continue to develop sign vocabulary, everyday communication, conversational skills, and competence using ASL. You will focus on conceptually accurate, using classifiers and signing with confidence. You will continue to develop your knowledge of the Deaf Culture, community, and history.

**Intro to ESL**
Instructor: Jametria Floyd
CSU Henry- Henry County College and Career Academy
$199.00 | 6 hours
Course# 204MLAN501
Saturday 9am-noon 04/18 – 04/25

Are you seeking advancement in your current job or just want to improve your English? This exciting course will explore the essential foundation of the English language through culture, linguistics, communication, literacy, grammar. Learn and achieve elements of the English language in a productive, relatable hands-on approach.

**Effective Communication**
Instructor; Troy Washington, Ed. D
$99.00 | 8 hours
Course# 203CCOM125
Tuesday 6:30-8:30pm 03/10 03/21

Effective communication is key to landing that new job or being promoted from your current role. This workshop will enable the learner to communicate effectively in any situation. This 4 sessions workshop will focus on communication and listening skills that will enable the learner to become a more confident and effective communicator. You will learn and understand the importance of presentation, tone, and body language in effective communication styles. In this workshop we will identify your communication style and determine how to improve upon your current skills.

**Spanish I & II**
Instructor: Ophelia Riveria

**Spanish I**
$239.00 | 16 hours
CE Main Harry S. Downs Center
Course # 203CLAN221A
Tuesday 6-8pm 03/24- 05/12

¡Bienvenidos! Welcome, “true” beginners! Come join us in a new Beginning Spanish. We begin with the phonetics of pronunciation and progress to vocabulary, parts of speech, expressions, and when to use the present tense of Ser and Estar. The atmosphere of the class (in true Hispanic fashion) is relaxed with an emphasis on hands-on activities that are both fun and instructive. Connections to English as a first language will be heavily emphasized in this approach. Class will meet once a week (two hours) for eight sessions. Textbook is required.
Spanish II  
$239.00 | 16 hours  
CE Main Harry S. Downs Center  
Course # 204CLAN202A  
Tuesday 6-8pm 05/26 – 07/14

Continue to explore the Spanish language. This course is still on a basic level, and is designed for students who have completed Spanish 1 or who have a small amount of Spanish language experience. The goal of this course is to make the learning process less intimidating and give an atmosphere (in true Hispanic fashion) very relaxed with an emphasis on hands-on activities that are both fun and instructive. Course activities include conversation on general topics, current events, and short readings. Guidance on grammar and vocabulary expansion is incorporated into the interactive conversations between instructor and students.

Light Commercial HVAC-R  
Derrick Anderson, GA Construction Industry  
HVAC Non-Restrictive License  
$4100.00 | 273 Hours  
Hearts to Nourish Hope  
Course # 203JIND300A  
Mon thru Thur 6-10pm 02/10 – 06/09

Prepare for a career as a heating, ventilation and air conditioning technician with the specialized skills to perform service and repair procedures in the areas of residential and commercial heating and air conditioning. Within each of these areas are opportunities for specialization. Gain the skills necessary to find employment with small heating and air conditioning businesses or with a larger equipment manufacturer or wholesaler. Heat load calculations are done according to Manual J. Seventy-five percent of the course is hands-on. National certification exam (EPA) is offered to graduates at an additional cost. Textbook and tools required, but not included in course fee.

Mr. Anderson served for 8 years in the U.S. Navy supervising preventive & corrective maintenance of engineering plants; air conditioning, refrigeration, hydraulics, fuel, water, distilling, boilers and related equipment. He has worked in the industrial technology field for over 30 years. He has been an instructor with Clayton State since 2000. He has many certifications including the Georgia Board of Construction Industry's Conditioned Air Non-Restricted license, diplomas for Conditioned Air Technology and Advanced Commercial Refrigeration, and Stationary Engineer.

Power Plant Technology  
Instructor: Robert “Butch” Perry,  
Retired Chief Engineer

Power Engineering ( HVAC-R)  
$999.00 | 80 hours  
CE Main Harry S. Downs Center  
Course # 203JIND520  
Friday 9am-5pm 01/31 – 04/03

Power Engineering provides an in-depth overview of the basic refrigeration cycle to include heat transfer, conditioning the air, commercial and industrial systems, freezers, coolers, high and low pressure chillers and cooling towers. Students will also acquire knowledge of steam systems, boilers and acquire a basic understanding of electricity.

Power Engineering (Basic Electricity, Motors, Generators, Transformers)  
$999.99 | 80 hours  
CE Main | Harry S. Downs Center  
Course # 204CIND500A  
Friday 9am-5pm 06/05 – 07/14

This basic electrical course is tailored to help the student compute simple ohm’s law calculations, explain the concepts of transformer action and distinguish between the various types of motors and generators.

COMING IN FALL 2020 : Power Engineering - Boilers, Pumps, and Engineering

After many years of amateur self-taught photography, I felt that I wanted to expand my knowledge base! My first thought was to find a local photographer who would be willing to allow me to shadow them and expand my skills. That idea was short lived as I remembered having seen photography courses being offered at Clayton State’s program! I enrolled in both the Digital Photography I & II courses. The courses were enhanced on two levels! For one, the course instructor, Mrs. Kalika Wade, brought a wealth of knowledge and experience into the courses. Secondly, the assigned projects, along with the student/peer interaction, allowed for the application of theory and exchange of ideas! I have gained from these courses and improved my skills! I am looking forward to additional courses to continue my personal growth!

Respectfully,
Le’Von Alexander, ND
10% discount available on Continuing Education courses for ACTIVE members of the Alumni Association.
Instructor: Angela Worrell

**Sewing I**  
$199.00 | 16 hours  
CE Main Harry. S. Downs Center  
Course # 204CLEI900A  
Saturday 10am-noon 04/04-05/30

Basic sewing is not just for the talented. Yes you can learn to sew! This course is designed to empower students with the ability to skillfully sew basic outfits and quickly advance to the next level of sewing with ease. Students will acquire basic sewing techniques that will be with them for a lifetime.

**Sewing II**  
$199.00 | 16 hours  
Course # 204CLEI452A  
Saturday 10am-noon 06/06-07-18

Do you want to challenge your sewing skills? This course is designed to develop and utilize basic sewing skills by advancing to more complicated sewing techniques. Students will apply basic techniques acquired in Sewing I and will be introduced to advanced techniques that will enable them to produce fashionable garments.

**Creating your own “couture” garments with Stephanie Woodard**

**Introduction to Sewing**  
$199.00 | 18 hours  
Henry County College and Career Center  
Course # 203MCLEI20  
Saturday 9am-noon 02/08 – 03/14

This beginner level sewing course is designed for individuals who desire to gain knowledge in sewing machine basics, as well as, pattern layout, fabric cutting, basic standards of construction, and finishing techniques. Each student will be required to complete one finished garment approved by the instructor (Example: Elastic/drawstring pant or skirt).

**Intermediate Sewing**  
$199.00 | 18 Hours  
Henry County College and Career Center  
Course # 204MCLEI21  
Saturday 9am-noon 04/11 – 05/16

This course introduces students to more advanced construction techniques. Students taking this course should have already completed Introduction to Sewing or have prior sewing knowledge. Each student will be required to complete one finished garment of choice, approved by the instructor (Example: garment with sleeves, collar, closures, and pockets).

**Fashion Design Using Flat Pattern Techniques**  
$399.00 | 18 Hours  
CE Main Harry S. Downs Center  
Course # 204CCLEI22  
Wednesday 6-9pm 05/20 -06/24

If you have a creative touch or want to understand the construction of a garment, this class is for you. This course introduces students to the fundamental rules of flat pattern making. Student will sketch an original design, develop a paper pattern, and test in muslin on three dimensional forms prior to construction of the finished garment in fashion fabric.

**Stephanie Woodard** is a professional technical designer and has worked in the fashion industry in New York City for approximately 15 years. She graduated from the University of Southern Mississippi and Louisiana State University with bachelors’ degrees in Clothing/Textiles and Apparel Design. After graduation, she moved to New York and landed a position that would launch her technical designer career. While working full time in the fashion industry, she attended the Fashion Institute of Technology and earned a degree in Menswear Design. She has held positions in well-known companies such as Gap Inc., Saks Incorporated, and Polo Ralph Lauren. Other areas of expertise include footwear design, fashion design (include special occasion gowns), leatherwork, and alterations.
Professional and Personal Development

Early Childhood Inclusion & Special Education: What Every Teacher Needs to Know
Instructor; Jametria Floyd
$99.00 | 3 hours online

Course # 203MARE03
Tuesday 5-8pm 03/10

Explore and gain knowledge in the area of Early Childhood Education with Exceptional learners. Examine and understand the areas of Exceptionality in the field of Special Education. Additionally, learn historical, philosophical, political, and sociological foundations related to exceptional children.

Organize Your Life
Instructor: Temeria Gray
$79.00 | 4 hours

Do you feel like your plate is full and you have a hard time organizing your daily tasks? Learn to maximize your time, prioritize, get started with and finish tasks, as well as work toward accomplishing goals. Understand how to self-evaluate, identify pitfalls/strengths, set/reach goals, and plan for consistency. Explore technology tools to help organize and keep track of daily routines. Technology device (phone, computer, tablet) needed for course.

Course # 203CLEI620
Tuesday 10am-noon 01/28 – 02/01 CE Main
Course # 203OLEI620
Tuesday 5-7pm 03/03 – 03/10 Online

Introduction to Acrylic Painting
Instructor: Kelley M. Franks
$199.00 | 10 hours

Henry County College and Career Center

Course # 203MLEI08
Saturday 10am-noon 02/01 -02/29

Course # 204MLEI08A
Saturday 10am-noon 04/04-05/20

This course is designed for students who are interested in learning an art form, discovering a new hobby and/or for those who are interested in brushing up their skills in acrylic painting. They will learn how to pick the right tools, how to care for tools and equipment, and the techniques involved in developing a good acrylic painting. Students must provide their own materials.

The Art and Science of Aroma Therapy
Instructor: Kelli Bain $169.00
Henry County College and Career Center

Course # 203MLEI8
Saturday 9am-1pm 02/22 – 03/14

The Art and Science of Aromatherapy course will provide students an overview of essential oil therapy and current aromatherapy practices. Students will gain valuable basic knowledge of essentials and how to incorporate them into their everyday lives. Students will examine key safety and toxicity issues with the use of essential oils, critique the scientific and historical evidence about therapeutic qualities of 14 popular essential oils and create recipes for simple aromatherapy products for personal/body, bath and home.

The Art of Song Writing: Concentration on Rap Music
Instructor: Cameron Royce Williams
CE Main Harry S. Downs Center
199.00 | 12 hours

Course # 203CSLEI500
Tues.- Wed 1-4pm 03/03 – 03/11

This songwriting course is designed for anyone with an interest in music and who wants to understand the fundamentals of songwriting. Students will start with the development of a melody. They will learn how to create all types of melodic ideas that clearly convey the emotion of the lyrics to the audience. A melodic idea is a melodic phrase comprised of a group of notes that make sense together. It takes more than one phrase to make a complete melody. Students will learn how to develop melodic ideas into complete sections and complete songs.
The Georgia Film Academy

The Georgia Film Academy (GFA) is a collaborative effort of the University System of Georgia, the Technical College System of Georgia, and their affiliated Continuing Education Divisions to support workforce needs in the film and digital entertainment industries. We at Clayton State University Continuing and Professional Education are pleased to be one of the continuing education partners of GFA.

Registering for the Certification Program

Students may apply for GFA's entry course, GFA1000 (Introduction to On-Set Protocols) through the Film and Media Center (FDMC), a division of Continuing Education at Clayton State University. Once students have successfully completed GFA1000, students may then enroll in GFA craft courses to complete their certification. All GFA courses begin in the fall (August) and spring (January). Please visit the link below to learn more about FDMC’s application process: http://www.clayton.edu/film-and-digital-media/apply. Visit www.georgiafilmacademy.org for more information about the Georgia Film Academy.

Attention: Continuing education courses do not count as traditional college credit and are, therefore, not eligible for many forms of state and federal financial aid. WIOA does support eligible students with their GFA tuition. Please speak to your local WorkForce GA office for more information. WIOA offices are administered by county.

Program requirements: Upon acceptance into the GFA Program, students must complete 18 credit hours in order to attain the GFA Certification. All GFA classes are 6 credit hours each. A student must successfully complete three of the available course offerings from GFA to attain the GFA Certification. The Student must pass GFA1 to move forward in the program Here are brief descriptions of each course offering:

Georgia Film Academy I: The first course teaches students everything they need to understand about the rules of working on a set, such as: Film production, organizational structure, job descriptions, and duties in various film craft areas, names uses and protocols related to various pieces of professional on-set film equipment.

Georgia Film Academy On-Set Experience Internship: The On-Set Experience Internship course focuses on professional level productions, providing students with on-set interning opportunities along with pre-production craft training and working in the production office.

Electric and Lighting: The Electric and Lighting course allows students to participate in goal-oriented class projects including power distribution, set protocol and etiquette, properly setting lamps, department lingo, how to light a set to feature film standards and more.

Set Construction & Scenic Painting: The Set Construction & Scenic Painting course teaches students the correct way to read blueprints, set safety, proper use of power tools, carpentry, scenic painting and sculpting, as well as set etiquette.

Grip & Rigging: The Grip & Rigging course introduces students to the practice of rigging and supporting grip equipment, cameras, vehicles and other such devices.

Special Make-Up Effects: This course is designed to educate students with entry-level skills and knowledge in practical Special Effects (SFX) Make Up for the film and television industry.

AVID Media Composer 100: This course is designed to certify students with Avid Media Composer User Certification. This certification is recognized world-wide as the industry standard for assistant editors in feature films and broadcast television.

AVID/Pro Tools 100: Upon completion of this course, students will be ready to enter the film industry as a working assistant digital audio technician. Students will have the opportunity to achieve globally recognized certification in Avid Pro Tool 100 level curriculum.

AVID/Media Composer 200: Students will gain an advanced understanding of the tools within Media Composer and workflows involved in creating professional programs. Achieving the certification status of Avid Certified Professional in Media Composer demonstrates the ability to use a wide range of advanced tools, including multi-camera and script-based editing, audio mixing and sound design, motion and tracking stabilization, combined with the keys, mattes and paint design.

Production Accountant and Office Management: This course is designed to give students a broad understanding of work in and surrounding the Production Accounting and Production Office department. The accounting component of this course will focus on the accounting guidelines and reporting practices that are needed to track and manage the finances of a production company.
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Joanee Buffaloe
Clayton State University Continuing Education
(678)466-5113
joaneebuffaloe@clayton.edu
Needed!

Writers, technicians, editors, creative producers.

The booming feature-film industry in Georgia demands well-trained technicians and crafts people. But public demand for digital media far exceeds the output of these large-scale productions. To meet this demand, The Film and Digital Media Center of Continuing Education at Clayton State University now offers training in the independent-media industry for writers, technicians, editors, and creative producers.

Graduates of the Film and Digital Media Certificate Program develop an understanding of “above the line” and “below the line” positions in the independently-financed media industry. This training allows graduates to apply for positions with productions already in process. More particularly, graduates develop the necessary skills to launch their own independent projects whether as writers, producers, directors, and/or editors.

FDMC currently offers three tracks: writing, production, and post-production. The tracks are leveled and come together for two cumulative workshops. Students enrolled in the FDMC certificate program receive training in studio operations and positions, script writing, camera and sound package care and operation, editing platforms (Premiere) and protocols, basic accounting, legal and insurance requirements for productions, etc. Students have hands-on experience through course work and through the crafting of at least two short films. These films become their calling cards for the industry.

Certificate classes begin fall and spring.

FDMC also hosts stand-alone electives that focus on areas of general and specific interest in film. FDMC offers courses in directing (comedy, action, drama), editing (soundtrack design), production (commercial videos and interviews, mastering light inside/outside), and writing (character monologues, nonfiction/documentary, video game scripting, etc).

For further information please call 678.466.5085; email: filmanddigitalmedia@clayton.edu or visit our webpage: https://www.clayton.edu/digital-media-center/
Digital Photography

Digital Photography I
Instructor: Kalika Wade, MBA-HRM
$229.00 | 10 hours
CE Main Harry S. Downs Center

Course # 203CLEI801A
Saturday 10am-12:30pm 01/04-01/25

Whether you are brand new to the digital world, or have recently jumped in, this course will take the guesswork out and help you become comfortable with this new technology that opens up a whole new world of photographic possibilities. The course will teach you how to use your digital camera to create great photos in a variety of conditions, how to manage your digital photo files, and how to print your pictures efficiently from digital sources. This is a hands-on course so bring your camera and the appropriate media. At the end of the course you will have at least 3 great photos to add to your portfolio.

Digital Photography II
$229.00 | 10 hours
CE Main Harry S. Downs Center

Course # 203CLEI702A
Saturday 10am-12:30pm 03/07-03/28

Take the next step into Digital Photography! It is highly recommended to have successfully completed the Digital Photography I course or to have comparable experience. Students who have not taken the Digital Photography I course should receive advisement from the instructor before registration. This is a hands-on course, so bring your camera and the appropriate media. The course will include hands-on demonstrations.

Introduction to Lightroom
$229.00 | 10 hours
CE Main Harry S. Downs Center

Course # 203CLEI811A
Saturday 10am-12:30pm 02/08-02/29

It's time to take your photographs to the next level by bringing your photos to life! This course will allow photographers to learn how to make their photos pop! Learn to manage and edit multiple images at once using the Lightroom interface. This course will teach you the features in Adobe Lightroom, as well as help you master the skills needed to be able to successfully use the program. No previous experience is required. Both the beginner and seasoned users can benefit from this course.

Voice Over Certificate Program

VOICE OVER FUNDAMENTALS
Instructor: Vince Bailey
$799.00 | 30 Hours CSU
Jonesboro Lucy Huie

Course# 203JFLM530A
Monday 6-9:45pm 02/11-03/31

Understanding the voiceover business is more than reading aloud. This course, through weekly recording of “real” commercials, will introduce students to proper vocal delivery and improved fluency. Students will focus on effective microphone techniques and on selection of the right tool (microphone) for the job. Equally important, students will discover how to promote their talents, to find jobs, and to negotiate fees.

The Clayton State Voiceover course helped turn my dream into a reality. The knowledge I gained was priceless and I could not recommend it enough to anyone looking to start their voiceover career.”

-Devante’ W. Johnson
CSU CaPE graduate 2017

Voice Over Intermediate Certificate Program
Instructor: Norman W. Miller (Kozmo)
$799.00 | 30 hours
CE Main Harry S. Downs Center

Course # 204CCER4110
Saturday 10am-1:45pm 04/11-05/30

Students in the Applied Intermediate Voiceover course will learn intermediate and advanced voiceover techniques, including: audition prep, copy analysis, agency solicitation, and marketing/branding oneself as a professional voiceover artist. Students will develop individual small business and marketing plans for voiceover work in the B2B workspace. Prerequisite: Prior voiceover training is preferred.

N. Kozmo Miller is a nationally credited voice-over artist having booked jobs for radio, TV, internet and industry applications. Some of his clients include Hillshire Farm, Burger King, Caterpillar Trucks, Ford, Skittles, the Museum of Civil/Human Rights, Sierra Mist, Atlanta United FC, Publix Supermarkets, BET Networks, and the Museum of the Bible. His talents have also been featured during an opening montage for America’s Got Talent. Mr. Miller teaches Intermediate VO through the Film and Digital Media Center, a division of Continuing Education of Clayton State University, and The Acting Club of Atlanta.

If there’s a career in your voice, Kozmo will help you find it!
The Art of the Interview
Instructor: Brent Lambert-Zaffino
CSU Jonesboro Lucy Huie Hall-Film Studio
$159.00 | 16 hours
Course# 204JFLM406A
Thursday 6-10pm   04/02 – 04/23
Directing an interview is not as simple as asking questions. It typically requires a great deal of research and preparation. Directing interviews also requires the ability to be an active listener. The goal of this seminar is to show students how to prep and conduct an interview on a variety of topics and in a variety of situations, culminating in the presentation and evaluation of student-to-student interviews.

Find It, Fix It, Film It
Instructor: Wanda Cody
$259.00 | 21 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 203JFLM510A
Saturday 9am-noon   02/15 – 03/28
This class is great for anyone seeking instruction in interior design and construction as well as repurposing of furnishings. The knowledge gained can be used for the home as well as preparation for set design in the film industry. The course is a seven-week program that introduces students to how to find items to be used for interior design in thrift stores, consignment shops, garage sales, etc.
Students will upholster basic furniture, strip and paint wood furniture, build temporary wall units and design accent items according to their interior design and budget. Student groups and/or individuals will be responsible for purchasing the necessary materials to complete projects.

Home Décor & Movie Sets
Instructor: Wanda Cody
$259.00 | 21 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 204JFLM520A
Saturday 9am-noon   04/18 – 05/30
Whether decorating a home or a movie set, walls, windows, and light are the backdrops for any room design. Learn to save money by refurbishing what you have and/or what you have found into showpieces. Sessions cover designing a look and budgeting. Basic wall repair and recovery: patching, seaming, painting, papering.

Imagined Worlds
Instructor: Thomas Stein
$129.00 | 12 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 204JFLM405A
Tuesday 6:30-9:30pm   04/07 – 04/28
Ask avid gamers what they enjoy so much about their favorite games and they will inevitably get around to their immersion in a world unlike their own and yet very like their own. All this description becomes the game’s bible, rather like a strategy guide on steroids. After analyzing examples of gaming guides and game play, students will create a game bible of their own. They will generate the over-arching story concept. They will practice level-by-level cause-and-effect plotting. They will create detailed character biographies and location geographies.

Lighting for Film
Instructor: James Dinsmoor
$299.00 | 21 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 203JFLM420A
Wednesday 6:30-9:30pm   02/12 – 03/25
In film, stories get told 3 times: on the page, on the screen, in the edit room. This course focuses on lighting as a means of not only shaping objects but of story itself. Light can be hard, specular, and direct; it can be soft and diffused. And light has color, inherent color, not tinted or gelled. How do these qualities effect the affect of a scene or film? Students will study and practice the lighting setups expected by audiences of comedies and dramas and documentaries not just to understand how to quickly create the proper mood, but also to understand how to play with audience expectations to craft a visual story not quite as expected.

The Art of Sound
Instructor: David Bergen
$299.00 | 21 hours
CSU Main Campus Music Room 144
Course # 203JFLM400A
Monday 6:30-9:30pm   02/10 – 03/23
A well-executed sound track enhances the viewing experience and understanding of a film. This course focuses on sound editing beyond the syncing of voices to picture. Using Premiere Pro students will craft a soundtrack using available visual and sound materials, focusing on selecting, timing, balancing, and equalizing to their purpose.
Reel Fight Choreography
Instructor: Carnell Holley
$399.00 | 42 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 203JFLM500A
Tues- Thur 6:30-9:30pm  02/11 – 03/26
Reel Fight Choreography 101 covers the essential skills required to successfully participate in and produce a fight scene for film productions. Instruction will focus on not only performing the actions necessary and the safe execution of movement on set, but also choreographing fight scenes. Lectures with practical, hands-on, in-class assignments will emphasize student retention of ideas and best practices.

Voices in Your Head
Instructor: Teresa Steppe
$129.00 | 12 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 204JFLM408A
Tuesday 6:30- 9:30pm   05/05-05/26
Some stories are born from inciting incidents. The action carries you and your characters along in a series of adventures that reach their inevitable climax.

After Effects
Instructor: James Dinsmoor
$299.00 | 21 hours
CSU Jonesboro Lucy Huie Hall-Film Studio
Course # 204JFLM430A
Monday 6:30-9:30pm   04/06-05/18
Through a combination of lecture and hands-on learning, students in this course will develop a basic skill set needed to navigate the After Effects interface, including: import and export of clips; render exports; effectively key frame and mask and blend; create shapes and use motion tools for animation effects; track and stabilize footage for larger edit; and more.

FDMC INSTRUCTORS
Wanda Cody has a love for furniture upholstery and furniture refreshing. With over 25 years of experience, she enjoys making pieces from consignment stores and thrift stores into stunning furnishings for use in clients' homes or in public lobby areas. All of her formal training has come from a family-owned upholstery business started by Elizabeth Davis. Ms. Davis was the first African-American woman to own her own upholstery shop for over 25 years. Ms. Davis’s drive for the business has been passed on to Ms. Cody and her family. Ms. Cody teaches upholstery, refinishing, and home décor for both the interested public and the students of the Film and Digital Media Center, a division of Continuing Education at Clayton State University.

Thomas Stein is an independent producer born and raised in Georgia. A graduate of the Digital Film Technician program at Clayton State University, he has always had a love for film. Helming the production company, Wild Hunt Media, with producing partner Peter Swanson, Mr. Stein is currently developing both film and print projects based in an original post-apocalyptic world. But as he also loves helping other people learn to make their own films, to that end, he can also be found teaching production and writing classes at the Film and Digital Media Center, a division of Continuing Education at Clayton State University.

Vince “The Voice” Bailey has many years of professional experience as an Announcer / Emcee. He has provided Announcer services for WNBA, NBA, Pro Football, Hockey, Professional Boxing Matches, and Professional Ballroom Dance Competitions Internationally and across the US. He has also recorded audiobooks, podcasts, voicemail system prompts, and served as Announcer for the Trumpet Awards, Stellar Awards and the Black Music Honors television broadcasts. Mr. Bailey teaches Voice-Over Fundamentals through the Film and Digital Media Center, a division of Continuing Education at Clayton State University.

Teresa L Steppe’s credits include both independent film and more traditional academic work. As a producer of short films for over 20 years, she has won several festival awards, most notably at the Houston International Film Festival and the Lake Shore Film Festival (Chicago). In addition, she has attended the Cannes Film Festival as a still photographer with Entertainment Weekly. Alongside her film work, she has edited for the Voltaire Foundation of Oxford University and is a published poet. Ms. Steppe teaches writing and production and serves as the Senior Manager of the Film and Media Center, a division of Continuing Education at Clayton State University.
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Start a new career as a medical transcriptionist with the training provided in this program, which includes medical terminology training.

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Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

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Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

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This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

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ACCOUNTING FUNDAMENTALS
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

ADMINISTRATIVE ASSISTANT APPLICATIONS
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a career in this field.

COMPUTER SKILLS FOR THE WORKPLACE
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

EXPLORE A CAREER AS A PARALEGAL
Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

INTRODUCTION TO GOOGLE ANALYTICS
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

INTRODUCTION TO PHP AND MYSQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

INTRODUCTION TO QUICKBOOKS 2013
Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

INTRODUCTION TO SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

JAVA PROGRAMMING
Deepen your understanding of the Java programming language and start writing programs that are more sophisticated and professional.

MEDICAL CODING
Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

START YOUR OWN SMALL BUSINESS
Stop dreaming and learn how to start your own successful small business.

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Accounting with QuickBooks
Instructor: Camilla Ngurre Paul
$429.00 | 24 hours CSU Fayette

Course # 204PARE560A
Thursday 9am-noon  04/16 – 06/04

Organize your company’s finances with QuickBooks! Set up accounts, customers, and vendors for a new company through QuickBooks. Learn how to handle writing checks, reconciling statements, paying bills, invoicing customers, and depositing funds. With a step-by-step approach to learning, you will become skilled at using QuickBooks to manage accounts receivables, accounts payable, and create meaningful reports and graphs. Textbook, QuickBooks Premier software, and laptop required.

Planning for Retirement
Instructor: Temp Davis
$89.00 | 6 hours

Course # 204PLEI808A
Tuesday 6-9pm  05/05 – 05/12

Unlike financial seminars that focus on a specific topic, this comprehensive course helps you see the “big picture”. It examines many aspects of personal finance (Cashflow, Debt, Social Security, Pensions, Investments, Insurance, Estate Planning) and how they can work together to create an integrated retirement plan. This course includes a financial planning and retirement workbook with examples and illustrations, which is yours to keep. It helps you follow along with the classroom presentation, take notes and serves as a reference book for you. A case study for Jack and Jill Planwell will be developed in class by the instructor to give you a frame of reference for your own home work.

Tira Clay, MS, earned her undergraduate degree in psychology from Spelman College. She completed her Master of Science degree in applied psychology from Stevens Institute of Technology, received a certification as a certified natural health practitioner (CNHP) from the Trinity School of Natural Health, and most recently became a certified Interactive Metronome therapist. Tira will complete her PhD in Applied Psychophysiology-Clinical Specialization by the end of this year and she plans to conduct combine Applied Cryotherapy and Psychophysiological modalities to optimize health and overall well-being.

APPLIED CRYOTHERAPY
Instructors: Tira Clay, MS, CNHP & Louise Bryant, MBA

If you are looking to start a business or if you are a career changer, Cryotherapy is one of the fastest growing businesses and can be started immediately. Localized cryotherapy has been in existence for decades. Localized applications target a specific part of the body providing the patient with a rush of oxygenated blood, a natural analgesic effect, and a reduction in muscle tension in the treatment area. Whole-Body Cryotherapy (WBC), is the most recent treatment that targets the entire body. WBC is a refined cold treatment method that exposes your body to a temperature of -200°F to -250°F for about 2 – 3 minutes in a cryochamber or cryosauna. The method of fast cooling makes your body go into survival mode. This causes more blood to flow into essential organs and supplies required oxygen and nutrients to your body.

CRYO111 Fundamentals of Applied Cryotherapy (Prerequisite Course)
CSU- Fayette $299.00

Course # 203CHEA11A
Mon- Wed 6-10 pm  01/13-01/15

This course discusses the basic physiology of cryotherapy in relationship to educational applications, sports recovery, and its use as a modality for other health-related concerns. This course teaches the basic principles of localized and whole-body cryotherapy. Students acquire a basic understanding of the various types of cryotherapy equipment and the differences between localized cryotherapy applications and whole-body cryotherapy. Students overview the historical and current uses of cryotherapy targeting its effects on the human body. Learners also review the varied job titles, roles, tasks, and job descriptions associated with becoming a professional or technician in the field of applied cryotherapy.
CRYO112 Applied Cryotherapy Safety and Clinical Applications
CSU- Fayette $299.00

Course # 203CHEA112
Mon – Wed 6-10pm 01/20 – 01/22

This course instructs learners on the use of whole-body cryotherapy as an alternative and adjunctive health and wellness modality to optimize aspects of health and to optimize performance. Learners will study the anti-inflammatory, antianalgesic, and anti-oxidant effects of cryotherapy with emphasis on the underlying physiological responses.

Cryo113 Human Anatomy and Physiology for the Applied Cryotherapy Professional
CSU- Fayette $299.00

Course # 203CHEA113
Mon – Wed 6-10pm 01/27 – 01/29

This course provides an overview of the human body so Applied Cryotherapists can establish a solid foundation concerning body systems in the human body. Students learn about the structure and shape of the body, its parts, and their relationship to one another (anatomy) coupled with a review of how the body and its parts work or function (physiology). This course stresses the intimate relationship between anatomy and physiology to stimulate increased learning. Applied Cryotherapists will be able utilize this knowledge when applying cryotherapy modalities and applications to individual clients/patients.

CRYO114 Principles and Practices of Alternative and Complementary Medicine
CSU- Fayette $299.00

Course # 203CHEA114
Mon – Wed 6-10pm 02/03-02/05

This course explores the philosophies, modalities and techniques used in complementary and alternative medicine (CAM). CAM theories, experiential cases, and research discussing the efficacy and controversies surrounding the use of certain alternative health and wellness modalities are explored placing emphasis on Whole Body Cryotherapy. Learners acquire information to evaluate the use of complementary therapies for healing and health maintenance, especially Whole Body Cryotherapy. Learners acquire skills to inform clients/patients and other health and wellness providers about whole body cryotherapy and other CAM therapies designed to optimize overall health and well-being.

CRYO115 Pain Assessment and Intervention in Applied Cryotherapy
CSU- Fayette $299.00

Course # 203CHEA115
Mon – Wed 6-10pm 02/10 – 02/12

Do you suffer from pain, or know someone who does? Pain is a common issue with many Americans and most people are turning to alternative medicine. The treatment of whole-body cryotherapy (WBC) for general health and optimization in sports is becoming a widely utilized modality and common application. A primary use applied cryotherapy is reduction in pain and inflammation, and the recovery of the body after workout or injury. Students will review literature and reported outcomes of WBC as reported by spa owners, massage therapists, chiropractors and other healthcare practitioners, clients and patients for it anti-inflammatory, anti-analgesic, and antioxidant effects.

CRYO116 Principles of Integrative and Functional Nutrition
CSU- Fayette

Course # 203CHEA116-
Mon – Wed 6-10pm 02/17 – 02/19

The human body requires good nutrition from meals as well as vitamins, minerals, herbs in maintaining optimum health. You will learn to assess, formulate and implement a program for patients and/or clients to augment health and nutrition.

CRYO117 Entrepreneurship: Establishing the Cryotherapy Clinic or Spa
CSU- Fayette

Course # 203CHEA117
Mon – Wed 6-10pm 02/24 – 02/26

Learners explore the basic principles of starting a business in Applied Cryotherapy (Whole Body Cryotherapy). Learners utilize hands-on techniques to understand business practices and apply knowledge to launch an applied cryotherapy business. Strategic steps are explored to implement an applied cryotherapy business. Students overview each aspect of the cryotherapy business including management, marketing and customer service. Learners apply foundational principles concerning the importance of business ethics and customer service with the expectation of appreciating the financial investments involved in purchasing whole body cryotherapy equipment and establishing an applied cryotherapy business.
CRYO118 Optimal Functioning Practicum
CSU- Fayette $399.00
Course # 203CHEA118
Mon – Wed  03/02- 03/06/

Do you desire to work with athletes while providing applications that will help to optimize performance and support the overall body? A primary goal of the practicum is to expose learners to the benefits of whole body cryotherapy with actual clients and athletes. Students must complete all prior applied cryotherapy courses to qualify to register for this practicum. Students take the capstone course who currently work with or have the desire to work with athletes in a coaching capacity. Learners apply knowledge and skills acquired throughout the program to inform clients about the benefits of applied cryotherapy. Students also build additional skills in establishing client-professional rapport as they work with athletes utilizing whole body cryotherapy applications. Learners are required to accrue a minimum of 40 hours in actual practice of applied cryotherapy.

CRYO119 Applied Cryotherapy Practicum in a Clinical Setting
CSU Fayette $399.00
Course # 203CHEA119
Mon – Wed  6-10pm  03/02- 03/06

Are you interested in the clinical research of cryotherapy coupled with acquiring hands-on experience in cryotherapy in a clinical environment? Students must complete all prior applied cryotherapy courses to qualify to register for this practicum. This course provides the learner with supervised hands-on experience in an actual applied cryotherapy environment (spa, wellness center, clinic, etc.). It is essential that the learner apply their skills in client intake, history, assessment, application/implementation, and follow-up. Learners are required to accrue a minimum of 40 hours in actual practice of applied cryotherapy. Students can obtain these hours at any clinical setting agreed upon by the learner and instructor.

Hands on Intro to Transcranial Doppler
Instructor: Kim J. Hodge, BS, RVS
679.00 I 12 hours CSU Fayette
Course # 203PHEA809
Saturday 9am-3pm  02/22 – 02-29

This 2-day training includes effective techniques that will provide an understanding of TCD Ultrasound and how it can be used more effectively in patient care and diagnosis. This workshop is taught by leading vascular ultrasound specialist and offers access to Two (2) Days (12 Hours) scan lab. Introduction to Carotid Duplex/ Color Flow Imaging Course is specifically designed for busy physicians, sonographers, Neurodiagnostic technicians and other medical professionals taught in accordance with AIUM and IAC guidelines to increase diagnostic skills and scanning proficiency for interpreting and performing CDUS Examinations. For the best ultrasound education experience, completion of ultrasound course or knowledge of Neurodiagnostic exams prior to hands on scanning is recommended.

American Sign Language II
Instructor: Cassandra Ammons, ITP Certified
$199.00 I 20 hours CSU Fayette
Course # 203PLAN403A
Tuesday 6:30-8:30pm  02/11 – 04/14

You will expand your level of signing using Sign Language level phrasing and increased vocabulary that make conversations possible. You must have successfully completed Sign Language I and have a thorough knowledge of finger spelling, casual introductory conversation, and a vocabulary of at least 250 words.

Conversational Spanish
Instructor: Reggina Cabrera
$239.00 I 16 hours CSU Fayette
Course # 203PCLAN204
Tuesday- Thursday 10am- noon  02/25 – 03-19

Have you studied the Spanish language and never used it? Would you desire to have a daily conversation using the Spanish language? This course is intended for students who want to enhance their proficiency in the Spanish language. It assumes the student knows the language and is interested or need to regularly practice.
WRITING WORKSHOPS
BY PAUL SINOR

Novel Writing Workshop
$229.00 I 16 hours CSU Fayette

Course # 204PFLM003
Saturday 9am-noon  04/11 – 05/09

This course is designed for anyone who has an interest in writing novels. It will benefit those who have a work in progress or who are ready to begin the process of writing a novel. Students will learn the importance of action, dialogue, and characterization. They will learn how to incorporate these concepts into their projects. By the end of the course, each student will have completed the first 25 pages of a new novel or worked through their work in progress. One class session will be devoted to “pitching” their project to an agent or publisher.

Short Story Writing
$199.00 I 6 hours

Course # 203PFLM001
Tuesday 6:30-9:30 pm  03/31 – 04/07

This course is designed for anyone who has an interest in writing short stories. It will benefit those who have a work in progress or are ready to begin but do not know where or how. Participants will study several short stories of different genres. They will learn the importance of action, dialog and characterization and how to use them in their project. By the end of the course, each student will have completed the first draft of a new short story or worked through their work in progress. During one session participants will be shown how to market their story to a publisher.

Writing for Television and Films:
Screenwriting
$279.00 I 21 hours

Course # 203PFLM002
Tuesday 6-8pm  02/04- 03/17

This course is designed for anyone who has an interest in writing for film or television., It will benefit those who have a work in progress or the person who is ready to begin but does not know where or how. Participants will study completed and produced screenplays, learn the importance of action, dialog and characterization and how to use them in their project. By the end of the course, each student will have completed the first act of a feature film or the first two acts of a television drama. One session will be devoted to “pitching” their project to a producer. Participants will work with screenwriting programs.

The Business of Sewing and Fashion Design

Instructor: Arthlene LeGair Lawrence

Focuses on creating ready to wear clothing from inspiration/concept to production. This practical sewing and fashion course will help you become familiar with the basics principles of operating a sewing machine, designing and creating garments, how to take measurements and more. It will help build your confidence at working with the sewing machine and develop a range of related sewing skills to use towards a sewing career.

Sewing
Course # 203MCER01 $199.00
Saturday 10am-12:30pm  02/08- 03/14

Intro. To Fashion Design
Course # 203MCER03 $399.00
Saturday 10am-12:30pm  03/28- 05/02

Arthlene Legair Lawrence is prodigious. Self-motivating successful woman who, from a youthful age, forged her way through challenging periods to become a leading-award-winning International Celebrity Fashion Designer, the host of Facts of Life TV Show, Lifestyle Empowerment & Inspirational Speaker, Instructor, Mentor, and Humanitarian. Her Legair Brand fashion has appeared on Bravo Television’s Married to Medicine, and other national television and in local, national and international magazines. Her designs have graced the runways in Paris, England, Hollywood, New York, and other international markets. She also is a published author of three books, “Where My Hope Comes From: Prayers and Promises of Hope,” and her newly released books, “Rising Through Life’s Struggles and Challenges.” and “Living a Life of Wholeness and Purpose” 2018
With almost 30 years of experience, CaPE has created a team of subject matter experts comprised of organizational development specialists from the Greater Atlanta area. We can help you gain a competitive advantage in a challenging global marketplace through our extensive instructor resources. Our staff and consultants are accomplished educators, seasoned business professionals, and knowledgeable government experts with real-world experience. Their expertise, combined with the rich resources of Clayton State University—educating thousands of students annually through degree, certificate, and continuing education programs, results in timely and cost-effective customized training programs that guarantee a significant return on investment.

The list below is representative of corporate and contract training we can customize to your organization's specific needs. We have customized training for dozens of employers in the greater Atlanta area:

- Leadership Development
- Management
- Project Management
- Communications
- Professional Writing
- Supervision
- Customer Service
- Technology/Computer
- Health Education

All training is available at your facility, so you are paying employees for training time, not commuting time. Also, we arrange training according to your schedule. This includes early mornings, evenings, or weekend training to accommodate the complex schedules of today’s workplace. We can customize your training solutions plan at a low cost and on short notice to meet your specific needs. Elements considered in determining the cost include: the number of hours of the training program, instructor fees, course development, and instructional materials needed for the program. We will propose fees and work with you to develop high quality solutions that fit your learning objectives and training budget.

For more information about contract training through Clayton State University's Continuing and Professional Education, please visit our website at https://www.clayton.edu/conted/Contract-Training/ Or you may contact Tira Clay at 678-466-5112 or by email at tiraclay@clayton.edu.
WHAT IS CaPE CONTRACT TRAINING?

CaPE Contract Training Division is the Architect Solutions for your company’s learning needs. We develop training customized to meet the needs of your business. Our free needs assessment and consultative practices implemented by our expert consultants customize a specialized training program to achieve the goals of your organization.

HOW WE DO WHAT WE DO!

We can train and provide solutions for your company at your location and according to your timeframe. CaPE also provides training on-site in our professional conference facilities located either on our Morrow, Georgia Campus (Main campus) or at our CSU Fayette Campus located in Peachtree City, Georgia.

CUSTOMIZED COURSE DESIGNS

Every employee should be equipped with knowledge, skills and competencies for critical job roles to complete job requirements. CaPE’s training & development model affords your organization with the solutions and the critical competencies for continuous and professional development across all organizational levels. CaPE’s targeted model impacts Entry Level, Administrators, Technicians, Team Leaders, Supervisors, Managers, Directors and Senior Leaders.

OUR CUSTOMIZED COURSE DESIGN METHODS!

❖ Partner with CaPE as we provide expert advice and support through training and consulting to achieve corporate objectives. Your organization will realize increased organizational effectiveness and improved efficiencies. Ensure that highly competent and skilled employees deliver products and services to your customers.

❖ CaPE’s aim is to support your organization with the critical knowledge, skills, and competencies (i.e., those identified via the CaPE assessment process) to match short-term training goals and long-term learning objectives that can be effectively acquired through training and professional development.

Contact Tira Harney Clay, Contract Training Manager, Continuing and Professional Education at (678) 466-5112 or TiraClay@clayton.edu
Corporate Training Consortium

“Customer Service Excellence” Training & Consortium affords businesses with multiple learning tracks to foster that competitive advantage needed to survive and thrive in an increasingly tough and uncertain business climate. In today’s customer-oriented business environment, “people skills” are critical for personal and organizational success. Learners apply skills to help them handle customers directly and proficiently while providing the optimal organizational culture so customers are compelled to return for your services.

Knowledge and skills are acquired to help impact individual, team and company goals through proven performance and by meeting benchmarks. Excellent customer service is about communicating effectively and professionally so respect is gained, customer relationships maintained and enhanced, and your organization’s competitive edge is evidenced in every area of the business.

### CUSTOMER SERVICE EXCELLENCE

<table>
<thead>
<tr>
<th>Employee</th>
<th>Managing Others</th>
<th>Becoming Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Customer Service Skills that Every Employee: Must Have</td>
<td>Hiring for Customer Service</td>
<td>Building a Culture of Service: Customer Connectedness</td>
</tr>
<tr>
<td>Solving the Customer’s Needs through Innovative Problem Solving</td>
<td>First Things First: Managing Service, Time &amp; Productivity</td>
<td>Leading with Purpose</td>
</tr>
<tr>
<td>Team Building: Reenergizing the Employee &amp; Team Relationship</td>
<td>Leveraging the Team’s Situational, Workflow &amp; Escalation Issues</td>
<td>Grow Your Customer Base: Employee Engagement &amp; Winning Brand Values</td>
</tr>
<tr>
<td>Capstone: Customer Service</td>
<td>Capstone: Situational Management &amp; Employee Engagement</td>
<td>Capstone: Situational Leadership for the Internal &amp; External Customer</td>
</tr>
</tbody>
</table>

### EMPLOYEE DEVELOPMENT & PROGRESSIVE LEADERSHIP CONSORTIUM

Short and long-term success of any organization demands effective leadership skills. How effectively and consistently an organization develops their employees is directly correlated to its bottom-line results and outcomes. It is important for organizations to create strong pipelines of leadership talent since leaders strongly influence the success of every organization.

CaPE’s leadership consortium prepares and hones skills for the current, tenured and emerging leader. Effective leadership skills foster a dynamic organizational culture, impact employee satisfaction, and influence growth and a team’s ability to achieve benchmarks and realize bottom-line objectives.

The Employee Development & Progressive Leadership Consortium prepares employees with the critical skills that companies need.

### EMPLOYEE DEVELOPMENT & PROGRESSIVE LEADERSHIP

<table>
<thead>
<tr>
<th>Employee</th>
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<th>Becoming Leaders</th>
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<tbody>
<tr>
<td>Strength Finders: Discovering Your Strengths</td>
<td>Emotional Intelligence</td>
<td>Succession Planning</td>
</tr>
<tr>
<td>Effective Business Writing</td>
<td>Performance Managers: Managing Across Generations</td>
<td>Leading with Purpose: In Times of Change</td>
</tr>
<tr>
<td>MS Excel Executive</td>
<td>Executive Presence for the Non-Executive</td>
<td>Finance for Non-Financial Managers</td>
</tr>
<tr>
<td>Presentations: Deliver, Persuade &amp; Inspire</td>
<td>First Things First*: Manage Time &amp; Productivity</td>
<td>Uncovering Unconscious Bias</td>
</tr>
</tbody>
</table>
HOW DO YOU BECOME A COMPANY CONSORTIUM PARTNER?
To become a Partner, simply invest in up to five (5) seats for the 2020-2021 training sessions in either Track 1 or Track 2. Your company can fill seats with different staff members based on the content of each individual training session. All courses must come from the same Program. You cannot mix Customer Service courses from Track 1 with Employee Development & Progressive Leadership courses from Track 2.

BUNDLED TRAINING COSTS PER COMPANY

<table>
<thead>
<tr>
<th># of Training Seats Per Company</th>
<th>Cost Per Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 Training Seats</td>
<td>$5,500</td>
</tr>
<tr>
<td>6 - 10 Training Seats</td>
<td>$8,500</td>
</tr>
<tr>
<td>11 - 20 Training Seats</td>
<td>$16,500</td>
</tr>
<tr>
<td>21 - 30 Training Seats</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

OTHER CONTRACT TRAINING COURSES

<table>
<thead>
<tr>
<th>Accounting for Non-Financial Managers</th>
<th>Brokerage Logistics</th>
<th>Breaking the Glass Ceiling: Business Excellence for Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Etiquette &amp; Professionalism</td>
<td>Business Acumen</td>
<td>Business Writing</td>
</tr>
<tr>
<td>CEBS &amp; CEBS Certification</td>
<td>Communication Skills</td>
<td>Compliance</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>Culture Building</td>
<td>Customer Service</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Ethics</td>
<td>Microsoft Excel (All Levels)</td>
</tr>
<tr>
<td>Finance &amp; Accounting</td>
<td>Green Technology</td>
<td>HR Management</td>
</tr>
<tr>
<td>Leadership</td>
<td>Life Coach</td>
<td>Medical- Patient and Non Patient Care</td>
</tr>
<tr>
<td>Neurotherapy Technician</td>
<td>Project Management</td>
<td>Relationship Management</td>
</tr>
<tr>
<td>Sales Training Six</td>
<td>Sales Training Six Sigma Green\Black</td>
<td>Master Black Belt</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>Supervisory Skills</td>
<td>Team Building\Team Performance Time Management</td>
</tr>
<tr>
<td></td>
<td>Time Management</td>
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</tbody>
</table>
Financial Technology (FinTech) describes financial activities that occur without the help of a person. FinTech is a field that is rapidly transforming how financial markets, institutions, and companies operate, perform, and do business. FinTech influences business models as companies revamp their organizational culture to remain cutting-edge and proactive. Now more than ever, it is critical to respond to the predictions, concerns and challenges fueling the financial services industry.

WHAT DOES THE FINTECH LEARNING HUB CONSORTIUM COVER?

In collaboration with FinTech experts, Clayton State University Continuing and Professional Education (CaPE) developed a FinTech Learning Hub & Consortium geared for customized and high-impact learning where you acquire knowledge and engage, innovate, and validate your expertise in FinTech. Courses in the FinTech Learning Hub Consortium explore:

- Emergent information to help your company adeptly transition and compete in FinTech.
- An overview of the current and emerging technologies in FinTech such as blockchain, cryptocurrency, digital identity, Artificial Intelligence (AI), crowdfunding and quantum computing.
- The implications of these technological interventions for the small to mid-size business.
- Predictions and concerns of the future of commerce and markets.
- Digital products and services that are transforming the FinTech industry.
- Mind-sets and strategies to help small to mid-size businesses compete and/or collaborate with disruptive technologies.
- The impact of Blockchain Technology and Cryptocurrency in financial services and monetary policy and process (e.g., regulations, ethics and compliance, consumer experience, digital infrastructure).
- Demonstrated strategies to forge ahead as a FinTech innovator.
Be FinTech Empowered to discuss, explain and respond to emerging technologies and acquire cutting-edge information through CaPE's FinTech Learning Hub Consortium. Learn more about:

- Blockchain
- Artificial Intelligence & Machine Learning
- Real Time Payments & Reporting
- Robotic Process Automation

**WHO THIS COURSE TARGETS:**

- Small to mid-size business professionals, entrepreneurs, or executives in the financial services industry.

- "Need-to-Know individuals who want to interpret, respond to, and handle the new technologies, disruptive networks, strategies, and the future path of financial technology.

- Professionals concerned about what FinTech means to the future of commerce and markets.

- Finance and Financial Service Industry leaders who need to know and interpret the FinTech landscape and the diverse drivers that challenge the financial services industry.

- Key entities with stakes in how value is stored, managed, and transferred between consumers, merchants, and finance institutions.

**REGISTER FOR THE FINTECH CONSORTIUM NOW!**

**CONTACT:**

Tira Harney Clay, CaPE Contract Training Manager, (678) 466-5112
tiraclay@clayton.edu
THE FINTECH LEARNING HUB CONSORTIUM
Three (3) Course Tracks

<table>
<thead>
<tr>
<th>TRACK A</th>
<th>TRACK B</th>
<th>TRACK C</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINTECH FUNDAMENTALS</td>
<td>FINTECH FINANCIAL</td>
<td>FINTECH TECHNOLOGY &amp; NEW TECHNOLOGY</td>
</tr>
<tr>
<td>o How to Build a Successful FinTech Start-Up?</td>
<td>o The Nitty-gritty of Blockchain, Digital Cash, and Cryptocurrency</td>
<td>o Building Relationships on Both Sides of the Table: Financial Institutions and FinTech Relationships</td>
</tr>
</tbody>
</table>
SAVE THE DATE
Clayton State University Continuing & Professional Education

2020 CONFERENCE
FINTECH EVOLUTION: TRANSFORMING THE LANDSCAPE FOR SMALL TO MID-SIZE BUSINESSES

When: September 18, 2020
Where: Clayton State University
       Continuing & Professional Education
Cost: $199.00/person

Speakers, Vendors, Sponsorships & Table Opportunities Available

CaPE’s 2020 FinTech Conference is a must attend for small to mid-size business professionals in finance and technologies interested in gaining winning skills in a rapidly changing industry. Emergent technologies are transforming the financial landscape and disrupting the customary business models!

Join senior leaders, entrepreneurs and professors from large and small organizations, universities, and startups. Acquire knowledge and skills as these experts discuss financial and technology-based implications to help you thrive in the world of Digital Finance.

For Information Contact: Tira Clay, CaPE Contract Training Manager
(678) 466-5122 or tiraclay@clayton.edu
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- FAMILY REUNIONS

Complimentary Wi-Fi and parking

For additional information, please view our website at www.clayton.edu/conference-services and click on Facility Rentals. If you would like to visit or schedule a tour, please contact us at conferenceservices@clayton.edu or (678) 466-5113
WE’RE RECRUITING INSTRUCTORS
DO YOU HAVE A SKILL TO SHARE?

If you have a hobby, professional skill, or a language you have mastered consider sharing it with others. Clayton State University Continuing and Professional Education Department is always looking for enthusiastic Instructors and facilitators to lead our classes. If you got skills and have the desire to teach, please apply at www.clayton.edu/ce.

- Master Black Belt
- Project Management
- Allied Healthcare
- ESL
- Computer Software
- Information Technology
- Career Courses
- Professional Development
- HVAC-R
- Power Engineering
- Spanish
- Fin-Tech
- Customer Service
- Digital Photography
- Cyber Security