CONTINUING & PROFESSIONAL EDUCATION



CONTINUING & PROFESSIONAL EDUCATION









CSU CONTINUING & PROFESSIONAL EDUCATION CERTIFICATE PROGRAMS

Prepare to succeed with a professional certificate.

Go beyond the classroom with hands-on training and real world experience with certificates that meet your professional needs and interests.

Our certificate programs prepare you to succeed in the modern workplace and are in demand by employers in our area. Find the program right for you and create your future today!

The symbol indicates classes that are part of a certificate program. Register for one class or for the complete certificate series. Look inside!

PROGRAMS INCLUDE:

Data Analysis 6

Medical Coding and Billing 8

Dental Assisting 9

Certified Medical Office Specialist 9

Pharmacy Technician 9

Graphic Design 11

Real Estate Pre-Licensing 12

Digital Photography 21

Many more inside!



Columbus State University, Continuing & Professional Education is accredited as an Authorized Provider by the International Association for Continuing & Professional Education and Training (IACET).

As an IACET Authorized Provider, Continuing Education offers CEUs for its programs that qualify under the ANSI/IACET Standard.



FALL 2021

Continue to Create You!

We are here to help you thrive.

You are committed to creating the best life for yourself and your family — and we are committed to helping you. With over 50 years of providing exceptional lifelong learning, creative activities, cultural experiences, and customer service, the education and enrichment you need is just a click or a phone call away! Our main goal is to ensure you learn what you need to succeed.

Teach with Us

Part of our mission is to hire the best part-time instructors who bring practical knowledge and a significant skill set to our team. Our instructors combine unique curriculum and delivery with a deep-rooted respect for student success and the learning environment.

If you have expertise and a love for teaching, we would love to hear from you! Please email your resume, course ideas, and contact information to assistance@columbusstate.edu. If there is a match between your area of expertise and our market, we will contact you for more information.



Online Classes and Certificate **Programs**



Payment Plan: Learn more on page 26.

NEW!

16 New Classes! See highlights on page 27.

Class Locations (unless otherwise noted):

EBTC Elizabeth Bradley Turner Center, CSU Main Campus

RANK The Rankin, 1004 Broadway

Professional Development

Business	4
Computers & Technology	6
Health Care	7
Health & Fitness	9
Media & Design	11
Project Management	11
Teaching & Education	12
Real Estate	12
Test Prep	13
English Language Institute	15

Personal Enrichment

Art	20
Crafts & Hobbies	16
Dance	19
Health & Fitness	9
Lifestyle	19
Photography	21

Youth Programs

Activ8	Fall	Break	24

Registration

nformation a	nd Form	26





PROFESSIONAL DEVELOPMENT

BUSINESS



ONLINE CERTIFICATE PROGRAM

Accounting and Finance for Non-**Financial Managers**

Every successful person in the workplace utilizes financial information to aid in effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Three one-month courses.

COURSE LIST:

Accounting & Finance for Non-Financial **Managers**

Cash is King

Financial Analysis and Planning

3500575 | CEUs: 4.8

\$495

Online: Sep 7 - Nov 26



Discuss your workplace environment and discover ways to implement the inclusion of persons with disabilities. Through simulations, we will examine challenges faced by those with disabilities, strategize ways to remove barriers, and change assumptions about what people with disabilities can and want to do. You do not want to miss this workshop taught by Joy Norman, CSU instructor and current chair of the Mayor's Commission for Persons with Disabilities!

6510063 CEUs: 0.2 Joy Norman			\$49	
Sep 9	Thu	6:00 - 7:30 pm	1 session	
Nov 4	Thu	6:00 - 7:30 pm	1 session	

Accounting and Finance for Non-Financial Managers 🕟 💭

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

3500369 | CEUs: 1.6 | Sharon DeFonteny \$195

Online: Sep 7 - Oct 1

Cash is King 🕟 🗘



Cash is arguably the most important factor in business success. Dun & Bradstreet (D&B) reports 90% of all small business failures are due to poor cash flow - more money gets paid out than collected. It is the non-financial manager who really makes a difference in the dayto-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success.

3500383 | CEUs: 1.6 | Jodie Trana \$195

Online: Oct 4 - Oct 29

Financial Analysis and Planning for Non-Financial Managers 🕟 🗘

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture, but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

3500588 | CEUs: 1.6 | Jodie Trana \$195

Online: Nov 1 - Nov 26



NonProfit Administration

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff needs to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in Nonprofit Administration. You will come away with the best information from instructors who train people in nonprofits.



Revenue Generation for NonProfits Program Evaluation

3500370 | CEUs: 4.8 \$595

Online: Sep 7 - Nov 26

The Basics of Bookkeeping

Whether you are looking to advance in your career or you're an entrepreneur, this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand (and know how to record) every penny that comes in and out of your business. This course shows you how to create a chart of accounts that will meet your needs. Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of the numbers and why!

3500615 | CEUs: 1.6 | Sharon DeFonteny \$195

Online: Oct 4 - Oct 29

Grant-Funded Program Development

This program-based course covers the complete process of designing and developing grant funded programs. You will be introduced to developing grant funded programs with a focus on your organization's mission and vision for sustainability. As a program director or manager, this course will help you to identify your target audience, create a budget, utilize grant reporting, practice partnership and collaboration, and analyze pre- and postsurveys and evaluations.

6510066 CEUs: 1.2 Toya Winder			\$89	
Aug 30 - Oct 11	Mon	6:00 - 8:00 pm	6 sessions	EBTC
(No class 9/6/21)				

Revenue Generation for NonProfits 🕟 🗘





Build revenue streams for your nonprofit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course, you will have the knowledge to improve your revenue generation and generate a better surplus.

3500371 | CEUs: 3.2 | Myia Walsh \$495

Online: Sep 7 - Oct 29

Program Evaluation for NonProfits 🕟 🗘



Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs, and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

3500372 | CEUs: 1.6 | Myia Walsh \$245

Online: Nov 1 - Nov 26

Writing Essentials



Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice if you speak English as a second language. With the knowledge and hands-on practice you gain from this course, you'll be able to express yourself clearly and persuasively in writing, both in your personal life and in the business world.

3500884 | CEUs: 2.4 | Ann Linquist \$149 Visit columbusstate.edu/ce for details. Online: Classes start monthly

A to Z Grant Writing 🕟



Help your nonprofit organization, school, religious institution, or research organization acquire the funds needed to operate and thrive by becoming a Grant Writer! Learn how and where to look for potential funders who are a good match for your organization, how to network and develop true partnerships with a variety of funders and how to put together a complete proposal package and organize a successful grant writing campaign. By the end of this course, you will have an understanding of the grant writing process and will be able to research, plan, and write grants for any organization to get the funds needed for every day operation or a special project that impacts a community.

3500604 | CEUs: 2.4 | Beverly Browning \$149

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Grammar Refresher Certificate 🕟 🗘





Good grammar doesn't make good writing, but good writing demands good grammar. Whether you're a student or a professional, a career-changer or a job seeker, this comprehensive program will guide you through the linguistic twists and turns of English grammar and equip you to write more effectively from day one. The first course covers the basics of grammar at the word level, including parts of speech and commonly confused words. In the second course, you'll learn about grammar at the sentence level, from fragments to run-ons. In the third course, you'll focus on the finer points of capitalization and punctuation, as well as advanced concepts like parallelism and agreement. The grammar knowledge you'll gain from this certificate applies to whatever kind of writing you do now or aspire to create in the future. Everything you learn will elevate your communication skills and help you polish and edit your writing.

3500847 | Ellen Feld \$295

Online: Sep 7 - Nov 26

Human Resources Professional

The Human Resources Professional course prepares you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). By the time you finish the course, you will be equipped to start your career in this growing field. Additionally, you will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management. You will also learn information useful to sitting for certification exams taken at more advanced stages in a human resources career, including the SHRM's Certified Professional exam and the HRCI's Associate Professional Human Resources exam.

3500864 | CEUs: 12 | Anna Smith \$1795

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Real Estate Investing

Have you ever heard the old saying, buy low, sell high? In this course, you will learn how to make money in any area, in good times and bad, even if you have little money to start with. Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

3500865 | CEUs: 2.4 | Josh Fuhrer \$129

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Stocks, Bonds, and Investing: Oh My!



Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored. but absolutely essential, to your success as an investor. This course won't just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You'll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have provided yourself with the independence, confidence, and peace of mind you'll need to make your own investment decisions.

3500804 | CEUs: 2.4 | Matt Crabtree \$129

Online: Classes start monthly Visit columbus state edu/ce for details.

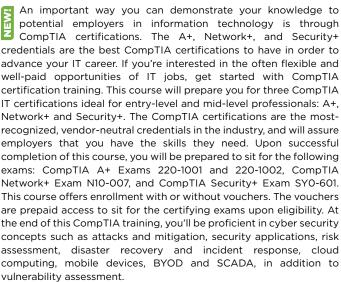
COMPUTERS & TECHNOLOGY

Data Analysis & Visualization with Tableau

This introductory course to Tableau will provide you with an opportunity to have hands-on experience to explore, experiment, solve, prepare, and present your data with ease as a business professional. The skills gained from learning this software will empower you to take control of your raw data and mold it into useful graphs, charts, and pictures. Handling large clumps of data is a daunting task, but learning Tableau will make visualization and presentation a breeze.

6520050 | CEUs: 1.4 | Sachin Mehta \$189 Sep 2 - Oct 14 Thu 6:00 - 8:00 pm 7 sessions **EBTC**

CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)



3520902 | CEUs: 48 | David Grimes \$3995

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Certified Ethical Hacker (Voucher Included)



\$2895

Are you interested in network security and information technology, but want more of a challenge than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you'll use the same techniques as the bad guys to assess security and identify weaknesses, except you'll use these hacking powers for good. This course will immerse you into the hacker mindset, putting you in the driver's seat of hands-on activities. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time. Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course includes a voucher that covers the fee of the exam.

3520921 | CEUs: 10 | Reric Reed

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Certified Information Security Manager (Voucher Included)

In the InfoSec world, security managers are the driving force behind an organization's cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties. If you're ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

3520922 | CEUs: 7.5 | David Grimes \$1395

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Mastering Computer Skills for the Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in Microsoft (MS) PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

3500416 | CEUs: 1.6 | Betsy Flanagan \$195

Online: Sep 7 - Oct 1

Come teach with us.

Have an expertise and a love for teaching? Please send your resume and course ideas to assistance@columbusstate.edu today!

Introduction to Microsoft Excel 2016



These lessons will teach you tricks for setting up fully formatted worksheets quickly and efficiently. You'll get tips on sorting and analyzing data, designing custom charts and graphs, creating threedimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.

3560031 | CEUs: 2.4 | Wallace Wang \$159

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Introduction to Microsoft Excel 2019/Office

This course will introduce you to the Microsoft Excel 2019's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.

3520887 | CEUs: 2.4 | Chad Wambolt \$159

Online: Classes start monthly Visit columbusstate.edu/ce for details.

HEALTH CARE

Basic Life Support Certification (CPR & AED)

This basic life-saving course will teach you how to correctly perform cardiopulmonary resuscitation (CPR) and to correctly use an automated external defibrillator (AED) on adults, children, and infants. After successfully demonstrating proficiency in the skills learned in class, you will leave certified by the American Heart Association (AHA) and prepared to be an everyday hero. This course meets all requirements for healthcare providers, childcare specialists, educators, personal trainers, and those working in service-related

6540005 | CEUs: 0.35 | Carmen Evans \$59 **EBTC** Aug 28 Sat 12:30 - 4:00 pm 1 session

REGISTER AND SAVE

Take both classes for \$79!

First-Aid Certification

This additional time in the classroom will enable you to administer basic life-saving techniques in the case of injury or other medical emergency. This American Heart Association (AHA) course meets all requirements for healthcare providers, childcare specialists, educators, personal trainers, and those working in service-related fields. Prerequisite: Basic Life Support Certification (CPR & AED) or BLS Card.

6540006 | CEUs: 0.15 | Carmen Evans \$29 4:00 - 5:00 pm **EBTC** Aug 28 Sat 1 session



ONLINE CERTIFICATE PROGRAM

Medical Coding & Billing

Whether you want to code in a physicians' office, for a hospital, or from home, our affordable certificate program will help prepare you for this profitable and flexible career. CSU Continuing & Professional Education's 252-hour certificate can be completed in only 44 weeks, getting you ready to succeed on either the AAPC or the AHIMA credentialing exam.



COURSE LIST:

Medical Terminology

Structure & Function of the Human Body Introduction to ICD-10-CM Coding

- More classes to come:
- Introduction to CPT & HCPCS Coding
- Intermediate Coding
- **Medical Billing & Reimbursement**
- **Inpatient Coding**

9520006 \$2495

Online

Medical Terminology 😯



Common medical terminology is required to analyze and interpret medical reports related to specific body systems. In this condensed review of medical terminology, you'll learn to identify medical terms and words by their component parts and define the body structure and its systems, cavities, planes, and positions. This class is essential for anyone wanting to become a healthcare professional! Textbook reauired.

9520017 CEUs: 1.8 Angela Foster				\$125
Aug 17 - Sep 2	Tue, Thu	6:00 - 9:00 pm	6 sessions	EBTC

Structure & Function of the Human Body 😯



Learn the daily operations of the human body while examining the terminology, structure, function, and interdependence of the body's systems. You will be able to describe the structure and function of the 11 human organ systems and identify common disorders. Textbook required.

9520019 CEUs: 1.8 Angela Foster			\$125	
Sep 7 - Sep 23	Tue, Thu	6:00 - 9:00 pm	6 sessions	EBTC

Introduction to ICD-10-CM Coding 😯



This course will introduce you to the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM). ICD-10-CM is used to code diagnoses that describe patient conditions, diseases, illnesses, injuries and other reasons for seeking healthcare services. You will become familiar with the organization of the ICD-10-CM coding manual and how to apply official guidelines and conventions for accurate coding of diagnoses. This course will include out-ofclass work such as reading and writing assignments, practice and practical application assignments. Required Prerequisites: Human Anatomy & Physiology and Medical Terminology. Textbook required.

9520030 CEUs: 4.8 Aisha Heard			\$!	549 🔇
Sep 28 - Nov 18	Tue. Thu	6:00 - 9:00 pm	16 sessions	EBTC

Certified Medical Administrative Assistant (CMAA) (Voucher Included)

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion of this course, you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Health career Association (NHA). This course includes a voucher which covers the fee of the exam.

3530387 CEUs: 16 Nancy Smith	\$1495
Online: Classes start monthly	Visit columbusstate.edu/ce for details.

Certificate in Food, Nutrition and Health 🕟 😯



The goal of this course is to provide a holistic overview of current food and nutritional issues and their impact on physical, social, emotional, and spiritual health. Throughout this course, you will become more conscious of what you eat, why you eat it, how it is prepared, and what consequences your food choices have on your health as well as the health of the planet. You will also learn how to change your eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs. Ultimately, you will gain insight into how food interacts with your body on multiple levels - physical, mental-emotional, and spiritual - as well as the impact it has globally.

3530377 CEUs: 1.6 Cyndie Koops	sen \$129
Online: Classes start monthly	Visit columbusstate.edu/ce for details

Visit columbusstate.edu/ce for details.

NASM Certified Personal Trainer and Exam Preparation (Voucher Included)

If you want an exciting career helping others achieve their fitness goals, start with this NASM Certified Personal Trainer and Exam Preparation course. It's a unique online course that prepares you for the National Academy of Sports Medicine (NASM) exam. The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry. Start with this prep course to become a certified personal trainer (CPT) and reach your career goals. This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam. If you're thinking about studying for your personal trainer certification online, this course is an excellent way to do so. It includes exam preparation and all study materials, as well as the certification exam fee, and you will gain the knowledge, skills, and abilities you need to become a successful NASM personal trainer.

3530385 | CEUs: 8 |

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Optician Certification Training



No matter which area of opticianry you choose, you'll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population. In this course, you can gain the skills and knowledge you need to obtain an entry-level job as an optician in the states that recognize this certification. In addition, you'll prepare to take the Basic American Board of Opticianry (ABO) exams, which includes the NOCE (National Opticianry Competency Exam) and the CLRE (Contact Lens Registry Exam), which is required by many states to work as an optician or as a stepping-stone to career advancement. After successfully completing this course, you will possess the knowledge required to pass the American Board of Opticianry (ABO), National Opticianry Certification Exam (NOCE) exam, or Contact Lens Registry Exam (CLRE). However, we do recommend researching your state's requirements prior to pursuing a career as an optician. While some states only require a high school diploma or GED and passing score on the ABO exam to fulfill licensing requirements, others have their own optician licensing exams. Additionally, some states may require that opticians complete an apprenticeship program or degree program in order to become licensed.

3530386 | CEUs: 15 | Beverly Smith

\$1895

Online: Classes start monthly

Visit columbusstate.edu/ce for details.



ONLINE CERTIFICATE PROGRAMS with ACADEMY of MEDICAL PROFESSIONS

Become Nationally Certified in a New Career in 16-20 Weeks!

- Medical Transcription
- Medical Coding
- Medical Office Specialist
- Pharmacy Technician
- Dental Assisting
- Phlebotomy Certificate
- Clinical Medical Assistant

For more information or to register, please contact us today: 706.507.8070 / assistance@columbusstate.edu

Programs include:

National Certification Exam, textbooks, letter of recommendation, resume writing, and job placement assistance.

Open Enrollment

Payment Plan Available



Certificates offered in partnership with Academy of Medical Professions

SKILLED TRADES & INDUSTRIAL

HVAC/R Certified Technician (Voucher Included) 🕟

If you have more than a year of HVAC/R experience, this course will prepare you for the next step - certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities. This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you.

5800021 | CEUs: 16.2 | Mike Baker \$2895

Online: Classes start monthly Visit columbusstate.edu/ce for details.

MANAGEMENT & CORPORATE

Introduction to Project Management



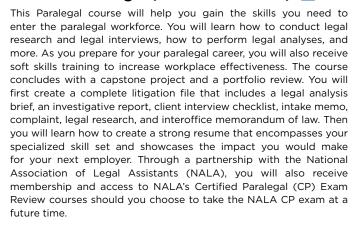
In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career.

4100008 | CEUs: 1.6 | Andy Stanhope \$195

Online: Sep 7 - Oct 1

LAW AND LEGAL

Certified Paralegal (Voucher Included)



3550032 | CEUs: 22.5 | Casey Thompson

\$2495

Online: Classes start monthly

Visit columbusstate.edu/ce for details.

REGISTER TODAY!

The sooner you register, the more likely you are to reserve yourself a seat in class. Online registration is easy and convenient.

columbusstate.edu/ce

More registration options: page 34



ONLINE CERTIFICATE PROGRAM

Certificate in Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Finally, learn the 10 Project management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three onemonth courses.

COURSE LIST:

Introduction to Project Management Project Management Processes Project Management Knowledge Areas

4100011 | CEUs: 4.8 | Ron DeCamp

\$495

Online: Sep 7 - Nov 26

Project Management Processes



Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of project management, whether you are interested in project management, in a project management field, or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment

4100010 | CEUs: 1.6 | Christina Mitchell

\$195

Online: Oct 4 - Oct 29

Project Management Knowledge Areas 📘



Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. The Project Management Professional community does this through the five Project Management Processes supported by the ten Project Management Knowledge Areas. This course introduces the student to the ten Project management Knowledge Areas and their support role and relationships to the five Project Management Processes.

4100009 | CEUs: 1.6 | Andy Stanhope

\$195

Online: Nov 1 - Nov 26

The Complete Project Manager with CAPM and PMP Prep 🕟

The Complete Project Manager with CAPM® and PMP® Prep online training program provides you with a thorough understanding of project management from start to finish. You'll start with a good foundation of project management concepts and terminology. You'll then build on that foundation by taking a closer look at certain critical project management aspects in-depth. Material is presented sequentially as it would likely occur in actual projects. You'll gain a thorough understanding of how to apply project management concepts, in addition to any specific variations between them. Key and critical topics are explored in depth as they are appropriate for a more intermediate and advanced level understanding. This is combined program (bundle) consisting of the Essentials of Project Management and Mastering Project Management courses. This program is based on the current Guide to the Project Management Body of Knowledge (PMBOK® Guide), which establishes the international standard regarding the project management discipline. It aligns with PMI's Talent Triangle® and is also eligible for Professional Development Units (PDUs) for PMP® or other project management certifications.

4100039 | CEUs: 25 | Nikki Choyce

\$1995

Online: Classes start monthly

Visit columbusstate.edu/ce for details.

MEDIA & DESIGN



ONLINE CERTIFICATE PROGRAM

Graphic Design

The Graphic Design Certificate provides students with a solid foundation for entry in the graphic design industry. Working with Adobe software, you'll learn design and publishing fundamentals for producing print and online media. Upon completion of the certificate classwork, students will have compiled samples into a professional portfolio. Classes are hosted in our state of the art PC lab or students may choose to bring their own laptop. Foundations of Graphic Design is required as the first course in this certificate. Payment plans are not available for this discounted registration package. Required courses include: Foundations of Graphic Design, Adobe Illustrator for the Graphic Artist, Adobe Photoshop for the Graphic Artist, Adobe InDesign for the Graphic Artist, Publishing for Print and Web, Adobe Acrobat and The Branding Process.

COURSE LIST:

Foundations of Graphic Design Adobe Illustrator

Adobe Photoshop

More classes to come:

- Adobe InDesign
- **Adobe Acrobat**
- **Publishing for Print and Web**
- **The Branding Process**

9670003

Online

Foundations of Graphic Design 😯 🕟



Graphic design is the art of visual communication and is a way to creatively present information. Discover how designers use perspective, typography, layout, and other essential elements to create effective marketing and promotion imagery. Receive an introduction to the skills necessary to enter the graphic design field and the professional options within the industry. This class is part of the Graphic Design Certificate.

9670011 | CEUs: 1 | Nathan Ford \$99

Aug 16 - Aug 27

10 sessions

\$999

Adobe Illustrator 🗘



Adobe Illustrator is the designer's essential tool for creating logos, professional type effects, maps, diagrams, vector illustrations, and more. Understand the unique features of Illustrator, the difference between vector and raster graphics, and how to create complex graphics with simple components and selection tools. Learn lines and shapes, using the live trace, type basics, gradients, using layers, transparency and exporting images to EPS and PDF, and discover high quality drawing and digital illustration. This class is part of the Graphic Design Certificate.

9670004 CEUs: 2.4 Nathan Ford			\$249	
Aug 30	Mon	6:00 - 9:00 pm	1 session	EBTC
Sep 1 - Oct 13	Wed	6:00 - 9:00 pm	7 sessions	EBTC

Adobe Photoshop for the Graphic Artist 😯



Adobe Photoshop is the industry standard for working with digital images, whether in print, on the web, or in video. Learn to create and edit your own digital graphics and photographs. This handson course discusses image formats, filter effects, retouching digital photos, working with layers and masks, using various painting tools, typographic design and vector drawing techniques. Learn how to manipulate your images with extraordinary creative freedom and give your work a professional look using the tool that the experts use. This class is part of the Graphic Design Certificate.

9670005 CEU	s: 2.4 Nati	han Ford		\$249
Oct 18	Mon	6:00 - 9:00 pm	1 session	EBTC
Oct 20 - Dec 1	Wed	6:00 - 9:00 pm	7 sessions	EBTC

Improving Email Promotions 🕟 😯





Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

3500419 CEUs: 1.6	Susan Hurrell	\$195
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Online: Sep 7 - Oct 1

Come teach with us.

Have an expertise and a love for teaching? Please send your resume and course ideas to assistance@columbusstate.edu today!

ONLINE CERTIFICATE PROGRAM

Digital Marketing

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one-month courses.

COURSE LIST:

Improving Email Promotions Boosting Your Website Traffic Online Advertising

3500418 | CEUs: 4.8 \$495

Online: Sep 7 - Nov 26

Boosting Your Website Traffic 🔝 😯





Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions

3500420 | CEUs: 1.6 | Susan Hurrell \$195

Online: Oct 4 - Oct 29

Online Advertising 🕟 🛟





Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

3500421 | CEUs: 1.6 | Susan Hurrell \$195

Online: Nov 1 - Nov 26

REAL ESTATE

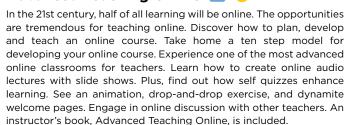
Real Estate Salesperson Pre-Licensing Course

Making your own hours, showcasing beautiful homes, generous commissions - what job could be better? This intensive, 75-hour course will cover real estate laws, valuation, contracts, qualifying and financing the buyer, and more to prepare you for the Georgia Real Estate Salesperson Exam. Extensive reading and homework assignments will help you gain a full understanding of what it takes to be a real estate agent. Access to a computer and a valid email account outside of class is required to take homework exams. CSU is approved by the Georgia Real Estate Commission as a provider of real estate education. Textbook included.

9550001 | CEUs: 7.5 | Danny Amberson \$549 Mon. Thu 6:15 - 10:00 pm FBTC Sep 13 - Dec 6 24 sessions (No class on 10/21 or 11/25)

TEACHING & EDUCATION

Advanced Teaching Online 📘 😯

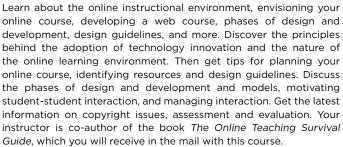


3580049 | CEUs: 1.6 | Travis Allison \$195

Online: Sep 7 - Oct 1

Designing Online Instruction 🕟 😯





3580050 | CEUs: 1.6 | Dionne Felix \$195

Online: Oct 4 - Oct 29

ONLINE CERTIFICATE PROGRAM

Online Teaching

From building an online course to improving an online course, the program will give you both the fundamentals of teaching online as well as the most advanced techniques in the business.

COURSE LIST:

Advanced Teaching Online Designing Online Fostering Online

3580048 | CEUs: 4.8

\$495

\$145

Online: Sep 7 - Nov 26

Fostering Online Discussion 🕟 😯





Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion.

3580051 | CEUs: 1.6 | Mary Dereshiwsky

Online: Nov 1 - Nov 26

Teaching Adult Learners

In this course, you will discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners. First, you will be introduced to the unique needs and motivations of adult students and find out just what they expect from your class. After that, you will examine your students' different learning styles and multiple intelligences and look at how you can teach to each learner's strengths. Next, you will delve into a host of innovative teaching techniques that will turn your students into active learners and set them up for success. You will discover high-tech, low-tech, and no-tech educational tools you can use to capture and hold your students' attention. Following that is a challenging topic: how to organize your material effectively and design strong lesson plans. In addition, you will learn how to create effective tests and how to teach your students good study skills. You will also explore a wide range of assessments and how to grade them. Finally, you will learn how to make your classroom accessible and enjoyable for students with disabilities.

3580069 | CEUs: 2.4 | Annemarie Thompson \$149

Online: Classes start monthly Visit columbusstate.edu/ce for details.



Data Science

- Certificate in Data Analysis
- Certificate in Mastering Excel

Management

- Certificate in Project Management
- Management Certificate
- Supervisory Leadership Certificate
- Six Sigma Green Belt Certificate

Marketing

- · Digital Marketing Certificate
- Social Media for Business Certificate

Training & Education

- Certificate in Online Teaching
- Certificate in Teaching Adults

columbusstate.edu/ceonline 706.507.8070

TEST PREP

GRE Preparation - Part 1 (Verbal and Analytical) 🕟

If you're planning to apply to graduate school, you'll likely have to take the GRE. Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score!

3510229 | CEUs: 2.4 | Laura Davis

Online: Classes start monthly Visit columbusstate.edu/ce for details.

GRE Preparation - Part 2 (Quantitative)



Part 2 of our GRE Prep online course features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You'll find pointers on time management, anxiety relief, scoring, and general standardized testtaking, too.

3510230 | CEUs: 2.4 | Laura Davis \$129

Online: Classes start monthly Visit columbusstate.edu/ce for details.

Prepare for the GED Test \[\brace \]



This course will help you analyze your strengths and weaknesses so you can focus your studying on the areas that you need most. You'll get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning. After completion of this course, you should be well-equipped to take - and pass - the GED® test!

3510236 | CEUs: 2.4 | Barbara Rolston \$149

Online: Classes start monthly Visit columbus state edu/ce for details

SAT/ACT Prep Course - Part 1 🕟

This course will prepare you for both of these tests. Both contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. Textbook required.

3510234 | CEUs: 2.4 | Benjamin Gialloreto \$129

Online: Classes start monthly Visit columbusstate.edu/ce for details.

SAT/ACT Prep Course - Part 2 🕟

SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the SAT. The ACT math tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. We'll also show you how to use your time wisely so that you finish as many math questions as possible. Taken with Part 1, this course will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score! Textbook required.

3510235 | CEUs: 2.4 | Jessie Stellini \$129

Online: Classes start monthly Visit columbusstate.edu/ce for details.

ENGLISH LANGUAGE INSTITUTE

Enhanced TOEFL Prep

Enhanced TOEFL Preparation is a 12-hour instructor-guided course for students with intermediate English proficiency (CEFR B1 or higher, or TOEFL > 42) who are actively preparing for the TOEFL iBT (Test of English as a Foreign Language, Internet-Based Test). The first four sessions will include a test overview, strategies and resources for test preparation, test taking strategies and practice exercises for each of the four test sections. The final session will include a mock test experience and a follow-up conference with the instructor to develop a test prep plan.

8520073 CEUs:	: 1.0 Paig	e Burns		\$179
Sep 3 - Oct 1	Fri	1:00 - 3:00 pm	5 sessions	EBTC
Oct 22 - Nov 19	Fri	1:00 - 3:00 pm	5 sessions	EBTC

Learn English Through Current Events

English learning is more effective with a purpose! Study English through interaction with others as you discuss and share current events from around the world. In each session, students will read, write, listen, and speak in English. All materials are included. Classes are taught by a certified English as a Second Language Instructor using a customized plan to meet students' goals.

8520080 CEUs: 0.6 Cynthia Hunt				\$59
Aug 24 - Sep 14	Tue	6:00 - 7:30 pm	4 sessions	EBTC
Sep 21 - Oct 12	Tue	6:00 - 7:30 pm	4 sessions	EBTC
Oct 19 - Nov 9	Tue	6:00 - 7:30 pm	4 sessions	EBTC

English Learner Lab

Do you want to improve English pronunciation, English writing, or work on personalized goals? A certified ESL teacher will lead you through theme-based lessons and coach you as you work individually and in small groups to improve your English skills.

8520084 CEUs: 0.6 Paige Burns			\$59	
Aug 26 - Sep 16	Thu	6:00 - 7:30 pm	4 sessions	EBTC
Sep 23 - Oct 14	Thu	6:00 - 7:30 pm	4 sessions	EBTC
Oct 21 - Nov 11	Thu	6:00 - 7:30 pm	4 sessions	EBTC

Contact the English Language Institute for private lessons or customized small group lessons to meet your needs and your schedule.



English Language Institute (ELI)

Open to anyone who wants to learn English quickly and effectively.

Intensive English Program (IEP)

Enroll in a 15-week semester of 90-300 hours of instruction. Select 2-6 classes:

- English Literacy: Reading & Writing English
- Communication: Listening & Speaking English
- Pronunciation and Conversation English
- Vocabulary, Idioms, and Phrases
- **English Grammar**
- Total English Lab

Class options are available weekdays, Monday-Friday, 9 a.m.-2:15 p.m. Classes begin August 16.

General English Program (GEP)

- Learn through Current Events
- **English Learner Lab**
- Flex-Time English
- **Enhanced TOEFL Prep**
- Small Group English
- Private English Lessons

Contact us or come in today for consultation and placement.

eli@columbusstate.edu | 706.507.8521 Elizabeth Bradley Turner Center

columbusstate.edu/eli

PERSONAL **ENRICHMENT**

PERSONAL FINANCE

Create Your Financial Plan like a Pro!



If you want a professional financial plan without the cost of a professional financial planner, we have the course for you! Taught by a savvy & fun Certified Financial Planner, you will leave this course with your own financial plan. You will walk through the process, and learn what pitfalls to avoid along the way. Whether you are just starting your career or getting ready to retire, Mike will answer all your questions with humor!

5540071 CEUs: 0.6 Mike Irvin				\$89
Sep 8 - Sep 29	Wed	6:00 - 7:30 pm	4 sessions	
Oct 20 - Nov 10	Wed	6:00 - 7:30 pm	4 sessions	

CULINARY & HOSPITALITY

Wow, What a Great Event!



Are you planning a special event and could use some helpful advice? Considering event planning as a future career? This is the event planning course that's made for you! Discover how all the pieces in the event planning process fit together to make any size or type of event successful, whether it's for your family or friends, your employer, or your favorite charity. You'll learn about themes, venues, menus, entertainment, décor, and much, much more.

2100034	CFUs: 24	Cynthia Grzelak	\$129
2100034	CLU3. 2.4	Cyritina Grzeiak	Ψ12 <i>3</i>

Online: Classes start monthly

Visit columbusstate.edu/ce for details.

REGISTER TODAY!

The sooner you register, the more likely you are to reserve yourself a seat in class. Online registration is easy and convenient.

columbusstate.edu/ce

More registration options: page 34



Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you will learn how to put your cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. You'll also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today.

ZIUUUSS CEUS. Z.4 Dawii Siiiiiiio	1129
Online: Classes start monthly	Visit columbusstate.edu/ce for details.

CRAFTS & HOBBIES

Intro to DnD: Roles vs. Rolls

Tabletop role-playing has been a hobby loved by many for decades. Among them, Dungeons & Dragons is one of the most famous and most enjoyable! Join our two experienced hobbyists, Daniel Collins and Tim Pitts, as they lead you through tips, tricks, and strategies for character creation, world-building, and overall love of the game! You'll make friends, learn the jargon, roll some dice, and best of all: get creative! This class is open to anyone 16+. You'll have access to DnD handbooks, interactive assignments and activities, and the friendliest instructors.

5500069 CEUs:	2.4 Daniel C	Collins, Tim Pitts		\$159
Sep 13 - Nov 3	Mon, Wed	6:30 - 8:00 pm	16 sessions	EBTC

Beginning and Intermediate Broadway Vocalist

CSU Class Voice instructor, Brenda Jean Hamilton, invites you to grab your favorite Broadway song and get ready to bring it to life. Through lectures about voice technique, styles, and music theory, to practical exercises in ear training, posture, and breathing, you'll feel more in control of your greatest instrument - your voice! For beginning and intermediate students, this course is wonderful for anyone eager to master their craft or discover it for the first time.

5500070 CEUs: 2.8 Brenda Hamilton			\$199	
Aug 19 - Nov 18	Thu	6:00 - 8:00 pm	14 sessions	RANK

Know Your Sewing Machine

Getting to know your sewing machine is a vital first step in beginning your sewing hobby. Bring in your equipment and Maryse will walk you through the basic parts of your machine so you will be prepared and excited to start your next class. With diagrams and one-on-one instruction, you'll soon be able to Ready, Set, Sew!

5500062 CEUs: 0.3 Maryse Vaillancourt-Prescott				\$49
Aug 21	Sat	9:00 am - 12:00 pm	1 session	EBTC

Ready, Set, Sew

Learn the basics of your sewing machine, how to stock and organize your work space, select the right fabrics and patterns, and learn techniques for beginning construction of your piece. Complete two beautiful projects, on your own, using valuable tips and tricks. Materials required.

210004 CEUs: 1.2 Maryse Vaillancourt-Prescott			\$125	
Sep 27 - Oct 18	Mon	6:00 - 9:00 pm	4 sessions	EBTC

Sew Much More

Build on the foundation of Ready, Set, Sew and discover the many things your sewing machine can do for you. Develop your skills in pattern-altering, layout, and terminology. This class includes more advanced techniques such as how to sew darts, zippers, facings, seam finishes, and hems to create your own beautiful handmade garment. Materials required.

210005 CEUs: 1	.2 Maryse	e Vaillancourt-Prescott 6:00 - 9:00 pm 4 sessions		\$125
Oct 25 - Nov 15	Mon	6:00 - 9:00 pm	4 sessions	EBTC

Sewing With A Pro

This class is for intermediate to advanced sewers who still feel they still need a "Sewing Mentor" at their side for guidance as needed. You will work on a more individualized basis, choose your own project, and work at your own pace all while advancing your sewing techniques. Materials required.

210006 CEUs: 1.	.2 Mar	yse Vaillancourt-Prescott		\$125
Nov 22 - Dec 13	Mon	6:00 - 9:00 pm	4 sessions	EBTC

REGISTER AND SAVE

Take all 3 sewing classes for \$299!

Calligraphy

Practice makes perfect, so come learn the art of hand-lettering with James Decker - a pro calligrapher! With his experience writing wedding invitations, birthday cards, signs for businesses, and more, you'll leave knowing the basics of beautiful calligraphy by the end of this one-day workshop.

5500057	CEUs: 0.3 Ja	mes Decker		\$49
Sep 4	Sat	11:00 am - 2:00 pm	1 session	EBTC

Calligraphy: Create Your Custom Christmas Card!

Get ready for the holiday season with our pro calligrapher -James Decker! Join us to learn the art of hand-lettering to create coveted Christmas cards for your friends and family decorated with the beauty of calligraphy. During this Saturday class, you'll learn the basics to create your own holiday greeting.

5500057	CEUs: 0.3 Jam	es Decker		\$49
Dec 4	Sat	11:00 am - 2:00 pm	1 session	EBTC



Personal **Enrichment Online Courses**

Columbus State University offers the following online personal enrichment programs with ED2Go, our partner in education:

- Arts and Design
- Health and Fitness
- Hospitality
- Language
- Writing

Call us at 706-507-8070 for more information.

ed2go.com/colstate

CSU YOUTH DANCE CONSERVATORY

FALL 2021 SEMESTER — BEGINS AUGUST 9



Classical Ballet Training **LEVEL 1 TO 6 INSTRUCTION**



Pointe Training

Our qualified instructors emphasize a structured approach to your dancer's special care in the area of pointe work.



strength, passion, grace — foundations for a lifetime

DANCE

Adult Beginner's Ballet: Level I

Join Sarah Dorough, one of CSU Dance Conservatory's expert instructors, as she introduces you to the elementary positions of classical ballet. Classes are slow and thorough to ensure proper alignment and understanding. You'll gain strength, endurance, and coordination as you gracefully reduce stress over the course of six weeks.

5580005 CEUs	CEUs: 0.6 Sarah Dorough			\$79
Aug 31 - Oct 5	Tue	6:00 - 7:00 pm	6 sessions	EBTC

Adult Beginner's Ballet: Level II

Ballet is a fun way to tone and tighten your body. You will continue building strength and learn essential ballet skills in this second sixweek course, where classes are slow and thorough to ensure proper alignment and understanding.

5580006 CEUs: 0.6 Sarah Dorough			\$79	
Oct 12 - Nov 16	Tue	6:00 - 7:00 pm	6 sessions	EBTC

HOME & GARDEN

Spring Garden Preparation: Flowers, Herbs and Veggies ▶

Join us for a virtual Saturday workshop! Getting to know your spring garden is vital for beautiful flowers and delicious fruits and veggies. Learn how to let nature work for you with the do's and don'ts from our spring gardening checklist. We'll show you how to prepare your garden for beautiful spring crops, while also staying busy by tending your current summer garden.

5520034 CEUs: 0.2 Michelle Repass				\$49
Dec 4	Sat	10:00 am - 12:00 pm	1 session	

LIFESTYLE

Sailing in the South

When you're sailing, you'll find tranquility, serenity, and the joy of innocence again! Residents of Columbus, GA, and the surrounding areas can enjoy this unique opportunity to sail at Lake Harding under the tutelage of the Chattahoochee Sail Club! First, you'll learn the rules and tools of safe sailing and then enjoy a fun, shoreline picnic. Next, if the wind is right, you'll spend the rest of your day sailing away! Only 10 seats available. Register now!

5540055 CEUs: 0.6 Chattahoochee Sail Club Oct 23			\$99	
Oct 23	Sat	10:00 am - 4:00 pm	1 session	

Survival 101

Learn about survival mentality, preventing injuries, finding water, building fires, and tying knots during this in-demand workshop. Leave with a plan to build a survival kit.

5540089	CEUs: 0.4 Darr	yl Wolff		\$79
Sep 4	Sat	9:00 am - 1:00 pm	1 session	EBTC
Oct 2	Sat	9:00 am - 1:00 pm	1 session	EBTC

Survival 102

Put your skills to the test and spend a night outdoors with only what you have in your backpack! Hone your skills with fire building, shelter construction, water purification, and more. Meals will not be provided. Required prerequisites: Survival 101.

5540091 C	EUs: 1.6 Darry	'l Wolff		\$99
Oct 30	Sat	5:00 - 11:59 pm	1 session	EBTC
Oct 31	Sun	12:00 - 9:00 am	1 session	EBTC

Seven Self-Empowerment Techniques to Live an Empowered Life

Through interactive presentations and activities, you'll learn more about focusing on positive ways to influence your everyday life and how to manage difficult situations.

5540090 CEU	s: 1.4 Jeni	nifer Johnson		\$125
Sep 7 - Oct 19	Tue	6:00 - 8:00 pm	7 sessions	EBTC
Sep 9 - Oct 21	Thu	6:00 - 8:00 pm	7 sessions	EBTC

HUMANITIES

Introduction to Spanish Language & Culture

Let Ruth Dobson introduce you to Spanish culture, language, and customs! You'll learn the grammatical and phonetic basics of the Spanish language, with an exciting emphasis on travel.

5530055 CEUs: 1.2 Ruth Dobson Sep 20 - Oct 27 Mon, Wed 5:00 - 6:00 pm 12 sessions			\$79	
Sep 20 - Oct 27	Mon, Wed	5:00 - 6:00 pm	12 sessions	RANK

Speed Spanish 🕟

You'll learn six easy recipes for gluing Spanish words together to form sentences.

3560030 CEUs: 2.4 Dan Mikels	\$149
Online: Classes start monthly	Visit columbusstate.edu/ce for details.

Speed Spanish II

This Speed Spanish course aims to give you confidence in Spanish-speaking conversations. Enroll in Speed Spanish II and you will see an immediate improvement in your fluency from the first lesson.

3540014 CEUs: 2.4 Dan Mikels	\$149
Online: Classes start monthly	Visit columbusstate.edu/ce for details.

Discover Sign Language I



Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sian!

3540017 | CEUs: 2.4 | Erin Trimble

Online: Classes start monthly Visit columbusstate.edu/ce for details.

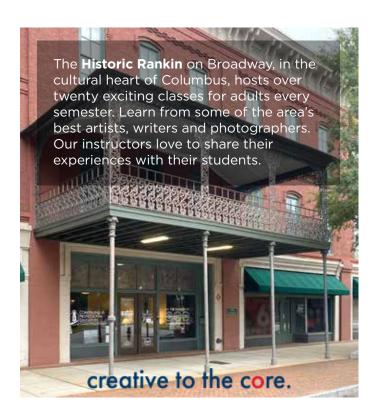
Discover Sign Language II 🕟



Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.

3540018 | CEUs: 2.4 | Erin Trimble

Online: Classes start monthly Visit columbusstate.edu/ce for details.



CREATIVE WRITING

Poetry I: Free Your Verse

Modern poetry is much more than stuffy subjects, formal structures and predictable rhymes, and is a springboard to any other kind of writing, like Flash Fiction and Screenplays. In this beginner's class, spend time reading and reciting poems, discussing types of poetry, the elements of poetry and finally writing and revising a short poem with the instructor's gentle guidance.

5500066 CEUs: 1.1 Keith Badowski				\$149
Nov 2 - Nov 4	Tue, Thu	6:30 - 9:00 pm	2 sessions	RANK
Nov 6	Sat	9:00 am - 4:00 pm	1 session	RANK

Flash Fiction I: Your First Draft

Do you want to try writing fiction, but even short stories seem daunting? Flash Fiction (1-2 pages) is a great way to get started, especially with accomplished Flash Fiction author Mamie Pound to guide you. She will discuss: how to recognize good ideas, the most important components, like character, dialogue, plot and theme, and the best ways to combine them into a story. You will spend two weeknights in the classroom and one full-day Saturday writing with the instructor, with the goal of completing a first draft of your story.

5500067 CEUs: 1.1 Mamie Pound			\$149	
Nov 9 - Nov 11	Tue, Thu	6:30 - 9:00 pm	2 sessions	RANK
Nov 13	Sat	9:00 am - 4:00 pm	1 session	RANK

Screenwriting I: Your First Scene

Do you have a story you think will make a good short or feature film? Why not write it yourself? This class will introduce the simple essentials you need to get started. Hint: Its not rocket science! Spend the first two classes getting acquainted with the working parts of a screenplay. Then, using free auto-formatting software, spend the following Saturday writing your first scene, with wise feedback from award-winning screenwriter/producer Gina Preston.

5500068 CEUs: 1.1 Gina Preston				\$149
Nov 30 – Dec 2	Tue, Thu	6:30 - 9:00 pm	2 sessions	RANK
Dec 4	Sat	9:00 am - 4:00 pm	1 session	RANK

ART

Drawing Fundamentals

Learn the essential skills required to create a three-dimensional effect in your drawings. In this one-week class, you will learn light and shadow on a subject, perspective and interesting compositions. Regardless of the medium you ultimately wish to explore, drawing provides the foundation. Materials provided.

5600004 CEUs: 1.2 Cynthia Golden-Frasier				\$149
Sep 9	Thu	6:00 - 9:00 pm	1 session	RANK
Sep 11	Sat	9:00 am - 4:00 pm	1 session	RANK

Watercolor Crash Course: Prunifolia Azalea

Brenda has developed a unique method of teaching so that everyone can experience the exciting medium of watercolor; no drawing or painting experience is necessary. Subjects include birds, flowers, landscapes and buildings. You will learn how to transfer one of the line drawings to your watercolor paper and how to mix primary colors to make all the colors for that painting, and basic watercolor techniques. Brenda's demonstrations will walk you step by step through the entire process and in just four hours, you will have the satisfaction of finishing a small painting to take home.

4500002 CEUs: 0.4 Brenda Stevens				\$89
Sep 4	Sat	12:30 - 4:30 pm	1 session	RANK

Watercolor Crash Course: Silver Maple Leaf

Brenda has developed a condensed method of teaching so that everyone can experience the exciting medium of watercolor; no drawing or painting experience is necessary. Subjects include birds, flowers, landscapes and more. Brenda's demonstrations will walk you step by step, through the entire process and in just four hours, you will have the satisfaction of finishing a small painting to take home.

4500002 CEUs: 0.4 Brenda Stevens				\$89
Oct 30	Sat	12:30 - 4:30 pm	1 session	RANK

Watercolor Painting I

All basic watercolor skills are covered in this class. You will learn: the color wheel and mixing colors, applying and controlling paint, and how to use shading to make your subject look three-dimensional. After observing the instructor's numerous live demonstrations, you will use the tools and materials of watercolor painting, with her individual attention. All materials provided.

5600006 CEUs: 0.9 Brenda Stevens				\$149
Sep 14	Tue	6:00 - 9:00 pm	1 session	RANK
Sep 18	Sat	9:00 am - 4:00 pm	1 session	RANK

Watercolor Painting II

Using the techniques you learned in Watercolor Painting I, demonstrations and personal instruction by the instructor, and a new palette with six colors, you will complete a small painting in every class meeting! Required class: Watercolor Painting I. All materials provided.

5600003 CEUs: 1.2 Brenda Stevens				\$169
Sep 28 - Sep 30	Tue, Thu	6:00 - 9:00 pm	2 sessions	RANK
Oct 2	Sat	9:00 am - 4:00 pm	1 session	RANK

Acrylic Painting I

Complete this fun nine-hour class in our spacious, light-filled studio. Create original acrylic paintings designed by you! This class is created for beginners or experienced artists who want to try a new medium. You will receive lots of demonstrations by the instructor to get you moving in the right direction. All materials provided.

5600009 CEUs: 0.9 Cynthia Golden-Frasier				\$149
Oct 7	Thu	6:00 - 9:00 pm	1 session	RANK
Oct 9	Sat	9:00 am - 4:00 pm	1 session	RANK

Acrylic Painting II

Continue your adventure with acrylics in this fun nine-hour class in our spacious, light-filled studio. You will explore various color mixing and application techniques and broaden your understanding of composition, design and color theory. Lots of demonstrations by the instructor. All materials provided.

5600010 CEUs: 0.9 Cynthia Golden-Frasier				\$149
Oct 21	Thu	6:00 - 9:00 pm	1 session	RANK
Oct 23	Sat	9:00 am - 4:00 pm	1 session	RANK

Stained Glass I

Join stained glass master Ken Barrett in his spacious studio atop Pine Mountain. Learn the basic tools and techniques in this Saturday class, then complete a small copper foil stained glass piece to take home. All tools and materials provided. Bring your lunch.

5600013 0	CEUs: 0.6 Ken E	Barrett		\$129
Nov 6	Sat	9:00 am - 4:00 pm	1 session	

Stained Glass II

Continue your stained glass adventure with Ken Barrett in his studio atop Pine Mountain. This class, on two consecutive Saturdays, will introduce you to new tools and techniques as you complete a leaded stained glass piece to take home. All tools and materials provided. Bring your lunch for the mid-day break.

5600014 CEUs	: 1.2 Ke	n Barrett		\$249
Dec 4 - Dec 11	Sat	9:00 am - 4:00 pm	2 sessions	

PHOTOGRAPHY

Becoming a Photographer

How does a camera owner become a photographer? In this free class, Rankin Photography Center Director Kenny Gray answers that question, and in the process discusses: gear, education, software, craft, art, career paths, and much more. Includes a Q/A session. Don't miss this informative program! Registration required.

5590034	CEUs: 0.2 I	Kenny Gray		\$0
Sep 1	Wed	6:30 - 8:30 pm	1 session	RANK

Camera Lab

This class will teach you the essential settings for your specific camera, train you to use those settings, and prepare you for Digital Photography I. Have your camera, user manual, and your lenses close by during the class. This class is required for anyone wishing to participate in the Digital Photography Certificate Program.

5590002	00002 CEUs: 0.6 Natalie Williams 0 11			\$89
Sep 11	Sat	9:00 am - 4:00 pm	1 session	RANK



Photo Studio Rental

Before you invest in a home studio, consider taking advantage of the prestige and history of the Rankin Photography Center. Our 800 square-foot space features 11-foot ceilings, private dressing room and sink, as well as props, clothing, and backdrops. The studio is fully equipped with White Lighting studio flash units and accessories Quantum Radio Slave Receiver and Transmitter, and flash meter. Reservations required.

Private Lessons & Customized Classes

We design private lessons for individuals or small groups in the following topics: Digital, Studio, Weddding, and Event photography, Adobe Photoshop, Location Portraiture, Digital Printing, Black and White Fine Art, iPhone Filmmaking, and more. Create an unforgettable team-building activity or get the extra instruction you need!

Register at columbusstate.edu/ce



CERTIFICATE PROGRAM

Digital Photography

The Digital Photography Certificate Program provides a structured photographic curriculum. In order to earn this certificate, eight required classes and four additional classes (minimum of 96 hours) must be completed. Students who wish to gain practical, hands-on knowledge in the field will be able to develop new skills and build on existing skills in a relatively short period of time. Our program allows students, whether hobbyists, dedicated amateurs or aspiring professionals, to focus on the right techniques for their own personal success. Reservation required.

COURSE LIST:

Camera Lab
Digital Photography I
Digital Photography II
Lightroom I
Photoshop I
Creative Compositions
Creative Flash Photography
Constructive Critiques
+ Four more classes of your choice

See individual course descriptions for dates and times.

FREE Digital Photography Certificate Orientation

 5590001 | Kenny Gray

 Sep 8
 Wed
 6:00 pm - 7:00 pm
 RANK

Digital Photography I

Learn terms like F-Stop, focal length, perspective, depth of field, shutter speed and ISO; practice them with your instructor and your photography will be transformed forever. You will have four classroom sessions and a half day hands-on photo shoot. Bring your SLR or mirrorless camera and lenses to the first class. This class is required for anyone wishing to participate in the Digital Photography Certificate Program. Required class: Camera Lab.

5590003 CEUs	: 1.5 John H	elms		\$219
Sep 14 - Sep 28	Tue, Thu	7:00 - 9:00 pm	5 sessions	RANK
Sep 25	Sat	9:00 am - 4:00 pm	1 session	RANK

Creative Compositions

When you have learned your equipment and key techniques, you still need the experience necessary to recognize and create good photos. In the first class, the instructor will show lots of photos to illustrate various strategies for good composition and then discuss reasons to break the rules. After a week of using what you learn, you will return to the classroom to have your photos shared with the class and critiqued by the instructor. This class is required for anyone wishing to participate in the Digital Photography Certificate Program.

5590005 CEUs: 1 Kenny Gray			\$149	
Oct 7 - Oct 14	Thu	7:00 - 9:00 pm	2 sessions	RANK
Oct 9	Sat	9:00 am - 4:00 pm	1 session	RANK

Uptown Portraits

In this fun, hands-on class, you will learn a classic, low-cost, low-tech approach to creating beautiful portraits anywhere, with any camera. Photographers of all skill levels will enjoy this fun class, which features a short classroom session followed by an Uptown Columbus photo shoot. Bring your camera, fresh batteries, a clean memory card and wear comfortable clothing.

5590021 CEUs: 0.5 Kenny Gray				\$99
Oct 16	Sat	9:00 am - 3:00 pm	1 session	RANK

Lightroom I

This class is an introduction to photography workflow and Adobe Lightroom Classic (desktop version). Students will learn to organize and begin editing photos, process RAW files and establish a productive personalized workflow. Basic computer skills and file management are needed to complete this class. This class is required for anyone wishing to participate in the Digital Photography Certificate Program. Required class: Digital Photography I.

5590007 CEUs: 1.2 Teressa Phillips			\$219	
Oct 19 - Oct 28	Tue, Thu	6:30 - 9:30 pm	4 sessions	EBTC

Fine Art Photography Overview

If you are interested in exhibiting or publishing your photography as fine art, this class is for you. The instructor's photographs have been widely exhibited and are included in museum collections. In this four week class, participate in discussions and complete assignments in four important areas: light, subject, perspective and presentation. Each participant will receive a museum quality pigment ink enlargement of their best image, printed by the instructor. Required class: Digital Photography I.

5590014 CEUs	5590014 CEUs: 0.8 Kenny Gray			\$149
Oct 22 - Nov 1	Fri, Mon	6:30 - 8:30 pm	4 sessions	RANK

Studio Photography I

In this class, you will to learn to use studio flash units, flash meters and backgrounds, while photographing live models in the Center's spacious studio. After you complete the course successfully, you will be eligible to rent the studio on your own to photograph your family and friends. One-hour lunch. Required class: Digital Photography I.

5590012 CEUs: 0.6 Kenny Gray				\$89
Oct 23	Sat	9:00 am - 4:00 pm	1 session	RANK

CUSTOM TRAINING



Continuing & Professional Education at CSU provides area businesses with an opportunity to improve their efficiency, customer service and profitability through customized training for their employees.

We provide:

- Classes at your place of business
- Consultation to determine needs
- Professional instruction and materials
- Customized courses designed to fit your needs and budget



We will bring the training to you.

For more information contact Samantha Gurski: gurski_samantha@columbusstate.edu

Photoshop I

Adobe Photoshop CC offers editing options unavailable in Adobe Lightroom CC. You will learn the Photoshop interface, how to adjust color and contrast, and more. Required classes: Digital Photography I, Lightroom I. This class is required for anyone in the Digital Photography Certificate Program. Note: students need a flash drive.

5590009 CEUs:	1.2 Teressa	Phillips		\$219
Nov 2 - Nov 11	Tue, Thu	6:30 - 9:30 pm	4 sessions	EBTC

Creative Flash Photography

Learn strategies for getting more consistent exposures and techniques for using your on- and off-camera flash as a main, fill and bounce light source. Prerequisite: Digital Photography I. Students will get maximum benefit from this class if they own and bring a hot-shoe flash. This class is required for anyone in the Digital Photography Certificate Program.

5590006 0			\$149	
Nov 18	Thu	6:00 - 9:00 pm	1 session	RANK
Nov 20	Sat	9:00 am - 4:00 pm	1 session	RANK

Night Photography

This class will introduce you to some simple techniques for shooting after dark. Learn about long exposure techniques, light painting with tungsten and flash, and more. As the sun sets, you will learn how to expose for mood, compose inventive night portraits, and take a variety of photos in low light situations. Equipment needed: Camera, tripod, cable release. Required class: Digital Photography I. Wear comfortable clothing and shoes.

5590011 CEUs: 0.75 John Helms			\$129	
Nov 30 - Dec 7	Tue, Thu	6:30 - 9:00 pm	3 sessions	RANK

Macro Photography: The Close-Up

This class features a live macro photo shoot with the instructor, after which your work will be reviewed in the classroom. You will learn different applications for macro photography as well as how to choose the best equipment and accessories. Required: Digital Photography I. One hour break for lunch.

5590017 CEUs: 0.6 Natalie Williams			\$89	
Dec 11	Sat	9:00 am - 4:00 pm	1 session	RANK



ACTIV8 Fall Break

No school? No problem! Join us while Mom and Dad are at work! We'll keep you busy with three days full of discovery, fun, creation and learning. Explore your imagination while we uncover the traditions established during the first Thanksgiving. Celebrate the culture of Native Americans as we create crafts and recipes to showcase on Thanksgiving day! Parents will relax knowing kids are safe and secure on CSU's beautiful main campus with passionate instructors overseeing their shenanigans!

AGES 4-7

7770001 Activ8 Staff				\$49
Nov 22	Mon	8:00 am - 5:00 pm	1 session	EBTC
Nov 23	Tue	8:00 am - 5:00 pm	1 session	EBTC
Nov 24	Wed	8:00 am - 5:00 pm	1 session	EBTC

AGES 8-14

7770002 Activ8 Staff			\$59		
Nov 22	Mon	8:00 am - 5:00 pm	1 session	EBTC	
Nov 23	Tue	8:00 am - 5:00 pm	1 session	EBTC	
Nov 24	Wed	8:00 am - 5:00 pm	1 session	EBTC	

Activ8 Box Lunch

Purchase a box lunch for \$10/day. The lunch must be purchased by Monday, November 15. 2021. Please note any dietary restrictions.

7570002 Activ8 Staff				\$10
Nov 22	Mon	12:00 - 1:00 pm	1 session	EBTC
Nov 23	Tue	12:00 - 1:00 pm	1 session	EBTC
Nov 24	Wed	12:00 - 1:00 pm	1 session	EBTC

FINANCING YOUR PROFESSIONAL EDUCATION



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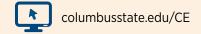
Army Credentialing Assistance Program

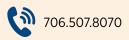


INFORMATION

REGISTER EARLY!

The earlier you register, the more likely you are to reserve a seat in class.







FEES

Course fees are stated at the end of each course description; payment is due at the time of registration. Laws exempting senior citizens from college tuition costs do not apply to these self-supported courses. No cash is accepted after 5:00 p.m. If you register after 5:00 p.m., please pay by check, credit card, or company billing (purchase order number and contact person required). Make checks payable to Columbus State University.

PAYMENT PLAN POLICY

Continuing & Professional Education offers payment plans for select Professional Development courses. Eligible courses are taught in-house with a tuition fee of \$300 or more. Online courses or courses offered via third-party educational partners do not qualify for this payment plan option. However, some of these programs may be eligible for financial assistance offered through the educational partner.

The Continuing & Professional Education payment plan offers the option of paying tuition in installments. 50% of the tuition is due at the time of registration. The remaining 50% is due on or before the first day of class. In order to utilize the Continuing & Professional Education payment plan option, you must register for the desired course(s) in person and complete a Payment Plan Agreement. For more information or to inquire about the eligibility of specific classes, please call 706.507.8070.

FUNDING OPTIONS

The Department of Veterans Affairs approves many of our certificate courses for VA education benefits. For information or to inquire about a specific course, call 706.507.8070. Military spouses may also use MyCAA funds for certain courses. For more information regarding MyCAA, go online to https://aiportal.acc.af.mil/mycaa/ or call 800.342.9647. WIOA funding is approved for the Medical Billing and Coding and Graphic Design Certificate Programs. Call 706-507-8327 for more information.

REFUND POLICY

As Continuing & Professional Education (CPE) is a self-supporting branch of Columbus State University, we rely on student registration fees to cover all costs. If you must withdraw from a class, please notify us by 5:00 PM at least three business days before the course begins. A full refund minus a \$20 processing fee will be issued. You may also choose to accept a CPE credit voucher for the full course amount, in lieu of a refund, and processing fee will be waived. If you withdraw after the 3-day period, but before the class begins, you will receive a 50% refund or credit voucher. No refunds can be given after a class begins.

In the event of class cancellation or changes of times and dates, we will attempt to notify you at least two business days before the course begins. If you cannot attend the course due to these changes, you will receive a CPE credit voucher, which is valid for 18 months from the date of issue.

INCLEMENT WEATHER & OTHER CIRCUMSTANCES

Columbus State University will not issue refunds for classes that have been postponed due to inclement weather or other circumstances beyond our control. We will make every effort to reschedule such classes. In the event of inclement weather, tune into your local radio or television for information about closings.

PERMANENT RECORDS

The Continuing & Professional Education Unit (CEU) is a nationally recognized measurement of noncredit course work. One CEU (1.0) may be awarded for each ten hours of participation in an approved program. We keep a permanent record of participation in selected programs, issue a certificate to acknowledge successful completion of the program, and provide official transcripts to you or your employer. All requests for transcripts must be in writing.

Total

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REGISTRATION FOR	M Please print clearly	and fill out completely. This form	n may be duplicated.	
NAME		ADDRESS		
WORK PHONE		CITY / STATE / ZIP		
CELL PHONE		DATE OF BIRTH		
EMAIL		PARENT / GUARDIAN NAME	E (IF UNDER 18)	
Payment Method	Course Name		Start Date	Fee
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To pay by credit card, please call 706.507.8070 or				
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FALL 2021

PROFESSIONAL DEVELOPMENT

Grammar Refresher Certificate 6

CompTIA™ Certification Training: A+, Network+, Security+ 6

Certified Ethical Hacker 7

Certified Information Security Manager 7

Certified Medical Administrative Assistant 8

PERSONAL ENRICHMENT

Secrets of the Caterer 16

Intro to DnD: Roles vs. Rolls 16

Beginning and Intermediate Broadway Vocalist 16 Calligraphy: Create Your Custom Christmas Card! 17

Spring Garden Preparation: Flowers, Herbs and Veggies 19

Survival 102 19

Discover Sign Language I 20 Discover Sign Language II 20 Poetry I: Free Your Verse 20

Flash Fiction I: Your First Draft 20 Screenwriting I: Your First Scene 20

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Fall 2021



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(Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).



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