

Course Catalog

Spring 2023

Dream Bigger. Reach Higher.





**CLAYTON STATE
UNIVERSITY**
CONTINUING AND
PROFESSIONAL
EDUCATION



Executive Director's Message

What's next in your life? A new career, a path towards promotion? Pursuing your curiosity about a particular subject? Learning a new skill? Studying a foreign language? From high school through retirement, our innovative courses and programs will prepare you for whatever is next, giving you the skills you need to live the life you want.

Learn with Clayton State University (CSU) Continuing and Professional Education (CaPE), on ground, online, or through a combination of both - we've disrupted traditional educational structures to bring learning to our citizens where they can best take advantage of it.

We're constantly seeking out new ways to disseminate knowledge. We collaborate with both outside industry experts and CSU faculty members to create new course offerings, which implement new ways of teaching and make knowledge accessible to people who may not have had access to it in the past.

Pursue the next chapter in your career with intensive, career-oriented certification programs; micro-credentials and badges for specific skills; our versatile, online; or classes that grant continuing education units (CEUs).

Our goal is to ensure that each learner's experience is meaningful. Our passionate staff will work closely with you to make sure you achieve your goals through the programs you choose. We're devoted to our students, checking on each person's progress, connecting them to appropriate resources, and being there to help with anything else they need to take the next steps in their lives when they complete their work.

If you're looking to follow a passion, to define your life, change your life, or enrich your life, your journey begins with us.

Sincerely,
Dr. Reginald H. Turner
reginaldturner@clayton.edu

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For more information call **678.466.5118**
or visit clayton.edu/ce



Interested in more courses available?

Visit our website at clayton.edu/ce to see other course offerings.

Personal Development

- American Sign Language I
- American Sign Language Conversational
- American Sign Language II
- American Sign Language II Advanced
- American Sign Language III
- American Sign Language IV
- American Sign Language Receptive-Expression
- Basic Handgun and Safety Course
- Color Theory
- Crowd-funding
- Digital Photography I
- Digital Photography II
- Directing Comedies
- Directing Interviews
- Fight Choreography
- Intentional Professional Growth & Leadership
- Introduction to Presentational Speaking
- Introductions to Alterations
- Makeup for Film
- Production Management
- Script Supervision
- Self-Marketing
- Sewing I
- Sewing II
- Spanish II
- Spanish I
- Transform Your Webinar from Good to Great: Using These 3 Interactive Tools - Zoom, Poll Everywhere, and Mentimeter
- Understanding Medicare (Free)
- Voiceover: Target your Audience

LIKE US ON



Advisory Board Members



Louis (Lou) Hampton has 20+ years of Information Technology (IT) experience with a primary focus in project and program management. Lou is a Sr. Project Manager working with SeKON Enterprises. Louis also leverages his passion for Program and Project Management by working as a project management consultant and instructor at CSU (CaPE). Lou helps his students to find their passion and to build the confidence and knowledge needed for their PMP exam.



Courtney Holmes has spent the last 17 years working in the WIA/WIOA program with youth, adult, dislocated, and displaced individuals. Beginning her professional career working as a Project Coordinator for a pregnancy prevention program for adolescent youth, she is currently a Regional Quality Assurance Manager for the Workforce Services Division of a local contractor. Courtney is married to Derrick and has one daughter as well as two bonus sons.



Morrelle McCrary is President and CEO of RAM-Tech PC Solutions, a professional IT solutions company based in Henry County, Georgia. Morrelle is very active in his community with his involvement strongly tied to his 6 years of membership with the Henry County Chamber of Commerce, including serving as the Vice Chair for Economic & Cultural Development for the past 3 years. For the past 2 years, Morrelle has served on the Main Street McDonough Board as the Organization Committee Chairman.



Demetra Morgan has over 15 years of human resource experience, working in both the private and public sectors. Demetra is CEO and Managing Principal of D.E.E. Results, LLC (Delivering Effective and Efficient Results), an organizational development and management consulting firm. She has been an instructor for 9 years at CSU in Continuing & Professional Education where she teaches Essentials of Human Resource Management, PHR & SPHR Certification Exam Prep, SHRM-CP & SHRM-SCP Certification Exam Prep and a series of five courses in Church Administration.

Free Training If You Qualify



Connecting Talent with Opportunity
A proud partner of the American Job Center network



WIOA Approved Programs

- Adobe Graphic Designer
- Clinical Medical Assistant
- Computerized Accounting with QuickBooks
- Microsoft Office Specialist
- Microsoft Office Specialist
- Advance Light Commercial HVAC-R
- Medical Coding
- Pharmacy Technician
- Phlebotomy Technician
- PMI Project Management
- RN-ReEntry
- SHRM Learning System Certification Prep

www.atlworks.org/job-seekers

To receive WIOA approved training offered at Clayton State University Continuing and Professional Education, participants must meet federal and state eligibility requirements.

For more information, go to:

www.atlworks.org/job-seekers or contact the Worksource office located in your respective county or city.

Local WIOA Offices

WorkSource Atlanta/City of Atlanta
818 Pollard Blvd., SW
Atlanta, GA 30315
Tel: (404) 546-3000
www.worksourceatlanta.org

WorkSource Atlanta Regional Clayton County
3000 Corporate Center Drive
Suite 350
Morrow, GA 30260
Tel: (678) 271-3554
Email: claytoncrc@claytoncrc.org
www.atlantaregional.org/wioatraining

WorkSource Atlanta Regional
Fayette Magnolia Office/Warehouse Condo Park
500 West Lanier Avenue
Suite 707
Fayetteville, GA 30214
Tel: (770) 599-2449
www.atlantaregional.org/wioatraining

WorkSource Atlanta Regional
Henry Heritage Square Business Centre
1900 Pennsylvania Ave
McDonough, GA 30253
Tel: (770) 847-9082
www.atlantaregional.org/wioatraining

Rockdale County WorkSource Atlanta Regional
1765 Park Road
Suite B110
Conyers, GA 30094
Tel: (404) 484-5400
Email: cguertin@rockdalecrg.org

South Fulton Workforce Development Fulton
5710 Stonewall Tell Road,
Suite 160
College Park, GA 30349
Tel: (770) 306-5202
www.fultoncountyga.gov/wioa-home

North Fulton Career Center
7741 Roswell Road
Suite 205
Sandy Springs, GA 30350
Tel: (404) 613-4480
www.fultoncountyga.gov/wioa-home

WorkSource DeKalb
774 Jordan Lane
Building #4
Decatur, GA 30033
Tel: (404) 687-3400
www.worksourcedekalb.org

Business and Executive Training



Computerized Accounting QuickBooks Certification



Computerized Accounting involves the use of computers and accounting software to record, store and analyze financial data. Students learn how to use this system and much more. After successfully completing the program, students will be eligible to sit for the QuickBooks Certified User exam. Class is taught in our state-of-the-art Computer Lab.

Test fees and books not included.

Instructor: TBA

233CARE580A | 20 sessions | \$4500

Mon/Wed | 03/29-06/14 | 9am-noon | CSU Main

Microsoft Office Specialist



Separate yourself from the rest. Build your skills using real-world exercises to appraise your understanding of Microsoft Office. Microsoft certification gives students and workforce candidates the power to chart their own course, fulfill their ambition, and realize their potential. Pass three exams and become a Fundamental Microsoft Office Specialist.

Test fees and books not included.

233CLPT107A | 28 sessions | \$5500

Mon/Wed | 02/27-06/12 | 9am-noon | CSU Main

233CLPT107B | 28 sessions | \$5500

Tue/Thu | 03/28-06/29 | 6-9pm | Online

Microsoft Office Specialist Certification Advanced



The MOS Certification Advanced allows students to demonstrate proficiency in Microsoft Office programs, to deploy Microsoft Office cloud and to develop hybrid solutions. Distinguish yourself from others as a proven expert in these Office skills. Pass three exams to become a Fundamental Microsoft Office Specialist. Course requires two+ years of experience with Microsoft Office.

233CC108A | 15 sessions | \$2499

Tue/Thu | 01/24-03/14 | 6-9pm | Online

233CC108A | 15 sessions | \$2499

Mon/Wed | 02/06-03/27 | 9am-noon | CSU Main

Microsoft Excel With Synthia Reese



Excel

Microsoft Excel Basics

Learn Excel's current spreadsheet software. Learn the basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential.

You will need Excel 2013 or higher

233CLPT201B | 2 sessions | \$199

Tue/Thu | 01/17-01/19 | 9am-3pm | CSU Main

233CLPT201A | 4 sessions | \$199

Mon/Wed | 01/23-02/01 | 6-9pm | Online

233CLPT201D | 4 sessions | \$199

Saturday | 03/04-03/25 | 9am-noon | CSU Main

233CLPT201C | 4 sessions | \$199

Tue/Thu | 03/07-03/16 | 6-9pm | Online

Microsoft Excel Advanced

Take your Excel skills to the expert level! Topics include working with advanced formulas, lookups & data tables, advanced list management, working with PivotTables & Pivot Charts, exporting & importing, using analytical options and working with macros.

234OLPT106 | 4 sessions | \$199

Tue/Thu | 04/04-04/13 | 6-9pm | Online

234OLPT106A | 4 sessions | \$199

Tue/Thu | 04/18-04/27 | 9am-noon | CSU Main

Microsoft Excel Intermediate

Take that intermediate step to using your worksheets. You will learn additional technical skills needed to produce business documents.

You will need Excel 2013 or higher

233OLPT105A | 4 sessions | \$199

Mon/Wed | 02/20-03/01 | 6-9pm | Online

233OLPT105B | 4 sessions | \$199

Mon/Wed | 02/06-02/15 | 9am-noon | CSU Main

Microsoft Excel 2010 PivotTables

You will create and analyze PivotTable data. This course is meant for business professionals who need to analyze large data set and present information in structured summary. Upon successful completion of this course, students will be able to: create a Pivot Table, perform data analysis with Pivot Tables and visually present using PivotTables as source. Student will need to have laptop and Excel 2010 software installed.

TBA

New time dates and days. We now offer weekday and Saturday classes



The ABCs of Customs Brokerage

The ABCs of Customs Brokerage course provides entry-level workers with the skills and knowledge equivalent to one year of experience as a customs specialist. In addition, it offers the opportunity to earn national certification as a Certified Customs Specialist (CCS). This course also provides career advancement in customs brokering and international trade. These positions start around \$15 per hour and can increase with experience and licensing as a Customs Broker. Students passing the course will be eligible to sit for the National Customs Brokers & Forwarders Educational Institute Certified Customs Specialist exam.

Space is limited to 20 individuals.

Applicants must have state ID, high school diploma (or GED), basic computer skills and resume.

Instructor: Donna Mullins

233OLCER095A | 8 sessions | \$1999

Mon/Wed | 01/09–03/06 | Online

234OLCER095A | 8 sessions | \$1999

Mon/Wed | 04/03–05/29 | Online

241OLCER095A | 8 sessions | \$1999

Mon/Wed | 07/10–09/04 | Online

242OLCER095AC | 8 sessions | \$1999

Mon/Wed | 10/02–11/27 | Online

New Course

Introduction to Transportation Freight Dispatching

Our Dispatching Training course will put you on the fast track to becoming an expert dispatcher. Our dispatcher training course is designed to provide an introduction to concepts and issues in the logistics and trucking industry. We ensure that you'll have a firm grounding in the basics of dispatching by the time the course ends. This course will introduce you to concepts such as submitting loads for professional truckers, finding trucks and brokers, vetting qualifications, signing off on paperwork and tracking mileage, plus more!

233CPFD | 8 sessions | \$799

Tue/Thu | 02/21–03/16 | 6–9pm | CSU Main

234CPFD | 4 sessions | \$799

Saturday | 04/01–04/22 | 9am–3pm | CSU Main

Freight Broker/Agent

This course empowers learners with the knowledge needed to become a successful Freight Broker Agent. You will learn how to build a carrier and shipper database, book loads, navigate any logistic loader boards and the Federal Motor Carriers Safety Administration's (FMCSA) regulations and restrictions. Customer service/ phone etiquette, terminology of the logistics industry and the techniques used to coordinate loads for shippers and carriers will also be reviewed.

Instructor: Randy Aragon

233CPFB123A | 8 sessions | \$799

Tue/Thu | 01/24–02/16 | 6–9pm | CSU Main

Project Management Courses



Project Management Professional Certification (PMP) Exam Prep Course



The Project Management Institute (PMI) credential is one of the most valued and recognized credentials in project management. Our PMP exam-preparation course incorporates the latest edition of a Guide to the Project Management Body of Knowledge – Sixth Edition (PMBOK® Guide) and the new exam domains introduced in 2021. We utilize PMI® terminology and concepts, including other sources for PM learning. Here at Clayton State University’s Center for Continuing and Professional Education (CaPE), we pride ourselves on working with each learner to prepare them to pass the PMP exam on their first attempt. If you work hard and follow our recommended strategy for successfully completing our PMP Exam prep training, you will leave with the required knowledge and tools needed to take the next step toward meeting your PMP exam outcome.

233CER082B | 20 sessions | \$1999

Mon/Wed | 01/23–03/29 | 6–9pm | Online

234CER082B | 20 sessions | \$1999

Mon/Wed | 04/10–06/19 | 6–9pm | CSU Main

233CER082A | 8 sessions | \$1999

Saturday | 03/18–05/06 | 9am–4pm | Online

Fundamentals for Project Managers

This new course has been updated and completely revamped to adhere to the changing standards within the Project Management Institute. This exciting course will prepare students to sit and pass the Certified Associate in Project Management (CAPM) Designation by discussing entry level Project Domains, Tasks and Enablers in the field of project management. Specifically, we will explore- over 4 different dates -the 4 PMI New Domains Of Project Management Fundamentals and Core Competencies: Predictive Models, Plan-Based Models, Agile Frameworks and Methodologies, and Business Analysis Frameworks.

233OLCAR085 | 8 sessions | \$989

Saturday | 03/18-05/01 | 9am-5:30pm | CSU Main

New Course

Scope Management

This training offers project managers the tools to master the challenge of scope management. It provides an in-depth, multidimensional approach to analyzing and managing project scope. Starting with conventional conceptions such as the work breakdown structure (WBS) and product breakdown Structure (PBS), it reveals the complex nature of project scope and will lead you through exercises aimed at providing practical tools for project planning, estimation, and change management. This training also questions some of the traditional assumptions about scope change—particularly the view that changes in scope which affect time and cost should be avoided at all costs.

234CERSM | 8 sessions | \$699

Tue/Thu | 05/09-06/01 | 6-9pm | Online

Project Management Leadership

A project manager must be able to influence project stakeholders that they may not have direct authority over. This 12-hour course is designed to provide project managers with critical skills to lead projects using well-known leadership principles and techniques. Students will be able to recognize various organizational structures a project manager performs in, describe various leadership characteristic and styles, and demonstrate the use of communication as a key leadership tool.

234OLERO82 | 8 sessions | \$699

Tue/Thu | 04/04-04/27 | 6-9pm | Online

New Course

Agile Foundations

This course is intended to introduce participants to an overview of Agile basics and how it is conceptually utilized for Software development projects. The course uses the more traditional waterfall approach to compare and contrast the different philosophies and to visually describe the concepts represented within each approach. The focus of this introductory overview will be to introduce to participants to why Agile was created and the mindset that was established by the creators of the Agile Manifesto. This course also introduces the principles behind the Agile Manifesto, and what it now means to adopt the Agile way of approaching the software development lifecycle. Specifically, for those individuals who represent both the Business and the IT Stakeholder organizations this course will serve as a pre-requisite for additional agile related courses also supported by the Project Management Institute (PMI).

233OLCAREAG | 8 sessions | \$699

Tue/Thu | 03/07-03/30 | 6-9pm | Online



SHRM Essentials of Human Resources

Human Resources incorporates a number of interrelated job functions with the primary mission of recruiting, selecting, and retaining qualified employees who assist the organization in achieving its goals and objectives. Students will gain the foundational knowledge necessary to help organizations reduce costs, avoid lawsuits, and improve 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, need a refresher, or performing HR duties as a part of a non-HR job. Recently updated content reflects the changes in legislation and provides an overview of HR roles and responsibilities.

233OLCER403 | 6 sessions | \$689

Tuesday | 02/24-04/04 | 6-9pm | Online

SHRM Learning System for SHRM-CP and SHRM-SCP Certification Prep Certificate Programs

The SHRM Learning System is for the advanced HR professional who is interested in increasing their knowledge of Human Resources and/or preparing to sit for the SHRM-CP or SHRM-SCP certification exam. It is an intense 14-week course that reviews the disciplines and competencies of HR, with a final exam given on the last evening. Eight competencies, in three functional areas will be covered, along with the entire SHRM Body of Applied Skills and Knowledge (SHRM BASK) which is necessary to help HR professionals be successful in today's workforce. Real world examples will be given of how HR is impacted and how it continues to evolve in this ever-changing global business environment.

233HCER401 | 14 sessions | \$1649

Tuesday | 02/21-05/23 | 6-9:30pm | CSU Main/Hybrid

Class will be offered as a hybrid - in-person with optional online participation







The Film and Digital Media Center offers an integrated curriculum wherein students pursue creative work in video and digital media. FDMC currently offers three tracks: script writing, film production and film editing. The tracks are leveled and come together for two cumulative workshops. Students enrolled in FDMC's certificate program receive training in studio operations, script writing, camera and sound, Adobe Creative Suite's PremierePro, basic accounting, legal and insurance requirements, etc. Students, more importantly, gain hands-on experience through their course work and the crafting of at least two short films. These films become their calling cards for the industry.

For more information, including multi-course tuition discounts, please contact FDMC at:
filmanddigitalmedia@clayton.edu



Script Writing 1

Good story telling is good story telling, no matter the medium. Script Writing 1 covers the basic structures of storytelling for the many varieties of digital media: fiction, non-fiction, video games, and commercial advertisements. In- and out-of-class guided exercises—from formatting to story structure to character development and voice—enable students to develop and write a short script.

Instructor: TBA

233JFLM101 | 14 Sessions | \$ 399

Tue/Thu | 01/10–2/23 | 6:30–9:30pm | Lucy Huie Hall, Jonesboro

Film Editing 1

This course covers the workflow and the division of labor needed for an efficient post-production team. Students' use of PremierePro will cover technical preparation of dailies; basics of picture editing for story structure; design, creation, and building of effective sound tracks; selection and editing of music; and final mastering to industry-standard delivery needs. Students work within realistic but tight schedules to finish editing exercises by “drop-dead” delivery dates for all “master” delivery materials.

Instructor: TBA

233JFLM103 | 14 Sessions | \$399

Mon/Wed | 01/09–02/27 | 6:30–9:30pm | Lucy Huie Hall, Jonesboro

Film Production 1

This course covers the technical and craft skills required to create a short media project. Students develop practical production skills and crew etiquette through “real-world” assignments, lensing interior and exterior location scenes in and around the Lucy Huie Studio. Students also focus on balancing their technical knowledge with their artistic vision to create an impact. Discussions with hands-on homework assignments reinforce best practices for sanitation and safety in film production.

Instructor: TBA

233JFLM102 | 7 Sessions | \$399

Saturday | 01/14–02/25 | 9:30am–4pm | Lucy Huie Hall, Jonesboro

Film Workshop 1

This course continues the work of all level one courses. Using their writing, production and editing skills, students work together to produce a short media project from concept to completion. Students also collect materials to build electronic press kits (EPKs) along with other marketing materials to promote themselves and their films for their premiere screening.

Prerequisites: Script Writing 1, Film Production 1 or Film Editing 1.

Registration link will be sent to all eligible students.

Instructor: TBA

233JFLM104 | 7 Sessions | \$399

Saturday | 03/11–04/29 | 9:30am–4:00pm | Lucy Huie Hall, Jonesboro

Script Writing 2

This course expands students' writing experiences in short media projects by exploring story needs and audience demands. In addition, students have the opportunity to write and workshop a longer script (20-28 pages). Class discussions center around not only script table-reads but also practicalities of auditioning and directing actors. As well, students begin production documentation for their scripts in advance of filming. Finally, students pitch their scripts to a panel of industry judges who endorse scripts for production in Workshop 2.

Prerequisites: Script Writing 1 or permission of instructor for stand-alone course.

Registration link will be sent to eligible students.

Instructor: TBA

234JFLM201 | 14 Sessions | \$ 399

Tue/Thu | 05/09–06/22 | 6:30–9:30pm | Lucy Huie Hall, Jonesboro

Film Editing 2

This course focuses on the proper workflows that govern high-resolution camera formats (codecs). Given raw footage, students learn how to use low-resolution proxies for first and second cuts of a media project before creating the "locked cut" used for mastering high-resolution files for final color correction and rendering. Students also build soundtracks, preparing audio elements for sound mixes but keeping music and effects tracks separate from dialogue tracks as needed for "master" delivery requirements. Finally, students learn to use footage created in principal photography for the completion of visual effects and title sequences.

Prerequisites: Film Editing 1 or special by special exception from the instructor

Registration link will be sent to eligible students.

Instructor: TBA

234JFLM203 | 14 Sessions | \$399

Mon/Wed | 05/03–06/26 | 6:30–9:30pm | Lucy Huie Hall, Jonesboro

Film Production 2

This intermediate production course centers students on the comprehensive pre-production and production demands of lensing three on-location scenes for a media project. Students also focus on securing the appropriate permissions and preparing for company moves. They build a location base camp for production and find solutions for last minute in-the-field challenges. Students are not required to edit their scenes into a finished project, but they do submit complete film dailies for all scene assignments. Discussions and exercises emphasize adequate actor and crew preparation.

Prerequisites: Film Production 1 or permission of instructor for stand-alone course

Registration link will be sent to eligible students.

Instructor: TBA

234JFLM202 | 7 Sessions | \$399

Saturday | 05/14–6/24 | 9:30am–4pm | Lucy Huie Hall, Jonesboro

Film Workshop 2

This capstone course for all tracks allows students to act as independent film production companies. From acquisition of a shooting script, to budget planning and crowd funding; from actor auditions to crew and cast rehearsals; from technical pre-production to lensing; from rough cut to master delivery—students experience the trials and triumphs of making their film, culminating in a public premiere screening.

Prerequisites: Script Writing 2, Film Production 2, or Film Editing 2

Registration link will be sent to eligible students.

Instructor: TBA

241JFLM204 | 15 Sessions | \$799

Saturday | 07/15–10/21 | 9:30am–4:00pm | Lucy Huie Hall, Jonesboro

For film elective courses please visit: clayton.edu/film-and-digital-media/elective-courses

Georgia Film Academy



GEORGIA FILM[®]
ACADEMY

Clayton State Continuing and Professional Education is a member of the Georgia Film Consortium (GFC). The Georgia Film Academy supports the GFC, a unique and state-wide collaboration of institutions of the University System of Georgia, the Technical College System of Georgia, and independent institutions who offer professional courses in film, television, digital entertainment, Esports and game development.

As a unit of the University System of Georgia, the Georgia Film Academy is committed to leading and advancing the entertainment industry and its workforce in Georgia. The GFA promotes rigorous professional training and supports opportunities for union-covered film and television production craft internships and placement in an effort to build a permanent and sustainable industry in the state. The GFA is dedicated to the development of both Georgia's workforce and the industries that employ them.

GFA students have the opportunity to:

- Learn from professionals in the Film, Television and Digital Entertainment industries
- Take classes at an industry hub facilitated with a package of professional-level equipment
- Participate in on-set, hands-on experience and simulated "real world" projects, coupled with in-classroom course work
- Work hands-on with professional production equipment (cameras, sound gear, lights, etc.) as well as production trucks and generators on studio soundstages

- Apply for an internship or apprenticeship on a major film production set, television studio, editing house or digital entertainment lab in order to develop recognized film credits, through partnerships with professional productions
- Receive one-on-one job counseling to include resume preparation, job research and job placement outreach from GFA
- Earn any of three Georgia Film Academy industry certifications, recognized by production companies, studios, networks, vendors, and other entertainment businesses that employ Georgians:
 - Film & Television Production Certification
 - Film & Television Post-Production Certification
 - Digital Entertainment, Esports & Game Development Certification

For more information about the Georgia Film Academy, please visit: www.georgiafilmacademy.edu

The GFA semester schedule follows the eCore Common Academic Calendar:

ecore.usg.edu/about/academic-calendar

- For questions regarding GFA continuing education classes at Clayton State University, please contact the Film and Digital Media Center. Call: 678.466.5085, email: filmanddigitalmedia@clayton.edu, or visit clayton.edu/film-and-digital-media/apply

Certification Registration begins November 1, 2022 for January 2023 classes

- GFA Film and Television Production Certification
- GFA Film and Television Post-Production Certification
- GFA Digital Entertainment, ESports, & Game Development Certification

Each certification requires its own introductory course, plus 2 authorized craft courses. The courses are **not** transferable among the pathways. **What does this mean for you? Please decide, from the start, which pathway you wish to follow.** Always, you may change your mind. However, you will have to complete the required introductory class for your new path. Please refer to the chart below. **This information is for continuing education students only.**

	Production Certification	Post-Production Certification	Digital Entertainment, Esports & Game Development Certification
STEP ONE: Required.	GFA 1000: Intro to Film & Television Production	GFA 1040: Intro to Film & Television Post-Production	GFA 1500: Introduction to Digital Entertainment, Esports & Game Development
STEP TWO: Choose one.	GFA 2010: Set Construction & Scenic Design	GFA 2040: Fundamentals of AVID Media Composer 100	GFA 2510: Event Management for Digital Entertainment & Esports
	GFA 2020: Lighting & Electric	GFA 2140: Fundamentals of Sound Design, AVID ProTools 100	GFA 2520: Hosting & Casting for Digital Entertainment & Esports
	GFA 2030: Grip & Rigging		
	GFA 2050: Intro to Special Makeup Effects		
	GFA 2060: Intro to Production Accounting & Office Management		
STEP THREE: Choose one.	Any other GFA 2000 production course	Either AVID course above not taken.	Either Esports course above not taken.
	GFA 4010: Production Design 2 (preq: GFA 2010)	GFA 4040: Advanced Editing with Media Composer 200 (preq: GFA 2040)	
	GFA 4020: Motion Picture Set Lighting 2 (preq: GFA 2020)	GFA 4140: Advanced Sound Design with ProTools 200 (preq: GFA 2140)	
By Application Only (Replaces Step Three Courses)	GFA 2000: Film, Television & Digital Entertainment Internship	GFA 2000: Film, Television & Digital Entertainment Internship	GFA 2000: Film, Television & Digital Entertainment Internship

Continuing And Professional Education Discount Policy



The Center for Continuing and Professional Education will offer discounts off all online courses and certificate programs over. (Third part classes such as Ed2Go do not qualify for discounts). Discounts are applicable to self-pay students only. Workforce Development students obtaining a Training Grant and Veterans receiving benefits are not eligible.

All eligible discounts on course fees are administered on a space available basis. Some courses may require a materials fee which are not included in the discount. Full-paying students are always given priority in the enrollment process.

The staff member, student, or University department may choose to pay the full fee to guarantee a space in the class, with the option of requesting the discounted refund of fees if the class reaches its enrollment capacity. The request for discount refund must be initiated by the student within one week of the start date of the class. All discounts must be requested at the time of enrollment and discounts cannot be combined with other offers.

Discounts will be provided for the following individuals:

Active CSU Alumni—15%
CSU graduate and undergraduate students—20%
CSU faculty and staff—50%
Senior Citizens (65 and older)—15%
Corporate Discounts (depends on the size of the group)

Active Military 15% (Copy of military ID card requires)
USG Faculty and Staff—20%
CaPE Independent Contractors—60%
Military Veterans -15%
Group Discount (depend on the size of the group)

Proof of eligibility must be provided at time of registration by emailing us at

ce@clayton.edu

Financial Assistance Resources

Since Clayton State University Center for Continuing and Professional Education (CaPE) does not offer degree-seeking credit, we are unable to process traditional forms of financial aid such as HOPE Grants or Scholarships, Pell Grants, 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/smartoptions 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/wiatraining to determine your eligibility. If you have questions, please call the following:

Clayton, Fayette, Henry Counties: (770) 960-2172

South Fulton County: (770) 306-5202

DeKalb County: (404) 687-3400



Light Commercial HVAC-R



Prepare for a career as a heating, ventilation, and air conditioning & refrigeration technician with specialized skills to perform both mechanical and electrical installation, preventive and corrective maintenance also heat load calculation, duct design, gas pipe sizing, flue vent sizing, brazing, basic blueprint reading, and EPA 608 certification embedded in the course. A sub-focus on heat pumps, ice machines, and common commercial refrigeration mechanical and electrical control components, maintenance procedures in the areas of light commercial and residential heating and air conditioning. Within each of these areas are opportunities for specialization. Gain the skills necessary to find employment with commercial or residential heating and air conditioning businesses or with equipment manufacturers or wholesalers. Heat load calculations are done according to ACCA Manual J, 8th edition. **More than fifty percent of the course is hands-on driven.**

National certification exam is offered to graduates at an additional cost. Textbook required, but not included in course fee.

233JIND300A | 69 sessions | \$4100

Mon–Thu | 02/13–06/12 | 6–10pm | Hearts to Nourish
Hope—640 GA. Hwy-138, Riverdale, GA 30271

234JIND300A | 69 sessions | \$4100

Mon–Thu | 09/11–01/24/2024 | 6–10pm | Hearts to
Nourish Hope—640 GA. Hwy-138, Riverdale, GA 30271

Power Engineering/Boiler Technology



Steam Theory/Boilers, Pumps and Heat Engines

If you are a technician and want to gain your first license or upgrade your license to a higher level, this course is designed to help you do just that. Course covers: boilers, steam tables, steam, water cycle, combustion process, basic properties of fuels, fuel oil systems, feed water regulators, safety valves, blown down apparatus, soot blowers, non-return valves, automatic combustion controls, inspection of boilers, minor maintenance and repair of boilers, pumps and injectors, boiler water treatment, basic electrical theory, ohms law, AC & DC theory, series and parallel circuits. Textbook required. Bring a sack lunch.

233CCER514A | 10 sessions | \$1499

Friday | 01/20–03/24 | 9am–4pm | CSU Main

HVAC-R Theory Commercial & Industrial System, Chilled Water Systems and Cooling Towers

The 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.

234CIND500A | 10 sessions | \$1499

Friday | 05/12–07/14 | 9–4pm | CSU Main

Electrical Theory Motors, Transformers and Generators

The course is designed for anyone that works as maintenance personnel in hospitals, schools, large buildings, or industry. The course is tailored to help you do ohms law problems, build series and parallel circuits, explain how DC and AC motors are wired and work, explain how transformers work, minor maintenance procedures for both motors and transformers and understand AC theory.

Upon successful completion of this course, you will be able to:

- Explain difference between series and parallel circuits
- Do simple ohm's law calculations
- Demonstrate how to reverse rotation on DC and AC motors
- Prepare for the Georgia State Association of Power Engineer Exams
- Textbooks not covered by tuition are required.

234CIND500A | 10 Sessions | \$1199

Friday | 05/12–07/14 | 9am–4pm | CSU Main



Cyber Security 101

Do you want to protect your computer system and its data? Use of the Internet, web technologies, and mobile devices, along with use of wireless/cellular connectivity provide easy access to online information and resources. The openness and of the Internet and its underlying technologies are increasingly abused by hackers and criminals for fraud, identity theft, and other criminal enterprises. With the ubiquity of online commerce and data transfer and storage, hackers are launching sophisticated attacks to exploit systems. This course proposes ways to protect your online systems and information from such attacks.

233OLARECSA | 12 sessions | \$699

Mon/Wed | 03/20-04/26 | 6-9pm | Online

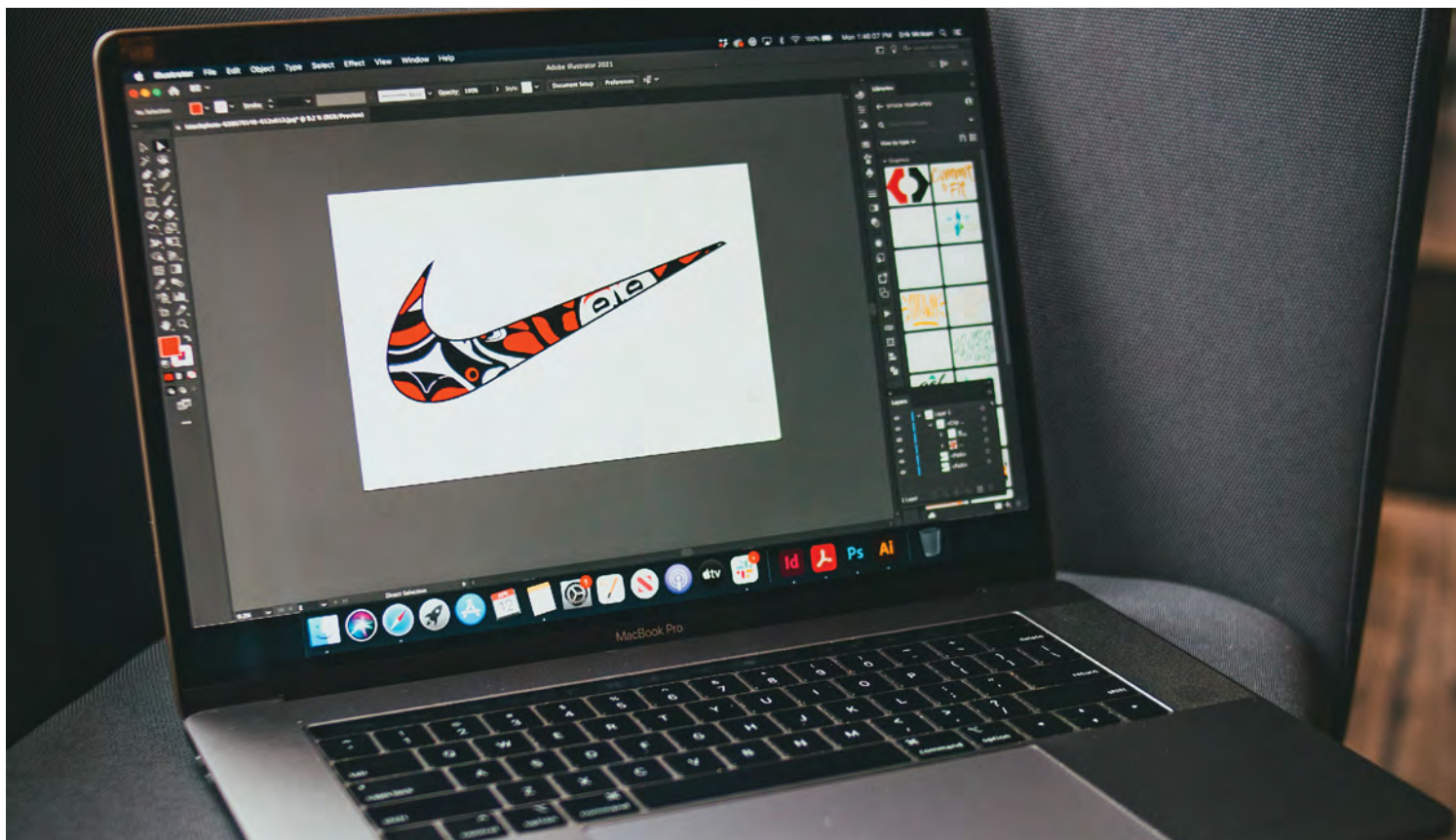
Adobe Graphic Designer



This course explores graphic communication through the understanding of the elements and principles of design. The design process, from idea development through final execution of a document, is also covered. Students will also learn to create artwork, icons, posters, packaging, and other items that can be utilized for professional or personal use. Professionals use the concepts explored in this course in the following disciplines: advertising, graphic design, web design, illustration, broadcast design, photography, game design and many others. Class is taught in our state-of-the-art Computer Lab. Students are prepared to take the Adobe Certified Associate Exam upon completion of the course.

233OLCER701A | 20 sessions | \$4499

Mon/Wed | 01/30-04/05 | 6-9pm | TBA





Clinical Medical Assistant Certification Program



This program prepares students with the knowledge, skills, and competencies to assist Physicians, NP's and PA's in private offices or other medical settings. Clinical Medical Assistants are responsible for maintaining medical and surgical asepsis, for taking vital signs, for assisting with examinations and surgery, for administering ECGs, and for administering medications. Clinical instruction includes preparing patients for examination and treatment and specimen collection, for administering injections and phlebotomy, and for performing basic laboratory tests, ear irrigations, and Pulmonary Function Tests (PFTs). Students are required to complete 120-extern hours in addition to their classroom hours to complete the program. Uniforms, supplies, and exam fee are not included in tuition.

A textbook is also required, but not included.

233CCER971B | 32 sessions | \$3398

Mon/Wed | 01/18-04/24 | 6-9pm | CSU Main

Phlebotomy Technician



The Phlebotomy Technician program teaches the technical and procedural aspects of basic phlebotomy, including the collection of blood specimens and the venipuncture required to become a Phlebotomy Technician. Students acquire knowledge and skills in Phlebotomy and infection control, in health care legal issues, in human anatomy and physiology, in phlebotomy equipment and supplies and procedures. This program includes 75-hours of classroom training and a 40- hour externship to provide a complete learning experience. Upon successful completion of this course, students are eligible to take the national certification exam administered by NCCT (National Center for Competency Testing). Exam fee, uniforms, and supplies are not included in tuition.

A textbook is also required but is also not included.

233CCER901A | 24 sessions | \$1999

Tue/Thu | 02/14-04/04 | 6-9pm | CSU Main



RN RE-Entry (Hybrid)



This course focuses on expanding and enhancing 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 class is comprised of a 40-hour theory portion and a 160-hour supervised clinical component in an acute care setting. Students must complete all components of the course in order to fulfill the requirements to have the Georgia Board of Nursing license reinstated. Schedule will be provided on first day of course.

A textbook is required but is not included.

233CCER975A | 8 sessions | \$1399

Saturday | 01/28-03/18 | 9am-noon | CSU Main/Online

Electronic Health/Medical Records

Are you keeping up with EMR technology? In this course you will learn commonly used medical terms, different components of the medical record, and standards for maintaining medical records. You will learn to describe the typical electronic health record (EHR) system and to outline standard processes involved with entering, storing, manipulating, and retrieving patient information. You will learn to navigate cloud-based EMR software systems and to use them to enter new patient information and encounter notes, physician information, patient charting information, and much more.

233OLAREMRAA | 12 sessions | \$ 1190

Wednesday | 02/01-04/19 | 6-10pm | Online

234OLAREMRAA | 12 sessions | \$1190

Tuesday | 04/11-06/27 | 6-10pm | Online

Medical Coding



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, but not included, for this course.

233CCER110A | 47 sessions | \$2299

Mon/Wed | 03/06-08/14 | 6-9pm | CSU Main

Lucy Huie Hall Studio Rental

Clayton State University's Film Studio is located just 10 miles from Hartsfield-Jackson International Airport. Courses such as film crew training, film production, theater, and dance are hosted here and take priority as instructional activities for the University. The facility is available for a variety of rental purposes: indie films, feature film productions, green screen scenes, photo shoots, rehearsals, auditions, table reads, pre-production, workshops, exhibitions, screenings, special events, and meetings.



Rental Rates For Work/Classrooms Only

Classrooms/Meeting Rooms/Conference Room

Includes set-up/shoot/break-down
Hours: 6:00am–11:00pm

\$287.50 up to 6 Hours*
*2 hour minimum

Break Room/Rehearsal Room/Office Space

\$460.00 6–15 Hours

Hair, Make-up, Wardrobe Room

+\$25/Hour When Exceeding 15–20 Hours
\$2815.00/Week

Studio Specs

Studio rental rates: negotiated based on project contact thomasstein@clayton.edu or teresasteppe@clayton.edu

- 10,000 square foot sound stage
- 6,000 square feet of shooting space
- 36 foot green screen
- 19 foot white screen
- 25 foot high ceiling
- 15 foot high lighting grid with 200 amps of power
- 6,000 pound capacity steel superstructure
- 200 amps of cam-lock connectors
- 30 feet wide by 20 feet tall sliding hangar doors
- Street level loading area and 250 vehicle parking lot 8 additional rooms ideal for:
 - Prop and set storage
 - Hair and make-up and Extras holding
 - Craft services
 - Meeting and production office space
 - Trained crew member list available
 - Equipment not included in rental



Conference Services

Engaging, Empowering, Everlasting

Servicing you facility needs for your meeting or special event



✓ Health & Safety Protocols ✓ Social Distancing ✓ Safe Catering

- ▶ Corporate Retreats
- ▶ Workshops
- ▶ Seasonal Camps
- ▶ Conferences
- ▶ Weddings
- ▶ 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 Sara Holmes (678) 466-5080



Whether it is a corporate conference or a personal event, let us make it special!

We are located at the Harry S. Downs Building that overlooks a beautiful lake and outdoor scenery. While you are here, you will surely be comfortable in the atrium where the sun shines in and the ambience is lovely. Lastly, we offer a variety of Menu selections to fit your occasion.



We are only a phone call away. Book your event now!

Contact Sara Holmes at 678-466-5080

Frequency Asked Questions (FAQ)

What is Continuing and Professional Education?

Clayton State University's Center for Continuing and Professional Education (CaPE) classes are attractive to students looking for a quick, intense approach into new careers. CaPE classes do not count towards degree programs and are not for degree credit, but they are competency-based and responsive to real industry needs.

CaPE engages life-long learners in cost-effective, accessible, and relevant coursework that addresses personal and professional goals through top-quality instruction, innovative programming, and in-demand professional certificates. Our programs and courses are designed to promote success in ever-changing local, national, and global markets and communities. In addition, many CaPE classes and programs prepare you for industry-recognized certifications.

How is Continuing Education different from other CSU classes/courses?

Continuing and Professional Education (CaPE) addresses the educational needs of people in a broad range of jobs and career fields, usually through non-credit, non-degree programs. It may include formal coursework, conferences, or seminars taught on different platforms, including online or in the classroom. People may take advantage of professional education to remain current in their fields, learn new skills, change careers or enhance their marketability. No entrance exams are needed for admission.

Will I earn college credit toward a degree in a continuing education course?

No. Continuing and Professional Education courses offered through CaPE earn CEUs that do not apply to degree programs or college credit. CEU stands for "Continuing Education Unit." A CEU is a unit of credit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. Such professionals include engineers, financial advisers, accountants, educators, and healthcare workers.

How do I register for a CaPE course?

Students looking to register for Continuing and Professional Education courses have a number of options.

1. **Online:** Students may register for certain courses via our webpage clayton.edu/ce. Students will need to establish an account in order if they have not done so in the past. Registering for an account has no charge associated.
2. **In-Person:** Students may visit our office in person and register for upcoming CaPE courses and program. In person registration is required for any of our Healthcare Programs (Clinical Medical Assistant, Medical Billing, Medical Coding, Patient Care Tech, Pharmacy Tech, Phlebotomy Tech, and RN Re-Entry. A Health Care Program application is also required for these programs with the exception of RN Re-Entry.

Can I use financial aid to pay for my noncredit courses?

CaPE does not accept federal financial aid like degree/credit programs. However, you may want to consider approaching your employer to inquire about tuition reimbursement options.

CaPE does not offer payment plans for courses

See [page 23](#) for financial information.



Campus Locations

CE Main Campus

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

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 Trammell Rd.
Morrow, GA 30260

Hearts to Nourish Hope

640 GA. Hwy 138
Riverdale, GA 30271
(Light Commercial HVAC-R)

LIKE US ON

