

FAYETTE COUNTY LOCATION



Accounting with Quickbooks

\$439

Students set up accounts for customers and vendors for a new company through Quick Books. In addition, students will handle writing checks, reconciling statements, paying bills, invoicing customers, and depositing funds. Students will use QuickBooks to manage accounts receivables, account payable, and create meaningful reports and graphs. Quick Books Premier software and laptop required.

Microsoft Excel Courses

\$199 each

Excel Basic: This course is an introduction to current spreadsheet application software.

Excel Intermediate: The intermediate level course builds on the excel basic level skills with more emphasis on TEXT Functions, DATE Functions, LOOKUP functions and MATH functions should be learned and used.

Excel Advance: 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.

Excel Tables and Pivots: Student will learn to create Pivot Table, perform data analysis with Pivot Tables. Need a laptop and Excel 2010 software installed.

American Sign Language

\$199

Learn to communicate using American Sign Language (ASL). In this introduction course, you will learn the major components of ASL, develop basic sign vocabulary to use in conversation, and get an introduction to the Deaf Community, culture and history.

Digital Photography

\$239

This course covers more in-depth knowledge for the students who have taken the Digital Photography 1 course. This course is advanced and covers how to capture your audience through capturing emotional and real moments. Upon successful completion of this course, you will have the skills necessary to go out and do real photo shoots with possible clients or friends/family who may want to use your photography skills for them. A digital camera and appropriate media are required for this course. Camera should be brought to every class meeting.

Project Management Professional (PMP) Exam Prep Course

\$1999

This course is intended for individuals who have at least 3 or more years of project management experience and want to obtain PMI Project Management Professional Certification. Our PMP exam-preparation courses incorporate the Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other sources, use PMI® terminology, and include learning tools, such as PMP Exam prep study guides: exercises throughout the course to reinforce PMP and CAPM exam concepts: handy reference material: and practice questions and manual test condition simulations.

Fundamentals for Project Managers

\$989

This new course has been updated and completely revamped to adhere to the changing Standards within the Project Management Institute (PMI). 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: 1. Project Management Fundamentals and Core Competencies 2. Predictive, Plan-Based Methodologies 3. Agile Frameworks/Methodologies 4. Business Analysis Frameworks Sign up today and learn all the basic knowledge to start (or enhance) your career in Project Management.

Lean Six Sigma Black Belt

\$2299

Our program provides working knowledge and skills so that professionals can lead and manage process improvements throughout an organization.

Leading with Executive Presence

\$299

This four-week online course will help you recognize your greatest strengths and qualities as a leader, connect you with others, and show others the talents and gifts you have to offer the world.

Leading with Emotional Intelligence

\$299

A two-day online course uses an integrated competency approach to help you develop emotional intelligence skills. You'll get the opportunity to practice and apply methods for consistently using EI as a leader.

Women's Leadership Program

\$199

This unique two-day online program will provide you with the knowledge and tools to present yourself as a present and future. You'll go beyond the fundamentals of communication and assertive skills to explore vision, negotiation, and strategy.

If you are interested in a course listed contact: Angela Meyers-Jenkins, Sr. Manage of Programs
Call: 678 466-5114 or email: angelamyers-jenkins@clayton.edu