

HENRY COUNTY LOCATION COURSES



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.

Microsoft Excel Basic

\$199

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

Microsoft Excel Intermediate

\$199

Take that intermediate step to the next level in using worksheets. Students will learn additional technical skills needed to produce business documents. You need to bring laptop with software installed. 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. Formula Auditing is also a group that is used in the FORMULA Tab and will be covered and used in this Intermediate level of Excel.

Microsoft Excel Advance

\$199

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.

Microsoft Excel Tables and Pivots

\$199

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

Sewing I

\$199

This course empowers students with the ability to skillfully sew basic outfits and quickly advance to the next level of sewing with ease. Students will acquire basic sewing techniques that will be with them for a lifetime.

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.

Introduction to Alternations

\$229

This course introduces custom fit and alteration techniques of various ready-to-wear garments. Students will learn how to pin, mark, and alter clothing for proper/desired fit. Students will alter one garment based on sewing skill level.

Spanish

\$239

Bienvenidos! Welcome, true" beginners! The Spanish I course begins with the phonetics of pronunciation and progresses to vocabulary, parts of the speech, expressions, and the present tense of Ser and Estar. This course emphasizes hands-on-activities that are both fun and instructive.

Transportation Dispatch

\$799

Explore a Career as a Truck Dispatcher. Trucking dispatchers play a vital role in the trucking industry and are in high demand. If you're interested in joining the trucking industry as a dispatcher this course covers topics such as record keeping, negotiation skills, business growth, and more. The skills you learn from our Trucking Dispatch Specialist course will help you set up and run a successful trucking business.

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