CONTINUING EDUCATION

# GHC

GEORGIA HIGHLANDS COLLEGE

## Spring 2023 Courses

Cartersville Campus ~ 5441 Highway 20 NE, Cartersville, GA 30121
Visit https://www.conted.highlands.edu, email conted@highlands.edu, or call (678) 872-8230.

## Front-Line Leadership Certificate Program

Tuesdays, 8:00am–11:00am, Building A, Room 130
$99 per class

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|---|---|
| Jan 17* | #7 – Dealing with Difficult People |
| Jan 24 | #8 – Problem-Solving and Decision-Making |
| Feb 7 | #9 – Dealing with Conflict |
| Feb 21 | #10 – Navigating Change |
| Mar 14 | #1 – Making the Transition: Becoming the "Boss" |
| Mar 28 | #2 – Inclusive Leadership |
| Apr 11 | #3 – Managing Yourself |
| Apr 25 | #4 – Communicating with Impact |
| May 9 | #5 – Leading Others: Developing Skills |
| May 23 | #6 – Leading Others: Creating a Motivating Climate |

*These 3 hour courses are designed to develop communication and management skills for HR staffers, team or shift leaders, mid-level managers or any aspiring leaders seeking to develop these skills.*

*Workshops may be taken in any order, but all 10 must be completed within one year to be eligible for the certificate.*

*\*This date is different than what was previously published*

# PowerBI Certificate Program

9:00am–4:00pm, Building A, Room 212
$239 per class

*PowerBI is an interactive data visualization software from Microsoft with a focus on business intelligence. It's a collection of software services, apps, and connectors that together turn data into coherent, visually-immersive, interactive insights.* **Register early to ensure your spot!**

### Intro to PowerBI Desktop, Feb 28
*You will learn to connect to different types of data sources, transform your data, create a useful data model, and create visualizations that help others understand your data.*

### PowerBI DAX, Mar 1
*Data Analysis Expressions (DAX) are like Excel calculations with additional functions designed to work with relational data and perform more dynamic calculations. Hands on exercises will enhance the student's understanding of using these formulas with business intelligence.*

### PowerBI Visualizations, Mar 28
*Bring your data to life with data visualization templates and endless customization options. Learn when to use which of the visualizations in PowerBI. You will also learn how to create custom visualizations.*

### PowerBI Performance, Mar 30
*Learn to maximize the performance of your PowerBI reports by optimizing your queries and formulas. Take advantage of built-in capabilities and extra software to analyze what you are doing and make it better and faster, while becoming a more efficient DAX writer in the process.*

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## GEORGIA HIGHLANDS COLLEGE

# Microsoft Excel Certificate Program

9:00am–4:00pm, Building A, Room 212
*Basic classes are $139
**Advanced classes are $159

### Excel 2019 Level 1*
Jan 10   Feb 9   Mar 7   Apr 6

### Excel 2019 Level 2*
Jan 17   Feb 16   Mar 14   Apr 13

### Excel 2019 Level 3*
Jan 24   Feb 23   Mar 21   Apr 20

### Excel 2019 Data Analysis**
Feb 7   Mar 16   Apr 25

### Excel 2019 Pivot Tables & Charts**
Jan 12   Feb 14   Mar 23   May 18

### Excel 2019 Charts**
Jan 19   Feb 21   Apr 11   May 25

### Excel 2019 Functions**
Jan 26   Mar 9   Apr 18

One of the most popular programs Microsoft has ever issued, these Excel courses are very popular and consistently earn high marks from our students.

If you complete 6 of the 7 courses we offer, you will receive a Certificate of Proficiency from GHC. After completing the first 3 basic courses, the remaining 3 courses may be taken in any order. All 6 courses must be completed within one year to be eligible for the certificate.

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Check out our Online courses! See the below for a sample of available courses:

Computer Skills for the Workplace
Starting Your Own Business
Fundamentals of Accounting
Speed Spanish
Discover Sign Language

A to Z Grant Writing
Medical Terminology
Introduction to QuickBooks
Stocks, Bonds, and Investing: Oh My!
Photography Fundamentals

# Microsoft Outlook

9:00am–4:00pm, Building A, Room 212
$139 per class

April 4   May 23

*Have you ever wondered what all those tabs are at the top of your email program?*
*You only think you know how it works!*
*There is so much more you could be getting out of this program.*

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## Additional Leadership Courses:

**Behavioral-Based Safety Leadership Workshop:** A 6 to 12 hour custom course for anyone promoting a strong culture of safety in the workplace.

**Diversity & Inclusion Leadership Workshop:** A more in-depth look at how to bring diverse workforces to function well in teams, departments, and organizations. Fully customizable for your team.

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## Other Course Offerings

OSHA and Industrial Training  **~**  CNA Certification

Let us design a course for you and your employees!

Whitney Puckett, Manager of Continuing and Professional Education

(678) 872-8510