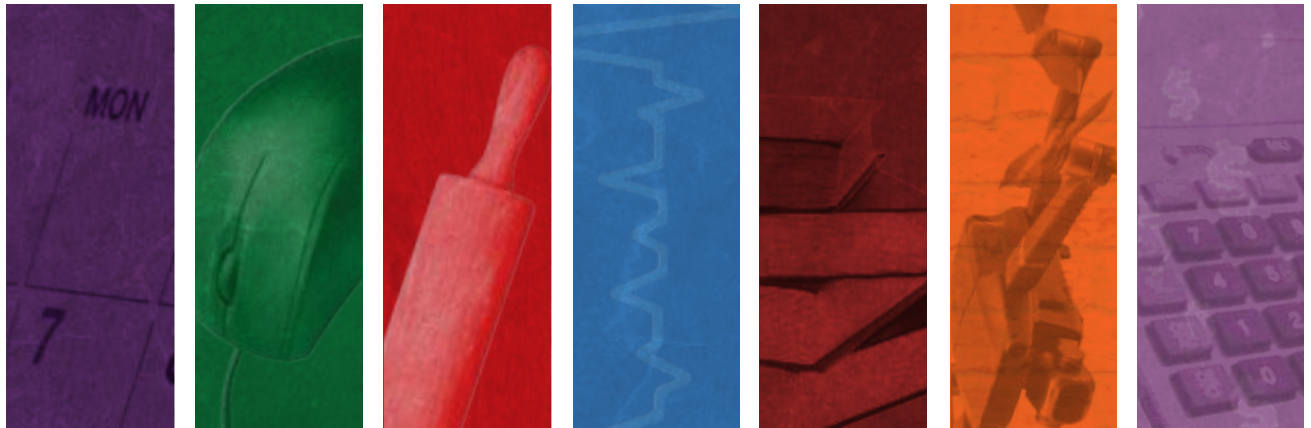




LEARN MORE. LIVE BETTER.

Professional Course Catalog | 2026 – 2027



WE FOCUS ON 2 AREAS

Professional Advancement

Take your career to the next level. Whether you're looking to switch fields, earn a promotion, or gain new skills, our courses are designed to prepare you for today's workplace. Courses are practical, flexible, and focused on real-world results.

Community Courses

Our Community Courses offer something for all ages and interests.

OLLI courses are crafted for adults 50+, providing lifelong learning opportunities, personal enrichment, and social connection.

DiscoverU camps give high school students hands-on, engaging experiences that spark curiosity and prepare them for success.

Community ESL (English as a Second Language) Classes are designed for learners of all ages who want to improve English speaking, reading, writing, and listening skills. Classes help community members build confidence, communicate effectively, and gain the language skills needed for work, school, and daily life.



Learn More at:
cpe.kennesaw.edu

Why It Matters

In today's world, you are your own brand and your own source of income. We're here to help you invest in yourself. Why? Because we believe in making life better for everyone in our community — that includes you. Sometimes, you just need to take a class or get certified without going back for another degree. We're here to make your life, career, and our community better with affordable education that fits your schedule. Changing careers or investing in yourself shouldn't break the bank, and that's where we come in.

Career Solutions

We've got the tools to help you move forward. Our enrollment advising team is ready to answer your questions and guide you in the right direction to continue your education. Check out our career development resources for the help you need.

Still in High School?

Are you a motivated high school student eager to start your career or already know your field of interest? Your education can begin before graduation.

For more information, call 470-578-6765.

KENNESAW STATE UNIVERSITY

Community and Professional Education

Community and Professional Education equips you with the skills, credentials, and connections needed to advance your career and strengthen your community. In partnership with industry leaders, we design courses aligned with today's most in-demand skills, making sure you gain practical knowledge that translates directly to opportunity and gives you the tools you need to succeed in the competitive job market. Whether you're launching a career, changing direction, or pursuing lifelong learning, we provide relevant, up-to-date education that helps you move forward with confidence.

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HOW TO ENROLL

You can enroll in courses online, by phone, or in person.

You do not need to be a current or former KSU student to enroll in our programs.

Online Enrollment

Enroll by visiting our website, selecting your course, and paying with any major credit card (American Express, Visa, MasterCard, or Discover).

Phone Enrollment

Call us at 470-578-6765 to enroll over the phone.

Hours:

Monday – Friday: 9 AM – 4 PM

In-Person Enrollment

Our enrollment team is here to assist you with any questions. Visit us at our enrollment window for help with community or professional course enrollments:

KSU Center South Entrance – Suite 239

Hours:

Monday – Thursday 8:30 AM – 4:30 PM

Friday 8:30 AM – 3:30 PM

When to Enroll

We recommend enrolling in courses as early as possible, at least **five days** before the course's start date. If seats are still available after that, we will accept enrollments up until the course's start date; however, a \$50 late fee will be applied to late enrollments, which may also result in receiving class materials late.

Financial Assistance Options for Your Professional Education

- Discounts
- Employer Education Vouchers
- Sallie Mae Student Loan
- Military Benefits
- Payment Plans
- Scholarships
- Workforce Innovation and Opportunity Act (WIOA)
- MyCAA

For information about our financial assistance options, contact us at 470-578-6765 or cefinancialaid@kennesaw.edu.

EARLY BIRD DISCOUNT

**Save Up To
10% On Early
Registration**
Exclusions Apply



**Scan Here
to Learn More**

WE ALSO OFFER **OVER 350** ONLINE COURSES

At Community and Professional Education, we understand that your schedule is important. That's why, in partnership with ed2go, we offer two types of 100% online self-paced course options to fit your life and your learning preference.

Advanced Career Training Courses

Unlock your career potential with Advanced Career Training! Whether you're looking to switch careers or earn a prestigious certification, our expert-developed courses are designed to give you the knowledge and skills you need to succeed. You can start anytime, and study at your own pace. Courses range from six to eighteen months and often include certification exam vouchers. You have the freedom to learn when it's convenient for you, and we have your back every step of the way with our dedicated student advising team.

Fundamental Online Courses

Join our instructor-moderated or self-guided courses and experience the power of collaborative learning.

Instructor-Moderated Courses allow you to engage with a dynamic cohort over a six-week schedule. Lessons are released twice weekly with instructor support. Courses start monthly, ensuring you never have to wait long to begin your learning adventure.

Self-Guided Courses are designed just for you. With immediate access to all lessons, you have the freedom to set your own speed. Take up to three months to complete the course and gain valuable skills on your terms.

Choose the Format That's Right for You

Whether you prefer to follow a set schedule or learn at your own pace, we have a 100% online course that's right for you. Start your journey to career advancement today!

Unlock Free Learning with Online Courses and Specializations at KSU

KSU students, faculty, and staff can access over 2,800 free MOOCs (Massive Open Online Courses) on Coursera, including courses and specializations designed by KSU faculty. Earn digital micro-credentials in diverse fields like cybersecurity, entrepreneurship, and more, enhancing your career at no cost.



ARTIFICIAL INTELLIGENCE

EMBRACE THE EVOLUTION
OF AI AND HUMAN-MACHINE
COLLABORATION

- AI Automation Certificate
- AI Essentials Certificate
- AI for Data Analysis Certificate
- AI for HR Professionals Certificate
- AI for Marketing Certificate
- AI for Sales Professionals Certificate

ABOUT

Explore how artificial intelligence is transforming the way we work and solve problems. These courses cover core topics like machine learning, automation, and data analysis with real-world applications. Designed for professionals across industries, our programs offer flexible learning and practical insights. Build the skills to understand and apply AI technologies in your field and stay ahead in a rapidly evolving digital landscape.

AI Automation Certificate

Online Course Only

The AI Automation Certificate Course at Kennesaw State University is a five-week, online program designed for professionals eager to enhance their productivity through AI-driven automation, no coding experience required.

Participants will learn to identify automation opportunities, map workflows using tools like Miro, and implement them using no-code platforms such as Zapier, Make.com, and n8n. The course also covers strategies for pitching automation initiatives to stakeholders and ensuring ethical AI use.

Upon completion, students earn a certificate from Kennesaw State University and receive a complimentary two-month ChatGPT Plus subscription. The program is ideal for those looking to stay competitive in an AI-driven workforce.

AI Essentials Certificate

Online Course Only

The AI Essentials course at Kennesaw State University is a five-week online program that develops foundational, in-demand AI skills from leading industry experts.

Participants learn AI prompting fundamentals, adopting an AI-first mindset to create, evaluate, and refine prompts for high-value output. The course covers AI-driven content creation, including marketing campaigns, personalized emails, blog posts, social media content, and business documents like reports and proposals. Participants also learn to identify generative AI use cases for data analysis, visualize quantitative insights, summarize qualitative data, and tailor presentations for diverse audiences. The course closes with strategies for boosting productivity with ChatGPT and building prompt libraries and custom GPTs to scale AI use across a team.

Upon completion, students gain an AI prompting playbook and portfolio of work to share with employers, along with hands-on experience optimizing ChatGPT for real business impact.

ARTIFICIAL INTELLIGENCE

AI for Data Analysis Certificate *Online Course Only*

The AI for Data Analysis course at Kennesaw State University is a five-week online program designed for business professionals who work regularly with dashboards, reports, and datasets and want to use AI to move from data to decisions faster.

Participants learn how to frame business problems, design and direct AI-powered analysis workflows, validate AI-generated outputs, and translate findings into clear, defensible recommendations. No coding or data science background is required.

Upon completion, students gain a repeatable AI-powered workflow they can apply across future business problems, along with the judgment to determine what insights are reliable, what matters to the business, and how to communicate results with confidence.

AI for HR Professionals Certificate *Online Course Only*

The AI for HR Professionals course at Kennesaw State University is a five-week online program designed for HR professionals who want to work smarter using AI.

Participants learn how to identify opportunities for AI in HR, create polished documents and communications faster, and automate repetitive tasks using no-code tools. The course also covers building AI assistants, analyzing HR data, and turning insights into actionable reports and visuals. Ethical and responsible AI use is emphasized throughout.

Upon completion, students gain practical skills to improve efficiency, strengthen HR impact, and showcase the strategic value of their work in any organization.



AI for Marketing Certificate *Online Course Only*

The AI for Marketing Professionals course at Kennesaw State University is a five-week online program designed for marketers who want to use AI to improve performance, scale creative, and act on insights faster.

Participants learn how to analyze performance data, generate on-brand ads and visuals, speed up testing and iteration, and build lightweight AI automations. The course also covers creating clear, leadership-ready insights and communicating results with confidence while using AI responsibly and ethically.

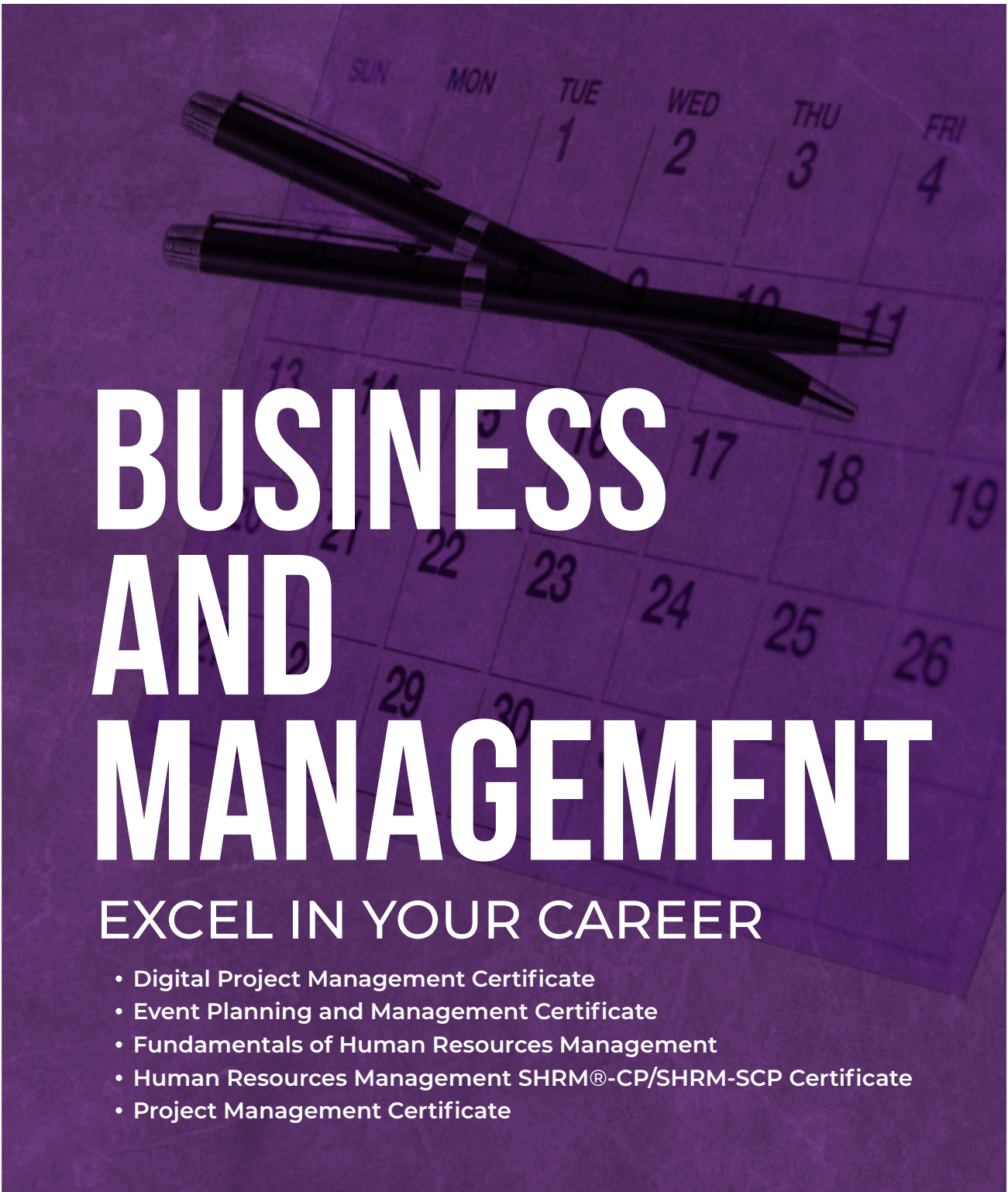
Upon completion, students gain practical skills to make smarter decisions, deliver measurable impact, and scale marketing efforts with speed and precision.

AI for Sales Professionals Certificate *Online Course Only*

The AI for Sales Professionals course at Kennesaw State University is a five-week online program designed for sales professionals already using AI at a beginner or intermediate level who want to build practical, high-impact workflows across the sales funnel.

Participants learn how to identify AI opportunities in B2B sales, build targeted prospect lists, craft personalized outreach, develop nurture content grounded in brand voice and buyer personas, and customize pitch decks with AI. The course also covers building objection-handling approaches, creating proposal reference guides, and designing agentic workflows that automate repeatable sales tasks while keeping human judgment in the loop.

Upon completion, students gain a suite of reusable AI workflows that shift time away from administrative tasks and toward the buyer conversations that close deals. Course workflows are CRM-agnostic and compatible with any platform, including Salesforce, HubSpot, and others.



BUSINESS AND MANAGEMENT

EXCEL IN YOUR CAREER

- Digital Project Management Certificate
- Event Planning and Management Certificate
- Fundamentals of Human Resources Management
- Human Resources Management SHRM®-CP/SHRM-SCP Certificate
- Project Management Certificate

ABOUT

In today's competitive job market, it is more important than ever to have the skills and knowledge that employers are looking for. A business and/or management certificate can give you the edge you need to stand out from the crowd and land your dream job. With a business and/or management certificate, you will be able to understand the inner workings of a business, become a more effective leader, and enhance your communication and interpersonal skills. These skills can help you advance your career, increase your earning potential, and improve your job prospects.

Digital Project Management Certificate *Online Course Only*

Gain a foundation in project management fundamentals by understanding its role in business success, covering six essential stages and ten key areas, and distinguishing between Waterfall, Agile, and Hybrid methodologies. Plan, scope, and create: Define objectives, scope, and stakeholders, develop strategies with proven tools, design a real-world project plan, and lead a successful project kick-off. Build leadership skills to manage key stakeholders by effectively handling relationships across all company levels and developing a toolkit for team motivation and stakeholder management. Apply Agile methodology by mastering Kanban, Scrum, and the creation of Agile project plans

with Jira. Get hands-on with tools and earn Jira certification: Gain practical experience with Jira, Microsoft Project, Google Sheets, Excel, and more, and explore how AI is transforming project management. Plus, learn advanced techniques to manage budgets, scope creep, vendor negotiations, and quality control, and ensure seamless project transitions to operational teams. This course also prepares students for the Certified Associate in Project Management (CAPM)®.

Related Online Courses

- Event Management and Design Certificate
- Hotel Management Certificate
- Wedding Planner Certificate

➤ **Event Planning and Management Certificate**

In-Person and Online-Live Options Available

The Event Planning and Management Certificate provides essential training in planning, hosting, and managing successful, memorable, and safe events. This course is ideal for anyone looking to start a career in event planning or expand their expertise in the hospitality industry. The curriculum covers a variety of event types, including corporate, special, virtual, and hybrid events, preparing students to manage events across formats and settings. Participants will gain in-depth knowledge of strategic planning, site selection, and sustainability practices, as well as essential skills in risk management and emergency preparedness. The program emphasizes the organization and management of volunteers, staff, and vendors to ensure an optimal experience for event attendees. Students will learn how to prepare for, manage, and evaluate events, providing them with the skills needed to oversee every phase of an event's lifecycle. The program is designed to help students prepare for the Events Industry Council's Certified Meeting Professional (CMP) certification exam.

Related Online Courses

- PMI Agile Certified Practitioner Certificate
- Purchasing and Supply Chain Management Certificate
- Six Sigma Black Belt Certificate
- Six Sigma Green Belt Certificate

➤ **Fundamentals of Human Resources Management**

In-Person and Online-Live Options Available

This is an overview and introductory course of the Human Resource function, where students learn the building blocks of effective Human Resource Management. The class will focus on the fundamental federal laws that affect Human Resources Administration in every company, large and small. It will also cover employee relations issues such as compensation, performance management, and discipline.

➤ **Human Resources Management SHRM-CP/SHRM-SCP Certificate**

In-Person and Online-Live Options Available

Prepare for the HR challenges of the future and move your career forward with our comprehensive Human Resources Management SHRM-CP/SHRM-SCP Certificate. Earning your SHRM-CP or SHRM-SCP credential can help you enhance your HR expertise, empower positive change in your workplace, and increase your earning potential. HR professionals who earn SHRM certification report significantly higher levels of credibility with peers and organizational leaders. Offered in partnership with SHRM and taught by experienced SHRM-certified instructors, our course offers you the most flexible and effective way to prepare for success on your certification exam. Our program covers three knowledge domains found in the SHRM Body of Applied Skills and Knowledge (BASK): People, Organization, and Workplace, as well

BUSINESS AND MANAGEMENT

as eight behavioral competencies: Relationship Management, Consultation, Leadership and Navigation, Communication, Inclusive Mindset, Ethical Practice, Business Acumen, Analytical Aptitude. This course helps prepare students to sit for the SHRM-CP/SHRM-SCP certification exam, and information, including application and exam fees, can be found at shrm.org.

● **Project Management Certificate**

In-Person and Online-Live Options Available

Project managers are in high demand across all industries. In Georgia alone, more than 5,000 project management positions are projected to open annually between 2020 and 2030 in fields such as construction, healthcare, IT, and more. The Project Management Professional (PMP®) certification is recognized as one of the highest-paying certifications and provides extensive opportunities for career advancement. Gain an in-depth understanding of predictive and agile life cycle types, project management process groups, domains, and project constraints. This course helps prepare students to sit for the PMP certification exam and meets the 35-hour education requirement to apply for the exam. Information, including application and exam fees, can be found at pmi.org.



COMPUTER- AIDED DESIGN

CONSTRUCT A WINNING FUTURE

- AutoCAD 2D Certificate
- AutoCAD 3D Certificate
- Revit Architecture Essentials Certificate

ABOUT

Learn how to use AutoCAD and Revit, the most popular Computer Aided Design (CAD) software programs used in the AEC industry. These courses will teach you the core skills required for creating professional drawings and models. By the end of these courses, you will be able to create 2D and 3D drawings, architectural models, and collaborate with other team members. These courses are ideal for architects, engineers, interior designers, and contractors who want to gain the software skills they need to succeed in their careers.

➤ **AutoCAD 2D Certificate**

In-Person and Online-Live Options Available

AutoCAD is the most widely used CAD software for producing architectural, engineering, and construction drawings. Bridging the gap between learning AutoCAD and thinking like a design consultant, this program offers a professional learning experience that goes beyond software tutorials to teach you to confidently create skilled 2D drawings. Get the most out of AutoCAD by learning to navigate the workspace and use essential drawing, editing, and viewing tools. Get creative by organizing objects with layers and inserting reusable blocks, then bring your designs to life with text, hatching, and dimensions. Take your skills to the next level by working with constraints, advanced blocks, and custom templates. Learn to command powerful tools like zoom commands, external references, QuickCalc, and dimensioning techniques to create professional, polished 2D designs. Whether you are a beginner or looking to refine your skills, this course will give you the confidence to design with precision and efficiency. You will even complete a hands-on project in this program that can be used as a foundation for your portfolio.

➤ **AutoCAD 3D Certificate**

In-Person and Online-Live Options Available

Expand your AutoCAD skills by mastering advanced 2D commands and gaining hands-on experience with 3D drawing techniques. This comprehensive course goes beyond standard software training, delivering industry-relevant instruction and consulting insight you won't find in typical programs. Explore powerful tools for collaboration and publishing, advanced tables, and dynamic blocks, all while optimizing your workflow within the AutoCAD environment. Master AutoCAD's 3D modeling workspace, develop camera-based views, apply materials and lighting for realistic renderings, and generate complete drawing sets using Sheet Set Manager.

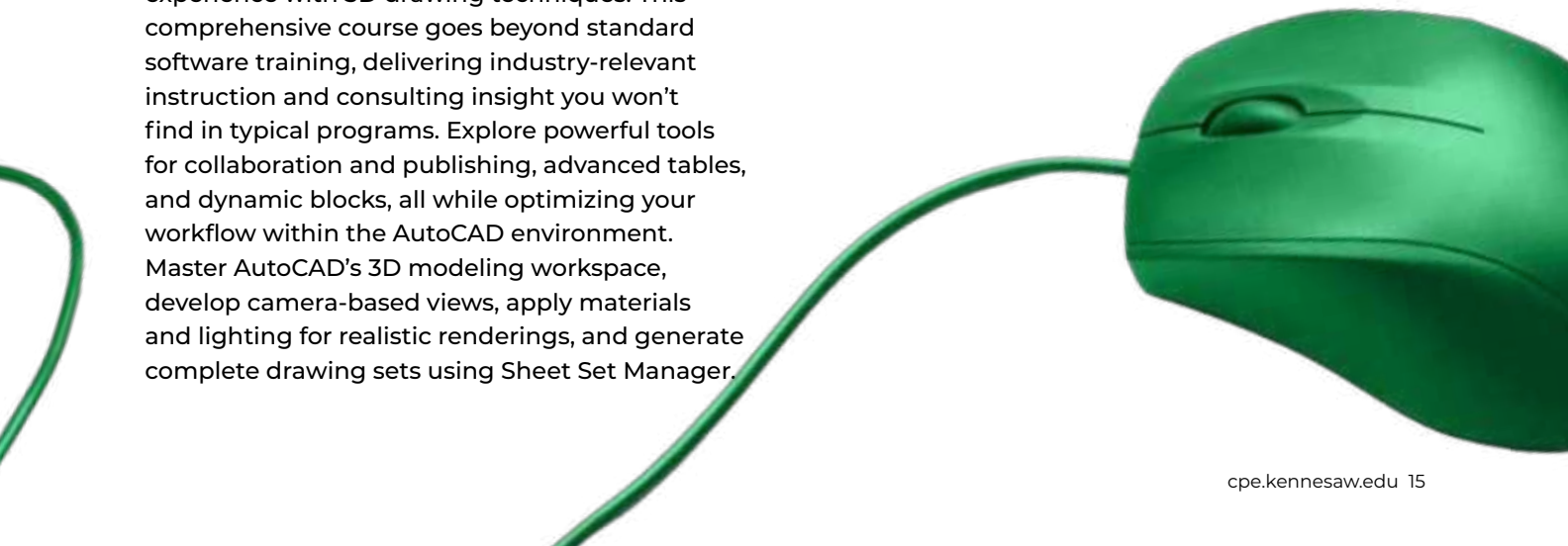
Through realistic individual and group projects, you will move through the complete project lifecycle from conceptual layout to client-ready delivery. Modern tools including AI-assisted LISP routine creation and Navisworks Freedom are integrated throughout, giving you a competitive edge in today's workplace. By the end of the course, you will have professional portfolio pieces that demonstrate technical mastery and the ability to take a design from concept to completion.

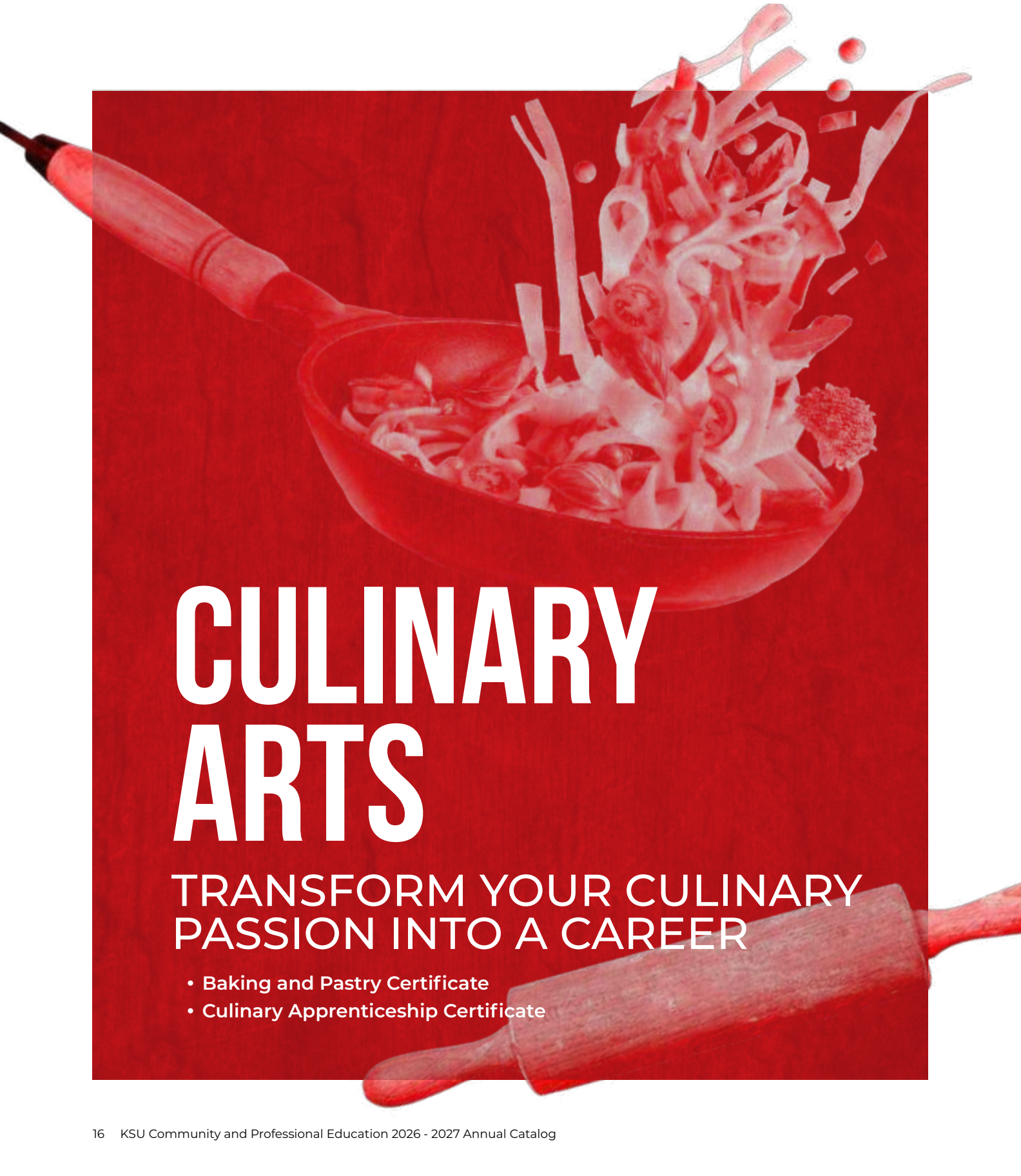
➤ **Revit Architecture Essentials Certificate**

In-Person and Online-Live Options Available

Revit's powerful Building Information Modeling (BIM) engine helps architects design, document, and collaborate to render a drawing from a concept to a complete model. Learn to create a full 3D architectural project model from the ground up using Autodesk Revit. Utilize basic tools that the majority of architectural users need to create walls, doors, windows, floors, ceilings, roofs, and stairs.

Navigate the Revit user interface and use the basic drawing, editing, sketching, modifying, and viewing tools of the software. Discover the purpose of BIM and how it is applied in the Revit software. By the end of the course, you will be able to create levels and grids as datum elements for a model, add component features, such as furniture and equipment, and set up sheets for plotting with text, dimensions, details, tags, and schedules.





CULINARY ARTS

TRANSFORM YOUR CULINARY
PASSION INTO A CAREER

- Baking and Pastry Certificate
- Culinary Apprenticeship Certificate

ABOUT

If you have a passion for the food industry, our Culinary Apprenticeship and Baking and Pastry Certificate courses are for you. This innovative and lively experience will get you started on a rewarding career in the culinary industry. Whether you dream of putting on large catering events, crafting unique gourmet dinners in a fine dining establishment, or mastering the art of baking and pastry, we can give you the background you need to make it happen.

Baking and Pastry Certificate

In-Person Only

Ignite your passion and lay the foundation for a rewarding career in the baking and pastry industry. This comprehensive, hands-on certificate blends essential baking knowledge with practical skills, guiding you through the core principles of culinary professionalism, baker's math, and food safety and sanitation in a professional kitchen. Gain experience preparing a wide range of baked goods and desserts, from quick breads, cookies, and laminated doughs to enriched and sourdough breads, pies, and tarts. You will explore ingredient functionality, proper use of kitchen tools and equipment, mise en place, and the everyday science that turns simple components into extraordinary results. As your skills progress, you will move into advanced techniques including cake baking and decoration. Finally, you will earn your ServSafe® Food Protection Manager Certification demonstrating your proficiency in responsible food service measures. Whether your goal is to pursue a professional baking career or elevate your home baking to new heights, this class delivers a solid foundation built on classic techniques and industry best practices.

Culinary Apprenticeship Certificate

In-Person Only

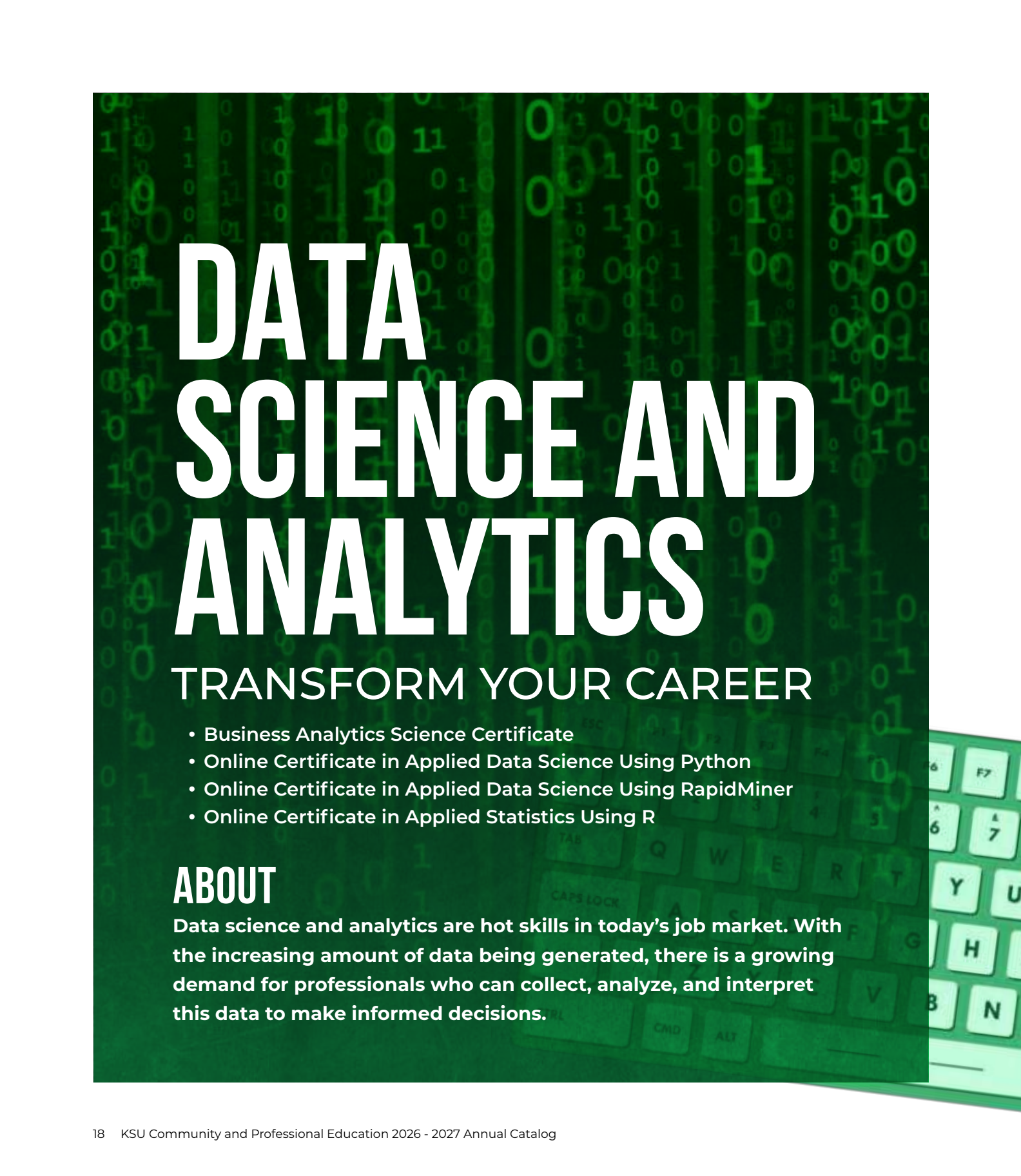
Launch your culinary career with this six-month program. Work hands-on in our training kitchen with a professional chef learning sanitation basics, knife skills, and cooking methods. Learn essential techniques, kitchen operations, and industry standards while gaining experience in catering and fine dining. Then, show off your skills at one of our local prestigious apprenticeship sites, gaining additional experience and professional connections along the way. Perfect for aspiring chefs and food enthusiasts ready to turn their passion into a profession.

The Key Difference: Your Schedule

	Fast-Track	Traditional
Duration	11 Weeks	22 Weeks
Class Frequency	Twice a week	Once a week
Pace	Condensed	Time between sessions

Related Online Courses

- Food, Nutrition and Health Certificate
- Restaurant Management Certificate
- Secrets of the Caterer
- Start Your Own Edible Garden



DATA SCIENCE AND ANALYTICS

TRANSFORM YOUR CAREER

- Business Analytics Science Certificate
- Online Certificate in Applied Data Science Using Python
- Online Certificate in Applied Data Science Using RapidMiner
- Online Certificate in Applied Statistics Using R

ABOUT

Data science and analytics are hot skills in today's job market. With the increasing amount of data being generated, there is a growing demand for professionals who can collect, analyze, and interpret this data to make informed decisions.

➤ **Business Analytics Science Certificate**

Online Course Only

The Business Analytics Certificate course is a comprehensive 10-week online program designed to equip professionals with essential data analysis skills. The curriculum covers topics such as data modeling, SQL basics, data visualization using tools like Tableau, and the application of AI and machine learning in business analytics. Participants will also receive one year of free access to Tableau eLearning content, valued at \$120, and are prepared to take the Tableau Desktop Specialist Certification Exam. The course includes career support services, including resume reviews, LinkedIn optimization, and interview coaching, to help learners advance in their careers.

➤ **Online Certificate in Applied Data Science Using Python**

Online Course Only

The Online Certificate in Data Science using Python has been developed for working professionals who have some previous exposure to basic statistics. Students are encouraged to have completed at least one course in college algebra or higher.

➤ **Online Certificate in Applied Data Science Using RapidMiner**

Online Course Only

The Online Certificate in Applied Data Science using RapidMiner is designed for people interested in learning how data science methods work but have limited formal training in statistics, mathematics, and programming. You will learn about the CRISP-DM framework and how to apply its steps to complete data analytics projects that create business and organizational value. The course focuses more on application than theory. You will explore different statistical methods, their strengths, weaknesses, assumptions, and logic to make better choices when selecting data analysis methods to solve business and organizational problems.

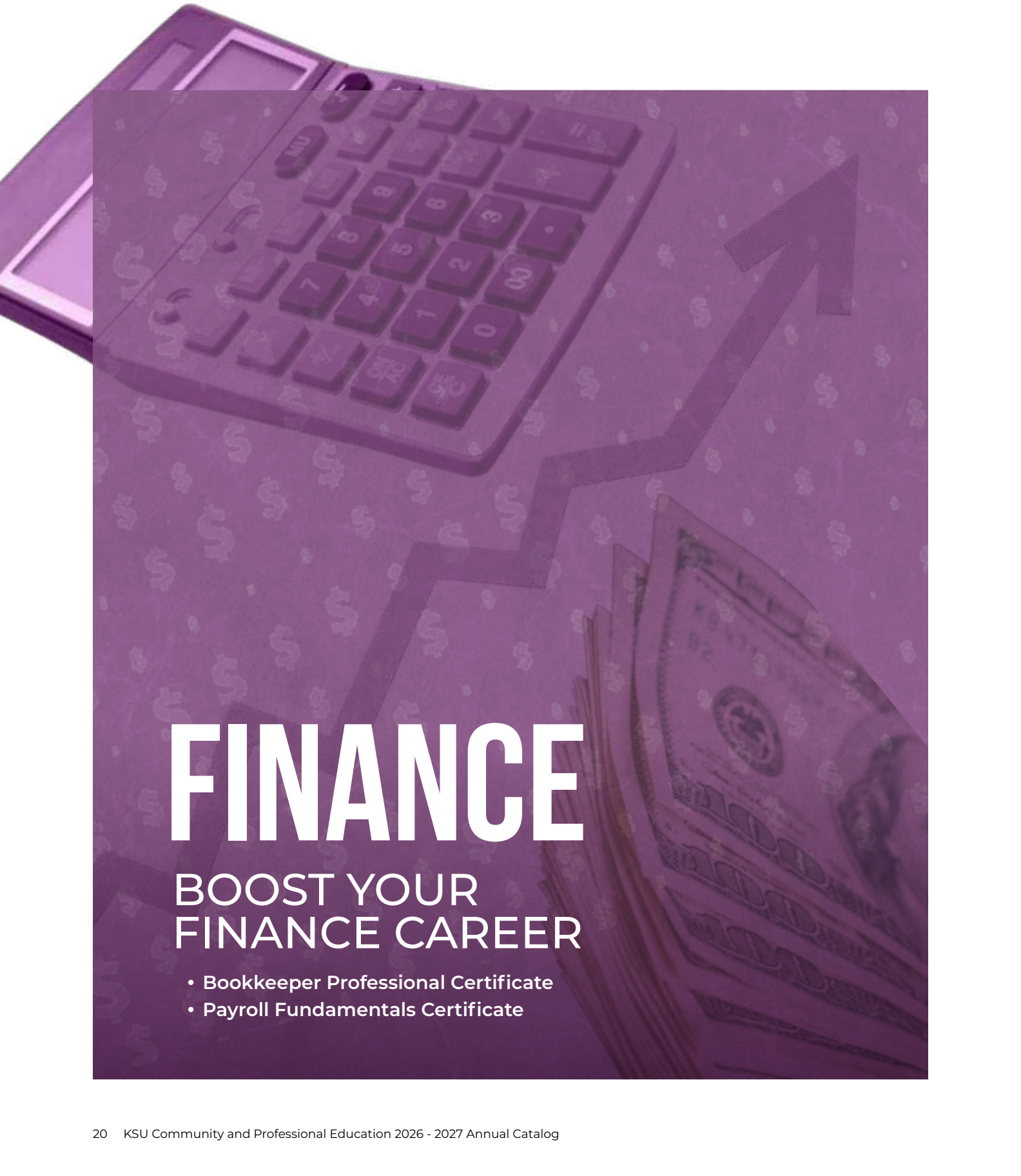
➤ **Online Certificate in Applied Statistics Using R**

Online Course Only

The Online Certificate in Applied Statistics using R has been developed for working professionals who need additional training in statistics. This online program is an integrated extension of the applied statistics curriculum at Kennesaw State University, providing much of the same instruction as traditional courses with a more applied approach to course materials and exams, all self-paced to fit your schedule.

To complete the certificate, you must pass five required courses: Foundations in Statistical Analysis, Statistical Methods I, Statistical Methods II, Advanced Topics in Regression, and Nonlinear Regression. All work is completed using R version 3.1.0 or newer. No application is required to register.





FINANCE

BOOST YOUR FINANCE CAREER

- Bookkeeper Professional Certificate
- Payroll Fundamentals Certificate

ABOUT

Our Financial Certificates will teach you the hard-hitting skills you need to succeed in today's competitive financial world. Our courses are taught by experienced professionals who will give you the inside scoop on the latest trends and technologies. You will also have the opportunity to network with other professionals and build your career portfolio.

Bookkeeper Professional Certificate

In-Person and Online-Live Options Available

Bookkeeping skills are in high demand as businesses face increasingly complex compliance and regulatory requirements. This course will provide a strong foundation in accounting principles while giving you practical experience with QuickBooks® Online, one of the most widely used accounting platforms in today's workplace. Learn to analyze business transactions, prepare income statements and balance sheets, record journal entries, and set up accounts receivable and payable schedules. While not a certification preparation course, it can aid in preparation for the Certified Bookkeeper (CB) certification exam. This course is ideal for those pursuing entry-level bookkeeping roles, managing bookkeeping for their own small business, or advancing their career with a current employer.

Related Online Courses

- Accounts Payable Manager Certificate
- Certified Internal Auditor Certificate
- Chartered Tax Professional Certificate

Payroll Fundamentals Certificate

In-Person and Online-Live Options Available

Payroll Fundamentals covers the fundamental payroll calculations, completion of forms, and applications, providing students with the essential knowledge, skills, and abilities required to maintain your organization's compliance while preventing costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) exam. This course is offered in partnership with PayrollOrg and is taught by experienced professionals in the payroll field, utilizing PayrollOrg's PayTrain Fundamentals body of knowledge.





HEALTHCARE

BE THE HEART OF HEALTHCARE

- Medical Coding Specialist Certificate
- Medical Interpreter Certificate
- Medical Office Assistant Certificate
- Pharmacy Technician Certificate

ABOUT

With an aging population and new medical technologies, healthcare is an excellent career choice for people who want to make a difference in their communities. Our certificates offer a comprehensive education that will prepare you for a rewarding career in healthcare. Whether you are interested in patient care, wellness, or administrative and medical support services, our courses will teach you the skills and knowledge you need to succeed.

➡ **Medical Coding Specialist Certificate**

In-Person and Online-Live Options Available

Prepare for a vital role in healthcare by learning to translate medical diagnoses and procedures into universally recognized codes. This program, partnered with the American Academy of Professional Coders (AAPC), trains you in ICD-10-CM, CPT, and HCPCS Level II coding for physician office settings.

You will gain hands-on experience and prepare to take the AAPC's Certified Professional Coder (CPC) exam. Learn to act as the communication link between physicians, patients, and insurance providers.

➡ **Medical Interpreter Certificate**

In-Person Only

Become a key member of the healthcare team by facilitating communication between Spanish-speaking patients and providers. This 40-hour, 10-week program trains fluent bilingual individuals in medical terminology, anatomy, ethical standards, and culturally sensitive translation practices. Instruction includes bilingual discussions, document translation, and live presentation practice. Ideal for healthcare workers, aspiring interpreters, or those enhancing bilingual skills. Completion prepares you for national certification. Applicants must pass a language assessment.

➡ **Medical Office Assistant Certificate**

In-Person and Online-Live Options Available

Start a career managing front office operations in physician offices, clinics, and other healthcare settings. This four-month program teaches medical terminology, human anatomy, patient scheduling, billing, and health insurance claims. You will receive hands-on experience with electronic medical records (EMR) and medical office software, while learning HIPAA privacy standards and basic coding practices. Ideal for those new to the field or enhancing current skills, the program prepares you for the National Healthcareer Association's Certified Medical Administrative Assistant (CMAA) exam.

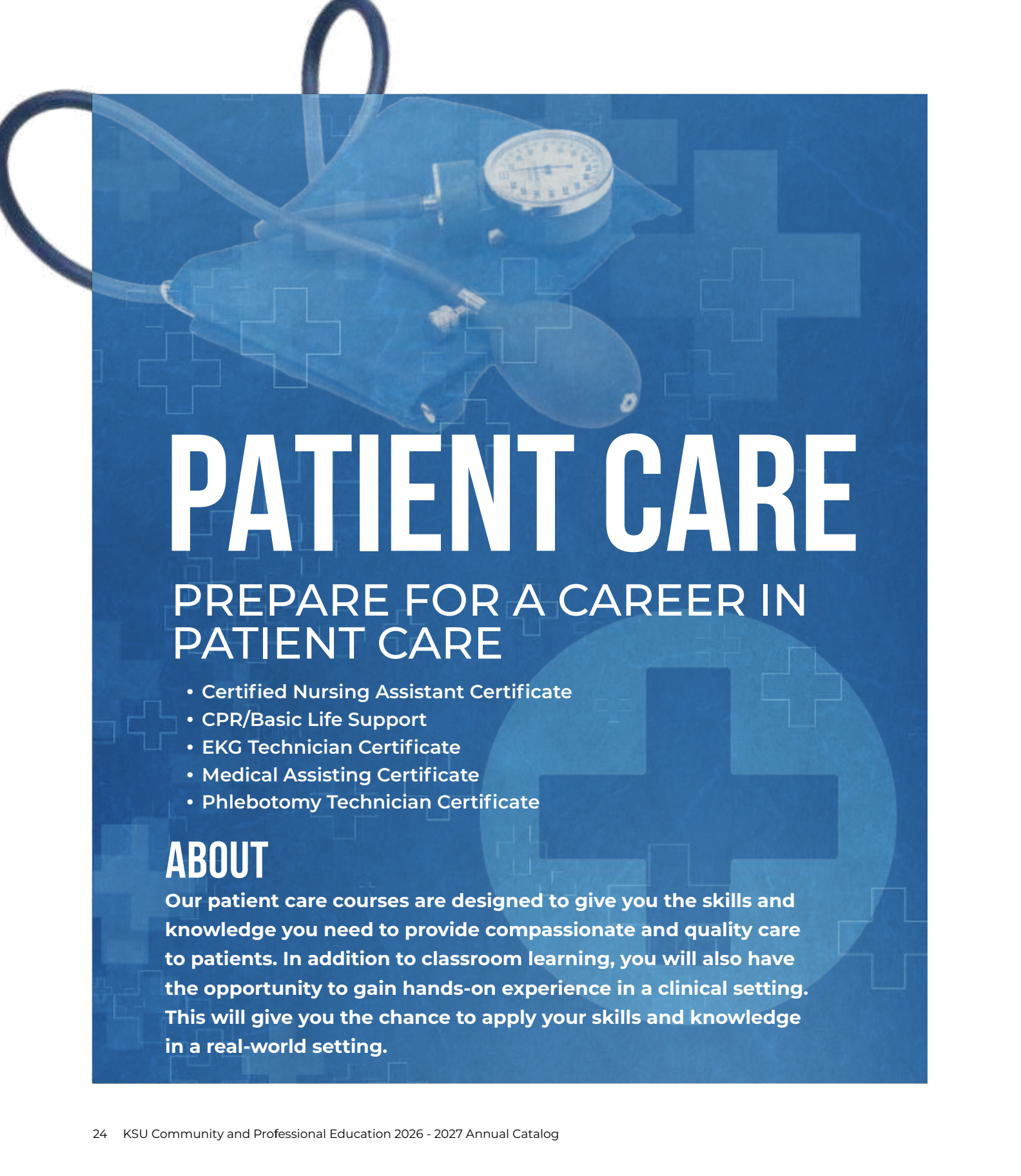
➡ **Pharmacy Technician Certificate**

In-Person and Online-Live Options Available

Gain the knowledge and skills needed to support pharmacists in clinical, retail, and hospital settings. This 66-hour certificate program covers pharmacy laws, prescription processing, drug classifications, dosage calculations, safety, and HIPAA compliance. You will also learn medication names, uses, and administration methods. Designed for those pursuing a pharmacy career or medical field experience, this program prepares students for the Pharmacy Technician Certification Exam (PTCE). The three-month program includes both theory and applied instruction.

Related Online Courses

- Electronic Health Records Specialist Certificate
- Medical Billing and Coding Certificate
- Medical Office Manager Certificate
- Pharmacy Technician Certificate

The background of the entire page is a solid blue color. Overlaid on this background are several white medical crosses of varying sizes. In the upper left quadrant, there is a photograph of medical equipment, including a blue blood pressure cuff, a silver blood pressure gauge, and clear plastic tubing. The main title 'PATIENT CARE' is written in large, bold, white, sans-serif capital letters across the middle of the page.

PATIENT CARE

PREPARE FOR A CAREER IN PATIENT CARE

- Certified Nursing Assistant Certificate
- CPR/Basic Life Support
- EKG Technician Certificate
- Medical Assisting Certificate
- Phlebotomy Technician Certificate

ABOUT

Our patient care courses are designed to give you the skills and knowledge you need to provide compassionate and quality care to patients. In addition to classroom learning, you will also have the opportunity to gain hands-on experience in a clinical setting. This will give you the chance to apply your skills and knowledge in a real-world setting.

— Certified Nursing Assistant Certificate

In-Person Only

Prepare for a vital, hands-on healthcare role assisting nurses with patient care. This program includes theory, lab skills, and 32 clinical hours. Learn to measure vital signs, provide personal care, assist with admissions and discharges, and support physical and emotional needs. Topics include infection control, nutrition, safety, legal issues, and sub-acute care. Ideal for future nursing or physician assistant students. Graduates are eligible for the National Nurse Aide Assessment Program (NNAAP) exam through Credentia. Exam fee is included. Students must purchase scrubs, a stethoscope, BP kit, and a watch with a second hand. Equipment details provided on day one.

— CPR/Basic Life Support (BLS)

In-Person Only

The American Heart Association's Basic Life Support (BLS) course prepares students to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an automated external defibrillator (AED).

— EKG Technician Certificate

In-Person Only

Train to become an EKG Technician and support cardiac care in hospitals, clinics, and physician offices. This seven-week program combines classroom learning and hands-on practice. Learn cardiovascular anatomy, lead placement, rhythm analysis, AV blocks, and signs of heart attack. Students gain skills in 12-lead EKG placement, rhythm strip interpretation, and heart rate calculation. HIPAA regulations and privacy standards are also covered. Ideal for those pursuing nursing, allied health, or patient care careers. The program prepares you for the National Healthcareer Association Certified EKG Technician (CET) exam.

Related Online Courses

- Clinical Dental Assistant Certificate
- Home Health Aide Certificate
- Medical Office Manager Certificate
- NASM Certified Personal Trainer Certificate
- Registered Behavior Technician Certificate



PATIENT CARE

Medical Assisting Certificate *In-Person Only*

Make an impact in the rapidly expanding healthcare field with a certificate that combines fast-track learning with real-world experience in a fraction of the time and cost of similar programs. You will train in our combination classroom and healthcare settings featuring exam room stations, a front office simulation area, and hands-on skills practice. We prepare you to perform clinical and administrative tasks in the healthcare setting. This program includes lectures and hands-on experience where you will learn human anatomy and physiology, medical terminology, medical office procedures, pharmacology, medical law and ethics, and clinical procedures. Hands-on experience is performed in capturing vital signs and measurements, venipuncture, laboratory procedures, electrocardiography, and assisting with examinations and minor procedures. This hybrid certificate program will assist you in preparing for one of the national medical assistant credentialing examinations (American Association of Medical Assistants (CMA, (AAMA)), American Medical Technologist (RMA), National Healthcareer Association Certified Clinical Medical Assistant (CCMA), and the National Center for Competency Testing (NCMA)). This certificate program will prepare competent, entry-level, career-ready medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Phlebotomy Technician Certificate *In-Person Only*

Phlebotomists work directly with patients to collect quality blood samples in clinical settings and prepare those samples for laboratory testing. Phlebotomists may work in dynamic, fast-paced environments such as physician offices, clinics, nursing homes, hospitals, and labs to create a comfortable patient atmosphere. In some settings, a Phlebotomist may perform bedside testing.

The Phlebotomy Technician Certificate includes theory and hands-on instruction during the two-month program. Students will learn the anatomy of the circulatory system, medical terminology, quality assurance, and infection control. Students will also learn the basics of HIPAA security and privacy as it relates to the profession. Hands-on experience in venipuncture procedures, capillary procedures, heelsticks, and non-blood specimens are also performed. Individuals interested in starting a career in the medical field, nursing or physician assistant school applicants, prospective patient care technicians, current nurses, other allied healthcare professionals or those looking to develop skills may benefit from this program. As a part of this program, students will participate in a live skills lab setting, performing venipunctures and capillary sticks. This certificate program will assist students in preparing for the National Healthcareer Association Certified Phlebotomy Technician (CPT) exam. Exam fee and textbook are not included.

COMMUNITY AND PROFESSIONAL EDUCATION EXPO



Don't miss it.
Mark your calendar.



The Community and Professional Education Expo is a biannual event held on the first Wednesday in January and August, giving you the chance to explore all of our programs in one place.

Attend program information sessions, meet our instructors, tour our dedicated learning environments, and discover the certificate program that's right for you.

Attendees enjoy our largest discount of the year: **20% off select courses***, available only on the night of the Expo.

**Restrictions apply*

NOW HIRING: **COURSE INSTRUCTORS**

KSU Community and Professional Education is hiring instructors on a rolling basis; **applications are always open.**

We're seeking qualified instructors across a wide range of certificate programs, including Healthcare, Technology, Finance, Paralegal, Academic ESL, and more.

Degree and certification requirements vary by position. All instructors, including online programs, must reside in the state of Georgia.

*Interested in
teaching with us?*
APPLY TODAY!



The background is a solid purple color. It is decorated with numerous semi-transparent icons of hearts and thumbs-up gestures, some enclosed in speech bubbles. In the lower right corner, there is a semi-transparent image of a smartphone. The phone's screen displays the text "Social Media" at the top, followed by a grid of social media app icons including Instagram, TikTok, Snapchat, Facebook, WhatsApp, Twitter, and YouTube. The phone is tilted slightly to the right.

MARKETING

INCREASE YOUR MARKETING SAVVY

- Digital Marketing Science Certificate
- Social Media Marketing Certificate

ABOUT

Social media and digital marketing are essential skills for anyone who wants to succeed in today's business world. With these skills, you can reach a wider audience, build relationships with customers, and grow your business. Our courses will teach you everything you need to know about social media and digital marketing. You will learn how to create effective social media campaigns, use data to track your results, and measure the ROI of your marketing efforts.

Digital Marketing Science Certificate *Online Course Only*

Gain a solid foundation in digital marketing, covering the role of marketing within business, setting SMART objectives, building customer personas, defining key KPIs, and aligning channels to achieve strategic outcomes. In Website Analytics, identify website goals, understand Google Analytics reports, evaluate audience insights, and optimize for improved ROI. With Email Marketing, learn to navigate tools like Mailchimp, create high-conversion campaigns, and analyze metrics for campaign improvement. In Search Engine Marketing (SEM), dive into Google Ads, build a keyword strategy, and launch paid campaigns with data-driven optimization. Explore AI and ChatGPT, learning AI basics and ChatGPT applications in digital marketing. Additional topics include SEO, social media, content marketing, and data-driven strategy.

Related Online Courses

- Advertising and Outreach Specialist Certificate
- AI for Marketing
- Certified Persuasive Copywriter Certificate
- Sales Representative Certificate

Social Media Marketing Certificate *In-Person and Online-Live Options Available*

Learn the art of social media marketing with our cutting-edge course, designed to propel entrepreneurs, businesses, and employees toward enhanced brand visibility and increased profitability. In 2023, global social commerce revenues hit \$571 billion, underscoring the escalating importance of social media in business strategy (Statista). This comprehensive course will equip you with the skills to create and manage content across various formats including blogs, podcasts, and social posts. Gain proficiency in the most influential platforms: Facebook, X, YouTube, LinkedIn, Instagram, and Pinterest. You will learn to navigate the unique features of each to determine the most effective channels for your brand's objectives. The course also covers crucial strategies in measuring engagement metrics, understanding the legal aspects of social media, optimizing for search engines (SEO), and leveraging crowdsourcing.



PARALEGAL

FACILITATE AN ESSENTIAL ROLE IN OUR LEGAL SYSTEM

- Bankruptcy and Collection Law
- Civil Litigation
- Contracts and Business Associations
- Criminal Law
- Estate Planning and Probate
- Family Law
- Law Office Management and Technology
- Legal Research and Writing
- Overview of the Law
- Real Estate Law
- Tort Law

ABOUT

Paralegal positions are among the fastest-growing, well-paying jobs in Georgia that do not require a four-year college degree. Taught by practicing attorneys, our Paralegal Certificate features 13 courses that focus on Georgia law, while offering flexible scheduling, and pay-as-you-go pricing. As a Paralegal student, you will have access to our on-site Joe R. Edwards Law Library and access to job and internship opportunities. The certificate can be completed in as little as one year.

● Paralegal Certificate

Asynchronous, In-Person, and Online-Live Options Available

● Paralegal

Online Asynchronous Program

Learn the essentials of being a Georgia paralegal at your own pace. From legal research, writing, civil litigation, and law office management, our classes can be taken any time of day or night. There are no live sessions that you must attend at a certain time or place. Each course has a set start date and a set end date, giving you approximately 90 days of access to complete your course material. When and how you do that is up to you and your schedule! The required courses must be completed in 36 months for you to earn your Paralegal Certificate.

Required Courses:

- Bankruptcy and Collection Law
- Civil Litigation I
- Civil Litigation II
- Contracts and Business Associations
- Criminal Law
- Estate Planning and Probate
- Family Law

- Law Office Management and Technology
- Legal Research and Writing I and II (combined)
- Overview of the Law
- Real Estate Law
- Tort Law

● Bankruptcy and Collection Law

An examination of relief available for individuals and businesses under the Bankruptcy Reform and Consumer Protection Act of 2005 (BAPCPA) is the basis of this course. The rights and duties of debtors and creditors are presented. Special emphasis is placed on the responsibilities of the paralegal in interviewing the client and preparing documents to be filed.

● Civil Litigation I

The first course of a two-part litigation series. You will learn the fundamentals of civil and criminal litigation, initiation of lawsuits, how to draft a complaint, courts and jurisdiction, discovery, calendars, docket checks and depositions.

—● **Civil Litigation II**

The second course in the two-part litigation series. You will learn how to assist counsel to prepare for litigation, including producing and organizing documents, interrogatories and pleadings, file summaries, and chronologies.

Prerequisite: Civil Litigation I

—● **Contracts and Business Associations**

Legal concepts, principles, and procedures behind contracts and corporations. Emphasis on interpretation, modification, and assignment of contracts, with instruction on breach, remedies, and damages. Includes incorporation procedures and regulations, business planning, structure, and organization.

—● **Criminal Law**

An introduction to substantive and constitutional law that includes search and seizure, arrest, confessions, citizens' rights, court functions, admissible evidence and investigative techniques. Emphasis is placed on the practical uses in assisting defense attorneys including procedural issues for arrest warrants, probable cause hearings, grand juries, and trial issues. The subject matter may contain material that may be sensitive, personal, or offensive.

—● **Estate Planning and Probate**

Learn basic concepts and general procedures governing estates, trusts and wills. Instruction also covers federal estate and gift taxes, estate planning, administration, and probate.

—● **Family Law**

Learn the practical and procedural aspects of family law practice. Includes matrimonial law, divorce, alimony, child custody, adoption, paternity, abortion, and family violence.

—● **Law Office Management and Technology**

Develop essential skills you will utilize throughout your legal career, including the parameters, policies, and the different types of programs you will be using as a paralegal. Focus on the nuts and bolts of a law office and the various legal management areas including legal fees, timekeeping, billing and financial management, ethics, and professional responsibility. You will also be introduced to Microsoft Office Suite, document assembly software, trial presentation software, and online legal research engines.

Students are required to have access to a Windows PC, Microsoft Word, Excel, and PowerPoint. Students should bring their textbook to class. Please note that this is an eight-week course.

—● **Legal Research and Writing I**

The first class in two-part legal research and writing series. You will develop research skills and the ability to write legal documents. The focus is on techniques, methods, and legal terminology. Please note that this is an eight-week course.

PARALEGAL

—● Legal Research and Writing II

The second course in the two-part legal research and writing series. You will develop research skills and the ability to write legal documents. The focus is on techniques, methods, and legal terminology.

Prerequisite: Legal Research and Writing I.

—● Overview of the Law

Learn the principles of substantive and procedural law, and review functions of the judicial system, legislature, administrative agencies, law firms, and legal departments in other firms. An emphasis is given to the role of the paralegal, including history and development of the profession, job responsibilities, prospects, ethics, and personal characteristics for success.

—● Real Estate Law

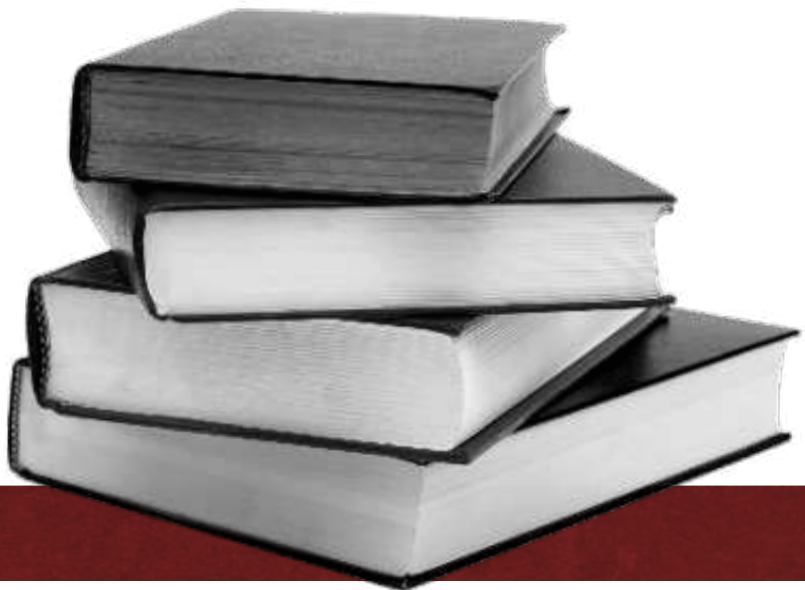
Principles of real estate law are covered, including terminology, documents, types of estate ownership, mortgages, real estate closings, title searches, and courthouse records. You will understand the basic concepts and terms of real estate law; examine a title and prepare a title report; become familiar with the documents required in residential and commercial real estate closings.

—● Tort Law

This course deals with the law of torts (civil wrongs) and the claims and defenses available to the parties. Tort law includes automobile accidents, product liability, premises liability, professional malpractice, trespass, nuisance, defamation, negligence, strict liability, invasion of privacy, and various factors that affect the right of a plaintiff to bring suit against a defendant. In this course, students will learn the fundamentals of tort law including how to identify a tort and how tort claims are filed, investigated, pursued, and defended.

Related Online Courses

- Court Interpreter Certificate
- Digital Court Reporter Certificate
- Legal Transcriptionist Certificate



TECHNOLOGY AND CYBER- SECURITY

GAIN SKILLS IN TECHNOLOGY
AND CYBERSECURITY

- CompTIA A+ Certificate
- Cybersecurity Foundations Certificate
- Cybersecurity Incident Response Certificate
- Cybersecurity Management Certificate
- Cybersecurity Specialization Certificate
- Information Systems Security Professional (ISSP) Certificate
- Network Cybersecurity Certificate
- Office Technology Certificate

ABOUT

Skilled professionals have the most promising opportunities, driven by ongoing demand for advanced expertise required to keep pace with technological advancements. Stay at the forefront of fast-moving technology with these courses. Technology and cyber security are two of the most in-demand fields in today's job market. With the ever-increasing reliance on technology, businesses are looking for professionals who can keep their systems secure. If you are looking to advance your career in technology or cyber security, we offer a number of courses available that can help you upskill and stay ahead of the curve.

CompTIA A+ Certificate

In-Person Only

Discover how to troubleshoot a wide range of technology issues by building foundational skills in hardware, software, networking, and security. Learn how to assemble and configure computer systems to meet customer needs, install and support PCs and mobile devices, and maintain software applications for end users. Explore network configuration and security management, strengthen your knowledge of operational procedures, and identify common system attacks, threats, and vulnerabilities. The course also introduces you to advanced skills such as basic scripting and virtualization, ensuring that you are prepared for the evolving demands of the IT workplace. Through a combination of lecture and hands-on, instructor-led and virtual labs, you will simulate real-world scenarios that entry-level IT professionals face in the field, such as network cable creation and wall jack installation, creating mock troubleshooting guides, resolving help desk tickets, and using command-line interfaces (CLI) to perform tasks. By the end of the course, you will be equipped with the knowledge to pursue the CompTIA A+ Core 1 and Core 2 certification exams.

Cybersecurity Foundations Certificate

Online Course Only

This course provides an overview of the field of cybersecurity, introducing concepts of threats, attacks, vulnerabilities, and the protection of information assets in a typical environment. This course also explains the technologies, policies, as well as training and awareness programs necessary to protect these information assets.

— Cybersecurity Incident Response Certificate

Online Course Only

This course examines the preparation, detect, reaction, and recovery activities associated with cybersecurity incident management. It describes each aspect of incident response, including disaster recovery, business continuity, and crisis management operations, focuses on the planning and preparation phases.

—● **Cybersecurity Management Certificate**
Online Course Only

This course provides an overview of the areas associated with the planning, organizing, leading, and controlling of the cybersecurity discipline. It introduces the design and administration of cybersecurity planning, policy, programs, protection, people, and projects (the 6P's). This course also details the administration of personnel and technologies necessary to protect information assets.

—● **Cybersecurity Specialization Certificate**
Online Course Only

The Cybersecurity Specialization Certificate bundles four individual courses. These courses can be taken separately, but registering for all four at the same time provides a discount. For more information, email cpecybersecurity@kennesaw.edu.

—● **Information Systems Security Professional (ISSP) Certificate**
In-Person and Online-Live Options Available

Learn to secure information systems while becoming thoroughly familiar with the domains of the ISC2 Common Body of Knowledge (CBK). Unlike boot camp courses, this program will teach you the essentials of Information Systems Security while helping prepare you for the CISSP exam once other exam eligibility requirements are met. Learning materials and a certification voucher included.

—● **Network Cybersecurity Certificate**
Online Course Only

This course provides an overview of the technologies and activities associated with the protection of networks and networked systems. It begins with the foundations of networking and then addresses the cybersecurity activities, technologies, and programs necessary to protect information on networked systems, on the web, and in the cloud.

—● **Office Technology Certificate**
In-Person Only

Dive into the world of digital literacy and master the use of information and communication technologies to locate, evaluate, create, and share digital media.

Our Office Technology Certificate integrates Windows, Office 365, and current trends in technology to teach you essential computing concepts, the use of cloud and mobile devices, and methods to find and validate research results. Using Microsoft Word, Excel, PowerPoint, and other productivity tools, you will gain the skills to become an organized, creative, and effective communicator, while learning to collaborate with others to create content in modern digital environments. Additionally, our program emphasizes online safety, teaching you how to manage your online identity securely. This course will help you prepare for all 3 levels of the IC3 Digital Literacy Global Standard 6 certification exams.

IC3 Digital Literacy Global Standard 6 (GS6) is the latest version of the IC3 Digital Literacy program and is composed of three exams, each awarding its own certificate, that validate an understanding of each domain at the basic, intermediate, and advanced levels.

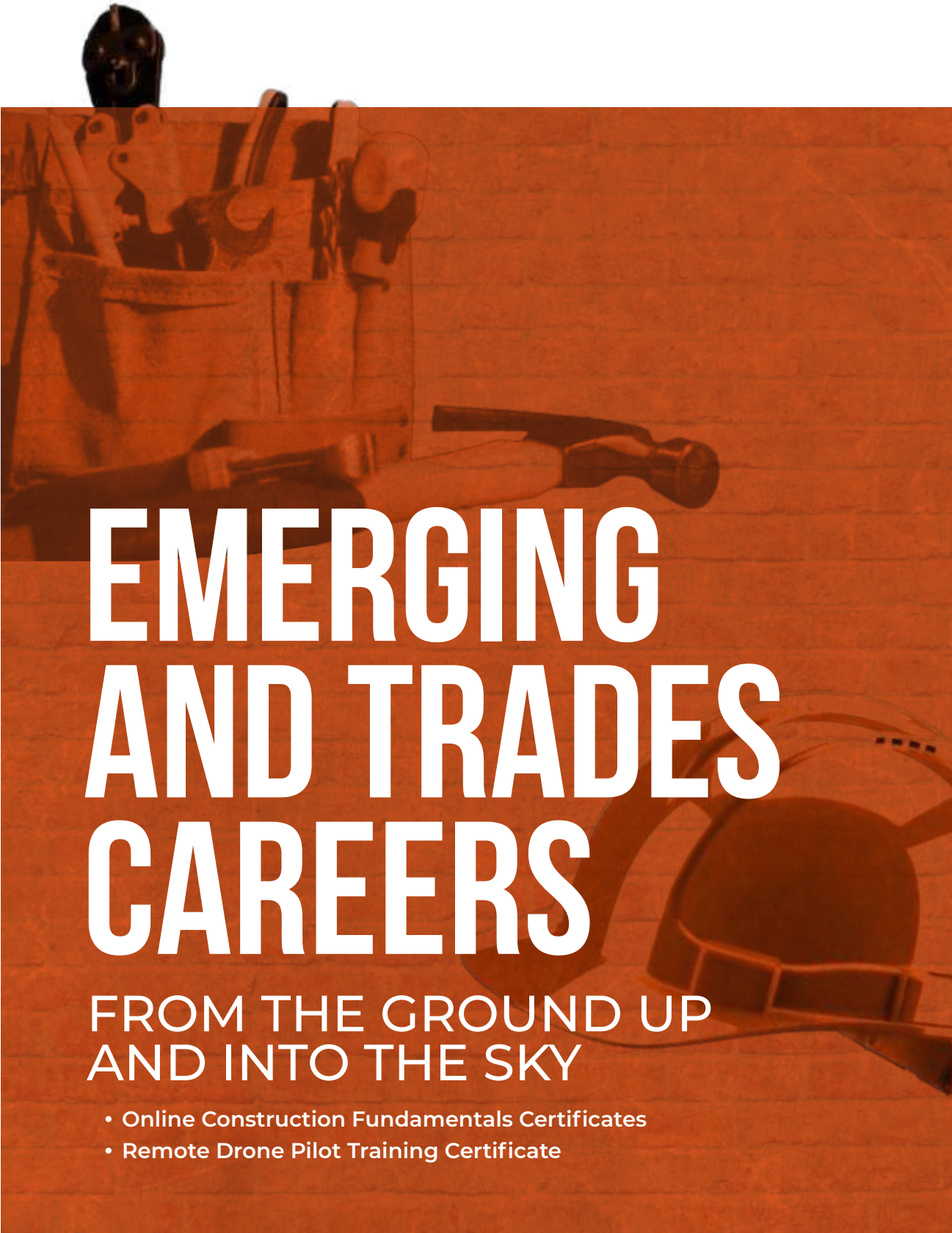
Related Online Courses

- Certified AWS Cloud Practitioner Certificate
- Certified Ethical Hacker Certificate
- Video Game Design and Development Certificate
- Web Design Professional Certificate

COMING SOON:
**CompTIA AI
Fundamentals
Certificate**

TECHNOLOGY AND CYBERSECURITY





EMERGING AND TRADES CAREERS

FROM THE GROUND UP
AND INTO THE SKY

- Online Construction Fundamentals Certificates
- Remote Drone Pilot Training Certificate



— **Online Construction Fundamentals Certificates** *Online Course Only*

Kennesaw State University's Online Construction Fundamentals Certificate courses provide focused, career-ready training in estimating, civil construction, and construction practices. Designed for working professionals, these online courses help you strengthen technical skills, improve project understanding and advance your career.

— **Remote Drone Pilot Training Certificate** *Hybrid*

The Federal Aviation Administration (FAA) Commercial Remote Drone Pilot Training Certificate course at Kennesaw State University is designed for aspiring drone pilots seeking FAA certification and practical flight experience. Participants learn FAA regulations, airspace classifications, flight restrictions, radio communication procedures, and maintenance and pre-flight inspection protocols. The course also covers aeronautical decision-making, judgment, and safe operational practices for small unmanned aircraft systems.

Upon completion, students gain the knowledge and hands-on experience needed to operate drones safely, confidently, and in full compliance with FAA standards, preparing them for the FAA Part 107 certification exam.



COMMUNITY PROGRAMS



➤ **DiscoverU Summer Camps**

DiscoverU offers hands-on summer camps for high school students that spark curiosity, build skills, and prepare teens for the future. Each camp is designed to be engaging, interactive, and educational, giving students the chance to explore new interests, develop real-world skills, and connect with peers who share their passions.

Camps cover a variety of topics, from STEM and creative arts to business, healthcare, leadership, and technology. Students participate in project-based learning, team challenges, and workshops that combine fun with practical skills. Experienced instructors guide students through each activity while helping them gain confidence, problem-solving abilities, and teamwork skills.

DiscoverU is perfect for high school students looking to explore career pathways, try something new, or strengthen college and career readiness. Our camps give teens a safe, supportive environment where they can learn, create, and grow during the summer months.



➤ Intensive English Program

The Intensive English Program (IEP) at Kennesaw State University prepares intermediate and advanced students for academic English. All IEP courses run for eight weeks, and we issue the I-20 for F-1 student visa students. Full-time and parttime schedules are available.

The Community ESL program offers courses for beginning through advanced students who want to improve their everyday English communication skills. Classes meet in person and are designed for students at all levels. Once registered, students will take an in-person placement test the week before classes start.

IEP *Intensive
English
Program*

➤ Osher Lifelong Learning Institute (OLLI)

The Osher Lifelong Learning Institute (OLLI) at KSU offers an impressive selection of educational and social opportunities for adults age 50 and older. With a purpose to promote lifelong learning and continued intellectual and personal growth for retirement age individuals, OLLI at KSU has become the place for fun, interactive learning in a safe and encouraging environment. Curriculum draws from the interests, talents, and experiences of older adult learners. Academic courses are college level (without the homework, term papers, and tests).

OLLI
at
KENNESAW STATE UNIVERSITY





KENNESAW STATE
UNIVERSITY
COMMUNITY AND
PROFESSIONAL EDUCATION
2026 - 2027 COURSE CATALOG