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CENTER FOR  
CONTINUING  
EDUCATION

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## CENTER FOR CONTINUING EDUCATION

The Center for Continuing Education provides non-credit programs that help meet the multi-educational and multi-cultural needs of Northwest Georgia. Dalton State College, through the Center for Continuing Education, emphasizes and encourages life-long learning and regional economic development. Programs and services are designed to foster intellectual, professional, cultural, and recreational development for all interested persons in the community.

### PROGRAM AREAS

**BUSINESS AND MANAGEMENT** – Conferences, seminars and workshops are designed to meet the training needs of the business community. Examples: computer courses, supervisory training, safety related programs, human resource management, language skills, and tax workshops.

**COMMUNITY SERVICES** – These programs address community and societal issues. Examples: alcohol and drug awareness, back to classroom preparation, English As A Second Language, and multi-cultural awareness.

**CONFERENCE FACILITIES** – The Center offers an excellent conference site with facilities that can accommodate conferences and meetings ranging in size from 1-300 people. The Center's personnel can plan programs and provide appropriate conference rooms with media support and food service.

**CUSTOMIZED CONTRACT TRAINING** – Programs are designed at the specific request of a company. Training can be conducted on the Dalton State campus or at a site convenient to the client. The Customized Training program can provide management, OSHA training, Spanish, first aid/safety, trainer development, computer training, and more.

**ELDERHOSTEL** – The Center participates in the ELDERHOSTEL program. The program, conducted at area state parks and conference centers, provides inexpensive, short-term educational classes for adults 55 and over. Participants come from all parts of our country to experience the charm and wonders of Georgia.

**LEISURE/PERSONAL ENRICHMENT** – Classes invite the community to participate in learning experiences that are fun and educational. Examples: languages, art, quilting, dog obedience, personal finance, photography, Tai Chi, and Yoga. The Center coordinates "Kids College," an educational summer camp for children.

**LICENSING/OCCUPATIONAL** – Courses are offered to obtain or renew professional licenses, or learn new technical/occupational skills to re-enter the job market. Examples: real estate, paralegal, welding, electrical, contractor, and child care.

## NONCREDIT PROGRAM INFORMATION

**ADMISSIONS/REGISTRATION** – There are no formal educational requirements necessary for admission to noncredit programs. Registration procedures and complete course listings are published four times per year in the *FOCUS*. The registration process is simple and can be conducted by phone, fax, mail, in person or online. Registration for noncredit classes can be accessed online by visiting Dalton State College's Web site at [www.daltonstate.edu/cce](http://www.daltonstate.edu/cce). Participants are encouraged to register at least five working days prior to the beginning of class. The mailing address is Dalton State College, Center for Continuing Education, 650 North College Drive, Dalton, Georgia 30720. For more information, call the Center at (706) 272-4454, (800) 829-4436, or fax (706) 272-2467.

**FEES** – Tuition for noncredit classes is based on the cost of each program. Registration is not completed until class fees are paid. Unless registration is completed, there is no guarantee of a place in the class.

**CONTINUING EDUCATION UNITS** – No grades or academic credit are given for participation in noncredit courses. However, certain courses are awarded Continuing Education Units (CEUs). One CEU is earned by students for each ten hours of class time. All CEU records are maintained by the Center for Continuing Education.

