



2019 Georgia Clerks Education Institute Class Schedule

February 3-5	GCEI Conference	Jekyll Island Convention Center	
			<p><u>Required:</u></p> <p style="text-align: right;">Monday Community and Media Relations 101 (3 hours)</p> <p style="text-align: right;"> Community and Media Relations 102 (3 hours)</p> <p style="text-align: right;">Tuesday Government 102 (6 hours)</p> <p style="text-align: right;">Monday Finance 101 (6 hours)</p> <p style="text-align: right;">Sunday-Tuesday Mandated Orientation for New Clerks (15 hours)</p> <p style="text-align: right;">Tuesday Meeting Management 102 (3 hours)</p> <p style="text-align: right;"> Meeting Management 103 (3 hours)</p> <p style="text-align: right;">Tuesday Professional Skills Development 102 (Ethics and Values) (6 hours)</p> <p style="text-align: right;">Monday Records Management 102 (3 hours)</p> <p style="text-align: right;"> Records Management 103 (3 hours)</p> <p><u>Electives:</u></p> <p style="text-align: right;">Monday Government 202 (6 hours)</p> <p style="text-align: right;">Monday Human Resources 201 (6 hours)</p> <p style="text-align: right;">Tuesday Human Resources 203 (6 hours)</p> <p style="text-align: right;">Tuesday Payroll Administration (6 hours)</p>



		<p>Monday</p> <p>Monday-Tuesday</p> <p>Tuesday</p> <p>Tuesday</p> <p>Monday</p> <p>Monday and Tuesday</p>	<p><u>Continuing Ed</u></p> <p>Cutting Edge Workshop: topic TBD (6 hours)</p> <p>Introductory Budget (also being offered as a Finance Officer Certification Program class) (12 hours)</p> <p>Cutting Edge Workshop: topic TBD (6 hours)</p> <p><u>Masters Ed. Mgmt. Development Program</u></p> <p>Continuous Improvement</p> <p>Ethics and the Public Servant</p> <p><u>MEGS</u></p> <p><u>Masters' Extension Program Independent Study</u></p> <p><u>Local Finance Officer Certification Program</u></p> <p>Introductory Budget (also offered as a CE class) (12 hours)</p>
March 13-14	<p>GCEI Regional Training</p> <p>Location: Brenau Downtown Center Gainesville, GA</p>		<p>Day 1: Required Continuing education</p> <p>Day 2: Required</p>
		<p>Day 1</p> <p>Day 2</p>	<p>Government 101 (required, 6 hours)</p> <p>Financial Oversight (continuing ed., 6 hours)</p> <p>Professional Skills Development 102 (required, 6 hours)</p>



April 27-28	ACCG Conference Savannah		Classes: TBD
May 13-14	GCEI Regional Training Rome, GA		Day 1: Required Day 2: Required Elective/continuing education
		Day 1 Day 2	Records Management 101 (required, 6 hours) Records Management 102 (required, 3 hours) Records Management 103 (required, 3 hours) Professional Skills Development 203: Time/Stress Management (elective or continuing ed., 6 hours)
June	GMA Conference	Savannah	Classes: TBD
		Friday Saturday Sunday Monday	
July			NONE
August 6-7 Tues-Wed	GCEI Regional Training UGA Gwinnett		Day 1: Required Elective/continuing education Day 2: Elective/continuing education
		August 6 August 6 August 7	Government 102 (required, 6 hours) Tax Revenue 201 (elective or continuing ed., 6 hours) Payroll Administration (elective or continuing ed., 6 hours)



September 8-10 Sunday – 8th Monday – 9th Tuesday –10 th	GCEI Conference	Georgia Center Athens	
<p style="text-align: right;">Monday</p> <p style="text-align: right;">Tuesday</p> <p style="text-align: right;">Sunday-Tuesday</p> <p style="text-align: right;">Tuesday</p> <p style="text-align: right;">Monday</p> <p style="text-align: right;">Monday</p> <p style="text-align: right;">Tuesday</p> <p style="text-align: right;">Tuesday</p> <p style="text-align: right;">Monday</p> <p style="text-align: right;">Monday-Tuesday</p> <p style="text-align: right;">Monday</p> <p style="text-align: right;">Tuesday</p> <p style="text-align: right;">Monday</p> <p style="text-align: right;">Tuesday</p>			<p><u>Required:</u></p> <p>Government 101</p> <p>Professional Skills Development 101 (Business Writing)</p> <p>Mandated Orientation</p> <p>Meeting Management 101 (6 hours)</p> <p>Millage Rate Process</p> <p>Records Management 101 (6 hours)</p> <p><u>Electives:</u></p> <p>Government 201 (6 hours)</p> <p>Professional Skills Development 203 (time/stress management) (6 hours)</p> <p>Public Operations 202 (6 hours)</p> <p><u>Continuing Education:</u></p> <p>Purchasing (12 hours, also being offered in Local Finance Officer Certification Program)</p> <p>Cutting Edge Workshop: Topic TBD (6 hours)</p> <p>Financial Oversight (6 hours)</p> <p><u>Masters Ed. Mgmt. Development Program</u></p> <p>Managing Power Effectively</p> <p>Advanced Change Management</p>



		Sunday-Tuesday	<u>Masters' Project Independent Study</u>
		Sunday-Tuesday	<u>MEGS</u>
		Monday-Tuesday	<u>Local Finance Officers Certification Program</u>
			Purchasing (12 hours)
October	none		
November 8-9	GCEI Regional	Albany	Day 1: Required Day 2: Required Elective/continuing education
		November 8	Meeting Management 101 (required, 6 hours)
		November 9	Professional Skills Development 204 (group dynamics, elective or continuing education, 6 hours)
		November 9	Community and Media Relations 101 (3 hours) Community and Media Relations 102 (3 hours)
December 2019			None

10/19/18