Emory Continuing Education

Register online today at ece.emory.edu
A destination university internationally recognized as an inquiry-driven, ethically engaged, and diverse community, whose members work collaboratively for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action.

**About ECE**

Emory Continuing Education (ECE) is Emory University’s noncredit continuing education division. We extend Emory’s ideal of the learning community beyond the core partnership of faculty and degree-seeking students by providing learning experiences to our neighbors.

**Free Upcoming Information Sessions**

Visit ece.emory.edu/infosessions.html for more details.

- **Lean Six Sigma** Thu, Aug 18, 12:00 p.m., Webinar
- **Creative Writing** Thu, Aug 18, 7:00 p.m., Executive Park
- **Health Coach** Thu, Aug 25, 11:30 a.m., Webinar
- **Paralegal** Thu, Aug 25, 12:00 p.m., Webinar
- **Event Planning** Thu, Sep 8, 12:00 p.m., Webinar
- **Essentials of HR Management** Tue, Sep 13, 7:00 p.m., Executive Park
- **Project Management** Thu, Sep 15, 12:00 p.m., Webinar
- **Lean Six Sigma** Thu, Sep 22, 12:00 p.m., Webinar
- **Management and Supervision** Thu, Sep 29, 12:00 p.m., Webinar
- **Essentials of HR Management** Thu, Oct 6, 12:00 p.m., Webinar
- **Business Communications** Tue, Oct 11, 12:00 p.m., Webinar
- **Project Management** Thu, Nov 10, 12:00 p.m., Webinar
- **Lean Six Sigma** Thu, Nov 17, 12:00 p.m., Webinar
- **Project Management** Thu, Dec 15, 12:00 p.m., Webinar
- **Lean Six Sigma** Thu, Jan 12, 12:00 p.m., Webinar

**How to Register**

- **Web** ece.emory.edu
- **Phone** 404-727-6000 (select option 2)
- **Fax** 404-727-6001
- **E-mail** learn@emory.edu

Cover art by Aad Goudappel.
Corporate Learning

Emory at your location on your schedule.

Professional and Personal Development

Emory Continuing Education has been offering personal enrichment classes for adults since 1951. ECE provides technical and professional learning solutions for individuals and organizations.

Financing Options

You may qualify for:

• An Emory Alliance Credit Union line of credit—visit ece.emory.edu/financing for more details

• Military tuition assistance—see page 44 for details or visit ece.emory.edu/military

• The Workforce Investment Act/Workforce Innovation and Opportunity Act (WIA/WIOA)—visit ece.emory.edu/financing for more details

Continuing Education Units (CEUs)

Select courses now qualify for continuing education units. CEUs provide the framework for documenting your efforts to update or broaden your knowledge and skills through noncredit educational options.

To find out more about CEUs and our CEU policies, visit: ece.emory.edu/policies/ceus.html.

Osher Lifelong Learning Institute (OLLI) at Emory

OLLI is an absorbing intellectual and social adventure open to all adults age 50 and above.
Accelerated Training in Big Data

Join us for 80 classroom hours held over 10 Saturdays to gain a comprehensive understanding of the critical and practical elements of big data analytics. Offered in an applied format, the program includes practice and lab components to address the applications of big data in real-world situations.

**Topics include:**
- Big data fundamentals
- Data structure
- Data warehousing
- Data mining using Rapid Miner and R language
- Data modeling
- Identification of data patterns, trends
- Descriptive analytics
- Predictive analytics
- Data visualization using Tableau
- Practicums using big data platforms and data sets
- Splunk use in big data

Prerequisite: degree or equivalent practical experience in business, science, engineering, software, data processing, and/or analytics is recommended.

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404-727-5513 or visit www.ece.emory.edu/BigData.

Accelerated Training in Business Intelligence

This course introduces participants to the field of Business Intelligence (BI), with emphasis on descriptive analytics. The program employs applied training techniques with participants forming data analytics teams to solve business problems and identify solutions, practically applying learned concepts to real-world cases.

**Topics include:**
- Data collection
- Data preprocessing
- Data storage
- Data queries
- Basic data mining
- Descriptive data analytics
- Data visualization
- Results presentation

Program participants will also receive training in the use of products such as Excel, SQL, RapidMiner, and Tableau to collect, extract, mine, analyze, visualize and present business data.

Upon successful completion of the program, participants will be able to: apply learning to real-world business projects; employ data analytics to gain insight about business operations, problem solving and solutions for corporate and organizational issues; and make evidence-based, tactical and strategic decisions toward organizational viability and competitiveness.

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404-727-5513, or visit ece.emory.edu/BusinessIntel.
Health Coach

Students participating in Emory Continuing Education’s Health Coach Certificate will obtain the theory and practical knowledge essential to professional health coaching including:

- The development of a strong foundation in health coaching techniques, with monitored practice in group coaching and business coaching;
- An introduction to mindful-based stress reduction (MBSR) methods and procedures;
- In-depth sessions with instructors possessing decades of collective experience in health and wellness management and strategies.

Participants will employ active listening, motivational interviewing, and collaborative goal setting and action planning techniques while also developing a strong core coaching skill set through study and practice. Course materials also include expert presentations on health topics, group coaching, and creating a successful coaching business. ECE’s Health Coach Certificate is a National Consortium for Credentialing Health and Wellness Coaches (NCCHWC)–Approved Transition Program.

Please visit ece.emory.edu/health_coach for more details.

Accelerated Training in Health IT and Data Analytics

This course is an intensive, fast-track professional development program covering applications of Data Analytics and Health Care IT. The program prepares attendees for the changing world of data analytics in today’s health care IT environment by addressing the roles, challenges, and opportunities of IT and data analytics in improving the efficiency, safety, and economics of the health care system.

Program topics to be covered include:

- Health care delivery infrastructure, architecture
- Electronic health record system (EHR), decision support and coding systems
- Structured, unstructured, and genomics data sources in health care
- Personalized medicine
- Public health and social media analytics
- Health care data acquisition, storage, retrieval, distribution and management
- Health care information exchange
- Health care data mining
- Descriptive and predictive analytics in health care
- Data analytics modeling
- Data visualization and presentation with Tableau
- Health care data privacy, security, and confidentiality

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404-727-5513, or visit ece.emory.edu/HIT for more details.
**Project Management**  
Our program uses a modern, hands-on project management curriculum, providing the knowledge and skills to increase your value to an organization and enhance your future career prospects. Students will develop communication, scheduling, cost, and risk management skills through a combination of lecture and group work. Participants also will work with proper methodology examples in order to successfully manage projects. Our program requires six core courses and 24 hours of electives; course elective options allow students to focus on areas most pertinent to their current positions or career paths.

**Core Classes:**
1. Introduction to Project Management  
2. Communications Tools and Techniques  
3. Scheduling Tools and Techniques  
4. Project Management: Cost  
5. Project Management: Risk  
6. Project Management: Scope

**Electives:**
Requires 24 elective hours; see website for more options:
1. Project Management for Health Care Professionals  
2. Project Management Test Prep  
3. Project Management: Agile and Scrum Essentials  
4. Microsoft Project Levels 1 and 2: Creating and Managing Projects  
5. Project Management: Integration

Please visit [ece.emory.edu/project_management](http://ece.emory.edu/project_management) for more details.

**Web Technologies**  
Our Web Certificate programs offer a streamlined curriculum geared toward marketable skills, flexible scheduling, and affordability.

**Digital Marketing Classes:**
1. Social Media Strategy  
2. Email Marketing Strategy  
3. E-commerce Fundamentals  
4. HTML and CSS Level 1: Introduction  
5. Web Analytics and Search Engine Optimization  
6. Web Video Production Fundamentals  
7. Capstone

**Fundamentals of Web Design and Development Classes:**
1. HTML and CSS Level 1: Introduction  
2. HTML and CSS Level 2: Intermediate  
3. JavaScript Level 1: Introduction  
4. Foundations of Web Design and Development  
5. Adobe Photoshop Level 1: Introduction

**Web Content Manager Classes:**
1. Copywriting for the Web  
2. Content Management with WordPress  
3. Digital Darkroom I  
4. HTML and CSS Level 1: Introduction  
5. Web Video Production Fundamentals  
6. Capstone

Please visit [ece.emory.edu/web](http://ece.emory.edu/web) for more details.
Graphic Design

Our Graphic Design certificate programs help develop the skills you need to create print and digital designs. Businesses today depend more than ever on graphic designers creating engaging visual design, and our programs give students the skills they need to get started in the field.

**Fundamentals of Graphic Design:**

1. Foundations of Graphic Design and Production
2. Adobe Photoshop Level 1: introduction
3. Adobe Illustrator Level 1: introduction
4. Adobe InDesign Level 1: introduction
5. Adobe InDesign Level 2: Intermediate

**Advanced Graphic Design:**

1. Adobe Illustrator Level 2: Intermediate
2. Adobe Photoshop Level 2: Intermediate
3. Advanced Graphic Design: Theory and Practice
4. Capstone

Please visit ece.emory.edu/graphic_design for more details.

Paralegal

Our Paralegal Certificate program is Georgia’s longest-running postbaccalaureate paralegal program. Since 2005, more than 1,500 paralegal students have completed our program, some of whom have gone on to work at top Atlanta law firms. The program provides training for both the practical skills and critical knowledge needed by those working in the paralegal field. All courses in our program are taught by licensed, practicing attorneys.

**Other benefits include:**

- Evening and Saturday courses for convenient scheduling
- Tuition flexibility with pay-as-you-go options for all courses
- Elective, specialized courses for working or experienced paralegals

**Core Classes:**

1. Introduction to Law
2. Civil Litigation
3. Legal Research and Writing
4. Contract Law

**Electives (two required):**

1. Real Estate Law
2. E-Discovery
3. Law Office Technology
4. Family Law
5. Criminal Law

Please visit ece.emory.edu/paralegal for more details.
Lean Six Sigma aims to reduce process-cycle time, waste, and costs while increasing customer satisfaction and profit margins.

ECE offers both fully online and blended (online plus classroom) Lean Six Sigma training opportunities, including our Six Sigma for Health Care Professionals course, to fit your schedule and learning preference. Filled with practical exercises and real-world case studies, our programs combine the best of classroom and online techniques to maximize your productivity. Students in our Lean Six Sigma Black Belt classes develop full-scale independent projects based on their organizations’ specific challenges.

- Lean Six Sigma White Belt (blended and online)
- Lean Six Sigma Green Belt (blended and online)
- Lean Six Sigma Black Belt (blended)
- Lean Six Sigma for Health Care (on ground and online)

Please visit ece.emory.edu/sixsigma for more details.

Event Planning

Special event production is a blend of art and science. Explore both components with award-winning Certified Event Planning Professional and National Event Planner of the Year, instructor Michael Kloss, as you discover the aesthetic details to make events sparkle as well as the behind-the-scenes logistics to make the events safe, functional, and environmentally responsible. Study the essential elements of a successful event including best practices, budget, timeline, vendor negotiations, and more. Your capstone project serves as a portfolio of work, as you learn to execute an effective, full-scale event.

Classes:
(1) Introduction to Event Planning
(2) Special Events Intensive: Crafting an Effective Event
(3) Special Events Intensive: Event Technology
(4) Special Events Intensive: Nuts and Bolts
(5) Special Events Intensive: Exciting the Senses
(6) Capstone Project

Please visit ece.emory.edu/event_planning for more details.
**Essentials of Management**

Designed for first-time through mid-level managers, our program focuses on improving the trust and communication between managers and their employees while providing the necessary tools to increase overall skills and competencies. Participants will be able to immediately demonstrate performance improvement by using an integrated support mechanism to help apply their valuable new management skills directly in the workplace.

**Core Classes:**

1. Strategic Communications in the Workplace
2. Improving Your Listening Skills
3. Managing Diverse Behavioral Styles
4. Leading Change
5. Managing Employee Performance
6. Coaching Effectively
7. Delegating Effectively

**Electives:**

Requires 24 elective hours; see website for more options:

1. Executive Presence for the Non-Executive
2. Win-Win Negotiations
3. Essentials of Strategic Planning for Managers
4. Essentials of Leadership for Managers
5. Managing Multi-generations

Please visit [ece.emory.edu/management](http://ece.emory.edu/management) for more details.

**Essentials of Supervision**

Stepping up to a supervisory role for the first time can be intimidating—responsibility and accountability increase, as does the need for improved skill sets and proficiencies. Participants can prepare for the promotion by electing to develop expertise in learning to communicate effectively, handle conflict, interview job candidates, cultivate talent, and properly manage time and productivity.

**Core Classes:**

1. Strategic Communications in the Workplace
2. Supervising Effectively

**Electives:**

Requires 6 elective hours; see website for more options:

1. Essentials of Conflict Management
2. Managing Your Time and Productivity
3. Behavioral Interviewing for Hiring Professionals
4. Managing Multi-generations
5. Managing Virtual Teams

Please visit [ece.emory.edu/supervision](http://ece.emory.edu/supervision) for more details.
**Essentials of Human Resources Management**

The core course of our Human Resources Certification Institute* (HRCI)—certified program incorporates SHRM curriculum and emphasizes the need for solutions specific to your organization. Learn how to address the issues HR professionals face daily, from legal matters to selecting qualified employees. Flexible scheduling options allow students to complete the program—one core course and 24 elective hours—in as few as four months.

**Core Class:**
Essentials of Human Resources Management

**Electives:**
Requires 24 elective hours; see website for more options:
(1) Behavioral Interviewing for Hiring Professionals
(2) Emotional Intelligence
(3) Essentials of Conflict Management
(4) Managing Employee Performance
(5) Supervising Effectively
(6) Essentials of Leadership for Managers

Please visit [ece.emory.edu/hr_management](http://ece.emory.edu/hr_management) for more details.

*Use of the HRCI name means that this program has met HR Certification Institute’s criteria to be preapproved for recertification credit.

**Business Communications**

The ability to successfully convey messages to your stakeholders in order to carry out important activities is critical to your organization. Doing so requires proficiency in verbal, written, and/or visual communication—and often a combination of all three channels. Build and grow expertise in these essential areas of professional interaction with valuable assessments and critical feedback from six core classes and 12 hours of electives.

**Core Classes:**
(1) Strategic Communications in the Workplace
(2) Better Business Writing
(3) Emotional Intelligence
(4) Influencing Others
(5) Improving Your Listening Skills
(6) Managing Multi-generations

**Electives:**
Requires 12 elective hours; see website for more options:
(1) Essentials of Conflict Management
(2) Leading Change
(3) Managing Difficult Conversations and Situations
(4) Managing Virtual Teams
(5) Win-Win Negotiations

Please visit [ece.emory.edu/business_communications](http://ece.emory.edu/business_communications) for more details.
**Grant Writing**

Our blended-learning, one-week bootcamp program improves persuasive writing and presentation skills, teaches how to identify and analyze funding resources for programs, and prepares students to produce high-quality proposals for competitive grant awards. Course work includes an online capstone project, which builds upon the skills learned in the program.

**Classes:**
1. Introduction to Grant Writing
2. Grant Writing Workshop: A Hands-On Seminar
3. Grant Research: Targeting Funds for Nonprofit Online
4. Fundamentals of Nonprofit Development
5. Capstone Project

Please visit [ece.emory.edu/grant_writing](http://ece.emory.edu/grant_writing) for more details.

**Creative Writing**

Looking to build your portfolio and credentials for a career in the writing profession? Learn the right way to write. This program will help you develop your own unique voice as you work to successfully achieve your writing goals. You will receive individualized guidance from experienced, published instructors as well as feedback from your peers.

**Core Classes:**
1. Essentials of Creative Writing
2. Narrative Writing Workshop
3. The Business of Writing
4. Advanced Revision Workshop

**Electives:**
Requires three elective courses; see website for more options:
1. Blogging: Effective Writing for Your Personal or Professional Blog
2. Writing the Touchstone Moment: The Art of the Personal Essay
3. Humor and Comedy Writing
4. Writing Freelance

Please visit [ece.emory.edu/creative_writing](http://ece.emory.edu/creative_writing) for more details.
Digital Photography

Our Digital Photography certificate program is suitable for both hobbyists looking to take better photos as well as entrepreneurs wanting to start taking photos professionally. Program courses cover how to take better photos by identifying the elements that constitute good composition.

Core Classes:
(1) Digital Photography 1
(2) Digital Photography 2
(3) Legal Issues in Photography
(4) Photo Editing in Adobe Photoshop
(5) Digital Asset Management and Photo Editing in Adobe Photoshop Lightroom
(6) Capstone

Electives:
Requires one elective course; see website for more options:
(1) Let There Be Light: Working with Portable Strobes
(2) Digital Black and White Photography
(3) Travel Photography

Please visit ece.emory.edu/digital_photography for more details.

Landscape Design

Terms such as “green design” and “sustainability” can serve as guiding principles of great landscape design. Learn how to select plants that thrive with less care and effort, shape the land to increase the benefits of rainfall, and work with nature rather than against the elements in order to create professional grade landscape plans and maximize results.

Classes:
(1) Landscape Design I
(2) Landscape Design II
(3) Right Plant, Right Place: Succeeding with Plants
(4) Sticks and Stones: Hardscapes Made Simple
(5) Bringing the Plan to Life: Mastering Plan Graphics
(6) Capstone Project: Real World, Real Design

Please visit ece.emory.edu/landscape_design for more details.
Fundraising

Take the fear out of fundraising with our step-by-step directions on how to advance the mission of your organization and increase community support and donations. Our intensive five-day program will provide detailed instructions on how to create a winning development plan with a philosophy of successful fundraising within the current philanthropic environment.

Course content will focus on the different methods of fundraising including annual fund, capital campaigns, planned giving, corporate giving, and special events.

Classes:
(1) Introduction to Fundraising
(2) How to Structure Fundraising
(3) The Art of the Ask
(4) Engaging Volunteers/Corporate and Foundation Fundraising
(5) Manage a Successful Process/Careers in Fundraising
(6) Capstone

Please visit ece.emory.edu/fundraising for more details.

Au Pair Enrichment Program

Our Au Pair Enrichment Program is designed specifically to help au pairs improve their English skills while learning about American culture and customs. The program provides 40 hours of ESL education including in-class work and independent assignments led by a certified ESL instructor and 20 hours of elective courses. Students of all proficiency levels will improve their English through opportunities to write in English, share with other au pairs, and benefit from the grammar instruction of an experienced ESL teacher. Additionally, the elective courses are an excellent way for Au Pairs to explore new hobbies and meet new friends in their American community. Electives vary each session and include courses such as writing, art, and others.

Please visit ece.emory.edu/aupair for more details.
Use concise, positive language to your advantage. In this hands-on business writing workshop, you can hone your writing skills into a more powerful communication tool. An interactive, hands-on approach makes this class extraordinarily engaging and practical. You’ll immediately notice the difference from this workshop.
Communication Skills for Your Career
Tuition: $375 CEUs: 0.6
Instructor: Bobby Peterson
1 session: Tue, Dec 13, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Tue, Jun 6, 2017 / 9:00 a.m.–4:00 p.m.

Come explore and learn the basics of interpersonal communication, along with strategies for building, repairing, and enhancing working relationships. Explore simple, effective communication techniques and develop the skills you need in both your professional and social lives.

Good Grammar is Good Business
Tuition: $375 CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Thu, Dec 1, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Aug 1, 2017 / 9:00 a.m.–4:00 p.m.

Create mistake-free documents and avoid common grammatical errors. This fast-paced, interactive grammar review will strengthen business communication skills by teaching students to master correct punctuation, sentence structure, word choice, and spelling. Class includes easy-to-follow tips and relevant business examples to help participants absorb the finer points of the English language. Prerequisite: basic knowledge of English writing and grammar.

English Refresher
Tuition: $350 CEUs: 1.2
Instructor: Lisa Ethridge
6 sessions: Wed, Oct 5–Nov 9, 2016 / 7:00–9:00 p.m.
6 sessions: Mon, Mar 27–May 1, 2017 / 7:00–9:00 p.m.

Your confidence level will soar as we learn the principles of effective writing, basic mechanics, and correct usage. Through formal instruction, writing and grammar exercises, and group editing, you will improve grammar and punctuation skills by learning how they work in the context of your own writing and that of professionals. Learning how to edit, revise, and proofread will give you such an incredible sense of self-assurance about writing that you will wish you had taken this class years ago. Textbooks not included in tuition. Textbooks: The Only Grammar Book You’ll Ever Need; The Blue Book of Grammar and Punctuation.

Improving Your Listening Skills
Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Dec 9, 2016 / 1:00–4:00 p.m.
1 session: Mon, Apr 17, 2017 / 9:00 a.m.–12:00 p.m.

Identify the keys to clear communication via effective listening techniques. Learn to understand priorities and biases in a conversation— including unspoken messages sent to others during the listening process—as well as hidden information not easily recognized. Participants practice five distinct listening approaches and internalize the situations that call for each. Students will develop the communication skills they need to build more synchronized, productive relationships.

Powerful Presentations for Success: Introduction
Tuition: $395 CEUs: 0.6
Instructor: Vicki Flier Hudson
1 session: Tue, Sep 27, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Dec 8, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Mar 2, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jun 22, 2017 / 9:00 a.m.–4:00 p.m.

Compelling presentation skills earn respect and can take you to new heights in your professional and personal life. Come explore “whole level” presentations, making use of voice, body language, and intellect to persuade your audience and maximize your potential. Rise above the rest with the power of presentation.
**Strategic Communications in the Workplace**

*Tuition:* $395  
*CEUs:* 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, Oct 17, 2016 / 9:00 a.m.–4:00 p.m.  
*1 session:* Thu, Dec 8, 2016 / 9:00 a.m.–4:00 p.m.  
*1 session:* Fri, Mar 3, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Tue, May 9, 2017 / 9:00 a.m.–4:00 p.m.

Communication is more than talking and listening. This program develops participants’ skills at reading other people and seeing how others interpret their behaviors. Participants can then adapt their communication styles in a way that creates an enduring working alliance among team members while fostering a deeper sense of organizational engagement.

**Training Design for Trainers**

*Tuition:* $375  
*CEUs:* 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, Nov 14, 2016 / 9:00 a.m.–4:00 p.m.

This interactive, hands-on course will introduce the basic tools you need to design effective training using the components of the ADDIE model. Discover how adults learn, how to develop materials in an organized manner, methods and options available for delivering the program, how to handle problematic participant behaviors, and how to measure your training program’s success.
Management Essentials

Behavioral Interviewing for Hiring Professionals

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Fri, Nov 18, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Thu, May 4, 2017 / 9:00 a.m.–4:00 p.m.

Get access to the resources and tools to recruit top performers and make the best hiring decisions possible. This course uses behavioral-based interviewing, emphasizing in-depth questioning to assist in assessing the candidate’s fit and potential success.
**Essentials of Strategic Planning for Managers**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Green, MBA  
*1 session:* Mon, Nov 14, 2016 / 9:00 a.m.–4:00 p.m.  
*1 session:* Wed, May 3, 2017 / 9:00 a.m.–4:00 p.m.

No one plans to fail, but many people fail to plan. This hands-on course is designed for professionals at all levels to learn how to apply the strategic planning process. Our course offers a step-by-step guide to assist you in translating basic concepts and visions into a concrete plan for action.

**Supervising Effectively**

*Tuition:* $795 CEUs: 1.2  
*Instructor:* Nancy Colter, MBA  
*2 sessions:* Mon and Tue, Feb 27 and 28 / 9:00 a.m.–4:00 p.m.

Learn four key components to success and lead teams to higher levels of performance. We'll discuss the key behaviors of highly effective leaders, the essential ingredients of motivation, the four crucial steps to effective delegation, and other critical supervisory skills.

**Influencing Others**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Bobby Peterson  
*1 session:* Tue, Mar 7, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Tue, Aug 22, 2017 / 9:00 a.m.–4:00 p.m.

Handling certain situations appropriately requires us to be able to understand and apply different situational techniques to effectively influence others. This application-based workshop will provide individuals with the proven tools necessary to enhance their persuasive skills with others and achieve successful outcomes.

**Coaching Effectively**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Green, MBA  
*1 session:* Tue, Sep 27, 2016 / 9:00 a.m.–12:00 p.m.  
*1 session:* Fri, Dec 2, 2016 / 1:00–4:00 p.m.  
*1 session:* Tue, Mar 21, 2017 / 9:00 a.m.–12:00 p.m.  
*1 session:* Tue, Jun 6, 2017 / 1:00–4:00 p.m.

Success in a changing business environment requires employees who are constantly learning and adapting. This course helps managers identify powerful coaching techniques to teach, correct, and motivate. Topics covered include building a coaching relationship, the five-step coaching plan, providing feedback, and how to avoid the demotivating effect of over-coaching.

**Managing Difficult Conversations and Situations**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Dec 2, 2016 / 9:00 a.m.–4:00 p.m.

Participants in this course will be exposed to the basic communication strategies that can work across many difficult situations. Managing yourself properly can build the confidence to better manage problematic conversations and situations in the workplace. Learn how to have open, robust, and fearless conversations.

**Managing Multi-Generations**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
*1 Session:* Wed, May 3, 2017 / 9:00 a.m.–12:00 p.m.  
*1 Session:* Mon, May 1, 2017 / 1:00–4:00 p.m.

In today’s workplace, employees represent a multitude of generations. We will learn how to define each generation, understand similarities and differences, and explore what each generation needs from an organization. Participants will obtain strategies for motivating, coaching and developing employees, allowing managers to create an environment conducive to attracting and retaining employees from each generation.
Dealing with Difficult People

Tuition: $195 CEUs: 0.3  
Instructor: Nancy Colter, MBA  
1 session: Mon, Feb 13, 2017 / 9:00 a.m.–12:00 p.m.

Do you feel powerless in certain situations at work or in your personal life because of hostile or unresponsive encounters? Learn to identify and handle the four most common types of difficult people and turn confrontation into constructive stepping stones to conflict resolution. Be a catalyst for changing difficult behavior, and understand what really triggers difficult people to behave negatively.

Emotional Intelligence

Tuition: $395 CEUs: 0.6  
Instructor: Katie Karppala, BCC  
1 session: Wed, Oct 5, 2016 / 9:00 a.m.–4:00 p.m.  
1 session: Thu, Feb 16, 2017 / 9:00 a.m.–4:00 p.m.  
1 session: Mon, Jun 19, 2017 / 9:00 a.m.–4:00 p.m.

Emotional intelligence is a critical factor in career success and management effectiveness. High emotional intelligence creates increased resilience in the face of change, enhanced work performance, and greater management impact. You will receive a personal assessment of your current emotional intelligence, with guidance on creating a personalized plan for continued growth as a manager.

Leading Change

Tuition: $195 CEUs: 0.3  
Instructor: Nancy Colter, MBA  
1 session: Mon, Oct 3, 2016 / 1:00–4:00 p.m.  
1 session: Tue, Feb 7, 2017 / 9:00 a.m.–12:00 p.m.

Managers must recognize change and help their employees adjust in a realistic and strategic manner using sound principles and workable tools. People don’t resist change as much as they resist being changed, and all of us respond to change differently. Organizational leaders don’t control uncertainty; rather they guide, shape, and influence this variable—learn how and why in this class.

Essentials of Conflict Management

Tuition: $195 CEUs: 0.3  
Instructor: Nancy Colter, MBA  
1 session: Mon, Feb 13, 2017 / 1:00–4:00 p.m.

While conflict is inevitable in the workplace, the way conflict is managed can distinguish good workplaces from great workplaces. Participants will learn to analyze conflict to understand the issues and emotions involved. Students will explore their personal conflict management style and learn to resolve issues in a sensible, equitable, and efficient manner.

Essentials of Human Resources Management

Tuition: $1,795 CEUs: 2.7  
Instructors: Soumaya Khalifa, MBA, Greg Creech, and Charles Craig  
9 sessions: Tue and Thu, Oct 18–Nov 15, 2016 / 6:30–9:30 p.m.  
9 sessions: Tue and Thu, Apr 18–May 16, 2017 / 6:30–9:30 p.m.

This program addresses the issues human resources employees or supervisors face daily, from legal matters to selecting qualified employees. The program includes the SHRM Essentials of Human Resource Management as an introductory course, offering a comprehensive overview of human resource roles and responsibilities. The program offers additional skills and knowledge important to HR practitioners.

Essentials of Leadership for Managers

Tuition: $825 CEUs: 1.2  
Instructor: Nancy Green, MBA  
2 sessions: Thu and Fri, Dec 15 and 16, 2016 / 9:00 a.m.–4:00 p.m.  
2 sessions: Mon and Tue, Apr 17 and 18, 2017 / 9:00 a.m.–4:00 p.m.  
2 sessions: Thu and Fri, Aug 24 and 25, 2017 / 9:00 a.m.–4:00 p.m.

This highly interactive and stimulating workshop will transform how managers lead and influence people. Participants experience and apply the five practices of exemplary leadership through group problem-solving tasks, video cases, discussion, workbook exercises, and action plans for ongoing development.
Managing Virtual Teams
Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 Session: Tue, Oct 25, 2016 / 1:00–4:00 p.m.
1 Session: Mon, May 1, 2017 / 9:00 a.m.–12:00 p.m.

One of the key challenges facing staff in current and future workplaces is working within and across virtual teams with members in different locations or work groups. This course will provide participants with the knowledge and practical skills to contribute to and lead effective, respectful, and productive work environments regardless of where team members are physically located. This course will also provide individuals with an understanding of the competencies and capabilities needed to manage in a global, virtual, and matrixed organizational environment.

Managing Employee Performance
Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Oct 3, 2016 / 9:00 a.m.–12:00 p.m.
1 session: Tue, Feb 7, 2017 / 1:00–4:00 p.m.

Performance management is the ongoing process of establishing, communicating, and evaluating employee performance objectives. Effective performance management can provide managers and supervisors with a framework to monitor, discipline, and reward employees. This course introduces a performance management process that addresses goal-setting, evaluations, and handling difficult conversations about job performance.

Managing Diverse Behavioral Styles
Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Dec 9, 2016 / 9:00 a.m.–12:00 p.m.
1 session: Mon, Apr 17, 2017 / 1:00–4:00 p.m.

Once managers have a thorough understanding of themselves, they can use DiSC to help manage the people with whom they work. When managers are able to accurately read the DiSC style, fears, goals, and needs of their employees, they can remove barriers to performance and adjust their management approach for more productive interactions. Learning to adapt their management approach to match the abilities and motivation of employees will help reduce opposition and resistance.

Introduction to Project Management
Tuition: $825 CEUs: 1.3
Instructors: Michael Martin, PMP and John Kailey, PMP
2 sessions: Sat and Sun, Sep 17 and 18, 2016 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Nov 5 and 6, 2016 / 9:00 a.m.–4:30 p.m. (Kailey)
2 sessions: Sat and Sun, Jan 21 and 22, 2017 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Mar 11 and 12, 2017 / 9:00–4:30 p.m. (Kailey)
2 sessions: Sat and Sun, Jun 3 and 4, 2017 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Jul 29 and 30, 2017 / 9:00–4:30 p.m. (Kailey)

No one—personally or in business—should have to stumble through a new project. Understand the basic concepts that guide project management. Gain insights into scheduling and tracking that assure quality performance. Learn to communicate productively with contractors, conduct reviews, and obtain insights into problems of planning and implementing projects.
Project Management: Communications
Tuition: $395 CEUs: 0.6
Instructor: John Kailey, PMP, and Kevin Postich, PMP
See website for dates/times

Project communications are critical to successful project execution. Effective and appropriate project stakeholder communications play a significant role in project managers’ abilities to meet goals and objectives. Using standard communication skills, tools, and techniques to set and maintain expectations provides a cohesive project environment and a better chance for success. Course topics include how to communicate effectively in a project environment as well as best practices to successfully manage projects.

Project Management: Scheduling
Tuition: $425 CEUs: 0.7
Instructors: John Kailey, PMP, Kevin Postich, PMP, and Tim Peek, PMP
See website for dates/times

A realistic schedule for project scope can be difficult to develop and maintain. Harnessing scheduling tools and techniques to optimize your project schedule can also be challenging. Since time management on a project is considered a critical success factor for a project manager, additional tools and techniques are available to assist in better management of the project schedule. Course topics include how to build reliable schedules as well as how to respond to change throughout the project lifecycle.

Project Management: Cost
Tuition: $225 CEUs: 0.3
Instructor: John Kailey, PMP
See website for dates/times

Total costs are often used to measure a project’s success. The ability to properly and effectively estimate, measure, and communicate project costs is a critical success factor for project managers. Cost management includes the effective use of policies, processes, and procedures. Course topics include generally accepted industry estimating techniques and tools for capturing, measuring, and forecasting project costs.

Project Management: Risk
Tuition: $225 CEUs: 0.3
Instructor: John Kailey, PMP
See website for dates/times

Risk is a future event for which project managers can plan and prepare. Risk can impact a project’s execution in multiple ways, and proper planning is crucial. Course topics include where to look for risk, how to assess impact and probability, and how to use this information to create and maintain an effective risk management plan.

Project Management for Health Care Professionals
Tuition: $475 CEUs: 0.65
Instructor: Felicia Bianchi, PMP
1 session: Sat, Oct 29, 2016 / 9:00–4:30 p.m.

Our Project Management for Health Care Professionals course delivers more cutting-edge training in the application of project management tools and techniques designed specifically for the health care industry. The course is taught by a PMP® expert and provides methodologies that can be applied immediately through guided discussion and practical exercises designed in collaboration with a team of Emory Healthcare experts.
Delegating Effectively

Tuition: $195 CEUs: 0.3
Instructor: Nancy Green, MBA
1 session: Tue, Sep 27, 2016 / 1:00–4:00 p.m.
1 session: Fri, Dec 2, 2016 / 9:00 a.m.–12:00 p.m.
1 session: Tue, Mar 21, 2017 / 1:00–4:00 p.m.
1 session: Tue, Jun 6, 2017 / 9:00 a.m.–12:00 p.m.

Many managers struggle with delegation because of a fear of losing control or a desire to “own” the process. This course explores the benefits and barriers to delegation, and the importance of authority and responsibility as well as strategies and tools for implementing delegation. Participants leave with a four-step delegation plan to use immediately.

Win-Win Negotiations

Tuition: $375 CEUs: 0.6
Instructor: Nancy Green, MBA
1 session: Tue, Oct 18, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Mon, May 8, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Aug 14, 2017 / 9:00 a.m.–4:00 p.m.

No set of problem-solving skills is more important than negotiation. Win-Win Negotiation is a specific negotiation strategy that uses carefully defined skills and techniques to produce results that are beneficial and acceptable to everyone at the negotiating table. Learn to approach problems and opportunities with a win-win attitude.

Manage Your Time and Productivity

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Tue, Nov 1, 2016 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Mar 6, 2017 / 9:00 a.m.–4:00 p.m.

Participants will learn how to prioritize, plan, and focus their time more effectively and use tools and techniques to eliminate productivity bottlenecks. Participants also will learn how their unique time style impacts daily interactions and performance. In addition, participants will develop an individualized action plan to support new skills in the workplace and to maintain an increased level of productivity and personal satisfaction. Course requires prework.

Project Management: Agile and Scrum Essentials

Tuition: $1,495 CEUs: 2.1
Instructor: Felicia Bianchi, PMP
3 sessions: Sat, Nov 19, Dec 3 and 10, 2016 / 9:00 a.m.–5:00 p.m.

This course emphasizes real-world usage to provide students with a deeper understanding of agile methodologies. Participants will examine agile project management from a Project Management Institute (PMI®) perspective via hands-on, practical exercises and actual scenarios. The course fulfills the education requirements to sit for the PMI Agile Certified Practitioner Certification exam (PMI-ACP®)
Social Media Strategy

Tuition: $375  
CEUs: 0.65  
Instructor: Mary Zimnik, Adobe Certified Instructor  
1 Session: Sun, Nov 6, 2016 / 9:00 a.m.–4:30 p.m.

Social media is essential for marketing exposure, brand awareness, and revenue growth. Social networks often present easy, inexpensive, effective, and near-instantaneous mechanisms to spread the word about your business. Unlike traditional marketing, social media requires a different, varied approach. This course covers the fundamentals of how to utilize social media as well as how to leverage these outlets to accomplish your strategic goals. While the course will focus primarily on Facebook and Twitter, you will also discuss other popular social networks such as Instagram and Snapchat.
Writing for the Web
Tuition: $375 CEUs: 0.65
Instructor: Claire Barth, MA
1 Session: Sun, Oct 30, 2016 / 9:00 a.m.–4:30 p.m.

The two most common mistakes writers make when they write for the web: lengthy copy and lack of consistency. Not only will you learn how to write clear, concise copy that sells products and services while targeting the appropriate audiences, but you'll also learn to keep messages consistent across multiple media. This course teaches you to write effective web content, blogs, e-blasts, and online ads.

Email Marketing Strategy
Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 Session: Sat, Nov 12, 2016 / 9:00 a.m.–4:30 p.m.

One of the most effective and inexpensive means of keeping in contact with your constituents is via email. We will create a free account with MailChimp, build a list of subscribers, send emails, and track the results. Students will learn about the pitfalls inherent with the CAN-SPAM act, limitations of web-based email, best practices, and white-hat techniques to help avoid spam filters.

HTML and CSS Level 1: Introduction
Tuition: $995 CEUs: 1.95
Instructor: Brent Laminack, CTT+
3 Sessions: Sat, Sep 10–24, 2016 / 9:00 a.m.–4:30 p.m.
3 Sessions: Mon, Oct 31–Nov 14, 2016 / 9:00 a.m.–4:30 p.m.

Hypertext markup language (HTML) and cascading style sheets (CSS) are inseparable languages that together describe the structure and display of pages on the World Wide Web. Our foundation course introduces you to the syntax and explores techniques using both languages to create and format headings, body text, hyperlinks, images, tables, forms and more. Build your skills using hands-on techniques to develop the core components of an impactful and useful web presence.

HTML and CSS Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 Sessions: Sat, Dec 3 and 10, 2016 / 9:00 a.m.–4:30 p.m.

Cascading style sheets (CSS) are what give your hypertext markup language (HTML) web pages their polish and beautiful appearance. Our advanced course takes you beyond front-end design techniques, allowing you to learn to control the format and layout of elements on web pages using CSS stylesheets. Toward the end of the class, you'll do several multicolumn page layouts with an embedded video element. Prerequisite: Introduction to HTML or current user comfortable with/using basic HTML structure tags: p, h1, h2, ol, ul, and CSS basic selectors, color model and the box model.

Foundations of Graphic Design and Production
Tuition: $695 CEUs: 1.3
Instructor: Mary Zimnik, Adobe Certified Instructor
2 Sessions: Sun, Oct 16 and 23, 2016 / 9:00 a.m.–4:30 p.m.

Graphic design is thriving—for freelancers, agency staff, and many other occupations (education, corporate, commercial, government). Prepare or update yourself for a career or business startup in graphic design for print as we walk through the assortment of tools necessary to design and produce pieces professionally: software, equipment, skills, talent, knowledge, and experience. We'll discuss various careers in the field and what is expected of each. For those wishing to start a design business, you will gain the wisdom of your instructor's long-term experience as a business owner—with a special discussion on surviving beyond the first year.
Adobe Illustrator Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor, and Michael Gaston, MFA, Adobe Certified Instructor
2 Sessions: Thu and Fri, Oct 13 and 14, 2016 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Nov 28–Dec 1, 2016 / 6:00–9:15 p.m. (Snodgrass)
2 Sessions: Mon and Tue, Feb 13 and 14, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, May 15–18, 2017 / 6:00–9:15 p.m. (Snodgrass)
2 Sessions: Sat, Jul 29 and Aug 5, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)

Adobe Illustrator is a vector-based graphics program that allows beginners and experts alike to create professional-quality print and web designs. Come take advantage of Illustrator’s powerful tools to create illustrations and type effects. Learn to design advertisements and print-able documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects. We’ll discuss both the print and web uses of this sophisticated graphics program.

Adobe InDesign Level 2: Intermediate

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor, and Michael Gaston, MFA, Adobe Certified Instructor
2 Sessions: Sat, Dec 10 and 17, 2016 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Apr 10–13, 2017 / 6:00–9:15 p.m. (Snodgrass)
4 Sessions: Mon–Thu, Jun 19–22, 2017 / 6:00–9:15 p.m. (Snodgrass)

Elevate your InDesign skills by creating advanced, professional quality documents. Through a series of exercises, you will discover how to work with styles for quicker formatting, correctly import and modify graphics, and create tables for better organization. We will also discuss how to create proof files to make sure your design gets printed correctly, generate fillable forms for easy responses, and generate EPUB files for digital publishing.

Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We will get to know the workspace and menus of InDesign before creating simple documents, and we will also discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.

Foundations of Web Design and Development

Tuition: $375 CEUs: 0.65
Instructor: Mary Zimnik, Adobe Certified Instructor
2 Sessions: Sat, Oct 15 and 22, 2016 / 9:00 a.m.–1:00 p.m.

Are you interested in building your own website or starting a new career? Our course will help you understand best practices for web design and development and introduce you to the technologies that power the web. We will focus on big picture concepts, but we will also discuss the workflow processes and best practices that will help you methodically and successfully complete a design or development project.

Adobe InDesign Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor, and Michael Gaston, MFA, Adobe Certified Instructor
2 Sessions: Sat, Oct 29 and Nov 5, 2016 / 9:00 a.m.–4:30 p.m. (Gaston)
2 Sessions: Thu and Fri, Dec 1 and 2, 2016 / 9:00 a.m.–4:30 p.m. (Gaston)
2 Sessions: Sat, Jan 21 and 28, 2017 / 9:00 a.m.–4:30 p.m. (Snodgrass)
2 Sessions: Thu and Fri, Mar 16 and 17, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
2 Sessions: Sat, May 13 and 20, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
2 Sessions: Mon and Tue, Jul 17 and 18, 2017 / 9:00 a.m.–4:30 p.m. (Snodgrass)

Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We will get to know the workspace and menus of InDesign before creating simple documents, and we will also discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.
Adobe Illustrator Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor, and Michael Gas-ton, MFA, Adobe Certified Instructor
4 Sessions: Mon–Thu, Dec 12–15, 2016 / 6:00–9:15 p.m. (Snodgrass)
2 Sessions: Sun, Apr 23 and 30, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
Mastering the basics means you’ll be able to produce an almost endless scope of graphic designs. Use Illustrator to create dynamic graphics using advanced drawing and editing tools, path-editing techniques, filter effects, and masks. By the end of this intermediate-level course, you will have refreshed your basic knowledge of Illustrator and developed your understanding of the more advanced features and tools.

Adobe Photoshop Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor
2 Sessions: Wed and Thu, Sep 21 and 22, 2016 / 9:00 a.m.–4:30 p.m.
4 Sessions: Mon–Thu, Nov 7–10, 2016 / 6:00–9:15 p.m.
2 Sessions: Sat, Feb 25 and Mar 4, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Apr 27 and 28, 2017 / 9:00 a.m.–4:30 p.m.
4 Sessions: Mon–Thu, Jun 5–8, 2017 / 6:00–9:15 p.m.
2 Sessions: Thu and Fri, Aug 17 and 18, 2017 / 9:00 a.m.–4:30 p.m.
Pictures help give any report, presentation, or website a professional edge, and Photoshop is the industry standard for working with digital images. During this class, you will create and edit your own digital graphics and photographs. This hands-on course discusses image formats, color correction, retouching digital photos, working with layers, advanced selection techniques, and using various other editing tools. Discover several quick-fix techniques and how to prepare designs for both print and web output.

Adobe Photoshop Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Instructor
2 Sessions: Sat, Nov 12 and 19, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, May 18 and 19, 2017 / 9:00 a.m.–4:30 p.m.
Work through example projects based on real-world scenarios to reinforce and expand your skills. We will create a movie poster using multiple source images, use Photoshop’s vector capabilities, and discuss advanced techniques for image correction and typographic design. We will also incorporate lighting effects and perspective tools to create realism in Photoshop compositions.

JavaScript Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 Sessions: Thu and Fri, Nov 3 and 4, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Jan 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Mar 24 and 31, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Jun 4 and 11, 2017 / 9:00 a.m.–4:30 p.m.
Want to create interactive web pages? You must learn JavaScript, a programming language that lets you add dynamic elements to your website. The web has changed, and users expect content to adapt to them. We will discuss using elements such as variables, events, objects, functions, and the browser’s Document Object Model to create even more interface
interactions. We will also discuss jQuery and jQuery plugins that you can use to quickly add functionality to your website.

**Web Video Production Fundamentals**

*Tuition:* $375 CEUs: 0.65  
*Instructor:* Brent Laminack, CTT+  
*1 Session:* Sat, Oct 22, 2016 / 9:00 a.m.–4:30 p.m.

Video is hot on the web. YouTube is one of the top three websites in the world, and some estimate that 40% of Internet traffic is currently video. In this one-day class, we’ll discuss some of the most common uses for video on the Internet and the best formats for each. The key project in this class will be setting up a mini studio, shooting a video, and uploading it to YouTube for all the world to see.

**SQL Level 2: Intermediate**

*Tuition:* $695 CEUs: 1.3  
*Instructor:* Paul Dunlop, CTT+, MCSD  
*See website for dates/times*

This class takes a time-efficient “problem/solution/discussion” approach and covers essential topics for today’s SQL developers. Course topics include window functions, shifting pivot rows into columns and reverse-pivoting columns into rows, facilitating inter-row calculations, and double-pivoting a result set. We also cover “bucketization”—summarizing data into buckets—as well as how to create histograms and other advanced data-warehousing techniques.

**Web Analytics and Search Engine Optimization**

*Tuition:* $695 CEUs: 1.3  
*Instructor:* Brent Laminack, CTT+  
*2 Sessions:* Sun, Oct 2 and 9, 2016 / 9:00 a.m.–4:30 p.m.

Digital media is winning over traditional media for many reasons. One is the wealth of information and accountability that digital provides. In this two-day course we’ll see how to measure your website’s user interactions using Google Analytics. We’ll then outline a process of using pay-per-click (PPC) advertising to gain insights into what your site’s visitors were searching for. We’ll use this information to further our search engine optimization (SEO) efforts.
Microsoft Access: Accessing the Possibilities

Tuition: $675  CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 Sessions: Tue, Nov 1–15, 2016 / 9:00 a.m.–4:30 p.m.
3 Sessions: Tue, Jun 6–20, 2017 / 9:00 a.m.–4:30 p.m.

Create and manage your own Access database. Join us as we build and edit queries, tables, forms, and reports for data manipulation. Explore various database objects, relationships, and primary keys while discovering how to properly and efficiently use various Access functionalities. This course is best suited for current Access or Intermediate Excel users with an existing knowledge of databases.
Microsoft Excel Level 1: Introduction

Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 Session: Tue, Oct 4, 2016 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Feb 22, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Tue, May 23, 2017 / 9:00 a.m.–4:30 p.m.

Learn to speed up data entry, move and copy information, and create formulas to perform calculations. You’ll prepare a document for printing by setting margins, page breaks, and more. Finally, you’ll learn to manage large Excel documents, making your data more readable and more attractive with formatting techniques.

Microsoft Excel Level 2: Excelling at Excel

Tuition: $495 CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Tue, Oct 18 and 25, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Tue, Nov 29 and Dec 6, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, Jan 18 and 25, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, Mar 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Jun 9 and 16, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Aug 4 and 11, 2017 / 9:00 a.m.–4:30 p.m.

Learn the five Fs of Excel—formatting, fills, functions/formulas, and filters—tools that help you create effective and clear spreadsheets. Understand formatting and basic formulas as you begin building budget and expense spreadsheets. We go on to explore filters, fills, complex formulas, macros, charts, and conditional formatting.

Microsoft Excel Level 3: More Excelling at Excel

Tuition: $375 CEUs: 0.65
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Wed, Nov 2, 2016 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Apr 12, 2017 / 9:00 a.m.–4:30 p.m.

Students will customize their workbooks through more functions such as If . . . Then . . . Else and Data Validation, learn more functions, collaborate with other users, and enhance their spreadsheets using charts.

Microsoft Excel: Data Management and Manipulation

Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Fri, Nov 11, 2016 / 9:30 a.m.–12:30 p.m.
1 Session: Wed, Apr 19, 2017 / 9:30 a.m.–12:30 p.m.
1 Session: Fri, Aug 25, 2017 / 9:30 a.m.–12:30 p.m.

Control data without data controlling you. Download, create, and import databases and tables in Excel while handling multiple sorting and filtering tasks using a variety of criteria. Retrieve the information you need quickly and easily utilizing multiple filters. Learn how to format tables and databases in a professional manner and master Excel's terrific Name Box and Name Manager features and separate data easily using the Text-to-Column feature. We'll also work with the VLOOKUP and CONCATENATE functions.

Microsoft Excel: Data Analysis Using Pivot Tables and Subtotals

Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Wed, Oct 19, 2016 / 9:30 a.m.–12:30 p.m.
1 Session: Fri, Feb 10, 2017 / 9:30 a.m.–12:30 p.m.
1 Session: Fri, May 5, 2017 / 9:30 a.m.–12:30 p.m.
1 Session: Wed, Aug 16, 2017 / 9:30 a.m.–12:30 p.m.

Learn to create and download databases, as well as how to analyze data through Pivot Tables and SubTotals. Data analysis is a powerful Excel feature, and we will create and edit Pivot Tables and Pivot Charts for analysis. We'll also look at other database features including Subtotals and Name Manager, and also use Sorting and Filtering.
Microsoft PowerPoint: PowerPoint Power
Tuition: $495 CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Tue, Sep 13 and 20, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, Feb 1 and 8, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, Jul 19 and 26, 2017 / 9:00 a.m.–4:30 p.m.
You’ll create your own PowerPoint presentation and template to help with your branding and customization. We’ll learn interface elements including the Ribbon, the Tabs, and other important new elements. As we build our presentation, we’ll learn how to present using PowerPoint’s slide show options and create interactive slides with the web and other applications. Our slides will include Charts, Diagrams, Photos, Clip Art, Text, Bullets and Numbers, Tables, Sound, and Movies. We’ll discuss the importance of color, animation, and presenting with PowerPoint. You’ll not only learn how to create a dynamic PowerPoint presentation from scratch but also how to present your presentation like a pro.

Microsoft Project Levels 1 and Level 2: Creating and Managing Projects
Tuition: $555 CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+, CMM I
2 Sessions: Thu and Fri, Dec 1 and 2, 2016 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Apr 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Jul 20 and 21, 2017 / 9:00 a.m.–4:30 p.m.
Learn to manage projects or participate on project teams—and then apply that knowledge to hands-on exercises. This course discusses Gantt charts, tasks, critical paths, and resource management. Learn to import and export project data with Excel and other applications; update a project plan as changes occur during the project; create custom reports for project stakeholders; and create templates to reuse project information in future projects.
GMAT Test Preparation

Tuition: $650
Instructor: Vanessa Madden, MBA
6 sessions: Sat, Sep 10–Oct 15, 2016 / 9:00 a.m.–12:30 p.m.
6 sessions: Sun, Oct 9–Nov 13, 2016 / 1:30–5:00 p.m.

Gain a thorough grounding in the GMAT’s format, question types, and strategies for attacking each section. The course will cover geometry, algebra, probability, word problems, sentence correction, and reading comprehension, with special attention devoted to data sufficiency and critical-thinking questions. Textbook is not included.
**GRE Comprehensive Test Preparation**

*Tuition: $650*  
*Instructor: Vanessa Madden, MBA*  
*6 sessions: Sat, Sep 10–Oct 15, 2016 / 1:30–5:00 p.m.*  
*6 sessions: Sun, Oct 9–Nov 13, 2016 / 9:00 a.m.–12:30 p.m.*  
*6 sessions: Mon and Wed, Nov 28–Dec 14 / 6:00–9:30 p.m.*  
*6 sessions: Sat, Jan 28–Mar 4, 2017 / 1:30–5:00 p.m.*  
*6 sessions: Sat, Apr 15–May 20, 2017 / 9:00 a.m.–12:30 p.m.*  
*6 sessions: Tue and Thu, Jun 6–22, 2017 / 6:00–9:30 p.m.*  
*6 sessions: Sun, Jul 23–Aug 27, 2017 / 1:30–5:00 p.m.*

The course is divided into six sessions: two sessions devoted to each section of the exam, with verbal, writing, and math reviews. The course also will address common tricks, mistakes, and pitfalls as well as the role the GRE score plays in graduate admissions, and provide tips on preparing the strongest possible graduate school application. Textbook is not included.

**LSAT Test Preparation**

*Tuition: $650*  
*Instructor: Adam Klein*  
*7 sessions: Sat, Sep 24–Nov 12, 2016 / 1:00–4:30 p.m.*  
*4 sessions: Sat and Sun, Jan 7, 8, 21 and 22, 2017 / 9:00 a.m.–4:00 p.m.*  
*8 sessions: Sat, Mar 18–May 13, 2017 / 1:00–4:00 p.m.*  
*8 sessions: Sat, Jul 8–Aug 26, 2017 / 1:00–4:00 p.m.*

Learn and practice strategies for attacking all sections of the test: Logical Reasoning, Analytical Reasoning, Reading Comprehension, and the Writing Sample. You also will learn how best to practice, how to evaluate your own strengths and weaknesses, and how to tailor your study plan to maximize your performance on test day. Textbook is not included.

**MCAT Test Preparation**

*Tuition: $1,575*  
*Instructor: Devin Stewart, PhD*  
*6 Sessions: Sat, Oct 8–Nov 19, 2016 / 9:00 a.m.–4:00 p.m.*

Take the first step to medical school—prepare for the new MCAT, which was introduced this past year. Our MCAT test prep class, taught by Emory faculty, combines classroom contact hours with independent study, allowing students to make the best possible score and increase chances of admission to top-tier medical schools. The course will cover all areas of the test, including new and significantly modified sections, while combining review of key topics and extensive advice on strategy, analysis, and approach to each section. Additionally, the course will provide expert advice on medical school admissions essays, with personalized guidance during the application process. Textbooks are not included.

**SAT Test Preparation**

*Tuition: $595*  
*Instructor: Triba Gary-Davis, MBA*  
*6 sessions: Sat, Sep 10–Oct 15, 2016 / 1:00–4:00 p.m.*  
*6 sessions: Sun, Jan 22–Feb 26, 2017 / 1:00–4:00 p.m.*  
*6 sessions: Sat, Apr 8–May 13, 2017 / 1:00–4:00 p.m.*

Our intensive SAT prep course provides everything needed to get the best possible score on the SAT (Scholastic Aptitude Test), including the Critical Reading, Mathematics, and Writing sections. A full-length diagnostic test will help you assess your strengths and weaknesses as well as prepare you for the actual test-taking experience. Textbook is not included. Children of Emory University employees and alumni are eligible for the employee and alumni discount.

**Certified Associate in Project Management (CAPM®) Test Preparation**

*Tuition: $795*  
*Instructor: Tim Peek, PMP*  
*4 sessions: Sat and Sun, Jan 21 and 22, and Fri and Sat, Jan 27 and 28, 2017 / 9:00 a.m.–12:30 p.m.*

Prepare for the PMI® Certified Associate in Project Management (CAPM®) exam with this intensive four-day program. Instruction on the PMBOK® (fifth edition, Knowledge Areas), individual and team exercises, and practice tests will provide the foundation to help prepare you for the
PSAT Preparation

Tuition: $250
Instructor: Triba Gary-Davis, MBA
3 sessions: Sat, Sep 10–24, 2016 / 9:00 a.m.–12:00 p.m.

The PSAT includes the same types of critical reading, math, and writing skills and multiple choice questions as the SAT® Reasoning Test. This program of preparation includes review sessions devoted to each of the skills required for success on the PSAT. Strengthen those areas that are weak and receive test-taking strategies that will help you to receive your best score. Textbook is not included.

PHR/SPHR Certification Review

Tuition: $1,550 CEUs: 3.6
Instructor: Charles Craig
6 sessions: Sat, Sep 10–Nov 12, 2016 / 9:00 a.m.–4:00 p.m.
6 sessions: Sat, Feb 25–May 6, 2017 / 9:00 a.m.–4:00 p.m.

Our modular-based course is designed to prepare participants for the PHR/SPHR examination designated by the Human Resource Certification Institute (HRCI). The course offers practice tests, case studies, and the body of knowledge needed to be successful on the examinations.

Project Management Professional (PMP®) Test Preparation

Tuition: $1,695
Instructor: Tim Peek, PMP
5 sessions: Fri–Sun, Jan 21–29, 2017 / 9:00 a.m.–5:00 p.m.

This intensive five-day course was designed for experienced project managers to prepare for the PMI Project Management Professional (PMP®) Exam. Instruction on the PMBOK®, (fifth edition, Knowledge Areas) individual/team exercises, and practice tests provide the foundation to prepare you to pass the PMP® exam. Participants will achieve the prerequisite 35 contact hours needed for the PMP® application after successfully completing this course. Students will develop an individual study plan and preparation strategy; instructor will provide test-planning worksheets to improve their study experience.
Astronomy in the Suburbs—An Introduction to Star Gazing

Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Sep 28–Oct 19, 2016 / 7:00–9:00 p.m.
4 sessions: Wed, Mar 1–22, 2017 / 7:00–9:00 p.m.

Your instructor will guide you through the constellations and how to use a sky chart to locate the major stars and planets and observe the phases of the moon. Textbook is not required; however a list of recommend books is available by request.
Introduction to Christian Mysticism

Tuition: $210  
Instructor: Carl McColman  
5 sessions: Mon, April 24–May 22, 2017 / 7:00–9:00 p.m.

In the popular mind, mysticism is associated with eastern spirituality, like Yoga or Zen. But there is a little-known tradition of meditation and spiritual awakening even within Christianity. This nonsectarian class will survey the history of Christian mysticism from Biblical times to the present, explore the meaning of mysticism and why Christians often view it with suspicion, and consider the role that mysticism might play in Christianity of the present and future.

Abstract Painting

Tuition: $195  
Instructor: Guy Robinson  
4 sessions: Tue, Nov 22–Dec 13, 2016 / 6:30–9:30 p.m.  
4 sessions: Tue, Mar 21–Apr 11, 2017 / 6:30–9:30 p.m.

Experience the joy and freedom of abstraction. For the beginner to the more experienced student, this class focuses on the major styles from cubism to abstract expressionism. Even for those interested in representational painting, abstraction offers a great way to study paint handling, color theory, and composition. Students are welcome to work with their own choice of medium—oil, acrylic, or water color.

Introduction to World Mysticism

Tuition: $210  
Instructor: Carl McColman  
5 sessions: Mon, Oct 3–31, 2016 / 7:00–9:00 p.m.

Central to many cultural trends is mysticism—a vague word that can be translated as “the spiritual principle at the heart of religion.” Using Phyllis Zagano’s Mysticism and the Spiritual Quest: A Crosscultural Anthology as our textbook, we’ll examine the world’s great wisdom traditions—Taoism, Hinduism, Buddhism, Judaism, Christianity, and Islam as well as pagan and philosophical forms of mysticism—acknowledging both the common ground and the distinctive qualities of each mystical path. Class is taught from an academic/nonsectarian perspective.

Beginning Drawing

Tuition: $195  
Instructor: Guy Robinson  
8 sessions: Wed, Sep 28–Nov 16, 2016 / 6:30–8:00 p.m.  
8 sessions: Tue, Jan 17–Mar 7, 2017 / 6:30–8:00 p.m.  
8 sessions: Wed, Apr 12–May 31, 2017 / 6:30–8:00 p.m.  
8 sessions: Tue, Jul 11–Aug 29, 2017 / 6:30–8:00 p.m.

Take a methodical approach to traditional drawing techniques under the personal guidance of this experienced instructor as your work becomes a direct channel for your own self-expression. Please view suggested supply list.

Acrylic Painting for the Novice

Tuition: $195  
Instructor: Guy Robinson  
6 sessions: Tue, Oct 4–Nov 8, 2016 / 6:30–8:30 p.m.  
6 sessions: Tue, Apr 25–May 30, 2017 / 6:30–8:30 p.m.

For students with little or no experience with painting, this course will touch on composition, color theory, and handling, and how to achieve pictorial depth and painterly surfaces. Students will get individual attention to help achieve their personal goals. Please view suggested supply list.

Beginning Oil Painting

Tuition: $195  
Instructor: Guy Robinson  
6 sessions: Wed, Feb 1–Mar 8, 2017 / 6:30–8:30 p.m.  
6 sessions: Wed, Jul 26–Aug 30, 2017 / 6:30–8:30 p.m.

Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You’ll learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth, and harmony as you develop your own personal style and complete your first paintings. View supply list online.
Landscape Painting with Wayland Moore

Tuition: $180  
Instructor: Wayland Moore  
6 sessions: Mon, Oct 24–Nov 28, 2016 / 7:00–9:00 p.m.  
6 sessions: Mon, Apr 3–May 8, 2017 / 7:00–9:00 p.m.

Improve your technique and paint with confidence—further your knowledge of this fascinating medium from an internationally recognized artist with limited edition prints in galleries throughout the United States. This class will offer personal assistance to students wishing to enhance their individual artistic profiles. Students are advised to register with previously established knowledge and ability with acrylics. Limited to 15.

Decorating Basics II

Tuition: $175  
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
4 sessions: Thu, Oct 27–Nov 17, 2016 / 7:00–9:00 p.m.  
4 sessions: Thu, Mar 23–Apr 13, 2017 / 7:00–9:00 p.m.

Create beautiful and functional spaces where you live, work, and play and build on your foundation as we explore color theory and the physiological effects of color on relaxing and productive environments. Included in the tuition is an exclusive tour of a “trade only” store to explore and learn the secrets of fabric combinations, furniture arrangement, furniture selection, quality determination, and rug purchases.

Introduction to Home Staging

Tuition: $175  
Instructor: Melanie Serra, IRIS-Certified Staging and Redesign Instructor  
1 session: Sat, Aug 20, 2016 / 9:00 a.m.–3:30 p.m.  
1 session: Sat, Nov 5, 2016 / 9:00 a.m.–3:30 p.m.  
1 session: Sat, Mar 25, 2017 / 9:00 a.m.–3:30 p.m.

Home staging is perfecting the art of creating an environment that will draw positive attention to a home for sale. Students will be able to identify both exterior and interior problems areas of a home and will learn professional staging tips and techniques resulting in a “show ready” home. This course will emphasize professional staging arrangement, showcasing and displaying solutions to get your home sold. Whether you are an individual who has a home to sell or someone who is interested in the business of professional home staging, this introductory course will provide you with a foundation for the home staging industry.

Enjoying Wine: The Basics and Beyond

Tuition: $225  
Instructor: Nancy Waldeck, Wine and Spirit Education Trust (WSET) Level 2 and 3 Advanced Certification  
4 sessions: Tue, Oct 11–Nov 1, 2016 / 6:30–8:30 p.m.  
4 sessions: Tue, Mar 28–Apr 18, 2017 / 6:30–8:30 p.m.

Join us to learn how wine is made as well as the fascinating people behind these creations. We will discuss how to taste wine with ease, different styles and types of wines, interesting wine characteristics, and fascinating regional differences of wine from around the world. Six to eight wines will be tasted at each class, accompanied by light food pairings. You must be at least 21 years old in order to take this class. Must have a valid ID.

Supper Club

Tuition: $215  
Instructor: Barbara Alfano  
4 sessions: Tue, Sep 13–Oct 4, 2016 / 7:00–9:00 p.m.  
4 sessions: Mon, Jan 23–Feb 13, 2017 / 7:00–9:00 p.m.

Supper Club offers the opportunity to meet new people, network, and establish friendships while enjoying the company of others who also like to experience a variety of taste experiences.
sensations. Our group is a wonderful way to bring people together for evenings of fun, good food, and interesting conversation. Tuition includes cost of four dinners, taxes, and tips. No discounts.

**NEW–Supper Club for Adventurous Diners**

*Tuition: $195*  
*Instructor: Barbara Alfano*  
*4 sessions: Wed, Oct 26–Nov 16, 2016 / 7:00–9:00 p.m.*  
*4 sessions: Tue, Mar 7–28, 2017 / 7:00–9:00 p.m.*

Enjoy the wonderful cuisine of other cultures in this Supper Club dining group. Meet others that like to experience a variety of taste sensations. Supper Club offers the opportunity to meet new people and establish potential business contacts and/or long-term friendships. This group will explore some of the many varieties of cuisines offered in Atlanta such as Ethiopian, Indian, Vietnamese. Warning: this class includes flavor and spice! This is a wonderful way to bring people together for evenings of fun, good food, and interesting conversation.

**Learning the Fundamentals of Investing**

*Tuition: $275*  
*Instructor: Ben L Clark, MBA, MEd, CFP, ChFC, AAMS*  
*8 sessions: Thu, Sep 29–Nov 17, 2016 / 7:00–9:00 p.m.*  
*8 sessions: Tue, Feb 7–Mar 28, 2017 / 7:00–9:00 p.m.*

Make informed investment decisions based on facts rather than “gut feelings.” Learn how to utilize academically accepted standards for creating a personal investment plan. Students who complete the course will be better positioned to either manage their own investments and/or have the ability to better evaluate the value of their financial professional(s). Textbook: *Principle-Based Investing: A Sensible Guide to Investment Success* (available in the Kindle version), HP-12c financial calculator

**Blueprint for Financial Success**

*Tuition: $195*  
*Instructors: Bill Nichols, CFP, and John Carty-Campbell, CFP*  
*5 sessions: Mon, Sep 26–Oct 24, 2016 / 6:30–8:30 p.m.*  
*5 sessions: Mon, Apr 10–May 8, 2017 / 6:30–8:30 p.m.*

We'll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management. You'll receive a checklist of financial documents that you should have available and organized as well as a comprehensive financial planning list of follow-up action steps to implement your financial plan.
Take advantage of the features offered by your digital camera. We will focus on how composition, selective focus, saturated colors, and proper exposure all combine to produce images. We will also discuss other things that influence image quality including the camera’s capabilities, megapixels, file compression, and more. At-home photography assignments will assist in your understanding of these concepts.
Let There Be Light—Working With Portable Strobes

Tuition: $350 CEUs: 0.8
Instructors: Thomas S. England and David Diener
4 sessions: Tue, Oct 4–25, 2016 / 7:00–9:00 p.m.

Learn to make use of small, portable electronic strobes on location to control lighting for your digital photography. Advance beyond the built-in flash on your camera to add light from various directions and to shape the light. Compare methods of triggering strobes: optical, radio, and infrared slaves. Explore such techniques as blending strobes light with ambient, rear-curtain effects and high-speed flash.

Understanding Your Digital Camera

Tuition: $375 CEUs: 1.25
Instructor: Michael A. Schwarz
5 sessions: Thu, Sep 15–Oct 13, 2016 / 7:00–9:30 p.m.

The ability of digital single lens reflex (DSLR) cameras to shoot high-quality video has revolutionized filmmaking. Their small size and low cost presents unprecedented versatility but also many challenges. We will cover advantages and disadvantages of DSLR video, including gear, technique, and video settings with a special emphasis on capturing high-quality audio. Make the leap from shooting stills to shooting video with DSLR or mirrorless compact system camera.

Legal Issues in Photography

Tuition: $350 CEUs: 0.8
Instructor: Steve Dubner, JD
4 sessions: TBD

The importance of talking directly with an attorney about the variety and complexity of photography-related legal issues cannot be understated. Both amateur and professional photographers will discover the underlying legal concepts important to the field and how these issues can significantly impact your work. We will answer the following questions: (1) How can I protect my work? (2) How can I profit from my work? and (3) How can I avoid trouble? Note: The instructor will be providing general information and will not be giving legal advice, and students will not have an attorney-client relationship with the instructor.

Introduction to DSLR Video

Tuition: $375 CEUs: 1.25
Instructor: Michael A. Schwarz
5 sessions: Thu, Sep 15–Oct 13, 2016 / 7:00–9:30 p.m.

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Take Control of Color and Composition

Tuition: $275 CEUs: 0.6
Instructor: David Diener
2 sessions: Tue, Sep 13 and 20, 2016 / 6:30–9:30 p.m.

Understand how your camera sees color differently than your eye. Learn to utilize color control as a creative tool as well as guidelines for composition within the frame to make your images more effective and memorable. Practice looking beyond the subject matter of your photographs to see the formal elements that actually construct the picture. Begin seeing photographs as an art form that communicates emotion, mood, and interpretation rather than a passive reflection of objects or people.

Digital Photography 2

Tuition: $375 CEUs: 1.5
Instructor: Thomas S. England
6 sessions: Thu, Sep 15–Oct 20 / 7:00–9:30 p.m.

Continue building your photography skills by practicing more advanced techniques for lighting, composition, moving subjects, and nighttime photography. We will also cover how to shoot landscapes, architecture, and nature photos as well as close-up and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography. Course includes in-class lectures and homework photography assignments.

Understanding Your Digital Camera

Tuition: $375 CEUs: 1.25
Instructor: Michael A. Schwarz
5 sessions: Thu, Sep 15–Oct 13, 2016 / 7:00–9:30 p.m.

The ability of digital single lens reflex (DSLR) cameras to shoot high-quality video has revolutionized filmmaking. Their small size and low cost presents unprecedented versatility but also many challenges. We will cover advantages and disadvantages of DSLR video, including gear, technique, and video settings with a special emphasis on capturing high-quality audio. Make the leap from shooting stills to shooting video with DSLR or mirrorless compact system camera.

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Landscape Design I: Understanding the Site
Tuition: $550 CEUs: 1.4
Instructor: Eric King and Holly Brooks
2 sessions: Sat, Aug 13 and 20, 2016 / 9:00 a.m.–5:00 p.m.

Intended for hobbyists, amateur landscape designers and professionals wishing to broaden their residential design skills, the course will provide vital foundational concepts for creating functional crowd-pleasing landscape plans. Students will learn to assess landscape conditions found in typical residential settings as well as outdoor room components popular in today’s market. Basic design terms and processes and creating a base map, site inventory, and an analysis map will also be covered as well as the incorporation of sustainability elements.

Essentials of Creative Writing
Tuition: $425 CEUs: 1.2
Instructor: Gabriela Garcia Medina, MFA
6 sessions: Wed, Sep 14–Oct 19, 2016 / 7:00–9:00 p.m.

Get your pen (or laptop keys) moving in this fast-paced introduction to creative writing. Through weekly lectures, readings, and opportunities to share your work in a supportive environment, you will begin to hone your craft, learning tips for how to create compelling characters, snappy dialogue, and satisfying story structures. Whether your dream is to write the Great American Novel or to capture true stories from your own life, this course will help you write the kinds of narratives that will keep your reader fascinated from the first word to the last.

Narrative Writing Workshop
Tuition: $425  CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: Thu, Oct 13–Nov 17, 2016 / 7:00–9:00 p.m.
6 sessions: Tue, May 2–Jun 13, 2017 / 7:00–9:00 p.m.

Bring your narratives to life and keep your readers turning pages. Explore the fundamental building blocks used to construct compelling novels, short stories, and works of creative nonfiction. We will consider how the basic elements of characterization, plot, structure, and style function across a variety of popular genres. Each workshop will feature a mix of lectures, exercises, and critiques of shared student work, offering practical advice in a supportive environment. We will address the common quandaries faced by writers of all skill levels: building scenes, managing dialogue, showing v. telling, and honing point of view.

The Business of Writing
Tuition: $425 CEUs: 1.2
Instructor: Claire Cook, New York Times and USA Today Bestselling Author
2 sessions: Sat, Feb 18 and 25, 2017 / 9:00 a.m.–4:00 p.m.
2 sessions: Sat, Aug 5 and 12, 2017 / 9:00 a.m.–4:00 p.m.

Being invested in your writing—putting the work in to make it as good as it can be before you begin the submission process—and staying committed during the inevitable rejection you will encounter are critical to achieving publication. So too is learning not to be defensive when the work you’ve poured your heart and soul into is criticized. You must also compile a list of agents specifically appropriate for your book as well as learn how to write a query letter with one goal: to make that agent ask to read it. And while you’re at it, you have to start building that all-important author platform—in your spare time!
Inspirational Nonfiction Writing

Tuition: $425 CEUs: 1.2
Instructor: Carl McColman, MA
6 sessions: Wed, Feb 8–Mar 15, 2017 / 7:00–9:00 p.m.

Books with spiritual themes, from traditional religious writing to more fluid “new age” literature, remain one of the most vibrant and popular of nonfiction genres. But writing about faith, belief, and spiritual experience poses unique challenges for both aspiring and seasoned authors. Come define your mission, hone your voice, and prepare your work for submission to editors or agents. This class is taught from a nonsectarian perspective: any kind of inspirational writing is welcome here.

Writing the Touchstone Moment: The Art of the Personal Essay

Tuition: $425 CEUs: 1.2
Instructor: Vicki Armour-Hileman, MFA, PhD
6 sessions: Wed, Nov 2–Dec 14, 2016 / 7:00–9:00 p.m.

These are the moments that make life worthwhile—and they also make good material for writing. Whether you just want to capture a moment for your own enjoyment, pass on a memory to loved ones, or launch a professional writing career, this class will introduce you to principles of structure, and the elements of craft that underlie all good writing as well as resources for finding potential venues for publication. Our workshop format will include short essay readings, weekly writing assignments, and constructive feedback.

Humor and Comedy Writing

Tuition: $425 CEUs: 1.2
Instructors: Michael Sokol and Dave Drabik
6 sessions: Mon, Nov 7–Dec 19, 2016 / 7:00–9:00 p.m.
6 sessions: Thu, Apr 27–Jun 1, 2017 / 7:00–9:00 p.m.

Wondering why TV’s big comedy lineup doesn’t quite . . . line up? Think you can do better? We agree. That’s why we created this class. Our six-week workshop covers a wide variety of comedy genres including sketch, comedy/variety, and scripted series, all culminating in a class that teaches you how to pitch your show to the people who can make it happen. Taught by writers, directors, and producers who’ve been there and done that, this class will give you all the tools you need to create television’s next comedy juggernaut. (Except the jokes. You’ll need to supply those.)

Blogging: Effective Writing for Your Personal or Professional Blog

Tuition: $425 CEUs: 1.2
Instructor: Carl McColman, MA
6 sessions: Thu, Oct 6–Nov 10, 2016 / 7:00–9:00 p.m.
6 sessions: Wed, Apr 12–May 17, 2017 / 7:00–9:00 p.m.

If you have a message to share, a cause to promote, a business to grow—or if you just love to write and express yourself—a blog is an essential tool. Blogging is a great way to connect with your audience (or customers), to perfect your message, and to grow as a communicator. Blogging can help writers to hone their craft, find their voice, and build a loyal readership. And yes, blogging can be profitable, and fun. This course is suitable both for beginners and for those who already have a blog but want to maximize its potential.

Poetry Workshop

Tuition: $375 CEUs: 1.2
Instructor: Alexa Selph, MA
6 sessions: Mon, Oct 10–Nov 14, 2016 / 7:00–9:00 p.m.
6 sessions: Tue, Mar 14–Apr 25, 2017 / 7:00–9:00 p.m.

Alexa Selph has been leading poetry workshops at Emory and elsewhere for the past 12 years. Her poems have been published in Poetry, the Connecticut Review, Smartish Pace, and Modern Haiku as well as in several anthologies. These workshops require no background in literature, and they are limited to 15 students. See website for detailed course descriptions.
Never Too Late: Reinvention Workshop with Bestselling Author Claire Cook

Tuition: $45 CEUs: 0.3  
Instructor: Claire Cook  
1 session: Sat, Jan 28, 2017 / 9:00 a.m.–12:00 p.m.

Wondering how to get to that life you really thought you’d be living by now? Still trying to figure out what you want to be when you grow up? Join Claire Cook, author of Never Too Late: Your Roadmap to Reinvention, #1 Amazon Bestseller, for a fun, inspiring, and interactive workshop. She’ll share her own stories, successes, and failures, as well as those of other reinventors, and give you cutting-edge, motivating tips for getting a plan, staying on track, pulling together a support system, building your platform in the age of social networking, dealing with the fear and the inevitable ups and downs, overcoming perfectionism, and tuning into your authentic self to propel you toward your goals. At 50, Claire walked the red carpet at the Hollywood premiere of the adaptation of her second novel, Must Love Dogs, starring Diane Lane and John Cusack. It is never too late to reinvent your life!

Writing Freelance

Tuition: $375 CEUs: 1.2  
Instructor: Linda Clopton, MA  
6 sessions: Mon, Oct 3–Nov 7, 2016 / 7:30–9:30 p.m.

Magazine and newspaper articles, ads, speeches, even greeting cards—variety is the essence and joy of freelancing. Learn writing tips that catch an editor's eye, survival techniques, and the mysteries of marketing. Classes include shake-loose exercises/assignments. Limited to 20.

Introduction to Storytelling for Film and Television

Tuition: $425 CEUs: 1.2  
Instructor: Kevin Collins  
6 sessions: Sat, Sep 17–Oct 22, 2016 / 11:00 a.m.–1:00 p.m.  
6 sessions: Thu, Jun 8–Jul 20 / 7:00–9:00 p.m.

Do you have a brilliant idea for a TV show or a movie? Tackle and expand your ideas into robust stories as we usher you through the intricacies of story development using the paradigm of three-act mythic structure (and six acts for TV). We’ll work on selecting well-defined themes, uncovering the true journey of protagonists as well as intended character arcs. Consider the advantages of knowing your story’s twists and turns before you even begin writing.
French 101

Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, Oct 18–Dec 13, 2016 / 7:00–9:00 p.m.
8 sessions: Thu, Jan 19–Mar 9, 2017 / 7:00–9:00 p.m.
8 sessions: Wed, May 10–Jun 28, 2017 / 7:00–9:00 p.m.

In this course for beginners, students learn and practice how to make polite exchanges; ask and answer basic questions; describe people and things; talk briefly about school, family, and occupations; tell time; discuss schedules and dates; and express likes and dislikes.
Accent Reduction: Part 1
Tuition: $375 CEUs: 1.2
Instructors: Donna Hope and Jennifer Brown Parker
8 sessions: Wed, Sep 7–Oct 26, 2016 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Nov 7–Dec 12, 2016 / 7:00–9:00 p.m. (Parker)
8 sessions: Wed, Jan 25–Mar 15, 2017 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Mar 20–May 1, 2017 / 7:00–9:00 p.m. (Parker)
8 sessions: Wed, May 24–Jul 19, 2017 / 7:00–8:30 p.m. (Hope)

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. You’ll have the opportunity to practice new pronunciations with direct feedback from the instructor. As students focus on changing pronunciation, they acquire American formal and informal expressions in a relaxed, workshop-style setting. Limited to 15.

Accent Reduction: Part 2
Tuition: $250 CEUs: 0.9
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
6 sessions: Wed, Mar 29–May 3, 2017 / 7:00–8:30 p.m.
6 sessions: Wed, Jul 26–Aug 30, 2017 / 7:00–8:30 p.m.

Further practice sounds and learn how to incorporate them into your spontaneous speech. Simultaneously expand your knowledge and use of vocabulary and American expressions in areas such as descriptive language, oral explanations, guided discussions, and examining how to reply American-style in various conversational situations. Limited to 10. Prerequisite: Accent Reduction: Part 1

Au Pair Enrichment ESL Course
Tuition: $595 CEUs: 4.0
Instructors: Dorothy Fonde Werts and Joleen Ledger
8 sessions: Thu, Sep 22–Nov 10, 2016 / 7:00–9:30 p.m. (Werts)
8 sessions: Tue, Mar 14–May 2, 2017 / 7:00–9:30 p.m. (Ledger)

Our Au Pair Enrichment ESL course is designed specifically to help au pairs improve their English skills while learning about American culture and customs. The course provides 40 hours of ESL education, including in-class work and independent assignments led by a certified ESL instructor. Students of all proficiency levels will improve their English through opportunities to write in English and receive constructive feedback from an experienced ESL instructor.

Conversational English for Non-Native Speakers
Tuition: $475 CEUs: 1.6
Instructor: Elizabeth Holtam, MA
8 sessions: Wed, Oct 19–Dec 14, 2016 / 7:00–9:00 p.m.
8 sessions: Wed, Jul 12–Aug 30, 2017 / 7:00–9:00 p.m.

This course is designed for non-native speakers of English who wish to polish conversational skills, improve comprehension, expand vocabulary, and identify pronunciation and grammar (accuracy) issues. Students will practice in pairs, small groups, and with the class as a whole; class activities may include games, role playing, presentations, and possibly a debate. Class includes personalized feedback on grammar usage, vocabulary, and pronunciation. No textbook required. Class is limited to 12.

ESL Writing and Grammar
Tuition: $435 CEUs: 1.6
Instructor: Elizabeth Holtam, MA
8 sessions: Tue, Oct 18–Dec 13, 2016 / 7:00–9:00 p.m.
8 sessions: Mon, May 1–Jun 26, 2017 / 7:00–9:00 p.m.

This course is designed for proficient non-native speakers of English who wish to fine-tune their writing skills. Participants will practice writing in formats of their choice: simple compositions, academic essays, business and personal letters, emails, opinion pieces, and more. Grammar concepts such as verb tense and form, sentence clauses, sentence structure, transitions, and articles will be reviewed.

French 102
Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, Mar 21–May 9, 2017 / 7:00–9:00 p.m.

Students will continue to build on the foundation from French 101, learning and practicing conversation about places and activities around town; ordering food and drinks in a café; and discussing leisure activities, parties, and cultural celebrations. Students will begin to practice how to tell others about things that happened in the past.
**French 103**

*Tuition:* $395  
*CEUs:* 1.6  
*Instructor:* Sherry Von Klitzing  
*8 sessions:* Tue, Jun 6–Aug 1, 2017 / 7:00–9:00 p.m.

This course will introduce students to the concepts of conjugations of verbs passé composé using the auxiliary verb *être*. Discussions and vocabulary will center on vacation, travel, and making reservations. The concept of home and vocabulary associated with the home will be introduced and practiced. The grammar concepts in this class also will include the passé composé v. the imparfait.

**Italian 101**

*Tuition:* $395  
*CEUs:* 1.6  
*Instructor:* Antonella Giannasca  
*8 sessions:* Sat, Jan 21–Mar 11, 2017 / 10:00 a.m.–12:00 p.m.

Students will learn how to make polite exchanges; ask and answer basic questions; briefly describe people and things; talk about hobbies and pastimes; tell time and discuss schedules, dates, prices, and the weather; and express likes and dislikes.

**Spanish 101**

*Tuition:* $395  
*CEUs:* 1.6  
*Instructors:* Alberta Alleyne and Holly Patrick  
*8 sessions:* Thu, Oct 20–Dec 15, 2016 / 7:00–9:00 p.m. (Patrick)  
*8 sessions:* Tue, Jan 24–Mar 14, 2017 / 7:00–9:00 p.m. (Patrick)  
*8 sessions:* Wed, Apr 5–May 24, 2017 / 7:00–9:00 p.m. (Alleyne)  
*8 sessions:* Wed, Jun 21–Aug 16, 2017 / 7:00–9:00 p.m. (Patrick)

This introductory course is for beginners with little or no understanding of the Spanish language. You’ll quickly build a bank of practical Spanish phrases through listening, speaking, and reading about a variety of topics at the fundamental level. We focus on verbal communication and grammar basics.

**Spanish 102**

*Tuition:* $395  
*CEUs:* 1.6  
*Instructors:* Alberta Alleyne and Holly Patrick  
*8 sessions:* Thu, Mar 23–May 11, 2017 / 7:00–9:00 p.m. (Patrick)  
*8 sessions:* Wed, Jun 14–Aug 9, 2017 / 7:00–9:00 p.m. (Alleyne)

Continue to build your vocabulary and Spanish phrases at a fundamental level. We focus on verbal communication and such grammar basics as how Spanish sentences are structured.

**Spanish 103**

*Tuition:* $395  
*CEUs:* 1.6  
*Instructor:* Holly Patrick  
*8 sessions:* Tue, May 23–July 18 / 7:00–9:00 p.m.

The purpose of this course is to continue to deepen the students’ ability to communicate not only more clearly and precisely but on a personal level as well. This course is a must for those who want to go beyond the basics of communication in Spanish.
Military Funding for Emory Continuing Education Classes

Emory Continuing Education (ECE) is committed to military service members and their families by offering a range of professional and personal development classes. ECE offers assistance to military service members, veterans and their immediate families, amounting to a 10 percent discount on tuition for any program or individual course.

Additionally, some ECE programs are approved for veterans educational benefits—visit ece.emory.edu/military for details.

ECE will:
• advise veteran students as needed about certain procedural requirements;
• assist veteran students with the processing of VA forms;
• certify enrollment of ECE veteran students to the VA.

For more information contact:
Gerald Clay
gclay@emory.edu
404-727-6000 (select option 2)

. . . or visit us online at:
ece.emory.edu/military

Osher Lifelong Learning Institute (OLLI) at Emory

Welcome to the Osher Lifelong Learning Institute (OLLI) at Emory—back to school for the over 50 crowd!

OLLI at Emory is a lifelong learning program for seasoned adults who enjoy learning for fun. At OLLI, the thirst for knowledge never ends, with classes and social programs that nourish the mind, body, and soul. Even if you can’t fit a full course into your schedule, OLLI offers other ways to get inspired, engaged, and excited.

Build friendships with others who live in the spirit of learning and personal growth by choosing from more than 70 classes and special interest programs. Reimagine your retirement at OLLI.

Please visit olli.emory.edu to view upcoming courses.

Fall 2016: Sep 13–Nov 3
Winter 2017: Jan 9–Mar 2

2016 OLLI MEMBERSHIP RATES
Enroll in the membership that fits your lifestyle:
Sampler: $49 (single class)
Bronze: $85 (two classes)
Silver: $105 (three classes)
Gold: $125 (four classes)
Platinum: $140 (five classes)
Diamond: $156 (six classes)
Each class above six is $23/class.

Visit olli.emory.edu for current course offerings or to enroll. Students can also register by calling 404-727-6000 (select option 2) or by visiting our location at:
Emory Continuing Education
6 Executive Park Drive
Suite 100
Atlanta, GA 30329

We look forward to seeing you in class.
Policies and Procedures

Continuing Education Units (CEU)
If a course has CEUs attached it is noted next to the tuition. One CEU is awarded for every ten hours of completed course work. To receive a certificate documenting CEUs earned, students must attend at least 80 percent of all class meetings and submit a written request.

Noncredit Courses
ECE is self-supporting. The registration fees cover costs associated with presenting noncredit courses. Therefore, courses with low enrollment may be cancelled. Noncredit courses are for those 18 and older, unless otherwise indicated, and are not eligible for any University credit.

Disclaimer
ECE reserves the right, at its discretion, to cancel the registration of, and/or to decline subsequent registration to, a student who demonstrates inappropriate or unacceptable conduct in connection with a course, program, or activity of ECE or its staff or faculty. In such a case, students will receive a full tuition refund.

Disability Policy
If you are an individual with a disability who may require assistance or accommodation, please contact customer service at 404-727-6000 as you enroll. We will make every effort to accommodate your needs. For more information on disability access, please contact Disability Services and Compliance at 404-727-9877 (V) or 404-712-2044 (TDD).

Wait-list Policy
If a class is full, please call or email learn@emory.edu to be placed on the wait-list. Be sure to include your email address, a telephone number, and the name of the class you wish to attend.

Open Enrollment Withdrawal Policy
Unless otherwise noted in specific program content—e.g., courses with materials that are ordered upon registration. If you choose to withdraw from a course, notification must be received in writing (via email, fax or US mail), before 5:00 p.m. Eastern Time, not less than five days prior to the class start date. A full refund will be issued, minus a $25 processing fee. No refunds will be given after this period.

Cohort Program Withdrawal Policy
If you choose to withdraw from a course, notification must be received in writing (via email, fax or US mail), before 5:00 p.m. Eastern Time, not less than 10 days prior to the program start date. A full refund will be issued, minus a $50 processing fee. No refunds will be given after this period.

Osher Lifelong Learning Institute Withdrawal Policy
While no refunds can be issued, OLLI students may transfer to another OLLI course within a quarter, but not between quarters.

Class Cancellations
If a course is canceled by Emory Continuing Education, the student may elect to transfer to the next offering of the course, apply the tuition to another course at ECE, or receive a full refund.

Course Transfer
You may transfer a course registration once, within the guidelines of the withdrawal policy. If you fail to attend the class you transferred into, you forfeit the full course tuition.

Guest Policy
Emory Continuing Education (ECE) allows only registered students into our classrooms. Students are not allowed to bring guests under the age of 18 into any ECE classroom or location. Unaccompanied individuals under the age of 18 and/or guardians will be asked to leave. ECE students must make appropriate child care arrangements prior to enrolling in ECE courses. Refunds will not be granted to students who are unable to continue with course work due to child care issues.

Refunds
All refunds will be made in the form of the original payment. Please allow up to four weeks for check refunds. No refunds will be given after class start dates or for payment plans. A $35 fee will be charged for returned checks and stop payments. Failure to attend class or stopping payment on a check or credit card does not constitute withdrawal. For course withdrawals, please view our Withdrawal Policies for guidelines.

Emory University Tobacco Policy
Emory University is tobacco-free. This policy applies to faculty, staff, students, contractors, vendors and visitors. The Tobacco-Free policy is available on the University Policy website: Policy 4.113 and Policy 8.10.

Weapons/Dangerous Materials
As per Emory University policy: using, possessing, or storing any weapons or fireworks, explosives, or dangerous or flammable chemicals on university premises is forbidden without authorization and/or express permission from a university official.

How to Register

Web ece.emory.edu
Phone 404-727-6000 (select option 2)
Fax 404-727-6001
E-mail learn@emory.edu

Emory Continuing Education Offices
6 Executive Park Drive, NE
Suite 100
Atlanta, Georgia 30329

Class Locations
Please check course descriptions for location.

Payment Policy
Students are responsible for paying all tuition, fees, and charges. Students who do not make full payments on time or whose payments are late, are responsible for any and all costs associated with collecting past due balances.

Equal Opportunity and Affirmative Action Policy
Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Georgia State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
EMORY CORPORATE LEARNING

Emory at YOUR Location and on YOUR Schedule

Discover the convenience of training—when, how, and where you need it. ECE offers a comprehensive selection of classes, making it easy for you to find options that best suit your performance and development needs. Additionally, we have a team of organizational and instructional specialists who can create courses to address your company’s job/task/specific requirements.

We can:

• Meet with your talent development team to match our offerings with your goals and objectives
• Modify existing content to fit your needs
• Create custom training solutions
• Use company-specific topics and examples in instruction
• Ensure confidentiality of processes and procedures discussed in class
• Develop team-building and peer support in a private class environment
• Offer courses in flexible, onsite, hybrid, and tailored formats
• Provide group and/or one-on-one consulting/coaching services
• Deliver your courses at your site, a conference location, or ECE facilities

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