Register online today at ece.emory.edu
**EVENTS**

*Free Upcoming Information Sessions*
Visit [ece.emory.edu/infosessions.html](http://ece.emory.edu/infosessions.html) for more details.

- **Creative Writing** Wed, Aug 16, 12:00 p.m., Webinar
- **Paralegal** Sat, Aug 19, 10:30 a.m., Executive Park
- **Digital Photography** Wed, Aug 23, 7:00 p.m., Executive Park
- **Health Coach** Thu, Aug 24, 12:00 p.m., Webinar
- **Project Management** Fri, Aug 25, 12:00 p.m., Webinar
- **Au Pair** Wed, Aug 30, 7:00 p.m., Executive Park
- **Essentials of HR Management** Aug 31, 12:00 p.m., Webinar
- **Paralegal** Wed, Sep 6, 12:00 p.m., Webinar
- **Web Certificates** Wed, Sep 13, 12:00 p.m., Webinar
- **Digital Photography** Thu, Sep 14, 12:00 p.m., Webinar
- **Lean Six Sigma** Thu, Sep 28, 12:00 p.m., Webinar
- **Essentials of HR Management** Tue, Oct 3, 7:00 p.m., Executive Park
- **Graphic Design** Wed, Oct 4, 12:00 p.m., Webinar
- **Project Management** Fri, Oct 6, 12:00 p.m., Webinar
- **Management and Supervision** Wed, Nov 1, 12:00 p.m., Webinar
- **Landscape Design** Wed, Nov 1, 7:00 p.m., Executive Park
- **Business Communications** Fri, Nov 3, 12:00 p.m., Webinar
- **Fundraising** Thu, Nov 2, 7:00 p.m., Executive Park
- **Landscape Design** Sat, Jan 6, 10:30 a.m., Executive Park

**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.

**How to Register**
- **Web** [ece.emory.edu](http://ece.emory.edu)
- **Phone** 404.727.6000 (select option 2)
- **Fax** 404.727.6001
- **Email** [learn@emory.edu](mailto:learn@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.
WHAT’S INSIDE

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 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.

2 Certificate Programs
11 Professional Development
15 Management and Human Resources Essentials
19 Lean Six Sigma and Project Management
24 IT, Design, and Development
29 Microsoft Office
33 Test Prep
35 Personal Development
40 Fine Arts
45 Foreign Languages
48 Military Funding for ECE Classes
48 Osher Lifelong Learning Institute (OLLI) at Emory
49 Policies and Procedures

(back cover) Emory Corporate Learning

REGISTER TODAY: ECE.EMORY.EDU
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](http://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, Rapid Miner, 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](http://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 an International Consortium for Health and Wellness Coaching (ICHWC)–approved transition program.

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

Project Management

Our Project Management Certificate program uses a modern, hands-on curriculum. We provide the knowledge and skills you need to increase your value and enhance your future career prospects. Students will develop communication, scheduling, scope, cost, and risk management skills through a combination of lectures and group work. Participants will also work with examples of proper methodology in order to successfully manage projects.

Our program requires six core courses and at least 24 hours of elective courses, allowing 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) Cost Tools and Techniques
(5) Risk Tools and Techniques
(6) Scope Tools and Techniques

Electives:
Requires 24 elective hours; see website for more options:
(1) Project Management for Health Care Professionals (6.5 hours)
(2) Project Management Professional (PMP) Test Preparation (35 hours)
(3) Agile and Scrum Essentials (21 hours)
(4) Microsoft Project Levels 1 and 2: Creating and Managing Projects (13 hours)
(5) Integration Tools and Techniques (6 hours)

Please visit ece.emory.edu/project_management for more details.
Web Technologies

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

*Digital Marketing Classes:*
1. Social Media for Business: Engaging and Selling
2. Email Marketing Strategy
3. E-commerce Fundamentals
4. HTML and CSS Level 1: Introduction
5. Web Analytics and Search Engine Marketing
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

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 to create engaging visual content, 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](http://ece.emory.edu/graphic_design) for more details.
**Paralegal**

Our Paralegal Certificate program is Georgia’s longest-running post-baccalaureate 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 or other subject matter experts.

*Other benefits include:*
- Evening and Saturday courses for convenient scheduling
- Tuition flexibility with pay-as-you-go registration options for all courses in the program
- Continuing education opportunities for working or experienced paralegals
- Elective, specialized courses for working or experienced paralegals
- Specialized elective courses allow students to focus on topics that interest them

**Core Classes:**
1. Introduction to Law
2. Civil Litigation
3. Legal Research and Writing
4. Contract Law

**Electives:** (Requires two elective courses; see website for more options)
1. Administrative Law
2. Family Law
3. Business Organizations
4. Real Estate Law
5. E-Discovery

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

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**Lean Six Sigma**

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)
- Six Sigma for Health Care (on ground)

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

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 through 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 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 communicative 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 six 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 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 eight weeks.

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 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) 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/business_communications 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) Telling Our Stories: Writing Memoir
(2) Poetry Workshop
(3) Humor and Comedy Writing
(4) Introduction to Screenwriting
(5) Writing Freelance
(6) Science Fiction Workshop: Heroes, Myths, and Monsters

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. Our courses cover how to take better photos by identifying the elements that constitute good composition, edit these photos, and tell compelling visual stories.

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

**Electives:**
Requires one elective course; see website for more options:
(1) Wedding Photography
(2) Let There Be Light: Working with Portable Strobes

Please visit [ece.emory.edu/digital_photography](http://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.

**Sessions:**
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](http://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.

**Sessions:**
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](http://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.
Executive Presence for the Non-Executive

Tuition: $995  CEUs: 1.2
Instructor: Nancy Green, MBA
2 sessions: Mon and Tue, Aug 28 and 29, 2017 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Nov 13 and 14, 2017 / 9:00 a.m.–4:00 p.m.

As professionals progress through the early stages of their careers, performance and results often matter most. But moving forward, executive presence—or lack thereof—can significantly impact an individual’s career growth. Our introspective and engaging two-day course takes a close look at author Sylvia Ann Hewlett’s three pillars of executive presence: how you act (gravitas), how you speak (communication), and how you look (appearance). Join us to develop a specific plan for achieving the presence that executives admire. Learn to project confidence, demonstrate emotional intelligence, command the room, polish your appearance and more as you strive for that “it” factor to help open executive-level doors.
**Better Business Writing**

*Tuition: $395 CEUs: 0.6*

*Instructor: Claudia Coplon Clements*

*1 session: Fri, Sep 15, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Fri, Nov 10, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Fri, Dec 8, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Mon, Feb 5, 2018 / 9:00 a.m.–4:00 p.m.*

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.

**Decoding Millennials: Employees, People, Consumers**

*Tuition: $195 CEUs: 0.3*

*Instructor: Adrian Massey*

*1 session: See website for details*

More than 83 million millennials born between 1980 and 2000 now represent both the largest—as well as the least understood—American generation. Research reveals this group shares many defining characteristics; examining these commonalities can help us better understand millennials as people and as employees. Through the lens of economic impact, we’ll also identify how and why this critical analysis carries substantial weight.

**Emotional Intelligence**

*Tuition: $425 CEUs: 0.6*

*Instructor: Katie Karppala, BCC*

*1 session: Thu, Nov 9, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Tue, Feb 6, 2018 / 9:00 a.m.–4:00 p.m.*

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

**Communication Skills for Your Career**

*Tuition: $375 CEUs: 0.6*

*Instructor: Bobby Peterson*

*1 session: Tue, Dec 12, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Tue, Jun 5, 2018 / 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: Wed, Dec 6, 2017 / 9:00 a.m.–4:00 p.m.*

*1 session: Tue, Apr 3, 2018 / 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.

**Improving Your Listening Skills**

*Tuition: $195 CEUs: 0.3*

*Instructor: Nancy Colter, MBA*

*1 session: Mon, Dec 4, 2017 / 9:00 a.m.–12:00 p.m.*

*1 session: Tue, Apr 10, 2018 / 1:00 p.m.–4:00 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.
Introduction to Fundraising

Tuition: $395  CEUs: 0.8
Instructor: Christina Lennon, MA
1 session: Fri, Oct 6, 2017 / 8:30 a.m.–5:30 p.m.

Modern philanthropy and fundraising concepts have evolved dramatically over the years. Our hands-on introductory course designed for nonprofit staff and/or board members provides critical insights and a practical guide to maximizing fundraising efforts. Included in the coursework will be tips and techniques to successfully identify industry trends, perform basic research functions, tailor fundraising approaches based on a multitude of factors, and effectively track campaign results.

Managing Your Time and Productivity

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, Aug 24, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Nov 13, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Mar 1, 2018 / 9:00 a.m.–4:00 p.m.

Participants will learn how to more effectively prioritize, plan, and focus their time while utilizing tools and techniques to eliminate productivity bottlenecks. Participants also will learn how unique time styles impact daily interactions and performance. Course work includes developing an individualized action plan to both support new skills in the workplace and to maintain an increased level of productivity and personal satisfaction. Course requires prework.

Powerful Presentations: Deliver, Persuade, Inspire

Tuition: $395  CEUs: 0.6
Instructor: Vicki Flier Hudson
1 session: Thu, Sep 21, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Dec 7, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Mar 15, 2018 / 9:00 a.m.–4:00 p.m.

We must communicate effectively for our ideas to inspire—compelling presentation skills earn respect and can take you to new heights in your professional and personal life. In this course, we 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.

Powerful Presentations: Create, Design, Succeed

Tuition: $395  CEUs: 0.6
Instructor: Vicki Flier Hudson
1 session: Thu, Aug 24, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jan 25, 2018 / 9:00 a.m.–4:00 p.m.

Create captivating presentations using the Powerful Presentation Design method: a proven process that starts with creativity and ends with a finished (and polished) product. Simplify and energize your PowerPoint slide shows and capture your audience’s attention with relevant messages. Avoid “Eyes-Glazed-Over-Syndrome” by reporting data in ways that bring life to your presentations. Join us to refine your skills and make your presentations soar.

Strategic Communications in the Workplace

Tuition: $395  CEUs: 0.6
Instructors: Nancy Colter, MBA
1 session: Mon, Oct 23, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Dec 14, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Mar 23, 2018 / 9:00 a.m.–4:00 p.m.

Communication is more than talking and listening. Come develop your skills at reading people and see how others interpret your own behavior. The next step is adapting your communication style in a way that creates an enduring working alliance among team members while fostering a deeper sense of organizational engagement.

The Power of Personal Brand

Tuition: $195  CEUs: 0.3
Instructor: Katie Karppala, BCC
1 session: Thu, Aug 17, 2017 / 9:00 a.m.–12:00 p.m.
1 session: Tue, Dec 5, 2017 / 1:00–4:00 p.m.

Join us to learn the concept of a personal brand: the benefits, how to build and manage your own, and how to use your brand to promote yourself and/or services. We’ll discuss the power of having an outstanding brand—something that companies have known and used for years—and how to map it onto the individual for increased effectiveness, success, and personal power. Leave with a new understanding of yourself as an individual and as a business entity/provider of professional services.
**Training Design for Trainers**
*Tuition:* $375  *CEUs:* 0.6
*Instructor:* Nancy Colter, MBA
*1 session:* Mon, Nov 6, 2017 / 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.

**Win-Win Negotiations**
*Tuition:* $375  *CEUs:* 0.6
*Instructor:* Nancy Green, MBA
*1 session:* Wed, Nov 8, 2017 / 9:00 a.m.–4:00 p.m.
*1 session:* Mon, May 7, 2018 / 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.

**Your Image as a Communication Tool**
*Tuition:* $195  *CEUs:* 0.3
*Instructor:* Katie Karppala, BCC
*1 session:* Thu, Aug 17, 2017 / 1:00–4:00 p.m.
*1 session:* Tue, Dec 5, 2017 / 9:00 a.m.–12:00 p.m.

Image is a critical element related to perception—it’s important to ensure these messages are consistent with your character, values, and what you have to offer. We’ll review the basic ingredients of nonverbal communication to help you better understand your own “filters,” while learning how judgments are formed from visual impressions. This powerful information equips you with better understanding as to how to interpret the nonverbal messages you send and receive.
Our 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.
**Behavioral Interviewing for Hiring Professionals**
*Tuition:* $375 *CEUs:* 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Nov 3, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Thu, May 3, 2018 / 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.

**Coaching Effectively**
*Tuition:* $195 *CEUs:* 0.3  
*Instructor:* Nancy Green, MBA  
*1 session:* Thu, Sep 28, 2017 / 9:00 a.m.–12:00 p.m.  
*1 session:* Fri, Dec 15, 2017 / 1:00 p.m.–4:00 p.m.  
*1 session:* Mon, Mar 5, 2018 / 9:00 a.m.–12:00 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 overcoaching.

**Dealing with Difficult People**
*Tuition:* $195 *CEUs:* 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Wed, Feb 7, 2018 / 9:00 a.m.–12:00 p.m.  
*1 session:* Thu, May 3, 2018 / 9:00 a.m.–4:00 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.

**Delegating Effectively**
*Tuition:* $195 *CEUs:* 0.3  
*Instructor:* Nancy Green, MBA  
*1 session:* Thu, Sep 28, 2017 / 1:00 p.m.–4:00 p.m.  
*1 session:* Fri, Dec 15, 2017 / 9:00 a.m.–12:00 p.m.  
*1 session:* Mon, Mar 5, 2018 / 9:00 p.m.–4:00 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.

**Essentials of Conflict Management**
*Tuition:* $195 *CEUs:* 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Wed, Feb 7, 2018 / 1:00 p.m.–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 Leadership for Managers**
*Tuition:* $825 *CEUs:* 1.2  
*Instructor:* Nancy Green, MBA  
*2 sessions:* Thu and Fri, Aug 24 and 25, 2017 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Mon and Tue, Dec 11 and 12, 2017 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Mon and Tue, Apr 16 and 17, 2018 / 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.
Essentials of Strategic Planning for Managers

*Tuition:* $375  *CEUs:* 0.6  
*Instructor:* Nancy Green, MBA  
*1 session:* Fri, Nov 3, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Tue, May 8, 2018 / 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.

Influencing Others

*Tuition:* $375  *CEUs:* 0.6  
*Instructor:* Bobby Peterson  
*1 session:* Tue, Aug 22, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Tue, Mar 27, 2018 / 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.

Investigating Complaints in the Workplace

*Tuition:* $195  *CEUs:* 0.3  
*Instructor:* Bridget Hawkins, MS  
*1 session:* October 16, 2017 / 6:00–9:00 p.m.

Join us for practical guidance concerning investigations of complaints in the workplace -- unfair treatment, sexual harassment, unequal pay, termination for cause, discrimination, and more. The course will provide an overview of federal employment laws including Title VII of the Civil Rights Acts as well as how to establish non-discriminatory employment practices and strategies throughout the investigation process. Interactive training exercises, role-play interviews, and other course work will help boost your confidence while preparing you for a variety of critical situations.

Leading Through Change

*Tuition:* $195  *CEUs:* 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Sat, Oct 14, 2017 / 9:00 a.m.–12:00 p.m.  
*1 session:* Tue, Feb 13, 2018 / 1:00–4:00 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.

Managing Difficult Conversations and Situations

*Tuition:* $375  *CEUs:* 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Thu, Aug 31, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session:* Fri, Dec 8, 2017 / 9:00 a.m.–4:00 p.m.

Are you responding to Equal Employment Opportunity Commission (EEOC) discrimination allegations as an employer’s representative? Our course focuses on building the knowledge and skills needed to properly and effectively respond to the issues presented, along with an overview of federal employment laws enforced by the EEOC. We’ll walk through the different stages of a charge and the resulting process: conducting the internal investigation, preparing the position statement, managing an on-site investigation, and potential charge resolutions.
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.

Managing Employee Performance

Managing Multi-Generations

Managing Virtual Teams

Managing Diverse Behavioral Styles

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 4, 2017 / 1:00–4:00 p.m.
1 session: Tue, Apr 10, 2018 / 9:00 a.m.–12:00 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.

Supervising Effectively

Tuition: $795 CEUs: 1.2
Instructor: Nancy Colter, MBA
2 sessions: Mon and Tue, Aug 28 and 29, 2017 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Feb 19 and 20, 2018 / 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.

Transformational Leadership

Tuition: $375 CEUs: 0.6
Instructor: Nancy Green, MBA
1 session: See website for details

Transformational leadership techniques encourage leaders to achieve excellence by successfully engaging and motivating people. While other management theories rely on “telling” others what to do, the transformational methodology taps into amazing sources of drive and commitment by selling employees on both the vision and value of individual roles. Our interactive course examines how and when to utilize this approach for maximum leadership effectiveness, thereby generating significant buy-in and workforce ownership.

Managing Employee Performance

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Sat, Oct 14, 2017 / 1:00–4:00 p.m.
1 session: Tue, Feb 13, 2018 / 9:00 a.m.–12:00 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.
Lean Six Sigma and Project Management

Lean Six Sigma White Belt Certificate

Tuition: $695 CEUs: 0.65
Instructor: Isabelle Monlouis, Master Black Belt, MBA, EDB
1 session: Fri, Oct 13, 2017 / 9:00 a.m.–4:30 p.m.

An introduction to both Lean concepts and Six Sigma principles is vital for building a basic foundation for process improvement. Our course includes an overview of the define, measure, analyze, improve, and control (DMAIC) process, which is integral to a Lean Six Sigma roll-out but can also be used as a stand-alone component of process improvement. Students will be taught the roadmap for a successful improvement deployment as well as the key roles and responsibilities of a Lean Six Sigma framework. Learn to identify waste and variation in a process and increase stakeholder satisfaction through practical tools and techniques.
Lean Six Sigma Green Belt Certificate

Tuition: $3,995 (classroom) / $3,495 (online)  
CEUs: 2.7
Instructor: Mark Eclavea, Master Black Belt, MBA
12 sessions: Mon and Wed, Sep 20–Dec 13, 2017 / 7:00–8:30 p.m. (online)
4 sessions: Sat and Sun, Nov 4–19, 2017 / 9:00 a.m.–4:00 p.m.

Students will gain the knowledge and skills necessary to lead successful end-to-end Green Belt projects using the define, measure, analyze, improve, and control (DMAIC) methodology. A combination of lectures, individual and group exercises, and supplementary online modules will provide an environment to learn and practice the key tools and techniques needed to complete LSS Green Belt projects.

Lean Six Sigma Black Belt Certificate

Tuition: $5,995 CEUs: 5.6
Instructor: Isabelle Monlouis, Master Black Belt, MBA, EDB
7 sessions: Tue–Fri, Oct 17–Nov 17, 2017 / 8:30 a.m.–5:30 p.m.

The Lean Six Sigma Black Belt includes approximately 21 hours of online study and 56 hours (seven days) in the classroom; students are required to develop and complete an independent project based on a real business challenge. The Emory Lean Six Sigma Black Belt Certificate requires substantial online and in-class course work, completion of an individual project, and a minimum passing score on Emory’s Black Belt exam of 75 percent.

Lean Six Sigma for Health Care Professionals

Tuition: $895 CEUs: 1.2
Instructor: Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB
2 sessions: Sat and Sun, Aug 26 and 27, 2017 / 9:00 a.m.–4:00 p.m.

Emory Continuing Education’s Six Sigma for Health Care Professionals course provides more advanced training in the use of Six Sigma tools and techniques designed specifically for application in the health care industry at the White Belt level. The course is taught by Six Sigma experts and provides methodologies that can be applied immediately through guided discussion and practical exercises designed in collaboration with a team of Emory Healthcare experts. Emory Healthcare is the largest, most comprehensive health system in Georgia and is ranked among the nation’s top hospitals for the 21st straight year by US News and World Report.

Introduction to Project Management

Tuition: $825 CEUs: 1.3
Instructor: Ali Kazmi, PMP, Michael Martin, PMP and John Kailey, PMP
2 sessions: Sat and Sun, Sep 16 and 17, 2017 / 9:00 a.m.–4:30 p.m. (Kazmi)
2 sessions: Sat and Sun, Oct 28 and 29, 2017 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Jan 27 and 28, 2018 / 9:00 a.m.–4:30 p.m. (Kailey)

Approach your next project with confidence and skill by understanding the process groups and knowledge areas that guide project management. Learn about the project manager’s role in the initiating, planning, executing, controlling, and closing phases of a project.

Project Management: Agile and Scrum Essentials

Tuition: $1,295 CEUs: 2.1
Instructor: Felicia Bianchi, PMP and Margaret May, PMP
3 sessions: See website for details

Agile project management focuses on flexibility and responsiveness by having collaboration throughout the life cycle of a project. Agile methodologies focus on incremental deliverables that enhance team performance, enable continuous improvement, and allow for more stakeholder feedback and engagement. In this course, you will apply your knowledge of agile methodologies in practical, hands-on exercises and real-world scenarios that prepare you to integrate agile principles in your career. This course also satisfies the education requirements to sit for the PMI Agile Certified Practitioner (PMI-ACP®) certification exam.

Project Management: Communications Tools and Techniques

Tuition: $425 CEUs: 0.6
Instructor: John Kailey, PMP
1 session: Sat, Nov 4, 2017 / 9:00 a.m.–4:00 p.m.

Communications management focuses on the collection, evaluation, and distribution of information. Effective, timely, and appropriate communication is critical for project managers to meet goals and objectives. Students will learn how to communicate effectively in a project environment.
Through a combination of role play, lecture, and exercises, participants will hone their communication skills and learn best practices to manage projects successfully.

**Project Management: Cost Tools and Techniques**

*Tuition: $295 CEUs: 0.4  
Instructor: Kevin Postich, PMP  
2 sessions: Sat, Nov 11, 2018 / 1:30–5:30 p.m.*

Cost management focuses on planning, financing, and controlling costs so that you can complete projects successfully and within budget. Being able to properly estimate, measure, and effectively communicate project costs is a critical skill for project managers. Course participants will learn to plan for cost management, estimate costs, determine budgets, and control spending using generally accepted industry techniques.

**Project Management: Human Resources Tools and Techniques**

*Tuition: $195 CEUs: 0.3  
Instructor: Tim Peek, PMP  
1 session: Tue, Sep 19, 2017 / 6:30–9:30 p.m.*

Human resources management is a complex but critical element of ensuring a project’s successful completion. Vital functions include properly identifying roles and responsibilities, recognizing resource availability, and providing ways for team members to collaborate. From start to finish, the project manager must create a positive culture, promote teamwork, and navigate any potential conflicts. Course participants will gain insight into keeping the project team focused and providing direction to lead the project to a successful conclusion.

**Project Management for Health Care Professionals**

*Tuition: $445 CEUs: 0.65  
Instructor: Felicia Bianchi, PMP  
1 session: Sat, Oct 28, 2017 / 9:00 a.m.–4:30 p.m.*

This course, designed in collaboration with a team of Emory Healthcare experts, provides training in project management tools, techniques, and concepts that impact health care projects. Discover how to leverage modern project management techniques, including agile concepts and Scrum, to improve the speed and quality of projects. Through guided discussions and practical exercises, students will understand how to apply these ideas in their institutions. Participants will apply these concepts right away by following a real-world case study that highlights health care complexities throughout the initiation, planning, design, building, deployment, and closeout of a project.

**Project Management: Integration Tools and Techniques**

*Tuition: $395 CEUs: 0.6  
Instructor: Tim Peek, PMP  
1 session: Sat, Oct 21, 2017 / 9:00 a.m.–4:00 p.m.*

Integration management involves coordinating the various crucial aspects of a project. In this course, participants will learn to identify the role of integration in the five stages of a project—initiating, planning, executing, controlling, and closing. Integration includes making trade-offs and balancing competing aspects of a project. For example, a budget cut may reduce the project’s scope; this single change may cascade across the project and impact many different areas. Coordinating those changes throughout the entire project by taking a big-picture viewpoint can help to ensure smooth operations.

**Project Management: Procurement Tools and Techniques**

*Tuition: $195 CEUs: 0.3  
Instructor: Tim Peek, PMP  
1 session: Tue, Oct 10, 2017 / 6:30–9:30 p.m.*

Procurement management consists of building relationships and collaborating with suppliers of goods and/or services needed for a project. Proper procurement management requires legal agreements and administration to help shield the project and organization from legal action for any contractual obligations. The project manager is typically the point of contact to develop, manage, and control this process. In this course, participants will develop procurement procedures, learn to recognize contract types and their applications, apply techniques to negotiate a valid legal agreement, and use the appropriate tools to control procurement throughout the project life cycle to ensure fair and equitable settlement of the agreement.
Project Management: Quality Tools and Techniques

Tuition: $195  CEUs: 0.3  
Instructor: Tim Peek, PMP  
1 session: Tue, Oct 24, 2017 / 6:30–9:30 p.m.

Successful projects begin planning for quality early in order to more easily monitor and measure metrics throughout the project’s execution. Quality management focuses on establishing processes to manage quality at the beginning of a project and keeping it consistent throughout the project’s life cycle. Discover how to apply quality management theories and assure that the quality of the deliverables meets customer requirements and expectations. In this course, participants will learn many of the industry accepted tools and techniques such as cost of quality, statistical sampling, and control charts—as well as various quality models and approaches.

Project Management: Scheduling Tools and Techniques

Tuition: $495  CEUs: 0.7  
Instructor: John Kailey, PMP  
1 session: Sat, Dec 2, 2017 / 9:00 a.m.–5:00 p.m.

Completing a project in a timely manner is critical to its success, but developing and maintaining a realistic schedule can pose a significant challenge. Scheduling requires the breakdown of a project into manageable activities to help develop and control project timelines. Participants will learn how to build effective schedules and how to respond to the inevitable changes or required modifications that crop up throughout the life of the project.

Project Management: Scope Tools and Techniques

Tuition: $295  CEUs: 0.4  
Instructor: Ali Kazmi, PMP  
1 session: Sun, Nov 12, 2017 / 1:00–5:00 p.m.

Risk management helps quantify the potential impact—positive or negative—that uncertain future events may have on a project. Course participants will learn where to look for risk and how to assess impact and probability by performing quantitative risk analysis and then using that information to create and maintain effective risk management plans to respond to and control variables.

Project Management: Stakeholder Tools and Techniques

Tuition: $195  CEUs: 0.3  
Instructor: Tim Peek, PMP  
1 session: Tue, Sep 26, 2017 / 6:30–9:30 p.m.

Stakeholders are any individuals, groups and organizations that have a vested interest in the project and its products, services, or results. They also can impact the project both positively and negatively. Although it’s not possible to manage all stakeholders, the project manager must effectively set and control expectations and estimates. In this course, participants will learn to identify stakeholders, analyze their potential impact on the project, and develop strategies to manage them appropriately throughout the project life cycle.
Certified Associate in Project Management (CAPM®) Exam Preparation

Tuition: $795  
Instructor: Tim Peek, PMP  
4 sessions: Fri, Sat, and Sun, Aug 25–27 and Sep 9, 2017 / 8:30 a.m.–12:30 p.m.  
4 sessions: Sat, Sun, and Fri, Jan 20, 21, 26, and 17, 2018 / 8:30 a.m.–12:30 p.m.

Get a head start in your career as a project manager by preparing for PMI’s Certified Associate in Project Management (CAPM) exam with this intensive four-day course. Participants will discuss the ten knowledge areas and five process groups that guide project management and apply that knowledge with individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. Students can satisfy the education requirements for the CAPM exam by combining this course with the Introduction to Project Management.

Project Management Professional (PMP®) Exam Preparation

Tuition: $1,695  
Instructor: Tim Peek, PMP  
5 sessions: Fri, Sat, and Sun, Aug 25–27 and Sep 9–10, 2017 / 8:30 a.m.–5:00 p.m.  
5 sessions: Sat, Sun, and Fri, Jan 20, 21, 26, 27, and 28, 2018 / 8:30 a.m.–5:00 p.m.

Established project managers can boost their career prospects by preparing for PMI’s Project Management Professional (PMP) certification in this intensive five-day course. Participants will discuss the ten knowledge areas and five process groups defined in the PMBOK® Guide, including how they align in project management process. Understand the formulas commonly found on the PMP exam, and apply that knowledge with individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. This course satisfies the 35 hours of project management education required for the PMP exam once completed successfully.
Structured query language (SQL) is a must-know technology for anyone who works with data. Discover how to use SQL to create queries that extract and manipulate information from relational databases. We will discuss how to create expressions that calculate and summarize information as well as how to search, filter, and sort your data using more than 30 different SQL clauses and functions. Participants should leave with a good working knowledge and understanding of the SQL language.
Adobe After Effects Level 1: Introduction

Tuition: $995 CEUs: 1.95
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
3 Sessions: Mon-Wed, Oct 30-Nov 1, 2017 / 9:00 a.m.–4:30 p.m.

During this three-day training course, students will discover the tools and techniques necessary to create high-quality motion graphics in After Effects. We will start with the basics—importing footage, adding effects, and animating a composition—and then progress to creating a brand-new composition using content from Adobe Illustrator, built-in effects, layering, and transparency. The combination of animated text, layers, and custom shapes will soon coalesce into a full multimedia presentation—and perhaps a cornerstone of your professional portfolio.

Adobe Illustrator Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Expert, CTT+ and Christopher Brown
2 Sessions: Thu and Fri, Oct 26 and 27, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Dec 11–14, 2017 / 6:00–9:15 p.m. (Brown)

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 printable 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 Illustrator Level 2: Intermediate

Tuition: $695 CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Expert, CTT+
2 sessions: Jan 20 and 27, 2018 / 9:00 a.m.–4:30 p.m.

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 its more advanced features and tools.

Adobe InDesign Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Expert, CTT+ and Christopher Brown
2 Sessions: Sat, Sep 23 and 30, 2017 / 9:00 a.m.–4:30 p.m. (Brown)
2 Sessions: Thu and Fri, Nov 9 and 10, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)

Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We’ll get to know the workspace and menus of InDesign before creating simple documents, and we’ll 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 Captivate Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 Sessions: Thu and Fri, Nov 2 and 3, 2017 / 9:00 a.m.–4:30 p.m.

Adobe Captivate is the go-to tool for creating interactive eLearning content. If you are in education, you may be interested in using Captivate in your classroom to produce high-quality online learning tools for students to help them absorb and retain information from your courses. If you work in business or human resources, you can use Captivate to create engaging training modules that will help your company achieve its training and development goals. Students in this course will learn how to create soft skills lessons, produce software demonstrations, and create interactive training simulations. You’ll also learn how to enhance the learner’s experience by adding interactive elements, testing their learning with quizzes, and publishing the project so learners can access it on virtually any device, including mobile phones and tablets.
Adobe InDesign Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
4 Sessions: Mon–Thu, Nov 13–16, 2017 / 6:00–9:15 p.m.

Elevate your InDesign skills by creating advanced, professional quality documents. Through a series of exercises, you’ll discover how to work with styles for quicker formatting, correctly import and modify graphics, and create tables for better organization. We’ll 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 Photoshop Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 Sessions: Sat, Dec 9 and 16, 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’ll use Photoshop’s vector capabilities, create a movie poster using multiple source images, and discuss advanced techniques for image correction and typographic design. We’ll also incorporate lighting effects and perspective tools to create realism in Photoshop compositions.

Email Marketing Strategy

Tuition: $375  CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 Session: Sun, Nov 12, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Sun, May 6, 2018 / 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. Students will learn about the pitfalls inherent with the CAN-SPAM act, limitations of web-based email, and best-practice, white-hat techniques to help avoid spam labels. In this course, participants will set up an account with an online email marketing platform, start building a mailing list, create their first email blasts, and track the results.

Foundations of Graphic Design and Production

Tuition: $695  CEUs: 1.2
Instructor: Mary Zimnik, Adobe Certified Expert, CTT+
6 Sessions: Mon and Wed, Oct 23–Nov 8, 2017 / 7:00–9:00 p.m. (online)

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’ll gain the wisdom of your
instructor’s long-term experience as a business owner—with a special discussion on surviving beyond the first year.

Foundations of Web Design and Development

Tuition: $375 CEUs: 0.8
Instructor: Mary Zimnik, Adobe Certified Expert, CTT+
4 Sessions: Mon and Thu, Oct 2 and 12, 2017 / 7:00–9:00 p.m. (online)

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 workflow processes and best practices that will help you methodically and successfully complete a design or development project.

HTML and CSS Level 1: Introduction

Tuition: $995 CEUs: 1.95
Instructor: Brent Laminack, CTT+
3 Sessions: Sat, Oct 21–Nov 4, 2017 / 9:00 a.m.–4:30 p.m.
3 Sessions: Sat, Jan 20–Feb 3, 2018 / 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 introductory 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, Feb 24 and Mar 3, 2018 / 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 style sheets. Toward the end of the class, you’ll do several multicolumn page layouts with an embedded video element.

JavaScript Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 Sessions: Sun, Oct 1 and 8, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Feb 10 and 17, 2018 / 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 plug-ins you can use to quickly add functionality to your website.

Social Media for Business: Engaging and Selling

Tuition: $695 CEUs: 1.3
Instructor: Jessica Ludolph
2 Sessions: Thu and Fri, Dec 7 and 8, 2017 / 9:00 a.m.–4:30 p.m.

If you own or manage social media for any type of business, you must develop the right type of content to generate a return-on-investment (ROI). People use each social platform differently, so your content needs to be developed with those specific uses in mind. This course will target the best platforms for businesses and lead you to content recommendations by platform as well as offer content development and sourcing techniques. Upon completion of this course, small business owners, entrepreneurs, and social managers will be able to identify the best social platforms for their business and develop and source content specific to each one.

SQL Level 2: Intermediate

Tuition: $725 CEUs: 1.3
Instructor: Ali Kazmi, PMP
2 Sessions: Sat, Nov 4 and 11, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Feb 11 and 18, 2018 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed and Thu, May 23 and 24, 2018 / 9:00 a.m.–4:30 p.m.

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 utilize other advanced data-warehousing techniques.

**Web Analytics and Search Engine Optimization**

*Tuition*: $695  
*CEUs*: 1.3  
*Instructor*: Brent Laminack, CTT+  
*Sessions*:  
- Sun, Oct 15 and 22, 2017 / 9:00 a.m.–4:30 p.m.  
- Sat, Mar 17 and 24, 2018 / 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 marketing (SEM) efforts.

**Web Video Production Fundamentals**

*Tuition*: $375  
*CEUs*: 0.65  
*Instructor*: Brent Laminack, CTT+  
*Sessions*:  
- Sun, Nov 5, 2017 / 9:00 a.m.–4:30 p.m.  
- Sun, Mar 18, 2018 / 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 more than 70% 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.

**E-Commerce Fundamentals**

*Tuition*: $695  
*CEUs*: 1.3  
*Instructor*: Brent Laminack, CTT+  
*Sessions*:  
- Sat, Dec 9 and 16, 2017 / 9:00 a.m.–4:30 p.m.  
- Sat, May 12 and 19, 2018 / 9:00 a.m.–4:30 p.m.  

It’s one of the great dreams of running a website: waking up in the morning and finding that people have paid money for your goods or services. How can you make this dream come true? Well, we can’t guarantee that people will actually want to buy your replica Duesenberg hubcaps, but this course will describe the software and back-end support needed to enable people to buy from you via your website. We’ll discuss advertising, inventory, shopping carts, customer databases, payment options, fulfillment, and all the “glue” that holds it all together.

**Writing for the Web**

*Tuition*: $375  
*CEUs*: 0.65  
*Instructor*: Claire Barth, MA  
*Session*: Sun, Dec 3, 2017 / 9:00 a.m.–4:30 p.m.  

The two most common mistakes writers make when they write for the web are 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, you’ll also learn to keep messages consistent across multiple mediums. This course teaches you to write effective web content, blogs, e-blasts, and online ads.
Microsoft Office

Microsoft Excel Level 1: Introduction

Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 Session: Fri, Oct 13, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Feb 7, 2018 / 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 Access: Accessing the Possibilities  
**Tuition:** $675 CEUs: 1.95  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**3 Sessions:** Fri, Dec 1–15, 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 2: Excelling at Excel  
**Tuition:** $495 CEUs: 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 Sessions:** Tue, Oct 10 and 17, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Tue, Dec 5 and 12, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Fri, Feb 9 and 16, 2018 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Thu, Apr 19 and 26, 2018 / 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’ll also 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:** Thu, Dec 14, 2017 / 9:00 a.m.–4:30 p.m.  
**1 Session:** Wed, May 9, 2018 / 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 Analysis Using Pivot Tables  
**Tuition:** $185 CEUs: 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Wed, Nov 1, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Thu, Feb 8, 2018 / 9:30 a.m.–12:30 p.m.  
Students in this class will utilize Excel’s powerful Pivot Tables and Pivot Charts to extract significant information from large data sets. These features allow users to summarize, analyze, and present data in meaningful ways. We’ll also discuss how simplify data references with the Name Manager.

Microsoft Excel: Data Management and Manipulation  
**Tuition:** $185 CEUs: 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Wed, Nov 15, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Fri, Mar 2, 2018 / 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.

Excelling at Excel: The FUNdamentals  
**Tuition:** $185 CEUs: 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Wed, Oct 4, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Wed, Mar 7, 2018 / 9:30 a.m.–12:30 p.m.  
In this half-day course, students will discover tips and tricks to better navigate and select data in Excel. We’ll customize Excel through our Quick Access Toolbar and learn important shortcuts to optimize workflow. The course teaches formatting, using
Auto fill, and how to create formulas and functions the right way the first time. Finally, we will print and view Excel worksheets using Freeze and Split panes, Page Layout View, and Page Break Preview.

Excelling at Excel: Formulas and Functions

**Tuition:** $185  **CEUs:** 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Wed, Oct 18, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Wed, Mar 21, 2018 / 9:30 a.m.–12:30 p.m.

Excel helps us perform very complex tasks using very simple built-in functions. In this course, you’ll learn different cell references—Relative, Absolute/Mixed, and 3-D—and use them to begin forming formulas. Track your monthly budget and expenses and more efficiently create, copy, and organize worksheets. We’ll also calculate loan payments, amortization, and repayment schedules and look at different database functions to locate information in a workbook and avoid duplicate entries.

Excelling at Excel: More Formulas and Functions

**Tuition:** $185  **CEUs:** 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Wed, Oct 25, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Wed, Mar 28, 2018 / 9:30 a.m.–12:30 p.m.

In part 2 of this course, we’ll continue to pull together information from large, database-like workbooks and construct logical comparisons to make data more readable. Discover how to formulate smarter worksheets, learn to use Data Validation criteria, and repackage data into more useful forms. Perform calculations on data, meeting specific criteria to extract more meaning from worksheets, and then discover how to calculate totals, averages, and counts within a database system.

Microsoft PowerPoint: PowerPoint Power

**Tuition:** $495  **CEUs:** 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 Sessions:** Wed, Dec 6 and 13, 2017 / 9:00 a.m.–4:30 p.m.

Create your own PowerPoint presentations and templates to help with your branding and customization of PowerPoint. We’ll learn the new interface including the Ribbon, Tabs, and other important new elements. Utilize PowerPoint’s slide show options and create interactive slides with the web and other applications. Our slides will include charts, diagrams, photos, text, bullets and numbers, tables, sound, and movies. We’ll discuss the importance of color, animation, and presenting with PowerPoint. Create a dynamic PowerPoint presentation from scratch and learn how to present like a pro.
Microsoft Office

**Microsoft Project Levels 1 and 2: Creating and Managing Projects**

**Tuition:** $555  **CEUs:** 1.3  
**Instructor:** Karen Maddox-Jones, CTT+, CMM I  
**2 Sessions:** Sat, Oct 7 and 14, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Wed and Thu, Feb 14 and 15, 2018 / 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.

**Winning Documents with Word: Word for Writers**

**Tuition:** $185  **CEUs:** 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Tue, Oct 24, 2017 / 9:00 a.m.–12:00 p.m.

Most people use Word, but few know all its time-saving shortcuts. Learn how to customize virtually every element of a Word document from the title page to the index and every header, footer, and photo in between.

**Winning Documents with Word: Word for Business**

**Tuition:** $185  **CEUs:** 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Thu, Nov 2, 2017 / 9:30 a.m.–12:30 p.m.

Improve your workflow. You can create tables from text and text from tables while also integrating Excel formulas. Create a new document with everything (font, margins, etc.) just the way you like it, so you can start working without fiddling with those options. Learn how Mail Merge allows you to quickly create personalized letters, mailing labels, and certificates with just a couple of clicks. Build, edit, and secure a Word form for others to complete and save data.
Test Prep

**GRE Comprehensive Test Preparation**

*Tuition: $650*

**Instructors:** Vanessa Madden, MBA, and Devin Stewart, PhD

6 sessions: Sun, Sep 24–Nov 5, 2017 / 1:00–4:30 p.m. (Madden)

6 sessions: Tue and Thu, Nov 28–Dec 14, 2017 / 6:00–9:30 p.m. (Madden)

6 sessions: Sun, Jan 21–Feb 25, 2018 / 9:00 a.m.–12:30 p.m. (Madden)

6 sessions: Sat, Mar 10–Apr 28, 2018 / 9:00 a.m.–12:30 p.m. (Stewart)

6 sessions: Sat, May 19–Jun 30, 2018 / 9:00 a.m.–12:30 p.m. (Madden)

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.
**GMAT Test Preparation**

*Tuition:* $650  
*Instructors:* Vanessa Madden, MBA, and Devin Stewart, PhD  
*6 sessions:* Sun, Sep 24–Nov 5, 2017 / 9:00 a.m.–12:30 p.m. (Madden)  
*6 sessions:* Mon and Wed, Nov 27–Dec 13, 2017 / 6:00–9:30 p.m. (Madden)  
*6 sessions:* Sat, Jan 27–Mar 17, 2018, / 1:00–4:30 p.m. (Stewart)  
*6 sessions:* Sun, Mar 4–Apr 22, 2018 / 1:00–4:30 p.m. (Stewart)

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 to data sufficiency and critical-thinking questions.

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**MCAT Test Preparation**

*Tuition:* $1,575  
*Instructor:* Devin Stewart, PhD  
*6 Sessions:* Sat, Sep 16–Oct 28, 2017 / 9:00 a.m.–5:00 p.m.  
*6 Sessions:* Sat, Apr 7–May 19, 2018 / 9:00 a.m.–5:00 p.m.

Take the first step to medical school—prepare for the new MCAT, which was introduced two years ago. Our MCAT test prep class, taught by Emory faculty, combines classroom contact hours with independent study, allowing students to achieve 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 approaches to each section. Additionally, the course will provide expert advice on medical school admission essays, with personalized guidance during the application process.

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**PSAT Test Preparation**

*Tuition:* $250  
*Instructor:* Triba Gary-Davis, PhD  
*3 sessions:* Sun, Sep 10–24, 2017 / 1:00–4:00 p.m.

The PSAT includes the same types of critical reading, math, and writing skills 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.

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**SAT Test Preparation**

*Tuition:* $595  
*Instructors:* Triba Gary-Davis, PhD, and Humsini Arakali, EdD  
*6 sessions:* Sat, Sep 16–Oct 21, 2017 / 1:00–4:00 p.m. (Gary-Davis)  
*6 sessions:* Sun, Jan 28–Mar 4, 2018 / 1:00–4:00 p.m. (Gary-Davis)  
*6 sessions:* Sat, Mar 10–Apr 21, 2018 / 1:00–4:00 p.m. (Arakali)

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.

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**PHR/SPHR Certification Review**

*Tuition:* $1,595  
*CEUs:* 3.6  
*Instructor:* Charles Craig  
*8 sessions:* Sun, Sep 17–Nov 12, 2017 / 1:00–4:00 p.m.  
*4 sessions:* Sat and Sun, Jan 6, 7, 20, and 21, 2018 / 9:00 a.m.–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, evaluate your own strengths and weaknesses, and tailor your study plan to maximize your performance on test day.
Film and Video Lighting on a Budget

Tuition: $195
Instructor: Ly Bolia
4 sessions: Thu, Oct 5–26, 2017 / 6:00–8:00 p.m.

Apply the “Hollywood look” to your podcast videos, vlogs, advertising, YouTube content, and other broadcasts at just a fraction of the cost of those mega blockbuster productions. Join us to maximize the impact of lighting in your videos on a shoe-string budget using inexpensive materials from local hardware stores. Our hands-on, practical course allows students the opportunity to actively participate in various lighting scenarios in order to learn basic tricks and techniques to enhance video compositions.
Abstract Painting
Tuition: $225
Instructor: Guy Robinson
4 sessions: Wed, Feb 21–Mar 14, 2018 / 6:30–9:30 p.m.
4 sessions: Wed, May 2–23, 2018 / 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.

Artistic Landscape Enhancements
Tuition: $95
Instructor: Jonathan Williams and Terry Powell
1 session: Sat, Oct 7, 2017 / 9:00 a.m.–12:00 p.m.
Everyone appreciates a beautiful landscape—now make your neighbors jealous! Both weekend gardeners and landscape professionals will take away industry best practices to better understand the principles and elements of stunning, artistic landscapes. Participants in this highly interactive course can then leverage a firm grasp of these concepts to approach outdated sites and easily identify enhancements to maximize curb appeal.

Acrylic Painting for the Novice
Tuition: $225
Instructor: Guy Robinson
6 sessions: Wed, Oct 4–Nov 8, 2017 / 6:30–8:30 p.m.
6 sessions: Wed, Mar 21–Apr 25, 2018 / 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 as well as how to achieve pictorial depth and painterly surfaces. Students will get individual attention to help achieve their personal goals.

Astronomy in the Suburbs—An Introduction to Star Gazing
Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Mar 7–Mar 28, 2018 / 7:00–9:00 p.m.
Learn a basic understanding of the night sky and how to enjoy the stars from your own neighborhood. 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.

Beginning Drawing
Tuition: $225
Instructor: Guy Robinson
8 sessions: Tue, Oct 3–Nov 21, 2017 / 6:30–8:00 p.m.
8 sessions: Tue, Jan 9–Feb 27, 2018 / 6:30–8:00 p.m.
8 sessions: Tue, Mar 6–Apr 24, 2018 / 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.

Beginning Oil Painting
Tuition: $225
Instructor: Guy Robinson
6 sessions: Wed, Jan 10–Feb 14, 2018 / 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.
Blueprint for Financial Success

Tuition: $195
Instructors: Bill Nichols, CFP, and John Carty-Campbell, CFP
5 sessions: Mon, Sep 25–Oct 23, 2017 / 6:30–8:30 p.m.
5 sessions: Mon, Apr 9–May 7, 2018 / 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.

Decorating Basics

Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Thu, Sep 14–Oct 5, 2017 / 7:00–9:00 p.m.
4 sessions: Thu, Feb 22–Mar 15, 2018 / 7:00–9:00 p.m.

Explore basic interior design principles such as identification of style components, as well as how to have continuity and flow while introducing complementary and eclectic items. Class also will cover proper furniture placement, use of color, texture, and lighting, how to select appropriate pieces that you presently own, and how to identify what you need to complete the look. Proper execution of wall art and groupings also are discussed.

Decorating Basics II

Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Thu, Oct 26–Nov 16, 2017 / 7:00–9:00 p.m.
4 sessions: Thu, Mar 29–Apr 19, 2018 / 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.

English Refresher

Tuition: $350 CEUs: 1.2
Instructors: Lisa Ethridge, MA
6 sessions: Tue, Sep 12–Oct 17, 2017 / 7:00–9:00 p.m.
6 sessions: Tue, Mar 20–Apr 24, 2018 / 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 an incredible sense of self-assurance about writing.

Principles of Design

Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Thu, Jan 18–Feb 8, 2018 / 7:00–9:00 p.m.
4 sessions: Thu, May 3–May 24, 2018 / 7:00–9:00 p.m.

Explore the latest color and design trends and how to use them to create spaces that inspire. Examine the characteristics of fabrics and learn how to effectively select the appropriate fabric for the scheme, including mixing patterns and colors. Create eye-catching rooms by discovering the levels of quality and best uses of furniture. Learn about simple, computer-assisted software applications that allow you to change colors and other design elements in real time on your computer screen. Course topics also include the importance of incorporating “green” design into your master plan as well as the variety of career options for design.

Kitchen Design and Decor

Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Wed, Mar 7–28, 2018 / 7:00–9:00 p.m.

Experts say even minor kitchen remodels return more value than any other project. Whether you’re building or remodeling a kitchen, the process doesn’t have to be stressful. Explore
your style and how will you achieve it. Choices for cabinets, floors, countertops, and lighting can be overwhelming. Receive the information you need to make the job much easier.

Enjoying Wine: The Basics and Beyond
Tuition: $225
Instructor: Nancy Waldeck
4 sessions: Thu, Sep 21–Oct 12, 2017 / 6:30–8:30 p.m.
4 sessions: Wed, Mar 14–Apr 4, 2018 / 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.

Introduction to Home Staging
Tuition: $175
Instructor: Melanie Serra, IRIS member, Certified Industry Staging Specialist, President of the Home Stager's Guild
1 session: Sat, Nov 4, 2017 / 9:00 a.m.–3:30 p.m.
1 session: Sat, Mar 10, 2018 / 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 problem 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 display 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.

Landscape Painting with Wayland Moore
Tuition: $225
Instructor: Wayland Moore
6 sessions: Mon, Oct 23–Nov 27, 2017 / 7:00–9:00 p.m.
6 sessions: Mon, Apr 2–May 7, 2018 / 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.

Learning the Fundamentals of Investing
Tuition: $275
Instructor: Ben Clark, MBA, MEd, CFP®, ChFC®, AAMS®
8 sessions: Thu, Oct 12–Dec 7, 2017 / 7:00–9:00 p.m.
8 sessions: Wed, Feb 7–Apr 4, 2018 / 7:00–9:00 p.m.

Make informed investment decisions based on facts rather than “gut feelings.” Learn how to use 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).
Sustainable Landscaping

Tuition: $95
Instructor: Jonathan Williams and Terry Powell
1 session: Sat, Oct 7, 2017 / 1:00–4:00 p.m.

Landscape transformation often results in losing sight of what nature originally intended. Adapting our surroundings purely to suit our own needs and desires frequently increases consumption to levels that harm and degrade our environment. Sustainable landscape design and maintenance generates substantially positive outcomes as we do our part to help protect the ecosystem. Successful participants in this class will better understand the environmental consequences of multiple landscape techniques, with the ability to analyze scenarios in which sustainability can play a key role in landscaping decisions.

Women in Wealth: Empowering Independence in Retirement

Tuition: $175
Instructor: Tim Jeffrey, CFP and Zachary Polun, CFP
4 sessions: See website for details

Our course comprehensively addresses the key opportunities and challenges facing women who are currently in or nearing retirement. You will receive the education and insight to confidently take charge of your own retirement, create a personal vision of success, and maintain the discipline necessary to ensure it for you and those you love. The material will be presented in a lively, interactive, and practical manner, so you can immediately start applying this knowledge to your personal circumstances.

The Camera You Carry: Smartphone Photography

Tuition: $115
Instructor: Billy Newman
1 session: Sat, Oct 21, 2017 / 1:00–5:00 p.m.

Think you need an expensive, bulky camera to capture many of life’s great moments? Take better photos using your smartphone. Our course includes hands-on demonstrations, practical assignments, and lectures to help you better utilize your smartphone camera features. Learn how to improve your photo quality via proper exposure, better composition elements, and editing software, and then store and share your images with confidence.
Digital Photography 1

Tuition: $395  CEUs: 1.5
Instructors: David Diener and Billy Newman
6 sessions: Mon, Oct 2–Nov 6, 2017 / 6:30–9:00 p.m. (Diener)
6 sessions: Mon, Jan 29–Mar 12, 2018 / 6:30–9:00 p.m. (Newman)

A picture’s worth a thousand words . . . but can you do better? Composition, selective focus, saturated colors, and proper exposure all combine to produce images that make the best use of digital photography’s tools. Ideal for both enthusiastic hobbyists as well as serious amateurs, our course will use a combination of class lectures and photographic assignments to convey the importance of megapixels, file compression, and print v. email output. We’ll also explore the more complex aspects of photography: lighting, composition, color, depth of field, and more. Students are encouraged to share work for enhancement of class discussions.
Digital Photography 2
Tuition: $395  CEUs: 1.5
Instructors: David Diener and Billy Newman
6 sessions: Wed, Sep 13–Oct 18, 2017 / 6:30–9:00 p.m. (Newman)
6 sessions: Thu, Mar 15–Apr 26, 2018 / 6:30–9:00 p.m. (Diener)
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.

Digital Asset Management and Photo Editing in Adobe Lightroom
Tuition: $375  CEUs: 1.25
Instructors: David Diener and Billy Newman
5 sessions: Thu, Oct 12–Nov 9, 2017 / 6:30–9:00 p.m. (Newman)
5 sessions: Thu, May 31–Jun 28, 2018 / 6:30–9:00 p.m. (Diener)
If you enjoy taking photos, you probably have hundreds (maybe even thousands) of them across all of your devices. Take control of your digital data by learning how Adobe Lightroom can make your pictures look better and easier to find. This course explores both technical and aesthetic considerations in the medium by combining hands-on exercises, detailed demonstrations, and classroom discussions. Students will begin to explore their personal aesthetics and develop their skills in the digital darkroom.

Photo Editing in Adobe Photoshop
Tuition: $350  CEUs: 0.8
Instructor: William Newman
4 sessions: Mon, Mar 26–Apr 16, 2018 / 6:30–8:30 p.m.
Not every photograph looks great when you first take it, and there are an increasing number of tools available to help you get the right look. Adobe Photoshop, especially when paired with Adobe Lightroom, allows photographers to explore more creative possibilities than ever before. Learn to unlock your artistic vision and create views of the world unavailable to the human eye or film technology. Through instructor-led and self-guided practice, students will learn the role of Photoshop in a photographer's workflow and how it can help them achieve picture-perfect prints.

Legal Issues in Photography
Tuition: $350  CEUs: 0.8
Instructor: Steve Dubner, JD
4 sessions: Thu, Feb 1–22, 2018 / 7:00–9:00 p.m.
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 provide general information and will not be giving legal advice. Students will not have an attorney-client relationship with the instructor.

Let There Be Light—Working With Portable Strobes
Tuition: $350  CEUs: 0.8
Instructor: Dave Diener
4 sessions: Thu, Sep 21–Oct 5, 2017 / 6:30–8:45 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 techniques such as blending strobe light with ambient, rear-curtain effects and high-speed flash.
Essentials of Creative Writing

Tuition: $425  CEUs: 1.2
Instructor: Zoe Fishman and Tray Butler, MA
6 sessions: Tue, Sep 12–Oct 17, 2017 / 7:30–9:30 p.m. (Fishman)
6 sessions: Tue, Jan 16–Feb 20, 2018 / 7:00–9:00 p.m. (Butler)
6 sessions: Tue, Apr 17–May 22, 2018 / 7:30–9:30 p.m. (Fishman)

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’ll begin to hone your craft while 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 first word to last.

Narrative Writing Workshop

Tuition: $425  CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: Thu, Nov 2–Dec 14, 2017 / 7:00–9:00 p.m.
6 sessions: Thu, Mar 1–Apr 12, 2018 / 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 non-fiction. We’ll 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, Dec 2 and 9, 2017 / 9:00 a.m.–4:00 p.m.

Being invested in your writing—putting in the work 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 also must 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.

Humor and Comedy Writing

Tuition: $425  CEUs: 1.2
Instructor: Dave Drabik and Michael Sokol
6 sessions: Tue, Oct 24–Dec 12, 2017 / 7:00–9:00 p.m.

Wondering why TV’s big comedy lineup doesn’t quite... line up? Think you’re funnier? 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.)

Introduction to Screenwriting

Tuition: $425  CEUs: 1.2
Instructor: Kevin Collins
6 sessions: Sat, Sep 16–Oct 21, 2017 / 1:00–3:00 p.m.
6 sessions: Sat, Feb 10–Mar 17, 2018 / 1:00–3:00 p.m.

What are the tools that every screenwriter has in his or her toolbox? This class will examine those vital elements that make a screenwriter’s work compelling: characterization, dialogue, conflict, scene structure, and plot. Each session will introduce
one of these elements through lecture, viewing examples from films and screenplays, and in-class exercises. Throughout the course, students will have take-home assignments that allow them to practice writing short scenes that focus on developing their screenwriting story skills, and gain the confidence they'll need to tackle writing a feature-length screenplay. During the last two weeks, they will submit a two-to-four page story treatment for classroom analysis and critique.

Mystery Writing

Tuition: $425 CEUs: 1.2
Instructor: Linda Clopton, MA, Writer for Veranda
6 sessions: Mon, Feb 5–Mar 12, 2018 / 7:30–9:30 p.m.

Cozies. Police procedurals. Lone-wolf private eyes. The mystery genre takes on many forms, all of which sell briskly in the marketplace and retain long shelf lives. No mystery about that. Nosy by nature, the human race wants to know whodunit and why—with shivers and a few laughs along the way. Class will focus on planting clues, fishing for red herrings, hanging from cliffs, the “reveal” and other elements of the mystery novel. Examples from masters of the genre as well as exercises and assignments help students uncover vital secrets of writing a mystery story that will keep readers awake all night.

Never Too Late: Reinvention Workshop with Bestselling Author Claire Cook

Tuition: $45
Instructor: Claire Cook, New York Times and USA Today Bestselling Author
1 session: Sat, Jan 27, 2018 / 9:00 a.m.–12:00 p.m.

Join Claire Cook, author of Never Too Late: Your Roadmap to Reinvention, a New York Times 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, and overcoming perfectionism to help 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’s never too late to reinvent your life!

Science Fiction Workshop: Heroes, Myths, and Monsters

Tuition: $425 CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: Wed, Oct 11–Nov 15, 2017 / 7:00–9:00 p.m.

This course surveys the mysterious landscape of “what if?” narratives, exploring the mythic connections between ancient epics, supernatural beasts, and futuristic space odysseys. We’ll evaluate the craft components in works by Stephen King, Neil Gaiman, Angela Carter, Octavia Butler, Isaac Asimov, and Karen Russell, among others. The second hour of each session will be devoted to critiquing classmate submissions and sharing strategies on how to build your own captivating worlds of wonder.

Telling Our Stories: Writing Memoir

Tuition: $425 CEUs: 1.2
Instructor: Jennifer Lentz, MA
6 sessions: Wed, Feb 21–Mar 28, 2018 / 7:00–9:00 p.m.

In Bird by Bird, Anne Lamott says, “Good writing is about telling the truth . . . [but] telling the truth in an interesting way turns out to be as pleasurable as bathing a cat.” Join us to learn more about the art of writing (and living) by sharing stories through the literary form memoir—no cat bathing! We’ll read and analyze various writing styles of published memoirs to determine how these individual techniques contribute to
the authenticity and enjoyment of the stories. Students can begin to write their own memoirs using class workshops and peer review for revision purposes.

**Writing Freelance**

*Tuition:* $375  *CEUs:* 1.2  
*Instructor:* Linda Clopton, MA  
*6 sessions:* Mon, Oct 9–Nov 13, 2017 / 7:30–9:30 p.m.  
*6 sessions:* Mon, Apr 9–May 14, 2018 / 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 and assignments.

**Workshopping Your Script: Fade IN, Fade OUT**

*Tuition:* $425  *CEUs:* 1.2  
*Instructor:* Kevin Collins  
*6 sessions:* Sat, Jun 9–Jul 14, 2018 / 1:00–3:00 p.m.

Screenplays aren’t meant to be read. Instead, they serve as detailed blueprints for enlivening your project with elements including actors, directors, set decorators, prop masters, casting agents, and more. Each of these players requires specifics from your script to function properly. Transform your beat sheet/outline into a well-paced screenplay with all the necessary details including competent filmic language for the large and/or small screen. Participants will workshop script pages in the process of fine-tuning their project.
Accent Reduction Part 1

Tuition: $375  CEUs: 1.2
Instructors: Jennifer Brown Parker, MA, and Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
8 sessions: Wed, Sep 6–Oct 25, 2017 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Oct 16–Nov 20, 2017 / 7:00–9:00 p.m. (Parker)
6 sessions: Mon, Jan 22–Feb 26, 2018 / 7:00–9:00 p.m. (Parker)
8 sessions: Wed, Mar 7–Apr 25, 2018 / 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. Each student will have the opportunity to practice new pronunciations with direct feedback from the instructor. As students focus on changing pronunciation, they also acquire American formal and informal expressions in a relaxed, workshop-style course setting.
Accent Reduction Part 2
Tuition: $250 CEUs: 0.9
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
6 sessions: Wed, Jan 24–Feb 28, 2018 / 7:00–8:30 p.m.
6 sessions: Wed, May 23–Jun 27, 2018 / 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. Prerequisite: Accent Reduction Part 1

Au Pair Enrichment ESL Course
Tuition: $595 CEUs: 4.0
Instructor: Dorothy Fonde Werts and Joleen Ledger
8 sessions: Tue, Sep 19–Nov 14, 2017 / 7:00–9:30 p.m. (Werts)
8 sessions: Thu, Mar 15–May 3, 2018, 2017 / 7:00–9:30 p.m. (Ledger)
This course provides 40 hours of ESL education including in-class work in addition to independent assignments led by a certified ESL instructor. Designed specifically to help au pairs improve their English skills while learning about American culture and customs, students of all proficiency levels will improve their

ESL Writing and Grammar
Tuition: $445 CEUs: 1.6
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
8 sessions: Wed, Oct 18–Dec 13, 2017 / 7:00–9:00 p.m.
8 sessions: Mon, Apr 16–Jun 11, 2018 / 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.

Conversational English for Non-Native Speakers
Tuition: $445 CEUs: 1.6
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
8 sessions: Mon, Feb 5–Mar 26, 2018 / 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.

French 101
Tuition: $395 CEUs: 1.6
Instructors: Sherry Von Klitzing and Mathilde Labat
8 sessions: Wed, Sep 27–Nov 15, 2017 / 7:00–9:00 p.m. (Von Klitzing)
8 sessions: Thu, Jan 18–Mar 8, 2018 / 7:00–9:00 p.m. (Labat)
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.
Spanish 101

*Tuition:* $395  *CEUs:* 1.6  
*Instructors:* Alberta Alleyne, MA and Holly Patrick, MA

**8 sessions:** Thu, Sep 14–Nov 2, 2017 / 7:00–9:00 p.m. (Patrick)

**8 sessions:** Tue, Jan 23–Mar 13, 2018 / 7:00–9:00 p.m. (Patrick)

**8 sessions:** Mon, Apr 16–Jun 11, 2018 / 7:00–9:00 p.m. (Alleyne)

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.

Italian 101

*Tuition:* $395  *CEUs:* 1.6  
*Instructor:* Antonella Giannasca

**8 sessions:** Sat, Sep 16–Nov 4, 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.

French 102

*Tuition:* $395  *CEUs:* 1.6

*Instructor:* Sherry Von Klitzing

**8 sessions:** Wed, Mar 21–May 9, 2018 / 7:00–9:00 p.m.

Students will continue to build on the foundation begun in 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.

Spanish 102

*Tuition:* $395  *CEUs:* 1.6

*Instructors:* Holly Patrick

**8 sessions:** Tue, May 1–Jun 19, 2018 / 7:00–9:00 p.m.

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.
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.

Winter 2018: Jan 8–Mar 1
Spring 2018: Apr 2–May 24
Summer 2018: Jul 9–Aug 16
Fall 2018: Sep 10–Nov 1

Visit olli.emory.edu for current course offerings, rates, 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.

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.

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.

Refunds to military service members, veterans, and their immediate families will be issued on a pro rata basis, per Department of Veterans Affairs regulations.

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

. . . or visit us online at:
ce.emory.edu/military
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 coursework. 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.

Holidays
Emory Continuing Education follows the official Emory University holiday schedule located at www.hr.emory.edu/eu/benefits/holidayschule.html.

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.

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

Class Locations
Please check course descriptions for location.

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.

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

404-727.9982 | ece.emory.edu/corporate