Emory Continuing Education

Winter 2017

Register online today at ece.emory.edu
Free Upcoming Information Sessions
Visit ece.emory.edu/infosessions.html for more details.

Paralegal Sat, Jan 14, 10:30 a.m., Executive Park
Graphic Design Thu, Jan 19, 7:00 p.m., Executive Park
Web Certificates Tue, Jan 24, 7:00 p.m., Executive Park
Event Planning Thu, Jan 26, 7:00 p.m., Executive Park
Au Pair Tue, Feb 7, 7:00 p.m., Executive Park
Management and Supervision Fri, Feb 10, 12:00 p.m., Webinar
Business Communications Wed, Feb 15, 12:00 p.m., Webinar
Health Coach Sat, Feb 18, 10:30 a.m., Executive Park
Project Management Fri 24, 12:00 p.m., Webinar
Essentials of HR Management Thu, Mar 2, 7:00 p.m., Executive Park
Health Coach Wed, Mar 8, 12:00 p.m., Webinar
Creative Writing Wed, Mar 8, 7:00 p.m., Executive Park
Lean Six Sigma Wed, Mar 9, 12:00 p.m., Webinar
Web Certificates Thu, Mar 16, 12:00 p.m., Webinar
Paralegal Wed, Mar 29, 12:00 p.m., Webinar
Creative Writing Wed, Mar 30, 12:00 p.m., Webinar
Essentials of HR Management Thu, Apr 6, 12:00 p.m., Webinar
Management and Supervision Fri, Apr 14, 12:00 p.m., Webinar
Event Planning Thu, Apr 20, 12:00 p.m., Webinar
Business Communications Fri, Apr 21, 12:00 p.m., Webinar
Health Coach Sat, Apr 29, 10:30 a.m., Executive Park
Health Coach Thu, May 18, 12:00 p.m., Executive Park
Event Planning Thu, Jul 20, 7:00 p.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
Phone 404-727-6000 (select option 2)
Fax 404-727-6001
E-mail learn@emory.edu
**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](http://ece.emory.edu/financing) for more details
- Military tuition assistance—see page 44 for details or visit [ece.emory.edu/military](http://ece.emory.edu/military)
- The Workforce Investment Act/Workforce Innovation and Opportunity Act (WIA/WIOA)—visit [ece.emory.edu/financing](http://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](http://ece.emory.edu/policies/ceus.html).

**Osher Lifelong Learning Institute (OLLI) at Emory**

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

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

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

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

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

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

Accelerated Training in Big Data

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

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

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

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404-727-5513 or visit www.ece.emory.edu/BigData.
Accelerated Training in Health IT and Data Analytics

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

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

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

Health Coach

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

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

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

Please visit ece.emory.edu/health_coach for more details.
## 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 also will work with examples of proper methodology in order to successfully manage projects. Our program requires six core courses and 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
2. Project Management Professional (PMP) Test Preparation
3. Agile and Scrum Essentials
4. Microsoft Project Levels 1 and 2: Creating and Managing Projects
5. Integration Tools and Techniques

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

Paralegal

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

Other benefits include:
• Evening and Saturday courses for convenient scheduling
• Tuition flexibility with pay-as-you-go options for all courses 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) Law Office Technology
(4) Real Estate Law
(5) Torts and Personal Injury Law

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

Event Planning

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

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

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

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

Core Classes:
(1) Strategic Communications in the Workplace
(2) Improving Your Listening Skills
(3) Managing Diverse Behavioral Styles
(4) Leading through Change
(5) Managing Employee Performance
(6) Coaching Effectively
(7) Delegating 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/management for more details.

Essentials of Supervision

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

Core Classes:
(1) Strategic Communications in the Workplace
(2) Supervising Effectively

Electives:
Requires 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 four months.

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

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

Please visit ece.emory.edu/hr_management 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.

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**Business Communications**

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

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

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

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) Blogging: Effective Writing for Your Personal or Professional Blog
(2) Introduction to Screenwriting
(3) Humor and Comedy Writing
(4) Writing Freelance
(5) Speculative Fiction Workshop: Heroes, Myths, and Monsters

Please visit 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) Sports and Action Photography
(2) Wedding Photography
(3) Let There Be Light: Working with Portable Strobes

Please visit ece.emory.edu/digital_photography for more details.
**Landscape Design**

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

**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.

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**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.
Communications

Better Business Writing

Tuition: $395 CEUs: 0.6
Instructor: Claudia Coplon Clements
1 session: Wed, Feb 8, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Apr 7, 2017 / 9:00 a.m.–4:00 p.m.
1 session: Tue, Jun 13, 2017 / 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.
**Communication Skills for Your Career**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Bobby Peterson  
**1 session:** Tue, Jun 6, 2017 / 9:00 a.m.–4:00 p.m.  

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

**English Refresher**

**Tuition:** $350 CEUs: 1.2  
**Instructor:** Lisa Ethridge  
**6 sessions:** Mon, Mar 27–May 1, 2017 / 7:00–9:00 p.m.  

Your confidence level will soar as you learn the principles of effective writing, basic mechanics, and correct usage. Through formal instruction, writing and grammar exercises, and group editing, you will improve grammar and punctuation skills by learning how they work in the context of your own writing and that of professionals. Learning how to edit, revise, and proofread will give you such an incredible sense of self-assurance about writing that you will wish you had taken this class years ago.

**Good Grammar is Good Business**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Bobbi Kornblit, MA  
**1 session:** Tue, Apr 4, 2017 / 9:00 a.m.–4:00 p.m.  
**1 session:** Tue, Aug 1, 2017 / 9:00 a.m.–4:00 p.m.  

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

**Powerful Presentations for Success**

**Tuition:** $395 CEUs: 0.6  
**Instructor:** Vicki Flier Hudson  
**1 session:** Thu, Mar 2, 2017 / 9:00 a.m.–4:00 p.m.  
**1 session:** Thu, Jun 22, 2017 / 9:00 a.m.–4:00 p.m.  

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

**Improving Your Listening Skills**

**Tuition:** $195 CEUs: 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Apr 17, 2017 / 9:00 a.m.–12:00 p.m.  
**1 session:** Fri, Aug 4, 2017 / 1:00–4:00 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.
**Strategic Communications in the Workplace**

**Tuition:** $395 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Mar 3, 2017 / 9:00 a.m.–4:00 p.m.  
**1 session:** Tue, May 9, 2017 / 9:00 a.m.–4:00 p.m.  
**1 session:** Tue, Aug 1, 2017 / 9:00 a.m.–4:00 p.m.

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

**Training Design for Trainers**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Jun 16, 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, how to handle problematic participant behaviors, and methods and options available for delivering the program as well as how to measure your training program’s success.
Behavioral Interviewing for Hiring Professionals

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

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

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

Join us to 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:** Mon, Feb 13, 2017 / 9:00 a.m.–12:00 p.m.  
**1 session:** Fri, Jul 28, 2017 / 1:00–4:00 p.m.

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:** Tue, Mar 21, 2017 / 1:00–4:00 p.m.  
**1 session:** Tue, Jun 6, 2017 / 9:00 a.m.–12:00 p.m.

Many managers struggle with delegation because of a fear of losing control or a desire to “own” the process. Come explore 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.

Emotional Intelligence

**Tuition:** $425 CEUs: 0.6  
**Instructor:** Katie Karppala, BCC  
**1 session:** Thu, Feb 16, 2017 / 9:00 a.m.–4:00 p.m.  
**1 session:** Mon, Jun 19, 2017 / 9:00 a.m.–4:00 p.m.

Emotional intelligence is a critical factor in career success and management effectiveness. High emotional intelligence creates increased resilience in the face of change, enhanced work performance, and greater management impact. Personal assessments included, along with guidance on creating a personalized plan for continued growth.

Essentials of Conflict Management

**Tuition:** $195 CEUs: 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Feb 13, 2017 / 1:00–4:00 p.m.  
**1 session:** Fri, Jul 28, 2017 / 9:00 a.m.–12:00 p.m.

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

Essentials of Human Resource Management

**Tuition:** $1,795 CEUs: 2.7  
**Instructors:** Soumaya Khalifa, MBA, Greg Creech, and Charles Craig  
**9 sessions:** Tue and Thu, Apr 18–May 16, 2017 / 6:30–9:30 p.m.  
**9 sessions:** Tue and Thu, Jul 11–Aug 8, 2017 / 6:30–9:30 p.m.

Human resource employees face many issues, 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.

PHR/SPHR Certification Review

**Tuition:** $1,595 CEUs: 3.6  
**Instructor:** Charles Craig  
**6 sessions:** Sat, Feb 25–May 6, 2017 / 9:00 a.m.–4:00 p.m.

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

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

This highly interactive and stimulating workshop will transform how managers lead and influence people. Participants experience and apply the five practices of exemplary leadership through problem-solving, video cases, discussion, exercises, and action plans for ongoing development.

**Essentials of Strategic Planning for Managers**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Green, MBA  
*1 session:* Wed, Apr 26, 2017 / 9:00 a.m.–4:00 p.m.

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

**Influencing Others**

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

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

**Leading Through Change**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Tue, Feb 7, 2017 / 9:00 a.m.–12:00 p.m.  
*1 session:* Fri, Jun 9, 2017 / 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. 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.

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

**Managing Diverse Behavioral Styles**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, Apr 17, 2017 / 1:00–4:00 p.m.  
*1 session:* Fri, Aug 4, 2017 / 9:00 a.m.–12:00 p.m.

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

*Tuition*: $195 CEUs: 0.3  
*Instructor*: Nancy Colter, MBA  
*1 session*: Tue, Feb 7, 2017 / 1:00–4:00 p.m.  
*1 session*: Fri, Jun 9, 2017 / 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.

Managing Virtual Teams

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

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

Managing Multi-Generations

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

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

Managing Your Time and Productivity

*Tuition*: $375 CEUs: 0.6  
*Instructor*: Nancy Colter, MBA  
*1 session*: Mon, Mar 6, 2017 / 9:00 a.m.–4:00 p.m.  
*1 session*: Mon, Jul 17, 2017 / 9:00 a.m.–4:00 p.m.

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

Supervising Effectively

*Tuition*: $795 CEUs: 1.2  
*Instructor*: Nancy Colter, MBA  
*2 sessions*: Mon and Tue, Feb 27 and 28 / 9:00 a.m.–4:00 p.m.  
*2 sessions*: Mon and Tue, Aug 28 and 29 / 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.

Win-Win Negotiations

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

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

**Project Management: Introduction**

Tuition: $825  CEUs: 1.3
Instructor: Michael Martin, PMP and John Kailey, PMP

2 sessions: Sat and Sun, Jan 21 and 22, 2017 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat and Sun, Mar 11 and 12, 2017 / 9:00–4:30 p.m. (Kailey)
2 sessions: Sat and Sun, Jun 3 and 4, 2017 / 9:00 a.m.–4:30 p.m. (Martin)

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: $1,495 CEUs: 2.1
Instructor: Felicia Bianchi, PMP
3 sessions: Sat, Jun 3-17, 2017 / 9:00 a.m.–5:00 p.m.

Participants will obtain a deeper understanding of Agile methodologies via real-world usage while meeting the educational requirements to sit for the PMI Agile Certified Practitioner certification exam (PMI-ACP). Hands-on practical exercises and real-world scenarios allow students to apply knowledge and study for the PMI-ACP exam—and prepare for a career as an agile practitioner.

Project Management: Communications Tools and Techniques

Tuition: $425 CEUs: 0.6
Instructors: John Kailey, PMP and Kevin Postich, PMP
1 session: Sat, Feb 4, 2017 / 9:00 a.m.–4:00 p.m. (Postich)
1 session: Sat, May 20, 2017 / 9:00 a.m.–4:00 p.m. (Kailey)
1 session: Sat, Aug 5, 2017 / 9:00 a.m.–4:00 p.m. (Postich)

Communications management focuses on the collection, evaluation, and distribution of information. Effective, timely, and appropriate communication is critical for project managers to successfully 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 successfully manage projects.

Project Management: Cost Tools and Techniques

Tuition: $295 CEUs: 0.4
Instructor: John Kailey, PMP, and David Tennant, PMP
1 session: Sat, Feb 18, 2017 / 1:30–5:30 p.m. (Kailey)
1 session: Sat, Jun 10, 2017 / 1:30–5:30 p.m. (Kailey)
1 session: Sat, Aug 12, 2017 / 1:30–5:30 p.m. (Tennant)

Cost management focuses on planning, financing, and controlling costs so that projects can be completed 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: $225 CEUs: 0.3
Instructor: Tim Peek, PMP
1 session: Sat, Feb 11, 2017 / 9:00 a.m.–12:00 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: Integration Tools and Techniques

Tuition: $395 CEUs: 0.6
Instructor: Tim Peek, PMP
1 session: Sat, May 6, 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: $225 CEUs: 0.3
Instructor: Tim Peek, PMP
1 session: Sat, Feb 25, 2017 / 9:00 a.m.–12:00 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 lifecycle to ensure fair and equitable settlement of the agreement.

Project Management: Quality Tools and Techniques

Tuition: $225 CEUs: 0.3
Instructor: Tim Peek, PMP
1 session: Sat, Feb 25, 2017 / 1:00–4:00 p.m.

Quality management ensures that the processes needed to control all deliverables meet quality standards—these processes are based on proper quality planning at the project inception. Identifying the appropriate quality standards for the deliverables of both the project and management is critical. Successful projects begin planning for quality early in order to more easily monitor and measure metrics throughout the project's execution. 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: Risk Tools and Techniques

Tuition: $295 CEUs: 0.4
Instructors: Kevin Postich, PMP and David Tennant, PMP
1 session: Sat, Mar 4, 2017 / 1:00–5:00 p.m. (Tennant)
1 session: Sat, Jun 24, 2017 / 9:00 a.m.–1:00 p.m. (Postich)
1 session: Sun, Aug 13, 2017 / 1:00–5:00 p.m. (Tennant)

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: Scheduling Tools and Techniques

Tuition: $495 CEUs: 0.7
Instructors: John Kailey, PMP and David Tennant, PMP
1 session: Sat, Mar 25, 2017 / 9:00 a.m.–5:00 p.m. (Tennant)
1 session: Sat, Jul 15, 2017 / 9:00 a.m.–5:00 p.m. (Tennant)
1 session: Sat, Aug 19, 2017 / 9:00 a.m.–5:00 p.m. (Kailey)

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 project be broken down 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
Instructors: John Kailey, PMP and David Tennant, PMP
1 session: Sat, Feb 18, 2017 / 8:30 a.m.–12:30 p.m. (Kailey)
1 session: Sat, Jun 10, 2017 / 8:30 a.m.–12:30 p.m. (Kailey)
1 session: Sat, Aug 12, 2017 / 8:30 a.m.–12:30 p.m. (Tennant)

Well-defined scope management processes and procedures are necessary to ensure success in all areas of a project as they prevent scope creep, cost overrun, and missed scheduling deadlines. Without a well-defined scope, the development and definition of all of the other project elements—cost, time, quality—are left to chance. When a change occurs, scope must be maintained to ensure appropriate project integration. Join us to learn how to develop a clear and concise scope, define the work required, validate the deliverables, and control the scope throughout the project.

Project Management: Stakeholder Tools and Techniques

Tuition: $225 CEUs: 0.3
Instructor: Tim Peek, PMP
1 session: Sat, Feb 11, 2017 / 1:00–4:00 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. It’s imperative for a project manager to be able to set and maintain proper expectations. Although it’s not possible to manage all stakeholders, the project manager needs to manage their expectations.

Certified Associate in Project Management Exam Preparation

Tuition: $795
Instructors: Tim Peek, PMP and David Tennant, PMP
4 sessions: Sat, Sun, Fri, Jan 21, 22, 27, and 28, 2017 / 9:00 a.m.–12:30 p.m. (Peek)
4 sessions: Sat, Sun, Fri, Apr 22, 23, 28, and 29, 2017 / 9:00 a.m.–12:30 p.m. (Tennant)

Prepare for PMI’s Certified Associate in Project Management (CAPM) exam with this intensive four-day program. Through individual/team exercises as well as practice tests, participants will discuss the knowledge areas defined in The PMBOK Guide (fifth edition). Students will develop an individual study plan and will be provided with project management worksheets and access to an online exam simulator to reinforce material. Students must take at least Introduction to Project Management before taking this course to have enough education hours to sit for the CAPM exam.

Project Management Professional (PMP) Exam Preparation

Tuition: $1695
Instructors: Tim Peek, PMP and David Tennant, PMP
5 sessions: Sat, Sun, and Fri, Jan 21, 22, 27, 28, and 29, 2017 / 9:00 a.m.–5:00 p.m. (Peek)
5 sessions: Sat, Sun, and Fri, Apr 22, 23, 28, 29, and 30, 2017 / 9:00 a.m.–5:00 p.m. (Tennant)

This intensive five-day course was designed for experienced project managers to prepare for the PMI Project Management Professional (PMP) Exam. Instruction on the PMBOK Fifth Edition Knowledge Areas and Process Groups and Individual and team exercises and practice tests provide the foundation to prepare you to pass the PMP exam. You’ll have the prerequisite 35 contact hours needed for the PMP application upon successful completion of this course. Students will develop an individual study plan and preparation strategy. Instructor will provide test-planning worksheets to improve their study experience.
Social media can be absolutely essential for marketing exposure, brand awareness and revenue growth. These channels often present easy, inexpensive, and effective mechanisms to spread the word about your business. Our course covers the fundamentals as well as how to leverage these outlets to accomplish your strategic goals. Key elements include audience building, content development, brand promotion, website traffic management and customer engagement. The course will focus primarily on the two most popular social networking websites: Facebook and Twitter.
Adobe Illustrator Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructors: Michael Snodgrass, Adobe Certified Trainer, CTT+ and Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Mon and Tue, Feb 13 and 14, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, May 22–25, 2017 / 6:00–9:15 p.m. (Snodgrass)
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
Instructors: Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Sun, Apr 23 and 30, 2017 / 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 the more advanced features and tools.

Adobe InDesign Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructors: Michael Snodgrass, Adobe Certified Trainer, CTT+ and Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Mon and Tue, Feb 13 and 14, 2017 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Apr 10–13, 2017 / 6:00–9:15 p.m.
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 Photoshop Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
2 Sessions: Mon and Tue, Feb 13 and 14, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Apr 27 and 28, 2017 / 9:00 a.m.–4:30 p.m.
Adobe Photoshop is the industry standard for working with digital images. During this class, pictures help give any report, presentation, or website a professional edge. Learn to use Photoshop to create illustrations and type effects. Use Adobe’s powerful tools to create advertisements and print-ready documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects.

Adobe Photoshop Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
4 Sessions: Mon–Thu, Jun 19–22, 2017 / 6:00–9:15 p.m.
Mastering the basics means you’ll be able to produce an almost endless scope of graphic designs. Use Photoshop 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 Photoshop and developed your understanding of the more advanced features and tools.

Adobe Illustrator Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Sun, Apr 23 and 30, 2017 / 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 the more advanced features and tools.
Foundations of Web Design and Development

Tuition: $375 CEUs: 0.8
Instructor: Mary Zimnik, Adobe Certified Expert, CTT+
2 Sessions: Sun, Feb 5 and 12, 2017 / 9:00 a.m.–1:00 p.m.
4 Sessions: Tue and Thu, May 9–18, 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’ll focus on big-picture concepts but also discuss the 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, Feb 4–18, 2017 / 9:00 a.m.–4:30 p.m.
3 Sessions: Tue, Mar 28–April 18, 2017 / 9:00 a.m.–4:30 p.m.
3 Sessions: Sat, Jun 10–24, 2017 / 9:00 a.m.–4:30 p.m.
3 Sessions: Tue, Aug 1–15, 2017 / 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:* Sun, Apr 23 and 30, 2017 / 9:00 a.m.–4:30 p.m.  
*2 Sessions:* Sat, July 15 and 22, 2017 / 9:00 a.m.–4:30 p.m.

Cascading style sheets (CSS) are what give your hypertext markup language (HTML) web pages their polish and beautiful appearance. Our advanced course takes you beyond front-end design techniques, allowing you to learn to control the format and layout of elements on web pages using CSS stylesheets. Toward the end of the class, you'll do several multicolumn page layouts with an embedded video element.

**JavaScript Level 1: Introduction**
*Tuition:* $695  CEUs: 1.3  
*Instructor:* Brent Laminack, CTT+  
*2 Sessions:* Sun, Jan 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.  
*2 Sessions:* Fri, Mar 24 and 31, 2017 / 9:00 a.m.–4:30 p.m.  
*2 Sessions:* Sun, Jun 4 and 11, 2017 / 9:00 a.m.–4:30 p.m.

Want to create interactive web pages? You must learn JavaScript—a programming language that lets you add dynamic elements to your website. The web has changed, and users expect content to adapt to them. We'll discuss using elements such as variables, events, objects, functions, and the browser's Document Object Model to create even more interface interactions. We'll also discuss jQuery and jQuery plugins that you can use to quickly add functionality to your website.

**Search Engine Optimization**
*Tuition:* $695  CEUs: 1.3  
*Instructor:* Vincent DeCastro  
*2 Sessions:* Sat, Apr 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.

Improving the organic search rankings of websites and web pages is a critical need for many organizations. Our training course aims to cover all aspects of SEO and is designed specifically for business owners, professionals requiring ongoing education, and anyone currently practicing or considering a career in online marketing. The course includes an overview of all current tactics: competitive analysis, on-page best practices, keyword research, site design and architecture, link building, SEO for local search, SEO site audit, and tracking tools.

**SQL Level 1: Introduction**
*Tuition:* $725  CEUs: 1.3  
*Instructor:* Paul Dunlop, CTT+, and Kirk Canty  
*2 Sessions:* Thu and Fri, Feb 2 and 3, 2017 / 9:00 a.m.–4:30 p.m. (Dunlop)  
*2 Sessions:* Thu and Fri, Mar 16 and 17, 2017 / 9:00 a.m.–4:30 p.m. (Dunlop)  
*2 Sessions:* Thu and Fri, Apr 13 and 14, 2017 / 9:00 a.m.–4:30 p.m. (Canty)  
*4 Sessions:* Mon and Wed, Jun 5–14, 2017 / 6:00–9:15 p.m. (Canty)

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'll 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.

**SQL Level 2: Intermediate**
*Tuition:* $725  CEUs: 1.3  
*Instructor:* Paul Dunlop, CTT+, and Kirk Canty  
*2 Sessions:* Wed and Thu, Feb 15 and 16, 2017 / 9:00 a.m.–4:30 p.m. (Dunlop)  
*2 Sessions:* Wed and Thu, May 17 and 18, 2017 / 9:00 a.m.–4:30 p.m. (Canty)

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+  
**2 Sessions:** Sat, Feb 25 and Mar 4, 2017 / 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 observe 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+  
**1 Session:** Sat, Jun 3, 2017 / 9:00 a.m.—4:30 p.m.

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

**E-Commerce Fundamentals**

**Tuition:** $695 CEUs: 1.3  
**Instructor:** Brent Laminack, CTT+  
**2 Sessions:** Sat, May 13 and 20, 2017 / 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 Dusenberg 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.

**Foundations of Dynamic Websites**

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Brent Laminack, CTT+  
**1 Session:** Sat, Mar 11, 2017 / 9:00 a.m.—4:30 p.m.

Learn the essential concepts of dynamic data-driven websites including programming and relational database design. This class provides critical conceptual knowledge of how websites can add, delete, update, and display database information to create dynamic online applications. While we don’t focus on the syntax of any particular language, this class provides the foundation for understanding the approach that web languages such as PHP, ASP, JSP, or ColdFusion use to integrate with relational databases. This is a great class for anyone curious about how dynamic websites function or considering a career in web development.

**Foundations of Cybersecurity**

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Brent Laminack, CTT+  
**1 Session:** Sun, Mar 19, 2017 / 9:00 a.m.—4:30 p.m.

The software we use is moving quickly from being installed on the local computer to being web based. But web-based applications have a special set of security challenges and vulnerabilities. In this one-day course, we’ll survey some of the most common security holes in web applications and ways to remediate them.
Microsoft Access:
Accessing the Possibilities

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

Create and manage your own Access database. Join us as we build and edit queries, tables, forms, and reports for data manipulation. Explore various database objects, relationships, and primary keys while discovering how to properly and efficiently use various Access functionalities. This course is best suited for current Access or intermediate Excel users with an existing knowledge of databases.
Microsoft Excel Level 1: Introduction
Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 Session: Fri, Jan 27, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Apr 26, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Fri, Jul 21, 2017 / 9:00 a.m.–4:30 p.m.
Learn to speed up data entry, move and copy information, and create formulas to perform calculations. You'll prepare a document for printing by setting margins, page breaks, and more. Finally, you'll learn to manage Excel documents, making your data more readable and more attractive with formatting techniques.

Microsoft Excel Level 2: Excelling at Excel
Tuition: $495 CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Wed, Jan 18 and 25, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, Mar 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Jun 9 and 16, 2017 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Aug 4 and 11, 2017 / 9:00 a.m.–4:30 p.m.
Learn the five Fs of Excel—formatting, fills, functions/formulas, and filters—tools that help you create effective and clear spreadsheets. Understand formatting and basic formulas as you begin building budget and expense spreadsheets. We go on to explore filters, fills, complex formulas, macros, charts, and conditional formatting.

Microsoft Excel Level 3: More Excelling at Excel
Tuition: $375 CEUs: 0.65
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Tue, Feb 28, 2017 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Apr 12, 2017 / 9:00 a.m.–4:30 p.m.
Students will customize their workbooks through more functions such as If/Then/Else and Data Validation, learn more functions, collaborate with other users, and enhance their spreadsheets using charts.

Microsoft Excel: Data Management and Manipulation
Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Thu, Mar 2, 2017 / 9:30 a.m.–12:30 p.m.
1 Session: Tue, May 16, 2017 / 9:30 a.m.–12:30 p.m.
1 Session: Fri, Aug 25, 2017 / 9:30 a.m.–12:30 p.m.
Control data without data controlling you. Download, create, and import databases and tables in Excel while handling multiple sorting and filtering tasks using a variety of criteria. Retrieve the information you need quickly and easily using multiple filters. Learn how to format tables and databases in a professional manner, master Excel's terrific Name Box and Name Manager features, and separate data easily using the Text-to-Column feature. We'll also work with the VLOOKUP and CONCATENATE functions.

Microsoft Excel: Data Analysis Using Pivot Tables and Subtotals
Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Thu, Mar 9, 2017 / 9:30 a.m.–12:00 p.m.
1 Session: Fri, May 12, 2017 / 9:00 a.m.–12:00 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 AutoFill, 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: The Five Fs—Formatting, Fills, Formulas, Functions, and Filters/Sorts**

**Tuition:** $185 CEUs: 0.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 Session:** Tue, Mar 14, 2017 / 9:30 a.m.–12:30 p.m.  
**1 Session:** Fri, May 12, 2017 / 1:00–4:00 p.m.

In this half-day course, students will discover the five Fs of Excel: Formatting, Fills, Formulas, Functions, and Filters/Sorts. We will discuss creating custom formatting for SSNs, phone numbers, and other special types of data; creating and using fills for dates, numbers, and formulas/functions; using basic functions like SUM, AVERAGE, COUNT, and more; how to use different types of functions like Relative, Absolute/Mixed, and 3-D references; and how to use Excel as a database for filtering/sorting data.

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

**Tuition:** $555 CEUs: 1.3  
**Instructor:** Karen Maddox-Jones, CTT+, CMM I  
**2 Sessions:** Sun, Feb 5 and 12, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Sat, Apr 22 and 29, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Sun, Aug 6 and 13, 2017 / 9:00 a.m.–4:30 p.m.

Learn to manage projects or participate on project teams—and then apply that knowledge to hands-on exercises. This course discusses Gantt charts, tasks, critical paths, and resource management. Learn to import and export project data with Excel and other applications; update a project plan as changes occur during the project; create custom reports for project stakeholders; and create templates to reuse project information in future projects.

**Microsoft PowerPoint: Powerpoint Power**

**Tuition:** $495 CEUs: 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 Sessions:** Wed, Feb 1 and 8, 2017 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Wed, Jul 19 and 26, 2017 / 9:00 a.m.–4:30 p.m.

Create your own PowerPoint presentation and template to help with branding and customization. We'll learn the new interface including the Ribbon and Tabs elements. As we build our presentation, we'll learn how to present using PowerPoint’s slide show options and create interactive slides with the web and other applications. Our slides will include Charts, Diagrams, Photos, Clip Art, Text, Bullets and Numbers, Tables, Sound, and Movies. We'll discuss the importance of color, animation, and presenting with PowerPoint. Learn how to create a dynamic PowerPoint presentation from scratch and how to present like a pro.
LSAT Test Preparation

Tuition: $750
Instructors: Adam Klein and Humsini Arakali, MBA
8 sessions: Sat, Mar 18–May 13, 2017 / 1:00–4:00 p.m. (Arakali)
4 sessions: Sat and Sun, Jun 3, 4, 10, and 11, 2017 / 9:00 a.m.–4:00 p.m. (Klein)
See website for additional sections

Learn and practice strategies for attacking all sections of the test: Logical Reasoning, Analytical Reasoning, Reading Comprehension, and the Writing Sample. Understand how best to practice, how to evaluate your own strengths and weaknesses, and how to tailor your study plan to maximize your performance on test day.
GMAT Test Preparation

**Tuition:** $650
**Instructor:** Vanessa Madden, MBA, and Devin Stewart, PhD
**6 sessions:** Sat, Jan 28–Mar 4, 2017 / 9:00 a.m.–12:30 p.m. (Madden)
**6 sessions:** Sun-Fri, Mar 5–10, 2017 / 9:00 a.m.–12:30 p.m. (Stewart)
**6 sessions:** Mon and Wed, Mar 6–22, 2017 / 6:00–9:30 p.m. (Madden)
**6 sessions:** Sat and Sun, Apr 8–Apr 23, 2017 / 1:30–5:00 p.m. (Stewart)
**6 sessions:** Sat, Apr 15–May 20, 2017 / 9:00 a.m.–12:30 p.m. (Madden)
**6 sessions:** Sun, Jul 23–Aug 27, 2017 / 9:00 a.m.–12:30 p.m. (Madden)

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

GRE Comprehensive Test Preparation

**Tuition:** $650
**Instructors:** Vanessa Madden, MBA, and Devin Stewart, PhD
**6 sessions:** Sat, Jan 28–Mar 4, 2017 / 1:30–5:00 p.m. (Madden)
**6 sessions:** Sun-Fri, Mar 5–10, 2017 / 1:30–5:00 p.m. (Stewart)
**6 sessions:** Sat and Sun, Apr 8–Apr 23, 2017 / 9:00 a.m.–12:30 p.m. (Stewart)
**6 sessions:** Sat, Apr 15–May 20, 2017 / 9:00 a.m.–12:30 p.m. (Madden)
**6 sessions:** Tue and Thu, Jun 6, 8, 13, 15, 20 and 22 / 6:00–9:30 p.m. (Madden)
**6 sessions:** Sun, Jul 23–Aug 27, 2017 / 1:30–5:00 p.m. (Madden)

The course comprehensively covers 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.

MCAT Test Preparation

**Tuition:** $1,575
**Instructor:** Devin Stewart, PhD Emory Professor and Test Prep Expert
**6 Sessions:** Sat, May 13–Jun 24, 2017 / 9:00 a.m.–5:00 p.m. (no class on May 27)

Take the first step to medical school—prepare for the new MCAT, which was introduced last year. Taught by Emory faculty, our MCAT test prep class 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 approach to each section. Additionally, the course will provide expert advice on medical school admissions essays, with personalized guidance during the application process.

SAT Test Preparation

**Tuition:** $595
**Instructor:** Triba Gary-Davis, MBA, and Humsini Arakali, MBA
**6 sessions:** Sun, Jan 22–Feb 26, 2017 / 1:00–4:00 p.m. (Gary-Davis)
**6 sessions:** Sat, Apr 8–May 13, 2017 / 1:00–4:00 p.m. (Gary-Davis)
**6 sessions:** Sat, Mar 18–Apr 22, 2017 / 9:00 a.m.–12:00 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.
Personal Development

Learning the Fundamentals of Investing

Tuition: $275
Instructor: Ben Clark, MBA, MEd, CFP®, ChFC®, AAMS®
8 sessions: Wed, Feb 8–Mar 29, 2017 / 7:00–9:00 p.m.

Make informed investment decisions based on facts rather than “gut feelings.” Learn how to utilize academically accepted standards for creating a personal investment plan. Students who complete the course will be better positioned to either manage their own investments and/or have the ability to better evaluate the value of their financial professional(s).
Abstract Painting
Tuition: $195
Instructor: Guy Robinson
4 sessions: Tue, Mar 21–Apr 11, 2017 / 6:30–9:30 p.m.

Experience the joy and freedom of abstraction. For the beginner or the more experienced student, this class focuses on the major styles from cubism to abstract expressionism. 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.

Acrylic Painting for the Novice
Tuition: $195
Instructor: Guy Robinson
6 sessions: Tue, Apr 25–May 30, 2017 / 6:30–8:30 p.m.

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

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

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

Blueprint for Financial Success
Tuition: $195
Instructors: Bill Nichols, CFP, and John Carty-Campbell, CFP
5 sessions: Mon, Apr 10–May 15, 2017 / 6:30–8:30 p.m.

We’ll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management. You’ll receive a checklist of financial documents that you should have available as well as a comprehensive 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, Feb 9–Mar 2, 2017 / 7:00–9:00 p.m.
4 sessions: Thu, Jun 8–29, 2017 / 7:00–9:00 p.m.

Explore basic interior design principles including the identification of style components as well as how to have continuity and flow while introducing complementary and eclectic items. The class also will cover proper furniture placement, use of color, texture, and lighting, and 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, Mar 23–Apr 13, 2017 / 7:00–9:00 p.m.

Create beautiful and functional spaces where you live, work, and play and build on your foundation as we explore color theory and the physiological effects of color on relaxing and productive environments. Included in the tuition is an exclusive tour of a “trade only” store to explore and learn the secrets of fabric combinations, furniture arrangement, furniture selection, quality determination, and rug purchases.
Enjoying Wine: The Basics and Beyond
Tuition: $225
Instructor: Nancy Waldeck
4 sessions: Tue, Mar 28–Apr 18, 2017 / 6:30–8:30 p.m.
4 sessions: Tue, Jun 6–27, 2017 / 7:00–9:00 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 and 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, Mar 25, 2017 / 9:00 a.m.–3:30 p.m.
Home staging is perfecting the art of creating an environment in order to draw positive attention to a home for sale. Students will be able to identify both exterior and interior problems areas of a home and will learn professional staging tips and techniques resulting in a “show-ready” home. This course will emphasize professional staging arrangement, showcasing and display solutions to get your home sold.

Astronomy in the Suburbs—An Introduction to Star Gazing
Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Mar 1–22, 2017 / 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, locate the major planets and observe the phases of the moon.

Supper Club
Tuition: $215
Instructor: Barbara Alfano
4 sessions: Mon, Jan 23–Feb 13, 2017 / 7:00–9:00 p.m.
Supper Club offers the opportunity to meet new people, network, and establish friendships while enjoying the company of others who also like to experience a variety of taste sensations. Tuition includes cost of four dinners, taxes, and tips.

Supper Club for Adventurous Diners
Tuition: $195
Instructor: Barbara Alfano
4 sessions: Tue, Mar 7–28, 2017 / 7:00–9:00 p.m.
This group will explore some of the many varieties of cuisines offered in Atlanta such as Ethiopian, Indian, Vietnamese. Warning: this class includes flavor and spice!

Introduction to Christian Mysticism
Tuition: $210
Instructor: Carl McColman, MA
5 sessions: Mon, April 24–May 22, 2017 / 7:00–9:00 p.m.
In the popular mind, mysticism is associated with Eastern spirituality, like yoga or Zen. But there is a little-known tradition of meditation and spiritual awakening even within Christianity. This nonsectarian class will survey the history of Christian mysticism from biblical times to the present, explore the meaning of mysticism and why Christians often view it with suspicion, and consider the role that mysticism might play in Christianity of the present and future.

Landscape Painting with Wayland Moore
Tuition: $180
Instructor: Wayland Moore
6 sessions: Mon, Apr 3–May 8, 2017 / 7:00–9:00 p.m.
Improve your technique and paint with confidence—further your knowledge of this fascinating medium from an internationally recognized artist with limited edition prints in galleries throughout the United States. This class will offer personal assistance to students wishing to enhance their individual artistic profiles. Students are advised to register with previously established knowledge and ability with acrylics.
Digital Photography 1

Tuition: $395  CEUs: 1.5
Instructor: David Diener
6 sessions: Thu, Jan 19–Mar 2, 2017 / 6:30–9:00 p.m.
6 sessions: Tue, Apr 18–May 23, 2017 / 7:00–9:30 p.m.

Take advantage of the features offered by your digital camera. We will focus on how composition, selective focus, saturated colors, and proper exposure all combine to produce images. We will also discuss other things that influence image quality including the camera’s capabilities, megapixels, file compression, and more. At-home photography assignments will assist in your understanding of these concepts.
### Digital Photography 2

**Tuition:** $395  
**CEUs:** 1.5  
**Instructor:** David Diener  
**6 sessions:** Thu, Mar 16–Apr 20, 2017 / 6:30–9:00 p.m.

Continue building your photography skills by practicing more advanced techniques for lighting, composition, moving subjects, and nighttime photography. We also will 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.

### Photo Editing in Adobe Photoshop

**Tuition:** $350  
**CEUs:** 0.8  
**Instructor:** David Diener  
**4 sessions:** Wed, Apr 26–May 17, 2017 / 7:00–9:00 p.m.

Not every photograph looks great when you first take it, and there are increasing numbers 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.

### Digital Asset Management and Photo Editing in Adobe Lightroom

**Tuition:** $375  
**CEUs:** 1.25  
**Instructor:** David Diener  
**5 sessions:** Wed, Feb 1–Mar 1, 2017 / 6:30–9:00 p.m.

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.

### Let There Be Light—Working with Portable Strobes

**Tuition:** $350  
**CEUs:** 0.8  
**Instructor:** Dave Diener  
**4 sessions:** TBD

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

### Legal Issues in Photography

**Tuition:** $350  
**CEUs:** 0.8  
**Instructor:** Steve Dubner, JD  
**4 sessions:** Tue, Jul 11–Aug 1, 2017 / 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 be providing general information and will not be giving legal advice. Students will not have an attorney-client relationship with the instructor.

### Sports and Action Photography

**Tuition:** $175  
**CEUs:** 0.6  
**Instructor:** Kevin Moran  
**3 sessions:** Mon, Apr 24–May 8, 2017 / 7:00–9:00 p.m.

Whether you’re a budding photojournalist dreaming of shooting professional sporting events or a parent just looking to take better photos of your kids playing youth sports, learning the fundamental concepts and creative techniques of sports and action photography can dramatically improve your picture-taking skills, this course will introduce you to both the technical requirements and artistic flair you’ll need to shoot great sports and action photos.
Creative Writing

Essentials of Creative Writing

Tuition: $425  CEUs: 1.2
Instructor: Kevin Collins and Tray Butler, MA
6 sessions: Sat, Jan 28–Mar 4, 2017 / 10:00 a.m.–12:00 p.m. (Collins)
6 sessions: Wed, Apr 12–May 17, 2017 / 7:00–9:00 p.m. (Butler)
6 sessions: Wed, Jul 12–Aug 16, 2017 / 7:00–9:00 p.m. (Collins)

Through weekly lectures, readings, and opportunities to share your work in a supportive environment, hone your craft while learning tips for how to create compelling characters, snappy dialogue, and satisfying story structures. Keep your reader fascinated from the first word to the last.
Narrative Writing Workshop

Tuition: $425 CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: Thu, Mar 23–May 4, 2017 / 7:00–9:00 p.m.

Explore the fundamental building blocks used to construct compelling novels, short stories, and works of creative nonfiction. Each workshop will offer 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 adjusting point of view.

Blogging: Effective Writing for Your Personal or Professional Blog

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

Blogging is a great way to connect with your audience (or customers), to perfect your message, and to grow as a communicator. And, yes, blogging can be profitable and fun. This course is suitable both for beginners and for those who already have a blog but want to maximize its potential.

Inspirational Nonfiction Writing

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

Writing about faith, belief, and spiritual experience poses unique challenges for both aspiring and seasoned authors. Come define your mission, hone your voice, and prepare your work for submission to editors or agents. This class is taught from a nonsectarian perspective: any kind of inspirational writing is welcome here.

The Business of Writing

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

Being invested in your writing—putting the work in to make it as good as it can be before you begin the submission process—and staying committed during the inevitable rejection you will encounter are critical to achieving publication. So too is learning not to be defensive when the work you’ve poured your heart and soul into is criticized. You must also compile a list of agents specifically appropriate for your book as well as learn how to write a query letter with one goal: to make that agent ask to read it.

Humor and Comedy Writing

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

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, Mar 11–Apr 29, 2017 / 1:00–3:00 p.m.
6 Sessions: Thu, Jul 13–Aug 17, 2017 / 7:00–9:00 p.m.

We’ll tackle your television and movie ideas and expand them into robust stories. Join us to explore the intricacies of story development using the paradigm of the three-act mythic structure (and six acts for TV). Consider the advantages of knowing your story’s every twist and turn before you put the first word on paper.
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 28, 2017 / 9:00 a.m.–12:00 p.m.  
**1 session:** Sat, Aug 19, 2017 / 9:00 a.m.–12:00 p.m.

Join Claire Cook, author of *Never Too Late: Your Roadmap to Reinvention* (No. 1 Amazon bestseller), for a fun, inspiring, and interactive workshop. She’ll share her own successes and failures, giving you motivating tips for planning, building your platform in the age of social networking, dealing with fear and the inevitable ups and downs, overcoming perfectionism, and tuning into your authentic self to propel you toward your goals. At 50, Claire walked the red carpet at the Hollywood premiere of the adaptation of her second novel, *Must Love Dogs*, with Diane Lane and John Cusack. It is never too late to reinvent your life!

Speculative Fiction Workshop: Heroes, Myths, and Monsters

**Tuition:** $425 CEUs: 1.2  
**Instructor:** Tray Butler, MA  
**6 sessions:** Tue, May 2–Jun 13, 2017 / 7:00–9:00 p.m.

Speculative fiction encompasses fantasy, science fiction, and horror. This course surveys the mysterious landscape of these “what if” narratives, exploring the mythic connections between ancient epics, supernatural beasts, and futuristic space odysseys.

Writing Freelance

**Tuition:** $375 CEUs: 1.2  
**Instructor:** Linda Clopton, MA, Writer for *Veranda*  
**6 sessions:** Mon, Feb 13–Mar 20, 2017 / 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.

Workshopping Your Script: Fade IN, Fade OUT

**Tuition:** $425 CEUs: 1.2  
**Instructor:** Kevin Collins  
**6 sessions:** Sat, May 13–Jun 24, 2017 / 1:00–3:00 p.m.

Transform your beat sheet/outline into a well-paced screenplay with all of 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.

Mystery Writing

**Tuition:** $425 CEUs: 1.2  
**Instructor:** Linda Clopton, MA, Writer for *Veranda*  
**6 Sessions:** Mon, Jul 10–Aug 14, 2017 / 7:30–9:30 p.m.

The human race (nosy by nature) 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 and turning pages.

Writing for the Web

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Claire Barth, MA  
**1 Session:** Sat, Mar 25, 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, but you’ll also learn to keep messages consistent across multiple media. This course teaches you to write effective web content, blogs, e-blasts and online ads.

Poetry Workshop

**Tuition:** $375 CEUs: 1.2  
**Instructor:** Alexa Selph, MA in English, Poet and Freelance Editor  
**6 sessions:** Tue, Mar 14–Apr 25, 2017 / 7:00–9:00 p.m.

Our poetry workshops require no background in literature and are limited to 15 students. Alexa Selph’s poems have been published in *Poetry*, the *Connecticut Review*, *Smartish Pace*, and *Modern Haiku* as well as in several anthologies. See website for detailed course descriptions.
Accent Reduction Part I

Tuition: $375 CEUs: 1.2
Instructors: Jennifer Brown Parker and Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
8 sessions: Wed, Jan 25–Mar 15, 2017 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Mar 20–May 1, 2017 / 7:00–9:00 p.m. (Brown Parker)
8 sessions: Wed, May 24–Jul 19, 2017 / 7:00–8:30 p.m. (Hope)

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. Each student will have the opportunity to practice new pronunciations with direct feedback in a relaxed, workshop-style course setting. Limited to 15.
FOREIGN LANGUAGES

Accent Reduction Part 2
Tuition: $250 CEUs: 0.9
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
6 sessions: Wed, Mar 29–May 3, 2017 / 7:00–8:30 p.m.
6 sessions: Wed, Jul 26–Aug 30, 2017 / 7:00–8:30 p.m.
Further practice sounds and learn how to incorporate them into your spontaneous speech. Simultaneously expand your knowledge and use of vocabulary and American expressions in areas such as descriptive language, oral explanations, guided discussions, and examining how to reply American-style in various conversational situations. Limited to 10. Prerequisite: Accent Reduction: Part 1

Au Pair Enrichment ESL Course
Tuition: $595 CEUs: 4.0
Instructor: Joleen Ledger
8 sessions: Tue, Mar 14–May 2, 2017 / 7:00–9:30 p.m.
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 English through opportunities to write in English, share with other au pairs, and benefit from the grammar instruction of an experienced ESL teacher. Participants will submit writing assignments through our online resource and will receive constructive feedback on their writing from the instructor. Internet and email access/knowledge is required for this course. Tuition does not include electives.

Conversational English for Non-Native Speakers
Tuition: $475 CEUs: 1.6
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
8 sessions: Wed, Jul 12–Aug 30, 2017 / 7:00–9:00 p.m.
This course is designed for non-native speakers of English who wish to polish conversational skills, improve comprehension, expand vocabulary, and identify pronunciation and grammar (accuracy) issues. Students will practice in pairs, small groups, and with the class as a whole; class activities may include games, role playing, presentations, and possibly a debate. Class includes personalized feedback on grammar usage, vocabulary, and pronunciation.

ESL Writing and Grammar
Tuition: $435 CEUs: 1.6
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
8 sessions: Mon, May 1–Jun 26, 2017 / 7:00–9:00 p.m.
This course is designed for proficient non-native speakers of English who wish to fine-tune their writing skills. Participants will practice writing in formats of their choice: simple compositions, academic essays, business and personal letters, emails, opinion pieces, and more. Grammar concepts such as verb tense and form, sentence clauses, sentence structure, transitions, and articles will be reviewed.

French 101
Tuition: $395 CEUs: 1.6
Instructors: Sherry Von Klitzing
8 sessions: Thu, Jan 19–Mar 9, 2017 / 7:00–9:00 p.m.
8 sessions: Wed, May 10–Jun 28, 2017 / 7:00–9:00 p.m.
In this course for beginners, students learn and practice how to make polite exchanges; ask and answer basic questions; describe people and things; talk briefly about school, family, and occupations; tell time; discuss schedules and dates; and express likes and dislikes.

French 102
Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, Mar 21–May 9, 2017 / 7:00–9:00 p.m.
Students will continue to build on the foundation 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.
French 103
Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, Jun 6–Aug 1, 2017 / 7:00–9:00 p.m.

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

Italian 101
Tuition: $395 CEUs: 1.6
Instructor: Antonella Giannasca
8 sessions: Sat, Jan 21–Mar 11, 2017 / 10:00 a.m.–12:00 p.m.

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

Spanish 101
Tuition: $395 CEUs: 1.6
Instructors: Alberta Alleyne and Holly Patrick
8 sessions: Tue, Jan 24–Mar 14, 2017 / 7:00–9:00 p.m. (Patrick)
8 sessions: Wed, Apr 5–May 24, 2017 / 7:00 – 9:00 p.m. (Alleyne)
8 sessions: Wed, Jun 21–Aug 16, 2017 / 7:00 – 9:00 p.m. (Patrick)

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

Spanish 102
Tuition: $395 CEUs: 1.6
Instructors: Alberta Alleyne and Holly Patrick
8 sessions: Thu, Mar 23–May 11, 2017 / 7:00–9:00 p.m. (Patrick)
8 sessions: Wed, Jun 14–Aug 9, 2017 / 7:00–9:00 p.m. (Alleyne)

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

Spanish 103
Tuition: $395 CEUs: 1.6
Instructors: Holly Patrick
8 sessions: Tue, May 23–July 18, 2017 / 7:00–9:00 p.m.

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

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

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

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

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

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

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

Winter 2017: Jan 9–Mar 2
Spring 2017: Apr 3–May 25
Summer 2017: Jul 10–Aug 17
Fall 2017: Sep 11–Nov 2

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.

REGISTER TODAY: ECE.EMORY.EDU
Policies and Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Register

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

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

Class Locations
Please check course descriptions for location.

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

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

Emory at YOUR Location and on YOUR Schedule

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

We can:

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

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