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**EVENTS**

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*Free Upcoming Information Sessions*

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**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.

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**Lean Six Sigma** Tue, Jan 9, Noon (Webinar)

**Health Coach** Tue, Jan 9, 7:00 p.m. (Executive Park)

**Project Management** Wed, Jan 10, Noon (Webinar)

**ICHWC Certification (Health Coach)** Thu, Jan 11, Noon (Webinar)

**Digital Photography** Thu, Jan 11, 7:00 p.m. (Executive Park)

**Graphic Design** Tue, Jan 16, Noon (Webinar)

**Paralegal** Sat, Jan 20, 10:30 a.m. (Executive Park)

**Fundraising** Tue, Feb 6, 7:00 p.m. (Executive Park)

**Web Certificates** Tue, Feb 13, Noon (Webinar)

**Management and Supervision** Thu, Feb 15, Noon (Webinar)

**Health Coach** Fri, Feb 16, Noon (Webinar)

**Project Management** Wed, Feb 21, Noon (Webinar)

**Au Pair** Wed, Feb 21, 7:00 p.m. (Executive Park)

**Digital Photography** Thu, Feb 22, Noon (Webinar)

**Business Communications** Fri, Feb 23, Noon (Webinar)

**Creative Writing** Wed, Feb 28, 7:00 p.m. (Executive Park)

**Lean Six Sigma** Wed, Mar 7, Noon (Webinar)

**Essentials of HR Management** Thu, Mar 8, 7:00 p.m. (Executive Park)

**Essentials of HR Management** Fri, Mar 30, Noon (Webinar)

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**How to Register**

**Web**  [ece.emory.edu](http://ece.emory.edu)

**Phone**  404.727.6000 (select option 2)

**Fax**  404.727.6001

**Email**  learn@emory.edu

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

Emory at your location on your schedule.

Professional and Personal Development

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

Financing Options
You may qualify for:

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

• Military assistance—see page 48 for details or visit ece.emory.edu/military

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

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

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

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

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404.727.5513 or visit www.ece.emory.edu/BigData.

Accelerated Training in Business Intelligence

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

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

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

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

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404.727.5513, or visit ece.emory.edu/BusinessIntel.
Health Coach

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

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

Participants will employ active listening, motivational interviewing, and collaborative goal setting and action planning techniques while also developing a strong core coaching skill set through study and practice. Course materials also include expert presentations on health topics, group coaching, and creating a successful coaching business. ECE’s Health Coach Certificate is an International Consortium for Health and Wellness Coaching (ICHWC)–approved transition program.

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

Project Management

Our Project Management Certificate program uses a modern, hands-on curriculum. We provide the knowledge and skills you need to increase your value and enhance your future career prospects. Students will develop communication, scheduling, scope, cost, and risk management skills through a combination of lectures and group work. Participants also will work with examples of proper methodology to successfully manage projects. Our program requires 6 core courses and at least 24 hours of elective courses, allowing students to focus on areas most pertinent to their current positions or career paths.

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

Electives:
Requires 24 elective hours; see website for more options:
(1) Certified Associate in Project Management (CAPM) Exam Preparation (16 hours)
(2) Project Management Professional (PMP) Exam Preparation (35 hours)
(3) Microsoft Project Levels 1 and 2: Creating and Managing Projects (13 hours)
(4) Integration Tools and Techniques (6 hours)
(5) Lean Six Sigma White Belt (6.5 hours)

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

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

Digital Marketing Classes:
(1) Social Media for Business: Engaging and Selling
(2) Email Marketing Strategy
(3) E-Commerce Fundamentals
(4) HTML and CSS Level 1: Introduction
(5) Web Analytics and Search Engine Marketing
(6) Web Video Production Fundamentals
(7) Capstone

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

Please visit ece.emory.edu/web 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
(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 or other subject matter experts.

Other benefits include:

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

Core Classes:

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

Electives: (Requires two elective courses; see website for more options)

(1) Administrative Law
(2) Family Law
(3) Wills, Trusts, and Estates
(4) Real Estate Law
(5) Law Office Technology

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

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

Please visit ece.emory.edu/sixsigma 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 24 elective hours; see website for more options:
(1) Executive Presence for the Non-Executive
(2) Win-Win Negotiations
(3) Essentials of Strategic Planning for Managers
(4) Essentials of Leadership for Managers
(5) Managing Multi-generations

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

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Essentials of Supervision

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

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

Electives:
Requires 6 elective hours; see website for more options:
(1) Essentials of Conflict Management
(2) Managing Your Time and Productivity
(3) Behavioral Interviewing for Hiring Professionals
(4) Managing Multi-generations
(5) Managing Virtual Teams

Please visit ece.emory.edu/supervision for more details.
**Essentials of Human Resources Management**

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

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

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

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

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

**Business Communications**

The ability to successfully convey messages to your stakeholders in order to carry out important activities is critical to your organization. Doing so requires proficiency in verbal, written, and/or visual communication—and often a combination of all three channels. Build and grow expertise in these essential areas of professional interaction with valuable assessments and critical feedback from 6 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. Telling Our Stories: Writing Memoir
2. Poetry Workshop
3. Mystery Writing
4. Introduction to Screenwriting
5. Writing Freelance
6. Science Fiction Workshop: Heroes, Myths, and Monsters

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

**Digital Photography**

Our Digital Photography certificate program is suitable for both hobbyists looking to take better photos as well as entrepreneurs wanting to start taking photos professionally. Our courses cover how to take better photos by identifying the elements that constitute good composition, edit these photos, and tell compelling visual stories.

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

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

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

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

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

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

Fundraising

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

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

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 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.
Professional Development

**Introduction to Event Planning**

*Tuition:* $795  *CEUs:* 1.2  
*Instructor:* Christina Robertson Whitehead, CMP

*2 sessions:* Thu and Fri, Feb 22 and 23 / 9:00 a.m.–4:00 p.m.

*2 sessions:* Thu and Fri, May 17 and 18 / 9:00 a.m.–4:00 p.m.

*2 sessions:* Thu and Fri, Aug 23 and 24 / 9:00 a.m.–4:00 p.m.

Successful events require a tremendous amount of knowledge, resources, and behind-the-scenes production. Our engaging exercises will provide expert event planning tips and techniques from conception to execution. Learn how to plan and manage logistics, catering, audio-visual elements and more. Discover how to proactively take control of event details in order to create memorable and worthwhile experiences for your attendees as your stakeholders applaud your impeccable leadership.
Better Business Writing
Tuition: $395  CEUs: 0.6
Instructor: Claudia Coplon Clements
1 session: Mon, Feb 5 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Apr 9 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jun 14 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Aug 17 / 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 5 / 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.

Decoding Millennials: People, Employees, Consumers
Tuition: $195  CEUs: 0.3
Instructor: Adriane Wilson
1 session: Tue, May 22 / 6:00–9:00 p.m.
1 session: Thu, Jun 14 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Aug 17 / 9:00 a.m.–4:00 p.m.

More than 83 million millennials born between 1980 and 1996 now represent both the largest—as well as the least understood—American generation. Research reveals that this group shares many defining characteristics; examining these commonalities can help us better understand millennials as people and as employees. Through the lens of economic impact, we’ll also identify how and why this critical analysis carries substantial weight.

Emotional Intelligence
Tuition: $425  CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Tue, Feb 6 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jun 7 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Aug 30 / 9:00 a.m.–4:00 p.m.

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

Executive Presence for the Non-Executive
Tuition: $995  CEUs: 1.2
Instructor: Nancy Green, MBA
2 sessions: Thu and Fri, Mar 15 and 16 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Aug 20 and 21 / 9:00 a.m.–4:00 p.m.

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

Good Grammar is Good Business
Tuition: $375  CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Tue, Apr 3 / 9:00 a.m.–4:00 p.m.
1 session: Wed, Aug 1 / 9:00 a.m.–4:00 p.m.

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

**Improving Your Listening Skills**

**Tuition:** $195  
**CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Tue, Apr 10 / 1:00–4:00 p.m.  
**1 session:** Mon, Jul 30 / 9:00 a.m.–12:00 p.m.

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

**Managing Your Time and Productivity**

**Tuition:** $375  
**CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Mar 1 / 9:00 a.m.–4:00 p.m.  
**1 session:** Thu, Aug 2 / 9:00 a.m.–4:00 p.m.  
**1 session:** Mon, Jun 4 / 9:00 a.m.–4:00 p.m.

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

**Introduction to Fundraising**

**Tuition:** $395  
**CEUs:** 0.7  
**Instructor:** Christina Lennon, MA  
**1 session:** Fri, Feb 9 / 8:30 a.m.–4:30 p.m.

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

**Powerful Presentations: Deliver, Persuade, Inspire**

**Tuition:** $395  
**CEUs:** 0.6  
**Instructor:** Vicki Flier Hudson  
**1 session:** Thu, Mar 15 / 9:00 a.m.–4:00 p.m.  
**1 session:** Thu, Jun 21 / 9:00 a.m.–4:00 p.m.

We must communicate effectively for our ideas to inspire—compelling presentation skills earn respect and can take you to new heights in your professional and personal life. In this course, we explore “whole-level” presentations: making use of voice, body language and intellect to persuade your audience and maximize your potential. Rise above the rest with the power of presentation!
**Powerful Presentations: Create, Design, Succeed**

Tuition: $395  
Instructor: Vicki Flier Hudson  
1 session: Thu, Jan 25 / 9:00 a.m.–4:00 p.m.  
1 session: Thu, Aug 23 / 9:00 a.m.–4:00 p.m.

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

**The Power of Personal Brand**

Tuition: $195  
Instructor: Katie Karppala, BCC  
1 session: Wed, Jun 6 / 9:00 a.m.–12:00 p.m.

Join us to learn the concept of a personal brand: the benefits, how to build and manage your own, and how to use your brand to promote yourself and/or services. We’ll discuss the power of having an outstanding brand—something that companies have known and used for years—and map onto the individual for increase effectiveness, success and personal power. Leave with a new understanding of yourself as both an individual and as a business entity/provider of business services.

**Win-Win Negotiations**

Tuition: $375  
Instructor: Nancy Green, MBA  
1 session: Mon, May 7 / 9:00 a.m.–4:00 p.m.  
1 session: Mon, Aug 27 / 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.

**Strategic Communications in the Workplace**

Tuition: $395  
Instructors: Nancy Colter, MBA  
1 session: Fri, Mar 23 / 9:00 a.m.–4:00 p.m.  
1 session: Tue, May 1 / 9:00 a.m.–4:00 p.m.  
1 session: Fri, Aug 17 / 9:00 a.m.–4:00 p.m.

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

**Training Design for Trainers**

Tuition: $195  
Instructor: Katie Karppala, BCC  
1 session: Wed, Jun 6 / 1:00–4:00 p.m.

Join us to learn the concept of a personal brand: the benefits, how to build and manage your own, and how to use your brand to promote yourself and/or services. We’ll discuss the power of having an outstanding brand—something that companies have known and used for years—and map onto the individual for increase effectiveness, success and personal power. Leave with a new understanding of yourself as both an individual and as a business entity/provider of business services.

**Your Image as a Communication Tool**

Tuition: $375  
Instructor: Katie Karppala, BCC  
1 session: Wed, Jun 6 / 1:00–4:00 p.m.

Image is a critical element related to perception – it’s important to ensure these messages are consistent with your character, values, and what you have to offer. We’ll review the basic ingredients of nonverbal communication to help you better understand your own “filters” while learning how judgments are formulated from visual impressions. This powerful information equips you to better understand and interpret the nonverbal messages that you send and receive.
Supervising Effectively

Tuition: $795  CEUs: 1.2
Instructor: Nancy Colter, MBA
2 sessions: Mon and Tue, Feb 19 and 20 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Aug 20 and 21 / 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.
Behavioral Interviewing for Hiring Professionals

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, May 3 / 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: Mon, Mar 5 / 9:00 a.m.–12:00 p.m.
1 session: Tue, Jun 5 / 1:00–4:00 p.m.

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

Dealing with Difficult People

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Wed, Feb 7 / 9:00 a.m.–12:00 p.m.
1 session: Fri, Aug 31 / 1:00–4:00 p.m.

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

Essentials of Conflict Management

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Wed, Feb 7 / 1:00–4:00 p.m.
1 session: Fri, Aug 31 / 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.

Delegating Effectively

Tuition: $195 CEUs: 0.3
Instructor: Nancy Green, MBA
1 session: Mon, Mar 5 / 1:00–4:00 p.m.
1 session: Tue, Jun 5 / 9:00 a.m.–12:00 p.m.

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

Essentials of Human Resources Management

Tuition: $1,795 CEUs: 2.7
Instructor: Soumaya Khalifa, MBA, Greg Creech, MCAS-I, CTT+, and Charles Craig, MBA
9 sessions: Tue and Thu, Apr 17–May 15 / 6:30–9:30 p.m.
9 sessions: Tue and Thu, Jul 17–Aug 16, 2017 / 6:30–9:30 p.m.

Our program addresses the issues human resources employees or supervisors face daily, from legal matters to selecting qualified employees. The program includes the SHRM Essentials of Human Resource Management as an introductory course, offering a comprehensive overview of human resource roles and responsibilities. The program offers additional skills and knowledge important to HR practitioners.
Essentials of Leadership for Managers
Tuition: $825 CEUs: 1.2
Instructor: Nancy Green, MBA
2 sessions: Mon and Tue, Apr 16 and 17 / 9:00 a.m.–4:00 p.m.
2 sessions: Tue and Wed, Jun 12 and 13 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Aug 13 and 14 / 9:00 a.m.–4:00 p.m.
This highly interactive and stimulating workshop will transform how managers lead and influence people. Participants experience and apply the five practices of exemplary leadership through group problem-solving tasks, video exercises, and action plans for ongoing development.

Essentials of Strategic Planning for Managers
Tuition: $375 CEUs: 0.6
Instructor: Nancy Green, MBA
1 session: Tue, May 8 / 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 27 / 9:00 a.m.–4:00 p.m.
1 session: Tue, Aug 21 / 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 13 / 1:00–4:00 p.m.
1 session: Fri, Jun 1 / 9:00 a.m.–12:00 p.m.
Managers must recognize change and help their employees adjust in a realistic and strategic manner, using sound principles and workable tools. People don’t resist change as much as they resist being changed—and all of us respond to change differently. Organizational leaders don’t control uncertainty; rather they guide, shape, and influence this variable—learn how and why in this class.

Managing Difficult Conversations and Situations
Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Mon, Jul 16 / 9:00 a.m.–4:00 p.m.
Participants in this course will be exposed to the basic communication strategies that can work across many difficult situations. Managing yourself properly can build the confidence to better manage problematic conversations and situations in the workplace. Learn how to have open, robust, and fearless conversations.
Managing Diverse Behavioral Styles

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Tue, Apr 10 / 9:00 a.m.–12:00 p.m.
1 session: Mon, Jul 30 / 1:00–4:00 p.m.

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

Managing Multi-Generations

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 Session: Mon, May 7 / 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 Virtual Teams

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Tue, Feb 13 / 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 learn to understand the competencies and capabilities needed to manage in a global, virtual, and matrixed organizational environment.

Managing Employee Performance

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Tue, Feb 13 / 9:00 a.m.–12:00 p.m.
1 session: Fri, Jun 1 / 1:00–4:00 p.m.

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

Transformational Leadership

Tuition: $375  CEUs: 0.6
Instructor: Nancy Green, MBA
1 session: Mon, Feb 12 / 9:00 a.m.–4:00 p.m.
1 session: Wed, May 2 / 9:00 a.m.–4:00 p.m.

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

Introduction to Project Management

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

2 sessions: Sat and Sun, Jan 27 and 28 / 9:00 a.m.–4:30 p.m. (Kailey)
2 sessions: Sat and Sun, Mar 10 and 11 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Jun 2 and 3 / 9:00 a.m.–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Jul 28 and 29 / 9:00 a.m.–4:30 p.m. (Kailey)

Essential Project Management skills are currently in high demand. Companies now realize project management plays a critical role in the delivery of projects as well as the success of the overall organization. In this introductory overview of project management, students will explore industry standard methodology and concepts in order to approach future projects with more knowledge and confidence.
Lean Six Sigma White Belt Certificate

Tuition: $695  CEUs: 0.85
Instructors: Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB; Mark Eclavea, MBA, Master Black Belt; Isabelle Monlouis, MBA, Master Black Belt, EDB; and Brenda Brown, MA, CLSSBB

1 session: Fri, Jan 26 / 9:00 a.m.–4:30 p.m. (Gray)
4 sessions: Wed, Apr 4–May 2 / 7:00–8:30 p.m. (Eclavea) (online)
1 session: Sat, Jun 2 / 9:00 a.m.–4:30 p.m. (Monlouis)
4 sessions: Tue, Jul 31–Aug 28 / 7:00–8:30 p.m. (Brown) (online)

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

Lean Six Sigma Green Belt Certificate

Tuition: $3995/$3495 (online)  CEUs: 2.7
Instructors: Brenda Brown, MA, CLSSBB and Mark Eclavea, MBA, Master Black Belt

4 sessions: Sat and Sun, Mar 10–25 / 9:00 a.m.–4:00 p.m. (Brown)
16 sessions: Mon and Wed, May 30–Aug 20 / 7:00–8:30 p.m. (Eclavea) (online)
4 sessions: Fri and Sat, Jul 13–28 / 9:00 a.m.–4:00 p.m. (Eclavea)

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

Lean Six Sigma for Health Care Professionals

Tuition: $895  CEUs: 1.2
Instructor: Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB

2 sessions: Sat and Sun, Feb 10–11 / 9:00 a.m.–4:00 p.m.
2 sessions: Sat and Sun, Aug 11–12 / 9:00 a.m.–4:00 p.m.

Optimize your healthcare environment with our essential Lean Six Sigma (LSS) training. Through both classroom activities and scenario-based assessments, course participants will learn how to lead or contribute to successful healthcare improvement projects ranging from patient-delivery to finance and support operations. Participants can then apply practical knowledge and skills learned to their own real-world healthcare settings. This post-White Belt/Green Belt LSS course will also develop participants’ understanding of and experience in the DMAIC (Define, Measure, Analyze, Improve and Control) methodology as well as key LSS tool utilization.

Project Management: Communications Tools and Techniques

Tuition: $425  CEUs: 0.6
Instructors: John Kailey, PMP and Ali Kazmi, PMP

1 session: Sat, Mar 17 / 9:00 a.m.–4:00 p.m. (Kailey)
1 session: Sat, May 19 / 9:00 a.m.–4:00 p.m. (Kazmi)
1 session: Sat, Aug 4 / 9:00 a.m.–4:00 p.m. (Kazmi)

Communications management focuses on the collection, evaluation, and distribution of information. Effective, timely, and appropriate communication helps set and maintain expectations and increase the likelihood of a project’s success. Participants will learn tools and techniques through a combination of role play, lecture, and exercises to help them communicate effectively in a project environment.
**Project Management: Cost Tools and Techniques**

*Tuition: $295 CEUs: 0.4*

*Instructors: John Kailey, PMP, Ali Kazmi, PMP, and Tim Peek, PMP*

*1 session: Sat, Mar 24 / 1:30 p.m.–5:30 p.m. (Kazmi)*

*1 session: Sat, Jun 23 / 1:30 p.m.–5:30 p.m. (Peek)*

*1 session: Sat, Aug 18 / 1:30 p.m.–5:30 p.m. (Kailey)*

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

**Project Management: Procurement Tools & Techniques**

*Tuition: $195 CEUs: 0.3*

*Instructor: Tim Peek, PMP*

*1 session: Sat, Feb 24 / 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. The project manager is typically the point of contact to develop, manage, and control procurement administration. Participants in this course 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 to ensure fair and equitable settlement of the agreement.

**Project Management: Integration Tools & Techniques**

*Tuition: $395 CEUs: 0.6*

*Instructor: John Kailey, PMP*

*1 session: Sat, May 12 / 9:00 a.m.–4:00 p.m.*

Integration management focuses on the interrelated aspects of a project. For example, a budget cut may reduce the project’s scope, schedule, resources, and quality; this single change requires balancing competing interests and making trade-offs that can dramatically affect the project. Coordinating those changes throughout the entire project by taking a big-picture viewpoint can help to ensure smooth operations.

**Project Management: Quality Tools & Techniques**

*Tuition: $195 CEUs: 0.3*

*Instructor: Tim Peek, PMP*

*1 session: Sat, Feb 24 / 1:00–4:00 p.m.*

Successful project managers establish processes early on to manage quality and keep it consistent throughout the project’s life cycle. Discover how to apply quality management theories and assure that the quality of the deliverables meets customer requirements and expectations. In this course, participants will learn many of the industry accepted tools and techniques such as cost of quality, statistical sampling, and control charts—as well as various quality models and approaches.

**Project Management: Resources Tools & Techniques**

*Tuition: $195 CEUs: 0.3*

*Instructor: Tim Peek, PMP*

*1 session: Sat, Feb 10 / 9:00 a.m.–12:00 p.m.*

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 providing direction and keeping the project team focused throughout a project.
Lean Six Sigma and Project Management

Project Management: Risk Tools and Techniques
Tuition: $295  CEUs: 0.4  
Instructors: Tim Peek, PMP, John Kailey, PMP and Ali Kazmi, PMP  
1 session: Sun, Mar 25 / 1:00 p.m.–5:00 p.m. (Peek)  
1 session: Sun, Jun 24 / 1:00 p.m.–5:00 p.m. (Kailey)  
1 session: Sun, Aug 19 / 1:00 p.m.–5:00 p.m. (Kazmi)  

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 its 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: Kevin Postich, PMP and Ali Kazmi, PMP  
1 session: Sat, Apr 14 / 9:00 a.m.–5:00 p.m. (Postich)  
1 session: Sat, Jun 16 / 9:00 a.m.–5:00 p.m. (Kazmi)  
1 session: Sat, Aug 25 / 9:00 a.m.–5:00 p.m. (Postich)  

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 breaking down a project into manageable activities so the project manager can develop and control project timelines. Participants will learn how to build effective schedules and 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: Ali Kazmi, PMP, Tim Peek, PMP and John Kailey, PMP  
1 session: Sat, Mar 24 / 8:30 a.m.–12:30 p.m. (Kazmi)  
1 session: Sat, Jun 23 / 8:30 a.m.–12:30 p.m. (Peek)  
1 session: Sat, Aug 18 / 8:30 a.m.–12:30 p.m. (Kailey)  

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 other project elements—cost, time, quality—are left to chance, and the project manager must maintain the project’s scope when a change occurs. Participants will 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 & Techniques
Tuition: $195  CEUs: 0.3  
Instructor: Tim Peek, PMP  
1 session: Sat, Feb 10 / 1:00–4:00 p.m.  

Stakeholders are any individuals, groups and organizations that have a vested interest in the products, services, or results of a project. Although it’s not possible to manage all stakeholders, the project manager must effectively set and control expectations and estimates. In this course, participants will learn to identify stakeholders, analyze their potential impact on the project, and develop strategies to manage them appropriately throughout the project life cycle.

Certified Associate in Project Management (CAPM®) Exam Preparation
Tuition: $795  CEUs: 1.6  
Instructors: Tim Peek, PMP and Ali Kazmi, PMP  
4 sessions: Sat, Sun, Fri, Jan 20, 21, 26 and 27 / 8:30 a.m. – 12:30 p.m. (Kazmi)  
4 sessions: Sat, Sun, Fri, Apr 21, 22, 27 and 28 / 8:30 a.m. – 12:30 p.m. (Peek)  
4 sessions: Sat, Sun, Fri, Aug 18, 19, 24, and 25 / 8:30 a.m. – 12:30 p.m. (Peek)  

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

**Project Management Professional (PMP®) Exam Preparation**

* Tuition: $1695  CEUs: 3.5
* Instructors: Tim Peek, PMP and Ali Kazmi, PMP
* 5 sessions: Sat, Sun & Fri, Jan 20, 21, 26, 27, and 28 / 8:30 a.m.–4:30 p.m. (Kazmi)
* 5 sessions: Sat, Sun & Fri, Apr 21, 22, 27, 28, and 29 / 8:30 a.m.–4:30 p.m. (Peek)
* 5 sessions: Sat, Sun & Fri, Aug 18, 19, 24, 25, and 26 / 8:30 a.m.–4:30 p.m. (Peek)

Established project managers can boost their career prospects by preparing for the Project Management Professional (PMP) certification in this intensive five-day course. Participants will discuss the ten knowledge areas and five process groups defined in the PMBOK® Guide, including how they align in project management process. Understand the formulas commonly found on the PMP exam, and apply that knowledge with individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. This course satisfies the 35 hours of project management education required for the PMP exam once completed successfully.
Adobe After Effects
Level 1: Introduction

Tuition: $995  CEUs: 1.95
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
3 Sessions: Sat, Apr 14–28 / 9:00 a.m.–4:30 p.m.

During this three-day training course, students will discover the tools and techniques necessary to create high-quality motion graphics in After Effects. We will start with the basics—importing footage, adding effects, and animating a composition—and then progress to creating a brand-new composition using content from Adobe Illustrator, built-in effects, layering, and transparency. The combination of animated text, layers, and custom shapes will soon coalesce into a full multimedia presentation – and perhaps a cornerstone of your professional portfolio.
Adobe Captivate Level 1: Introduction
Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
2 Sessions: Thu and Fri, May 3 and 4 / 9:00 a.m.–4:30 p.m.
Adobe Captivate is the go-to tool for creating interactive e-learning content. If you are in education, you may be interested in using Captivate in your classroom to produce high-quality online learning tools for students to help them absorb and retain information from your courses. If you work in business or human resources, you can use Captivate to create engaging training modules. Students in this course will learn how to create soft-skills lessons, produce software demonstrations, and create interactive training simulations.

Adobe Illustrator Level 1: Introduction
Tuition: $695  CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Thu and Fri, Feb 22 and 23 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Apr 15 and 22 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Jun 21 and 22 / 9:00 a.m.–4:30 p.m.
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.

Adobe Illustrator Level 2: Intermediate
Tuition: $695  CEUs: 1.3
Instructors: Michael Snodgrass, Adobe Certified Trainer, CTT+ and Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Sat, Jan 20 and 27 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Apr 30–May 3 / 6:00–9:15 p.m. (Snodgrass)
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 Gaston, Adobe Certified Trainer, CTT+ and Christopher Brown
4 Sessions: Mon–Thu, Jan 22–25 / 6:00–9:15 p.m. (Brown)
2 Sessions: Thu and Fri, Mar 8 and 9 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, May 21–24 / 6:00–9:15 p.m. (Brown)
2 Sessions: Thu and Fri, Jul 19 and 20 / 9:00 a.m.–4:30 p.m. (Gaston)
Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We’ll get to know the workspace and menus of InDesign before creating simple documents, and we will also discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.

Adobe InDesign Level 2: Intermediate
Tuition: $695  CEUs: 1.3
Instructors: Michael Snodgrass, Adobe Certified Trainer, CTT+ and Michael Gaston, Adobe Certified Trainer, CTT+
2 Sessions: Sat, Mar 17 and 24 / 9:00 a.m.–4:30 p.m. (Snodgrass)
2 Sessions: Sat, Aug 4 and 11 / 9:00 a.m.–4:30 p.m. (Gaston)
Elevate your InDesign skills by creating advanced, professional quality documents. Through a series of exercises, you’ll discover how to work with styles for quicker formatting, correctly import and modify graphics, and create tables for better organization. We’ll also discuss how to create proof files to make sure your design gets printed correctly, generate fillable forms for easy responses, and generate EPUB files for digital publishing.
Adobe Photoshop Level 1: Introduction

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Michael Snodgrass, Adobe Certified Trainer, CTT+
**2 Sessions:** Sat, Feb 10 and 17 / 9:00 a.m.–4:30 p.m.
**2 Sessions:** Thu and Fri, Apr 12 and 13 / 9:00 a.m.–4:30 p.m.
**2 Sessions:** Sat, Jun 2 and 9 / 9:00 a.m.–4:30 p.m.
**2 Sessions:** Thu and Fri, Aug 9 and 10 / 9:00 a.m.–4:30 p.m.

Pictures help give any report, presentation, or website a professional edge, and Photoshop is the industry standard for working with digital images. During this class, you will create and edit your own digital graphics and photographs. This hands-on course discusses image formats, color correction, retouching digital photos, working with layers, advanced selection techniques, and using various other editing tools.

Adobe Photoshop Level 2: Intermediate

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Michael Snodgrass, Adobe Certified Trainer, CTT+
**2 Sessions:** Sat, May 5 and 12 / 9:00 a.m.–4:30 p.m.

Work through example projects based on real-world scenarios to reinforce and expand your skills. We’ll use Photoshop’s vector capabilities, create a movie poster using multiple source images, and discuss advanced techniques for image correction and typographic design. We will also incorporate lighting effects and perspective tools to create realism in Photoshop compositions.

Adobe Premiere Pro Level 1: Introduction

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Michael Snodgrass, Adobe Certified Trainer, CTT+
**2 Sessions:** Sat, Mar 3 and 10 / 9:00 a.m.–4:30 p.m.

Adobe Premiere Pro is the industry-leading video editing application, utilized everywhere from major cable news networks to Academy Award-nominated films. Throughout this two-day training course, students will discover the essential tools and techniques necessary to take a video project from planning to production. Participants will organize media assets and use Premiere Pro’s tools to assemble these raw elements into a video sequence by trimming clips, adding audio, and creating stylized transitions.

Adobe Premiere Pro Level 2: Intermediate

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Michael Snodgrass, Adobe Certified Trainer, CTT+
**2 Sessions:** Sat, May 5 and 12 / 9:00 a.m.–4:30 p.m.

Work through example projects based on real-world scenarios to reinforce and expand your skills. We’ll use Photoshop’s vector capabilities, create a movie poster using multiple source images, and discuss advanced techniques for image correction and typographic design. We will also incorporate lighting effects and perspective tools to create realism in Photoshop compositions.

Email Marketing Strategy

**Tuition:** $375  **CEUs:** 0.65
**Instructor:** Brent Laminack, CTT+
**1 Session:** Sun, May 6 / 9:00 a.m.–4:30 p.m.

One of the most effective and inexpensive means of keeping in contact with your constituents is via email. Students will learn about the pitfalls inherent with the CAN-SPAM Act, limitations of web-based email, and best-practice, white-hat techniques to help avoid spam labels.

Foundations of Graphic Design

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Christopher Brown
**4 sessions:** Tue, Feb 6–27 / 6:00–9:15 p.m.
**4 sessions:** Sat, Jun 16–Jul 7 / 9:00 a.m.–12:15 p.m.

In the world of graphic design, good looks are everything . . . and so many websites, posters, greeting cards, and more need your help ASAP. Fortunately, creating professional content—whether for your job, church, family, or yourself—is made easier by understanding the fundamental concepts of graphic design. Come explore the graphic designer’s role as well as techniques for creative thinking and problem solving, as we study and discover effective visual communication strategies. Class discussions regarding variances between new digital media and traditional print design also will help budding designers eliminate anxieties about the unknown.

E-Commerce Fundamentals

**Tuition:** $695  **CEUs:** 1.3
**Instructor:** Brent Laminack, CTT+
**2 Sessions:** Sat, May 12 and 19 / 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. 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 Web Design and Development

Tuition: $375  CEUs: 0.8
Instructor: Mary Zimnik, Adobe Certified Expert, CTT+
4 sessions: Mon and Thu, Mar 5–15 / 7:00–9:00 p.m. (online)

Are you interested in building your own website or starting a new career? Our course will help you understand best practices for web design and development and introduce you to the technologies that power the web. We will focus on big picture concepts, but we will also discuss 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
Instructors: Brent Laminack, CTT+ and Rashaad Jones, PhD
3 Sessions: Sat, Jan 20–Feb 3 / 9:00 a.m.–4:30 p.m. (Laminack)
3 Sessions: Wed, Apr 18–May 2 / 9:00 a.m.–4:30 p.m. (Jones)
3 Sessions: Sat, Jul 21–Aug 4 / 9:00 a.m.–4:30 p.m. (Laminack)

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

HTML and CSS Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 Sessions: Sat, Feb 24 and Mar 3 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Aug 11 and 18 / 9:00 a.m.–4:30 p.m.

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

JavaScript Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructors: Brent Laminack, CTT+ and Rashaad Jones, PhD
2 Sessions: Sat, Feb 10 and 17 / 9:00 a.m.–4:30 p.m. (Laminack)
2 Sessions: Wed, May 9 and 16 / 9:00 a.m.–4:30 p.m. (Jones)
2 Sessions: Sun, Aug 5 and 12 / 9:00 a.m.–4:30 p.m. (Laminack)

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

Social Media for Business: Engaging and Selling

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

Approximately 81% of all Americans have a social media profile, spending an average of nearly two hours each day scrolling feeds and connecting with friends. Entrepreneurs and marketing professionals can take advantage of this immense opportunity to reach and engage social media users in order to sell goods and services. We’ll create content—a critical component of social media marketing—utilizing hands-on activities based on best practices for each platform. Subsequent coursework will cover targeting strategies and paid advertising formats to help engage with customers. Methodologies for effectively measuring campaign success via goal setting, reporting, and measurement will help you grow your audience as well as your revenue.

IT, DESIGN, AND DEVELOPMENT
Social Media Analytics
Tuition: $695 CEUs: 1.3
Instructor: Jessica Ludolph
2 Sessions: Fri, Feb 2 and 9 / 9:00 a.m.–4:30 p.m.

Social media can be essential to growing your business, but properly understanding and analyzing the relevant data is absolutely critical. While working at Facebook, instructor Jessica Ludolph partnered with clients in both small businesses and large corporations such as the Home Depot and Chick-fil-A. Her input not only helped shape Facebook’s own advertising platform, but her focus on strategy and execution delivered amazing results for her clients. Join us to discover how these analytics can help guide your organization’s marketing strategy.

SQL Level 1: Introduction
Tuition: $725 CEUs: 1.3
Instructors: Kirk Canty, Sarje Page, and Ali Kazmi, PMP
2 Sessions: Thu and Fri, Feb 1 and 2 / 9:00 a.m.–4:30 p.m. (Canty)
2 Sessions: Thu and Fri, Mar 8 and 9 / 9:00 a.m.–4:30 p.m. (Kazmi)
2 Sessions: Thu and Fri, Apr 12 and 13 / 9:00 a.m.–4:30 p.m. (Canty)
2 Sessions: Thu and Fri, May 17 and 18 / 9:00 a.m.–4:30 p.m. (Canty)
2 Sessions: Wed and Thu, Jun 13 and 14 / 9:00 a.m.–4:30 p.m. (Kazmi)
2 Sessions: Thu and Fri, Jul 12 and 13 / 9:00 a.m.–4:30 p.m. (Page)
2 Sessions: Thu and Fri, Aug 16 and 17 / 9:00 a.m.–4:30 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 will discuss how to create expressions that calculate and summarize information, as well as how to search, filter, and sort your data using more than 30 different SQL clauses and functions. Participants should leave with a good working knowledge and understanding of the SQL language.

SQL Level 2: Intermediate
Tuition: $725 CEUs: 1.3
Instructors: Sarje Page, Kirk Canty, and Rashaad Jones, PhD
2 Sessions: Sun, Feb 11 and 18 / 9:00 a.m.–4:30 p.m. (Canty)
2 Sessions: Wed, May 23 and 30 / 9:00 a.m.–4:30 p.m. (Jones)
2 Sessions: Thu and Fri, Aug 23 and 24 / 9:00 a.m.–4:30 p.m. (Page)

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, Mar 17 and 24 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Jul 22 and 29 / 9:00 a.m.–4:30 p.m.

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

Web Video Production Fundamentals
Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 Session: Sun, Mar 18 / 9:00 a.m.–4:30 p.m.
1 Session: Sun, Jul 15 / 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.
Microsoft Excel Level 2: Excelling at Excel

Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+

2 Sessions: Fri, Feb 9 and 16 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu, Apr 19 and 26 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Jun 15 and 22 / 9:00 a.m.–4:30 p.m.
2 Sessions: Tue, Aug 14 and 21 / 9:00 a.m.–4:30 p.m.

If you're comfortable with Excel but know you still have a lot to learn to use it to its full potential, this two-day course is for you. Discover the 5 Fs of Excel—Formatting, Fills, Formulas, Functions, and Filters/Sorts—and begin creating clearer and more effective spreadsheets. We will use formatting and basic formulas and functions to create our own fully functional monthly and annual budget tracking spreadsheets. Participants will also learn to use more advanced functions like PivotTables and VLOOKUPs to become more productive in the workplace.
Microsoft Access: Accessing the Possibilities

Tuition: $675  CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 Sessions: Mon, Apr 30–May 14 / 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: Wed, Feb 7 / 9:00 a.m.–4:30 p.m.
1 Session: Tue, Jun 5 / 9:00 a.m.–4:30 p.m.

Get the most out of Excel by learning to create, edit, and print basic Excel spreadsheets. Participants will learn to speed up data entry, move and copy information, and create formulas to perform calculations. You'll prepare a document for printing by setting margins, page breaks, and more. Finally, you'll learn to manage large Excel documents, making your data more readable and more attractive with formatting techniques.

Microsoft Excel Level 3: More Excelling at Excel

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

Microsoft Excel has hundreds of features, functions, formulas, and other things that can make managing your data easier. In this course, we will discover how to formulate smarter worksheets by understanding Excel’s time format and using Date Calculations. We will also learn to use Data Validation criteria to keep data accurate and streamline input with drop-down lists. From there, we will construct logical comparisons between given and expected values using IF...THEN...ELSE statements. Finally, we'll learn more about PivotTables, collaboration within Excel, and how to create the most useful types of charts for the presentation of your data.

Microsoft Excel: Data Management and Manipulation

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Fri, Mar 2 / 9:30 a.m.–12:30 p.m.
1 Session: Thu, Jul 19 / 9:30 a.m.–12:30 p.m.

Control data without data controlling you. In this half-day course, we will discuss how Excel can be used to manage and manipulate data in Excel, both in flat file databases and relational databases. Create and import databases and tables in Excel while handling multiple sorting and filtering tasks using a variety of criteria.

Microsoft Excel: Data Analysis Using Pivot Tables

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Thu, Feb 8 / 9:30 a.m.–12:30 p.m.
1 Session: Fri, Apr 27 / 9:30 a.m.–12:30 p.m.
1 Session: Wed, Jun 20 / 9:30 a.m.–12:30 p.m.
1 Session: Wed, Aug 22 / 9:30 a.m.–12:30 p.m.

PivotTables allow you to change the view of your data quickly and easily. They also automatically sort your data and create totals, averages and other functions, too. PivotCharts add visualizations to the data summarized into a PivotTable and can help you spot trends and patterns within the data. Students in this half-day course will build different PivotTables using existing databases to obtain insights into account management, human resources, marketing, and more.

Excelling at Excel: The FUNdamentals

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Thu, Mar 1 / 9:30 a.m.–12:30 p.m.
1 Session: Wed, Jul 11 / 9:30 a.m.–12:30 p.m.

In this half-day course, students will discover tips and tricks to better navigate and select data in Excel. We'll customize Excel through our Quick Access Toolbar and learn important shortcuts to optimize workflow. The
course teaches formatting, using Auto-fill, and how to create formulas and functions the right way the first time. Finally, we will print and view Excel worksheets using Freeze and Split panes, Page Layout View, and Page Break Preview.

**Excelling at Excel: The 5 Fs: Formatting, Fills, Formulas, Functions, and Filters/Sorts**

*Tuition: $185  CEUs: 0.3  
Instructor: Greg Creech, MCAS-I, CTT+  
1 Session: Wed, Mar 14 / 9:30 a.m.–12:30 p.m.  
1 Session: Wed, Jul 18 / 9:30 a.m.–12:30 p.m.*

In this half-day course, students will discover the 5 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.

**Excelling at Excel: Formulas and Functions**

*Tuition: $185  CEUs: 0.3  
Instructor: Greg Creech, MCAS-I, CTT+  
1 Session: Wed, Mar 21 / 9:30 a.m.–12:30 p.m.  
1 Session: Wed, Jul 25 / 9:30 a.m.–12:30 p.m.*

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

**Excelling at Excel: More Formulas and Functions**

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

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

**Microsoft PowerPoint: PowerPoint Power**

*Tuition: $495  CEUs: 1.3  
Instructor: Greg Creech, MCAS-I, CTT+  
2 Sessions: Tue, May 1 and 8 / 9:00 a.m.–4:30 p.m.*

Create your own PowerPoint presentation and template to help with your branding and customization of PowerPoint. We'll learn the new interface including the Ribbon, the Tabs, and other important new elements. Utilize PowerPoint’s slide show options and create interactive slides with the web and other applications. Our slides will include: Charts, Diagrams, Photos, Clip Art, Text, Bullets and Numbers, Tables, Sound, and Movies. We'll discuss the importance of color, animation, and presenting with PowerPoint. Create a dynamic PowerPoint presentation from scratch AND learn how to present like a pro.
Microsoft Project Levels 1 and 2: Creating and Managing Projects

Tuition: $555  CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+, CMM I
2 Sessions: Wed and Thu, Feb 14 and 15 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Jun 3 and 10 / 9:00 a.m.–4:30 p.m.

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

Winning Documents with Word: Word for Writers

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

Most people have used Word to write letters or reports, but few people know all of the time-saving shortcuts that you will learn in this course. If you are a technical writer, novelist, or anyone responsible for creating or maintaining large documents like orientation manuals or policies and procedures, your job might get a lot easier. This course will teach you how to customize virtually every element of a Word document from the title page to the index and every header, footer, and photo in between.

Winning Documents with Word: Word for Business

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Fri, Aug 10 / 9:30 a.m.–12:30 p.m.

Chances are that you have used Microsoft Word at work to write reports and letters, but you might be missing out on skills that can improve your workflow. You’ve probably created tables before, but did you know that you can create tables from text and text from tables while also integrating Excel formulas like SUM and AVERAGE? If you ever get tired of changing the font and margins in a document, you will love learning how to create a new document with everything just the way you like it so you can start working without fiddling with those options.
GMAT Test Preparation

Tuition: $650

Instructor: Devin Stewart, PhD

6 sessions: Sat, Jan 27–Mar 17 / 1:00–4:30 p.m. (Stewart)

6 sessions: Sun, Mar 4–Apr 22 / 1:00–4:30 p.m. (Stewart)

Gain a thorough grounding in the GMAT’s format, question types, and strategies for attacking each section. The course will cover geometry, algebra, probability, word problems, sentence correction, and reading comprehension, with special attention devoted to data sufficiency and critical-thinking questions.
**TEST PREP**

**GRE Comprehensive Test Preparation**

*Tuition:* $650  
*Instructors:* Vanessa Madden, MBA and Devin Stewart, PhD  
*6 sessions:* Sun, Jan 21–Feb 25 / 9:00 a.m.–12:30 p.m. (Madden)  
*6 sessions:* Sat, May 19–Jun 30 / 9:00 a.m.–12:30 p.m. (Madden)  
*6 sessions:* Tue, Thu Jun 12–28 / 6:00–9:30 p.m. (Madden)  
*6 sessions:* Sun, Jul 8–Aug 12 / 1:00–4:30 p.m. (Stewart)

The course is divided into six sessions: two sessions devoted to each section of the exam, with verbal, writing, and math reviews. The course also will address common tricks, mistakes, and pitfalls as well as the role the GRE score plays in graduate admissions and provide tips on preparing the strongest possible graduate school application.

**MCAT Test Preparation**

*Tuition:* $1,575  
*Instructor:* Devin Stewart, PhD  
*6 sessions:* Sat, Apr 7–May 19 / 9:00 a.m.–5:00 p.m.  
*6 sessions:* Sat, Jul 14–Aug 18 / 9:00 a.m.–5:00 p.m.

Take the first step to medical school – prepare for the new MCAT, which was introduced two years ago. Our MCAT test prep class - taught by Emory faculty - combines classroom contact hours with independent study, allowing students to achieve the best possible score and increase chances of admission to top-tier medical schools. The course will cover all areas of the test, including new and significantly modified sections, while combining review of key topics and extensive advice on strategy, analysis, and approach to each section. Additionally, the course will provide expert advice on medical school admissions essays, with personalized guidance during the application process.

**LSAT Test Preparation**

*Tuition:* $750  
*Instructor:* Devin Stewart, PhD  
*4 sessions:* Sat and Sun, Jan 6–21 / 9:00 a.m.–4:00 p.m. (Steward)

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

**SAT Test Preparation**

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

Our intensive SAT prep course provides everything needed to get the best possible score on the SAT (Scholastic Aptitude Test), including the Critical Reading, Mathematics, and Writing sections. A full-length diagnostic test will help you assess your strengths and weaknesses as well as prepare you for the actual test-taking experience.

**PHR/SPHR Certification Review**

*Tuition:* $1,595  
*CEUs:* 3.6  
*Instructor:* Charles Craig  
*6 sessions:* Sat, Feb 24–Apr 28 / 9:00 a.m.–4:00 p.m.  
*6 sessions:* Sat, Jun 9–Aug 18 / 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.
Personal Development

Blueprint for Financial Success

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

We’ll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management. You’ll receive a checklist of financial documents that you should have available and organized as well as a comprehensive financial planning list of follow-up action steps to implement your financial plan.
Abstract Painting

Tuition: $225
Instructor: Guy Robinson
4 sessions: Wed, Feb 21–Mar 14 / 6:30–9:30 p.m.
4 sessions: Wed, May 2–23 / 6:30–9:30 p.m.

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

Artistic Landscape Enhancements

Tuition: $95
Instructors: Jonathan Williams and Terry Powell
1 session: Sat, Mar 3 / 9:00 a.m.–12:00 p.m.

Everyone appreciates a beautiful landscape – now make your neighbors jealous! Both weekend gardeners and landscape professionals will take away industry best practices to better understand the principles and elements of stunning, artistic landscapes. Participants in this highly interactive course can then leverage a firm grasp of these concepts to approach outdated sites and easily identify enhancements to maximize curb appeal.

Astronomy in the Suburbs - An Introduction to Star Gazing

Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Mar 7–Mar 28 / 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.

Beginning Drawing

Tuition: $225
Instructor: Guy Robinson
8 sessions: Tue, Jan 9–Feb 27 / 6:30–8:30 p.m.
8 sessions: Tue, Jan 9–Feb 27 / 6:30–8:30 p.m.
8 sessions: Tue, Jul 10–Aug 28 / 6:30–8:30 p.m.

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

Beginning Oil Painting

Tuition: $225
Instructor: Guy Robinson
6 sessions: Wed, Jan 10–Feb 14 / 6:30–8:30 p.m.
6 sessions: Wed, Jul 11–Aug 15 / 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.
Decorating Basics

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Designer, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Feb 22–Mar 15 / 7:00–9:00 p.m.  
**4 sessions:** Thu, Jun 7–28 / 7:00–9:00 p.m.

Explore basic interior design principles such as identification of style components, as well as how to have continuity and flow while introducing complementary and eclectic items. Class also will cover proper furniture placement, use of color, texture, and lighting, and how to select appropriate pieces that you presently own and 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, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Mar 29–Apr 19 / 7:00–9:00 p.m.

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

English Refresher

**Tuition:** $350  
**CEUs:** 1.2  
**Instructor:** Lisa Ethridge, MA  
**6 sessions:** Tue, Mar 20–Apr 24 / 7:00–9:00 p.m.

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

Enjoying Wine: The Basics and Beyond

**Tuition:** $225  
**Instructor:** Nancy Waldeck  
**4 sessions:** Wed, Mar 14–Apr 4 / 6:30–8:30 p.m.  
**4 sessions:** Thu, Jun 7–28 / 6:30–8:30 p.m.

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

Film and Video Lighting on a Budget

**Tuition:** $195  
**Instructor:** Ly Bolia  
**4 sessions:** Wed, Jan 31–Feb 28 / 7:00–9:00 p.m.

Apply the ‘Hollywood Look’ to your podcast videos, vlogs, advertising, YouTube content, and other broadcasts – at just a fraction of the cost of those mega-blockbuster productions. Join us to maximize the impact of lighting in your videos on a shoestring budget using inexpensive materials from local hardware stores. Our hands-on, practical course allows students the opportunity to actively participate in various lighting scenarios in order to learn basic tricks and techniques to enhance video compositions.

Introduction to Home Staging

**Tuition:** $175  
**Instructor:** Melanie Serra, Certified Staging Trainer, Principal of Interior Revivals Inc., and Founding Director of the Staging and Decorating Guild LLC  
**1 session:** Sat, Mar 10 / 9:00 a.m.–3:30 p.m.

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

**Kitchen Design and Décor**
*Tuition:* $175  
*Instructor:* Lee Anne Culpepper, National Designer, Celebrity Design Panelist on Hometalk.com  
*4 sessions:* Wed, Mar 7–28 / 7:00–9:00 p.m.  
*4 sessions:* Wed, Jun 6–27 / 7:00–9:00 p.m.

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

**Landscape Painting with Wayland Moore**
*Tuition:* $225  
*Instructor:* Wayland Moore  
*6 sessions:* Mon, Apr 2–May 7 / 7:00–9:00 p.m.

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

**Learning the Fundamentals of Investing**
*Tuition:* $275  
*Instructor:* Ben Clark, MBA, MEd, CFP®, ChFC®, AAMS®  
*8 sessions:* Wed, Feb 7–Apr 4 / 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).

**Marriage and Money: What Changes When You Say ‘I Do’**
*Tuition:* $95  
*Instructor:* Helen Ngo  
*1 session:* Tue, Mar 6 / 6:30–9:00 p.m.

Marriage is an exciting time in life—and also a major financial milestone. Here’s advice for couples planning for the future—consider how marriage will impact your financial future as well as your budgeting methods. These changes are likely to be significant. Our course will describe exactly what to expect during various marriage-related circumstances, so that you can plan the best approach to successfully manage your money jointly and individually.

**Never Too Late: Reinvention Workshop with Bestselling Author Claire Cook**
*Tuition:* $45  
*Instructor:* Claire Cook  
*1 session:* Sat, Jan 27 / 9:00 a.m.–12:00 p.m.

Join *New York Times* best-selling author, Claire Cook, for a fun, inspiring, and interactive workshop. She’ll share her own stories, successes, and failures—as well as those of other reinventors—and give you cutting edge, motivating tips for getting a plan, staying on track, pulling together a support system, and overcoming perfectionism to help propel you toward your goals. At 50, Claire walked the red carpet at the Hollywood premiere of the adaptation of her second novel, *Must Love Dogs*, starring Diane Lane and John Cusack. It’s never too late to reinvent your life! Students will receive a copy of Claire’s book, *Never Too Late: Your Roadmap to Reinvention*. 

Register today: ECE.EMORY.EDU
**Principles of Design**

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

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

**Sustainable Landscaping: How Far Am I Willing To Go?**

*Tuition:* $95  
*Instructors:* Jonathan Williams and Terry Powell  
*1 session:* Sat, Mar 3 / 1:00–4:00 p.m.

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

**The Camera You Carry: Smartphone Photography**

*Tuition:* $125  
*Instructor:* Billy Newman  
*1 session:* Sat, Jan 20 / 1:00–5:00 p.m.

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

**Supper Club**

*Tuition:* $215  
*Instructor:* Barbara Alfano  
*4 sessions:* Mon, Jan 22–Feb 12 / 6:30–8:30 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. Our group is a wonderful way to bring people together for evenings of fun, good food, and interesting conversation. Tuition includes cost of four dinners, taxes, and tips.
Essentials of Creative Writing

Tuition: $425  CEUs: 1.2
Instructors: Zoe Fishman and Tray Butler, MA
6 sessions: Tue, Jan 16–Feb 20 / 7:00–9:00 p.m.  (Butler)
6 sessions: Tue, Apr 17–May 22 / 7:30–9:30 p.m.  (Fishman)
6 sessions: Tue, Jul 24–Aug 28 / 7:00–9:00 p.m.  (Butler)

Get your pen (or laptop keys) moving in this fast-paced introduction to creative writing. Through weekly lectures, readings, and opportunities to share your work in a supportive environment, you’ll begin to hone your craft while learning tips for how to create compelling characters, snappy dialogue, and satisfying story structures. Whether your dream is to write the Great American Novel or to capture true stories from your own life, this course will help you write the kinds of narratives that will keep your reader fascinated from the first word to the last.
Digital Photography 1

*Tuition:* $395  *CEUs:* 1.5  
*Instructors:* David Diener and Billy Newman  
*6 sessions:* Mon, Jan 29–Mar 12 / 6:30–9:00 p.m. (Newman)  
*6 sessions:* Mon, Apr 23–Jun 4 / 6:30–9:00 p.m. (Newman)  
*6 sessions:* Thu, Jul 12–Aug 16 / 6:30–9:00 p.m. (Diener)

A picture's worth a thousand words... but can you do better? Composition, selective focus, saturated colors and proper exposure all combine to produce images that make the best use of digital photography's tools in order to tell great stories. Ideal for both enthusiastic hobbyists as well as serious amateurs, our course will utilize a combination of class lectures and photographic assignments to convey the importance of megapixels, file compression, and print-versus-email output. We'll also explore the more complex aspects of photography: lighting, composition, color, depth of field, and more. Students are encouraged to share work for enhancement of class discussions.

Digital Photography 2

*Tuition:* $395  *CEUs:* 1.5  
*Instructors:* David Diener  
*6 sessions:* Thu, Mar 15–Apr 26 / 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 will also cover how to shoot landscapes, architecture, and nature photos as well as close-up and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography. Course includes in-class lectures and homework photography assignments.

Photo Editing in Adobe Photoshop

*Tuition:* $350  *CEUs:* 0.8  
*Instructor:* Billy Newman  
*4 sessions:* Mon, Mar 26–Apr 16 / 6:30–8:30 p.m.  
*4 sessions:* Mon, Jul 23–Aug 13 / 6:30–8:30 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 & Photo Editing in Adobe Lightroom

*Tuition:* $375  *CEUs:* 1.2  
*Instructor:* David Diener  
*5 sessions:* Thu, May 31–Jun 28 / 6:30–9:00 p.m. (Diener)

If you enjoy taking photos, you probably have hundreds (maybe even thousands) of them across all of your devices. Take control of your digital data by learning how Adobe Lightroom can make your pictures look better and easier to find. This course explores both technical and aesthetic considerations in the medium by combining hands-on exercises, detailed demonstrations, and classroom discussions. Students will begin to explore their personal aesthetics and develop their skills in the digital darkroom.

Legal Issues in Photography

*Tuition:* $350  *CEUs:* 0.8  
*Instructor:* Steven Dubner, JD

4 sessions: Thu, Feb 1–22 / 7:00–9:00 p.m.  
4 sessions: Tue and Thu, Jun 5–14 / 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 underestimated. 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.
Let There Be Light—Working with Portable Strobes

Tuition: $350  CEUs: 0.8
Instructor: David Diener
3 sessions: Tue, Mar 6–20 / 6:30–8:45 p.m.

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

The Business of Creative Writing: Navigating Your Next Steps

Tuition: $425  CEUs: 1.2
Instructor: Claire Cook, New York Times and USA Today Bestselling Author
2 sessions: Sat, Jul 21 and 28 / 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 and learn how to write a query letter about your book 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
Fall 2018

Wondering why TV’s big comedy lineup doesn’t quite . . . line up? Think you’re funnier? We agree—that’s why we created this class. Our six-week workshop covers a wide variety of comedy genres including sketch, comedy/variety and scripted series, all culminating in a class that teaches you how to pitch your show to the people who can make it happen. Taught by writers, directors, and producers who’ve been there and done that, this class will give you all the tools you need to create television’s next comedy juggernaut. (Except the jokes. You’ll need to supply those.)
**Mystery Writing**
*Tuition: $425  CEUs: 1.2*
*Instructor: Linda Clopton, MA*
*6 sessions: Mon, Feb 5–Mar 12 / 7:30–9:30 p.m.*

Cozies. Police procedurals. Lone-wolf private eyes. The mystery genre takes on many forms—all of which sell briskly in the marketplace and retain long shelf lives. No mystery about that. 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 all night.

**Writing for Young Children**
*Tuition: $425  CEUs: 1.2*
*Instructor: Peggy Shaw, MA*
*6 sessions: Thu, Apr 19–May 24 / 7:00–9:00 p.m.*

The genre of writing for children is both challenging and uniquely treasured. Join us to discover the variety of formats, ranging from novelty books for preschoolers to picture and early chapter books for new readers. We’ll practice writing manuscripts, experimenting with various styles, and then share our work with classmates for constructive critiques and enhancements. Essential elements—style, structure, audience, and content presentation—all will be covered as students supplement coursework with a dash of their own creativity in the quest to capture the attention of young page-turning readers.

**Expand Your Creativity—Writing Inspired by Surrealist Art, Film, and Poetry**
*Tuition: $425  CEUs: 1.2*
*Instructor: Alison Ross, MFA*
*6 sessions: Wed, Apr 11–May 16 / 7:00–9:00 p.m.*

Tap into the endless flexibility of your imagination by using Surrealist techniques to generate and express your wildly creative ideas. Our course first works to understand Surrealist and related philosophies, then uses readings, art, film clips, games, and methodologies from the Surrealist movement (plus light workshopping of pieces) to guide writers toward a greater understanding of how to dig deeply into their imaginations to craft fresh and dynamic compositions.

**Poetry Workshop**
*Tuition: $375  CEUs: 1.2*
*Instructor: Alexa Selph, MA*
*6 sessions: Mon, Mar 19–Apr 30 / 7:00–9:00 p.m.*

Alexa Selph has been leading poetry workshops at Emory University and elsewhere for the past twelve years. Her poems have been published in *Poetry*, the *Connecticut Review*, *Smartish Pace*, and *Modern Haiku*, as well as in several anthologies. These workshops require no background in literature. See website for detailed course descriptions.

**Science Fiction Workshop: Heroes, Myths, and Monsters**
*Tuition: $425  CEUs: 1.2*
*Instructor: Tray Butler, MA*
*Fall 2018*

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

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

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

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

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

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

**Writing Freelance**

*Tuition:* $375  *CEUs:* 1.2  
*Instructor:* Linda Clopton, MA  
*6 sessions:* Mon, Apr 9–May 14 / 7:30–9:30 p.m.

Magazine and newspaper articles, ads, speeches, even greeting cards—variety is the essence and joy of freelancing. Learn writing tips that catch an editor’s eye, survival techniques, and the mysteries of marketing. Classes include shake-loose exercises/assignments.
Spanish 101
Tuition: $395  CEUs: 1.6
Instructors: Alberta Alleyne, MA and Holly Patrick, MA
8 sessions: Tue, Jan 23–Mar 13 / 7:00–9:00 p.m. (Patrick)
8 sessions: Mon, Apr 16–Jun 11 / 7:00–9:00 p.m. (Alleyne)
8 sessions: Tue, Jul 10–Aug 28 / 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.
Accent Reduction, Part 1
**Tuition:** $375  **CEUs:** 1.2
**Instructors:** Jennifer Brown Parker, MA and Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
**6 sessions:** Mon, Jan 22–Feb 26 / 7:00–9:00 p.m. (Parker)
**8 sessions:** Wed, Mar 7–Apr 25 / 7:00–8:30 p.m. (Hope)
**8 sessions:** Wed, Jul 11–Aug 29 / 7:00–8:30 p.m. (Hope)

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

Accent Reduction, Part 2
**Tuition:** $250  **CEUs:** 0.9
**Instructor:** Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
**6 sessions:** Wed, Jan 24–Feb 28 / 7:00–8:30 p.m.
**6 sessions:** Wed, May 23–Jun 27 / 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:** Thu, Mar 15–May 3 / 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.

ESL Writing and Grammar
**Tuition:** $445  **CEUs:** 1.6
**Instructor:** Elizabeth Holtam, MA, Applied Linguistics/ESL
**8 sessions:** Mon, Apr 16–Jun 11 / 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
**Instructor:** Mathilde Labat
**8 sessions:** Thu, Jan 18–Mar 8 / 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 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.

Conversational English for Non-Native Speakers
**Tuition:** $445  **CEUs:** 1.6
**Instructor:** Elizabeth Holtam, MA, Applied Linguistics/ESL
**8 sessions:** Mon, Feb 5–Mar 26 / 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.
Italian 102

Tuition: $395  CEUs: 1.6  
Instructor: Antonella Giannasca  
8 sessions: Sat, Apr 7–Jun 2 / 9:30–11:30 a.m.

In this course students will continue to build on the foundation begun in Italian 101. Students will learn to describe people (including family members): what they are like, what they do, and what they are wearing. Discuss clothes shopping and technology. Talk about what you did recently. This course is geared towards those students who have taken Italian 101 in this program, or have had some exposure to Italian, or have a strong background in one or more romance languages.

Spanish 102

Tuition: $395  CEUs: 1.6  
Instructor: Holly Patrick  
8 sessions: Tue, May 1–Jun 19 / 7:00–9:00 p.m.

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

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

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

Refunds for VA-funded courses will be issued on a pro rata basis, per Department of Veterans Affairs regulations.

For more information contact:
Gerald Clay
gclay@emory.edu
404.727.6000 (select option 2)

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

OLLI at Emory is a lifelong learning program for seasoned adults who enjoy learning for fun. At OLLI, the thirst for knowledge never ends, with classes and social programs that nourish the mind, body, and soul. OLLI offers many 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 programs. Reimagine your retirement at OLLI!

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

Winter Long Session: Jan 8–Mar 1
Spring Short Session: Mar 5–30
Spring Long Session: Apr 9–May 25
Summer Short Session: Jun 4–29
Summer Long Session: Jul 9–Aug 25
Fall Long Session: Sep 5–Oct 23
Fall Short Session: Oct 29–Nov 16

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.
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 10 hours of completed coursework. To receive a certificate documenting CEUs earned, students must attend at least 80 percent of all class meetings and submit a written request.

Noncredit Courses
ECE is self-supporting. The registration fees cover costs associated with presenting noncredit courses. Therefore, courses with low enrollment may be canceled. 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.

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, you may either join the wait-list online or contact us directly to be added. You will be notified via email if a seat becomes available.

Open Enrollment 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 five days prior to the class start date. A full refund will be issued, minus a $25 processing fee. No refunds will be given after this period.

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

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

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

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

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

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

Refunds
All refunds will be made in the form of the original payment. Please allow up to four weeks for check refunds. No refunds will be given after class start dates. 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. Class materials and tests purchased for the student in advance will be deducted from any refund given.

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’s policy website under Policy 4.113 and Policy 8.10.

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.

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

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

Equal Opportunity and Affirmative Action Policy
Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and Georgia state laws, regulations, and executive orders regarding nondiscrimination 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

For corporate class inquiries, please visit ece.emory.edu/corporate or call 404.727.9982. For open enrollment course inquiries, please visit ece.emory.edu or call 404.727.6000.