Emory Continuing Education

From the Executive Director:

Time is a valuable resource . . . especially your time.

Work obligations, family responsibilities, leisure activities, and other time-draining functions merit constant attention. The need for continued learning and self-fulfillment via professional and personal development often can get lost amidst the perpetual motions of everyday life—despite its undeniable importance.

Emory Continuing Education appreciates the value of your time and continues to evaluate and implement learning delivery options best suited for your schedule.

We launched our first fully online class late last year, with many more currently available for registration. New online courses are slated for launch both this year and next. Dozens of additional ECE classes offer a blended-learning approach, including online components combined with traditional classroom interaction. We also deliver customizable course material and content directly onsite to our corporate clients, saving significant travel time and hassles.

Many of our open enrollment courses can be completed in as little as one or two days, while several of our certificate programs are available in accelerated formats. These options offer flexibility in terms of both scheduling and delivery method so that students can learn at their own pace to fit educational growth into their busy schedules—while also allowing them to reap the benefits as quickly as possible.

If you have additional suggestions on how our classes can best meet your needs, please contact us at 404.727.6000 or learn@emory.edu.

Beverly Cormican
Associate Vice Provost for Continuing Education
Executive Director, Emory Continuing Education

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.

As guests on the campus, our students gain a personal experience of Emory University.

We believe the love of learning should be a lifelong passion. Emory’s continuing education courses serve self-motivated students, offering them the opportunity to learn and to empower and enrich their lives.

How to Register

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<thead>
<tr>
<th>Web</th>
<th>ece.emory.edu</th>
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<tr>
<td>Phone</td>
<td>404.727.6000 (select option 2)</td>
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<td>Fax</td>
<td>404.727.6001</td>
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<tr>
<td>E-mail</td>
<td><a href="mailto:learn@emory.edu">learn@emory.edu</a></td>
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Emory: A destination university internationally recognized as an inquiry-driven, ethically engaged, and diverse community, whose members work collaboratively for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action.
What’s Inside

Certificate Programs

2 Certificate Programs

Professional and Personal Development

Emory has been offering personal enrichment classes for adults since 1951.

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 non-credit educational options.

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

Financing Options
You may qualify for:
- A Sallie Mae loan
- Military tuition assistance

Convenient Alpharetta Location
Emory also offers some of our most popular courses and certificate programs in Alpharetta, off Georgia 400, Exit 11, at 1725 Windward Concourse.
Visit ece.emory.edu/alpharetta to learn more.

Emory Continuing Education provides technical and professional learning solutions for individuals and organizations.

Osher Lifelong Learning Institute (OLLI) at Emory

OLLI is an absorbing intellectual and social adventure open to all adults age 50 and above.

32 Osher Lifelong Learning Institute (OLLI) at Emory

33 Policies and Procedures
Certificate Programs

Paralegal

Taught by licensed and practicing attorneys, Georgia’s longest-running postbaccalaureate paralegal program provides practical skills and critical knowledge. ECE offers convenient scheduling options, with weekday, evening, and Saturday courses available; career development assistance, with increased access to local employers; and tuition flexibility, with pay-as-you-go options. ECE has graduated more than 1,200 paralegal students since 2005.

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

Electives (two required):
(1) Business Organizations
(2) Criminal Law
(3) E-Discovery
(4) Family Law
(5) Real Estate Law
(check website for more options)

Grant Writing

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

Core Classes:
(1) Introduction to Grant Writing
(2) Grant Writing Workshop: A Hands-On Seminar
(3) Grant Research: Targeting Funds for Nonprofit Online
(4) Fundamentals of Nonprofit Development
(5) Capstone Project
Lean Six Sigma

ECE offers both fully online and hybrid (online plus classroom) Lean Six Sigma training opportunities, including our Six Sigma for Health Care Professionals module, 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.

Web Certificates (Web Design, Web Development, Graphic Design, and Online Marketing)

Taught by experienced web design and Adobe-certified professionals, our programs use hands-on learning and cutting-edge technology to help you obtain a deep understanding of the principles and methods of modern software. Choose from specialized Web Design, Web Development, Graphic Design, and Online Marketing tracks and complete course work, examinations, and a web design or development project, including a portfolio of a substantial website and/or marketing analysis project. Areas of focus include database management, image creation, maintenance, e-commerce, social media, search engine optimization, product and corporate branding, and business development.

Core Classes—Web Design and Development:
(1) Introduction to Web Design and Development: Workflow that Works
(2) HTML and CSS

Core Classes—Graphic Design:
(1) Introduction to Graphic Design
(2) InDesign: Introduction
(3) InDesign: Intermediate
(4) Photoshop: Introduction
(5) Illustrator: Introduction

Core Classes—Online Marketing:
(1) Introduction to Web Design and Development: Workflow that Works
(2) HTML and CSS
(3) Dreamweaver Level 1: Introduction
(4) Brand and Market to Profit
(5) How to Add E-Commerce to Your Website
(6) How to Run a Successful Email Marketing Campaign
(7) Create a YouTube Channel
(8) Attracting Traffic to Your Website through Social Media
(9) Web Analytics and Search Engine Marketing
Digital Photography

Our instructors demonstrate the latest advancements in the rapidly evolving field of digital photography, preparing students for jobs ranging from highly specialized technical work to positions that require creativity and visual literacy. Instructors guide students through the crucial four-week capstone course, in which participants develop an entire portfolio of work from concept to completion.

Core Classes:
(1) Digital Photography I
(2) Digital Darkroom I
(3) Digital Photography II
(4) Digital Darkroom II
(5) Legal Issues in Photography
(6) Take Control of Color Theory and Composition
(7) Let There Be Light—Working with Portable Strobes

No electives required, but students may opt to take:
(1) Photography: Discovering Atlanta
(2) Documentary Photography
(3) Travel Photography
(4) Wedding Photography

Creative Writing

Looking to build your portfolio and credentials for a career in the writing profession? Learn the right way to write. Our program provides individualized guidance from experienced, published instructors as well as feedback from your peers. Students can complete the program within 18 months, and our tracks allow participants to specialize in either fiction or nonfiction. Screenwriting track currently under development.

Core Classes—Fiction:
(1) Introduction to Fiction
(2) Short Story Workshop
(3) Creative Fiction Workshop Level I
(4) Creative Fiction Workshop Level II
(5) Creative Fiction Publishing Workshop
(6) Capstone

Core Classes—Nonfiction:
(1) Introduction to Creative Nonfiction
(2) Creative Nonfiction Writing Workshop Level I
(3) Creative Nonfiction Writing Workshop Level II
(4) Personal Essay Writing
(5) Creative Nonfiction Publishing Workshop
(6) Capstone

No electives required, but students may opt to take:
(1) Advanced Poetry Workshop: Beyond the Basics
(2) Introduction to Arts Criticism
(3) Principles of Dramatic Writing
(4) Basics of a Writing Career
(5) Graphic Novels as Literature
(6) Memoir: How to Write About a Life
(7) Introduction to Screenwriting
Essentials of Human Resource Management

Approved by the Society of Human Resource Management (SHRM), the core courses of our Human Resources Certification Institute® (HRCI)-certified program incorporate SHRM curriculum and emphasize the need for solutions specific to your organization. Learn how to address the issues HR professionals face daily, from legal matters to selecting qualified employees. Flexible scheduling options allow students to complete the program – one core course and 24 elective hours—in as few as four months, and the variety of course elective options permits students to focus on topics most relevant to their current position or career path.

Core Class:
Essentials of Human Resource Management

Electives:
Requires 24 elective hours; see website for more options:
(1) Behavioral Interviewing for Hiring Professionals
(2) Essentials of Change for Managers
(3) Essentials of Conflict Management
(4) Essentials of Delegation
(5) Essentials of Supervision
(6) Essentials of Leadership for Managers

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

Essentials of Management

Designed for first-level managers and supervisors, 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 Class:
Essentials of Management Fundamentals

Electives:
Requires 24 elective hours; see website for more options:
(1) Behavioral Interviewing for Hiring Professionals
(2) Decision Making and Innovation
(3) Emotional Intelligence
(4) Essentials of Strategic Planning for Managers
(5) Essentials of Leadership for Managers
(6) Introduction to Project Management
Event Planning

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

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

Language Proficiency

Choose from Spanish or French as you build foundational knowledge and partner with an experienced language instructor from course inception through the capstone. Our program prepares graduates to take the American Council on the Teaching of Foreign Languages (ACTFL) proficiency exam, currently used worldwide by academic institutions, government agencies, and private corporations for purposes including academic placement, student assessment, program evaluation, professional certification, and hiring and promotional qualification. Credit for previous language courses taken may apply.

Core Classes—Spanish:
(1) Spanish 101
(2) Spanish 102
(3) Spanish 103
(4) Spanish 104
(5) Spanish 105
(6) Spanish 201
(7) Spanish 202
(8) Spanish 203
(9) Spanish 204
(10) Capstone Test Preparation

Core Classes—French:
(1) French 101
(2) French 102
(3) French 103
(4) French 201
(5) French 202
(6) French 203
(7) Capstone Test Preparation
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. Returning winter/spring 2014.

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

Predictive Health

Students will be trained to serve as an individual’s primary contact for long-term identification and maintenance of health issues, undergoing standardized training as a health partner and coach. Included will be hands-on activities to assist with understanding and explaining health data as well as instruction on how to use this information to design health promotion action plans. Empathetic and active listening, motivational interviewing, and collaborative goal setting also will be covered during the program. Health partner facilitation is customized based upon each individual participant’s health data and motivation.

Core Class includes the following modules and a practical evaluation:
(1) Introduction
(2) Personal Assessment with Health Partner
(3) Partnering Skills I
(4) Partnering Skills II
(5) Physical Assessments: Basic
(6) Physical Assessments: Exercise
(7) Review of Results with Health Partner
(8) Coordinating Indicators of Health
(9) Nutrition, Lifestyle, and Biological Health
(10) Scope of Practice
(11) Health Action Planning and Career Opportunities
Sustainability

Where you work, where you live, and where you volunteer—all have the potential to be more sustainable. But what does that mean? How can the information and technology being developed for more sustainable practices worldwide be made relevant locally? Learn from Atlanta’s leaders in sustainability as they tell their stories and help you identify key lessons about the important role of organizational change, technology innovations related to sustainability, and leveraging best practices in the field.

Core Classes:
The program will include two 12-week sessions, including a practicum.

Fundraising

Participants will learn the key motivations for charitable giving, primary sources of contributions, and practical steps for implementing an integrated, donor-centered development program. Following course work completion, students can immediately begin to practice many of the essential elements of fundraising, including the importance of conveying a strong mission, the engagement of board members and volunteers, the establishment of fundraising goals and timelines, and the ability to cultivate individual donors for gifts. This intensive process includes developing powerful case statements with effective communications methods, successful gift appeals, and a comprehensive fundraising plan as part of the capstone experience.

Core Classes:
(1) Introduction
(2) Mission Statement and Stakeholders
(3) Soliciting Foundations and Corporations
(4) Soliciting Individual Donors
(5) Developing a Comprehensive Plan
(6) Capstone
Project Management

Students will hone their communication skills through a combination of role play, lecture, demonstrations, and the opportunity to build customized templates. Participants also will understand proper methodology in documenting scope as well as developing reliable estimates to successfully manage projects. Additionally, students will master the art of maximizing opportunities and minimizing the effect of threats to completion. Our program requires three core courses and 24 hours of electives, with core classes offered in both classroom and online formats; course elective options allow students to focus on areas most pertinent to their current positions or career paths.

ECE’s Project Management for Health Care Professionals elective module starts soon.

Core Classes:
(1) Communications Tools and Techniques
(2) Scheduling Tools and Techniques
(3) Tools and Techniques to Effectively Manage Cost, Risk, and Scope

Electives:
Requires 24 elective hours, see website for more options:
(1) Essentials of Strategic Planning for Managers
(2) Project Management for Health Care
(3) Introduction to Project Management

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 five core classes, two electives, and a capstone project. Students will create a personal strategic communications plan for implementing knowledge gained in the program.

Core Classes:
(1) Better Business Writing
(2) Influencing Others
(3) Listening Skills
(4) Strategic Communications in the Workplace
(5) Emotional Intelligence
(6) Capstone
Environmental Health

Students in the program, designed in conjunction with Emory University’s Environmental Health and Safety Office, will be trained in conducting analysis at multiple levels and establishing priorities for gap resolution. Basic tools that can be used on multiple management system components are provided to assist with connecting system components during implementation. Tool templates include a road map that illustrates implementation status, a compliance register, an inspection scorecard, a process map, beta testing, and metrics that illustrate value. Academic Environmental, Health & Safety (EHS) professionals and others working within life science and research-related organizations are welcome to apply.

Core Classes:
(1) Fundamentals—EHS-MS (Part 1)
(2) Implementation and Capstone—EHS-MS (Part 2)

Professional Presence for the Non-Native Speaker

Dynamic business environments require comprehensive relationship-building skills; demonstrating expertise with communication and interaction on a professional level will enable you to stand out and project confidence. Focused on the needs of non-native working professionals, our skill practice and assessment components culminate in a capstone project for students to write and present by executing the skills and knowledge gained throughout the program. Learn from our expert instructors and take advantage of our low student-teacher ratio for optimal attention and practice time. Our program is ideal for business professionals, students, and those seeking to improve command of the English language in order to move forward in the workforce. This certificate can be tailored to meet the needs of corporate clients.

Core Classes:
(1) Accent Reduction
(2) Accent Reduction—Continued
(3) Conversational English for the Non-native Speaker
(4) ESL Writing and Grammar for the Non-native Speaker
(5) Business Writing Skills for the Non-native Speaker
(6) Presentation Skills for the Non-native Speaker
(7) Capstone Project

Choose one elective:
(1) Cultural Challenges for the Non-native Speaker
(2) American Idioms
(3) Understanding American Culture
(4) Phrasal Verbs for Non-Native Speakers
YOUR partner in Talent Management

Bring one of Emory Continuing Education’s certificate programs to your office: Essentials of Management, Foreign Language Proficiency, Grant Writing, Business Writing, Lean Six Sigma . . . plus classes in Accent Reduction, English as a Second Language (ESL), and Human Resource Management.

Designed for individual contributors through first-line managers, our learning programs can be tailored and delivered on-site. Our program areas include Management, Professional Development, Communication, and Computer Education.

Please call with code 2013CL for special rates and for more details about our programs.

404.712.1704 | ece.emory.edu/corporate

Free Upcoming Information Sessions

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<thead>
<tr>
<th>Certificate</th>
<th>Date</th>
<th>Location</th>
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<tr>
<td>Financial Planning</td>
<td>Tue, Aug 27, 12:00 p.m.</td>
<td>Webinar</td>
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<tr>
<td>Paralegal</td>
<td>Thu, Sep 5, 7:00 p.m.</td>
<td>Briarcliff</td>
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<td>HR Management</td>
<td>Thu, Sep 5, 7:00 p.m.</td>
<td>Alpharetta</td>
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<td>Six Sigma</td>
<td>Thu, Sep 12, 1:00 p.m.</td>
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<td>Project Management</td>
<td>Fri, Sep 13, 12:00 p.m.</td>
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<td>Graphic Design</td>
<td>Sat, Sep 14, 12:00 p.m.</td>
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<td>Creative Writing</td>
<td>Tue, Sep 17, 7:00 p.m.</td>
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<td>Sustainability</td>
<td>Wed, Sep 18, 7:00 p.m.</td>
<td>Briarcliff</td>
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<td>Professional Presence for the Non-native Speaker</td>
<td>Thu, Sep 19, 7:00 p.m.</td>
<td>School of Nursing</td>
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<td>Six Sigma</td>
<td>Thu, Oct 10, 1:00 p.m.</td>
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<td>Environmental Health and Safety Management</td>
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<td>Landscape Design</td>
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<td>Thu, Nov 21, 7:00 p.m.</td>
<td>Alpharetta</td>
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<td>Graphic Design</td>
<td>Thu, Dec 5, 7:00 p.m.</td>
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Visit ece.emory.edu/infosessions.html for more details.
Better Business Writing

Tuition: $375 CEUs: 0.6
Instructor: Claudia Coplon, and Debbie Woodham, MILT, IMD
1 session: Fri, Nov 8 / 9:00 a.m.–4:00 p.m. (Alpharetta) (Coplon)
3 sessions: Tue, Nov 26–Dec 10 / 7:00 p.m.–9:00 p.m. (online) (Woodham)

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.

Brand and Market to Profit

Tuition: $375 CEUs: 0.65
Instructor: Isha Edwards
1 session: Mon, Jan 20 / 9:00 a.m.–4:30 p.m.

To brand and to market are corresponding efforts. Profitable businesses consistently brand and market in a way that increases their

Good Grammar is Good Business

Tuition: $375 CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Fri, Dec 6 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

NEW DiSC for Sales Professionals

Tuition: $375 CEUs: 0.6
Instructor: Doug Pritchett, MBA
1 session: Fri, Oct 18 / 9:00 a.m.–4:00 p.m.

Everything DiSC Sales uses DiSC® to help salespeople communicate better and improve their sales relationships. Participants are introduced to the Everything DiSC® Sales Map as participants discover their DiSC® style, priorities, strengths, and challenges. Salespeople will recognize and understand customers’ buying styles.

Effective Listening and Memory Development

Tuition: $695 CEUs: 1.2
Instructor: Debbie Woodham, MILT, IMD
2 sessions: Thu and Fri, Dec 5–6 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Overcome external barriers to listening effectively and match your listening approach to the communication needs of each unique situation. Memory and recall are byproducts of active listening; learn to summarize and recall information through the use of proven techniques such as mindmapping, mnemonics, visualization, and association.

English Refresher

Tuition: $350 CEUs: 1.2
Instructor: Lisa Ethridge
6 sessions: Thu, Oct 17–Nov 21 / 7:00 p.m.–9:00 p.m.

Learn how to communicate and make a great impression through your writing. Use “who” and “whom” appropriately. End comma splices and sentence fragments. Use semicolons with finesse. We’ll use grammar exercises in the assigned textbook and from real-world situations. Textbooks are not included. Textbooks: The Only Grammar Book You’ll Ever Need; The Blue Book of Grammar and Punctuation

Listening Skills

Tuition: $395 CEUs: 0.6
Instructor: Gary Cruze, EdD, MBA
1 session: Mon, Sep 16 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Poor listening can result in lost customers and sales, personality conflicts, production interruptions, accidents, low worker morale, and uninformed management. This program provides a personalized listening assessment; individuals also will develop the skill to apply the correct listening approach most appropriate for the environment or the message. Supporting materials: personal listening assessment
NEW Optimizing Sales Call Effectiveness

Tuition: $795 CEUs: 1.2
Instructor: Doug Pritchett, MBA
2 sessions: Fri and Sat, Nov 15–16 / 9:00 a.m.–4:00 p.m.

This course is designed to help sales professionals increase revenue, foster repeat business and enhance customer satisfaction. Detailed coaching to improve sales performance will be provided using field-tested and proven sales techniques in a safe environment. Attendees will take away specific sales call plans for their own priority accounts.

Powerful Presentations for Success: Introduction

Tuition: $395 CEUs: 0.6
Instructor: Vicki Flier Hudson
1 session: Mon, Dec 9 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Powerful Presentations for Success: Advanced

Tuition: $395 CEUs: 0.6
Instructor: Vicki Flier Hudson
1 session: Mon, Sep 9 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Mar 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

The next level of fine-tuning and elevating your presentations from good to great awaits you in this course. Knowing your topic well is not enough—you want your skills, uniqueness, knowledge, and ideas to shine. Join us as we review the basics, kick them up a notch, and add new tools to your toolbox.

Proofreading Essentials for Today

Tuition: $425 CEUs: 1.2
Instructor: Hani Stempler, Freelance Copy Editor, Proofreader, and Writer
2 sessions: Sat, Jan 25 and Feb 1 / 9:00 a.m.–4:00 p.m.

Proofreading and copy editing is more than reading words on paper—this is hands-on training conveying critical skills in these related fields and how to apply them effectively. You will learn proofreader/editor symbols and marks and how to use them. Learn about the tools to have on hand and how to work with them. Practice how to “mark up” a document clearly and how to handle documents that are “delivered” electronically. Please bring the following supplies to class: red or green ink gel pen; pencil (with eraser); six-inch rule (not see through); two-pocket folder (inexpensive); spiral bound notebook (not smaller than 5.5 x 8.5 or 6 x 9); and correction tape.

Communication Skills for Your Career

Tuition: $375 CEUs: 0.6
Instructor: Bobby Peterson
1 session: Mon, Sep 30 / 9:00 a.m.–4:00 p.m. (Alpharetta)
1 session: Mon, Feb 10 / 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.

Strategic Communications in the Workplace–Online

Tuition: $375 CEUs: 0.6
Instructor: Doug Pritchett, MBA, and Gary Cruze, EdD, MBA
3 sessions: Mon, Nov 4, 18, and Dec 9 / 6:00–8:00 p.m. (online)

Communication is more than talking and listening; genuine communication requires a deep understanding of another person’s perspective. This course uses a behavioral assessment called DiSC© to help people understand each other on a more fundamental level. This program helps participants develop specific communication strategies that build a culture of trust and collaboration.
Technical Writing

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Debbie Woodham, MILT, IMD  
**1 session:** Fri, Mar 14 / 9:00 a.m.–4:00 p.m.

Effectively communicating technical information is relied upon for greater accuracy in business transactions and offers greater opportunity for professional success. This training workshop outlines the principles of technical writing, which have changed and evolved over the past decade. Completing this technical writing course will help improve the level of accuracy and understanding among internal and external business contacts.

Training Design for Trainers

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Oct 18 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Fri, Feb 28 / 9:00 a.m.–4:00 p.m.

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

NEW Behavioral Interviewing for Hiring Professionals

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Oct 25 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

Dealing with Difficult People

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Feb 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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, turn confrontation into constructive stepping stones to conflict resolution, be a catalyst for changing difficult behavior, and understand what really triggers difficult people to behave negatively.

Emotional Intelligence

**Tuition:** $395  **CEUs:** 0.6  
**Instructor:** Gary Cruze, EdD, MBA  
**1 session:** Fri, Aug 23 / 9:00 a.m.–4:00 p.m.  
**1 session:** Mon, Dec 9 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Essentials of Change for Managers

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Feb 21 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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 it—learn how and why in this class.
Essentials of Conflict Management

Tuition: $375 CEUs: 0.6  
Instructor: Nancy Colter, MBA  
1 session: Fri, Dec 13 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Essentials of Human Resources Management

Tuition: $1,696 CEUs: 2.7  
Instructor: Soumaya Khalifa, MBA  
9 sessions: Tue and Thu, Oct 15–Nov 12 / 6:30–9:30 p.m. (Alpharetta)

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

Essentials of Leadership for Managers

Tuition: $795 CEUs: 1.2  
Instructor: Nancy Green, MBA  
2 sessions: Mon and Tue, Dec 9 and 10 / 9:00 a.m.–4:00 p.m.

Essentials of Leadership for Managers is a highly interactive and stimulating workshop designed to transform how managers lead and influence their people. Participants experience and apply the five practices of exemplary leadership through group problem-solving tasks, video cases, discussion, workbook exercises, and action plans for ongoing development. Textbook included.

Essentials of Management Fundamentals

Tuition: $1,795 CEUs: 2.8  
Instructor: Gary Cruze, EdD, MBA  
5 sessions: Fri, Nov 1–Dec 6 / 9:00 a.m.–4:00 p.m. (no class on 11/29) (Alpharetta)

Managers have the most difficult role in organizations because they are constantly caught between overworked front-line employees and demanding executives. This Emory program provides eight solid skill-building modules to improve managerial performance in any organization: Communications, Listening, Management Skills, Leading Change, Delegating, Coaching, Performance Management, and Invest in Your Strengths. The Essentials of Management Certificate program provides a course design that is anchored in performance improvement and skill enhancement. Various assessment instruments are used to provide participants with relevant objective feedback to enhance performance development.

Essentials of Motivation

Tuition: $375 CEUs: 0.6  
Instructor: Bobby Peterson  
1 session: Mon, Oct 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Every manager dreams of a confident and highly motivated workforce. Come explore the latest principles and techniques for creating this type of team or work group and learn the difficulties and psychology behind managing motivation. Participants can immediately implement these proven motivational techniques in the workplace.

Essentials of Strategic Planning for Managers

Tuition: $375 CEUs: 0.6  
Instructor: Nancy Green, MBA  
1 session: Fri, Mar 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

Essentials of Supervision

Tuition: $795 CEUs: 1.2  
Instructor: Nancy Colter, MBA  
2 sessions: Thu and Fri, Aug 22 and 23 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
2 sessions: Thu and Fri, Dec 5 and 6 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

Executive Presence for the Non-Executive

Tuition: $995 CEUs: 1.2  
Instructor: Vivian Bright  
2 sessions: Mon and Tue, Nov 4 and 5 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Executive presence enhances the ability to project an image of competence and confidence. Students receive personalized feedback on communication, meeting and presentation styles using high value assessments and videotaped exercises. Participants also receive a prioritized personal action plan to help enhance professional relationships and career aspirations.

Influencing Others

Tuition: $375 CEUs: 0.6  
Instructor: Bobby Peterson  
1 session: Fri, Aug 30 / 9:00 a.m.–4:00 p.m.  
1 session: Fri, Mar 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

Register today: ece.emory.edu
Essentials of Coaching for Managers

Tuition: $375  CEUs: 0.6  
Instructor: Gary Cruze, EdD, MBA
1 session: Mon, Oct 28 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Success in a changing business environment requires employees who are constantly learning and adapting. This course helps managers learn 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 de-motivating effect of overcoaching.

Managing Difficult Conversations and Situations

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 16 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Participants in this course will be exposed to the basic communication strategies that can work across many difficult situations. Managing oneself 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 Problem Employees

Tuition: $375  CEUs: 0.6  
Instructor: Bobby Peterson
1 session: Fri, Oct 4 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Despite managers’ best efforts to hire smartly, they can end up with difficult problem employee situations that put the business at risk. Ignoring the situation can have severe negative consequences on workgroup morale and business results. This no-nonsense workshop will provide the manager with the proven techniques necessary to successfully handle these tricky types of situations as they arise as well as the skills to effectively and legally deal with “problem employees.”

Performance Management

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA
1 session: Fri, Sep 20 / 9:00 a.m.–4:00 p.m.

Effective performance management can provide managers and supervisors with a framework to monitor, discipline, and reward employees. This course will address goal-setting, evaluations, and handling difficult conversations about job performance.

Introduction to Project Management

Tuition: $825  CEUs: 1.3  
Instructor: John Kailey, PMP and James Truesdale, PMP
2 sessions: Sat and Sun, Sep 28 and 29 / 9:00 a.m.–4:30 p.m. (Kailey) 
2 sessions: Sat and Sun, Dec 7 and 8 / 9:00 a.m.–4:30 p.m. (Alpharetta) (Truesdale)

No one—personally or in business—should have to stumble through a new project. Understand the basic concepts that guide project management. Gain insights into scheduling and tracking that assure quality performance. Learn to communicate productively with contractors, to conduct reviews, and to obtain insights into problems of planning and implementing projects.

Project Management: Communications Tools and Techniques

Tuition: $575  CEUs: 0.9  
Instructor: John Kailey, PMP
2 sessions: Fri, Oct 25 / 6:30–9:30 p.m. (online); Sat, Oct 26 / 9:00 a.m.–4:00 p.m. (Briarcliff)

Learn a variety of strategies to work and communicate effectively in a project environment. Participants in this course will hone their communication skills through a combination of role play, lecture, demos, and an opportunity to build customized templates.

Project Management: Scheduling Tools and Techniques

Tuition: $595  CEUs: 0.95  
Instructor: John Kailey, PMP, and James Truesdale, PMP
2 sessions: Fri, Aug 23 / 9:00 a.m.–4:00 p.m. and Sat, Aug 24 9:00 a.m.–12:30 p.m. (Truesdale)
2 sessions: Sat, Nov 23 / 9:00 a.m.–4:00 p.m. and Sun, Nov 24 / 9:00 a.m.–12:30 p.m. (Kailey)

Harnessing scheduling tools and techniques to optimize your project schedule can be challenging. In this course, participants will learn how to build reliable schedules and how to respond to the inevitable changes and required modifications that occur throughout the life of the project.
NEW Project Management: Scheduling Tools and Techniques—Online

Tuition: $485  CEUs: 0.9
Instructor: James Truesdale, MS, PMP
5 sessions: Mon and Wed, Sep 16–30 / 7:00 p.m.–8:30 p.m. (Online)

Participants will learn how to build reliable schedules and how to respond to the inevitable changes and required modifications which occur throughout the life of the project. We will explore a wide variety of tools and techniques utilizing a combination of Microsoft Project exercises and simulations.

Project Management: Tools and Techniques to Effectively Manage Cost, Risk, and Scope

Tuition: $895  CEUs: 1.3
Instructor: John Kailey, PMP
2 sessions: Sat and Sun, Nov 9 and 10 / 9:00 a.m.–4:30 p.m.

Learn how to document your project’s scope, develop reliable estimates, and then manage your project. Further, you will master the art of maximizing your project’s opportunities and minimizing the effect of threats to your success.

NEW Project Management: Tools and Techniques to Effectively Manage Cost, Risk, and Scope—Online

Tuition: $895  CEUs: 1.3
Instructor: James Truesdale, MS, PMP
2 sessions: Mon and Wed, Oct 14–28 / 7:00–8:30 p.m. (Online)

Delivering a project that meets stakeholder requirements can be an elusive goal in many industries. In this class, you will learn how to document your project’s scope, develop reliable estimates, and then manage your project. Further, you will master the art of maximizing your project’s opportunities and minimizing the effect of threats to your success.

Start and Manage a Successful Import/Export Business

Tuition: $205  CEUs: 0.7
Instructor: Guido Gabbielli, MS
1 session: Sat, Aug 24 / 9:00 a.m.–5:00 p.m.
1 session: Sat, Mar 15 / 9:00 a.m.–5:00 p.m. (Alpharetta)

Obtain practical, streetwise knowledge to start your own business or expand your existing company for increased sales and greater profits. Learn how to efficiently choose and price your product or service, attract new customers, negotiate increased sales, select the best international payments, and avoid the mistakes novices often make.

Stepping Up to Management Certificate Bootcamp

Tuition: $995  CEUs: 1.95
Instructor: Gary Cruze, EdD, MBA
3 sessions: Fri, Sep 13–Oct 4 / 9:00 a.m.–4:30 p.m.

This program is targeted at employees who are perceived by the management team to have the potential knowledge, skills, and abilities to assume a formal leadership role in the organization. High potential employees form the organization’s bench strength for the future and warrant additional investment to realize their value to the organization. Recognizing these employees and proactively developing them for roles of increased responsibility is critical for success.

Essentials of Delegation

Tuition: $375  CEUs: 0.6
Instructor: Gary Cruze, EdD, MBA
1 session: Mon, Feb 24 / 9:00 a.m.–4:00 p.m.

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

Tuition: $395  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Fri, Nov 8 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

NEW Manage Your Time and Productivity

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 9 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Six Sigma for Health Care Professionals

Tuition: $895  CEUs: 1.2
Instructor: Esther Mveng
2 sessions: Fri and Sat, Dec 13–14 / 9:00 a.m.–4:00 p.m.

Emory Continuing Education’s Six Sigma for Healthcare Professionals course provides more advanced training in the use of Six Sigma tools and techniques designed specifically for application in the health care industry at the Green Belt level. Students will be able to understand the evolution of Six Sigma and continuous improvement in the health care industry; review and discuss current trends and opportunities to apply Six Sigma methodology in health systems for enhancing patient care delivery and support systems; and apply the Six Sigma process to real-world health care system challenges.

Project Management for Health Care Professionals

Tuition: $475  CEUs: 0.65
Instructor: James Truesdale
1 session: Sat, Nov 16 / 9:00 a.m.–4:30 p.m.

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

Win-Win Negotiations

Tuition: $375  CEUs: 0.6
Instructor: Nancy Green, MBA
1 session: Mon, Nov 18 / 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.
Attracting Traffic to Websites through Social Media

Tuition: $650 CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Mon, Dec 2 and Dec 9 / 9:00 a.m.–4:30 p.m.

Social media is a critical tool for success in all businesses. We'll outline the wide range of social media tools on the Internet and explore ways to promote a company’s brand, increase sales, drive traffic to a site, and engage with customers specifically using the two most popular social networking sites today, Facebook and Twitter. Prerequisite: experience with the Internet; knowledge of HTML web design highly recommended; knowledge of graphic applications (such as PhotoShop, Illustrator, or Fireworks) desired.

CSS 3

Tuition: $375 CEUs: 0.65
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
1 session: Wed, Nov 6 / 9:00 a.m.–4:30 p.m.
1 session: Sat, Dec 7 / 9:00 a.m.–4:30 p.m.

This advanced CSS3 course—for existing CSS2.1 practitioners—will address the changes from the CSS2 standard to CSS3, including advanced features such as animations, transformations, shadows, web font management, and more. Our class projects will comprise advanced CSS3 demos including graphics-free rounded corners and speech bubbles; alpha transparency with RGBA; image-free gradients and drop shadows; scaling and multiple background images, and embedding unique fonts. In addition, we'll create multiple column layouts without floats or CSS positioning and see how to change layouts for small screens and mobile devices. We'll also deal with browser compatibility issues.

Dreamweaver Level 1: Introduction

Tuition: $915 CEUs: 1.95
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
3 sessions: Wed, Oct 16–Oct 30 / 8:30 a.m.–5:00 p.m.
3 sessions: Mon, Oct 21–Nov 4 / 8:30 a.m.–5:00 p.m.
3 sessions: Sat, Nov 2–Nov 23 / 8:30 a.m.–5:00 p.m. (no class 11/19)

Dreamweaver is the web development program most used by professionals. Learn to create powerful, template-driven websites that are easy to build and even easier to update. Topics include text formatting, dynamic graphics, hyperlinks, templates, tables, and forms. Prerequisite: “HTML and CSS” or prior approval from instructor.

Dreamweaver Level 2: Intermediate

Tuition: $650 CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Sat, Dec 14 and Dec 21 / 8:30 a.m.–5:00 p.m.

Learn advanced Dreamweaver tools to help you create dynamic user interface elements, including simple rollovers and complex navigation bars. This course will teach you all of the 12-plus professional techniques to help you get the most out of Dreamweaver. Prerequisite: Some experience with Dreamweaver.

Dreamweaver Level 3: Advanced

Tuition: $650 CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Sat, Mar 8 and 15 / 9:00 a.m.–4:30 p.m.

Begin to learn how to progress from designing static websites to building and maintaining dynamic websites in Adobe Dreamweaver CS5. Learn the basics of the new PHP features in Dreamweaver CS5 in order to develop and maintain a site using an open source CMS (WordPress). This includes a crash course in PHP, learning the structure of a CMS and working with a WordPress theme.

Dynamic Web Content: Blogs, Wikis, and More

Tuition: $650 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Wed, Jan 8 and 15 / 9:00 a.m.–4:30 p.m.

Providing fresh content is a key component to getting visitors to return to your website. This course will examine several ways to add fresh, dynamic content including content management systems, blogs, forums, wikis, and RSS feeds. By viewing sites that use them, the software behind the scenes, and the features of each, you will be able to determine which may be the best fit for your website.

How to Run a Successful Email Marketing Program

Tuition: $375 CEUs: .65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Mon, Nov 25 / 9:00 a.m.–4:30 p.m.

One of the most effective and inexpensive means of keeping in contact with your constituents is via email. We will set up an account with an email provider, start building your list, create your first mailing, and track results. 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.

HTML and CSS

Tuition: $1,500 CEUs: 3.2
Instructor: Brent Laminack, Certified Technical Trainer
5 sessions: Wed, Sep 11–Oct 9 / 9:00 a.m.–4:30 p.m.
5 sessions: Mon, Sep 16–Oct 14 / 9:00 a.m.–4:30 p.m.
5 sessions: Sat, Sep 28–Oct 26 / 9:00 a.m.–4:30 p.m.

This class introduces you to the syntax and explores techniques using both languages to create and format headings, body text, hyperlinks, images, tables, and more. You'll learn to use tags using the newest version of HTML, called XHTML, to build pages. You'll also learn to control the format and layout of items on web pages using inline, embedded, and linked CSS stylesheets.
Introducation to Dynamic Websites

Tuition: $375 CEUs: 0.6
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Sat, Nov 2 / 9:00 a.m.–4:30 p.m.

Learn the essential concepts of dynamic, data-driven websites including programming and relational database design. This class provides the foundation for understanding the approach that web languages such as PHP, ASP, or JSP use to integrate with relational databases.

Introduction to Web Application Security

Tuition: $375 CEUs: 0.6
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Sat, Nov 9 / 9:00 a.m.–4:30 p.m.
1 session: Wed, Dec 18 / 9:00 a.m.–4:30 p.m.

The software we use is moving quickly from being installed on the local computer to being web based. But web-based applications have a special set of security challenges and vulnerabilities. We’ll survey some of the most common security holes in web applications and ways to remedy them.

Introduction to Web Design and Development: Workflow That Works

Tuition: $375 CEUs: 0.6
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
1 session: Wed, Sep 4 / 8:30 a.m.–5:00 p.m.
1 session: Mon, Sep 9 / 8:30 a.m.–5:00 p.m.
1 session: Sat, Sep 7 / 8:30 a.m.–5:00 p.m.

We’ll go step by step through what it will take for you to become that top-notch professional who stands apart in your field. Learn to comprehend the overall picture; understand the workflow process and best practices for design; understand the software and technology; and maintain a site that competes and communicates effectively on the web.

Javascript for Designers: JQuery

Tuition: $375 CEUs: 0.6
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Sat, Mar 22 / 9:00 a.m.–4:30 p.m.

This one-day course is tailored for designers who wish to incorporate JavaScript into their sites to produce interactive effects and design elements without the brain-strain of understanding full-blown JavaScript. Introduce dramatic, cross-browser elements with ease. While HTML/CSS is required, Javascript is highly recommended. You can test your proficiency in this area by going to w3schools.com and using the Javascript tutorial.

Javascript Level 1: Introduction

Tuition: $650 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Tue and Thu, Oct 1 and 3 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Jan 11 and 18 / 9:00 a.m.–4:30 p.m.

Add dynamic elements and interactivity to your HTML code with Javascript. This course teaches you how to create eye-catching pop-up effects such as mouse overs, popups, form validations, cookies, and browser detection. Prerequisite: Some experience with HTML.

Joomla

Tuition: $685 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Sat, Nov 16 and 23 / 9:00 a.m.–4:30 p.m.

This two-day course will take the student from the installation of Joomla through creation of a functional website. Students will learn how to create and format articles with images, categorize these articles and set up site navigation using menus. Students also will install and customize a template to change the site’s appearance. We will also discuss Joomla’s multilanguage capabilities and site administrator’s responsibilities and tools.

Make Your Own YouTube Video

Tuition: $375 CEUs: 0.6
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Mon, Dec 16 / 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.

MySQL

Tuition: $915 CEUs: 1.95
Instructor: Brent Laminack, Certified Technical Trainer
3 sessions: Sat, Dec 7–21 / 9:00 a.m.–4:30 p.m.

MySQL is the world's most popular open source database. This course covers the basics of installing MySQL, creating a database, storing and retrieving data, improving performance, and securing a database. Prerequisite: Some knowledge of database design.

PHP Level 1

Tuition: $915 CEUs: 1.95
Instructor: Brent Laminack, Certified Technical Trainer
3 sessions: Sat, Jan 25–Feb 8 / 9:00 a.m.–4:30 p.m.

PHP is the open source language that serves as an extraordinary engine for database-driven websites. Backed by a MySQL or other database system, PHP helps create solutions like implementing shopping sites, displaying lists of data, and restricting access to data. Learn to install and configure PHP, basic syntax, programming techniques, and database access to create truly dynamic websites.
PHP Level 2

**Tuition:** $915  **CEUs:** 1.95
**Instructor:** Brent Laminack, Certified Technical Trainer
**3 sessions:** Sat, Feb 15–Mar 1 / 9:00 a.m.–4:30 p.m.

This three-day course picks up where the Level 1 left off: writing code to manipulate data in a MySQL database. Students will experience intensive hands-on practice creating HTML forms to add, edit, and delete database records. New functions: explode, implode, and array manipulations will be explored in addition to password techniques for login protection. Allowing registered users to upload a photo image is a commonly requested task—this class will show you how!

SQL Level 1: Introduction to SQL

**Tuition:** $685  **CEUs:** 1.3
**Instructor:** Paul Dunlop, Certified Technical Trainer
**2 sessions:** Mon and Tue, Nov 4–5 / 9:00 a.m.–4:30 p.m.

Structured query language is a “must know” for anyone in the IT industry. Learn to create queries that extract and manipulate information from relational databases, and expressions that calculate and summarize information, and search, filter, and sort your data. Prerequisite: Some experience with databases or programming.

SQL Level 2: Intermediate

**Tuition:** $685  **CEUs:** 1.3
**Instructor:** Paul Dunlop, Certified Technical Trainer
**2 sessions:** Thu and Fri, Oct 10–11 / 9:00 a.m.–4:30 p.m.

This class teaches you how to use window functions, pivoting rows into columns, reverse-pivoting columns into rows, using pivoting to facilitate interrow calculations, and double-pivoting a result set. Also covered is the topic of “bucketization,” how to create histograms, summarize data into buckets, perform aggregations over a moving range of values, generate running-totals and subtotals, and other advanced, data-warehousing techniques.

Web Analytics and Search Engine Marketing

**Tuition:** $650  **CEUs:** 1.3
**Instructor:** Brent Laminack, Certified Technical Trainer
**2 sessions:** Mon, Jan 6 and 13 / 9:00 a.m.–4:30 p.m.

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

Web Graphics and Interface Design Using Photoshop, Illustrator, and Fireworks

**Tuition:** $1,200  **CEUs:** 2.6
**Instructor:** Mary E Zimnik, Adobe Certified Expert, CTT+
**4 sessions:** Sat, Feb 8–Mar 1 / 8:30 a.m.–5:00 p.m.

Create professional GIF and JPG images while optimizing your web graphics to make your pages load faster. Prepare to design professional web interfaces and convert them into working HTML templates. Learn to create individual images, background graphics, custom navigation bars, and cohesive template designs. We’ll touch on color palettes, sizing, typography and more as you learn to design powerful web interfaces. Please bring Web Redesign 2.0 to class with you.
InDesign Level 2: Intermediate

Tuition: $650  CEUs: 1.3
Instructor: Claudia K McCue, Adobe Certified Trainer, CTT+
4 sessions: Mon and Tue, Sep 16–24 / 6:15–9:00 p.m.

Take Adobe InDesign to the next level. Learn to create professional quality, advanced design documents and prepare them for print vendors or other mediums; export as interactive PDFs including video and buttons; or migrate files to web publishing.

Photoshop Level 1: Introduction

Tuition: $650  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
2 sessions: Thu and Fri, Aug 22–23 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Jan 25 and Feb 1 / 10:30 a.m.–6:00 p.m.
2 sessions: Fri, Dec 6–13 / 9:00 a.m.–4:30 p.m.

Use pictures to give your report, presentation, or website that professional edge. In this hands-on course you will learn to create and edit your own digital graphics and photographs in Photoshop, the tool that professionals use. Prerequisite: Some experience with Windows

Introduction to Graphic Design

Tuition: $650  CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
See website for details

As the introductory class for the Graphic Design Certificate, this class is open to anyone interested in producing professional print pieces. We’ll cover the tools necessary to design and produce pieces professionally: software, equipment, skills, and experience.

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MS Excel 2010 Level 1: Introduction

Tuition: $375  CEUs: .65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 session: Mon, Sep 30 / 9:00 a.m.–4:30 p.m.

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

More Excelling at Excel Day 3

Tuition: $375  CEUs: .65
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Thu, Aug 29 / 9:00 a.m.–4:30 p.m. (see websites for additional dates)

Students will customize their workbooks through more functions, such as If . . . Then . . . Else and Data Validation, learn more functions, collaborate with other users, and enhance their spreadsheets using charts. Class will cover both Excel 2007 and 2010.

MS Excel 2010 Level 2

Tuition: $455  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 sessions: Mon, Sep 23 and 30 / 9:00 a.m.–4:30 p.m.
2 sessions: Tue, Oct 15 and 22 / 9:00 a.m.–4:30 p.m.
2 sessions: Tue, Nov 5 and 12 / 9:00 a.m.–4:30 p.m. (Alpharetta)
2 sessions: Mon, Nov 18 and 25 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed, Dec 4 and 11 / 9:00 a.m.–4:30 p.m.

Learn the four Fs of Excel—formatting, fills, functions/formulas, and filters—that help you create effective and clear spreadsheets. Understand formatting and basic formulas as you begin building budget and expense spreadsheets. We go on to explore filters, fills, complex formulas, macros, charts and conditional formatting. Class will cover Excel 2007 and 2010.

HR–Excel and Access

Tuition: $455  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
See website for details

This course is designed for the human resources generalist, specialist, or manager to analyze and track HR data and information using databases including Excel and Access. This unique two-day course combines Excel and Access databases for the HR person to manipulate data and to analyze data using Excel’s PivotTables and Access’s queries and objects.
ACT Test Preparation

Tuition: $599
Instructor: Vanessa Madden
6 sessions: Sun, Nov 3–Dec 15 / 1:00–4:00 p.m. (no class 12/1)

Prepare for the ACT exam, including all five sections of the test: English, Math, Reading, Science Reasoning, and the essay. The course will provide a review of the necessary background material for each section, detailed knowledge of the question types on the test, specific strategies for approaching each question type, and general test-taking strategies. Textbooks are not included.

CPA Exam Preparation

Tuition: $2,549 CPEs: 69
Instructor: Mark Alavi, CPA, MBA
23 sessions: Wed and Sat, Sep 7–Nov 23 / 9:30 a.m.–12:30 p.m.

The CPA Exam Preparation review course is designed to give CPA candidates the tools, information, and knowledge necessary to pass the exam. The course also will provide an additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Tuition includes the Gleim Review System package (books, test prep online, audio reviews, Gleim Online, Simulation Wizard, and a practice exam). Please bring a laptop computer to class.

Enrolled Agent Test Preparation

Tuition: $1,695 CEUs: 3.6
Instructor: Mark Alavi, CPA, MBA
10 sessions: Sat, Sep 14–Nov 16 / 1:00–5:00 p.m.

Enrolled agents are individuals who have demonstrated special competence in tax matters and professional ethics, and have been enrolled to practice before the IRS as a taxpayers agent or legal representative. Practice before IRS includes all matters connected with representation to IRS relating to client rights, privileges, and liabilities under laws or regulations administered by the IRS. Tuition includes the Gleim Review System package (books, test prep software download, audio reviews, Gleim online and practice exam). Please bring a laptop computer to class.

GMAT Test Preparation

Tuition: $650
Instructor: Devin Stewart, PhD Emory Professor and Test Prep Expert
6 sessions: Wed, Oct 16–Nov 20 / 6:00–9:30 p.m.
6 sessions: Sat, Oct 26–Dec 7 / 9:30 a.m.–1:00 p.m. (no class on 11/30)

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

GRE Comprehensive Test Preparation

Tuition: $650
Instructor: Devin Stewart, PhD Emory Professor and Test Prep Expert, and Vanessa Madden
6 sessions: Sun, Oct 27–Dec 8 / 1:00–4:30 p.m. (no class on 12/1)
6 sessions: Sat, Nov 2–Dec 14 / 1:00–4:00 p.m. (no class on 11/30)
6 sessions: Tue and Thu, Dec 3–Dec 19 / 6:00–9:30 p.m.

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

SAT Test Preparation

Tuition: $599
Instructor: Devin Stewart, PhD Emory Professor and Test Prep Expert
6 sessions: Sun, Oct 13–Nov 17 / 5:00–8:00 p.m
6 sessions: Sun, Jan 12–Feb 23 / 5:00–8:00 p.m.

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

**Tuition:** $1,495  
**CPEs:** 36  
**Instructor:** Steve Culp  
**6 sessions:** Sat, Sep 7–Nov 16 / 9:00 a.m.–4:00 p.m.  
**Note:** Executive schedule format, alternate Saturdays

This modular-based, instructor-led course is designed for individuals seeking to broaden their knowledge and skills in the area of treasury and cash management. Using the most current printed Association for Financial Professionals (AFP) Learning System materials and extensive web-based testing components, students in this course receive instruction and valuable exercises for success on the CTP examination. The AFP also awards continuing education units. To earn full certification, students must pass the national CTP exam.

**GRE Math Preparation**

**Tuition:** $289  
**Instructor:** Gregg Shapiro, MS in Mathematics and Computer Science, and Vanessa Madden  
**7 sessions:** Sat, Oct 26–Dec 14 / 10:00 a.m.–12:00 p.m. (no class on 11/30) (Alpharetta)  
**6 sessions:** Mon, Oct 28–Dec 9 / 7:00–9:20 p.m. (no class on 11/25)

We will cover arithmetic, algebra, and geometry and in the last class we’ll solve and analyze actual GRE problems. Students should review and practice what they have learned for at least two weeks prior to taking the exam. Textbook is not included. Limited to 35. **Textbook:** *The Official Guide to the GRE Revised General Test*

**LSAT Test Preparation**

**Tuition:** $650  
**Instructor:** Eduardo Paguaga, 10+ Years Experience Teaching Test Preparation  
**8 sessions:** Sat, Sep 28–Nov 16 / 1:00–4:00 p.m.  
**8 sessions:** Sun, Sep 29–Nov 17 / 1:00–4:00 p.m.  
**4 sessions:** Sat and Sun, Jan 11–19 / 9:00 a.m.–4:00 p.m.

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

**MCAT Test Preparation—Traditional Classroom**

**Tuition:** $1,349  
**Instructor:** Devin Stewart, PhD Emory Professor and Test Prep Expert  
**9 sessions:** Tue and Thu, Oct 15–Dec 3 / 6:00–9:00 p.m. (no class on 11/26 and 11/28)

Our traditional classroom-based MCAT test prep class—taught by Emory faculty—combines 36 classroom contact hours with independent study, allowing students to make the best possible score and increase chances of admission to top-tier medical schools. Access to American Association of Medical Colleges (AAMC) exam practice tests will be offered, as well as feedback on your results with proven tips for effective test-taking strategies. Review all five test areas (Physics, Biology, Chemistry, Organic Chemistry and Verbal) with exposure to practice exam questions and strategies. Instructor provides individual coaching and review of your admissions essay. Textbooks are not included.

**Part 1—Conducting an Internal Audit Engagement**

**CPEs:** 20  
**Instructor:** Robert Riegel  
**3 sessions:** January 2014

The program will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam day confidence. Part 1 includes Mandatory Guidance, Internal Control and Risk, and Conducting an Internal Audit Engagement. Taught by CIA-certified instructors, each attendee will have the opportunity to work through practice exam questions, learn test taking tips, and will receive the updated Version 4.0 Part 1 IIA CIA Learning System™ self-study print, e-book, and online materials for the new three-part CIA exam.
Part 2—Internal Audit Practice

CPEs: 20  
Instructor: Jonnie Keith  
3 sessions: February 2014

This is the second of four modular-based courses designed to prepare participants for success on the three-part Certified Internal Auditor (CIA) examination. Key areas covered in this course include: Managing the Internal Audit Function, Managing Individual Engagements, and Fraud Risks and Controls.

Part 3—Internal Audit Knowledge Elements

CPEs: 40  
Instructor: Robert Riegel and Jonnie Keith  
3 sessions: March 2014

This is the third of three modular-based courses designed to prepare participants for success on the three-part Certified Internal Auditor (CIA) examination. Key areas covered in this course include Governance/Business Ethics, Risk Management, and Organizational Structure/Business Processes and Risks.

PHR/SPHR Certification Review

Tuition: $1,550  
CEUs: 3.6  
Instructor: Michael D Haberman  
6 sessions: Sat, Sep 14–Nov 23 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Project Management Certification Test Preparation

Tuition: $895  
CEUs: 1.6  
Instructor: James F Truesdale  
2 sessions: Thu and Fri, Oct 10 and 11 / 9:00 a.m.–5:00 p.m.

Identify your problem areas and work through confusing and troublesome questions. Receive strategies to understand the questions better and create a personal study plan strategy for success. Sit for the PMP® Exam with confidence with this highly focused two-day intensive test preparation class. Please bring a laptop to class. Materials not included.

PSAT Preparation

Tuition: $249  
Instructor: Devin Stewart, PhD Emory Professor and Test Prep Expert  
3 sessions: Sat, Sep 7–21 / 5:00–8:00 p.m.

The PSAT includes the same types of critical reading, math, and writing skills multiple choice questions as the SAT® Reasoning Test. This program of preparation includes three review sessions devoted to each of the skills required for success on the PSAT. Strengthen those areas that are weak and receive test-taking strategies that will help you to receive your best score. Textbook: Barron’s PSAT/NMSQT

Acrylic Painting for the Novice

Tuition: $180  
Instructor: Guy Robinson, Artist  
6 sessions: Wed, Sep 25–Nov 6 / 8:05–10:05 p.m.

For students with little or no experience with painting, this course will touch on composition, color theory and handling, and how to achieve pictorial depth and painterly surfaces. Students will get individual attention to help achieve their personal goals. Please view suggested supply list. Limited to 15.

Beginning Drawing

Tuition: $180  
Instructor: Guy Robinson, Artist  
8 sessions: Wed, Sep 25–Nov 20 / 6:30–8:00 p.m. (no class 10/9)

Take a methodical approach to traditional drawing techniques under the personal guidance of this experienced instructor as your work becomes a direct channel for your own self-expression. Please view suggested supply list. Limited to 15.

Beginning Oil Painting

Tuition: $180  
Instructor: Guy Robinson, Artist  
6 sessions: Tue, Oct 1–Nov 5 / 6:30–8:30 p.m.

Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You’ll learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth and harmony as you develop your own personal style and complete your first paintings. View supply list online. Limited to 15.
Blueprint for Financial Success
Tuition: $175  CEUs: 1.0  
**Instructor:** John Carty-Campbell, CFP®, Bill Nichols  
**5 sessions:** Mon, Oct 21–Nov 18 / 7:00–9:00 p.m.

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

Decorating Basics
Tuition: $175  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Sep 26–Oct 17 / 7:00–9:00 p.m.

Explore basic interior design principles such as identification of style components, and how to have continuity and flow while introducing complementary and eclectic items. Class will also 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, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Oct 31–Nov 21 / 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.

Don’t Be A Victim—Self Defense Basics
Tuition: $125  
**Instructor:** Holley Beauchamp, Owner, B-Champs LLC  
**1 session:** Sat, Oct 13 / 12:00–4:30 p.m.

Our street-smarts course teaches real “hands-on” defenses against the most common, dangerous, and deadly attack holds predators use to control, victimize, and endanger our lives. Practicing with both fellow students and the instructor, students will be taught how to defend/remove themselves from legitimate dangerous holds/attacks. To help ensure your safety, students will also learn proper counterattack techniques to assist with the process of getting away without further harm. No discounts. Limited to 24.

NEW Environmental Health and Safety Management Systems—Part 1
Tuition: $895  CEUs: 1.2  
**Instructor:** Diane Kusek  
**2 sessions:** Tue and Wed, Oct 22 and 23 / 9:00 a.m.–4:00 p.m.

We will explore the fundamental principles of a quality management systems approach and application to environmental, health, and safety programs. Participants will develop a better understanding of the need, benefits, and implementation strategies for integrated management systems through lecture as well as exercises and activities. Participants will identify and understand milestones, use a road map as a tool, conduct a GAP analysis using the compliance register, and identify and analyze gaps in a program.

NEW Environmental Health and Safety Management Systems—Part 2
Tuition: $1,100  CEUs: 1.2  
**Instructor:** Diane Kusek  
**2 sessions:** Thu and Fri, Oct 24 and 25 / 9:00 a.m.–4:00 p.m.

This course covers integrating technology, training, and communications into your safety programs as well as obtaining measures to define and explain success. Learn how to get end-user buy in before you implement a new initiative; avoid mass resistance on implementation; and use your (and the researcher’s) time more efficiently. Transform your audit or inspection program to use as a training tool, capture metrics, and evaluate safety culture.

Fine Dining Supper Club
Tuition: $215  
**Instructor:** Barbara Alfano, Culinary Connoisseur and Event Planner  
**4 sessions:** Tue, Oct 1–Oct 22 / 7:00–9:00 p.m.

Join this course for a unique trip to some of Atlanta’s most interesting and out of the ordinary restaurants. This class serves up a terrific way to meet new people and to unearth Atlanta’s culinary jewels as you venture out on the town together. Tuition includes cost of four dinners, taxes, and tips. No discounts.

Flowing Yoga
Tuition: $175  
**Instructor:** Ling Olaes  
**8 sessions:** Sun, Oct 13–Dec 8 / 2:00–3:15 p.m. (no class on 12/1)  

Strengthen, energize, and detoxify your mind and body with this challenging and graceful, Vinnitsa-style class. Open your heart and free your spirit as you burn calories; improve your balance, flexibility, and endurance; de-stress for the week; and have fun. All levels, including beginners, are welcome. Bring a towel, yoga mat, and water.

French Wine Scholar Certification Program
Tuition: $725  CEUs: 2.5  
**Instructor:** Maggie Meroney, CWS, FWS  
**10 sessions:** Mon, Sep 30–Dec 16 / 7:00–9:30 p.m. (no class on 11/25)  

Whether as a resume builder for a wine professional, a tool for a business executive, or as a series for the advanced aficionado, these
classes embrace the fascinating history and culture of France through the subject of its valued resource: wine. Each class visits a different region, studying the history, geography, climate and soils, and tasting each region’s wines. The French Wine Scholar program is a US wine industry-endorsed and Wines of France–endorsed wine study and certification program.

**Introduction to Pilates**

**Tuition:** $100  
**Instructor:** Fanny Santiago-Saavedra, PhD in Somatic/Wellness Movement, Movement Specialist  
**7 sessions:** Thu, Oct 3–Nov 14 / 6:30–7:30 p.m.

You will be exercising the deeper muscles of the body for better body alignment and improved breathing. The course also provides exercises and techniques for stretching and strengthening the body in a nonimpact environment.

**Introduction to World Mysticism**

**Tuition:** $210  
**CEUs:** 1.0  
**Instructor:** Carl McColman, MA, Professional Writing and Editing, Multi-published Author  
**5 sessions:** Wed, Oct 16–Nov 13 / 7:00–9:00 p.m.

Using Andrew Harvey’s *The Essential Mystics* as our textbook, we’ll examine the world’s great wisdom traditions—Taoism, Hinduism, Buddhism, Judaism, Christianity, and Islam as well as pagan and philosophical forms of mysticism—acknowledging both the common ground and the distinctive qualities of each mystical path. Class is taught from an academic/nonsectarian perspective. Textbook is not included. **Textbook:** *The Essential Mystics: Selections from the World’s Great Wisdom Traditions*

**Kyudo: The Amazing Way of the Bow—The Japanese Traditional Martial Art of Archery**

**Tuition:** $150  
**Instructor:** Edwin C Symmes  
**6 sessions:** Thu, Sep 26–Oct 31 / 6:30–8:30 p.m.

The first class emphasizes the history of Kyudo and the development of the unique Japanese archery equipment. Students are then guided through movements and shooting techniques. As student development allows for safe shooting, individual students are allowed to perform the first arrow shooting at a close-up practice target. All equipment for use in class is provided. Classes held at Bi Toku Kyudo dojo (www.BiTokuKyudo.org) near the intersection of Shallowford Road and Briarcliff Road in Northeast Atlanta. Students should wear black pants, a white unmarked shirt, and white socks, and wear clothing appropriate to the weather as classes take place largely outdoors.

**Learning the Fundamentals of Investing**

**Tuition:** $275  
**CEUs:** 1.6  
**Instructor:** Ben L Clark, MBA, MEd, CFP®, ChFC®, AAMS®  
**8 sessions:** Tue, Oct 1–Nov 19 / 7:00–9:00 p.m. (Alpharetta)

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

**Les Vins Francais—An Overview**

**Tuition:** $75  
**Instructor:** Maggie Meroney, CWS, FWS  
**1 session:** Thu, Aug 22 / 7:00–9:00 p.m.

Do French wine labels leave you scratching your head in confusion? In this class we “travel” the French countryside and simplify the process for you. From Alsace to Provence, to Bordeaux and beyond, start on the road to discovering your inner wine geek. Tuition includes wine samples, printed materials, and light snacks. You must be 21 or older with valid ID to enroll in this class. No discounts.

**Meditation**

**Tuition:** $115  
**Instructor:** Veta Goler, PhD, Emory University  
**6 sessions:** Sun, Sep 29–Nov 3 / 2:00–3:30 p.m.

Inside of every human being, there is a deep reservoir of stillness, wisdom, and peace. Meditation helps to quiet the activity of the mind so we can access this inner world. Explore various techniques, how to incorporate meditation into modern lifestyles, and practice sessions. For new and experienced students. Please bring a journal or notebook and yoga mat.

**Multilevel Yoga**

**Tuition:** $175  
**Instructor:** Ling Olaes  
**8 sessions:** Tue, Oct 15–Dec 10 / 7:00–8:15 p.m. (no class on 11/26)

Cultivate balance, energy, flexibility, strength and endurance in this challenging Vinyasa-style class. Yoga postures will be gracefully sequenced and linked by breath for a transformative effect to relax, refresh, and renew your body. Some experience with yoga is recommended, but all students are welcome. Please bring a towel or yoga block, yoga mat, and water.

**Tai Chi I**

**Tuition:** $125  
**Instructor:** Jim Hamilton, MA, Licensed Professional Counselor  
**8 sessions:** Mon, Sep 23–Nov 11 / 6:30–7:30 p.m.

As a body awareness discipline, Tai Chi improves flexibility, balance, and muscle tone; cultivates energy and vitality; and promotes a deep sense of well-being. In each class, you will learn the slow, graceful movements of the 24-form Yang simplified style. In addition, there will be emphasis on combining simple movements and breathing exercises utilizing Qi Gong. Wear loose clothing. Limited to 14.
Supper Club

Tuition: $195
Instructor: Barbara Alfano, Culinary Connoisseur and Event Planner
4 sessions: Mon, Nov 4–25 / 7:00–9:00 p.m.

Supper Club offers the opportunity to meet new people and establish potential business contacts and/or long-term friendships. This group will explore some of the many exotic cuisines offered in Atlanta, including Ethiopian, Indian, Malaysian, Vietnamese, and more. Warning: this class includes flavor and spice! Tuition includes cost of four dinners, taxes, and tips. No discounts.

The World’s Healthiest Diets

Tuition: $130
Instructor: Leila Finn, Integrative Health Coach, Personal Trainer, MA

4 sessions: Thu, Oct 3–24 / 7:00–8:00 p.m.

How we eat is a key factor in gaining and maintaining good health. Looking cross-culturally, we will see how other diets have developed around the world where people have low heart disease, diabetes, and lower rates of certain cancers. We will consider common elements to these healthy diets and how they can help us improve our health.

Wine Basic Training: Albariño to Zinfandel in Four Weeks

Tuition: $225 CEUs: 0.8
Instructor: Maggie Meroney, CWS, FWS
4 sessions: Thu, Sep 19–Oct 17 / 7:00–9:00 p.m.

Wine Basic Training will guide you through the fascinating world of wine, touching on geography, history, science, and politics. Most importantly, after this four-week series, you will be able to confidently order from even the most complex wine menu. Students will receive notebooks, printed handouts and a Wine Aroma Wheel from University of California–Davis. Six to eight wines will be tasted at each class, accompanied by light snacks. You must be 21 or older with valid ID to take this class.

Accent Reduction Continued

Tuition: $235 CEUs: 0.9
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
6 sessions: Wed, Oct 2–Nov 6 / 8:05–9:35 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: You must complete Accent Reduction before taking this course.

Accent Reduction: American English Pronunciation

Tuition: $360 CEUs: 1.2
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
8 sessions: Wed, Oct 2–Nov 20 / 1:00–2:30 p.m.

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. Each student will have the opportunity to practice new pronunciations with direct feedback from the instructor. As students focus on changing pronunciation, they also acquire American formal and informal expressions in a relaxed, workshop-style course setting. There will be an additional $45 fee for the textbook upon registration. Limited to 15. Textbook: *American English Pronunciation: It’s No Good Until You Understand* (Book 1)

Conversational English for Non-Native Speakers

Tuition: $475 CEUs: 1.6
Instructor: Elizabeth T Holtam, MA, Applied Linguistics/ESL
8 sessions: Sat, Oct 19–Dec 14 / 9:00–11:00 a.m. (no class on 11/30)

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

Tuition: $435 CEUs: 1.6
Instructor: Elizabeth T Holtam, MA, Applied Linguistics/ESL
8 sessions: Tue, Oct 15–Dec 10 / 6:00–8:00 p.m. (no class on 11/26)

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. Textbook required. (Textbook is not included.)

Italian 101

Tuition: $275 CEUs: 1.2
Instructor: Antonella Giannasca, Silvia Mastiforti
4 sessions: Sat, Sep 21–Oct 12 / 9:00 a.m.–12:00 p.m.

Students will learn how to make polite exchanges; ask and answer basic questions; briefly describe people and things; talk about hobbies and pastimes; tell time and discuss schedules, dates, prices, and the weather; and express likes and dislikes. Textbook is not included in tuition.

Italian 102

Tuition: $275 CEUs: 1.2
Instructor: Antonella Giannasca, Silvia Mastiforti
4 sessions: Sat, Oct 26–Nov 16 / 9:00 a.m.–12:00 p.m.

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; and 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 101

Tuition: $275 CEUs: 1.2
Instructors: Alberta Alleyne and Maria Wall
8 sessions: Sat, Sep 28–Nov 16 / 10:00–11:30 a.m.
8 sessions: Tue, Oct 1–Nov 19 / 7:00–8:30 p.m.

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.

French 101

Tuition: $225 CEUs: 1.2
Instructor: Joy Prince
6 sessions: Wed, Oct 2–Nov 20 / 7:00–8:30 p.m.

In this course for beginners, students learn and practice how to make polite exchanges; ask and answer basic questions; describe people and things; talk briefly about school, family, and occupations; tell time; discuss schedules and dates; and express likes and dislikes. Textbook not included in tuition.

Spanish 102

Tuition: $275 CEUs: 1.2
Instructors: Lilia Facio
8 sessions: Wed, Oct 2–Nov 20 / 7:00–8:30 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. The textbook for this course is also used for Spanish 101 and 103. Limited to 25.
A Novel Experience

**Tuition:** $225  **CEUs:** 1.2  
**Instructor:** Linda E Clopton, MA, Writer for *Veranda*
**6 sessions:** Mon, Sep 30–Nov 4 / 7:30–9:30 p.m.

Writing a novel? Delve into beginnings, characterization, story development, and more—as well as the joys of revision. Students do not critique each other but will receive written feedback from the instructor if they submit up to eight pages (typed, double-spaced) and a one-page synopsis. We’ll examine the art of marketing too. Limited to 20.

Flash Fiction Workshop

**Tuition:** $335  **CEUs:** 1.2  
**Instructor:** Tray Butler, MA, Creative Writing, ABJ, Journalism
**7 sessions:** Wed, Oct 9–Nov 20 / 7:00–8:45 p.m.

Come write and workshop original pieces of flash fiction. Analysis of each piece will weigh strategies for creating stories in which every word must work overtime. Students will read and discuss flash fiction by modern masters and develop a deep understanding of the craftsmanship and ingenuity involved in writing nugget-sized narratives—insights that apply to compelling stories of any size.

Basics of a Writing Career

**Tuition:** $175  **CEUs:** 0.6  
**Instructor:** Barbara Collier, Multipublished Author
**1 session:** Sat, Oct 5 / 9:00 a.m.–3:00 p.m.

Students will be immersed in creative exercises that stretch your ability to write, envision possibilities, and overcome writer’s block. You’ll be able to participate in stimulating class discussions that validate the writing process. The tips, techniques, and advice are invaluable as you discover the right niche for your work. Bring a sack lunch.

Memoir: How to Write About a Life

**Tuition:** $295  **CEUs:** 1.0  
**Instructor:** Christal Presley
**5 sessions:** Sat, Oct 12–Nov 9 / 10:00 a.m.–12:00 p.m. (Alpharetta)

Whether students are writing about their own experiences or capturing the history of a family, participants in this course will learn the basics of writing about a life. Through discussion and exercises, we will explore how to get started and how to build on memory through interviews and other forms of research, as well as the craft of storytelling. **Textbook:** *Old Friend from Far Way*

Poetry Workshop: The Poem as Story

**Tuition:** $295  **CEUs:** 1.2  
**Instructor:** Alexa Selph, MA in English, Poet and Freelance Editor
**6 sessions:** Tue, Oct 8–Nov 12 / 7:00–9:00 p.m.

In this class we’ll focus on the different ways a poem can tell a story while still displaying the elements of poetic craft that distinguish poetry from prose—imagery, metaphor, musicality, and effective line breaks. We’ll read and discuss narrative poems by established poets, and you’ll be given writing exercises and assignments for each class. No previous background in literature required. Limited to 15. **Textbooks:** Frances Mayes, *The Discovery of Poetry: A Field Guide to Reading and Writing Poems*; David Bottoms, *The Onion’s Dark Core: A Little Book of Poetry Talk*

Publish Your e-Book

**Tuition:** $295  **CEUs:** 0.6  
**Instructor:** Brent Laminack, Certified Technical Trainer
**2 sessions:** Thu, Nov 7 and 14 / 6:30–9:30 p.m. (Alpharetta)

Any author can publish an e-book in a matter of days. In this hands-on course, we’ll discuss the major players in the e-book world, the major electronic book formats, and the step-by-step process of publishing a book to Amazon’s Kindle platform. In conclusion, we’ll discuss the real challenge: marketing your book.

Survey—Creative Writing: The Art of Story

**Tuition:** $335  **CEUs:** 1.2  
**Instructor:** Randy Osborne
**8 sessions:** Wed, Oct 23–Dec 18 / 7:00–8:30 p.m. (no class on 11/27) (Alpharetta)

Each week we will focus on various aspects of great storytelling and practice applying them to our writing. Be prepared for engaging writing
exercises and thoughtful yet lively discourse with your fellow writers as we explore the heart and soul of what makes a story great and the step-by-step bare bones of incorporating that greatness into your work.

Travel Photography

**Tuition:** $375 **CEUs:** 1.2  
**Instructor:** Thomas S England, Photojournalism Instructor, Photographer  
**4 sessions:** Sat, Sep 7–28 / 9:00 a.m.–12:00 p.m. (Alpharetta)

Improve your skills to plan, capture and craft your photos. This course is designed to help you prepare for a trip, shoot exciting images, and get the most out of sharing your images upon your return. Tom England has shot travel assignments for the *New York Times* and *National Geographic Traveler*.

Understanding Your Digital Camera

**Tuition:** $225 **CEUs:** 0.8  
**Instructor:** Holly White, MFA, Photography and Digital Art  
**4 sessions:** Tue, Oct 8–29 / 7:00–9:00 p.m.

Don’t be intimidated by your camera. Our hands-on class offers simple to understand instructions about natural light, exposure, and the basics of two-dimensional design. The class will also cover managing your digital darkroom. This class is a prerequisite or equivalent (by instructor discretion) for Digital Photography I.

Wedding Photography

**Tuition:** $200 **CEUs:** 0.6  
**Instructor:** David Diener  
**1 session:** Sat, Oct 26 / 9:00 a.m.–3:00 p.m. (Alpharetta)

Learn to successfully photograph a modern wedding. We will cover a wide range of topics including lighting (natural, flash, strobe), camera and lens choice, individual and group posing, print fulfillment, customer service, and marketing.

Writing for Young Adults

**Tuition:** $295 **CEUs:** 1.0  
**Instructor:** Kim Siegel, Award-Winning Author of Children’s Literature  
**5 sessions:** Wed, Oct 23–Nov 20 / 6:00–8:00 p.m.

We’ll explore the core elements needed to write fiction for young readers: setting, characterization, dialogue, plot, and more. This intensive, information-packed approach will conclude with what you need to know when you’re ready to market your work as well as advice on continuing to pursue your dream beyond the classroom. Textbook is recommended, not required. Limited to 20. **Textbook:** *Writer’s Guide to Crafting Stories for Children*

Writing Your Book Proposal

**Tuition:** $295 **CEUs:** 1.0  
**Instructor:** Carl McColman, MA, Professional Writing and Editing, Multipublished Author  
**5 sessions:** Thu, Oct 24–Nov 21 / 7:00–9:00 p.m.

Writing a great book is only half the battle. A book proposal is the “business plan” for your book to help you to make that all-important first sale. Your proposal will be the point of first contact with publishing professionals; this class will guide you step by step through the elements of a proposal and what you can do to make yours truly stand out.

Military Funding for Emory Continuing Education Classes

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

Additionally, ECE is approved for Veterans Educational Benefits.

**ECE will:**

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

**For more information contact:**  
Patrick Crenshaw  
pcrensh@emory.edu  
404.727.5430  

...or visit us online at:  
ece.emory.edu/military.html
TUESDAYS
10:00–11:00 A.M.
Nazi Germany (Barnard)
An Introduction to the
Decathalon of Life (Dyke)
Relationships (Manulkin)
Edward R. Murrow, America’s
Prophetic Voice (Bahr)
A Rabbi Looks at the Gospels
(Rabbi Baylinson)
Evolutionary Theory
(Sullivan)

10:00 A.M.–12:20 P.M.
Basic Computing for Seniors
(Gray)

11:20 A.M.–12:20 P.M.
An Adventure into Wine
(Spasser)
Keepers of the Flame (Rubin)
The Dawn of Space
Exploration (Muse)
Individual Resilience
(Stanhope)
Gentle Yoga (Zoller)
Meet the Authors (Crane and
Wien)

WEDNESDAYS
11:20 A.M.–12:20 P.M.
T’ai Chi (Meisner)

THURSDAYS
10:00–11:00 A.M.
Watercolor (Rice)
The Decline of the Middle Class
(Ross, Carew, and McIntyre)
Life Stories (Bennett and Andes)
Poetry: Solving the Mystery
(Kretchman)
What is Life? Origins of Humans
(Grunwell)
Arthurian Tradition (Bugge)
Sight and Sound: American
Popular Music from the 1920s to
the Present, Part 2 (Cohen)

11:20 A.M.–12:20 P.M.
Folk Jam: Sing and Play Along
(Goodman and Carpenter)
Matisse and Picasso: A Rivalry
(Poling)
Improvisation, Part 2 (Drake)
Three Presidents: JFK, LBJ, and
Nixon (Carew, McIntyre, and
Socoloff)
Civil War Series: 1862–1863
(DePasquale)

1:00–2:00 P.M.
Explaining Human Thinking
and Behavior (Martin)

To register, visit us online at olli.emory.edu
or call 404.727.6000 (select option 2).
Note: Some courses have addition tuition
or supply fees.
Policies and Procedures

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

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

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

Disability Policy
If you are an individual with a disability who may require assistance or accommodation, please contact customer service at 404.727.6000 as you enroll. We will make every effort to accommodate your needs. For more information on disability access, please contact Disability Services and Compliance at 404.727.9877 (V) or 404.712.2044 (TDD).

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

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

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

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

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

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

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

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

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
Emory’s Briarcliff Campus
1256 Briarcliff Road – Building B
Atlanta, Georgia 30306

Class Locations
The majority of our classes are held at either the Emory Briarcliff Campus, the main Emory Campus, or the Emory Clairmont Campus. If a course is held at our new Alpharetta location or elsewhere, it is noted in the course description.

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.
Event Planning
Special event production is a blend of art and science—learn from award winner Michael Kloss. p. 6

Win-Win Negotiations
Use carefully defined skills and techniques to produce positive results. p. 18

Project Management
Understand proper methodology, maximize opportunities and minimize threats to completion. p. 9

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