Courses for Professional and Personal Development

Fall 2015

Register online today at ece.emory.edu
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

Web ece.emory.edu

Phone 404.727.6000 (select option 2)

Fax 404.727.6001

Email learn@emory.edu
What’s Inside

Corporate Learning

Emory at your location on your schedule.

Professional and Personal Development

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

Financing Options
You may qualify for:
• A Sallie Mae loan
• Military tuition assistance
• Workforce Investment Act (WIA)

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.

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

Free Upcoming Information Sessions
Visit ece.emory.edu/infosessions.html for more details.

Accelerated Training in Health IT Individually scheduled appointments, Executive Park

Lean Six Sigma Thu, Aug 20, 12:00 p.m., Webinar

Project Management Tue, Aug 25, 12:00 p.m., Webinar

Digital Photography Wed, Sep 9, 7:00 p.m., Executive Park

Landscape Design Wed, Sep 16, 7:00 p.m., Executive Park

Essentials of HR Management Tue, Sep 22, 1:00 p.m., Webinar

Project Management Fri, Sep 25, 1:00 p.m., Webinar

Graphic Design Tue, Sep 29, 7:00 p.m., Executive Park

Creative Writing Wed, Sep 30, 7:00 p.m., Executive Park

Web Certificates Thu, Oct 1, 7:00 p.m., Executive Park

Paralegal Sat, Oct 17, 11:00 a.m., Alpharetta

Essentials of Management/Supervision Mon, Oct 19, 12:00 p.m., Webinar

Graphic Design Thu, Oct 29, 12:00 p.m., Webinar

Lean Six Sigma Thu, Nov 5, 1:00 p.m., Webinar

Health Coach Sat, Nov 7, 10:30 a.m., Executive Park

Project Management Tue, Nov 10, 12:00 p.m., Webinar

Paralegal Thu, Dec 10, 12:00 p.m., Webinar

Health Coach Thu, Dec 17, 12:00 p.m., Webinar

Project Management Thu, Jan 14, 12:30 p.m., Webinar

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 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 1,500 paralegal students since 2005. Elective courses are available for working or experienced paralegals. Please visit ece.emory.edu/paralegal for more details.

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

Electives (two required):
(1) Real Estate Law
(2) Criminal Law
(3) Law Office Technology
(4) Tort Law
(5) E-Discovery
(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. Please visit ece.emory.edu/grant_writing for more details.

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

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

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

- **Web Content Manager**
- **Fundamentals of Web Design**
- **Advanced Web Design**
- **Fundamentals of Web Development**
- **Advanced Web Development—Open Source**
- **Advanced Web Development—Microsoft**
- **Digital Marketing**

Emory Continuing Education now offers certificate program options with new streamlined structures, allowing for increased flexibility, affordability, and focus. Web Design and Development certificate students must complete the Fundamentals certificate (or demonstrate a prerequisite skill set) before choosing the Advanced Web Design, Advanced Open Source, or Advanced Microsoft track. Our updated Digital Marketing program curriculum includes social media, e-commerce, web video production, search engine optimization, and HTML/CSS. Our new Web Content Manager certificate is designed for students interested in creating, editing, and uploading text, photos, and videos. All courses are open enrollment and individually priced. Please visit ece.emory.edu/web for more details.

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 capstone course, in which participants develop an entire portfolio of work from concept to completion. Please visit ece.emory.edu/digital_photography for more details.

**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
8. Capstone
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 in just a little more than a year. Please visit ece.emory.edu/creative_writing for more details.

Classes:
(1) Essentials of Creative Writing
(2) Short Story Workshop
(3) Creative Fiction Workshop Level I
(4) Creative Fiction Workshop Level II
(5) Creative Writing Publishing Workshop
(6) Capstone

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

Core Class:
Essentials of Human Resource Management

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

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

Essentials of Management

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

Required Courses:

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

Electives:

Requires 24 elective hours; see website for more options:

(1) Executive Presence for the Non-Executive
(2) Win-Win Negotiations
(3) Essentials of Strategic Planning for Managers
(4) Essentials of Leadership for Managers
(5) Managing Multigenerations

Essentials of Supervision

Designed for supervisors, our program focuses on improving the trust and communication between supervisors 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 supervisory skills directly in the workplace. Please visit ece.emory.edu/supervision for more details.

Required Courses:

(1) Strategic Communications in the Workplace
(2) Supervising Effectively

Electives:

Requires 6 elective hours; see website for more options:

(1) Essentials of Conflict Management
(2) Managing Your Time and Productivity
(3) Behavioral Interviewing for Hiring Professionals
(4) Managing Multigenerations
(5) Managing Virtual Teams
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. Please visit ece.emory.edu/event_planning for more details.

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

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

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
Health Coach

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

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

Participants will employ active listening, motivational interviewing, and collaborative goal setting and action planning techniques while also developing a strong core coaching skill set through study and practice. Course materials also include expert presentations on health topics, group coaching, and creating a successful coaching business. Please visit ece.emory.edu/health_coach for more details.

Fundraising

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

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

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

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

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

Electives:
Requires 24 elective hours; see website for more options:
(1) Project Management for Health Care Professionals
(2) Project Management Test Prep
(3) Project Management: Agile and Scrum Essentials
(4) Project Management: Integration
(5) Project Management: Procurement and Quality
(6) Project Management: Human Resources and Stakeholders

Business Communications

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

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

Electives:
Requires 12 elective hours:
(1) Essentials of Conflict Management
(2) Leading Change
(3) Managing Difficult Conversations and Situations
(4) Managing Virtual Teams
(5) Win-Win Negotiations
Certificate Programs

Au Pair Enrichment Program

The Au Pair Enrichment Certificate consists of 40 hours of ESL instruction (20 hours in the classroom and 20 hours of outside of class assignments) with certified ESL instructors as well as 20 hours of elective courses. The elective courses are an excellent way for Au Pairs to explore new hobbies and meet new friends in their American community. Electives vary each session and include courses such as writing, history, and others. Please visit ece.emory.edu/aupair for more details.

Accelerated Training in Health IT (AT-HIT)

Accelerated Training in Health Information Technology (AT-HIT) is an intensive professional development certificate program preparing and assisting students for employment in the surging HIT field.

Fast Track Training to a Rewarding Career

Comprising 80 classroom hours held over 10 Saturdays, the program includes innovative curricula, novel delivery methods, and outplacement support. This program’s carefully balanced mix of lectures and practical, hands-on training on commercially used software in a fast-paced delivery environment is unparalleled.

Don’t delay—register today to be considered for this program. All applicants should have an undergraduate degree and/or three years of related professional experience; otherwise, the Fundamentals of IT prerequisite program will be required. Please visit ece.emory.edu/HIT for more details.
**Better Business Writing**

*Tuition:* $375  CEUs: 0.6  
*Instructors:* Claudia Coplon and Debbie Woodham, MILT, IMD  
*3 sessions:* Wed, Oct 7–21 / 7:00–9:00 p.m. (online) (Woodham)  
*1 session:* Fri, Oct 16 / 9:00 a.m.–4:00 p.m. (Coplon) (Alpharetta)  
*1 session:* Fri, Dec 4 / 9:00 a.m.–4:00 p.m. (Coplon)  
*1 session:* Fri, Feb 5, 2016 / 9:00 a.m.–4:00 p.m. (Coplon) (Alpharetta)  
*1 session:* Fri, May 6, 2016 / 9:00 a.m.–4:00 p.m. (Coplon)

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.

**Communication Skills for Your Career**

*Tuition:* $350  CEUs: 1.2  
*Instructor:* Lisa Ethridge, MA  
*6 sessions:* Wed, Sep 16–Oct 21 / 7:00–9:00 p.m.  
*6 sessions:* Mon, Mar 28–May 2, 2016 / 7:00–9:00 p.m. (Alpharetta)

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

**Good Grammar is Good Business**

*Tuition:* $375  CEUs: 0.6  
*Instructor:* Bobbi Kornblit, MA  
*1 session:* Mon, Dec 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
*1 session:* Mon, May 2, 2016 / 9:00 a.m.–4:00 p.m.

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

**Listening Skills**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
1 session: Fri, Oct 16 / 1:00–4:00 p.m. (Alpharetta)  
1 session: Fri, Apr 15, 2016 / 9:00 a.m.–12:00 p.m.

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

**Powerful Presentations for Success: Introduction**

*Tuition:* $395 CEUs: 0.6  
*Instructor:* Vicki Flier Hudson  
1 session: Mon, Oct 26 / 9:00 a.m.–4:00 p.m.  
1 session: Mon, Mar 7, 2016 / 9:00 a.m.–4:00 p.m.  
1 session: Mon, Jun 27, 2016 / 9:00 a.m.–4:00 p.m.

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

**Strategic Communications in the Workplace**

*Tuition:* $395 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
1 session: Mon, Nov 2 / 9:00 a.m.–4:00 p.m.  
1 session: Fri, Feb 19, 2016 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Fri, May 20, 2016 / 9:00 a.m.–4:00 p.m.  
1 session: Mon, Aug 22, 2016 / 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 while fostering a deeper sense of organizational engagement. Textbook included.

**Training Design for Trainers**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
1 session: Mon, Feb 22, 2016 / 9:00 a.m.–4:30 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.
Behavioral Interviewing for Hiring Professionals

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, Nov 16 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
*1 session:* Mon, May 9, 2016 / 9:00 a.m.–4:00 p.m.

Get access to the resources and tools to recruit top performers and make the best hiring decisions possible. This course uses behaviorally 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, Dec 4 / 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:* Katie Karppala, BCC  
*1 session:* Fri, Dec 4 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
*1 session:* Mon, May 9, 2016 / 9:00 a.m.–4:00 p.m.

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

Leading Change

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Nov 13 / 1:00–4:00 p.m. (Alpharetta)  
*1 session:* Mon, May 16, 2016 / 9:00 a.m.–12:00 p.m.

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

Essentials of Conflict Management

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

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

Essentials of Human Resources Management

*Tuition:* $1,795 CEUs: 2.7  
*Instructors:* Soumaya Khalifa, MBA, Greg Creech, MCAS-I, CTT+, and Charles Craig, MBA, SPHR  
*9 sessions:* Tue and Thu, Oct 13–Nov 10 / 6:30–9:30 p.m.  
*9 sessions:* Tue and Thu, Apr 19–May 17, 2016 / 6:30–9:30 p.m.

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

Tuition: $995 CEUs: 1.2  
Instructor: Barbara Barker  
2 sessions: Thu and Fri, Oct 1 and 2 / 9:00 a.m.–4:00 p.m.  
2 sessions: Thu and Fri, Apr 7 and 8, 2016 / 9:00 a.m.–4:00 p.m.

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, Mar 4, 2016 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Mon, Aug 1, 2016 / 9:00 a.m.–4:00 p.m.

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

Supervising Effectively

Tuition: $795 CEUs: 1.2  
Instructor: Nancy Colter, MBA  
2 sessions: Mon and Tue, Feb 8 and 9, 2016 / 9:00 a.m.–4:00 p.m.  
2 sessions: Mon and Tue, Aug 29 and 30 / 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.

Essentials of Leadership for Managers

Tuition: $795 CEUs: 1.2  
Instructor: Nancy Green, MBA  
2 sessions: Mon and Tue, Dec 14 and 15 / 9:00 a.m.–4:00 p.m.  
2 sessions: Mon and Tue, Jun 6 and 7, 2016 / 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 Strategic Planning for Managers

Tuition: $375 CEUs: 0.6  
Instructor: Nancy Green, MBA  
1 session: Mon, Nov 2 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Mon, May 2, 2016 / 9:00 a.m.–4:00 p.m.

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

Essentials of Motivation

Tuition: $375 CEUs: 0.6  
Instructor: Bobby Peterson  
1 session: Mon, Nov 2 / 9:00 a.m.–4:00 p.m.

Every manager dreams of a confident and highly motivated workforce. This course explores the latest principles and techniques for creating this type of team or work group. Learn the difficulties and psychology behind managing motivation and learn to implement proven motivational techniques in the workplace. Participants will learn to create an atmosphere that encourages productivity and creativity.

Management Essentials
Effective performance management can provide managers and supervisors with a framework to monitor, discipline, and reward employees. This course introduces a performance management process that addresses goal-setting, evaluations, and handling difficult conversations about job performance.

Managing Diverse Behavioral Styles

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Oct 16 / 9:00 a.m.–12:00 p.m. (Alpharetta)
1 session: Fri, Apr 15, 2016 / 1:00–4:00 p.m.

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

Managing Multigenerations

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Oct 5 / 1:00–4:00 p.m.
1 session: Mon, May 2, 2016 / 1:00–4:00 p.m.

In today’s workplace several different generations are all trying to work together. Like family members, each generation has its differences, which pose challenges for organizations today. These differences also can present one of the best sources for opportunity and creativity if used and cultivated correctly. In this session, we will learn how to define each generation, understand similarities and differences, and explore what each needs and is looking for from an organization. We will learn strategies for motivating, coaching, and developing employees from these multigenerations. In turn this will allow you and your organization to create an environment that is conducive to attract and retain employees from every generation.

Managing Employee Performance

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Nov 13 / 9:00 a.m.–12:00 p.m. (Alpharetta)
1 session: Mon, May 16, 2016 / 1:00–4:00 p.m.

Performance management is the ongoing process of establishing, communicating, and evaluating employee performance objectives.

Managing Difficult Conversations and Situations

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 14 / 9:00 a.m.–4:00 p.m. (Alpharetta)
1 session: Fri, Jun 3, 2016 / 9:00 a.m.–4:00 p.m.

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

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Oct 5 / 9:00 a.m.–12:00 p.m.
1 session: Mon, May 2, 2016 / 9:00 a.m.–12:00 p.m.

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

Introduction to Project Management

*Tuition: $825 CEUs: 1.3
*Instructors: Felicia Bianchi, PMP; John Kailey, PMP; Mike Martin, PMP; and Kevin Postich, PMP
*2 sessions: Sat and Sun, Sep 19 and 20 / 9:00 a.m.–4:30 p.m. (Martin)
*(Alpharetta)
*4 sessions: Tue and Wed, Oct 20, 21, 27, and 28 / 6:00–9:30 p.m. (Postich)
*2 sessions: Sat and Sun, Jan 30 and 31, 2016 / 9:00 a.m.–4:30 p.m. (Bianchi)

No one—personally or in business—should have to stumble through a new project. Understand the basic concepts that guide project management. Gain insight 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
*Instructors: John Kailey, PMP, and Kevin Postich, PMP
*2 sessions: Thu, Oct 1 / 6:30–9:30 p.m. and Sat, Oct 3 / 9:00 a.m.–4:00 p.m. (Postich)
*2 sessions: Fri, Feb 20, 2016 / 6:30–9:30 p.m. and Sat, Feb 21, 2016 / 9:00 a.m.–4:00 p.m. (Kailey)

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.

Delegating Effectively

*Tuition: $195 CEUs: 0.3
*Instructor: Nancy Green, MBA
*1 session: Mon, Dec 7 / 1:00–4:00 p.m.
*1 session: Fri, Jun 3, 2016 / 9:00 a.m.–12:00 p.m. (Alpharetta)

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.

Project Management: Scheduling Tools and Techniques

*Tuition: $595 CEUs: 0.95
*Instructor: John Kailey, PMP
*2 sessions: Sat, Aug 29 / 9:00 a.m.–4:30 p.m. and Sun, Aug 30 / 1:00–4:00 p.m.
*2 sessions: Sat, Nov 14 / 9:00 a.m.–4:30 p.m. and Sun, Nov 15 / 1:00–4:00 p.m.

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.

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, Aug 15 and 16 / 9:00 a.m.–4:30 p.m.
*2 sessions: Sat and Sun, Dec 5 and 6 / 9:00 a.m.–4:30 p.m.

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

Management Essentials
Manage Your Time and Productivity

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Nov 6 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
*1 session:* Mon, Apr 18, 2016 / 9:00 a.m.–4:00 p.m.
Participants will learn how to prioritize, plan, and focus their time more effectively and use tools and techniques to eliminate productivity bottlenecks. Participants also will learn how their unique time style impacts daily interactions and performance. In addition, participants will develop an individualized action plan to support new skills in the workplace and to maintain an increased level of productivity and personal satisfaction. Course requires prework.

Project Management: Procurement and Quality

*Tuition:* $395 CEUs: 0.6  
*Instructor:* Doug Rose, PMP  
*1 session:* Sat, Sep 12 / 9:00 a.m.–4:00 p.m.
Two key project elements—quality management and procurement management—are combined in this course. Most successful projects plan for quality by setting and monitoring standards early and often. Procurement is about purchasing the goods and services necessary to meet the needs of the project. Effectively managed projects identify the right goods and services at inception and determine when resources are needed during the project lifecycle.

Project Management: HR and Stakeholders

*Tuition:* $395 CEUs: 0.6  
*Instructor:* Doug Rose, PMP  
*1 session:* Sat, Oct 24 / 9:00 a.m.–4:00 p.m.
Projects are filled with tools and processes, but they are also driven by project teams. Through techniques taught in this course, you can successfully manage project team members and key stakeholders to ensure the success of your project.

Project Management: Integration

*Tuition:* $395 CEUs: 0.6  
*Instructor:* Doug Rose, PMP  
*1 session:* Sat, Dec 12 / 9:00 a.m.–4:00 p.m.
Most project managers have to spend crucial time managing day-to-day operations and logistics—a balancing act between your project’s cost, scope, and schedule. One change will cascade across the project and impact many different areas. Project integration attempts to unify the processes, taking a holistic, “big picture” view while examining all interrelated aspects of the project.

Technical Writing

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Bonnie Davis, MBA  
*1 session:* Fri, Feb 12, 2016 / 9:00 a.m.–4:00 p.m.
This interactive workshop teaches how to apply the principles and techniques of technical writing to reach your intended audiences. Learn how to write effective reports, summaries, instructions, and other technical materials. The workshop is filled with hands-on technical writing practice. Please come prepared to discuss the type of technical writing that you must produce. If possible, bring examples of your work.
Certified Treasury Professional Review

**Tuition:** $1,495  
**CPEs:** 36  
**Instructors:** Melissa Pope, CTP, and Steve Culp, CTP  
**6 sessions:** Sat, Sep 12–Nov 14 / 9:00 a.m.–4:00 p.m.

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, and those who want to successfully prepare for the Certified Treasury Professional certification exam. Using the most current printed AFP (Association for Financial Professionals) Learning System materials and extensive web-based testing components, students in this course receive instruction and valuable exercises for success on the CTP examination.

GMAT Test Preparation

**Tuition:** $650  
**Instructor:** Vanessa Madden, MBA  
**6 sessions:** Sun, Oct 4–Nov 8 / 9:00 a.m.–12:30 p.m.  
**6 sessions:** Sun, Jan 24–Feb 28, 2016 / 1:30–5:00 p.m.  
**6 sessions:** Sat, Feb 27–Apr 2, 2016 / 9:00 a.m.–12:30 p.m.

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

GRE Math Preparation

**Tuition:** $295  
**Instructor:** Gregg Shapiro, MS in Mathematics and Computer Science  
**5 sessions:** Wed, Oct 21–Nov 18, 7:00–9:45 p.m.  
**5 sessions:** Wed, Feb 24–Mar 23, 2016 / 7:00–9:45 p.m.

We will cover arithmetic, algebra, and geometry. 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. Textbook: *The Official Guide to the GRE Revised General Test*

LSAT Test Preparation

**Tuition:** $675  
**Instructor:** Adam Klein  
**8 sessions:** Sat, Sep 26–Nov 14 / 1:00–4:00 p.m.  
**4 sessions:** Sat and Sun, Jan 9, 10, 23, 24, 2016 / 9:00 a.m.–4:00 p.m.  
**8 sessions:** Sat, Mar 19–May 14, 2016 / 1:00–4:00 p.m.

Learn and practice strategies for attacking all sections of the test: logical reasoning, analytical reasoning, reading comprehension, and the writing sample. You also will learn how best to practice, how to evaluate your own strengths and weaknesses, and how to tailor your study plan to maximize your performance on test day. Textbook is not included.

MCAT Test Preparation—Traditional Classroom

**Tuition:** $1,575  
**Instructor:** Devin Stewart, PhD, Emory Professor and Test Prep Expert  
**7 sessions:** Sat, Oct 3–Nov 14 / 9:00 a.m.–4:00 p.m.  
**7 sessions:** Sat, May 7–Jun 25, 2016 / 9:00 a.m.–4:00 p.m. (no class 5/28)

Prepare for the new MCAT, which was introduced in April 2015. Our MCAT test prep class, taught by Emory faculty, combines classroom contact hours with independent study, allowing students to make the best possible score and increase chances of admission to top-tier medical
Certified Internal Auditor

**Part 1: Internal Audit Basics**

*Tuition:* $695  
*CEUs:* 1.7  
*Instructors:* Katrina Kiselinchev, MBA, CIA, CPA, CFE, and Jonnie Keith, CIA, CGAP, CFE, CICA  
*7 sessions:* Mon, Sep 28–Nov 9 / 6:00–9:00 p.m.

**Part 2: Internal Audit Practice**

*Tuition:* $695  
*CEUs:* 1.7  
*Instructors:* Robert Riegel, CIA, CISA, CFSA, CFE, CRISC, and Jonnie Keith, CIA, CGAP, CFE, CICA  
*7 sessions:* Mon and Tue, Jun 6–27, 2016 / 6:00–9:00 p.m.

**Part 3: Internal Audit Knowledge Elements**

*Tuition:* $1,395  
*CEUs:* 3.4  
*Instructors:* Robert Riegel, CIA, CISA, CFSA, CFE, CRISC, and Katrina Kiselinchev, MBA, CIA, CPA, CFE  
*11 sessions:* Tue and Thu, Feb 9–Mar 15, 2016 / 6:00–9:00 p.m.

The student should be prepared to participate in class and work as a team member to complete practical exercises and practice tests. Textbooks: *A Guide to the Project Management Body of Knowledge* and *PMP Exam Prep* (eighth edition)

**PSAT Preparation**

*Tuition:* $249  
*Instructor:* Devin Stewart, PhD, Emory Professor and Test Prep Expert  
*See website for details*

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

**PHR/SPHR Certification Review**

*Tuition:* $1,550  
*CEUs:* 3.6  
*Instructor:* Charles Craig, MBA, SPHR  
*6 sessions:* Sun, Sep 13–Nov 15 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
*6 sessions:* Sat, Feb 27–May 7, 2016 / 9:00 a.m.–4:00 p.m.

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

**Project Management Test Preparation**

*Tuition:* $1,195  
*Instructor:* Bobbye Underwood, PMP  
*4 sessions:* Sat and Sun, Jan 9, 10, 23, 24, 2016 / 9:00 a.m.–4:00 p.m.

Our Project Management Professional (PMP) Exam Prep course is designed for experienced project managers who have completed previous project management courses and are preparing for the PMP certification exam.

**Certified Internal Auditor**

*Part 1: Internal Audit Basics*

*Tuition:* $695  
*CEUs:* 1.7  
*Instructors:* Katrina Kiselinchev, MBA, CIA, CPA, CFE, and Jonnie Keith, CIA, CGAP, CFE, CICA  
*7 sessions:* Mon, Sep 28–Nov 9 / 6:00–9:00 p.m.

*Part 2: Internal Audit Practice*

*Tuition:* $695  
*CEUs:* 1.7  
*Instructors:* Robert Riegel, CIA, CISA, CFSA, CFE, CRISC, and Jonnie Keith, CIA, CGAP, CFE, CICA  
*7 sessions:* Mon and Tue, Jun 6–27, 2016 / 6:00–9:00 p.m.

*Part 3: Internal Audit Knowledge Elements*

*Tuition:* $1,395  
*CEUs:* 3.4  
*Instructors:* Robert Riegel, CIA, CISA, CFSA, CFE, CRISC, and Katrina Kiselinchev, MBA, CIA, CPA, CFE  
*11 sessions:* Tue and Thu, Feb 9–Mar 15, 2016 / 6:00–9:00 p.m.

Designed to give candidates a comprehensive examination of the topics covered on the new CIA exam, the course will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam-day confidence. 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. Courses are appropriate for CIA candidates, internal auditors seeking professional development, and students in accounting, business, or financial degree programs.
Astronomy in the Suburbs—An Introduction to Stargazing

_Tuition:_ $185  
_Instructor:_ Stephen Bieger  
_4 sessions:_ Wed, Sep 23–Oct 14 / 7:00–9:00 p.m.

Learn a basic understanding of the night sky and how to enjoy the stars from your own neighborhood. Your instructor will guide you through the constellations and how to use a sky chart to locate the major stars, locate the major planets, and observe the phases of the moon. Textbook is not required; however a list of recommend books is available by request.

Introduction to Christian Mysticism

_Tuition:_ $210  
_Instructor:_ Carl McColman, MA  
_5 sessions:_ Tue, May 3–31, 2016 / 7:00–9:00 p.m.

In the popular mind, mysticism is associated with Eastern spirituality such as Yoga or Zen. But there is a little-known tradition of meditation and spiritual awakening even within Christianity. This nonsectarian class will survey the history of Christian mysticism from biblical times to the present, explore the meaning of mysticism and why Christians often view it with suspicion, and consider the role that mysticism might play in the Christianity of the present and future. Textbook not included.

Meeting of the Minds

_Tuition:_ $180  
_Instructors:_ Chris Callahan and Kathy Watson  
_6 sessions:_ Tue, Oct 13–Nov 17 / 7:00–9:00 p.m.

In a media-fueled cacophony of pundits, talking heads, split-screen shouting matches, and social networking feeds, what’s happened to thoughtful, respectful conversation? Join us for six weeks of face-to-face discussions of pop culture, life, death, values, and relationships. We’ll meet at a different Atlanta coffee house to laugh, share ideas, make friends and reconnect via “social networking without a computer.” This course has been conducted more than 60 times since 2000.

Abstract Painting

_Tuition:_ $180  
_Instructor:_ Guy Robinson  
_4 sessions:_ Tue, Oct 6–27 / 6:30–9:30 p.m.  
_4 sessions:_ Tue, May 10–31, 2016 / 6:30–9:30 p.m.

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

Acrylic Painting for the Novice

_Tuition:_ $180  
_Instructor:_ Guy Robinson  
_6 sessions:_ Tue, Nov 3–Dec 15 / 6:30–8:30 p.m.  
_6 sessions:_ Wed, Apr 6–May 11, 2016 / 6:30–8:30 p.m.

For students with little or no experience with painting, this course will touch on composition, color theory,
Decorating Basics II

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Oct 29–Nov 19 / 7:00–9:00 p.m.  
**4 sessions:** Thu, Mar 17–April 7, 2016 / 7:00–9:00 p.m. (Alpharetta)

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.

**Landscape Painting with Wayland Moore**

**Tuition:** $180  
**Instructor:** Wayland Moore  
**6 sessions:** Mon, Oct 12–Nov 16 / 7:00–9:00 p.m.  
**6 sessions:** Mon, Apr 11–May 16, 2016 / 7:00–9:00 p.m.

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

**Beginning Drawing**

**Tuition:** $180  
**Instructor:** Guy Robinson  
**8 sessions:** Wed, Sep 30–Nov 18 / 6:30–8:00 p.m.  
**8 sessions:** Wed, Feb 3–Mar 23, 2016 / 6:30–8:00 p.m.  
**8 sessions:** Wed, Jul 13–Aug 31, 2016 / 6:30–8:00 p.m.

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

**Beginning Oil Painting**

**Tuition:** $180  
**Instructor:** Guy Robinson  
**6 sessions:** Tue, Mar 1–Apr 5, 2016 / 6:30–8:30 p.m.  
**6 sessions:** Tue, Jul 19–Aug 31, 2016 / 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.

**Decorating Basics**

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Sep 17–Oct 8 / 7:00–9:00 p.m.  
**4 sessions:** Thu, Feb 4–25, 2016 / 7:00–9:00 p.m. (Alpharetta)

Explore basic interior design principles such as identification of style components, as well as how to have continuity and flow while introducing complementary and eclectic items. Class also will cover proper furniture placement, use of color, texture, and lighting, and how to select appropriate pieces that you presently own and to identify what you need to complete the look. Proper execution of wall art and groupings also are discussed.
other design elements in real time on your computer screen. This class also will reveal the importance of incorporating “green design” into your master plan and why green is now a standard in the design industry.

Enjoying Wine: The Basics and Beyond

*Tuition:* $225  
*Instructor:* Nancy Waldeck, Healthy Chef Partyologist  
*4 sessions:* Tue, Oct 20–Nov 10 / 7:00–9:00 p.m.  
*4 sessions:* Tue, Mar 8–29, 2016 / 7:00–9:00 p.m. (Alpharetta)  
*4 sessions:* Tue, Jun 7–28, 2016 / 7:00–9:00 p.m.

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

Supper Club

*Tuition:* $195  
*Instructor:* Barbara Alfano, Culinary Connoisseur and Event Planner  
*4 sessions:* Thu, Sep 10–Oct 1 / 7:00–9:00 p.m.  
*4 sessions:* Mon, Feb 1–22, 2016 / 7:00–9:00 p.m.

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

Learning the Fundamentals of Investing

*Tuition:* $275  
*Instructor:* Ben L Clark, MBA, MEd, CFP®, ChFC®, AAMS®  
*8 sessions:* Thu, Sep 17–Nov 5 / 7:00–9:00 p.m.  
*8 sessions:* Tue, Apr 5–May 24, 2016 / 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: *Principle-Based Investing: A Sensible Guide to Investment Success* (available in the Kindle version), HP-12c financial calculator

Fine Dining Supper Club

*Tuition:* $215  
*Instructor:* Barbara Alfano, Culinary Connoisseur and Event Planner  
*4 sessions:* Thu, Oct 22–Nov 12 / 7:00–9:00 p.m.  
*4 sessions:* Thu, Mar 24–Apr 14, 2016 / 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.

Blueprint for Financial Success

*Tuition:* $195  
*Instructors:* Bill Nichols, CFP, and John Carty-Campbell, CFP  
*5 sessions:* Mon, Sep 28–Oct 26 / 6:30–8:30 p.m. (Alpharetta)  
*5 sessions:* Mon, Apr 11–May 9, 2016 / 6:30–8:30 p.m.

We’ll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management. You’ll receive a checklist of financial documents that you should have available and organized as well as a comprehensive financial planning list of follow-up action steps to implement your financial plan.
Accent Reduction: Part 1

*Tuition: $360 CEUs: 1.2
*Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
*8 sessions: Wed, Sep 16–Nov 4 / 7:00–8:30 p.m.
*8 sessions: Wed, Feb 10–Mar 30, 2016 / 7:00–8:30 p.m.
*8 sessions: Wed, Jun 1–Jul 20, 2016 / 7:00–8:00 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. Limited to 15.

Accent Reduction: Part 2

*Tuition: $235 CEUs: 0.9
*Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
*6 sessions: Wed, Apr 20–May 25, 2016 / 7:00–8:30 p.m.

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

Conversational English for Non-Native Speakers

*Tuition: $475 CEUs: 1.6
*Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
*8 sessions: Mon, Mar 7–Apr 25, 2016 / 7:00–9:00 p.m.

This course is designed for non-native speakers of English who wish to polish conversational skills, improve comprehension, expand vocabulary, and identify pronunciation and grammar (accuracy) issues. Students will practice in pairs, small groups, and with the class as a whole; class activities may include games, role playing, presentations, and possibly a debate. Class includes personalized feedback on grammar usage, vocabulary, and pronunciation.

ESL Writing and Grammar

*Tuition: $435 CEUs: 1.6
*Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL
*8 sessions: Tue, Oct 20–Dec 15 / 7:00–9:00 p.m.
*8 sessions: Mon, May 2–Jun 20, 2016 / 7:00–9:00 p.m.

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.)
Foreign Languages and Culture

French 101

Tuition: $395 CEUs: 1.6  
Instructors: Susan Venable, MAT, and Sherry Von Klitzing, MA  
8 sessions: Tue, Oct 20–Dec 15 / 7:00–9:00 p.m. (Von Klitzing)  
8 sessions: Tue, Jan 19–Mar 8, 2016 / 7:00–9:00 p.m. (Venable)  
8 sessions: Thu, Apr 14–Jun 2, 2016 / 7:00–9:00 p.m. (Venable)  
8 sessions: Wed, May 11–Jun 29, 2016 / 7:00–9:00 p.m. (Venable)  

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.

French 102

Tuition: $395 CEUs: 1.6  
Instructors: Susan Venable, MAT, and Sherry Von Klitzing, MA  
8 sessions: Tue, Mar 22–May 10, 2016 / 7:00–9:00 p.m. (Von Klitzing)  
8 sessions: Wed, Jul 13–Aug 31, 2016 / 7:00–9:00 p.m. (Venable)  

Students will continue to build on the foundation begun in French 101, learning and practicing conversation about places and activities around town; ordering food and drinks in a café; and discussing leisure activities, parties, and cultural celebrations. Students will begin to practice how to tell others about things that happened in the past. Textbook not included in tuition.

French 103

Tuition: $395 CEUs: 1.6  
Instructors: Susan Venable, MAT, and Sherry Von Klitzing, MA  
8 sessions: Tue, Sep 15–Nov 3 / 7:00–9:00 p.m. (Venable)  
8 sessions: Tue, May 31–Jul 26, 2016 / 7:00–9:00 p.m. (Von Klitzing)  

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

Italian 101

Tuition: $325 CEUs: 1.2  
Instructor: Antonella Giannasca  
8 sessions: Sat, Feb 6–Apr 2, 2016 / 10:00 a.m.–12:00 p.m.  

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

Italian 102

Tuition: $325 CEUs: 1.2  
Instructor: Antonella Giannasca  
6 sessions: Sat, Apr 16–Jun 11, 2016 / 10:00 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: $395 CEUs: 1.6  
Instructors: Susan Venable, MAT, and Sherry Von Klitzing, MA  
8 sessions: Tue, Oct 20–Dec 17 / 7:00–9:00 p.m. (Von Klitzing)  
8 sessions: Tue, Jan 19–Mar 15, 2016 / 6:30–8:30 p.m. (Von Klitzing)  
8 sessions: Thu, Apr 14–Jun 2, 2016 / 7:00–9:00 p.m. (Von Klitzing)  

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: $395 CEUs: 1.6  
Instructor: Alberta Alleyne, MEd  
8 sessions: Thu, Oct 22–Dec 15 / 7:00–9:00 p.m. (Von Klitzing)  
8 sessions: Tue, Jan 19–Mar 8, 2016 / 7:00–9:00 p.m. (Von Klitzing)  
8 sessions: Thu, Apr 14–Jun 2, 2016 / 7:00–9:00 p.m. (Von Klitzing)  

This introductory course is for beginners with little or no understanding of the Spanish language. You’ll quickly build a bank of practical Spanish phrases through listening, speaking, and reading about a variety of topics at the fundamental level. We focus on verbal communication and grammar basics.
Spanish 102

Tuition: $395 CEUs: 1.6
Instructors: Alberta Alleyne, MEd
8 sessions: Thu, Mar 24–May 12, 2016 / 6:30–8:30 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.

Spanish 103

Tuition: $395 CEUs: 1.6
Instructors: Johanna Hitchcock Martinez, MEd, and Alberta Alleyne, MEd
8 sessions: Mon, Sep 14–Nov 2 / 6:30–8:30 p.m. (Martinez)
8 sessions: Thu, May 26–July 14, 2016 / 6:30–8:30 p.m. (Alleyne)

The purpose of this course is to continue to deepen the students’ ability to communicate not only more clearly and precisely but also on a personal level. This course is a must for those who want to go beyond the basics of communication in Spanish. The textbook for this course is also used for Spanish 101 and 102.

Digital Photography 1

Tuition: $375 CEUs: 1.5
Instructors: Thomas S. England and David Diener
6 sessions: Thu, Oct 15–Nov 19 / 7:00–9:30 p.m. (England)
6 sessions: Tue, Jan 12–Feb 16, 2016 / 7:00–9:30 p.m. (Diener)

Composition, selective focus, saturated colors and proper exposure all combine to produce images that make the best use of digital photography's tools. Digital technology has changed the field of photography more rapidly and dramatically than any previous technical advance. Ideal for the enthusiastic hobbyist or a serious amateur, we will focus on how the operation of digital cameras differs from their film counterparts through a combination of class lecture and photographic assignments.

Understanding Your Digital Camera

Tuition: $225 CEUs: 0.8
Instructor: Thomas S. England
4 sessions: Mon, Feb 8–29, 2016 / 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 also will cover managing your digital darkroom.

Digital Photography 2

Tuition: $375 CEUs: 1.5
Instructor: David Diener
6 sessions: Thu, Nov 5–Dec 17 / 6:30–9:00 p.m. (no class 11/26)
6 sessions: Tue, Apr 19–May 24, 2016 / 6:30–9:00 p.m.

A continuation of Digital Photography I, we’ll practice using more advanced techniques for lighting, composition, moving subjects, nighttime photography, and shooting landscape, architectural, and nature subjects as well as close-up and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography.

Digital Darkroom 1

Tuition: $425 CEUs: 1.2
Instructors: Thomas S. England and David Diener
4 sessions: Wed, Oct 28–Nov 18 / 6:00–9:00 p.m. (Diener)
6 sessions: Tue, Mar 1–Apr 5, 2016 / 7:00–9:00 p.m. (England)

Digital cameras and digital software work in tandem to allow for the maximum creative effort in photography. This course explores both technical and aesthetic considerations in the medium combining lectures, discussions, demonstrations and self-guided practice to allow the student to explore their own personal aesthetic and to discover the skills needed for success in the digital darkroom.

Spanish 102

Tuition: $395 CEUs: 1.6
Instructors: Alberta Alleyne, MEd
8 sessions: Thu, Mar 24–May 12, 2016 / 6:30–8:30 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.

Spanish 103

Tuition: $395 CEUs: 1.6
Instructors: Johanna Hitchcock Martinez, MEd, and Alberta Alleyne, MEd
8 sessions: Mon, Sep 14–Nov 2 / 6:30–8:30 p.m. (Martinez)
8 sessions: Thu, May 26–July 14, 2016 / 6:30–8:30 p.m. (Alleyne)

The purpose of this course is to continue to deepen the students’ ability to communicate not only more clearly and precisely but also on a personal level. This course is a must for those who want to go beyond the basics of communication in Spanish. The textbook for this course is also used for Spanish 101 and 102.

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Instructors: Thomas S. England and David Diener
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6 sessions: Tue, Jan 12–Feb 16, 2016 / 7:00–9:30 p.m. (Diener)

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Instructor: David Diener
6 sessions: Thu, Nov 5–Dec 17 / 6:30–9:00 p.m. (no class 11/26)
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A continuation of Digital Photography I, we’ll practice using more advanced techniques for lighting, composition, moving subjects, nighttime photography, and shooting landscape, architectural, and nature subjects as well as close-up and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography.

Digital Darkroom 1

Tuition: $425 CEUs: 1.2
Instructors: Thomas S. England and David Diener
4 sessions: Wed, Oct 28–Nov 18 / 6:00–9:00 p.m. (Diener)
6 sessions: Tue, Mar 1–Apr 5, 2016 / 7:00–9:00 p.m. (England)

Digital cameras and digital software work in tandem to allow for the maximum creative effort in photography. This course explores both technical and aesthetic considerations in the medium combining lectures, discussions, demonstrations and self-guided practice to allow the student to explore their own personal aesthetic and to discover the skills needed for success in the digital darkroom.
Fine Arts

Digital Darkroom 2
  Tuition: $425 CEUs: 1.2
  Instructors: David Diener and Thomas S. England
  6 sessions: Thu, Jan 14–Feb 18, 2016 / 7:00–9:00 p.m.
  6 sessions: Tue, Jun 7–Jul 19, 2016 / 7:00–9:00 p.m. (England)
This course moves you beyond the basics of digital darkroom to explore current ways to manipulate and enhance images. You will learn how to create views of the world unavailable to the human eye or film technology.

Legal Issues in Photography
  Tuition: $350 CEUs: 0.8
  Instructor: Steve Dubner, JD
  4 sessions: Tue, Aug 2–23, 2016 / 7:00–9:00 p.m.
The focus is on underlying legal concepts and practical applications. How do you protect your work? How do you exploit your work? How do you avoid trouble? Topics include copyrights, photography-specific contracts and the rights of privacy and publicity.

Let There Be Light—Working With Portable Strobes
  Tuition: $350 CEUs: 0.8
  Instructors: Thomas S. England and David Diener
  4 sessions: Mon, Oct 5–26, 2015 / 7:00–9:00 p.m.
  4 sessions: Tue, Oct 4–25, 2016 / 7:00–9:00 p.m.
Learn to make use of small, portable electronic strobes on location to control lighting for your digital photography. Advance beyond the built-in flash on your camera to add light from various directions and to shape the light. Compare methods of triggering strobes: optical, radio, and infrared “slaves.” Explore such techniques as blending strobe light with ambient, rear-curtain effects and high-speed flash.

Take Control of Color and Composition
  Tuition: $275 CEUs: 0.6
  Instructors: Thomas S. England and David Diener
  2 sessions: Mon, Sep 14 and 21 / 6:30–9:30 p.m. (England)
  2 sessions: Tue, Sep 13 and 20, 2016 / 7:00–9:00 p.m. (Diener)
Understand how your camera sees color differently than your eye. Learn to utilize color control as a creative tool and guidelines for composition within the frame to make your images more effective and memorable. Superb photography requires more than just a basic understanding of the technical capabilities of your camera. Translating an image captured from a three-dimensional world into a two-dimensional plane requires attention to elements outside of content. Practice looking beyond the subject matter of your photographs to see the formal elements that actually construct the picture. Begin seeing photographs as an art form that communicates emotion, mood, and interpretation rather than a passive reflection of objects or people.

Documentary Photography
  Tuition: $250 CEUs: 0.9
  Instructor: Thomas S. England
  6 sessions: Mon, May 9–Jun 20, 2016 / 7:00–8:30 p.m.
Examine documentary photography from historical and contemporary perspectives. Explore the idea of documentary and how its interpretations are conveyed through media, journalistic approaches, and artists’ work. Topics include the photographer-subject relationship, content and ethics, photography-film interaction, camera functions and operation, lighting and flash, and the critical roles of the documentary photographer.

Sports and Action Photography
  Tuition: $175 CEUs: 0.6
  Instructor: Kevin J. Moran, JD
  1 session: Sat, Oct 10 / 9:00 a.m.–4:00 p.m.
Whether you’re a photo enthusiast dreaming of shooting professional sports or a parent who wants to take better action photos of the kids, this class teaches the fundamental concepts and techniques of shooting quality sports and action photographs, then gives you the opportunity to put those skills into practice—all in one day. This is a hands-on photography class in which students will receive classroom instruction during the first part of the class and then go out to shoot an actual sporting event.
A Novel Experience

*Tuition:* $245 CEUs: 1.2  
*Instructor:* Linda E Clopton, MA, writer for *Veranda*  
*6 sessions:* Mon, Sep 28–Nov 2 / 7:30–9:30 p.m.  
*6 sessions:* Mon, Feb 8–Mar 14, 2016 / 7:30–9:30 p.m.  
*6 sessions:* Mon, Jul 11–Aug 15, 2016 / 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 with a submission of up to eight pages (typed, double-spaced) and a one-page synopsis. We’ll examine the art of marketing too. Limited to 20.

Basics of a Writing Career

*Tuition:* $175 CEUs: 0.6  
*Instructors:* Bridget Anderson and Barbara Collier, multipublished authors  
*1 session:* Sat, Oct 17 / 9:00 a.m.–3:00 p.m. (Alpharetta)  
*1 session:* Sat, May 14, 2016 / 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.

Essentials of Creative Writing

*Tuition:* $450 CEUs: 1.6  
*Instructor:* Jeff Haas, BA, English Language and Literature  
*8 sessions:* Thu, Oct 22–Dec 17 / 7:00–9:00 p.m.

We will discuss why fiction and creative nonfiction matter as literary genres and explore the essential elements of narrative storytelling. The course emphasizes critical reading as an indispensable skill for every serious writer. We will closely examine a variety of contemporary and classic works, identifying the techniques employed by distinguished authors, evaluating distinctions among genres, and assessing how these texts can inform our own writing goals. Mastering the craft elements of creative writing can help you become a more mature, artful, and marketable writer. This is also the introductory class for the Creative Writing Certificate program.

Creative Writing Publishing Workshop

*Tuition:* $495 CEUs: 1.2  
*2 sessions:* Sat, Jul 16 and 30, 2016 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Sat, Feb 27, and Mon, Mar 12, 2016 / 9:00 a.m.–4:00 p.m.

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

Flash Fiction Workshop

*Tuition:* $335 CEUs: 1.2  
*Instructor:* Tray Butler, MA, Creative Writing, ABJ Journalism  
*7 sessions:* Wed, Sep 30–Nov 11 / 7:00–8:45 p.m.

Also known as short shorts and microfiction, flash fiction refers to stories intentionally rendered in miniature, squeezing character development and emotional intensity into only a few hundred words—sometimes far fewer. Join us to 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 including Margaret Atwood, Joyce Carol Oates, Tim O’Brien, and John Updike. By the end of the class, students will develop a deep understanding of the craftsmanship and ingenuity involved in writing nugget-sized narratives, with insights that apply to compelling stories of any size.

Register today: ece.emory.edu
Inspirational Nonfiction Writing

Tuition: $295 CEUs: 1.0
Instructor: Carl McColman, MA, professional writing and editing, multipublished author
5 sessions: Wed, Mar 2–30, 2016 / 7:00–9:00 p.m.

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

Memoir: How to Write About a Life

Tuition: $295 CEUs: 1.0
Instructor: Christal Presley, PhD
5 sessions: Tue, Sep 15–Oct 13 / 7:00–9:00 p.m.
5 sessions: Wed, Apr 13–May 11, 2016 / 7:00–9:00 p.m.

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

Tuition: $295 CEUs: 1.2
Instructor: Alexa Selph, MA in English, poet and freelance editor
6 sessions: Mon, Sep 28–Nov 2 / 7:00–9:00 p.m.
6 sessions: Wed, Mar 23–Apr 27, 2016 / 7:00–9:00 p.m.

Alexa Selph has been leading poetry workshops at Emory and elsewhere for the past 12 years. Her poems have been published in Poetry, the Connecticut Review, Smartish Pace, and Modern Haiku, as well as in several anthologies. These workshops require no background in literature and are limited to 15 students. See website for detailed course description.

Never Too Late: Reinvention Workshop with Best-selling Author Claire Cook

Tuition: $95
Instructor: Claire Cook, New York Times best-selling author
1 session: Sat, Jan 23 / 9:00 a.m.–12:00 p.m.

Wondering how to get to that life you really thought you’d be living by now? Still trying to figure out what you want to be when you grow up? Join Claire Cook, author of Never Too Late: Your Roadmap to Reinvention, No. 1 Amazon best-seller, for a fun, inspiring, and interactive workshop. She'll share her own stories, successes, and failures as well as those of other reinventors and give you cutting edge, motivating tips for getting a plan, staying on track, pulling together a support system, building your platform in the age of social networking, dealing with the fear and the inevitable ups and downs, overcoming perfectionism, and tuning into your authentic self to propel you toward your goals. At 50, Claire walked the red carpet at the Hollywood premiere of the adaptation of her second novel, Must Love Dogs, starring Diane Lane and John Cusack. It is never too late to reinvent your life.

Writing Freelance

Tuition: $285 CEUs: 1.2
Instructor: Linda E Clopton, MA, writer for Veranda
6 sessions: Mon, Apr 11–May 16, 2016 / 7:30–9:30 p.m.

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

Humor and Comedy Writing

Tuition: $395 CEUs: 1.2
Instructors: Dave Drabik, Jen Kelley, Michael Sokol
6 sessions: Tue, Nov 3–Dec 15 / 7:00–9:00 p.m. (No class on 11/24)
6 sessions: Mon, Jun 20–Aug 1, 2016 / 7:00–9:00 p.m. (No class 7/4)

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

Introduction to Screenwriting

Tuition: $495 CEUs: 1.6
Instructor: Vicki Armour-Hileman
8 sessions: Thu, Oct 1–Nov 19 / 7:00–9:00 p.m.

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

Access 2010 Level 1: Introduction

Tuition: $455 CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+, CMM I
2 sessions: Thu and Fri, Oct 8 and 9 / 9:00 a.m.–4:30 p.m.

You have worked with Microsoft Access 2007 (or earlier) and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. Get introduced to the new features available in Microsoft Office Access 2010. The textbook for this class is provided.

Access 2010 Level 2: Accessing the Possibilities

Tuition: $675 CEUs: 19.5
Instructor: Greg Creech, MCAS-I, CTT+
3 sessions: Thu, Oct 15–29 / 9:00 a.m.–4:30 p.m.

Learn the fundamentals of Access as you work with tables, queries, reports, forms, and macros. Build your own personal contact management system in class, beginning with table creation, look-up wizards, and data value intelligence, and then create command buttons and menus. Fieldwork is assigned to ensure you master the material. Learn to build relational databases and avoid potential pitfalls to using Access. This class will cover both Access 2007 and 2010.

Attracting Traffic to Websites through Social Media

Tuition: $375 CEUs: .65
Instructor: Mary E. Zimnik, Adobe Certified Expert, CTT+
1 session: Sun, Jan 31, 2016 / 9:00 a.m.–4:30 p.m.
1 session: Thu, Jul 21, 2016 / 9:00 a.m.–4:30 p.m.

Social media can be absolutely essential for marketing exposure, brand awareness and revenue growth. These channels often present easy, inexpensive, effective, and near-instantaneous mechanisms to spread the word about your business. Unlike traditional marketing, social media requires a different and varied approach. Our course covers the
fundamentals as well as how to leverage these outlets to accomplish your strategic goals. Key elements include audience building, content development, brand promotion, website traffic management, and customer engagement. Prerequisite: browser experience; knowledge of some HTML or web design/graphic applications recommended.

Content Management in WordPress

_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 session:_ Fri, Dec 4 / 9:00 a.m.–4:30 p.m.  
_1 session:_ Fri, May 6, 2016 / 9:00 a.m.–4:30 p.m.

Blogs play a powerful role in business development. Benefits include relationship cultivation with existing and potential clients, search engine optimization, brand management, data gathering/sharing, and much more. These results require hard work from web content managers—writing effective blog posts as well as uploading compelling images and engaging video to WordPress sites. Learn to compose, edit and publish blog posts and pages in addition to other critical Wordpress elements: editorial workflow, image/audio/video enhancement and display, and category/tag utilization. This course focuses on site content development and user interaction, rather than software.

Copywriting for the Web

_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Claire R. Barth, MA  
_1 session:_ Sun, Oct 25 / 9:00 a.m.–4:30 p.m.  
_1 session:_ Fri, Apr 22, 2016 / 9:00 a.m.–4:30 p.m.

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

Dreamweaver Level 1: Introduction

_Tuition:_ $995 CEUs: 1.95  
_Instructor:_ Mary E. Zimnik, Adobe Certified Expert, CTT+  
_3 sessions:_ Sat, Oct 17–31 / 9:00 a.m.–4:30 p.m.  
_3 sessions:_ Fri, Jan 15–29, 2016 / 9:00 a.m.–4:30 p.m.  
_3 sessions:_ Mon, Mar 14–28, 2016 / 9:00 a.m.–4:30 p.m.

Adobe Dreamweaver is the web development program used by more than 80 percent of web professionals. Learn to use Dreamweaver to develop powerful websites using templates and style sheets that are easy to build and even easier to update. Topics include text formatting, dynamic graphics, hyperlinks, templates, tables, frames, style sheets, and forms. We’ll also practice publishing your completed site to a web host.

How to Add E-Commerce to Your Website

_Tuition:_ $695 CEUs: 1.3  
_Instructor:_ Brent Laminack, CTT+  
_2 sessions:_ Mon and Tue, Dec 7 and 8 / 9:00 a.m.–4:30 p.m.  
_2 sessions:_ Sun, May 15 and 22, 2016 / 9:00 a.m.–4:30 p.m.

It's one of the great thrills of running a website: waking up in the morning and finding that people have paid money for your goods and/or services. This course will describe the software and back-end support needed to enable people to buy from you via your website. We’ll discuss advertising, inventory, shopping carts, customer databases, payment options, fulfillment, and all the “glue” that holds it all together.

How to Run a Successful Email Marketing Program

_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 session:_ Fri, Dec 11 / 9:00 a.m.–4:30 p.m.  
_1 session:_ Sat, Jul 9, 2016 / 9:00 a.m.–4:30 p.m.

One of the most effective and inexpensive means of keeping in contact with your constituents is via email. We will set up an account with an email provider, start building your list, and 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.
Introduction to Dynamic Websites

**Tuition:** $375  CEUs: 0.65  
**Instructor:** Brent Laminack, CTT+  
**1 session:** Sat, Nov 14 / 9:00 a.m.–4:30 p.m.  
**1 session:** Sun, Jun 12, 2016 / 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 HTML/CSS

**Tuition:** $995  CEUs: 1.95  
**Instructor:** Brent Laminack, CTT+  
**3 sessions:** Mon, Sep 14–28 / 9:00 a.m.–4:30 p.m.  
**3 sessions:** Thu, Nov 5–19 / 9:00 a.m.–4:30 p.m.  
**3 sessions:** Sat, Dec 5–19 / 9:00 a.m.–4:30 p.m.  
**3 sessions:** Fri, Jan 22–Feb 5, 2016 / 9:00 a.m.–4:30 p.m.  
**3 sessions:** Tue, Mar 15–29, 2016 / 9:00 a.m.–4:30 p.m.  
**3 sessions:** Sat, May 7–21, 2016 / 9:00 a.m.–4:30 p.m.

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

Advanced HTML/CSS

**Tuition:** $695  CEUs: 1.3  
**Instructor:** Brent Laminack, CTT+  
**2 sessions:** Mon, Oct 5 and 12 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Fri, Feb 12 and 19, 2016 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Sat, Jun 4 and 11, 2016 / 9:00 a.m.–4:30 p.m.

Cascading style sheets (CSS) are what give your hypertext markup language (HTML) web pages their polish and beautiful appearance. Our advanced course takes you beyond front-end design techniques, allowing you to learn to control the format and layout of elements on web pages using CSS stylesheets. Toward the end of the class you’ll do several multicolumn page layouts with an embedded video element. You can’t design professional websites without knowing these critical technologies. Prerequisite: Introduction to HTML or current user comfortable with/using basic HTML structure tags: p, h1, h2, ol, ul, and CSS basic selectors, color model and the box model.

Foundations of Graphic Design and Production

**Tuition:** $695  CEUs: 1.3  
**Instructor:** Mary E Zimnik, Adobe Certified Expert, CTT+  
**4 sessions:** Tue and Thu, Nov 10–19 / 6:00–9:30 p.m.  
**2 sessions:** Sat, Apr 2 and 9, 2016 / 9:00 a.m.–4:30 p.m.

This introductory class for the Fundamentals of Graphic Design Certificate is also open to anyone interested in learning how to produce professional projects including brand books, advertising campaigns, direct mail pieces, publications, e-books, and many others. The course covers a wide range of topics such as essential software, production technology, project management, design theory, and career opportunities.

Introduction to Cyber Security

**Tuition:** $375  CEUs: 0.65  
**Instructor:** Brent Laminack, CTT+  
**1 session:** Sat, Nov 7 / 9:00 a.m.–4:30 p.m.  
**1 session:** Sun, Jun 5, 2016 / 9:00 a.m.–4:30 p.m.

The software we use is moving quickly from being installed on the local computer to being hosted on the web, but these 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.

Register today: ece.emory.edu
Foundations of Web Design and Development

Tuition: $375 CEUs: .65
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Tue, Oct 13 and 20 / 6:00–9:30 p.m.
2 sessions: Mon and Thu, Dec 14 and 17 / 6:00–9:30 p.m.
2 sessions: Sat, Feb 13 and 20, 2016 / 1:00–4:30 p.m.
2 sessions: Thu, Apr 14 and 21, 2016 / 9:00 a.m.–12:30 p.m.
2 sessions: Mon, Jun 13 and 20, 2016 / 6:00–9:30 p.m.

Interested in starting your own website? Or perhaps a new career? Join us to understand the big picture concepts that currently frame the digital industry. Learn how to methodically and successfully complete a web or online project including workflow processes, best practices, coding technology, and software utilization. Our course also illustrates proper site maintenance tactics to compete and communicate effectively on the web.

InDesign Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructors: Claudia K. McCue and Michael Gaston, Adobe Certified Trainer, CTT+
2 sessions: Mon and Tue, Oct 19 and 20 / 9:00 a.m.–4:30 p.m. (Gaston)
2 sessions: Wed and Thu, Dec 16 and 17 / 9:00 a.m.–4:30 p.m. (Gaston)
4 sessions: Mon–Thu, Feb 22–25, 2016 / 6:00–9:15 p.m. (McCue)
2 sessions: Sun, Apr 17 and 24, 2016 / 9:00 a.m.–4:30 p.m. (McCue)

Adobe InDesign takes desktop publishing and design to a new level, combining extraordinary production power and creative freedom with tight integration with Adobe Photoshop, Illustrator, and Acrobat software. Create simple documents and prepare them for print or export as a PDF. Topics include learning the work area, working with text and graphics, creating simple vector-based graphics, and the basics of design.

InDesign Level 2: Intermediate

Tuition: $695 CEUs: 1.3
Instructors: Claudia K. McCue and Michael Gaston, Adobe Certified Trainer, CTT+
2 sessions: Wed and Thu, Aug 26 and 27 / 9:00 a.m.–4:30 p.m. (Gaston)
2 sessions: Sun, Dec 6 and 13 / 9:00 a.m.–4:30 p.m. (Gaston)
2 sessions: Sat, Mar 12 and 19, 2016 / 9:00 a.m.–4:30 p.m. (McCue)
2 sessions: Fri and Sat, Aug 26 and 27, 2016 / 9:00 a.m.–4:30 p.m. (Gaston)

Strengthen your production and illustration skills by working on real-world projects with our Adobe InDesign level 2: Intermediate course. Learn to create professional-quality, advanced design documents and prepare them for print vendors or other media; export as interactive PDFs including video and buttons; or migrate files for web publishing.

Illustrator Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructors: Claudia K. McCue and Michael Gaston, Adobe Certified Trainer, CTT+
2 sessions: Wed and Thu, Aug 26 and 27 / 9:00 a.m.–4:30 p.m. (Gaston)
2 sessions: Sun, Dec 6 and 13 / 9:00 a.m.–4:30 p.m. (Gaston)
2 sessions: Thu and Fri, Nov 19 and 20 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Mar 13 and 20, 2016 / 9:00 a.m.–4:30 p.m.

Adobe Illustrator is the industry standard tool for creating logos, maps, diagrams, vector illustrations, and more. Learn to understand appropriate uses, vector and raster graphics, and how to create complex graphics with simple components and tools.

Illustrator Level 2: Intermediate

Tuition: $695 CEUs: 1.3
Instructor: Michael Gaston, Adobe Certified Trainer, CTT+
2 sessions: Wed and Thu, Aug 31 and Sep 1 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Nov 19 and 20 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Mar 13 and 20, 2016 / 9:00 a.m.–4:30 p.m.
projects such as creating a logo, building a package, and creating photorealistic illustrations. You’ll see how simple tools such as gradients and shadows can add depth and realism to simple objects.

JavaScript Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 sessions: Wed, Sep 30 and Oct 7 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Dec 6 and 13 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Mar 4 and 11, 2016 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon, Jun 13 and 20, 2016 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Aug 21 and 28, 2016 / 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 popup effects such as mouse overs, popups, form validations, cookies, and browser detection.

Introduction to Web Video Production

Tuition: $375  CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 session: Sat, Nov 21 / 9:00 a.m.–4:30 p.m.
1 session: Sun, May 1, 2016 / 9:00 a.m.–4:30 p.m.

Video is hot on the web. YouTube is one of the top three websites in the world, and some estimate that 40 percent 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.

Photoshop Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
2 sessions: Thu and Fri, Oct 15 and 16 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Dec 5 and 12 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Feb 8 and 9, 2016 / 9:00 a.m.–4:30 p.m.
4 sessions: Mon–Thu, Apr 11–14, 2016 / 6:00–9:15 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 professionals use.

Photoshop Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer
2 sessions: Wed and Thu, Aug 24 and 25 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Oct 19 and 20 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Dec 2 and 3 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Jan 27 and 28, 2016 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, May 12 and 13, 2016 / 9:00 a.m.–4:30 p.m.

Learn to use window functions, pivot rows into columns, reverse-pivot columns into rows, use pivoting to

SQL Level 1: Introduction to SQL

Tuition: $695  CEUs: 1.3
Instructor: Paul Dunlop, CTT+
2 sessions: Wed and Thu, Aug 24 and 25 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Oct 19 and 20 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Dec 2 and 3 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Mar 21 and 23, 2016 / 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: $695  CEUs: 1.3
Instructor: Paul Dunlop, CTT+
2 sessions: Mon and Tue, Oct 26 and 27 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Mar 21 and 23, 2016 / 9:00 a.m.–4:30 p.m.

Learn to use window functions, pivot rows into columns, reverse-pivot columns into rows, use pivoting to
facilitate interred calculations, and double-pivot 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:* $695 CEUs: 1.3  
*Instructor:* Brent Laminack, CTT+  
*2 sessions:* Tue, Jan 19 and 26, 2016 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Sun, Jul 10 and 17, 2016 / 9:00 a.m.–4:30 p.m.

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

Excel 2010 Level 1: Introduction

*Tuition:* $375 CEUs: 0.65  
*Instructors:* Karen Maddox-Jones and Alex St. Urbain Jr., CTT+, CMM I  
*1 session:* Mon, Aug 31 / 9:00 a.m.–4:30 p.m. (Maddox-Jones)  
*1 session:* Mon, Nov 30 / 9:00 a.m.–4:30 p.m. (St. Urbain)  
*1 session:* Wed, Mar 16, 2016 / 9:00 a.m.–4:30 p.m. (St. Urbain)

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.

Excel 2010 Level 2

*Tuition:* $495 CEUs: 1.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*2 sessions:* Wed, Sep 16 and 23 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Tue, Nov 3 and 11 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Wed, Dec 9 and 16 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Mon, Jan 25 and Feb 1, 2016 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Fri, Mar 18 and 25, 2016 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Wed, May 11 and 18, 2016 / 9:00 a.m.–4:30 p.m.

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

More Excelling at Excel Day 3

*Tuition:* $375 CEUs: 0.65  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Thu, Dec 17 / 9:00 a.m.–4:30 p.m.  
*1 session:* Fri, Apr 29, 2016 / 9:00 a.m.–4:30 p.m.

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

*Tuition:* $185 CEUs: 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Mon, Nov 2 / 9:00 a.m.–12:00 p.m.  
*1 session:* Wed, Mar 9, 2016 / 9:00 a.m.–12:00 p.m.

Learn to create and download databases as well as analyze data through pivot tables and subtotals. Data analysis is a powerful Excel feature, and we will create and edit pivot tables and pivot charts for analysis. We’ll also look at other database features including subtotals and name manager, and also use sorting and filtering.

Data Management and Manipulation in Excel

*Tuition:* $185 CEUs: 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Fri, Oct 2 / 9:00 a.m.–12:00 p.m.  
*1 session:* Wed, Feb 10, 2016 / 9:00 a.m.–12:00 p.m.  
*1 session:* Fri, Jun 24, 2016 / 9:00 a.m.–12:00 p.m.

Control data without data controlling you. Download, create, and import databases and tables in Excel while handling multiple sorting and filtering tasks using a variety of criteria. Retrieve the information you need quickly and easily using multiple filters. Learn how to format tables and databases in a professional manner and master Excel’s terrific Name Box and Name Manager features, and separate data easily using the Text-to-Column feature. We’ll also work with the Vlookup and Concatenate functions. This course is intended for Microsoft Office 2007/2010/2013 users. Prerequisite: basic knowledge of Excel

HR–Excel and Access

*Tuition:* $455 CEUs: 1.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*2 sessions:* Fri, Nov 13 and 20 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Fri, Jun 3 and 10, 2016 / 9:00 a.m.–4:30 p.m.

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’ Queries and objects.

MS Project 2013 Level 1 and Level 2: Creating and Managing Projects

*Tuition:* $555 CEUs: 1.3  
*Instructor:* Alex St. Urbain Jr., CTT+, CMM I  
*2 sessions:* Fri, Oct 30 and Nov 6 / 9:00 a.m.–4:30 p.m.  
*2 sessions:* Mon, March 7 and 14, 2016 / 9:00 a.m.–4:30 p.m.

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

PowerPoint 2010 Level 1: Introduction

*Instructor:* Karen Maddox-Jones  
*CEUs:* 0.65  
*1 session:* Thu, Oct 1 / 9:00 a.m.–4:30 p.m.

PowerPoint is the world’s most popular presentation software. Join this class and create powerful slides to impress your audiences via professional presentations. Learn to effectively deliver messages by using proper formatting techniques, charts, images, flowchart shapes, and more.
Welcome to the Osher Lifelong Learning Institute (OLLI) at Emory.

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

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

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

Fall 2015: Sep 7–Nov 4, 2015 (no class on Tue, 9/15, and Wed, 9/23)

2015 OLLI MEMBERSHIP RATES
Enroll in the membership that fits your lifestyle:
Sampler: $49 (single class)
Bronze: $85 (two classes)
Silver: $105 (three classes)
Gold: $125 (four classes)
Platinum: $140 (five classes)
Diamond: $156 (six classes)
Each class above six is $23/class.

Visit olli.emory.edu for current course offerings or to enroll. Students can also register by calling 404.727.6000 (select option 2) or by visiting our location at:
Emory Continuing Education
12 Executive Park Drive
Suite 100
Atlanta, GA 30329

We look forward to seeing you in class.

Military Funding for Emory Continuing Education Classes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Register

Web ece.emory.edu
Phone 404.727.6000 (select option 2)
Fax 404.727.6001
E-mail learn@emory.edu

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

Class Locations
Please check course descriptions for location.

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

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

Emory at YOUR Location and on YOUR Schedule

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

We can:

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

404.727.9982 | ece.emory.edu/corporate