Free Upcoming Information Sessions
Visit ece.emory.edu/infosessions.html for a complete list of available options.

Creative Writing Thu, Jan 9, 2020, 12–1 p.m. (ECE Online)
Landscape Design Thu, Jan 9, 2020, 7–8 p.m. (Century Center)
Paralegal Tue, Jan 14, 2020, 7–8 p.m. (Century Center)
Graphic Design Wed, Jan 15, 2020, 12–1 p.m. (ECE Online)
Project Management Thu, Jan 16, 2020, 12–1 p.m. (ECE Online)
Lean Six Sigma Fri, Jan 17, 2020, 12–1 p.m. (ECE Online)
Au Pair Wed, Jan 22, 2020, 7–8 p.m. (Century Center)
Digital Marketing Wed, Jan 22, 2020, 12–1 p.m. (ECE Online)
Event Planning Thu, Jan 23, 2020, 12–1 p.m. (ECE Online)
Graphic Design Sat, Jan 25, 2020, 10:30–11:30 a.m. (Century Center)
Essentials of HR Management Tue, Feb 4, 2020, 7–8 p.m. (Century Center)
Digital Photography Wed, Feb 5, 2020, 7–8 p.m. (Century Center)
Management and Supervision Fri, Feb 7, 2020, 12–1 p.m. (ECE Online)
Creative Writing Tue, Feb 11, 2020, 7–8 p.m. (Century Center)
Business Communications Thu, Feb 13, 2020, 12–1 p.m. (ECE Online)
Project Management Tue, Feb 18, 2020, 12–1 p.m. (ECE Online)
Essentials of HR Management Wed, Feb 19, 2020, 12–1 p.m. (ECE Online)
Au Pair Wed, Feb 26, 2020, 7–8 p.m. (Century Center)
Digital Marketing Wed, Mar 4, 2020, 12–1 p.m. (ECE Online)
Paralegal Thu, Mar 5, 2020, 7–8 p.m. (Century Center)
Lean Six Sigma Fri, Mar 13, 2020, 12–1 p.m. (ECE Online)
Project Management Wed, Mar 18, 2020, 12–1 p.m. (ECE Online)
Paralegal Fri, Mar 20, 2020, 12–1 p.m. (ECE Online)
Event Planning Thu, Apr 9, 2020, 12–1 p.m. (ECE Online)
Graphic Design Sat, Apr 18, 2020, 10:30–11:30 a.m. (Century Center)

About ECE

Emory Continuing Education (ECE) is Emory University's noncredit continuing education division. We extend Emory’s ideal of the learning community beyond the core partnership of faculty and degree-seeking students by providing learning experiences to our neighbors.

How to Register

Web ece.emory.edu
Phone 404.727.6000 (select option 2)
Email learn@emory.edu

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

Emory at your location and 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

Tuition payment in full is expected at the time of registration; we accept payment by credit card, check, or money order. Payment options are available for certain programs. You may qualify for:

- An Emory Alliance Credit Union line of credit—visit ece.emory.edu/financing for more details
- Military funding—see page 48 for details or visit ece.emory.edu/military

#### Continuing Education Units (CEUs)

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

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

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

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

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Accelerated Training in
Business Intelligence

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

Program participants will receive comprehensive training in Advanced Excel, SQL, Microsoft Power BI, and Tableau to collect, extract, mine, analyze, visualize, and present business data.

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

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

Accelerated Training in Big Data

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

Topics include:
- Big data fundamentals
- Data structure
- Data warehousing
- Data engineering
- Azure Machine Learning
- Data mining
- Data modeling
- Spark distributed data processing
- Introduction of Hadoop
- Descriptive analytics
- Predictive analytics
- Data visualization using Tableau
- Practicums using big data platforms and data sets

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

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

This course introduces participants to the fields of Cybersecurity and Information Systems Security (ISS). The course is designed to deliver broad coverage of the theory and practices of information security in an applied format. Given the symbiotic relationship between ISS and cybersecurity, both topics will be covered. Course materials are delivered by practitioners and experts in the field of cybersecurity through lectures, discussions, lab sessions, and class projects.

Topics include:
- System security analysis
- Threats and vulnerabilities
- Enterprise system monitoring
- Attack detection and defensive measures
- Malware behavior and detection
- Risk and recovery management
- Network security risks and defensive tools
- Cryptography
- Internet of things (IoT)
- Applications of artificial intelligence/machine learning

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

Artificial Intelligence and Deep Learning

Participants will learn to develop artificial intelligence (AI) applications to address real-world business problems using tools such as Python, TensorFlow, Keras, and NVIDIA. Additionally, our applied intensive course will provide a background in machine learning (ML) concepts so that participants will understand the reason for applying various solutions that optimize AI applications.

Topics include:
- Applied ML and neural networks
- Markov decision process, models, and applications in AI
- Deep, convolutional, and recurrent neural networks
- Practicum: build, train, and apply ML and AI models using popular tools and libraries

For more information, please contact Hamid Arjmand at harjman@emory.edu or 404.727.5513 or visit ece.emory.edu/cybersecurity.
Applied Machine Learning and Data Science with Python

Participants will gain hands-on experience in the entire spectrum of data science including data collection, preprocessing, visualization, and application of machine learning algorithms for solving a wide variety of data-intensive problems. Participants will also have the opportunity to learn some of the most in-demand open-source tools in the Python machine learning ecosystem.

Topics:
- Core Python
- Data wrangling with NumPy and Pandas
- Data visualization with Matplotlib & Seaborn
- Machine learning in Scikit-Learn

For more details, please visit ece.emory.edu/machine-learning or contact Hamid Arjmand at harjman@emory.edu / 404.727.5513.

Project Management

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

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

Electives:
Requires 24 elective hours; see website for more options:
1. Certified Associate in Project Management (CAPM) Exam Preparation (16 hours)
2. Project Management Professional (PMP) Exam Preparation (35 hours)
3. Microsoft Project Levels 1 and 2: Creating and Managing Projects (13 hours)
4. Organizational Change Management (6.5 hours)

Please visit ece.emory.edu/project_management for more details.
**Digital Marketing**

Our Digital Marketing Certificate program offers a streamlined curriculum geared toward marketable skills as well as flexible scheduling and affordability.

**Core Courses:**
1. Social Media for Business: Engaging and Selling
2. Email Marketing Strategy
3. E-Commerce Fundamentals
4. HTML and CSS Level 1: Introduction
5. Web Analytics and Search Engine Optimization
6. Web Video Production Fundamentals
7. Capstone

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

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**Graphic Design**

Our Graphic Design Certificate programs help develop the skills you need to create visually compelling print and digital designs. Now more than ever, businesses rely on graphic design talent to create engaging content.

**Benefits of the program include:**
- Foundational skills in color theory, composition, typography, and other visual communications principles
- Project-based exercises to help express points of view
- Knowledge of current software applications as well as industry standards and practices taught by world-class experts
- Intimate classroom settings with limited class sizes, allowing for increased instructor assistance with skills and professional portfolio development

**Fundamentals of Graphic Design:**
1. Foundations of Graphic Design
2. Adobe Photoshop Level 1: Introduction
3. Adobe Illustrator Level 1: Introduction
4. Adobe InDesign Level 1: Introduction
5. Adobe InDesign Level 2: Intermediate

**Advanced Graphic Design:**
1. Adobe Illustrator Level 2: Intermediate
2. Adobe Photoshop Level 2: Intermediate
3. Advanced Graphic Design: Theory and Practice
4. Capstone

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

Our Paralegal Certificate program provides training for both the practical skills and critical knowledge needed by those working in the paralegal field. All courses in our program are taught by licensed, practicing attorneys or other subject matter experts.

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

Core Classes:
(1) Introduction to Law
(2) Civil Litigation
(3) Legal Research and Writing
(4) Contract Law
(5) Paralegal Job Search and Career Development Skills

Electives:
Requires two elective courses; see website for more options
(1) Business Organizations
(2) Criminal Law
(3) E-Discovery
(4) Immigration Law
(5) Medical Records and Terminology
(6) Family Law
(7) Torts and Personal Injury Law
(8) Wills, Trusts, and Estates

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

Lean Six Sigma

Lean Six Sigma aims to reduce process cycle time, waste, and costs while increasing customer satisfaction and profit margins.

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

• Lean Six Sigma White Belt (blended and online)
• Lean Six Sigma Green Belt (blended and online)
• Lean Six Sigma Black Belt (blended)
• Lean Six Sigma for Healthcare Professionals (on ground)

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

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

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

Electives:
Requires 6 elective hours; see website for more options:
(1) Executive Presence for the Non-Executive
(2) Win-Win Negotiations
(3) Essentials of Strategic Planning for Managers
(4) Essentials of Leadership for Managers
(5) Managing Multi-Generations

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

Essentials of Supervision

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

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

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

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

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

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

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

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

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

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**Business Communications**

The ability to successfully convey messages to your stakeholders in order to carry out important activities is critical to your organization. Doing so requires proficiency in verbal, written, and/or visual communication—and often a combination of all three channels. Build and grow expertise in these essential areas of professional interaction with valuable assessments and critical feedback from 6 core classes and 12 hours of electives.

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

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

Please visit ece.emory.edu/business_communications for more details.
Creative Writing

Looking to build your portfolio and credentials for a career in the writing profession? Learn the right way to write. This program will help you develop your own unique voice as you work to successfully achieve your writing goals. You will receive individualized guidance from experienced, published instructors as well as feedback from your peers.

**Core Classes:**
1. Essentials of Creative Writing
2. Narrative Writing Workshop
3. The Business of Creative Writing
4. Advanced Revision Workshop

**Electives:**
Requires three elective courses; see website for more options:
1. Crafting the Memoir
2. Expand Your Creativity: Writing Inspired by Surrealist Art, Film, and Poetry
3. Introduction to Screenwriting
4. Freelance Writing
5. Documentary Filmmaking for the Writer
6. Sitcom Writing

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

Digital Photography

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

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

**Electives:**
Requires one elective course; see website for more options:
1. Advanced Adobe Lightroom Processing (online)
2. Let There Be Light: Working with Portable Strobes
3. Advanced Use of Adobe Photoshop (online)

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

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

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

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

Health Coach

Emory Continuing Education is currently an approved transition program through the National Board of Health and Wellness Coaching (NBHWC), and the course information on this page reflects that status.

As the transition phase ends, ECE is completing curriculum revisions in order to gain full NBHWC approval beyond the transition phase (currently expected in Spring 2020). Our program will continue to accept applications during this interim period.

Students will obtain practical knowledge including:

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

Participants will employ active listening, motivational interviewing, and collaborative goal-setting and action-planning techniques while also developing a strong core coaching skill set through study and practice. Course materials also include expert presentations on health topics, group coaching, and creating a successful coaching business.

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

ECE's hybrid Event Planning Certificate combines online and traditional classroom work. Students complete the certificate by attending five traditional classes and then work independently on a capstone project while attending live, instructor-led sessions in our online classroom via Adobe Connect.

Successful event planners skillfully handle challenges and opportunities related to logistics, catering, audiovisual, design and decor, safety regulations, and more. Learn how to effectively manage and implement these elements in order to generate positive Return on Investment (ROI) for clients while maintaining a solid reputation for your business.

Core Classes:
(1) Event Planning: Introduction
(2) Event Planning: Connect with Technology
(3) Event Planning: Develop an Edge on Execution
(4) Event Planning: Focus on Food and Beverage
(5) Event Planning: Design the Experience
(6) Event Planning: Capstone

Please visit ece.emory.edu/event_planning for more details.
In this business writing workshop, you can hone your writing skills into a more powerful communication tool. An interactive, hands-on approach makes this class engaging and practical. You’ll immediately notice the difference from this workshop.
**Building Employee Engagement and Winning Commitment**

*Tuition: $195 CEUs: 0.3
Instructor: LaBrita Cash-Baskett, EdD, CCC-SLP, CF APMP
1 session: Fri, May 8, 2020 | 9 a.m.–12 p.m.*

Achieving employee buy-in towards new initiatives can present significant challenges. How does leadership properly balance motivational incentives with the team’s productivity, satisfaction, and/or profit objectives? Inspiring commitment is a key to success for enhancing organizational efficiency and boosting employee engagement. Utilize our helpful guidebook and action-planning tools in order to develop a fresh perspective, effectively communicate with colleagues, and motivate employees toward success.

**Discovering Your Strengths Workshop**

*Tuition: $195 CEUs: 0.4
Instructor: Mark Myette, MBA, CPLP
1 session: Wed, Mar 4, 2020 | 9 a.m.–1 p.m.*

Each of us has strengths that we bring with us every day. Learn precisely what strengths you have, and then learn how to leverage those strengths to be a better coworker and a better individual. Using the results of your personalized CliftonStrengths assessment, your instructor guides you through the steps that can help you to achieve the most from what’s revealed about you by that assessment. You, your team, and those around you can all unleash the power that comes from this newly gained knowledge.

**Emotional Intelligence**

*Tuition: $425 CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Tue, Feb 4, 2020 | 9 a.m.–4 p.m.
1 session: Wed, Apr 15, 2020 | 9 a.m.–4 p.m.
1 session: Tue, Jun 16, 2020 | 9 a.m.–4 p.m.*

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

**Event Planning: Introduction**

*Tuition: $695 CEUs: 1.2
Instructors: Heather Herrig, CMP; Christina Robertson Whitehead, CMP
2 sessions: Fri–Sat, Feb 7–8, 2020 | 9 a.m.–4 p.m. (Whitehead)
2 sessions: Fri–Sat, May 1–2, 2020 | 9 a.m.–4 p.m. (Whitehead)
4 sessions: Tue and Thu, Aug 4–13, 2020 | 6–9 p.m. (Herrig)*

Successful events require a tremendous amount of knowledge, resources, and behind-the-scenes production. Our engaging exercises provide expert event-planning tips and techniques from conception to execution. Learn how to plan and manage logistics, catering, audio-visual elements, and more. Discover how to proactively take control of event details in order to create memorable and worthwhile experiences for your attendees as your stakeholders applaud your impeccable leadership.

**Executive Presence for the Non-Executive**

*Tuition: $995 CEUs: 1.2
Instructors: Jonathan Burman, MA; Nancy Colter, MBA
2 sessions: Mon–Tue, Mar 2–3, 2020 | 9 a.m.–4 p.m. (Colter)
2 sessions: Thu–Fri, Jun 18–19, 2020 | 9 a.m.–4 p.m. (Burman)
2 sessions: Thu–Fri, Aug 6–7, 2020 | 9 a.m.–4 p.m. (Colter)*

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

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Good Grammar is Good Business

Tuition: $375  CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Tue, Apr 21, 2020 | 9 a.m.–4 p.m.

Create mistake-free documents and avoid common grammatical errors. This fast-paced, interactive grammar review strengthens 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.

Event Planning: Focus on Food and Beverage

Tuition: $245  CEUs: 0.4
Instructor: Heather Herrig, CMP
2 sessions: Tue and Thu, Mar 24–26, 2020 | 6–8 p.m.

Memorable meals often serve as the cornerstone of social and corporate events. Learn how to create optimal, crowd-pleasing menus to delight your guests while managing various dietary concerns and issues. We will also explore food and beverage budget management so you can maximize value while providing attendees with satisfying and delicious experiences.

Event Planning: Connect with Technology

Tuition: $195  CEUs: 0.3
Instructors: Heather Herrig, CMP; Christina Robertson-Whitehead
1 session: Sat, Feb 1, 2020 | 9 a.m.–12 p.m. (Herrig)
1 session: Tue, May 19, 2020 | 6–9 p.m. (Whitehead)

Lights, camera, action! Technology can bring your events to life with fun and practical online features and apps, dynamic lighting, razor-sharp video, and crystal-clear audio. Join us to become familiar with the technology used to inform guests for your events as well as elements of the audio-visual (A/V) equipment. Explore how to effectively read and understand A/V proposals and discuss what technology features are optional versus necessary, especially when tailoring technology for your event-specific needs and objectives.

Event Planning: Design the Experience

Tuition: $245  CEUs: 0.5
Instructor: Lorri McQueary
1 session: Sat, Feb 29, 2020 | 9 a.m.–3 p.m.

Creative themes and “experience strategies” can help ignite social and corporate events by setting the mood, stimulating the minds, and tempting the senses of your attendees. Join us to learn how to develop a unique and imaginative approach to your events utilizing various design, décor, and collateral elements. We also cover live entertainment components, including performers and musicians, to effectively establish the ambiance, underscore the message, and delight your guests. Complete the total package with a successful proposal for your potential clients.

Event Planning: Develop an Edge on Execution

Tuition: $245  CEUs: 0.4
Instructor: Heather Herrig, CMP
1 session: Sat, Feb 1, 2020 | 1–5 p.m.
1 session: Sat, May 16, 2020 | 9 a.m.–1 p.m.

Want a professional edge as an event planner? Go beyond basic logistics planning and identify the critical elements and insights like an experienced veteran. Learn how to conduct an effective venue site visit and develop an accurate risk management plan while proactively recognizing safety regulations, then integrate this knowledge to better manage your staff and vendors for a successful program. Study how to execute an event with confidence while utilizing best practices and proper business ethics to keep your internal and external clients happy. Evaluate your event results to get valuable feedback while demonstrating Return on Investment (ROI) to ensure an estimable reputation with clients and peers.

Delivering Impactful Training Experiences in the Classroom and Online

Tuition: $375  CEUs: 0.7
Instructor: Mark Myette, MBA, CPLP
1 session: Fri, Jun 12, 2020 | 9 a.m.–5 p.m.

Your training outline is fully developed and the course material is ready
for delivery, but how do you maximize participant engagement while properly using best practices for presentations? Join us to explore the psychology of group learning and classroom dynamics. We identify practical techniques designed to energize your training and ensure your messages and material are delivered in a professional, positive manner. We also work to master the technology that makes online training possible, including detailed instructions on how to deliver a premium interactive experience that commands the same level of excitement as your classroom training.

**Improving Your Listening Skills**

*Tuition: $195 CEUs: 0.3*

*Instructor: Nancy Colter, MBA*

*1 session: Thu, Apr 30, 2020 | 9 a.m.–12 p.m.*

*1 session: Tue, Jul 28, 2020 | 1–4 p.m.*

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

**Managing Your Time and Productivity**

*Tuition: $375 CEUs: 0.6*

*Instructor: Nancy Colter, MBA*

*1 session: Thu, Mar 12, 2020 | 9 a.m.–4 p.m.*

*1 session: Mon, Jun 15, 2020 | 9 a.m.–4 p.m.*

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

**Presentations: The Power to Persuade and Inspire**

*Tuition: $395 CEUs: 0.6*

*Instructor: Jonathan Burman, MA*

*1 session: Thu, Mar 12, 2020 | 9 a.m.–4 p.m.*

*1 session: Tue, Jun 30, 2020 | 9 a.m.–4 p.m.*

Cicero, Socrates, Frederick Douglas, Abraham Lincoln, Mahatma Gandhi, and Martin Luther King Jr. all made speeches that changed the course of history. How were they able to galvanize the hearts and minds of their audiences and compel them to action? An essential skill for all professionals is being able to persuade and inspire during presentations, web conferences, and team meetings. This course is designed to build your confidence and strengthen your ability to communicate with words, visuals, and body language when all eyes are upon you.

**Professional Self-Advocacy in the Workplace**

*Tuition: $375 CEUs: 0.6*

*Instructor: Sarah Carlson*

*1 session: Fri, Mar 13, 2020 | 9 a.m.–4 p.m.*

To move up in your workplace, make a career transition, or simply do a better job of promoting your business skills and talents, you need to engage in effective self-advocacy. In this course, you will learn how to effectively share with others what you’ve already accomplished so that you can advance your career. You’ll learn how to select themes that will persuade others—in resumes, cover letters, self-evaluations, and conversations—about your accomplishments and value.

**Solving Problems Creatively**

*Tuition: $395 CEUs: 0.6*

*Instructor: LaBrita Cash-Baskett, EdD, CCC-SLP, CF APMP*

*1 session: Fri, May 15, 2020 | 9 a.m.–4 p.m.*

Employers love problem-solvers, and producing effective solutions requires the ability to overcome obstacles and generate innovative ideas. Learn to successfully harness the power of creativity utilizing our hands-on course as you work to build and flex your creative muscles. We provide tips, techniques, and models to help develop resourcefulness, unlock potential, and improve your value to the company.
Strategic Communications in the Workplace

**Tuition:** $395  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Mar 5, 2020 | 9 a.m.–4 p.m.  
**1 session:** Wed, May 6, 2020 | 9 a.m.–4 p.m.  
**1 session:** Mon, Jun 22, 2020 | 9 a.m.–4 p.m.  
**1 session:** Fri, Aug 14, 2020 | 9 a.m.–4 p.m.

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

Training Design for Trainers

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Feb 24, 2020 | 9 a.m.–4 p.m.  
**1 session:** Tue, Jun 16, 2020 | 9 a.m.–4 p.m.

This interactive, hands-on course introduces 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.

Visual Thinking: Creative Design Strategy and Messaging

**Tuition:** $695  **CEUs:** 1.2  
**Instructor:** Kimberly Lyles-Folkman, PhD  
**3 sessions:** Wed, Feb 5–19, 2020 | 9 a.m.–1 p.m.  
**3 sessions:** Wed, Jun 10–24, 2020 | 1–5 p.m.

Today’s business world requires excellence in communication. Mastering the concepts of visual thinking via creative design strategy and messaging can improve your problem-solving skills with visual aids, design resources, and tips to support text-centric content. We develop your design skills as we explore innovative strategies surrounding theory, aesthetics, and practice. Build your creative confidence and sharpen your talents utilizing design tools, generators, and applications. Our hands-on course specifically supports both non-designers and entry-level designers interested in effectively communicating and enhancing ideas visually.

Win-Win Negotiations

**Tuition:** $375  **CEUs:** 0.6  
**Instructors:** Nancy Colter, MBA; Mark Myette, MBA, CPLP  
**1 session:** Mon, Mar 30, 2020 | 9 a.m.–4 p.m.  
**1 session:** Mon, Aug 3, 2020 | 9 a.m.–4 p.m.

Negotiation is an important problem-solving skill. Win-win negotiation is a specific negotiation strategy that uses carefully defined skills and techniques to produce results that are beneficial and acceptable to everyone at the negotiating table. Learn to approach problems and opportunities with a win-win attitude.

Your Image Is a Communication Tool

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Katie Karppala, BCC  
**1 session:** Wed, Feb 12, 2020 | 1–4 p.m.  
**1 session:** Wed, Jun 24, 2020 | 9 a.m.–12 p.m.

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

Essentials of Leadership for Managers

Tuition: $825  CEUs: 1.2
Instructor: Jonathan Burman, MA
2 sessions: Thu–Fri, Apr 16–17, 2020 | 9 a.m.–4 p.m.
2 sessions: Thu–Fri, Jun 25–26, 2020 | 9 a.m.–4 p.m.

This highly interactive and stimulating workshop will transform how managers lead and influence people. Participants experience and apply the five practices of exemplary leadership through group problem-solving tasks, video cases, discussion, workbook exercises, and action plans for ongoing development.
**Behavioral Interviewing: Selecting the Best Fit**

*Tuition:* $375  *CEUs:* 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, May 4, 2020 | 9 a.m.–4 p.m.

This course is designed to provide individuals involved in the hiring process with the resources and tools to make the best hiring decisions possible. It provides the tools for hiring managers, recruiters, and every member of the interviewing team to recruit top performers. This course uses behavioral-based interviewing, which emphasizes a focus on in-depth questioning, to assist in assessing the candidate's fit and potential success.

**Coaching Effectively**

*Tuition:* $195  *CEUs:* 0.3  
*Instructors:* Nancy Colter, MBA; Mark Myette, MBA, CPLP  
*1 session:* Mon, Mar 23, 2020 | 1–4 p.m. (Colter)  
*1 session:* Tue, Jun 9, 2020 | 9 a.m.–12 p.m. (Myette)

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

**Delegating Effectively**

*Tuition:* $195  *CEUs:* 0.3  
*Instructors:* Nancy Colter, MBA; Mark Myette, MBA, CPLP  
*1 session:* Mon, Mar 23, 2020 | 9 a.m.–12 p.m. (Colter)  
*1 session:* Tue, Jun 9, 2020 | 1–4 p.m. (Myette)

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, the importance of authority and responsibility, and strategies and tools for implementing delegation. Participants leave with a four-step delegation plan to use immediately.

**Building Teams, Building Culture**

*Tuition:* $195  *CEUs:* 0.3  
*Instructor:* Nancy Colter, MBA  
*1 Session:* Wed, Apr 1, 2020 | 1–4 p.m.

Teamwork is a common tenet of many companies, but how do leaders successfully develop high-performing teams while fostering a harmonious, culturally driven environment? By learning methodologies commonly utilized to assemble productive groups and acquiring the skills necessary to facilitate effective collaboration, even among virtual teams, participants in this course can increase staff engagement levels, create stronger interpersonal connections, and maximize performance results.

**Dealing with Difficult People**

*Tuition:* $195  *CEUs:* 0.3  
*Instructor:* Nancy Colter, MBA  
*1 session:* Thu, Mar 26, 2020 | 1–4 p.m.

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

**Essentials of Conflict Management**

*Tuition:* $195  *CEUs:* 0.3  
*Instructor:* Mark Myette, MBA, CPLP  
*1 session:* Tue, Mar 31, 2020 | 9 a.m.–12 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.
Leading Through Change

Tuition: $195 CEUs: 0.3
Instructor: Jonathan Burman, MA
1 session: Wed, Feb 5, 2020 | 1–4 p.m.
1 session: Thu, Jun 4, 2020 | 9 a.m.–12 p.m.

Managers must recognize change and help their employees adjust in a realistic and strategic manner, using sound principles and workable tools. Some 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.

Leveraging the Power of Introverts and Extroverts in the Workplace

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Thu, Mar 26, 2020 | 9 a.m.–12 p.m.

Introverts and extroverts can think, work, and act differently. Mutually beneficial staff relationships require communication and hard work, as well as the understanding that focusing on collaborative strengths—rather than fixating on differences—produces superior outcomes. Our interactive workshop conveys proper techniques for encouraging creativity, enriching skill sets via peer learning, and generating improved bottom-line results.
Managing Difficult Conversations and Situations

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Apr 7, 2020 | 9 a.m.–4 p.m.  
**1 session:** Thu, Jul 30, 2020 | 9 a.m.–4 p.m.

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

Managing Employee Performance

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Jonathan Burman, MA  
**1 session:** Thu, Feb 13, 2020 | 1–4 p.m.  
**1 session:** Thu, Jun 4, 2020 | 1–4 p.m.

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

Managing Diverse Behavioral Styles

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Apr 30, 2020 | 1–4 p.m.  
**1 session:** Tue, Jul 28, 2020 | 9 a.m.–12 p.m.

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

Managing Multi-Generations

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Jonathan Burman, MA  
**1 Session:** Thu, May 28, 2020 | 9 a.m.–12 p.m.

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

Managing Stress in the Workplace

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** LaBrita Cash-Baskett, EdD, CCC-SLP, CF APMP  
**1 session:** Fri, May 8, 2020 | 1–4 p.m.

Enhanced team performance and improved work-life balance rely in part on proper stress management. Leaders, managers, and supervisors must cultivate an environment of communication and trust to promote awareness, adaptation, communication climate, personal accountability, and resilience. We challenge the work-life balance concept and discuss factors that influence wellness and organizational goal achievement. We also practice evidence-based stress management tactics grounded in organizational behavior and neuroscience research while creating an action plan for both personal and professional development.
Managing Up: Forging a Successful Relationship with Your Supervisor

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 Session:** Wed, Apr 1, 2020 | 9 a.m.–12 p.m.

The accomplishments of your manager can often be critical to your own success. When bosses miss deadlines, ignore goals, and fail to meet expectations, those unmet obligations can become yours, and the communication between you and your manager can suffer as a result. Recognizing the principles of managing “up” can help increase the chances of success for both you and your manager. Identifying your boss’s needs while supporting these daily obligations can lead to a smoother work environment with more positive vibes, less conflict, and ultimately an effective relationship.

Supervising Effectively

**Tuition:** $795  **CEUs:** 1.2  
**Instructor:** Nancy Colter, MBA  
**2 sessions:** Mon–Tue, Feb 10–11, 2020 | 9 a.m.–4 p.m.  
**2 sessions:** Mon–Tue, Aug 10–11, 2020 | 9 a.m.–4 p.m.

Learn four key components to success and lead teams to higher levels of performance. We discuss the key behaviors of highly effective leaders, the essential ingredients of motivation, the four crucial steps to effective delegation, and other critical supervisory skills.

Transformational Leadership: Inspiring Your Team

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Jonathan Burman, MA  
**1 session:** Thu, May 7, 2020 | 9 a.m.–4 p.m.

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

Project Management: Introduction

Tuition: $825  CEUs: 1.3
Instructors: Ali Kazmi, PMP; Michael Martin, PMP
2 sessions: Sat–Sun, Jan 25–26, 2020 | 9 a.m.–4:30 p.m. (Martin)
2 sessions: Sat–Sun, Apr 4–5, 2020 | 9 a.m.–4:30 p.m. (Kazmi)

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

Tuition: $695  CEUs: 0.85  
Instructors: Brenda Brown, MA, CLSSBB; James Stephenson, MBA, Master Black Belt
1 session: Sat, Jan 25, 2020 | 9 a.m.–4:30 p.m. (Brown)
4 sessions: Sat, Mar 28–Apr 25, 2020 | 9–10:30 a.m. (Stephenson) (Online)
4 sessions: Tue and Thu, Aug 4–13, 2020 | 7–8:30 p.m. (Brown) (Online)

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

Lean Six Sigma Green Belt Certificate

Tuition: $3,995 |$3,495 (online)  CEUs: 2.7
Instructors: Brenda Brown, MA, CLSSBB; Maurice Spann, CLSSBB, CIA
4 sessions: Sat–Sun, Feb 29–Mar 15, 2020 | 9 a.m.–4 p.m. (Brown)
16 sessions: Tue and Thu, May 12–Jul 2, 2020 | 7–8:30 p.m. (Spann) (Online)
4 sessions: Wed–Sat, Jul 15–18, 2020 | 9 a.m.–4 p.m. (Spann)

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

Lean Six Sigma Black Belt Certificate

Tuition: $5,995  CEUs: 6.4
Instructor: Mark Eclavea, MBA, Master Black Belt
8 sessions: See website for dates/times

Students practice the Lean Six Sigma Black Belt primary data analysis techniques, including Minitab® software utilization, required of Black Belts aligned with and in support of the Define, Measure, Analyze, Improve, and Control (DMAIC) methodology via lectures, hands-on examples, practical exercises, and online video research.

Students also learn non-statistical change management concepts and basic financial metrics required in successful end-to-end black belt improvement projects.

Lean Six Sigma for Healthcare Professionals

Tuition: $895  CEUs: 1.2
Instructor: Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB
2 sessions: Sat–Sun, Feb 22–23, 2020 | 9 a.m.–4 p.m.
2 sessions: Sat–Sun, Aug 22–23, 2020 | 9 a.m.–4 p.m.

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

Tuition: $395  CEUs: 0.65
Instructor: Tim Peek, PMP
1 session: Tue, Jan 14, 2020 | 9 a.m.–4:30 p.m.

Projects can significantly influence an organization’s culture through change. Demonstrating a clear understanding of how this culture change impacts project development and execution is critical. Creating a comprehensive organizational change management plan includes proper stakeholder analysis, effective communication/training, and successful transition strategies. Course content includes industry best practices and related processes from the PMI PMBOK® Guide to help ensure positive project results via organizational value and benefits.

Project Management: Cost Tools and Techniques

Tuition: $295  CEUs: 0.4
Instructors: Ali Kazmi, PMP; Kevin Postich, PMP
1 session: Sat, Feb 8, 2020 | 1:30–5:30 p.m. (Kazmi)
1 session: Mon, May 4, 2020 | 8:30 a.m.–12:30 p.m. (Postich)

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

Project Management: Scheduling Tools and Techniques

Tuition: $495  CEUs: 0.7
Instructors: John Kailey, PMP; Michael Martin, PMP
1 session: Sat, Mar 21, 2020 | 9 a.m.–5 p.m. (Kailey)
1 session: Sat, Jun 20, 2020 | 9 a.m.–5 p.m. (Martin)

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

Project Management: Risk Tools and Techniques

Tuition: $295  CEUs: 0.4
Instructors: Ali Kazmi, PMP; Michael Martin, PMP
1 session: Sun, Feb 16, 2020 | 1–5 p.m. (Martin)
1 session: Wed, May 20, 2020 | 1–5 p.m. (Kazmi)

Risk management helps quantify the potential impact, positive or negative, that uncertain future events may have on a project. Course participants will learn where to look for risk and how to assess impact and probability by performing quantitative risk analysis. Then participants will use that information to create and maintain effective risk management plans to respond to and control variables.
Project Management: Scope Tools and Techniques

Tuition: $295 CEUs: 0.4
Instructors: Ali Kazmi, PMP; Kevin Postich, PMP
1 session: Sat, Feb 8, 2020 | 8:30 a.m.–12:30 p.m. (Kazmi)
1 session: Mon, May 4, 2020 | 1:30–5:30 p.m. (Postich)

Well-defined scope management processes and procedures are necessary to ensure success in all areas of a project as they prevent scope creep, cost overrun, and missed scheduling deadlines. Without a well-defined scope, the development and definition of other project elements—including cost, time, and quality—are left to chance, and the project manager must maintain the project’s scope when a change occurs. Participants will learn how to develop a clear and concise scope, define the work required, validate the deliverables, and control the scope throughout the project.

Certified Associate in Project Management (CAPM®) Exam Preparation

Tuition: $795 CEUs: 1.6
Instructors: Ali Kazmi, PMP; Tim Peek, PMP
2 sessions: Sat–Sun, Feb 1–2, 2020 | 8:30 a.m.–5:30 p.m. (Kazmi)
2 sessions: Sat–Sun, Jul 11–12, 2020 | 8:30 a.m.–5:30 p.m. (Peek)

Get a head start in your career as a project manager by preparing for the Certified Associate in Project Management (CAPM) exam with this intensive two-day course. Participants discuss the 10 knowledge areas and five process groups that guide project management and apply that knowledge with individual and team exercises. Students develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. Students can satisfy the education requirements for the CAPM exam by combining this course with the Introduction to Project Management.

Project Management Professional (PMP®) Exam Preparation

Tuition: $1,695 CEUs: 3.5
Instructor: Tim Peek, PMP
5 sessions: Fri–Sun, May 2–10, 2020 | 8:30 a.m.–4:30 p.m.

Established project managers can boost their career prospects by preparing for the Project Management Professional (PMP) certification in this intensive five-day course. Participants discuss the 10 knowledge areas and five process groups defined in the PMBOK® Guide, including how they align in project management process. Understand the formulas commonly found on the PMP exam and apply that knowledge with individual and team exercises. Students develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. This course satisfies the 35 hours of project management education required for the PMP exam once completed successfully.
Adobe Photoshop Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Sat, Mar 14 and 21, 2020 | 9 a.m.–4:30 p.m.
4 sessions: Mon–Thu, May 18–21, 2020 | 6–9:15 p.m.
2 sessions: Thu–Fri, Aug 13–14, 2020 | 9 a.m.–4:30 p.m.

Pictures help give any report, presentation, or website a professional edge, and Photoshop is the industry standard for working with digital images. During this class, you will create and edit your own digital graphics and photographs. This hands-on course discusses image formats, color correction, retouching digital photos, working with layers, advanced selection techniques, and using various other editing tools.
Adobe After Effects Level 1: Introduction

Tuition: $995  CEUs: 1.95  
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+  
3 sessions: Tue–Thu, Sat, Apr 14–16, 2020 | 9 a.m.–4:30 p.m.

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

Adobe Illustrator Level 1: Introduction

Tuition: $695  CEUs: 1.3  
Instructors: Michael Gaston, Adobe Certified Expert, CTT+; Christopher Brown, MFA  
2 sessions: Thu–Fri, Feb 6–7, 2020 | 9 a.m.–4:30 p.m. (Brown)  
2 sessions: Fri, Apr 17 and 24, 2020 | 9 a.m.–4:30 p.m. (Gaston)

Adobe Illustrator is a vector-based graphics program that allows beginners and experts alike to create professional-quality print and web designs. Come take advantage of Illustrator’s powerful tools to create illustrations and type effects. Learn to design advertisements and printable documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects.

Adobe InDesign Level 1: Introduction

Tuition: $695  CEUs: 1.3  
Instructors: Michael Gaston, Adobe Certified Expert, CTT+; Christopher Brown, MFA; Michael Snodgrass, Adobe Certified Expert, CTT+

2 sessions: Sat, Jan 25 and Feb 1, 2020 | 9 a.m.–4:30 p.m. (Snodgrass)  
2 sessions: Thu–Fri, May 14–15, 2020 | 9 a.m.–4:30 p.m. (Gaston)  
4 sessions: Mon, Jul 6–27, 2020 | 6–9:15 p.m. (Brown)

Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We get to know the workspace and menus of InDesign before creating simple documents, and we discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.

Adobe Illustrator Level 2: Intermediate

Tuition: $695  CEUs: 1.3  
Instructors: Christopher Brown, MFA; Michael Gaston, Adobe Certified Expert, CTT+  
2 sessions: Thu–Fri, Jan 30–31, 2020 | 9 a.m.–4:30 p.m. (Brown)  
2 sessions: Mon–Tue, Jun 1–2, 2020 | 9 a.m.–4:30 p.m. (Gaston)

Mastering the basics of Adobe Illustrator means you’ll be able to produce an almost endless variety of graphic designs. Use Illustrator to create dynamic graphics using advanced drawing and editing tools, path-editing techniques, filter effects, and masks. By the end of this intermediate-level course, you will have refreshed your basic knowledge of Illustrator and developed your understanding of the more advanced features and tools.

Adobe InDesign Level 2: Intermediate

Tuition: $695  CEUs: 1.3  
Instructors: Christopher Brown, MFA; Michael Gaston, Adobe Certified Expert, CTT+

2 sessions: Sat, Feb 15 and 22, 2020 | 9 a.m.–4:30 p.m. (Brown)  
2 sessions: Fri, Jun 5 and 12, 2020 | 9 a.m.–4:30 p.m. (Gaston)

Elevate your InDesign skills by creating advanced, professional quality documents. Through a series of exercises, you’ll discover how to work with styles for quicker formatting, correctly...
import and modify graphics, and create tables for better organization. We also discuss how to create proof files to make sure your design gets printed correctly, generate fillable forms for easy responses, and generate EPUB files for digital publishing.

Adobe Premiere Pro Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Sat, Mar 28 and Apr 4, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Sat, Aug 1 and 8, 2020 | 9 a.m.–4:30 p.m.
Adobe Premiere Pro is the industry-leading video editing application, utilized everywhere from major cable news networks to Academy Award-nominated films. Throughout this two-day training course, students discover the essential tools and techniques necessary to take a video project from planning to production. Participants organize media assets and use Premiere Pro's tools to assemble these raw elements into a video sequence by trimming clips, adding audio, and creating stylized transitions.

Adobe Premiere Pro Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Thu–Fri, Apr 30–May 1, 2020 | 9 a.m.–4:30 p.m.
Learn how to use Premiere Pro's built-in motion graphics effects to add lower thirds, transitions, and graphics to your project. We discuss how to repair, enhance, and clarify audio. You can make your footage pop by integrating video effects and modifying some of the most common ones to fit your needs. Premiere Pro's tools also help you create video composites—such as graphics sequences that combine images, text, backgrounds, and video clips—that utilize alpha channels, transparency, and masks.

Adobe Photoshop Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Thu–Fri, May 28–29, 2020 | 9 a.m.–4:30 p.m.
Work through example projects based on real-world scenarios to reinforce and expand your Adobe Photoshop skills. We'll use Photoshop's vector capabilities, create a movie poster using multiple source images, and discuss advanced techniques for image correction and typographic design. We also incorporate lighting effects and perspective tools to create realism in Photoshop compositions.

E-Commerce Fundamentals
Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 sessions: Sat, May 9 and 16, 2020 | 9 a.m.–4:30 p.m.
Imagine waking up in the morning and finding that people have paid money for your goods or services by visiting your website. We can’t guarantee that people will want to buy your replica Dusenberg hubcaps, but this course describes the software and back-end support needed to enable people to buy from you via your website. We discuss advertising, inventory, shopping carts, customer databases, payment options, fulfillment, and all the “glue” that holds it all together.

Email Marketing Strategy
Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 session: Sun, Apr 26, 2020 | 9 a.m.–4:30 p.m.
One of the more effective and inexpensive means of keeping in contact with your constituents is via email. Students learn about the pitfalls inherent with the CAN-SPAM act, limitations of web-based email, and best-practice, white-hat techniques to help avoid spam labels. In this course, participants set up an account with an online email marketing platform, start building a mailing list, create their first email blasts, and track the results.

Foundations of Graphic Design
Tuition: $695 CEUs: 1.3
Instructor: Christopher Brown, MFA
4 sessions: Tue, Feb 4–25, 2020 | 6:00–9:15 p.m.
4 sessions: Tue, May 5–26, 2020 | 6–9:15 p.m.
4 sessions: Thu, Aug 27–Sep 17, 2020 | 6–9:15 p.m.
In the world of graphic design, good looks are everything, and so many websites, posters, greeting cards, and more need help. Creating professional content—whether for your job, church, family, or yourself—is made easier by understanding the fundamental concepts of graphic design.
Come explore the graphic designer’s role, as well as techniques for creative thinking and problem solving, as we study and discover effective visual communication strategies. Class discussions about differences between digital media and traditional print design also will help budding designers eliminate anxieties about the unknown.

**HTML and CSS Level 1: Introduction**

*Tuition*: $995  *CEUs*: 1.95  
*Instructor*: Brent Laminack, CTT+  
*3 sessions*: Sat, Jan 25–Feb 8, 2020 | 9 a.m.–4:30 p.m.  
*3 sessions*: Sat, Jul 25–Aug 8, 2020 | 9 a.m.–4:30 p.m.

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

**Social Media Analytics**

*Tuition*: $375  *CEUs*: 0.6  
*Instructor*: Jessica Ludolph  
*2 sessions*: Thu, Feb 27 and Mar 5, 2020 | 9:30 a.m.–12:30 p.m.  
*2 sessions*: Tue, Aug 11 and 18, 2020 | 9:30 a.m.–12:30 p.m.

Simply having a presence on social media is not enough. A successful approach must include continuous testing, monitoring, and optimization to achieve goals. Who’s interacting with your content? What should your goals be? How do you establish key performance indicators (KPIs) and measure and track your results against those metrics by utilizing reporting tools? We cover the fundamentals and insider techniques of social media analytics for beginners as well as seasoned digital marketers looking to understand how to better analyze data, take action, and get results.

**Social Media for Business: Engaging and Selling**

*Tuition*: $695  *CEUs*: 1.3  
*Instructor*: Jessica Ludolph  
*2 sessions*: Tue and Thu, Feb 4 and 6, 2020 | 9 a.m.–4:30 p.m.  
*2 sessions*: Mon and Tue, Jul 27 and 28, 2020 | 9 a.m.–4:30 p.m.

A majority of Americans have a social media profile, spending time scrolling feeds and connecting with friends. Entrepreneurs and marketing professionals can reach and engage social media users in order to sell goods and services. We create content utilizing hands-on activities based on best practices for each platform. Subsequent coursework covers targeting strategies and paid advertising formats to help engage with customers. Methodologies for effectively measuring campaign success via goal setting, reporting, and measurement can help you grow your audience and your revenue.

**Web Analytics and Search Engine Optimization**

*Tuition*: $695  *CEUs*: 1.3  
*Instructor*: Brent Laminack, CTT+  
*2 sessions*: Sun, June 7 and 14, 2020 | 9 a.m.–4:30 p.m.

Digital media can provide a wealth of information to content owners. In this course, we’ll see how to measure your website’s user interactions using Google Analytics. We then outline a process of using pay-per-click (PPC) advertising to gain insights into what your site’s visitors were searching for. We’ll use this information to further our search engine marketing (SEM) efforts.

**Web Video Production Fundamentals**

*Tuition*: $375  *CEUs*: 0.65  
*Instructor*: Brent Laminack, CTT+  
*1 session*: Sun, Mar 22, 2020 | 9 a.m.–4:30 p.m.

Video is hot on the web. In this class, we 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.
Microsoft Office and SQL

SQL Level 1: Introduction

Tuition: $725  CEUs: 1.3
Instructor: Sajean Page
2 sessions: Sat–Sun, Feb 8–9, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Wed–Thu, Mar 18–19, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Mon–Tue, Apr 27–28, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Thu–Fri, Jun 18–19, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Mon–Tue, Jul 13–14, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Wed–Thu, Aug 19–20, 2020 | 9 a.m.–4:30 p.m.

Discover how to use structured query language (SQL) to create queries that extract and manipulate information from relational databases. We discuss how to create expressions that calculate and summarize information, as well as how to search, filter, and sort data using more than 30 different SQL clauses and functions.
Microsoft Access: Accessing the Possibilities
Tuition: $675  CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 sessions: Tue, May 5–19, 2020 | 9 a.m.–4:30 p.m.
Create and manage your own Microsoft Access database. Join us as we build and edit queries, tables, forms, and reports for data manipulation. Explore various database objects, relationships, and primary keys while discovering how to properly and efficiently use various Access functionalities. This course is best suited for current Access or intermediate Excel users with an existing knowledge of databases.

Microsoft Excel Level 2: Excelling at Excel
Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 sessions: Thu, Feb 6 and 13, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Wed, Apr 8 and 15, 2020 | 9 a.m.–4:30 p.m.
2 sessions: Wed, Aug 5 and 12, 2020 | 9 a.m.–4:30 p.m.
If you’re comfortable with Microsoft Excel but know you still have a lot to learn to use it to its full potential, this course is for you. Discover the 5 Fs of Excel—Formatting, Fills, Formulas, Functions, and Filters/Sorts—and begin creating clearer and more effective spreadsheets. We use formatting and basic formulas and functions to create our own fully functional monthly and annual budget tracking spreadsheets. Participants also learn to use more advanced functions like PivotTables and VLOOKUPs to become more productive in the workplace.

Microsoft Excel Level 3: More Excelling at Excel
Tuition: $375  CEUs: 0.65
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Fri, May 29, 2020 | 9 a.m.–4:30 p.m.
Microsoft Excel has hundreds of features, functions, and formulas that can make managing your data easier. In this course, we discover how to formulate smarter worksheets by understanding Excel’s time format and using Date Calculations. We also learn to use Data Validation criteria to keep data accurate and streamline input with dropdown lists. From there, we construct logical comparisons between given and expected values using IF...THEN...ELSE statements. Finally, we learn more about PivotTables, collaboration within Excel, and how to create the most useful types of charts for the presentation of your data.

Microsoft Excel: Data Analysis Using Pivot Tables
Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Fri, Mar 13, 2020 | 9:30 a.m.–12:30 p.m.
1 session: Tue, Jun 30, 2020 | 9:30 a.m.–12:30 p.m.
In Microsoft Excel, PivotTables allow you to change the view of your data quickly and easily. They also automatically sort your data and create totals, averages and other functions, too. PivotCharts add visualizations to the data summarized into a PivotTable and can help you spot trends and patterns within the data. Students in this course build different PivotTables using existing databases to obtain insights into account management, human resources, marketing, and more.
Microsoft Office and SQL

**Excelling at Excel: The FUNdamentals**

*Tuition:* $185  *CEUs:* 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Tue, Mar 3, 2020  
9:30 a.m.—12:30 p.m.

*1 session:* Wed, Jul 15, 2020  
9:30 a.m.—12:30 p.m.

In this course, students discover tips and tricks to better navigate and select data in Microsoft Excel. We customize Excel through our Quick Access Toolbar and learn important shortcuts to optimize workflow. The course teaches skills for formatting, using Autofill, and creating formulas and functions the right way the first time. Finally, we print and view Excel worksheets using Freeze and Split panes, Page Layout View, and Page Break Preview.

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

*Tuition:* $185  *CEUs:* 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Tue, Mar 10, 2020  
9:30 a.m.—12:30 p.m.

*1 session:* Fri, Jun 26, 2020  
9:30 a.m.—12:30 p.m.

In this course, students discover the 5 Fs of Microsoft Excel: Formatting, Fills, Formulas, Functions, and Filters/Sorts. We discuss creating custom formatting for SSNs, phone numbers, and other special types of data; creating and using fills for dates, numbers, and formulas/functions; using basic functions like SUM, AVERAGE, COUNT, and more; how to use different types of functions like Relative, Absolute/Mixed, and 3-D references; and how to use Excel as a database for filtering/sorting data.

**Excelling at Excel: Formulas and Functions**

*Tuition:* $185  *CEUs:* 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Tue, Mar 17, 2020  
9:30 a.m.—12:30 p.m.

*1 session:* Wed, May 13, 2020  
9:30 a.m.—12:30 p.m.

*1 session:* Thu, Jul 30, 2020  
9:30 a.m.—12:30 p.m.

Microsoft Excel helps us perform very complex tasks using very simple built-in functions. In Part 1 of this course, you will learn different cell references—Relative, Absolute/Mixed, and 3-D—and use them to begin forming formulas. Track your monthly budget and expenses as well as more efficiently create, copy, and organize worksheets. We also calculate loan payments, amortization, and repayment schedules, as well as look at different database functions to locate information in a workbook and avoid duplicate entries.

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

*Tuition:* $185  *CEUs:* 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*1 session:* Thu, Jun 11, 2020  
9:30 a.m.—12:30 p.m.

*1 session:* Fri, Jun 26, 2020  
9:30 a.m.—12:30 p.m.

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

**Tuition:** $495 **CEUs:** 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 sessions:** Wed, Mar 25 and Apr 1, 2020 | 9 a.m.–4:30 p.m.

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

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

**Tuition:** $555 **CEUs:** 1.3  
**Instructor:** Karen Maddox-Jones, CTT+, CMM I  
**2 sessions:** Sat, Feb 15 and 22, 2020 | 9 a.m.–4:30 p.m.  
**2 sessions:** Thu–Fri, Jun 11–12, 2020 | 9 a.m.–4:30 p.m.

Learn the skills necessary to create a project plan in Microsoft Project and update it through the planning, execution, monitoring, and controlling phases. 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.

**SQL Level 2: Intermediate**

**Tuition:** $725 **CEUs:** 1.3  
**Instructor:** Sajean Page  
**2 sessions:** Thu–Fri, Feb 27–28, 2020 | 9 a.m.–4:30 p.m.  
**2 sessions:** Wed–Thu, May 27–28, 2020 | 9 a.m.–4:30 p.m.  
**2 sessions:** Sat–Sun, Aug 29–30, 2020 | 9 a.m.–4:30 p.m.

This class takes a time-efficient “problem/solution/discussion” approach and covers essential topics for today’s SQL developers. Course topics include window functions, shifting pivot rows into columns and reverse-pivoting columns into rows, facilitating inter-row calculations, and double-pivoting a result set. We also cover how to summarize data into buckets, create histograms, and utilize other advanced techniques.
Test Prep

GRE Comprehensive Test Preparation

Tuition: $650
Instructors: Vanessa Madden, MBA; Tye Tavaras, MA, JM
7 sessions: Mon, Jan 27–Mar 16, 2020 | 6–9 p.m. (Tavaras)
6 sessions: Thu, Mar 12–Apr 23, 2020 | 6–9:30 p.m. (Madden)
6 sessions: Sun, Apr 26–Jun 7, 2020 | 1–4:30 p.m. (Madden)
6 sessions: Tue and Thu, Jun 16–Jul 2, 2020 | 6–9:30 p.m. (Madden)

Course time is devoted to each section of the GRE exam, with verbal, writing, and math reviews. We address common tricks, mistakes, and pitfalls as well as the role the GRE score plays in graduate admissions. We also provide tips on preparing the strongest possible graduate school application.
**GMAT Test Preparation**

*Tuition:* $650  
*Instructor:* Humsini Arakali, EdD  
*7 sessions:* Mon and Wed, Jan 27–Feb 19, 2020 | 6–9 p.m.

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

**MCAT Test Preparation**

*Tuition:* $1,575  
*Instructor:* Devin Stewart, PhD  
*6 sessions:* Sat, Feb 1–Mar 14, 2020 | 9 a.m.–5 p.m.

Our MCAT test prep class, taught by Emory faculty, combines classroom contact hours with independent study. The course covers all areas of the test, including new and significantly modified sections, while combining review of key topics and extensive advice on strategy, analysis, and approach to each section. The course also provides expert advice on medical school admissions essays, with personalized guidance during the application process.

**LSAT Test Preparation**

*Tuition:* $750  
*Instructors:* Jeffrey Domozick, JD; Tye Tavaras, MA, JM  
*8 sessions:* Wed, Jan 29–Mar 18, 2020 | 6–9 p.m. (Tavaras)  
*6 sessions:* Sat, Mar 28–May 9, 2020 | 9 a.m.–1 p.m. (Domozick)  
*6 sessions:* Sat, May 16–Jun 27, 2020 | 9 a.m.–1 p.m. (Domozick)

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

**SAT Test Preparation**

*Tuition:* $595  
*Instructor:* Triba Gary-Davis, EdD  
*6 sessions:* Sat, Feb 22–Mar 28, 2020 | 9 a.m.–12 p.m.  
*6 sessions:* Sun, Apr 19–May 31, 2020 | 1–4 p.m.

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

**PHR/SPHR Certification Review**

*Tuition:* $1,595  
*CEUs:* 3.6  
*Instructor:* Charles Craig  
*6 sessions:* Sat, Feb 8–Apr 18, 2020 | 9 a.m.–4 p.m.  
*6 sessions:* Sat, May 16–Jul 25, 2020 | 9 a.m.–4 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.
**Sustainable Impact Investing: Aligning Your Investments with Your Values**

*Tuition:* $125  
*Instructor:* Bill Nichols, CFP  
*2 sessions:* Wed, Feb 12–19, 2020 | 6:30–9 p.m.

Individuals are increasingly interested in targeting investments that achieve positive environmental and social outcomes. Rather than detracting from financial performance, some evidence suggests that companies with strong ESG (Environmental, Social, and Governance) records can outperform. How do you go about doing this and what are the important factors to consider? This class gives you an understanding of Sustainable Impact Investing and helps you develop a portfolio that reflects what is important to you.
Abstract Painting
Tuition: $225
Instructor: Guy Robinson
4 sessions: Tue, May 12–Jun 9, 2020 | 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 watercolor.

Acrylic Painting for the Novice
Tuition: $225
Instructor: Guy Robinson
6 sessions: Tue, Mar 31–May 5, 2020 | 6:30–8:30 p.m.
For students with little or no experience with painting, this course will touch on composition, color theory, and handling, as well as how to achieve pictorial depth and painterly surfaces. Students get individual attention to help achieve their personal goals.

Artistic Landscape Enhancements
Tuition: $95
Instructor: Jonathan Williams
1 session: Sat, Apr 4, 2020 | 9 a.m.–12 p.m.
Everyone appreciates a beautiful landscape. Both weekend gardeners and landscape professionals learn industry best practices to elevate their understanding of the principles and elements of stunning, artistic landscapes. Participants in this highly interactive course can then leverage a firm grasp of these concepts to approach outdated sites and easily identify enhancements to maximize curb appeal.

Astronomy in the Suburbs—An Introduction to Star Gazing
Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Mar 4–25, 2020 | 7–9 p.m.
Learn a basic understanding of the night sky and how to enjoy the stars from your own neighborhood. Your instructor guides you through the constellations, using a sky chart to locate the major stars and planets and observe the phases of the moon.

Beginning Drawing
Tuition: $225
Instructor: Guy Robinson
8 sessions: Tue, Jan 28–Mar 17, 2020 | 6:30–8 p.m.
8 sessions: Wed, Apr 1–May 20, 2020 | 6:30–8 p.m.
8 sessions: Tue, Jul 7–Aug 25, 2020 | 6:30–8 p.m.
Take a methodical approach to traditional drawing techniques under the personal guidance of this experienced instructor, as your work becomes a direct channel for your own self-expression.

Beginning Oil Painting
Tuition: $225
Instructor: Guy Robinson
6 sessions: Wed, Jan 29–Mar 4, 2020 | 6:30–8:30 p.m.
6 sessions: Wed, Jul 8–Aug 12, 2020 | 6:30–8:30 p.m.
Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. Learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth, and harmony as you develop your own personal style and complete your first paintings.
Blueprint for Financial Success

Tuition: $195
Instructors: Bill Nichols, CFP; John Carty-Campbell, CFP
5 sessions: Mon, Apr 6–May 4, 2020 | 6:30–8:30 p.m.

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

Decorating Basics

Tuition: $185
Instructor: Lee Anne Culpepper, Interior Designer, Published Writer, and TV and Radio Host
4 sessions: Thu, Mar 5–26, 2020 | 7–9 p.m.
4 sessions: Thu, Jun 4–25, 2020 | 7–9 p.m.

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

English Refresher

Tuition: $350 CEUs: 1.2
Instructor: Lisa Ethridge, MA
6 sessions: Tue, Mar 3–Apr 7, 2020 | 7–9 p.m.

Learn the principles of effective writing, basic mechanics, and correct usage. Through formal instruction, writing and grammar exercises, and group editing, you will improve grammar and punctuation skills by learning how they work in the context of your own writing and that of professionals. Learning how to edit, revise, and proofread can give you a sense of self-assurance about writing.

Estimating and Proposing Landscape Enhancements

Tuition: $95
Instructor: Jonathan Williams
1 session: Sat, Apr 4, 2020 | 1–4 p.m.

Offering landscape upgrades such as plant, stone, and drainage system installation to your customers can be a lucrative endeavor for your landscape business. Designing and installing these enhancements can be challenging. Intended for landscape designers and installation professionals, this class provides you with the information you need to successfully propose landscape enhancements. Learn the meaning of margin and mark-up and the industry’s best techniques and formulas for estimating landscape upgrades for a profit.
**Introduction to Home Staging**

*Tuition:* $185  
*Instructor:* Melanie Serra, Certified Staging Trainer, Principal of Interior Revivals, Inc.  
*1 session:* Sat, Apr 4, 2020 | 9 a.m.–3:30 p.m.  
*1 session:* Sat, Jun 13, 2020 | 9 a.m.–3:30 p.m.

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

**Kitchen Design and Décor**

*Tuition:* $195  
*Instructor:* Lee Anne Culpepper, Interior Designer, Published Writer, and TV and Radio Host  
*4 sessions:* Wed, Jan 29–Feb 19, 2020 | 7–9 p.m.  
*4 sessions:* Wed, Jun 3–24, 2020 | 7–9 p.m.

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

**Learning the Fundamentals of Investing**

*Tuition:* $275  
*Instructor:* Erik Thompson, MBA, CFP®  
*8 sessions:* Tue, Mar 10–May 5, 2020 | 7–9 p.m.

Make informed investment decisions based on facts rather than “gut feelings.” Learn how to utilize academically accepted standards for creating a personal investment plan. Students who complete the course will better position themselves to manage their own investments and enhance their ability to evaluate the value of their financial professional(s).
The Camera You Carry: Smartphone Photography

**Tuition:** $125  
**Instructor:** Billy Newman  
**1 session:** Sat, Jan 25, 2020 | 1–5 p.m.

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

Watercolor 101 and Beyond

**Tuition:** $225  
**Instructor:** Kathleen Bosell  
**6 sessions:** Thu, Feb 20–Mar 26, 2020 | 6–8 p.m.  
**6 sessions:** Thu, Jul 16–Aug 20, 2020 | 6–8 p.m.

Both new and experienced painters can utilize this course to discover how to maximize and take full advantage of this complex, yet extremely rewarding, art medium. Come explore the science of color theory, learn about proper brush and paper selection, and practice effective painting techniques as you develop and refine your personal style through self-expression. Indulge your creativity and enjoy the gratifying process of producing your own masterpiece.
Fine Arts

Essentials of Creative Writing

Tuition: $425
CEUs: 1.2

Instructors: Jamie Iredell, PhD; Alison Ross, MFA; Jennifer Taylor, MFA; John Verlenden, MFA

6 sessions: Wed, Jan 15–Feb 19, 2020 | 7–9 p.m. (Iredell)
6 sessions: Wed, Mar 11–Apr 15, 2020 | 7–9 p.m. (Iredell)
6 sessions: Thu, Apr 23–May 28, 2020 | 7–9 p.m. (Verlenden)
6 sessions: Wed, Jun 3–Jul 8, 2020 | 7–9 p.m. (Taylor)
6 sessions: Mon, Jul 20–Aug 24, 2020 | 7–9 p.m. (Ross)

Get your pen or laptop keys moving in this introduction to creative writing. Through weekly lectures, readings, and opportunities to share your work in a supportive environment, you'll begin to hone your craft while learning tips for how to create compelling characters, snappy dialogue, and satisfying story structures.
**Advanced Use of Adobe Photoshop Online**

*Tuition: $350  CEUs: 0.8*

*Instructor: Tom England*

*4 sessions: Sat, Aug 8–29, 2020 | 9–11 a.m.*

Go beyond the Adobe Photoshop basics as you explore more advanced features to successfully harness this powerful and popular editing software. Boost your expertise as you optimize images using specialized tools, apply effects to reduce flaws, and improve the quality of your photos. Work towards faster, more efficient image post-processing using simple tips and techniques as you build your professional portfolio.

**Digital Photography 1**

*Tuition: $395  CEUs: 1.5*

*Instructors: David Diener; Billy Newman*

*6 sessions: Thu, Feb 27–Apr 2, 2020 | 6:30–9 p.m. (Newman)*

*6 sessions: Thu, May 7–Jun 11, 2020 | 6:30–9 p.m. (Diener)*

*6 sessions: Thu, Jul 16–Aug 20, 2020 | 6:30–9 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 in order to tell great stories. Ideal for both enthusiastic hobbyists as well as serious amateurs, our course utilizes a combination of class lectures and photographic assignments to convey the importance of megapixels, file compression, and print-versus-email output. We also explore the more complex aspects of photography: lighting, composition, color, depth of field, and more. Students are encouraged to share work for enhancement of class discussions.

**Digital Photography 2**

*Tuition: $395  CEUs: 1.5*

*Instructor: Billy Newman*

*6 sessions: Thu, May 14–Jun 18, 2020 | 6:30–9 p.m.*

Continue building your photography skills by practicing more advanced techniques for lighting, composition, moving subjects, and nighttime photography. We also cover how to shoot landscapes, architecture, and nature photos as well as close-up and macro photography. Students will explore how to use lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography. Course includes in-class lectures and homework photography assignments.

**Digital Asset Management & Photo Editing in Adobe Lightroom**

*Tuition: $375  CEUs: 1.2*

*Instructor: Billy Newman*

*5 sessions: Tue, Apr 14–May 12, 2020 | 6:30–9:00 p.m.*

If you enjoy taking photos, you probably have hundreds or even thousands of them across all of your devices. Take control of your digital data by learning how Adobe Lightroom can make your pictures look better and help you find them more easily. This course explores both technical and aesthetic considerations in the medium by combining hands-on exercises, detailed demonstrations, and classroom discussions. Students begin to explore their personal aesthetics and develop their skills in the digital darkroom.
Photo Editing in Adobe Photoshop
**Tuition:** $350  **CEUs:** 1.0  
**Instructor:** Billy Newman  
**4 sessions:** Thu, Jul 16–Aug 6, 2020 | 6:30–9 p.m.

Not every photograph looks great when you first take it, and there are numerous tools available to help you get the right look. Adobe Photoshop, especially when paired with Adobe Lightroom, allows photographers to explore more creative possibilities than ever before. Learn to unlock your artistic vision and create views of the world unavailable to the human eye or film technology. Through instructor-led and self-guided practice, students will learn the role of Photoshop in a photographer’s workflow and how it can help them achieve picture-perfect prints.

Legal Issues in Photography
**Tuition:** $350  **CEUs:** 0.8  
**Instructor:** Steve Dubner, JD  
**4 sessions:** Mon, Feb 10–Mar 2, 2020 | 7–9 p.m.

In this course, amateur and professional photographers discover the underlying legal concepts important to the field and how these issues can significantly impact your work. We answer the following questions: (1) How can I protect my work? (2) How can I profit from my work? and (3) How can I avoid trouble? Note: The instructor will be providing general information and will not be giving legal advice. Students will not have an attorney-client relationship with the instructor.

Let There Be Light: Working with Portable Strobes
**Tuition:** $350  **CEUs:** 0.8  
**Instructor:** David Diener  
**3 sessions:** Wed, Apr 22–May 6, 2020 | 6:30–8:45 p.m.

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

The Business of Creative Writing: Navigating Your Next Steps
**Tuition:** $425  **CEUs:** 1.2  
**Instructor:** Zoe Fishman  
**2 sessions:** Sat, Jul 18 and 25, 2020 | 9 a.m.–4 p.m.

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

Crafting the Memoir
**Tuition:** $425  **CEUs:** 1.2  
**Instructor:** John Verlenden, MFA  
**6 sessions:** Mon, Mar 2–Apr 6, 2020 | 7–9 p.m.  
**6 sessions:** Wed, Jul 29–Sep 2, 2020 | 7–9 p.m.

Sharing your collection of life’s memories can both illuminate and entertain your readers. Our class helps you write your memoir with confidence. Through drafting, reading models, and learning to peer-evaluate, you will maximize our class activities on (re)creating characters, deploying causality, and choosing your point of view, diction, and theme for a specific audience. We also identify potential strengths and weaknesses in your composition and then optimize your work through revisions and editing.
Documentary Filmmaking for the Writer

**Tuition:** $425  **CEUs:** 1.2
**Instructor:** Tamlin Hall, MFA
**6 sessions:** Tue, Apr 7–May 12, 2020 | 7–9 p.m.

Interested in producing your own documentary? Combine your fantastic ideas with creative writing skills as you identify the roles and talents required to succeed as an independent filmmaker. Build hands-on experience with the critical elements of developing and writing a proposal, including the synopsis, treatment, pitch, and top budget sheet. Students also explore various film types, analyze funding sources, and create a plan to begin shooting sample documentary-style interviews.

Expand Your Creativity: Writing Inspired by Surrealist Art, Film, and Poetry

**Tuition:** $425  **CEUs:** 1.2
**Instructor:** Alison Ross, MFA
**6 sessions:** Tue, Feb 25–Mar 31, 2020 | 7–9 p.m.

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

Freelance Writing

**Tuition:** $425  **CEUs:** 1.2
**Instructor:** Martin Padgett, MFA
**6 sessions:** Wed, Apr 22–May 27, 2020 | 7–9 p.m.

You have a fantastic idea for a news story, but how do you carry that thought from proposal to published (and paid)? Media outlets need your content, and our course prepares authors for the creative and publishing processes that result in accurate and engaging stories. We cover the basics of a successful pitch, working with editors, understanding the fluid nature of editorial assignments, and the many rewards of publishing.

Introduction to Screenwriting

**Tuition:** $425  **CEUs:** 1.2
**Instructor:** Tamlin Hall, MFA
**6 sessions:** Tue, Feb 4–Mar 10, 2020 | 7–9 p.m.

6 sessions: Tue, Jul 14–Aug 18, 2020 | 7–9 p.m.

Academy Award-winning films and blockbuster action movies all start with a script. Join our class as we combine professional screenwriting formatting lessons and story structure in order to create entertaining and engaging screenplays. Successful students will be able to develop a strong premise, dimensional characters, and dynamic scenes while building the confidence necessary to write a feature-length script. Our creative writing exercises help you write short scenes for constructive peer/instructor evaluation in class.

Narrative Medicine: Using Writing to Heal

**Tuition:** $425  **CEUs:** 1.2
**Instructor:** Anju Kanwar, PhD
**6 sessions:** Wed, Feb 12–Mar 18, 2020 | 7–9 p.m.

In this course, students explore writing as a tool for healing. The focus is not to perfect any particular genre of writing, but to discover the compatibility of one or more forms of writing with further journeys toward healing upon which to embark. From a patient’s perspective, expressing your feelings and experiences through writing can help to confront emotions, fears, and hopes. For caregivers, the writing process may help ease the burden of stress while increasing empathy, allowing you to deliver more compassionate care.
Narrative Writing Workshop

Tuition: $425  CEUs: 1.2  
Instructors: Jamie Iredell, PhD; Jennifer Taylor, MFA
6 sessions: Mon, Apr 13–May 18, 2020 | 7–9 p.m. (Taylor)
6 sessions: Thu, Jul 23–Aug 27, 2020 | 7–9 p.m. (Iredell)

Bring your narratives to life and keep your readers turning pages. Explore the fundamental building blocks used to construct compelling novels, short stories, and works of creative nonfiction. We consider how the basic elements of characterization, plot, structure, and style function across a variety of popular genres. Each workshop features a mix of lectures, exercises, and critiques of shared student work, offering practical advice in a supportive environment. We address the common quandaries faced by writers of all skill levels: building scenes, managing dialogue, showing vs. telling, and honing point of view.

Poetry Workshop

Tuition: $375  CEUs: 1.2  
Instructor: Alexa Selph, MA
6 sessions: Thu, Mar 5–Apr 16, 2020 | 7–9 p.m.

Explore the possibilities for poetry in the world around you. We read and discuss poems by some of the best poets writing today, focusing on those elements that distinguish poetry from prose, including meter, metaphor, imagery, musicality, and effective line breaks. Writing exercises, assignments, and class critiques help you add life to your poetry. No prior experience with poetry is required for this workshop. Limited to 12.

Sitcom Writing

Tuition: $425  CEUs: 1.2  
Instructor: Michael Sokol
6 sessions: Mon, Jun 1–Jul 6, 2020 | 7–9 p.m.

Making people laugh can often be a difficult but rewarding writing challenge. Using a collaborative approach, we’ll conceive, develop, and outline an original sitcom pilot script for television. Early classes will focus on developing overall concepts, story elements, and characters as writers work up to drafting an outline. We’ll also analyze pilots of existing network shows by reading scripts in order to gain a better understanding of world-building, character development, and story beats. Table reads during class will help determine what’s working as well as any potential opportunities for improvement.
Accent Reduction: Part 1

Tuition: $375  CEUs: 1.2
Instructors: Jennifer Brown Parker, MA; Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
8 sessions: Wed, Jan 22–Mar 11, 2020 | 7–8:30 p.m. (Hope)
6 sessions: Mon, Mar 9–Apr 13, 2020 | 7–9 p.m. (Parker)
6 sessions: Mon, Jul 13–Aug 17, 2020 | 7–9 p.m. (Parker)

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:** $250  **CEUs:** 0.9  
**Instructor:** Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
**6 sessions:** Wed, Mar 18–Apr 22, 2020 | 7–8:30 p.m.  
**6 sessions:** Wed, Jul 8–Aug 12, 2020 | 7–8:30 p.m.  

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

Compelling American Conversation for Non-Native English Speakers

**Tuition:** $345  **CEUs:** 1.2  
**Instructor:** Joleen Ledger  
**6 sessions:** Tue and Thu, May 12–28, 2020 | 7–9 p.m.  

Practice conversational English in the classroom through a series of activities such as game playing, presentations, and role playing. Students will practice in pairs, small groups, and with the class as a whole. Students are also expected to do approximately 2 hours each week of outside reading, research, or textbook exercises.

Au Pair Enrichment ESL Course

**Tuition:** $595  **CEUs:** 6.0  
**Instructor:** Dorothy Fonde Werts  
**8 sessions:** Tue and Thu, Feb 4–27, 2020 | 7–9:30 p.m.  
**8 sessions:** Tue, Mar 10–May 5, 2020 | 7–9:30 p.m.  

This course provides 60 hours of ESL education including in-class work in addition to independent assignments led by a certified ESL instructor. Designed specifically to help au pairs improve their English skills while learning about American culture and customs, students of all proficiency levels will improve their English through opportunities to write in English, share with other au pairs, and benefit from grammar instruction. Participants will submit writing assignments through our online resource and will receive constructive feedback on their writing from the instructor. Internet and email access is required for this course. Tuition does not include electives.

Improving Writing Impact for Non-Native English Speakers

**Tuition:** $345  **CEUs:** 1.2  
**Instructor:** Joleen Ledger  
**6 sessions:** Thu, Feb 13–Mar 19, 2020 | 7–9 p.m.  

Explore several different writing formats so you can learn how to write more clearly and use grammar correctly. Expand your vocabulary and practice self-editing. Through classroom activities and well-designed homework assignments, you’ll build your skills week-by-week, working on writing and grammar activities to meet your needs. Participants will practice identifying and correcting grammar errors pertaining to verb tenses and form, sentence structure, agreement, prepositions, and determiners.
Military Funding for Emory Continuing Education Classes

Emory Continuing Education (ECE) is committed to military service members and their families by offering a range of professional and personal development classes.

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

ECE will:

• Advise veteran students as needed about certain procedural requirements
• Assist veteran students with the processing of U.S. Department of Veterans Affairs (VA) forms
• Certify enrollment of ECE veteran students to the VA

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

OLLI at Emory is a lifelong learning program for seasoned adults who enjoy learning for fun. At OLLI, the thirst for knowledge never ends, with classes and social programs that nourish the mind, body, and soul. OLLI offers many ways to get inspired, engaged, and excited.

Build friendships with others who live in the spirit of learning and personal growth by choosing from more than 90 classes, trips, and lectures per term. Reimagine your retirement at OLLI!

**WINTER 2020** (Registration is now open)
One Session: Jan 6–Feb 21

**SPRING 2020** (Registration begins Feb 17)
Short Session: Mar 2–27
Long Session: Apr 6–May 23

**SUMMER 2020** (Registration begins May 18)
Short Session: Jun 1–27
Long Session: Jul 6–Aug 29

Visit olli.emory.edu for current course offerings, rates, or to enroll. Students also may register by calling 404.727.6000 (select option 2) or by visiting our location at:
Emory Continuing Education
2635 Century Parkway, NE, Suite 300
Atlanta, GA 30345

We look forward to seeing you in class.
Policies and Procedures

Continuing Education Units (CEU)

If a course has CEUs attached it is noted next to the tuition. One CEU is awarded for every 10 hours of completed coursework. To receive a certificate documenting CEUs earned, students must attend at least 80 percent of all class meetings and submit a written request.

Noncredit Courses

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

Disclaimer

ECE reserves the right, at its discretion, to cancel the registration of, and/or to decline subsequent registration to, a student who demonstrates inappropriate or unacceptable conduct in connection with a course, program, or activity of ECE or its staff or faculty.

Disability Policy

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

Wait-list Policy

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

Open Enrollment Withdrawal Policy

If you choose to withdraw from a course, notification must be received in writing (via email, fax, or US mail) before 5:00 p.m. Eastern Time, not less than five days prior to the class start date. A full refund will be issued, minus a $25 processing fee. No refunds will be given after this period.

Cohort Program Withdrawal Policy

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

Osher Lifelong Learning Institute Withdrawal Policy

You may withdraw from a class during the first two weeks of a session. However, a $10 administrative fee per class will be charged. No refunds for tuition, supply fees, and/or instructor fees will be given after the second week of class. OLLI students may transfer to another course within a session but not between sessions. Limit one class transfer per session.

Class Cancellations

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

Holidays

Emory Continuing Education follows the official Emory University holiday schedule located at www.hr.emory.edu/eu/rewards/time-away/holidays.html.

Course Transfer

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

Age Minimum 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 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 coursework due to child-care issues. At this time, students under the age of 18 are only allowed to enroll in ECE’s PSAT and/or SAT prep courses.

Refunds

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

For additional policies, please visit ece.emory.edu/policies.

How to Register

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

Emory Continuing Education Offices
2635 Century Parkway, NE, Suite 300
Atlanta, GA 30345

Class Locations
Classes are typically held at our Century Parkway location; please check your course confirmation for details.

Emory University Tobacco Policy

Emory University is tobacco free. This policy applies to faculty, staff, students, contractors, vendors, and visitors. The tobacco-free policy is available on the university’s policy website under Policy 4.113 and Policy 8.10.

Weapons/Dangerous Materials

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

Payment Policy

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

For additional policies, please visit ece.emory.edu/policies.
EMORY CORPORATE LEARNING

Elevating Organizational Success

Why Emory Corporate Learning?
We leverage our resources to deliver programs to meet your goals and objectives.

Including:
✓ Flat-rate invoicing
✓ Flexible scheduling
✓ Customized content for your organization
✓ Enhanced team building
✓ Promotion of organizational goal alignment
✓ Targeted learning solutions
✓ Choice of delivery venue
✓ Alignment of your brand with our brand
✓ Positive organizational cultural impact
✓ Pre- and post-training meetings with corporate performance consultants
✓ Professional Development Units (PDUs) issued upon program completion
✓ Continuing Education Units (CEUs) issued upon program completion

For corporate class inquiries, please visit ece.emory.edu/corporate or call 404.727.9479.
For open enrollment course inquiries, please visit ece.emory.edu or call 404.727.6000.