About ECE

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

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

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

How to Register

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

Corporate Learning

Professional and Personal Development

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

Financing Options

You may qualify for:

- A Sallie Mae loan
- Military tuition assistance
- Workforce Investment Act (WIA)

Convenient Alpharetta Location

Emory also offers some of our most popular courses and certificate programs in Alpharetta, off Georgia 400, Exit 11, at 1725 Windward Concourse.

Visit ece.emory.edu/alpharetta to learn more.

Continuing Education Units (CEUs)

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

Paralegal

Taught by licensed and practicing attorneys, Georgia’s longest-running postbaccalaureate paralegal program provides practical skills and critical knowledge. ECE offers convenient scheduling options, with evening and Saturday courses available; career development assistance, with increased access to local employers; and tuition flexibility, with pay-as-you-go options. ECE has graduated more than 1,200 paralegal students since 2005. Elective courses are available for working or experienced paralegals. Please visit ece.emory.edu/paralegal for more details.

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

Electives (two required):
(1) Business Organizations
(2) Criminal Law
(3) Law Office Technology
(4) Tort Law
(5) Immigration Law
(check website for more options)

Grant Writing

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

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

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

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

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

Digital Photography

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

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

Creative Writing

Looking to build your portfolio and credentials for a career in the writing profession? Learn the right way to write. Our program provides individualized guidance from experienced, published instructors as well as feedback from your peers. Students can complete the program within 18 months, and our tracks allow participants to specialize in either fiction or nonfiction. Please visit ece.emory.edu/creative_writing for more details.

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

Classes—Nonfiction:
1. Essentials of Creative Writing
2. Personal Essay Writing
3. Creative Nonfiction Writing Workshop Level I
4. Creative Nonfiction Writing Workshop Level II
5. Creative Writing Publishing Workshop
6. Capstone

Register today: ece.emory.edu
Essentials of Human Resource Management

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

Core Class:
Essentials of Human Resource Management

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

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

Essentials of Management

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

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

Electives:
Requires 24 elective hours; see website for more options:
(1) Executive Presence for the Non-Executive
(2) Win-Win Negotiations
(3) Essentials of Strategic Planning for Managers
(4) Essentials of Leadership for Managers
(5) Managing Multi-Generations
Certificate Programs

**Essentials of Supervision**

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

**Required Courses:**

1. Strategic Communications in the Workplace
2. Supervising Effectively

**Electives:**

Requires 6 elective hours; see website for more options:

1. Essentials of Conflict Management
2. Managing Your Time and Productivity
3. Behavioral Interviewing for Hiring Professionals
4. Managing Multi-Generations
5. Managing Virtual Teams

**Event Planning**

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

**Classes:**

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

Choose from Spanish or French as you build foundational knowledge and partner with experienced language instructors from course inception through the capstone. Our program prepares graduates to take the American Council on the Teaching of Foreign Languages (ACTFL) proficiency exam, currently used worldwide by academic institutions, government agencies, and private corporations for purposes including academic placement, student assessment, program evaluation, professional certification, and hiring and promotional qualification. Placement tests for students with previous language experience are available. Please visit ece.emory.edu/spanish-proficiency and ece.emory.edu/french-proficiency 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. Please visit ece.emory.edu/landscape_design for more details.

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

Health Coach

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

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

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

Fundraising

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

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

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

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

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

Electives:
Requires 24 elective hours; see website for more options:
(1) Project Management for Health Care Professionals
(2) Project Management Test Prep
(3) Project Management: Agile and Scrum Essentials
(4) Essentials of Strategic Planning for Managers

Business Communications

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

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

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

Au Pair Enrichment Program

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

Screenwriting

Our Screenwriting Certificate will immerse participants in all aspects of the movie writing craft. Students will learn how to structure ideas, develop intriguing characters, write effective and believable dialogue, and craft dynamic scenes. Students will also create an original, feature-length screenplay—from first draft to final version. Our program will also cover the business aspects of professional screenwriting—students will write “coverage” of produced screenplays, create beat sheets, learn how to pitch their ideas out loud, and write an introductory query letter to help promote and create awareness to the filmmaking community. Please visit ece.emory.edu/screenwriting for more details.

Classes
(1) Intro to Screenwriting
(2) Your Script in Development
(3) Act I—The Set Up
(4) Act II—Escalation of Conflict
(5) Act III—Resolution
(6) Capstone Project
Accelerated Training in Health IT (AT-HIT)

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

Fast Track Training to a Rewarding Career

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

HEALTH IT—Body of Knowledge

The HIT professional will learn:
• Health Care and Public Health
• Terminology
• ARRA and HITECH
• Evolution of HIT
• Health Care Delivery Structure
• HIT Role in Healthcare
• Health Care Financial, Administrative, Departmental, and Clinical Systems
• Administrative Component
• Financial Component
• Departmental Systems
• Meaningful Use

• Health Information Data Storage, Retrieval, and Distribution
• Computer Networking Concepts
• Health Information Exchange
• Privacy and Security
• Process and Workflow Analysis
• Healthcare IT System Selection
• Project Management
• System Implementation and Change Management
• System Maintenance and Support

Typical Career Positions in HIT

Health care is the largest industry in the nation. This program combined with your current skill set could prepare you for a possible career in:
• Patient Data Security
• Sales and Marketing
• Application Analyst
• Quality Assurance
• Implementation Analyst
• Network/Systems Development
• Training
• Operations/Customer Service
• Data Recovery
• Project Manager
• Business Analyst
• Go-Live Analyst

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

Register today: ece.emory.edu
YOUR partner in Talent Management

ECE offers a broad range of courses available in flexible, on-site, hybrid and tailored formats. Furthermore, our extensive selection of classes makes it easy for you to select the options that best suit your employees’ professional needs. Most courses are designed for individual contributors through mid-level managers.

ECE can deliver adult learning expertise to your organization.

With extensive experience in unique adult learning programs covering a wide range of topics, ECE can bring organizational and instructional specialists to develop your company’s custom job-task-specific requirements.

We can:
• Deliver private classes at your location
• Customize existing courses to fit your requirements
• Develop custom courseware for your unique job processes or procedures
• Offer one-to-one consulting/coaching for managerial-level employees
• Arrange unique groups of courses into a certificate program

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

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<th>Certificate</th>
<th>Date</th>
<th>Location</th>
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<td>Paralegal</td>
<td>Sat, Jan 10, 10:00 a.m.</td>
<td>Executive Park</td>
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<tr>
<td>Project Management</td>
<td>Thu, Jan 15, 1:00 p.m.</td>
<td>Webinar</td>
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<td>Fundraising</td>
<td>Thu, Jan 15, 7:00 p.m.</td>
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<tr>
<td>Six Sigma</td>
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<td>Spanish Oral Proficiency</td>
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<td>French Oral Proficiency</td>
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<td>Essentials of Management</td>
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<td>Event Planning</td>
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<td>Fundraising</td>
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<td>Executive Park</td>
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404.727.9982 | ece.emory.edu/corporate

Register today: ece.emory.edu
Communications

Better Business Writing

*Tuition:* $375  CEUs: 0.6
*Instructors:* Claudia Coplon and Debbie Woodham, MILT, IMD
*1 session:* Fri, Feb 20 / 9:00 a.m.–4:00 p.m. (Coplon)
*1 session:* Fri, Apr 10 / 9:00 a.m.–4:00 p.m. (Coplon)(Alpharetta)
*3 sessions:* Tue, Jun 2–16 / 7:00–9:00 p.m. (Woodham) (online)
*1 session:* Mon, Aug 24 / 9:00 a.m.–4:00 p.m. (Coplon)

Use concise, positive language to your advantage. In this hands-on business writing workshop, you can hone your writing skills into a more powerful communication tool. An interactive, hands-on approach makes this class extraordinarily engaging and practical. You’ll immediately notice the difference from this workshop.

Brand and Market to Profit

*Tuition:* $375  CEUs: 0.65
*Instructor:* Isha Edwards
*See website for dates.*

To brand and to market are corresponding efforts. Profitable businesses consistently brand and market in a way that increases their distinction, awareness, credibility, and sales for leverage in the global marketplace. Find out how to determine where brand value resides for a product, persona, or organization; align resources to retain value; and increase brand influence.

Communication Skills for Your Career

*Tuition:* $375  CEUs: 0.6
*Instructor:* Bobby Peterson
*1 session:* Mon, Jun 22 / 9:00 a.m.–4:00 p.m.

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

English Refresher

*Tuition:* $350  CEUs: 1.2
*Instructor:* Lisa Ethridge
*6 sessions:* Wed, Feb 25–Apr 1 / 7:00–9:00 p.m. (Alpharetta)

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

Good Grammar is Good Business

*Tuition:* $375  CEUs: 0.6
*Instructor:* Bobbi Kornblit, MA
*1 session:* Mon, May 11 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Improving Your Listening Skills

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

This course provides individuals with the key to clear communication through developing an understanding of effective listening techniques. This

Register today: ece.emory.edu
Communications

A session is designed to help people understand priorities and biases in a conversation, the unspoken messages sent to others when listening, and information that might be missed without ever realizing it. Participants are given practice to hone skills in five distinct listening approaches while internalizing the situations that call for each. Ultimately students come away with the communication skills they need to build more synchronized, productive relationships.

Memory Development

*Tuition: $375 CEUs: 0.6
*Instructor: Debbie Woodham, MILT, IMD

*1 session: Mon, Jul 27 / 9:00 a.m.–4:00 p.m. (Alpharetta)*

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

Powerful Presentations for Success: Introduction

*Tuition: $395 CEUs: 0.6
*Instructor: Vicki Flier Hudson

*1 session: Fri, Jun 12 / 9:00 a.m.–4:00 p.m.*

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

Strategic Communications for Sales Professionals

*Tuition: $415 CEUs: 0.7
*Instructor: Doug Pritchett, MBA

*1 session: Fri, May 15 / 9:00 a.m.–5:00 p.m. (Alpharetta)*

Learn to communicate more effectively and improve your sales relationships. Participants are introduced to the Everything DiSC® Sales Map, which describes each step of the process. Participants discover their DiSC® style, priorities, strengths, and challenges. Salespeople will recognize and understand their customers’ buying styles and be able to connect better with their customers. Using this knowledge, salespeople will enhance their ability to meet and exceed customer expectations.

Strategic Communications in the Workplace

*Tuition: $395 CEUs: 0.6
*Instructors: Nancy Colter, MBA and Doug Pritchett, MBA

*3 sessions: Tue, Feb 17–Mar 3 / 7:00–9:00 p.m. (Pritchett) (online)
*1 session: Fri, Mar 6 / 9:00 a.m.–4:00 p.m. (Colter) (Alpharetta)
*1 session: Fri, Aug 14 / 9:00 a.m.–4:00 p.m. (Colter)*

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

Training Design for Trainers

*Tuition: $375 CEUs: 0.6
*Instructor: Nancy Colter, MBA

*1 session: Fri, Apr 24 / 9:00 a.m.–4:00 p.m.*

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

Emotional Intelligence

Tuition: $395 CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Fri, May 8 / 9:00 a.m.–4:00 p.m.

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

Behavioral Interviewing for Hiring Professionals

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Fri, Mar 27 / 9:00 a.m.–4:00 p.m. (Alpharetta)
1 session: Fri, Aug 7 / 9:00 a.m.–4:00 p.m.

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

Driving Dollars with Data Analysis

Tuition: $495 CEUs: 0.8
Instructor: Katrina Kiselinchev
1 session: Mon, Jan 26 / 9:00 a.m.–6:00 p.m.

Data analysis is still often thought of as a foreign concept. Many companies that have implemented data analysis have not aligned it with strategy, audit planning, fraud discovery, and creating value. This introductory course will help demystify data analysis. The course will include an overview of data analysis, myths and realities, cost vs. benefit, return on investment, case studies, individual and group activities, and an interactive tool used with two providers.

Dealing with Difficult People

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Fri, Apr 17 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Leading Change

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Jun 19 / 9:00 a.m.–12:00 p.m.

In every organization—regardless of size, industry, or location—change is a constant. Managers must recognize change and help their employees deal with it in a realistic and strategic manner using sound principles and workable tools. Managers must realize that people don’t resist change as much as they resist being changed. All of us respond to change differently. Organizational leaders don’t control change or uncertainty; rather they guide, shape, and influence it.

Register today: ece.emory.edu
Coaching Effectively

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

Success in a changing business environment requires employees who are constantly learning and adapting. This course provides managers with powerful coaching techniques to teach, correct, and motivate. Topics covered include following the five-step coaching plan, developing your own coaching skills, using the GROW Model for Coaching Conversations, and providing feedback.

Essentials of Conflict Management

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

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

Delegating Effectively

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Green, MBA  
*1 session:* Fri, Apr 17 / 1:00–4:00 p.m.

Many managers struggle with delegation because of a fear of losing control or a desire to “own” the process. However, managers can accomplish more and develop their employees’ skills by learning to better delegate. This course explores the benefits and barriers to delegation and the importance of authority and responsibility as well as strategies and tools for implementing delegation. Participants leave with a four-step delegation plan to use immediately.

Essentials of Human Resources Management

*Tuition:* $1,795 CEUs: 2.7  
*Instructors:* Soumaya Khalifa, MBA, Greg Creech, and Charles Craig  
*9 sessions:* Tue and Thu, Apr 23–May 21 / 6:30–9:30 p.m.

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

Essentials of Leadership for Managers

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

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

Managing Diverse Behavioral Styles

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

Once managers have a thorough understanding of themselves, they can use DiSC to help manage the people with whom they work. When managers 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 a management approach to match the abilities and motivation of employees will help reduce opposition and resistance. Learn when to most effectively use directing, coaching, supporting, and delegating approaches.
Essentials of Strategic Planning for Managers

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

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

Supervising Effectively

**Tuition:** $395 CEUs: 1.2  
**Instructor:** Nancy Colter, MBA  
**2 sessions:** Thu and Fri, Mar 19 and 20 / 9:00 a.m.–4:00 p.m.  
**2 sessions:** Thu and Fri, Aug 27 and 28 / 9:00 a.m.–4:00 p.m.  
(Alpharetta)

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

Executive Presence for the Non-Executive

**Tuition:** $995 CEUs: 1.2  
**2 sessions:** Thu and Fri, Mar 19 and 20 / 9:00 a.m.–4:00 p.m.  
**2 sessions:** Thu and Fri, Aug 27 and 28 / 9:00 a.m.–4:00 p.m.  
(Alpharetta)

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

Managing Employee Performance

**Tuition:** $195 CEUs: 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Jun 19 / 1:00–4:00 p.m. (Alpharetta)

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.

Launching and Sustaining a Successful Online or Technology Startup

**Tuition:** $295 CEUs: 0.6  
**Instructor:** Jeff Packer  
**2 sessions:** Sat, Mar 28 and Apr 11 / 1:30–4:30 p.m. (Alpharetta)

How do you bring a new technology to market? How do you raise capital? How do you attract top talent? Come learn the fundamentals of moving from idea to concept. Already have your team up and running? Ramp up your applications, platforms, and protocols for maximum growth. This course is designed for high-tech industry, Internet, biotech, and applied technology sciences professionals, or anyone who has an interest in launching an online or high-tech business.
Managing Difficult Conversations and Situations

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Jul 10 / 9:00 a.m.–4:00 p.m.

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

Managing Multi-Generations

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

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

Manage Your Time and Productivity

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Mon, May 18 / 9:00 a.m.–4:00 p.m.

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

Introduction to Project Management

*Tuition:* $825 CEUs: 1.3  
*Instructors:* John Kailey, PMP, and Doug Rose, PMP  
*2 sessions:* Sat and Sun, Feb 7 and 8 / 9:00 a.m.–4:30 p.m. (Kailey)  
*2 sessions:* Sat and Sun, Apr 18 and 19 / 9:00 a.m.–4:30 p.m. (Rose)  
*2 sessions:* Sat and Sun, Jun 27 and 28 / 9:00 a.m.–4:30 p.m. (Kailey)

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

Project Management: Communications Tools and Techniques

*Tuition:* $575 CEUs: 0.9  
*Instructors:* John Kailey, PMP, and Doug Rose, PMP  
*2 sessions:* Fri, Feb 20 / 6:30–9:30 p.m. and Sat, Feb 21 / 9:00 a.m.–4:00 p.m. (Kailey)  
*5 sessions:* Mon and Wed, Apr 27–May 13 / 7:00–8:30 p.m. (Rose) (online)  
*2 sessions:* Fri, Jul 24 / 6:30–9:30 p.m. and Sat, Jul 25 / 9:00 a.m.–4:00 p.m. (Kailey)

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

*Tuition:* $595 CEUs: 0.95  
*Instructors:* John Kailey, PMP, and Doug Rose, PMP  
*2 sessions:* Sat, Mar 28 / 9:00 a.m.–4:30 p.m. and Sun, Mar 29 / 1:00–4:00 p.m. (Kailey)  
*5 sessions:* Mon and Wed, Jul 13–29 / 7:00–8:30 p.m. (Rose)(online)  
*2 sessions:* Sat, Aug 29 / 9:00 a.m.–4:30 p.m. and Sun, Aug 30 / 1:00–4:00 p.m. (Kailey)

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

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

*Tuition:* $895 CEUs: 1.3  
*Instructors:* John Kailey, PMP, and Doug Rose, PMP  
*2 sessions:* Sat and Sun, Mar 14 and 15 / 9:00 a.m.–4:30 p.m. (Kailey)  
*6 sessions:* Mon and Wed, Jun 1–24 / 7:00–8:30 p.m. (Rose)(online)  
*2 sessions:* Sat and Sun, Aug 15 and 16 / 9:00 a.m.–4:30 p.m. (Kailey)

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

Project Management for Health Care Professionals

*Tuition:* $475 CEUs: 0.65  
*Instructor:* Danny Presten, PMP  
*1 session:* Sat, Apr 11 / 9:00 a.m.–4:30 p.m.  
*4 sessions:* Mon and Wed, Aug 10–19 / 7:00–8:30 p.m. (online)

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

Six Sigma for Health Care Professionals

*Tuition:* $895 CEUs: 1.2  
*Instructor:* Esther Mveng  
*2 sessions:* Fri and Sat, Mar 6 and 7 / 9:00 a.m.–4:00 p.m.  
*6 sessions:* Tue and Thu, Jul 21–Aug 6 / 7:00–9:00 p.m. (online)

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

Win-Win Negotiations

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Green, MBA  
*1 session:* Mon, May 11 / 9:00 a.m.–4:00 p.m.

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

Project Management: Agile and Scrum Essentials

*Tuition:* $1,495 CEUs: 2.4  
*Instructors:* Danny Presten, PMP, and Felicia Bianchi, PMP  
*3 sessions:* Sat, May 2–16 / 8:30 a.m.–5:30 p.m.

This course provides the framework to enhance collaboration, productivity, and success among project teams by embracing best practices and proven principles. Obtain a deeper understanding of various Agile methodologies by utilizing practical, real-world exercises and scenarios. Students will prepare for a career as an agile practitioner by effectively identifying and delivering value to clients using Agile techniques. Join
Introduction to Web Design and Development: Workflow That Works

_Tuition:_ $650 CEUs: 1.3
_Instructor:_ Mary E. Zimnik, Adobe Certified Expert, CTT+

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

Managing Virtual Teams

_Tuition:_ $195 CEUs: 0.3
_Instructor:_ Nancy Colter, MBA

1 _session:_ Fri, Jun 12 / 1:00–4:00 p.m.

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

Access 2010 Level 1: Introduction

_Tuition:_ $455 CEUs: 1.3
_Instructor:_ Karen Maddox-Jones, CTT+, CMM I

You have worked with Microsoft Access 2007 (or earlier) and now need to know the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. Using the new and enhanced features in Microsoft Office Access 2010, you will be able to create a highly functional database. Knowing the tools that allow you to accomplish these operations will greatly expand your Access capabilities. The textbook for this class is provided.

Web Design and Development

See website for dates and times.
ADO.net and the Entity Framework

**Tuition:** $685 CEUs: 1.3  
**Instructor:** Paul Dunlop, Certified Technical Trainer

ADO.net provides a powerful set of data objects that enables database communications via dot net code. This comprehensive two-day class covers all the essentials of ADO.net application development using MS Visual Studio. The course explains key ADO.net concepts and terminologies, explores three-layer application development, and then focuses on web application development and coding techniques using the Entity Framework. The course concludes with an instructor-guided, full-cycle application development project using the Entity Framework for data access.

AJAX / JQuery and the Juice UI

**Tuition:** $685 CEUs: 1.3  
**Instructor:** Paul Dunlop, Certified Technical Trainer

The Juice UI allows ASP.net developers to easily create jQuery-enabled web pages using Visual Studio server controls, minimal .net coding and no JavaScript coding. This comprehensive two-day class covers all the essentials of jQuery and Juice UI application development using MS Visual Studio. The course explains the key concepts and terminologies, best practices, and current development trends, and then focuses on web application development and coding techniques using the Juice UI. The course concludes with an instructor-guided, full-cycle application development project using jQuery and the Juice UI.

ASP.net: Introduction

**Tuition:** $915 CEUs: 1.95  
**Instructor:** Paul Dunlop, Certified Technical Trainer

ASP.NET is a technology for building powerful, dynamic web applications quickly and with minimal coding. This comprehensive three-day class covers all the essentials of ASP.net web application development using MS Visual Studio and Visual Basic. The course explains dot net framework concepts and terminologies, and includes a crash course in Visual Basic using ASP.net server controls and important ASP.net features including master pages, sessions, and data controls.

CSS 3

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+

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

Dreamweaver Level 1: Introduction

**Tuition:** $915 CEUs: 1.95  
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+

Dreamweaver is the web development program most used by professionals. Learn to create powerful, template-driven websites that are easy to build and even easier to update. Topics include text formatting, dynamic
How to Run a Successful Email Marketing Program

Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer

One of the most effective and inexpensive means of keeping in contact with your constituents is via email. We will set up an account with an email provider, start building your list, and create your first mailing and track results. Students will learn about the pitfalls inherent with the CAN-SPAM act, limitations of web-based email, and best-practice, white-hat techniques to help avoid spam labels.

Dynamic Web Content: Blogs, Wikis, and More

Tuition: $650 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer

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

HTML and CSS

Tuition: $1,500 CEUs: 3.2
Instructor: Brent Laminack, Certified Technical Trainer

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

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Brent Laminack, Certified Technical Trainer

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

Introduction to Web Application Security

**Tuition:** $375 CEUs: 0.65  
**Instructor:** Brent Laminack, Certified Technical Trainer

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

Introduction to Graphic Design

**Tuition:** $650 CEUs: 1.3  
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+

Graphic design is alive and well—for freelancers, in agency work, and in all career sectors (education, corporate, commercial, government). Prepare or update yourself for a career or business startup in graphic design for print as we walk through the assortment of tools necessary to design and produce pieces professionally: software, equipment, skills, talent, knowledge, and experience. We'll discuss various careers in the field and what is expected of each. For those wishing to start a design business, you will gain the wisdom of your instructor’s long-term experience as a business owner—with a special discussion on surviving beyond the dreaded first year.

Illustrator Level 1: Introduction

**Tuition:** $650 CEUs: 1.3  
**Instructor:** Claudia K. McCue, Adobe Certified Trainer, CTT+

Adobe Illustrator is a vector-based graphics program that allows beginners and experts alike to create professional quality print and web designs. In this course you will learn skills that allow you to take advantage of Illustrator’s powerful tools to create illustrations and type effects. Learn to design advertisements and printable documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects. We'll discuss both the print and web uses of this sophisticated graphics program.

Illustrator Level 2: Intermediate

**Tuition:** $650 CEUs: 1.3  
**Instructor:** Claudia K. McCue, Adobe Certified Trainer, CTT+

Mastering the basics means you'll be able to produce an almost endless scope of graphic designs. In this course, you will 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 and prepare them for print vendors or other mediums; export as interactive PDFs including video and buttons; or migrate files to web publishing.

InDesign Level 1: Introduction

**Tuition:** $650 CEUs: 1.3  
**Instructor:** Claudia K. McCue, Adobe Certified Trainer, CTT+

Adobe InDesign takes desktop publishing and design to a new level, combining extraordinary production power and creative freedom with tight integration with Adobe Photoshop, Illustrator, and Acrobat software.

Create simple documents and prepare them for print or export as a PDF. Topics include learning the work area, working with text and graphics, creating simple vector-based graphics, and the basics of design.

InDesign Level 2: Intermediate

**Tuition:** $650 CEUs: 1.3  
**Instructor:** Claudia K. McCue, Adobe Certified Trainer, CTT+

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

Javascript for Designers: jQuery

_Tuition: $375 CEUs: 0.65_  
_Instructor: Brent Laminack, Certified Technical Trainer_  

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

Javascript Level 1: Introduction

_Tuition: $650 CEUs: 1.3_  
_Instructor: Brent Laminack, Certified Technical Trainer_  

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

JOOMLA

_Tuition: $685 CEUs: 1.3_  
_Instructor: Brent Laminack, Certified Technical Trainer_  

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

Make Your Own YouTube Video

_Tuition: $375 CEUs: 0.65_  
_Instructor: Brent Laminack, Certified Technical Trainer_  

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

MySQL

_Tuition: $915 CEUs: 1.95_  
_Instructor: Brent Laminack, Certified Technical Trainer_  

MySQL is the world’s most popular open source database management system. This course covers the basics of installing MySQL, creating a database, storing and retrieving data, improving performance, and securing a database.

Photoshop Level 1: Introduction

_Tuition: $650 CEUs: 1.3_  
_Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+_  

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

Photoshop Level 2: Intermediate

_Tuition: $650 CEUs: 1.3_  
_Instructor: Michael Snodgrass, Adobe Certified Trainer_  

If you’re serious about working in the creative industries, it’s no exaggeration to say that you must know this application—and know it well. In this course, you will build on your existing knowledge of Photoshop to become proficient in more advanced aspects of Photoshop image manipulation and creation.
**PHP Level 1**
*Tuition: $915 CEUs: 1.95*
*Instructor: Brent Laminack, Certified Technical Trainer*

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

**PHP Level 2**
*Tuition: $915 CEUs: 1.95*
*Instructor: Brent Laminack, Certified Technical Trainer*

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

**SQL Level 1: Introduction to SQL**
*Tuition: $695 CEUs: 1.3*
*Instructor: Paul Dunlop, Certified Technical Trainer*

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

**SQL Level 2: Intermediate**
*Tuition: $695 CEUs: 1.3*
*Instructor: Paul Dunlop, Certified Technical Trainer*

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

**SQL Server for Developers**
*Tuition: $685 CEUs: 1.3*
*Instructor: Paul Dunlop, Certified Technical Trainer*

SQL Server is becoming the database of choice for many businesses, delivering increased performance, security, scalability. Our introductory course teaches you the fundamentals of SQL Server with a focus on learning the skills necessary to use SQL Server as an application back-end database. No previous experience with SQL Server is required; general database experience is preferred but not required.

**UI and UX Design with Adobe Fireworks**
*Tuition: $650 CEUs: 1.3*
*Instructor: Mary E. Zimnik, Adobe Certified Expert, CTT+

In this two-day class, we'll design web pages, with special consideration of how best to plan for user interface (UI) and user experience (UX), including responsive design strategies. We’ll approach designing a site by diving into the first three of five stages of web development: defining the site (and learning what is included in a project plan); developing site structure and design visual interface. This effort also will include
developing a creative brief, sitemap, wireframe, and mood board before bringing the page design together in a composite in Fireworks. From there, we’ll output a proof and prototype for review before slicing, optimizing, and exporting our final graphics, which are used in the building and integrating (coding) stage in Dreamweaver.

**Web Analytics and Search Engine Marketing**

*Tuition:* $650  
*CEUs:* 1.3  
*Instructor:* Brent Laminack, Certified Technical Trainer

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

**Web Graphics and Interface Design Using Photoshop and Illustrator**

*Tuition:* $375  
*CEUs:* 0.65  
*Instructor:* Mary E. Zimnik, Adobe Certified Expert, CTT+

Learn how to use bitmap and vector graphic editing tools to develop web-based images for use in digital design. Create professional GIF, JPG, and PNG images (for foreground and background images), optimize them to make pages load faster and make them flexible for various viewports in responsive design. We’ll touch in on file type uses; optimizing practices; color theory and palette development; graphics markup; dynamic graphics (SVGs); and how textures, gradients, and typography are used in the graphics mix.
Microsoft Office

See website for dates and times.

**Excelling at Excel 2010**

**Level 2**

*Tuition:* $455  CEUs: 1.3  
*Instructor:* Greg Creech, MCAS-I, CTT+

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

**Data Analysis Using Pivot Tables and Subtotals in Excel**

*Tuition:* $185  CEUs: 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+

This half-day course will introduce students to the process getting control of large amounts of data. Students will learn to download and create databases and tables in Excel as a strategy for sorting and filtering big data in an effort to decide what works best for their particular situation. Students also will learn to format the tables and databases in a professional manner.

**Excel 2010 Level 1: Introduction**

*Tuition:* $375  CEUs: 0.65  
*Instructor:* Karen Maddox-Jones, CTT+, CMM I

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

**More Excelling at Excel, Level 3**

*Tuition:* $375  CEUs: 0.65  
*Instructor:* Greg Creech, MCAS-I, CTT+

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

**Excelling @ Excel: Data Analysis Using Pivot Tables and Subtotals**

*Tuition:* $185  CEUs: 0.3  
*Instructor:* Greg Creech, MCAS-I, CTT+

This half-day course covers creating and downloading databases and how to analyze data through Pivot Tables and Subtotals. Data analysis is a powerful Excel feature, and we will create and edit Pivot Tables and Pivot Charts for analysis. We will also look at other database features including Subtotals and Name Manager, and also use Sorting and Filtering.

**HR—Excel and Access**

*Tuition:* $455  CEUs: 1.3  
*Instructor:* Greg Creech, MCAS-I, CTT+

This course is designed for the Human Resources generalist, specialist, or manager to analyze and track HR data and information using databases including Excel and Access. This unique
two-day course combines Excel and Access databases for the HR person to manipulate data and to analyze data using Excel’s PivotTables and Access’ Queries and objects.

MS Project 2013 Level 1 and Level 2: Creating and Managing Projects
*Tuition: $555 CEUs: 1.3*  
*Instructor: Karen Maddox-Jones, CTT+, CMM I*  
Learn to manage projects or participate on project teams—and then apply that knowledge to hands-on exercises. This course discusses Gantt charts, tasks, critical paths, and resource management. Learn to import and export project data with Excel and other applications; update a project plan as changes occur during the project; create custom reports for project stakeholders; and create templates to reuse project information in future projects.

PHR/SPHR Certification Review
*Tuition: $1,550 CEUs: 3.6*  
*Instructor: Charles Craig*  
*6 sessions: Sat, Feb 28–May 9 / 9:00 a.m.–4:00 p.m.*  
This modular-based course is designed to prepare participants for the PHR /SPHR examinations administered 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. ECE is a Human Resource Certification Institute–approved provider.

Auditing and Attestation (AUD)—CPA Preparation
*Tuition: $755*  
*Instructor: Mark Alavi, CPA, MBA*  
*5 sessions: See website for upcoming dates*  
This course provides comprehensive preparation for passing the Auditing and Attestation (AUD) part of the Uniform CPA Examination. The CPA Exam Preparation review course is designed to give CPA candidates the tools, information, and knowledge necessary to pass the exam. Teaching tools and materials used in each class session are designed to give you a solid understanding of the test’s format and the major topics tested. The course also will provide an additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Tuition includes the Gleim AUD Review System package (book, Test Prep Online, Audio Review, Gleim Online, Simulation Wizard, and a Practice Exam). Please bring a laptop to class. Students registering in this class at least two weeks prior to class start date will automatically receive a 5% early bird discount at checkout. We recommend registering at least one week prior to class start date so that you can receive any physical materials at the first session.

Register today: ece.emory.edu
Business Environment and Concepts (BEC)—CPA Preparation

Tuition: $755
Instructor: Mark Alavi, CPA, MBA
5 sessions: Sat, Jan 10–Feb 7, 2015 / 9:00 a.m.–1:00 p.m.

This course provides comprehensive preparation for passing the Business Environments and Concepts (BEC) part of the Uniform CPA Examination. Teaching tools and materials used in each class session are designed to give you a solid understanding of the test’s format and major topics tested. The course also will provide an additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Tuition includes the Gleim BEC Review System package (book, Test Prep Online, Audio Review, Gleim Online, Simulation Wizard, and a Practice Exam). Please bring a laptop to class. We recommend registering at least one week prior to class start date so that you can receive any physical materials at the first session.

Financial Accounting and Reporting (FAR)—CPA Preparation

Tuition: $755
Instructor: Mark Alavi, CPA, MBA
5 sessions: See website for upcoming dates

This course provides comprehensive preparation for passing the Financial Accounting and Reporting (FAR) part of the Uniform CPA Examination. Teaching tools and materials used in each class session are designed to give you a solid understanding of the test’s format and major topics tested. The course also will provide an additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Tuition includes the Gleim FAR Review System package (book, Test Prep Online, Audio Review, Gleim Online, Simulation Wizard, and a Practice Exam). Please bring a laptop computer to class. We recommend registering at least one week prior to class start date so that you can receive any physical materials at the first session.

Enrolled Agent Test Preparation

Tuition: $1,695
Instructor: Mark Alavi, CPA, MBA
10 sessions: Sat, May 30–Aug 8 / 2:00–6:00 p.m.

The purpose of the EA Examination is for the Internal Revenue Service (IRS) to ensure the technical competence and ethical appreciation of those who practice before the IRS. Enrolled agents are individuals who have demonstrated special competence in tax matters and professional ethics and have been enrolled to practice before the IRS as taxpayers’ agents or legal representatives. Practice before IRS includes all matters connected with representation to IRS relating to client rights, privileges, and liabilities under laws or regulations administered by the IRS. Tuition includes

Regulation (REG) CPA Preparation

Tuition: $755
Instructor: Mark Alavi, CPA, MBA
5 sessions: Sat, Mar 7–Apr 4, 2015 / 9:00 a.m.–1:00 p.m.

This course provides comprehensive preparation for passing the Regulation (REG) part of the Uniform CPA Examination. The CPA Exam Preparation review course is designed to give CPA candidates tools, information and knowledge necessary to pass the exam. Teaching tools and materials used in each class session are designed to give you a solid understanding of the test’s format and major topics tested. The course also will provide an additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Tuition includes the Gleim FAR Review System package (book, Test Prep Online, Audio Review, Gleim Online, Simulation Wizard, and a Practice Exam). Please bring a laptop computer to class. We recommend registering at least one week prior to class start date so that you can receive any physical materials at the first session.
the Gleim Review System package (books, Test Prep Software Download, Audio Reviews, Gleim Online and Practice Exam). Please bring a laptop to class. Students registering in this class at least two weeks prior to class start date will automatically receive a 5% early bird discount at checkout. Students must register one week prior to class start to guarantee materials will be received at the first session.

Certified Treasury Professional Review

_Tuition:_ $1,495 CPEs: 36
_Instructors:_ Melissa Pope, CTP, and Steve Culp, CTP

_6 sessions:_ Sat, Mar 14–May 16 / 9:00 a.m.–4:00 p.m. (Alpharetta)

This modular-based, instructor-led course is designed for individuals seeking to broaden their knowledge and skills in the area of treasury and cash management, and those who want to successfully prepare for the Certified Treasury Professional certification exam. Using the most current printed Association for Financial Professionals (AFP) Learning System materials and extensive web-based testing components, students in this course receive instruction and valuable exercises for success on the CTP examination.

GMAT Test Preparation

_Tuition:_ $650
_Instructor:_ Vanessa Madden, MBA
_6 sessions:_ Sat, Jan 24–Feb 28 / 9:00 a.m.–12:00 p.m. (Alpharetta)
_6 sessions:_ Sat, Mar 28–May 9 / 9:00 a.m.–12:30 p.m.
_6 sessions:_ Thu, May 21–Jun 25 / 6:00–9:30 p.m.
_6 sessions:_ Wed, Jul 29–Sep 2 / 6:00–9:30 p.m.

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

GRE Comprehensive Test Preparation

_Tuition:_ $650
_Instructor:_ Vanessa Madden, MBA
_6 sessions:_ Sat, Jan 24–Feb 28 / 1:00–4:30 p.m. (Alpharetta)
_6 sessions:_ Sat, Mar 28–May 9 / 1:00–4:00 p.m. (no class 4/5)
_6 sessions:_ Sat, May 17–Jun 28 / 1:00–4:30 p.m. (no class 5/24)
_6 sessions:_ Sun, Jul 26–Aug 30 / 1:00–4:30 p.m.

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

GRE Math Preparation

_Tuition:_ $295
_Instructor:_ Gregg Shapiro, MS in Mathematics and Computer Science
_5 sessions:_ Tue, Feb 24–Mar 24 / 7:00–9:45 p.m.
_5 sessions:_ Tue, May 12–Jun 9 / 7:00–9:45 p.m.
_6 sessions:_ Tue, Jul 21–Aug 25 / 7:00–9:45 p.m.

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

LSAT Test Preparation

_Tuition:_ $675
_Instructor:_ Clarence Johnson, JD
_3 sessions:_ Sat, Jan 10–31 / 9:00 a.m.–5:00 p.m. (no class 1/17)
_8 sessions:_ Sat, Mar 21–May 16 / 1:00–4:30 p.m.
_8 sessions:_ Sat, Jul 11–Sep 5 / 1:00–4:00 p.m.

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

Tuition: $1,350  
Instructor: Devin Stewart, PhD, Emory Professor and Test Prep Expert  
6 sessions: Sat, Apr 25–Jun 6 / 9:00 a.m.–4:00 p.m.

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

Part 1—Internal Audit Basics

Tuition: $695  
Instructor: Katrina Kiselinchev, CIA  
3 sessions: Thu, Fri, and Sat, Jan 15–24 / 9:00 a.m.–5:00 p.m.

This instructor-led Part 1 CIA exam preparation course is designed to give candidates a comprehensive examination of the topics covered on the new Part 1 CIA exam. The course will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam-day confidence. Taught by CIA-certified instructors, each attendee will have the opportunity to work through practice exam questions, learn test taking tips, and will receive the updated Version 4.0 Part 1 IIA CIA Learning System™ self-study print, e-book, and online materials for the new three-part CIA exam. It is appropriate for CIA candidates, internal auditors seeking professional development, and students in accounting, business, or financial degree programs.

Part 2—Internal Audit Practice

Tuition: $695  
Instructor: Robert Riegel, CIA  
3 sessions: Thu, Fri, and Sat, Feb 12–21 / 9:00 a.m.–5:00 p.m.

This instructor-led Part 2 CIA exam preparation course is designed to give candidates a comprehensive examination of the topics covered on the new Part 2 CIA exam. The course will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam-day confidence. Taught by CIA-certified instructors, each attendee will have the opportunity to work through practice exam questions, learn test taking tips, and will receive the updated Version 4.0 Part 2 IIA CIA Learning System™ self-study print, e-book, and online materials for the new three-part CIA exam. It is appropriate for CIA candidates, internal auditors seeking professional development, and students in accounting, business, or financial degree programs.

Part 3—Internal Audit Knowledge Elements

Tuition: $1,395  
Instructor: Robert Riegel, CIA  
6 sessions: Thu, Fri, and Sat, Mar 26–Apr 25 / 9:00 a.m.–5:00 p.m.

This instructor-led Part 3 CIA exam preparation course is designed to give candidates a comprehensive examination of the topics covered on the new Part 3 CIA exam. The course will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam-day confidence. Taught by CIA-certified instructors, each attendee will have the opportunity to work through practice exam questions, learn test taking tips, and will receive the updated Version 4.0 Part 3 IIA CIA Learning System™ self-study print, e-book, and online materials for the new three-part CIA exam. It is appropriate for CIA candidates, internal auditors seeking professional development, and students in accounting, business, or financial degree programs.
Test Prep

Project Management Test Preparation

*Tuition:* $1,195  
*Instructor:* Bobbye Underwood, PMP  
*5 sessions:* Sat and Sun, Apr 25–May 3 / 9:00 a.m.–4:00 p.m.

The Project Management Professional (PMP) Exam Prep course is designed for experienced project managers who have completed previous project management courses and are preparing for the PMP certification exam. During the course, we will review *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), version 5, and Rita Mulcahy’s *PMP Exam Prep* (eighth edition). The student should be prepared to participate in class, work as a team member to complete practical exercises, and complete practice tests.

PSAT Preparation

*Tuition:* $249  
*Instructor:* Vanessa Madden, MBA  
*3 sessions:* Sat, Aug 15–29 / 9:00 a.m.–12:00 p.m.

The PSAT includes the same types of critical reading, math, and writing skills multiple choice questions as the SAT® Reasoning Test. This program of preparation includes review sessions devoted to each of the skills required for success on the PSAT. Strengthen those areas that are weak and receive test taking strategies that will help you to receive your best score. Textbook is not included. Students registering in this class at least two weeks prior to class start date will automatically receive a 5% early bird discount at checkout.

SAT Test Preparation

*Tuition:* $595  
*Instructors:* Devin Stewart, PhD, Emory Professor and Test Prep Expert and Vanessa Madden, MBA  
*5 sessions:* Sat, Jan 24–Feb 21 / 1:00–5:00 p.m. (Stewart)  
*6 sessions:* Sun, Mar 8–Apr 19 / 2:00–5:00 p.m. (Madden)  
*6 sessions:* Sun, Jul 26–Aug 30 / 9:00 a.m.–12:00 p.m. (Madden)

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

*Tuition:* $175  
*Instructor:* Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Home-talk.com  
*4 sessions:* Thu, Mar 19–Apr 9 / 7:00–9:00 p.m. (Alpharetta)

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

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**Abstract Painting**

*Tuition:* $180  
*Instructor:* Guy Robinson  
*4 sessions:* Tue, Feb 3–24 / 6:30–8:30 p.m.

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

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**Acrylic Painting for the Novice**

*Tuition:* $180  
*Instructor:* Guy Robinson  
*6 sessions:* Wed, Feb 4–Mar 11 / 6:30–8:30 p.m.

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

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**Architecting Retirement: Building Dreams and Avoiding Sinkholes**

*Tuition:* $195  
*Instructor:* David Hultstrom, MBA, CFP®, CFA®, ChFC®  
*4 sessions:* Wed, Feb 4–25 / 7:00–9:00 p.m.

Everyone wants the ability to spend retirement on golf courses and cruise ships rather than eating ramen in their children’s basement—but how do you make that happen? This course will help you identify the key factors, strategies, and tactics you can use to achieve financial independence at a comfortable level. Learn how to achieve the best retirement possible.

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Register today: ece.emory.edu
Personal Development

**Beginning Drawing**
*Tuition:* $180  
*Instructor:* Guy Robinson  
*8 sessions:* Tue, Mar 17–May 5 / 7:00–9:00 p.m.  
*8 sessions:* Tue, Jul 7–Aug 25 / 6:30–8:00 p.m.

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

**Beginning Oil Painting**
*Tuition:* $180  
*Instructor:* Guy Robinson  
*6 sessions:* Wed, Apr 1–May 26 / 6:30–8:30 p.m.

Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You'll learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth and harmony as you develop your own personal style and complete your first paintings. View supply list online. Limited to 15.

**Blueprint for Financial Success**
*Tuition:* $195  
*Instructors:* Bill Nichols, CFP, and John Carty-Campbell, CFP  
*5 sessions:* Mon, Apr 13–May 11 / 6:30–8:30 p.m.

We'll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management.

You'll receive a checklist of financial documents that you should have available and organized as well as a comprehensive financial planning list of follow-up action steps to implement your financial plan.

**Decorating Basics II**
*Tuition:* $175  
*Instructor:* Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
*4 sessions:* Thu, Apr 23–May 14 / 7:00–9:00 p.m. (Alpharetta)

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

**Enjoying Wine: The Basics and Beyond**
*Tuition:* $225  
*Instructor:* Nancy Waldeck  
*4 sessions:* Tue, Mar 3–24 / 7:00–9:00 p.m. (Alpharetta)  
*4 sessions:* Tue, Jun 9–30 / 7:00–9:00 p.m.

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

**Fine Dining Supper Club**
*Tuition:* $215  
*Instructor:* Barbara Alfano, Culinary Connoisseur and Event Planner  
*4 sessions:* Mon, Feb 2–23 / 7:00–9:00 p.m.

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

**iPad Means Business**
*Tuition:* $175  
*Instructor:* Greg Creech, MCAS-I, CTT+  
*See website for dates*

In this half-day workshop, we will make the most of your iPad tablet with shortcuts, tips, and tricks plus syncing with other servers and cloud technology. We will create text shortcuts, use speech to read your emails and documents, and edit your email signatures. We will learn how to use the iPad for presentations and slide shows and connect to a projection system. Share and enjoy your favorite
Supper Club

Tuition: $195
Instructor: Barbara Alfano, Culinary Connoisseur and Event Planner
4 sessions: Tue, Jan 6–Jan 27 / 7:00–9:00 p.m.

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

Landscape Painting with Wayland Moore

Tuition: $180
Instructor: Wayland Moore
6 sessions: Mon, Mar 16–Apr 20 / 7:00–9:00 p.m.

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

Principles of Design

Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Home-talk.com
4 sessions: Thu, Jan 8–29 / 7:00–9:00 p.m.
4 sessions: Thu, May 28–Jun 18 / 7:00–9:00 p.m. (Alpharetta)

Explore the latest color and design trends and how to use them to create spaces that inspire. Examine the characteristics of fabrics and learn how to select effectively the appropriate fabric for the scheme, including mixing patterns and colors. Create eye-catching rooms by discovering the levels of quality and best uses of furniture. You will be introduced to simple, computer-assisted software applications that will allow you to change colors and other design elements in real time on your computer screen. This class also will reveal the importance of incorporating “green design” into your master plan and why green is now a standard in the design industry.

Learning the Fundamentals of Investing

Tuition: $275
Instructor: Ben L. Clark, MBA, MEd, CFP®, ChFC®, AAMS®
8 sessions: Tue, Feb 3–Mar 24 / 7:00–9:00 p.m.
8 sessions: Tue, Jun 9–Jul 28 / 7:00–9:00 p.m. (Alpharetta)

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

Apps, including Evernote, Docs To Go, Find my iPad/iPhone, DropBox, iBooks, and so much more.
Accent Reduction: Part 1

**Tuition:** $360 CEUs: 1.2  
**Instructor:** Donna Hope, MMS  
in Communication Disorders,  
Speech-Language Pathologist  
**8 sessions:** Wed, Jan 7–Feb 25 / 1:00–2:30 p.m. (Hope)  
**8 sessions:** Wed, Feb 4–Mar 25 / 7:00–8:30 p.m. (Hope)

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. Each student will have the opportunity to practice new pronunciations with direct feedback 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.

Conversational English for Non-Native Speakers

**Tuition:** $475 CEUs: 1.6  
**Instructor:** Elizabeth Holtam, MA,  
Applied Linguistics/ESL  
**8 sessions:** Tue, Feb 3–Mar 24 / 7:00–9:00 p.m.  
**8 sessions:** Mon, Jun 29–Aug 17 / 7:00–9:00 p.m.

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

**ESL Writing and Grammar**

*Tuition:* $435 CEUs: 1.6  
*Instructor:* Elizabeth Holtam, MA, Applied Linguistics/ESL  
*8 sessions:* Wed, Jan 28–Mar 18 / 7:00–9:00 p.m  
*8 sessions:* Tue, Jun 23–Aug 11 / 7:00–9:00 p.m.

This course is designed for proficient non-native speakers of English who wish to fine-tune their writing skills. Participants will practice writing in formats of their choice: simple compositions, academic essays, business and personal letters, emails, opinion pieces, and more. Grammar concepts such as verb tense and form, sentence clauses, sentence structure, transitions, and articles will be reviewed. Textbook required. (Textbook is not included.)

**French 101**

*Tuition:* $395 CEUs: 1.6  
*Instructors:* Susan Venable and Sherry Von Klitzing  
*8 sessions:* Mon, Feb 2–Mar 30 / 7:00–9:00 p.m. (Von Klitzing)  
*8 sessions:* Mon, Apr 13–Jun 8 / 7:00–9:00 p.m. (Venable)

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

**French 102**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Sherry Von Klitzing  
*8 sessions:* Tue, Jun 23–Aug 11 / 7:00–9:00 p.m.

Students will continue to build on the foundation begun in French 101, learning and practicing conversation about places and activities around town; ordering food and drinks in a café; and discussing leisure activities, parties, and cultural celebrations. Students will begin to practice how to tell others about things that happened in the past.

**Idioms and Phrasal Verbs**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Dorothy Fonde Werts, MS, Applied Linguistics and Teaching ESL, National Board Certified Teacher of English  
*8 sessions:* Thu, Feb 2–Mar 30 / 7:00–9:00 p.m.

As an advanced speaker of English as a second language, do you find that there are still many expressions that you cannot understand? Do the phrases “break down,” “build on,” “end up,” “go off,” “pin down,” “shoot off,” and “swear off” confuse you? These are phrasal verbs. In this class you will work through an entertaining text that contains more than 200 phrasal verbs, introduced in the context of an engaging drama. There are examples of use in dialogues and practice sentences to complete. Some of this practice we will do together in class, some will be completed individually as homework.

**Italian 101**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Antonella Giannasca  
*8 sessions:* Sat, Jan 24–Mar 21 / 10:00 a.m.–12:00 p.m.  
*8 sessions:* Sat, Apr 4–Jun 6 / 10:00 a.m.–12:00 p.m.

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

**Italian 102**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Antonella Giannasca  
*6 sessions:* Sat, Jun 20–Aug 15 / 10:00 a.m.–12:00 p.m.

Students will learn to describe people (including family members): what they are like, what they do, and what they are wearing; discuss clothes shopping and technology; and talk about what you did recently. This course is geared towards those students who have taken Italian 101 in this program, or have had some exposure to Italian, or have a strong background in one or more romance languages.
Foreign Languages and Culture

Spanish 101

_Tuition:_ $395  CEUs: 1.6  
_Instructors:_ Johanna Hitchcock Martínez and Maria Teresa Wall  
_8 sessions:_ Sat, Feb 7–Mar 28 / 10:00 a.m.–12:00 p.m. (Martínez)  
_8 sessions:_ Wed, Apr 1–May 20 / 7:00–9:00 p.m. (Wall)

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

Spanish 102

_Tuition:_ $395  CEUs: 1.6  
_Instructor:_ Alberta Alleyne  
_8 sessions:_ Wed, Jun 3–Jul 22 / 7:00–9:00 p.m.

Continue to build your vocabulary and Spanish phrases at a fundamental level. We focus on verbal communication and such grammar basics as how Spanish sentences are structured. The textbook for this course is also used for Spanish 101 and 103. Limited to 25.
Never Too Late: Reinvention Workshop with Bestselling Author Claire Cook

Tuition: $45
Instructor: Claire Cook, national bestselling author
1 session: Sat, Jan 31 / 9:00 a.m.–12:00 p.m.

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

A Novel Experience

Tuition: $245 CEUs: 1.2
Instructor: Linda E. Clopton, MA, Writer for Veranda
6 sessions: Mon, Feb 2–Mar 9, 2015 / 7:30–9:30 p.m.
6 sessions: Mon, Jul 13–Aug 17 / 7:00–9:00 p.m.

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

Basics of a Writing Career

Tuition: $175 CEUs: 0.6
Instructors: Bridget Anderson and Barbara Collier, Multipublished Authors
1 session: Sat, Feb 7 / 9:00 a.m.–3:00 p.m. (Alpharetta)
1 session: Sat, Jul 18 / 9:00 a.m.–3:00 p.m.

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

Digital Darkroom 1

Tuition: $425 CEUs: 1.2
Instructor: Thomas S. England
6 sessions: Tue, Mar 3–Apr 7 / 7:00–9:00 p.m.

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

Register today: ece.emory.edu
Digital Darkroom 2

**Tuition:** $425  
**Instructor:** Thomas S. England  
**6 sessions:** Mon, Jun 15–Jul 20 / 7:00–9:00 p.m.

The digital darkroom is rapidly evolving as new technology becomes available. This course is designed to move you beyond the basics to explore current ways to manipulate and enhance your images. You will learn how to create views of the world unavailable to the human eye or film technology.

Digital Photography 1

**Tuition:** $375  
**Instructor:** Thomas S. England  
**6 sessions:** Tue, Jan 13–Feb 17 / 7:00–9:30 p.m.

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

Digital Photography 2

**Tuition:** $375  
**Instructor:** Thomas S. England  
**6 sessions:** Mon, Apr 20–Jun 1 / 6:30–9:00 p.m.

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

Documentary Photography

**Tuition:** $250  
**Instructor:** Thomas S. England  
**6 sessions:** Mon, Feb 23–Mar 30 / 7:00–8:30 p.m.

Examine the practice of documentary photography from both historical and contemporary perspectives. Students will explore the idea of the documentary and how its interpretations are conveyed through media, journalistic approaches, and artists’ work. Topics include the photographer-subject relationship, content and ethics, photography-film interaction, camera functions and operation, lighting and flash, series development, and the critical role of the documentary photographer.

Essentials of Creative Writing

**Tuition:** $450  
**Instructor:** Jeff Haas, BA, English Language and Literature  
**8 sessions:** Tue, Jun 9–Jul 28 / 7:00–9:00 p.m.

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

Flash Fiction Workshop

**Tuition:** $335  
**Instructor:** Tray Butler, MA, Creative Writing, ABJ Journalism  
**7 sessions:** Tue, Apr 7–May 19 / 7:00–8:45 p.m.

Also known as short shorts and micro fiction, flash fiction refers to stories intentionally rendered in miniature, squeezing character development and emotional intensity into only a few hundred words—sometimes far fewer. This course will give students the chance to write and workshop original pieces of flash fiction.
Analysis of each piece will weigh strategies for creating stories in which every word must work overtime. Students will read and discuss flash fiction by modern masters including Margaret Atwood, Joyce Carol Oates, Tim O’Brien, and John Updike. By the end of the class, students will develop a deep understanding of the craftsmanship and ingenuity involved in writing nugget-sized narratives, insights that apply to compelling stories of any size.

Inspirational Nonfiction Writing

_Tuition:_ $295  _CEUs:_ 1.0  
_Instructor:_ Carl McColman, MA, Professional Writing and Editing, Multi-Published Author  
_Sessions:_ Wed, Apr 22–May 20 / 7:00–9:00 p.m.

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

Introduction to Screenwriting

_Tuition:_ $495  _CEUs:_ 1.6  
_Instructor:_ Vicki Armour-Hileman  
_Sessions:_ Mon, Feb 2–Mar 23 / 7:00–9:00 p.m.

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

Legal Issues in Photography

_Tuition:_ $350  _CEUs:_ 0.8  
_Instructor:_ Steve Dubner, JD  
_Sessions:_ Wed, Jul 29–Aug 19 / 7:00–9:00 p.m.

The focus is on underlying legal concepts and practical applications. We will answer three basic questions: How do you protect your work? How do you exploit your work? How do you avoid trouble? Topics covered include copyrights, various photography-specific contracts, and the rights of privacy (including street photography) and publicity.

Humor and Comedy Writing

_Tuition:_ $495  _CEUs:_ 1.6  
_Instructors:_ Paul Donnelly, Bruce Bonafede, Robin Henry, and Pam Sherman  
_Sessions:_ Tue, Jan 13–Mar 3 / 7:00–9:00 p.m.

Being a funny person may be a natural attribute but being a funny writer requires skill, thought, and practice . . . and more practice . . . and even more practice. In this course students will explore the distinction between humor and comedy and their practical application in a variety of specific genres. Participants will engage in multiple writing exercises designed to make each genre more accessible, while assisting students in identifying strengths and ideal markets.
Let There Be Light—Working With Portable Strobes

Tuition: $350 CEUs: 0.8
Instructors: Thomas S. England and David Diener
4 sessions: Mon, Oct 5–26 / 7:00–9:00 p.m.

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

Memoir: How to Write About a Life

Tuition: $295 CEUs: 1.0
Instructor: Christal Presley, PhD
5 sessions: Tue, Feb 17–Mar 17 / 7:00–9:00 p.m.

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

Poetry Workshop

Tuition: $295 CEUs: 1.2
Instructor: Alexa Selph, MA in English, Poet and Freelance Editor
6 sessions: Tue, Mar 17–Apr 21 / 7:00–9:00 p.m.

Led by an experienced and multi-published instructor, the course will focus on reading, writing, and discussing pieces of work that are studied. This class will have a dual focus on both reading and writing poetry, using as example and inspiration poems by the leading poets writing today. There will be writing assignments given every week, with opportunities to share your work with the class. These workshops require no background in literature, and they are limited to 15 students.

Sports and Action Photography

Tuition: $175 CEUs: 0.6
Instructor: Kevin J. Moran, JD
3 sessions: Thu, Mar 5–19 / 7:00–9:00 p.m.

Participants will learn about selecting the right equipment for sports and action photography as well as how to tweak the camera settings for the best results, including technical aspects unique to sports and action photography (e.g., exposure settings, focusing techniques, difficult shooting environments). We will review well-known sports and action photos to determine what makes a great sports photograph, and students will have opportunities to share their own photos for valuable insight and feedback from fellow photographers.

Survey—Creative Writing: The Art of Story

Tuition: $335 CEUs: 1.2
Instructor: Suzanne Moses
8 sessions: Wed, Mar 4–Apr 22, 2015 / 7:00–8:30 p.m.

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

Travel Photography

Tuition: $375 CEUs: 1.2
Instructor: Thomas S. England
4 sessions: Sat, Feb 7–28 / 9:00 a.m.–12:00 p.m.

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

*Tuition: $225* CEUs: 0.8  
*Instructor: Thomas S. England*  
*4 sessions:* Mon, Jan 26–Feb 16 / 7:00–9:00 p.m.  
*4 sessions:* Thu, Jun 4–25 / 7:00–9:00 p.m.

Don’t be intimidated by your camera. Our hands-on class offers simple-to-understand instructions about natural light, exposure, and the basics of two-dimensional design. The class also will cover managing your digital darkroom.

Writing Freelance

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

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

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

Additionally, ECE is approved for Veterans Educational Benefits.

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

Welcome to the Osher Lifelong Learning Institute (OLLI) at Emory.

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

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

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

Winter 2015: Jan 13–March 5, 2015
Spring 2015: April 7–May 28, 2015
Summer 2015: July 7–August 13, 2015
Fall 2015: September 15–November 6, 2015

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Register

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

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

Class Locations
Please check course descriptions for location.

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

Equal Opportunity and Affirmative Action Policy
Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Georgia State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
Emory Continuing Education
Winter/Spring 2015

Register online today at ece.emory.edu