Corporate Learning

Emory at your location on your schedule.

Professional and Personal Development

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

Financing Options

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

- An Emory Alliance Credit Union line of credit—visit ece.emory.edu/financing for more details
- Military assistance—see page 44 for details or visit ece.emory.edu/military

Continuing Education Units (CEUs)

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

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

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

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

Accelerated Training in Big Data

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

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

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

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

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

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

This program is intended for college graduates with a relevant degree, including programmers, engineers, data scientists/analysts, project/product/program managers, and anyone with an interest and aptitude for applications of ML and AI.

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

Accelerated Training in Business Intelligence

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

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

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

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

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

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

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

**Electives:**
Requires 24 elective hours; see website for more options:
1. Certified Associate in Project Management (CAPM) Exam Preparation (16 hours)
2. Project Management Professional (PMP) Exam Preparation (35 hours)
3. Microsoft Project Levels 1 and 2: Creating and Managing Projects (13 hours)
4. Lean Six Sigma White Belt (8.5 hours)

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

**Web Technologies**

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

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

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

Please visit ece.emory.edu/web for more details.
**Graphic Design**

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

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

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

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

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

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**Paralegal**

Our Paralegal Certificate program is Georgia's longest-running postbaccalaureate paralegal program. Since 2005, more than 1,500 paralegal students have completed our program, some of whom have gone on to work at top Atlanta law firms. The program provides training for both the practical skills and critical knowledge needed by those working in the paralegal field. All courses in our program are taught by licensed, practicing attorneys or other subject matter experts.

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

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

**Electives:** (Requires two elective courses; see website for more options)
1. Business Organizations
2. E-Discovery
3. Wills, Trusts, and Estates
4. Administrative Law

Please visit [ece.emory.edu/paralegal](http://ece.emory.edu/paralegal) for more details.
Lean Six Sigma

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

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

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

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

Essentials of Management

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

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

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

Please visit ece.emory.edu/management for more details.
**Essentials of Supervision**

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

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

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

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

**Essentials of Human Resources Management**

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

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

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

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

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

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

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

Electives:
Requires 12 elective hours; see website for more options:
(1) Essentials of Conflict Management
(2) Leading through Change
(3) Managing Difficult Conversations and Situations
(4) The Power of the Personal Brand
(5) Win-Win Negotiations

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

Creative Writing

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

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

Electives:
Requires three elective courses; see website for more options:
(1) Telling Our Stories: Writing Memoir
(2) Poetry Workshop
(3) Expand Your Creativity
(4) Introduction to Screenwriting
(5) Writing Freelance
(6) Science Fiction Workshop: Heroes, Myths, and Monsters

Please visit ece.emory.edu/creative_writing for more details.
Digital Photography

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

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

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

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

Landscape Design

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

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

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

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

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

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

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

Event Planning

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

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

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

Please visit ece.emory.edu/event_planning for more details.
Tuition: $395  CEUs: 0.6  
Instructor: Claudia Coplon Clements

1 session: Fri, Sep 14, 2018 / 9:00 a.m.–4:00 p.m.
1 session: Sat, Nov 10, 2018 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Dec 7, 2018 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Feb 4, 2019 / 9:00 a.m.–4:00 p.m.

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

Tuition: $425  CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Thu, Nov 8, 2018 / 9:00 a.m.–4:00 p.m.
1 session: Tue, Feb 5, 2019 / 9:00 a.m.–4:00 p.m.

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

Good Grammar is Good Business

Tuition: $375  CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Wed, Dec 5, 2018 / 9:00 a.m.–4:00 p.m.

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

Improving Your Listening Skills

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 3, 2018 / 9:00 a.m.–12:00 p.m.

Identify the keys to clear communication via effective listening techniques. Learn to understand priorities and biases in a conversation, including unspoken messages sent to others during the listening process, as well as hidden information not easily recognized.

Event Planning: Introduction

Tuition: $695  CEUs: 1.2
Instructor: Heather Herrig, CMP
4 sessions: Tue and Thu, Oct 9–18, 2018 / 6:00–9:00 p.m.
4 sessions: Mon–Thu, Jan 28–31, 2019 / 6:00–9:00 p.m.

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

Event Planning: Focus on Food and Beverage

Tuition: $245  CEUs: 0.4
Instructor: Heather Herrig, CMP
2 sessions: Tue and Thu, Oct 23 and 25, 2018 / 7:00–9:00 p.m.

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

Event Planning: Connect with Technology

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Heather Herrig, CMP  
**1 session:** Sat, Feb 9, 2019 / 9:00 a.m.–12:00 p.m.

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

Event Planning: Develop an Edge on Execution

**Tuition:** $245  **CEUs:** 0.4  
**Instructor:** Heather Herrig, CMP  
**1 session:** Sat, Feb 9, 2019 / 1:00–5:00 p.m.

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

Managing Your Time and Productivity

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Nov 5, 2018 / 9:00 a.m.–4:00 p.m.  
**1 session:** Tue, Mar 5, 2019 / 9:00 a.m.–4:00 p.m.

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

Powerful Presentations: Deliver, Persuade, Inspire

**Tuition:** $395  **CEUs:** 0.6  
**Instructor:** Vicki Flier Hudson  
**1 session:** Thu, Nov 29, 2018 / 9:00 a.m.–4:00 p.m.

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

*Tuition: $395*  
*CEUs: 0.6*  
*Instructor: Nancy Colter, MBA*  
*1 session: Mon, Oct 22, 2018 / 9:00 a.m.–4:00 p.m.*  
*1 session: Thu, Dec 13, 2018 / 9:00 a.m.–4:00 p.m.*  
*1 session: Mon, Mar 11, 2019 / 9:00 a.m.–4:00 p.m.*

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

**Training Design for Trainers**

*Tuition: $375*  
*CEUs: 0.6*  
*Instructor: Nancy Colter, MBA*  
*1 session: Wed, Nov 7, 2018 / 9:00 a.m.–4:00 p.m.*  
*1 session: Mon, Feb 25, 2019 / 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.

**Your Image Is a Communication Tool**

*Tuition: $195*  
*CEUs: 0.3*  
*Instructor: Katie Karppala, BCC*  
*1 session: Tue, Nov 27, 2018 / 9:00 a.m.–12:00 p.m.*

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

**The Power of Personal Brand**

*Tuition: $195*  
*CEUs: 0.3*  
*Instructor: Katie Karppala, BCC*  
*1 session: Tue, Nov 27, 2018 / 1:00–4:00 p.m.*

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

**Win-Win Negotiations**

*Tuition: $375*  
*CEUs: 0.6*  
*Instructor: Jonathan Burman, MA*  
*1 session: Tue, Nov 6, 2018 / 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.
Management and Human Resources Essentials

Essentials of Human Resources Management

*Tuition: $1,795  CEUs: 2.7*

*Instructors: Soumaya Khalifa, MBA, Greg Creech, MCAS-I, CTT+, and Charles Craig, MBA*

*9 sessions: Tue and Thu, Oct 16–Nov 13, 2018 / 6:30–9:30 p.m.*

*9 sessions: Tue and Thu, Mar 12–Apr 9, 2019 / 6:30–9:30 p.m.*

Our program addresses the issues human resources employees or supervisors face daily, from legal matters to selecting qualified employees. The program includes the SHRM Essentials of Human Resource Management as an introductory course, offering a comprehensive overview of human resource roles and responsibilities. The program offers additional skills and knowledge important to HR practitioners.
Behavioral Interviewing for Hiring Professionals
Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, Nov 1, 2018 / 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 techniques, emphasizing in-depth questioning to assist in assessing the candidate’s fit and potential success.

Coaching Effectively
Tuition: $195  CEUs: 0.3
Instructor: Jonathan Burman, MA
1 session: Thu, Sep 27, 2018 / 9:00 a.m.–12:00 p.m.
1 session: Fri, Dec 14, 2018 / 1:00–4:00 p.m.
1 session: Mon, Mar 4, 2019 / 9:00 a.m.–12:00 p.m.

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

Dealing with Difficult People
Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Mar 25, 2019 / 9:00 a.m.–12:00 p.m.

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

Delegating Effectively
Tuition: $195  CEUs: 0.3
Instructor: Jonathan Burman, MA
1 session: Thu, Sep 27, 2018 / 1:00–4:00 p.m.
1 session: Fri, Dec 14, 2018 / 9:00 a.m.–12:00 p.m.
1 session: Mon, Mar 4, 2019 / 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. 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 Conflict Management
Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 10, 2018 / 1:00–4:00 p.m.
1 session: Mon, Mar 25, 2019 / 1:00–4:00 p.m.

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

Essentials of Leadership for Managers
Tuition: $825  CEUs: 1.2
Instructor: Jonathan Burman, MA
2 sessions: Tue and Wed, Dec 11 and 12, 2018 / 9:00 a.m.–4:00 p.m.

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

Tuition: $375  CEUs: 0.6
Instructor: Jonathan Burman, MA
1 session: Fri, Nov 2, 2018 / 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.

Influence and Persuasion

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, Mar 7, 2019 / 9:00 a.m.–4:00 p.m.

Influence and persuasion are typically categorized as marketing and sales tools. Yet the power, frequency, and scope of influence are often underestimated. If you want a raise, sometimes you need to persuade your boss. If you want to convince your team to adopt a change, help your staff make choices, or choose the best place for lunch, influence plays a big role. Sharpen your skills during this workshop as you explore techniques and concepts designed to help you increase your impact in the workplace and beyond.

Leading Through Change

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Thu, Oct 4, 2018 / 1:00–4:00 p.m.
1 session: Tue, Feb 12, 2019 / 9:00 a.m.–12:00 p.m.

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

Managing Diverse Behavioral Styles

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Dec 3, 2018 / 1:00–4:00 p.m.

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

Managing Difficult Conversations and Situations

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, Dec 6, 2018 / 9:00 a.m.–4:00 p.m.

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

Managing Employee Performance

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Thu, Oct 4, 2018 / 9:00 a.m.–12:00 p.m.
1 session: Tue, Feb 12, 2019 / 1:00–4:00 p.m.

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

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Oct 18, 2018 / 9:00 a.m.–12:00 p.m.

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

Building Teams–Building Culture

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Thu, Oct 18, 2018 / 1:00–4:00 p.m.

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

Managing Up: Forging a Successful Relationship with Your Supervisor

**Tuition:** $195  **CEUs:** 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Dec 10, 2018 / 9:00 a.m.–12:00 p.m.

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

Supervising Effectively

**Tuition:** $795  **CEUs:** 1.2  
**Instructor:** Nancy Colter, MBA  
**2 sessions:** Mon and Tue, Feb 18 and 19, 2019 / 9:00 a.m.–4:00 p.m.

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

Transformational Leadership: Inspiring Your Team

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Jonathan Burman, MA  
**1 session:** Tue, Dec 4, 2018 / 9:00 a.m.–4:00 p.m.

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

Lean Six Sigma Green Belt Certificate

Tuition: $3,995/$3,495 (online) CEUs: 2.7
Instructors: Brenda Brown, MA, CLSSBB, and Mark Eclavea, MBA, Master Black Belt
16 sessions: Tue and Thu, Sep 27–Dec 18, 2018 / 7:00–8:30 p.m. (Brown) (online)
4 sessions: Sat and Sun, Nov 3–18, 2018 / 9:00 a.m.–4:00 p.m. (Eclavea)
4 sessions: Sat and Sun, Mar 9–24, 2019 / 9:00 a.m.–4:00 p.m. (Brown)

Students will gain the knowledge and skills necessary to lead successful end-to-end Green Belt projects using the define, measure, analyze, improve, and control (DMAIC) methodology. A combination of lectures, individual and group exercises, and supplementary online modules will provide an environment to learn and practice the key tools and techniques needed to complete LSS Green Belt projects.
**Lean Six Sigma White Belt Certificate**

**Tuition:** $695  **CEUs:** 0.85  
**Instructors:** Brenda Brown, MA, CLSSBB; Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB; and Mark Eclavea, MBA, Master Black Belt  
**1 session:** Sat, Oct 6, 2018 / 9:00 a.m.–4:30 p.m. (Eclavea)  
**1 session:** Sat, Feb 2, 2019 / 9:00 a.m.–4:30 p.m. (Gray)  
**4 sessions:** Wed, Apr 3–24, 2019 / 7:00–8:30 p.m. (Brown) (online)  

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

**Lean Six Sigma Black Belt Certificate**

**Tuition:** $5,995  **CEUs:** 5.6  
**Instructor:** Mark Eclavea, MBA, Master Black Belt  
**See website for details**

High-performing and skilled employees who earn a Lean Six Sigma Black Belt are often hand-picked to lead complex, cross-discipline and cross-departmental improvement projects. This can result in a significant financial benefit to the company as well as in salary potential. Students will practice primary data analysis techniques including Minitab® software utilization required of black belts aligned with and in support of the DMAIC methodology via lecture, hands-on examples, practical exercises, and online video research. Students also will learn nonstatistical change management concepts and basic financial metrics required in successful end-to-end black belt improvement projects.

**Project Management: Introduction**

**Tuition:** $825  **CEUs:** 1.3  
**Instructors:** John Kailey, PMP; Ali Kazmi, PMP; and Michael Martin, PMP  
**2 sessions:** Sat and Sun, Sep 15 and 16, 2018 / 9:00 a.m.–4:30 p.m. (Martin)  
**2 sessions:** Sat and Sun, Oct 27 and 28, 2018 / 9:00 a.m.–4:30 p.m. (Kazmi)  
**2 sessions:** Sat and Sun, Jan 26 and 27, 2019 / 9:00 a.m.–4:30 p.m. (Kailey)  
**2 sessions:** Sat and Sun, Mar 9 and 10, 2019 / 9:00 a.m.–4:30 p.m. (Martin)  

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

**Lean Six Sigma for Health Care Professionals**

**Tuition:** $895  **CEUs:** 1.2  
**Instructor:** Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB  
**2 sessions:** Sat and Sun, Feb 23 and 24, 2019 / 9:00 a.m.–4:00 p.m.  

Optimize your health care environment with our essential Lean Six Sigma (LSS) training. Through both classroom activities and scenario-based assessments, course participants will learn how to lead or contribute to successful health care improvement projects ranging from patient delivery to finance and support operations. Participants can then apply practical knowledge and skills learned to their own real-world health care settings. This post-white belt/green belt LSS course also will develop participants’ understanding of and experience in the DMAIC (define, measure, analyze, improve, and control) methodology as well as key LSS tool utilization.
Lean Six Sigma and Project Management

Project Management: Communications Tools and Techniques
Tuition: $425  CEUs: 0.6
Instructors: John Kailey, PMP, and Michael Martin, PMP
1 session: Sun, Nov 11, 2018 / 9:00 a.m.–4:00 p.m. (Kailey)
1 session: Sat, Apr 6, 2019 / 9:00 a.m.–4:00 p.m. (Martin)

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

Project Management: Cost Tools and Techniques
Tuition: $295  CEUs: 0.4
Instructors: John Kailey, PMP, and Tim Peek, PMP
1 session: Sat, Nov 3, 2018 / 1:30–5:30 p.m. (Peek)
1 session: Sat, Feb 9, 2019 / 8:30 a.m.–12:30 p.m. (Kailey)

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

Project Management: Integration Tools and Techniques
Tuition: $395  CEUs: 0.6
Instructor: Tim Peek, PMP
1 session: Sat, Oct 13, 2018 / 9:00 a.m.–4:00 p.m.

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

Project Management: Scheduling Tools and Techniques
Tuition: $495  CEUs: 0.7
Instructors: Kevin Postich, PMP and Ali Kazmi, PMP
1 session: Sat, Nov 10, 2018 / 9:00 a.m.–5:00 p.m. (Postich)
1 session: Sat, Mar 23, 2019 / 9:00 a.m.–5:00 p.m. (Kazmi)

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

Project Management: Risk Tools and Techniques
Tuition: $295  CEUs: 0.4
Instructors: Michael Martin, PMP, and Kevin Postich, PMP
1 session: Sun, Nov 4, 2018 / 1:00–5:00 p.m. (Martin)
1 session: Sun, Feb 10, 2019 / 1:00–5:00 p.m. (Postich)

Risk management helps quantify the potential impact—positive or negative—that uncertain future events may have on a project. Course participants will learn where to look for risk and how to assess impact and probability by performing quantitative risk analysis and then using that information to create and maintain effective risk management plans to respond to and control variables.

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**Lean Six Sigma and Project Management**

**Project Management: Scope Tools and Techniques**

**Tuition:** $295  
**CEUs:** 0.4  
**Instructors:** Tim Peek, PMP, and John Kailey, PMP  
**1 session:** Sat, Nov 3, 2018 / 8:30 a.m.–12:30 p.m. (Peek)  
**1 session:** Sat, Feb 9, 2019 / 1:30–5:30 p.m. (Kailey)  

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

**Certified Associate in Project Management (CAPM®) Exam Preparation**

**Tuition:** $795  
**CEUs:** 1.6  
**Instructor:** Ali Kazmi, PMP  
**2 sessions:** Sat and Sun, Feb 2 and 3, 2019 / 8:30 a.m.–5:30 p.m.  

Get a head start in your career as a project manager by preparing for the Certified Associate in Project Management (CAPM) exam with this intensive two-day course. Participants will discuss the 10 knowledge areas and 5 process groups that guide project management and apply that knowledge with individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. Students can satisfy the education requirements for the CAPM exam by pairing this course with Introduction to Project Management.

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

**Tuition:** $1,695  
**CEUs:** 3.5  
**Instructor:** Tim Peek, PMP  
**5 sessions:** Sat, Sun, and Fri, Dec 1, 2, 7, 8, and 9, 2018 / 8:30 a.m.–4:30 p.m.  

Established project managers can boost their career prospects by preparing for project management professional (PMP) certification in this intensive five-day course. Participants will discuss the 10 knowledge areas and 5 process groups defined in the PMBOK® guide including how they align in project management process. Understand the formulas commonly found on the PMP exam, and apply that knowledge with individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. Once completed successfully, this course satisfies the 35 hours of project management education required for the PMP exam.
Adobe InDesign Level 1: Introduction

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

2 sessions: Sat, Sep 22 and 29, 2018 / 9:00 a.m.–4:30 p.m. (Brown)
2 sessions: Thu and Fri, Nov 15 and 16, 2018 / 9:00 a.m.–4:30 p.m. (Snodgrass)
4 sessions: Mon–Thu, Jan 28–31, 2019 / 6:00–9:15 p.m. (Brown)
2 sessions: Thu and Fri, Mar 14 and 15, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)

Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We’ll get to know the workspace and menus of InDesign before creating simple documents, and we also will discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.
Adobe After Effects Level 1: Introduction

Tuition: $995  CEUs: 1.95
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
3 sessions: Sat, Oct 20–Nov 3, 2018 / 9:00 a.m.–4:30 p.m.

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

Adobe Illustrator Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructors: Michael Snodgrass, Adobe Certified Expert, CTT+, and Christopher Brown
2 sessions: Tue and Wed, Oct 9 and 10, 2018 / 9:00 a.m.–4:30 p.m. (Snodgrass)
4 sessions: Mon–Thu, Dec 10–13, 2018 / 6:00–9:15 p.m. (Brown)
2 sessions: Thu and Fri, Mar 7 and 8, 2019 / 9:00 a.m.–4:30 p.m. (Brown)

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

Adobe Illustrator Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructors: Michael Gaston, Adobe Certified Expert, CTT+, and Christopher Brown
2 sessions: Sat, Jan 26 and Feb 2, 2019 / 9:00 a.m.–4:30 p.m. (Snodgrass)
4 sessions: Mon and Tue, Apr 22–30, 2019 / 6:00–9:15 p.m. (Brown)

Mastering the basics means you’ll be able to produce an almost endless scope of graphic designs. Use Illustrator to create dynamic graphics with advanced drawing and editing tools, path-editing techniques, filter effects, and masks. By the end of this course, you’ll have developed an understanding of Illustrator’s more advanced features and tools.

Adobe InDesign Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructors: Michael Gaston, Adobe Certified Expert, CTT+, and Christopher Brown
4 sessions: Tue and Thu, Nov 27–Dec 6, 2018 / 6:00–9:15 p.m. (Brown)
2 sessions: Thu and Fri, Mar 28 and 29, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)

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

Adobe Photoshop Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Thu and Fri, Sep 27 and 28, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Nov 10 and 17, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Feb 7 and 8, 2019 / 9:00 a.m.–4:30 p.m.

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

Adobe Photoshop Level 2: Intermediate

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Sat, Dec 1 and 8, 2018 / 9:00 a.m.–4:30 p.m.
4 sessions: Mon–Thu, Apr 15–18, 2019 / 6:00–9:15 p.m.

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

Adobe Premiere Pro Level 1: Introduction

Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 sessions: Thu and Fri, Oct 11 and 12, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Mar 23 and 30, 2019 / 9:00 a.m.–4:30 p.m.

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

E-Commerce Fundamentals

Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 sessions: Sun, Nov 4 and 11, 2018 / 9:00 a.m.–4:30 p.m.
4 sessions: Tue, Oct 9–30, 2018 / 6:00–9:15 p.m.

It’s one of the great dreams of running a website: waking up in the morning and finding that people have paid money for your goods or services. How can you make this dream come true? Well, we can’t guarantee that people will actually want to buy your replica Dusenberg hubcaps, but this course will describe the software and back-end support needed to enable people to buy from you via your website. We’ll discuss advertising, inventory, shopping carts, customer databases, payment options, fulfillment, and the “glue” that holds it all together.

Email Marketing Strategy

Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 session: Sun, Oct 21, 2018 / 9:00 a.m.–4:30 p.m.

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

Foundations of Graphic Design

Tuition: $695 CEUs: 1.3
Instructor: Christopher Brown
4 sessions: Tue, Oct 9–30, 2018 / 6:00–9:15 p.m.
4 sessions: Sat, Feb 9–Mar 2, 2019 / 9:00 a.m.–12:15 p.m.

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

*Tuition: $375  CEUs: 0.8  
*Instructor: Mary Zimnik, Adobe Certified Expert, CTT+ 
*4 sessions: Mon and Thu, Oct 15–25, 2018 / 7:00–9:00 p.m. (online)*

Are you interested in building your own website or starting a new career? Our course will help you understand best practices for web design and development and introduce you to the technologies that power the web. We will focus on big-picture concepts, but we also will discuss the workflow processes and best practices that will help you methodically and successfully complete a design or development project.

**Social Media Analytics**

*Tuition: $695  CEUs: 1.3  
*Instructor: Jessica Ludolph 
*2 sessions: Sat, Nov 10 and 17, 2018 / 9:00 a.m.–4:30 p.m.  

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

**Web Video Production Fundamentals**

*Tuition: $375  CEUs: 0.65  
*Instructor: Brent Laminack, CTT+ 
*1 session: Sun, Oct 14, 2018 / 9:00 a.m.–4:30 p.m.*

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

**Coding and Scripting**

**HTML and CSS Level 1: Introduction**

*Tuition: $995  CEUs: 1.95  
*Instructor: Rashaad Jones, PhD 
*3 sessions: Sat, Oct 13–27, 2018 / 9:00 a.m.–4:30 p.m.  
*3 sessions: Sat, Jan 26–Feb 9, 2019 / 9:00 a.m.–4:30 p.m.*

Hypertext markup language (HTML) and cascading style sheets (CSS) are inseparable languages that together describe the structure and display of pages on the World Wide Web. Our introductory course introduces you to the syntax and explores techniques using both languages to create and format headings, body text, hyperlinks, images, tables, forms, and more. Build your skills using hands-on techniques to develop the core components of an impactful and useful web presence.
HTML and CSS Level 2: Intermediate

Tuition: $695  CEUs: 1.3
Instructor: Rashaad Jones, PhD
2 sessions: Sun, Feb 17 and 24, 2019 / 9:00 a.m.–4:30 p.m.

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

JavaScript Level 1: Introduction

Tuition: $695  CEUs: 1.3
Instructor: Rashaad Jones, PhD
2 sessions: Sat, Dec 1 and 8, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Apr 6 and 13, 2019 / 9:00 a.m.–4:30 p.m.

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

Python: General Programming for Practical Applications

Tuition: $1,350  CEUs: 1.8
Instructor: Rashaad Jones, PhD
6 sessions: Mon and Wed, Oct 8–24, 2018 / 6:30–9:30 p.m.

In this introductory course, you will learn the fundamentals of Python: object-oriented programming, database programming, and user interface (UI) programming. We’ll also explore how to use Python for data science, website and online game development, file creation/management, and other relevant, in-demand applications. These practical skills can provide the groundwork to help prepare you for a variety of lucrative career options.

SQL Level 2: Intermediate

Tuition: $725  CEUs: 1.3
Instructor: Sajean Page
2 sessions: Wed and Thu, Nov 28 and 29, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Feb 21 and 22, 2019 / 9:00 a.m.–4:30 p.m.

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

Structured query language (SQL) is a must-know technology for anyone who works with data. Discover how to use SQL to create queries that extract and manipulate information from relational databases. We will discuss how to create expressions that calculate and summarize information, as well as how to search, filter, and sort your data using more than 30 different SQL clauses and functions. Participants should leave with a good working knowledge and understanding of the SQL language.
Microsoft Office

Microsoft Project Levels 1 and 2: Creating and Managing Projects

Tuition: $555 CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+, CMM I
2 sessions: Thu and Fri, Oct 4 and 5, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Feb 16 and 23, 2019 / 9:00 a.m.–4:30 p.m.

Learn the skills necessary to create a project plan in Microsoft Project and update it through the planning, execution, monitoring, and controlling phases. This course discusses Gantt charts, tasks, critical paths, and resource management. Learn to import and export project data with Excel and other applications; update a project plan as changes occur during the project; create custom reports for project stakeholders; and create templates to reuse project information in future projects.
Microsoft Access: Accessing the Possibilities

Tuition: $675  CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 sessions: Fri, Nov 30–Dec 14, 2018 / 9:00 a.m.–4:30 p.m.

Create and manage your own Access database. Join us as we build and edit queries, tables, forms, and reports for data manipulation. Explore various database objects, relationships, and primary keys while discovering how to properly and efficiently use various Access functionalities. This course is best suited for current Access or intermediate Excel users with an existing knowledge of databases.

Microsoft Excel Level 1: Introduction

Tuition: $375  CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 session: Wed, Oct 10, 2018 / 9:00 a.m.–4:30 p.m.
1 session: Wed, Feb 6, 2019 / 9:00 a.m.–4:30 p.m.

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

Microsoft Excel Level 2: Excelling at Excel

Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 sessions: Fri, Sep 14 and 21, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Tue, Nov 27 and Dec 4, 2018 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Jan 18 and 25, 2019 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Mar 22 and 29, 2019 / 9:00 a.m.–4:30 p.m.

If you’re comfortable with Excel but know you still have a lot to learn to use it to its full potential, this two-day course is for you. We will use formatting and basic formulas and functions to create our own fully functional monthly and annual budget tracking spreadsheets. Participants also will learn to use more advanced functions like PivotTables and VLOOKUPs to become more productive in the workplace.

Microsoft Excel Level 3: More Excelling at Excel

Tuition: $375  CEUs: 0.65
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Thu, Dec 13, 2018 / 9:00 a.m.–4:30 p.m.
1 session: Fri, Apr 12, 2019 / 9:00 a.m.–4:30 p.m.

In this course, we will discover how to formulate smarter worksheets by understanding Excel’s time format and using Date Calculations. We also will learn to use data validation criteria to keep data accurate and streamline input with dropdown lists. From there, we will construct logical comparisons between given and expected values using IF...THEN...ELSE statements.

Finally, we’ll learn more about PivotTables, collaboration within Excel, and how to create the most useful types of charts for the presentation of your data.

Microsoft Excel: Data Analysis Using Pivot Tables

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Fri, Nov 2, 2018 / 9:30 a.m.–12:30 p.m.
1 session: Fri, Feb 1, 2019 / 9:30 a.m.–12:30 p.m.

PivotTables allow you to change the view of your data quickly and easily. They also automatically sort your data and create totals, averages and other functions too. Students in this half-day course will build different PivotTables using existing databases to obtain insights into account management, human resources, marketing, and more.

Microsoft Excel: Data Management and Manipulation

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Fri, Nov 16, 2018 / 9:30 a.m.–12:30 p.m.
1 session: Thu, Mar 21, 2019 / 9:30 a.m.–12:30 p.m.

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

Excelling at Excel: The FUNdamentals

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Wed, Oct 3, 2018 / 9:30 a.m.–12:30 p.m.
1 session: Tue, Feb 5, 2019 / 9:30 a.m.–12:30 p.m.

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

Excelling at Excel: Formulas and Functions

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Wed, Nov 14, 2018 / 9:30 a.m.–12:30 p.m.
1 session: Tue, Feb 19, 2019 / 9:30 a.m.–12:30 p.m.

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

Microsoft PowerPoint: PowerPoint Power

Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 sessions: Mon, Dec 3 and 10, 2018 / 9:00 a.m.–4:30 p.m.

Create your own presentation and template to help with your branding and customization of PowerPoint. Utilize PowerPoint’s slide show options and create interactive slides with the web and other applications. Our slides will include: charts, diagrams, photos, clip art, text, bullets and numbers, tables, sound, and movies. We'll discuss the importance of color, animation, and presenting with PowerPoint. Create a dynamic PowerPoint presentation from scratch and learn how to present like a pro.

Excelling at Excel: More Formulas and Functions

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Wed, Dec 12, 2018 / 9:30 a.m.–12:30 p.m.

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

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

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Wed, Oct 3, 2018 / 9:30 a.m.–12:30 p.m.
1 session: Tue, Feb 5, 2019 / 9:30 a.m.–12:30 p.m.

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

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

Tuition: $185  CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 session: Wed, Dec 12, 2018 / 9:30 a.m.–12:30 p.m.

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

Tuition: $1,595  CEUs: 3.6
Instructor: Charles Craig
6 sessions: Sat, Sep 22–Dec 1, 2018 / 9:00 a.m.–4:00 p.m.
6 sessions: Sat, Feb 16–Apr 27, 2019 / 9:00 a.m.–4:00 p.m.

Our modular-based course is designed to prepare participants for the PHR/SPHR examination designated by the Human Resource Certification Institute (HRCI). The course offers practice tests, case studies, and the body of knowledge needed to be successful on the examination.
PSAT Test Preparation
Tuition: $250
Instructor: Triba Gary-Davis, PhD
3 sessions: Sat, Sep 15–29, 2018 / 1:00–4:00 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 areas of weakness and receive test-taking strategies that will help you to receive your best score.

SAT Test Preparation
Tuition: $595
Instructors: Triba Gary-Davis, PhD, and Humsini Arakali, EdD
6 sessions: Sat, Sep 22–Oct 27, 2018 / 9:00 a.m.–12:00 p.m. (Gary-Davis)
6 sessions: Wed, Jan 23–Feb 27, 2019 / 6:00–9:00 p.m. (Arakali)

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

MCAT Test Preparation
Tuition: $1,575
Instructor: Devin Stewart, PhD
6 sessions: Sat and Sun, Sep 8–30, 2018 / 9:00 a.m.–5:00 p.m.
See website for details on 2019 dates

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

LSAT Test Preparation
Tuition: $750
Instructors: Devin Stewart, PhD, Jeffrey Domozick, JD, and Humsini Arakali, EdD
6 sessions: Sat, Oct 6–Nov 10, 2018 / 9:00 a.m.–1:00 p.m. (Domozick)
8 sessions: Tue, Nov 13–Dec 11, 2018 / 6:00–9:00 p.m. (Arakali)

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, evaluate your own strengths and weaknesses, and tailor your study plan to maximize your performance on test day.

GMAT Test Preparation
Tuition: $650
Instructors: Humsini Arakali, EdD, and Devin Stewart, PhD
See website for details

Gain a thorough grounding in the GMAT’s format and question types and in 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.

GRE Comprehensive Test Preparation
Tuition: $650
Instructors: Devin Stewart, PhD, Jeffrey Domozick, JD, and Humsini Arakali, EdD
7 sessions: Sat, Sep 29–Nov 10, 2018 / 1:30–4:30 p.m. (Domozick)
4 sessions: Sat and Sun, Oct 27–Nov 11, 2018 / 9:00 a.m.–2:45 p.m. (Stewart)
See website for details on 2019 dates

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.

GMAT Test Preparation
Tuition: $650
Instructors: Humsini Arakali, EdD, and Devin Stewart, PhD
See website for details

Gain a thorough grounding in the GMAT’s format and question types and in 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.
Beginning Drawing

Tuition: $225
Instructor: Guy Robinson
8 sessions: Tue, Sep 25–Nov 13, 2018 / 6:30–8:00 p.m.
8 sessions: Wed, Jan 30–Mar 20, 2019 / 6:30–8:00 p.m.
8 sessions: Tue, Apr 9–May 28, 2019 / 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.

Personal Development
Abstract Painting
Tuition: $225
Instructor: Guy Robinson
4 sessions: Wed, Nov 7–Dec 5, 2018 / 6:30–9:30 p.m.
4 sessions: Wed, May 8–29, 2019 / 6:30–9:30 p.m.
Experience the joy and freedom of abstraction. For the beginner to the more experienced student, this class focuses on the major styles from cubism to abstract expressionism. Even for those interested in representational painting, abstraction offers a great way to study paint handling, color theory, and composition. Students are welcome to work with their own choice of medium—oil, acrylic, or watercolor.

Artistic Landscape Enhancements
Tuition: $95
Instructor: Jonathan Williams
1 session: Sat, Oct 6, 2018 / 9:00 a.m.–12:00 p.m.
Everyone appreciates a beautiful landscape—now make your neighbors jealous! Both weekend gardeners and landscape professionals will take away industry best practices to elevate your understanding of the principles and elements of stunning, artistic landscapes. Participants in this highly interactive course can then leverage a firm grasp of these concepts to approach outdated sites and easily identify enhancements to maximize curb appeal.

Beginning Oil Painting
Tuition: $225
Instructor: Guy Robinson
6 sessions: Tue, Jan 29–Mar 5, 2019 / 6:30–8:30 p.m.
Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You will 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.

Astronomy in the Suburbs: An Introduction to Star Gazing
Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Mar 20–Apr 10, 2019 / 7:00–9:00 p.m.
Learn a basic understanding of the night sky and how to enjoy the stars from your own neighborhood. Your instructor will guide you through the constellations and how to use a sky chart to locate the major stars and planets and observe the phases of the moon.

Blueprint for Financial Success
Tuition: $195
Instructors: Bill Nichols, CFP®, and John Carty-Campbell, CFP®
5 sessions: Mon, Oct 8–Nov 5, 2018 / 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

Tuition: $175  
Instructor: Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host  
4 sessions: Thu, Sep 20–Oct 11, 2018 / 7:00–9:00 p.m.  
4 sessions: Thu, Feb 28–Mar 21, 2019 / 7:00–9:00 p.m.

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

Decorating Basics II

Tuition: $175  
Instructor: Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host  
4 sessions: Thu, Oct 25–Nov 15, 2018 / 7:00–9:00 p.m.  
4 sessions: Thu, Apr 4–25, 2019 / 7:00–9:00 p.m.

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

English Refresher

Tuition: $350  
CEUs: 1.2  
Instructor: Lisa Ethridge, MA  
6 sessions: Tue, Mar 5–Apr 9, 2019 / 7:00–9:00 p.m.

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

Enjoying Wine: The Basics and Beyond

Tuition: $225  
Instructor: Nancy Waldeck  
4 sessions: Tue, Oct 23–Nov 13, 2018 / 6:30–8:30 p.m.  
4 sessions: Tue, Mar 26–Apr 16, 2019 / 6:30–8:30 p.m.

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

Introduction to Home Staging

Tuition: $175  
Instructor: Melanie Serra, Certified Staging Trainer, Principal of Interior Revivals Inc., and Founding Director of the Staging and Decorating Guild LLC  
1 session: Sat, Oct 13, 2018 / 9:00 a.m.–3:30 p.m.  
1 session: Sat, Apr 6, 2019 / 9:00 a.m.–3:30 p.m.

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

Kitchen Design and Décor

Tuition: $175  
Instructor: Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host  
4 sessions: Wed, Jan 16–Feb 6, 2019 / 7:00–9:00 p.m.

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

**Landscape Painting with Wayland Moore**

**Tuition:** $225  
**Instructor:** Wayland Moore  
**6 sessions:** Mon, Oct 15–Nov 19, 2018 / 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.

**Principles of Design**

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host  
**4 sessions:** Thu, Jan 17–Feb 7, 2019 / 7:00–9:00 p.m.  
**4 sessions:** Thu, May 9–May 30, 2019 / 7:00–9:00 p.m.

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

**Learning the Fundamentals of Investing**

**Tuition:** $275  
**Instructors:** Ben Clark, MBA, MEd, CFP®, ChFC®, AAMS®, and Erik Thompson, MBA, CFP®  
**8 sessions:** Thu, Sep 13–Nov 8, 2018 / 7:00–9:00 p.m.  
**8 sessions:** Tue, Mar 5–Apr 23, 2019 / 7:00–9:00 p.m.

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

**Estimating and Proposing Landscape Enhancements**

**Tuition:** $95  
**Instructor:** Jonathan Williams  
**1 session:** Sat, Oct 6, 2018 / 1:00–4:00 p.m.

Offering landscape upgrades such as plant, stone, and drainage system installation to your customers can be a lucrative endeavor for your landscape business. Designing and installing these enhancements can be challenging, and doing so at a financial loss is especially disheartening. Designers and installation professionals can obtain the information needed to successfully propose landscape enhancements. Identify (and appreciate) the meanings of margin and markup as well as the industry’s best techniques and formulas to generate sustainable profits.

**The Camera You Carry: Smartphone Photography**

**Tuition:** $125  
**Instructor:** Billy Newman  
**1 session:** Sat, Sep 29, 2018 / 1:00–5:00 p.m.  
**1 session:** Sat, Feb 9, 2019 / 1:00–5:00 p.m.

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

**Au Pair Enrichment**

Visit ece.emory.edu/aupair for more details.

A certificate program designed specifically for au pairs looking to improve their English skills while learning about American culture. Offers 60 hours in continuing education units (CEUs), including 40 hours of ESL instruction and 20 hours of elective courses.
Fine Arts

Digital Photography 1

Tuition: $395  CEUs: 1.5
Instructors: David Diener and Billy Newman
6 sessions: Mon, Oct 1–Nov 5, 2018 / 6:30–9:00 p.m. (Diener)
6 sessions: Tue, Jan 28–Mar 11, 2019 / 6:30–9:00 p.m. (Newman)
6 sessions: Thu, May 16–Jun 20, 2019 / 6:30–9:00 p.m. (Diener)

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

*Tuition:* $350  *CEUs:* 0.8
*Instructor:* Tom England
*4 sessions:* Sat, Jan 26–Feb 16, 2019 / 9:00–11:00 a.m.

Come explore the advanced features in Adobe Lightroom to further develop your photography skill set. We will review Smart Collections for easier image organization, Smart Objects for offline editing, and presets/defaults for faster, more efficient post-processing. Discover additional tools and functions for creating a stunning online portfolio, then share your distinctive creations by effectively using web galleries.

**Digital Photography 2**

*Tuition:* $395  *CEUs:* 1.5
*Instructors:* David Diener and Billy Newman
*6 sessions:* Thu, Nov 1–Dec 13, 2018 / 6:30–9:00 p.m. (Newman)
*6 sessions:* Wed, Mar 13–Apr 17, 2019 / 6:30–9:00 p.m. (Diener)

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

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

*Tuition:* $375  *CEUs:* 1.2
*Instructors:* David Diener and Billy Newman
*5 sessions:* Wed, Oct 3–Nov 7, 2018 / 6:30–9:00 p.m. (Diener)
*5 sessions:* Thu, Apr 11–May 16, 2019 / 6:30–9:00 p.m. (Newman)

Overwhelmed by the hundreds (if not thousands) of photos clogging up your devices and storage? Are you interested in perfecting your images before publishing them to social media or other outlets? Take control of your digital data by utilizing Adobe Lightroom to improve your pictures in terms of both aesthetics and organization. We will explore both technical and visual considerations in the medium by combining hands-on exercises, detailed demonstrations, and classroom discussions. Through instructor-led and self-guided practice, students can discover their personal artistic preferences and develop valuable editing skills in the digital darkroom.

**Photo Editing in Adobe Photoshop**

*Tuition:* $350  *CEUs:* 1.0
*Instructor:* Billy Newman
*4 sessions:* Mon, Nov 12–Dec 3, 2018 / 6:30–9:00 p.m.
*4 sessions:* Mon, May 6–Jun 3, 2019 / 6:30–9:00 p.m.

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

**Legal Issues in Photography**

*Tuition:* $350  *CEUs:* 0.8
*Instructor:* Steve Dubner, JD
*4 sessions:* Thu, Oct 4–25, 2018 / 7:00–9:00 p.m.

The importance of talking directly with an attorney about the variety and complexity of photography-related legal issues cannot be understated. Both amateur and professional photographers will discover the underlying legal concepts important to the field and how these issues can significantly impact your work. We will answer the following questions: (1) How can I protect my work? (2) How can I profit from my work? and (3) How can I avoid trouble? Note: The instructor will be providing general information and will not be giving legal advice. Students will not have an attorney-client relationship with the instructor.
Let There Be Light: Working with Portable Strobes

Tuition: $350  CEUs: 0.8
Instructor: David Diener
4 sessions: Tue, Sep 25–Oct 9, 2018 / 6:30–8:45 p.m.
4 sessions: Tue, Apr 9–23, 2019 / 6:30–8:45 p.m.

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

Essentials of Creative Writing

Tuition: $425  CEUs: 1.2
Instructors: Zoe Fishman, Alison Ross, MFA, and Jamie Iredell, PhD
6 sessions: Thu, Sep 13–Oct 18, 2018 / 7:00–9:00 p.m. (Ross)
6 sessions: Wed, Jan 23–Feb 27, 2019 / 7:30–9:30 p.m. (Fishman)
6 sessions: Wed, Mar 6–Apr 17, 2019 / 7:00–9:00 p.m. (Iredell)

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

Narrative Writing Workshop

Tuition: $425  CEUs: 1.2
Instructors: Zoe Fishman and Tray Butler, MA
6 sessions: Thu, Nov 1–Dec 13, 2018 / 7:30–9:30 p.m. (Fishman)
6 sessions: Thu, Mar 7–Apr 18, 2019 / 7:00–9:00 p.m. (Butler)

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

The Business of Creative Writing: Navigating Your Next Steps

Tuition: $425  CEUs: 1.2
Instructor: Zoe Fishman
2 sessions: Sat, Dec 1 and 8, 2018 / 9:00 a.m.–4:00 p.m.

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

Tuition: $425  CEUs: 1.2
Instructor: Kevin Collins
6 sessions: Sat, Sep 8–Oct 13, 2018 / 1:00–3:00 p.m.
6 sessions: Sat, Feb 9–Mar 16, 2019 / 1:00–3:00 p.m.

What are the tools that every screenwriter has in their 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 2–4 page story treatment for classroom analysis and critique.

Narrative Medicine: Using Writing to Heal

Tuition: $425  CEUs: 1.2
Instructor: Anju Kanwar, PhD
6 sessions: Thu, Sep 13–Oct 18, 2018 / 7:00–9:00 p.m.

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

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

Tuition: $425  CEUs: 1.2
Instructor: Alison Ross, MFA
6 sessions: Tue, Feb 5–Mar 12, 2019 / 7:00–9:00 p.m.

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

Poetry Workshop

Tuition: $375  CEUs: 1.2
Instructor: Alexa Selph, MA
6 sessions: Tue, Oct 23–Dec 4, 2018 / 7:00–9:00 p.m.

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

Science Fiction Workshop: Heroes, Myths, and Monsters

Tuition: $425  CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: Wed, Oct 3–Nov 14, 2018 / 7:00–9:00 p.m.

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

Telling Our Stories: Writing Memoir

Tuition: $425  CEUs: 1.2
Instructor: Jennifer Lentz, MA
6 sessions: Wed, Oct 3–Nov 14, 2018 / 7:00–9:00 p.m.

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

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

*Tuition:* $425  *CEUs:* 1.2  
*Instructor:* Kevin Collins  
*6 sessions:* Sat, May 11–Jun 22, 2019 / 1:00–3:00 p.m.

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

**Writing Freelance**

*Tuition:* $375  *CEUs:* 1.2  
*Instructor:* Linda Clopton, MA  
*6 sessions:* Mon, Oct 8–Nov 12, 2018 / 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.
Foreign Languages

Accent Reduction Part 1

*Tuition:* $375  
*CEUs:* 1.2  
*Instructors:* Jennifer Brown Parker, MA, and Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
*8 sessions:* Wed, Sep 19–Nov 14, 2018 / 7:00–8:30 p.m. (Hope)  
*8 sessions:* Wed, Jan 23–Mar 13, 2019 / 7:00–8:30 p.m. (Hope)  
*6 sessions:* Mon, Mar 25–Apr 29, 2019 / 7:00–9:00 p.m. (Parker)

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. Each student will have the opportunity to practice new pronunciations with direct feedback from the instructor. As students focus on changing pronunciation, they also acquire American formal and informal expressions in a relaxed, workshop-style course setting. Limited to 15.
**Accent Reduction Part 2**

*Tuition:* $250 CEUs: 0.9  
*Instructor:* Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
*6 sessions:* Wed, Mar 20–Apr 24, 2019 / 7:00–8:30 p.m.

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

**Au Pair Enrichment ESL Course**

*Tuition:* $595 CEUs: 4.0  
*Instructors:* Dorothy Fonde Werts and Joleen Ledger  
*8 sessions:* Tue, Sep 25–Nov 13, 2018 / 7:00–9:30 p.m. (Werts)  
*8 sessions:* Tue, Mar 12–May 7, 2019 / 7:00–9:30 p.m. (Ledger)

This course provides 40 hours of ESL education including in-class work in addition to independent assignments led by a certified ESL instructor. Designed specifically to help au pairs improve their English skills while learning about American culture and customs, students of all proficiency levels will improve their English through opportunities to write in English, share with other au pairs, and benefit from the grammar instruction of an experienced ESL teacher. Participants will submit writing assignments through our online resource and will receive constructive feedback on their writing from the instructor. Internet and email access/knowledge is required for this course. Tuition does not include electives.

**Conversational English for Non-Native Speakers**

*Tuition:* $445 CEUs: 1.6  
*Instructor:* Elizabeth Holtam, MA, Applied Linguistics/ESL  
*8 sessions:* Mon, Sep 17–Nov 5, 2018 / 7:00–9:00 p.m.

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

**ESL Writing and Grammar**

*Tuition:* $445 CEUs: 1.6  
*Instructor:* Elizabeth Holtam, MA, Applied Linguistics/ESL  
*8 sessions:* Tue, Oct 23–Dec 11, 2018 / 7:00–9:00 p.m.

This course is designed for proficient non-native speakers of English who wish to fine-tune their writing skills. Participants will practice writing in formats of their choice: simple compositions, academic essays, business and personal letters, emails, opinion pieces, and more. Grammar concepts such as verb tense and form, sentence clauses, sentence structure, transitions, and articles will be reviewed.

**French 101**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Mathilde Labat  
*8 sessions:* Thu, Sep 27–Nov 15, 2018 / 7:00–9:00 p.m.

In this course for beginners, students learn and practice how to make polite exchanges; ask and answer basic questions; describe people and things; talk briefly about school, family, and occupations; tell time; discuss schedules and dates; and express likes and dislikes.

**Italian 101**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Antonella Giannasca  
*8 sessions:* Sat, Sep 29–Nov 17, 2018 / 9:00–11:00 a.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.

**Spanish 101**

*Tuition:* $395 CEUs: 1.6  
*Instructor:* Holly Patrick, MA  
*8 sessions:* Tue, Sep 25–Nov 13, 2018 / 7:00–9:00 p.m.

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

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

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

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

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

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

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

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

Fall Long Session: Sep 5–Oct 23, 2018
Fall Short Session: Oct 29–Nov 16, 2018
Winter Long Session: Jan 7–Feb 22, 2019
Spring Short Session: Mar 4–29, 2019
Spring Long Session: Apr 8–May 24, 2019

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

We look forward to seeing you in class.
Free Upcoming Information Sessions
Visit ece.emory.edu/infosessions.html for a complete list of available options.

Digital Photography Thu, Sep 20, Noon (Webinar)
Lean Six Sigma Fri, Sep 21, Noon (Webinar)
Essentials of HR Management Tue, Sep 25, Noon (Webinar)
Essentials of HR Management Tue, Oct 2, Noon (Executive Park)
Project Management Wed, Oct 10, Noon (Webinar)
Creative Writing Wed, Oct 24, 7:00 p.m. (Executive Park)
Event Planning Thu, Oct 25, Noon (Webinar)
Business Communications Fri, Oct 26, Noon (Webinar)
Management and Supervision Fri, Nov 2, Noon (Webinar)
Graphic Design Wed, Nov 7, Noon (Webinar)
Web Certificates Thu, Nov 8, Noon (Webinar)
Landscape Design Thu, Nov 8, 7:00 p.m. (Executive Park)
Lean Six Sigma Fri, Nov 9, Noon (Webinar)
Paralegal Mon, Nov 12, Noon (Webinar)
Health Coach Tue, Nov 13, Noon (Webinar)
Project Management Wed, Nov 14, Noon (Webinar)
Essentials of HR Management Thu, Nov 15, Noon (Webinar)
Digital Photography Fri, Nov 16, Noon (Webinar)
Artificial Intelligence Tue, Nov 20, 7:00 p.m. (Executive Park)

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

Continuing Education Units (CEU)

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

Noncredit Courses

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

Disclaimer

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

Disability Policy

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

Wait-list Policy

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

Open Enrollment Withdrawal Policy

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

Cohort Program Withdrawal Policy

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

Osher Lifelong Learning Institute Withdrawal Policy

While no refunds can be issued, OLLI students may transfer to another OLLI course within a quarter, but not between quarters.

Class Cancellations

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

Holidays

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

Course Transfer

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

Guest Policy

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

Refunds

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

Emory University Tobacco Policy

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

How to Register

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

Emory Continuing Education Offices

6 Executive Park Drive, NE
Suite 100
Atlanta, Georgia 30329

Class Locations

Classes are typically held at our Executive Park location; please check your course confirmation for details.

Weapons/Dangerous Materials

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

Payment Policy

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

Equal Opportunity and Affirmative Action Policy

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and Georgia state laws, regulations, and executive orders regarding nondiscrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
EMORY CORPORATE LEARNING

Emory at YOUR Location and on YOUR Schedule

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

We can:

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

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