Build your career. Start here.

- Project Management
- Health Coach
- Web Design and Development
- Big Data
- Health Information Technology (IT)
About ECE
Emory Continuing Education (ECE) is Emory University’s noncredit continuing education division. We extend Emory’s ideal of the learning community beyond the core partnership of faculty and degree-seeking students by providing learning experiences to our neighbors.

We’re Moving (Next Door)
As part of our commitment to our neighbors in the Emory Healthcare community and in order to accommodate their expansion of the Brain Health Initiative, Emory Continuing Education (ECE) and OLLI at Emory will be relocating next door to 6 Executive Park Drive NE in January 2016. ECE will occupy Suite 100 in Building 6 (above Ground Floor). We strongly believe our new location will greatly benefit our students, instructors, and staff. Amenities ultimately will include:

• Increased capacity, with two additional classrooms
• Additional social spaces/common areas, including an outdoor patio wrapping around the building
• Improved sound quality/noise reduction within and between classrooms
• Updated technological capabilities
• Continued deck and surface parking availability, with more than 550 shared parking spaces

How to Register
Web  ece.emory.edu
Phone  404.727.6000 (select option 2)
Fax  404.727.6001
Email  learn@emory.edu

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

Corporate Learning
Emory at your location on your schedule.

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

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

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

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

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

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

Osher Lifelong Learning Institute (OLLI) at Emory
OLLI is an absorbing intellectual and social adventure open to all adults age 50 and above.

Register today: ece.emory.edu
Upcoming

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

Landscape Design Wed, Jan 6, Executive Park
Project Management Thu, Jan 14, 12:30 p.m., Webinar
Lean Six Sigma Tue, Jan 19, 12:00 p.m., Webinar
Paralegal Sat, Jan 23, 10:30 a.m., Executive Park
Fundraising Tue, Jan 26, 7:00 p.m., Executive Park
Web Certificates Thu, Jan 28, 12:00 p.m., Webinar
Essentials of Management and Supervision Thu, Feb 4, 12:00 p.m., Webinar
Creative Writing Tue, Feb 9, 7:00 p.m., Executive Park
Event Planning Wed, Feb 10, 7:00 p.m., Executive Park
Paralegal Thu, Feb 11, 12:00 p.m., Webinar
Health Coach Sat, Feb 27, 10:00 a.m., Executive Park
Graphic Design Thu, Mar 3, 7:00 p.m., Executive Park
Essentials of HR Management Thu, Mar 10, 7:00 p.m., Executive Park
Project Management Thu, Mar 17, 12:30 p.m., Webinar
Grant Writing Wed, Mar 23, 7:00 p.m., Executive Park
Health Coach Thu, Mar 24, 12:00 p.m., Webinar
Web Certificates Tue, Mar 29, 7:00 p.m., Executive Park
HR Management Tue, Mar 29, 1:00 p.m., Webinar
Essentials of Management and Supervision Thu, Apr 14, 12:00 p.m., Webinar
Project Management Thu, Apr 21, 12:30 p.m., Webinar

Certificate Programs

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 R
• 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

Register today: ece.emory.edu
Accelerated Training in Health IT (AT-HIT)

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

**Fast Track Training to a Rewarding Career**

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

Don’t delay—register today to be considered for this program. All applicants should have an undergraduate degree and/or three years of related professional experience; otherwise, the Fundamentals of IT prerequisite program will be required. For more information, please contact Hamid Arjmand at harjman@emory.edu or 404.727.5513 or visit ece.emory.edu/HIT for more details.

Health Coach

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

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

Participants will employ active listening, motivational interviewing, and collaborative goal setting and action planning techniques while also developing a strong core coaching skill set through study and practice. Course materials also include expert presentations on health topics, group coaching, and creating a successful coaching business. ECE’s Health Coach Certificate is a National Consortium for Credentialing Health and Wellness Coaches (NCCHWC)—Approved Transition Program. Please visit ece.emory.edu/health_coach for more details.
Certificate Programs

Project Management

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

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

Electives:
Requires 24 elective hours; see website for more options:
1. Project Management for Health Care Professionals
2. Project Management Test Prep
3. Project Management: Agile and Scrum Essentials
4. MS-Project
5. Essential of Leadership

Web Technologies

Our Web Technologies Certificate programs offer streamlined structures designed for flexibility, affordability, and focus.

1. Digital Marketing
   Covers basic HTML/CSS, social media, e-commerce, web video production, and search engine optimization

2. Web Content Manager
   Covers basic HTML/CSS, WordPress, copywriting, and web video production

3. Fundamentals of Web Design
   Covers basic and intermediate HTML/CSS, as well as introduction to Web Design and Development, Adobe Dreamweaver, and Adobe Photoshop

4. Advanced Web Design
   Covers advanced coding with HTML, CSS, PHP, JavaScript, and jQuery as well as how to build responsive designs and web graphics

5. Fundamentals of Web Development
   Covers basic and intermediate HTML/CSS, as well as introductions to web design and development, dynamic websites, and cyber security

6. Advanced Web Development–Open Source
   Covers basic and intermediate PHP, MySQL, Joomla, and other related topics

7. Advanced Web Development–Microsoft
   Covers AJAX and jQuery, SQL Server, ASP.NET, ADO.NET, and other related topics
Graphic Design

Emory’s Graphic Design certificate programs focus on developing skills for both print and digital design. Students will learn the fundamentals of design as well as best practices for visual communication. Graphic design is integral to every aspect of a business, and our fundamentals and advanced certificate programs give students the skills they need to get started as designers.

(1) In the Fundamentals of Graphic Design program, students will take an introduction to graphic design course plus four courses on Adobe design software for a total of 65 hours of instruction.

(2) In the Advanced Graphic Design program, students will have approximately 55 hours of instruction focused on building more software skills and understanding the principles of good design. This program ends with a capstone course in which students go through the design process from start to finish with instructor guidance and feedback.

Paralegal

Taught by licensed and practicing attorneys, Georgia’s longest-running postbaccalaureate paralegal program provides practical skills and critical knowledge. ECE offers convenient scheduling options, with evening and Saturday courses available; career development assistance, with increased access to local employers; and tuition flexibility, with pay-as-you-go options. ECE has graduated more than 1,500 paralegal students since 2005. Elective courses are available for working or experienced paralegals. Please visit ece.emory.edu/paralegal for more details.

Core Classes:

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

Electives (two required):

(1) Real Estate Law
(2) Immigration Law
(3) Law Office Technology
(4) Tort Law
(5) Intellectual Property

(check website for more options)
Certificate Programs

Lean Six Sigma

- 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 (on ground and online)

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

Event Planning

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

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

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

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

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

**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 communicative effectively, handle conflict, interview job candidates, cultivate talent, and properly manage time and productivity. Please visit ece.emory.edu/supervision for more details.

**Required Courses:**
(1) Strategic Communications in the Workplace
(2) Supervising Effectively

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

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 four months.

**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

*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 six core classes and 12 hours of electives. Please visit ece.emory.edu/business_communications for more details.

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

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

Register today: ece.emory.edu
Grant Writing

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

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

Creative Writing

Looking to build your portfolio and credentials for a career in the writing profession? Learn the right way to write. Our program provides individualized guidance from experienced, published instructors as well as feedback from your peers. Please visit ece.emory.edu/creative_writing for more details.
Certificate Programs

Digital Photography

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

Classes:
1. Digital Photography I
2. Digital Darkroom I
3. Digital Photography II
4. Digital Darkroom II
5. Legal Issues in Photography
6. Let There Be Light—Working with Portable Strobes
7. Capstone

Landscape Design

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

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

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

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

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

Au Pair Enrichment Program

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

Better Business Writing

Tuition: $395 CEUs: 0.6
Instructors: Claudia Coplon and Debbie Woodham, MILT, IMD
1 session: Mon, Feb 22 / 9:00 a.m.–4:00 p.m. (Coplon) (Alpharetta)
3 sessions: Tue, Mar 29–Apr 12 / 7:00–9:00 p.m. (Woodham) (online)
1 session: Fri, May 6 / 9:00 a.m.–4:00 p.m. (Coplon)

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

Communication Skills for Your Career

Tuition: $375 CEUs: 0.6
Instructor: Bobby Peterson
1 session: Mon, Jun 6 / 9:00 a.m.–4:00 p.m.

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

Memory Development

Tuition: $375 CEUs: 0.6
Instructor: Debbie Woodham, MILT, IMD
1 session: Mon, Jun 27 / 9:00 a.m.–4:00 p.m.

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

English Refresher

Tuition: $350 CEUs: 1.2
Instructor: Lisa Ethridge
6 sessions: Mon, Mar 28–May 2 / 7:00–9:00 p.m. (Alpharetta)

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

Good Grammar is Good Business

Tuition: $375 CEUs: 0.6
Instructor: Bobbi Kornblit, MA
1 session: Mon, May 2 / 9:00 a.m.–4:00 p.m.

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

**Tuition:** $195 CEUs: 0.3  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Apr 22 / 9:00 a.m.–12:00 p.m.

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

Strategic Communications in the Workplace

**Tuition:** $395 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Feb 19 / 9:00 a.m.–4:00 p.m.  
**1 session:** Fri, May 20 / 9:00 a.m.–4:00 p.m.  
**1 session:** Mon, Aug 22 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Powerful Presentations for Success: Introduction

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

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

Training Design for Trainers

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Feb 22 / 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.

Register today: ece.emory.edu
Management Essentials

Behavioral Interviewing for Hiring Professionals

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

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

Dealing with Difficult People

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Fri, Jul 29 / 1:00–4:00 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.

Emotional Intelligence

Tuition: $395 CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Fri, Mar 18 / 9:00 a.m.–4:00 p.m.

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

Leading Change

Tuition: $195 CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, May 16 / 9:00 a.m.–12:00 p.m.

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

Essentials of Conflict Management

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

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

Essentials of Human Resources Management

Tuition: $1,795 CEUs: 2.7
Instructors: Soumaya Khalifa, MBA, Greg Creech, and Charles Craig
9 sessions: Tue and Thu, Apr 19–May 17 / 6:30–9:30 p.m.

Human resources employees or supervisors face daily issues, from legal matters to selecting qualified employees. Offering a comprehensive overview of human resource roles and responsibilities, the course offers additional skills and knowledge important to HR practitioners.

Essentials of Leadership for Managers

Tuition: $795 CEUs: 1.2
Instructor: Nancy Green, MBA
2 sessions: Mon and Tue, Jun 6 and 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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:* Nancy Green, MBA  
*1 session:* Mon, May 2 / 9:00 a.m.–4:00 p.m.

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

**Supervising Effectively**

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

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

**Executive Presence for the Non-Executive**

*Tuition:* $995 CEUs: 1.2  
*Instructor:* Barbara Barker  
*2 sessions:* Thu and Fri, Feb 4 and 5 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Thu and Fri, Apr 7 and 8 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

**Influencing Others**

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

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

**Coaching Effectively**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Green, MBA  
*1 session:* Fri, Jun 3 / 1:00 p.m.–4:00 p.m. (Alpharetta)

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

**Managing Difficult Conversations and Situations**

*Tuition:* $375 CEUs: 0.6  
*Instructor:* Nancy Colter, MBA  
*1 session:* Fri, Jun 3 / 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 Multi-Generations**

*Tuition:* $195 CEUs: 0.3  
*Instructor:* Nancy Colter, MBA  
*1 Session:* Mon, May 2 / 1:00–4:00 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.

Managing Virtual Teams

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

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

Managing Employee Performance

*Tuition*: $195 CEUs: 0.3
*Instructor*: Nancy Colter, MBA
*1 session*: Mon, May 16 / 1:00 p.m.–4:00 p.m.

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

Managing Diverse Behavioral Styles

*Tuition*: $195 CEUs: 0.3
*Instructor*: Nancy Colter, MBA
*1 session*: Fri, Apr 22 / 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.

Introduction to Project Management

*Tuition*: $825 CEUs: 1.3
*Instructors*: Felicia Bianchi, PMP, John Kailey, PMP, Kevin Postich, PMP, and Michael Martin, PMP
*2 sessions*: Sat and Sun, Jan 30 and 31 / 9:00 a.m.–4:30 p.m. (Bianchi)
*2 sessions*: Sat and Sun, Apr 2 and 3 / 9:00 a.m.–4:30 p.m. (Martin) (Alpharetta)
*4 sessions*: Mon and Wed, May 9–18 / 6:00–9:00 p.m. (Postich)
*2 sessions*: Sat and Sun, Jun 25 and 26 / 9:00 a.m.–4:30 p.m. (Kailey)

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

Project Management: Communications Tools and Techniques

*Tuition*: $575 CEUs: 0.9
*Instructors*: John Kailey, PMP, and Tim Peek, PMP
*2 sessions*: Sat, Feb 13 / 9:00 a.m.–4:00 p.m. and Sun, Feb 14 / 9:00 a.m.–12:00 p.m. (Kailey)
*2 sessions*: Sat, Apr 30 / 9:00 a.m.–4:00 p.m. and Sunday, May 1 / 9:00 a.m.–12:00 p.m. (Kailey) (Alpharetta)
*2 sessions*: Sat, Jul 16 / 9:00 a.m.–4:00 p.m. and Sun, Jul 17 / 9:00 a.m.–12:00 p.m. (Peek)

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

Project Management: Scheduling Tools and Techniques

*Tuition*: $595 CEUs: 0.95
*Instructors*: John Kailey, PMP, Tim Peek, PMP, and Kevin Postich, PMP
*2 sessions*: Sat, Apr 9 / 9:00 a.m.–4:30 p.m. and Sun, Apr 10 / 1:00–4:00 p.m. (Peek)
*2 sessions*: Sat, Jun 4 / 9:00 a.m.–4:30 p.m. and Sun, Jun 5 / 9:00 a.m.–12:00 p.m. (Kailey)
*2 sessions*: Sat, Aug 13 / 9:00 a.m.–4:30 p.m. and Sun, Aug 14 / 1:00–4:00 p.m. (Postich)

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

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

Tuition: $895 CEUs: 1.3
Instructors: John Kailey, PMP, Tim Peek, PMP, and Kevin Postich, PMP
2 sessions: Fri and Sat, Mar 12 and 13 / 9:00 a.m.–4:30 p.m. (Peek)
2 sessions: Sat and Sun, May 21 and 22 / 9:00 a.m.–4:30 p.m. (Postich) (Alpharetta)
2 sessions: Sat and Sun, Jul 30 and 31 / 9:00 a.m.–4:30 p.m. (Kailey)

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

Project Management for Health Care Professionals

Tuition: $475 CEUs: 0.65
Instructor: Felicia Bianchi, PMP
1 session: Sat, Mar 26 / 9:00 a.m.–4:30 p.m.

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

Delegating Effectively

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

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

Manage Your Time and Productivity

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

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

Six Sigma for Health Care Professionals

Tuition: $895 CEUs: 1.2
Instructors: Esther Mveng and Nacole Hause
6 sessions: Mon and Wed, Mar 7–23 / 7:00–9:00 p.m. (online) (Hause)
2 sessions: Sat and Sun, Aug 13 and 14 / 9:00 a.m.–4:00 p.m. (Mveng)

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

Technical Writing

Tuition: $375 CEUs: 0.6
Instructor: Bonnie Davis, MBA
1 session: Fri, Feb 12 / 9:00 a.m.–4:00 p.m.

This interactive workshop teaches you how to apply the principles and techniques of technical writing to reach your intended audience. Learn how to write effective reports, summaries, instructions, and other technical materials. The workshop is filled with hands-on technical writing practice. Please come prepared to discuss the type of technical writing you must produce. If possible, bring examples of your work.

Register today: ece.emory.edu
Win-Win Negotiations  
**Tuition:** $375  
**CEUs:** 0.6  
**Instructor:** Nancy Green, MBA  
**Session:** Mon, May 9 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

Adobe Dreamweaver Level 1: Introduction  
**Tuition:** $995  
**CEUs:** 1.95  
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+  
3 Sessions: Fri, Jan 15–29 / 9:00 a.m.–4:30 p.m.  
3 Sessions: Mon, Mar 14, Tue, Mar 22, and Mon, Mar 28 / 9:00 a.m.–4:30 p.m.  
3 Sessions: Sun, Jun 12–26 / 9:00 a.m.–4:30 p.m.  
3 Sessions: Thu, Aug 18–Sep 1 / 9:00 a.m.–4:30 p.m.

Adobe Dreamweaver is an industry-standard tool for web development. Students will learn to use Dreamweaver to develop powerful websites using templates and style sheets that are easy to build and even easier to update. Topics include text formatting, dynamic graphics, hyperlinks, templates, tables, frames, style sheets, and forms. Students will also practice publishing the completed site to a web host.

Adobe Illustrator Level 1: Introduction  
**Tuition:** $695  
**CEUs:** 1.3  
**Instructors:** Claudia K. McCue, Adobe Certified Expert, CTT+, and Michael Gaston, Adobe Certified Expert, CTT+  
2 Sessions: Sun, Feb 14 and 21 / 9:00 a.m.–4:30 p.m. (McCue)  
2 Sessions: Thu and Fri, May 12 and 13 / 9:00 a.m.–4:30 p.m. (Gaston)  
4 Sessions: Mon–Thu, Aug 15–18 / 6:00–9:15 p.m. (McCue)

Adobe Illustrator is a vector graphics editor that allows beginners and experts alike to create professional-quality print and web designs. Students will learn to design advertisements and other print-ready documents such as photos, illustrations, type effects, colors, gradients, layers, fonts, and more to create eye-catching designs in print and on the web.

Adobe Illustrator Level 2: Intermediate  
**Tuition:** $695  
**CEUs:** 1.3  
**Instructor:** Claudia K. McCue, Adobe Certified Expert, CTT+, and Michael Gaston, Adobe Certified Expert, CTT+  
2 Sessions: Sun, Mar 13 and 20 / 9:00 a.m.–4:30 p.m. (Gaston)  
4 Sessions: Mon–Thu, Aug 15–18 / 6:00–9:15 p.m. (McCue)

This course builds on Level 1 and will focus on more advanced editing techniques in Illustrator such as the use of drawing and editing tools, path-editing techniques, filter effects, and masks. Students will get a refresher on basic Illustrator principles and develop an understanding of its more advanced features and tools.

Register today: ece.emory.edu
Adobe InDesign Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructors: Claudia K. McCue, Adobe Certified Expert, CTT+, and Michael Gaston, Adobe Certified Expert, CTT+
2 Sessions: Sun, Apr 17 and 24 / 9:00 a.m.–4:30 p.m. (McCue)
2 Sessions: Thu and Fri, Jun 23 and 24 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon–Thu, Aug 22–25 / 6:00–9:15 p.m. (McCue)
Adobe InDesign is an industry-standard desktop publishing application that combines extraordinary production power with creative freedom. Students will create simple documents and prepare them to be printed or exported as PDF files. Topics include learning the InDesign work area, the basics of print design, how to work with print and graphics, and how to create simple vector-based images.

Adobe Photoshop Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 Sessions: Mon and Tue, Feb 8 and 9 / 9:00 a.m.–4:30 p.m.
4 Sessions: Mon–Thu, Apr 11–14 / 6:00–9:15 p.m.
2 Sessions: Thu and Fri, Jun 16 and 17 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Aug 6 and 13 / 9:00 a.m.–4:30 p.m.
Adobe Photoshop is an industry-standard raster graphics editor used in many professions. Students will learn how to create and edit their own digital graphics to give a professional edge to photographs, presentations, projects, and reports.

Adobe InDesign Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructors: Claudia K. McCue, Adobe Certified Expert, CTT+, and Michael Gaston, Adobe Certified Expert, CTT+
2 Sessions: Sat, Mar 12 and 19 / 9:00 a.m.–4:30 p.m. (McCue)
4 Sessions: Mon–Thu, Aug 1–4 / 6:00–9:15 p.m. (McCue)
This course builds on Level 1. Students will learn how to create advanced designs and professional-quality documents as well as how to prepare them for print, web publishing, and other mediums. Other techniques include how to export interactive PDFs featuring video and buttons.

Adobe Photoshop Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 Sessions: Thu and Fri, Mar 17 and 18 / 9:00 a.m.–4:30 p.m.
4 Sessions: Mon–Thu, Jul 25–28 / 6:00–9:15 p.m.
This course builds on Level 1 and will focus on more advanced aspects of image creation and manipulation in Photoshop. Students serious about working in the creative industries must know this application—and know it well.

Content Management with WordPress
Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, CTT+
1 Session: Fri, May 6 / 9:00 a.m.–4:30 p.m.
WordPress is the No. 1 content management system in the world right now, and this course focuses on using it to develop content and promote user interaction. Students will learn how to compose, edit, and publish blog posts and pages on WordPress sites. They will also learn critical concepts such as how to keep track of content with categories and tags, use media to enhance content, and develop an effective editorial workflow.

Copywriting for the Web
Tuition: $375 CEUs: 0.65
Instructor: Claire R. Barth, MA
1 Session: Fri, Apr 22 / 9:00 a.m.–4:30 p.m.
The two most common mistakes writers make when they write for the web are lengthy copy and lack of consistency. Not only will students learn how to write clear, concise copy that sells products and services while targeting the appropriate audiences, they will learn to keep messages consistent across multiple platforms. This course teaches students how to write effective web content, blogs, e-blasts and online ads.

Register today: ece.emory.edu
Email Marketing Strategy  
_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 Session:_ Sat, Jul 9 / 9:00 a.m.–4:30 p.m.  

Email marketing is one of the most effective and inexpensive means of keeping in contact with customers and constituents. Students will learn how to build mailing lists, craft messages, and track their effectiveness. Students also will learn how to comply with the CAN-SPAM Act, limitations of web-based email, and best practices for avoiding spam filters.

Foundations of Cyber Security  
_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 Session:_ Sun, Jun 5 / 9:00 a.m.–4:30 p.m.  

Cyber security is essential for anyone interested in web development. Software is quickly moving from being hosted on local computers to being hosted in the cloud, and these web-based applications have special challenges and vulnerabilities. Students will learn about the most common security holes in web applications and how to remedy them.

Foundations of Dynamic Websites  
_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 Session:_ Sun, Jun 12 / 9:00 a.m.–4:30 p.m.  

Most popular websites today are dynamic, meaning their content changes as users interact with them. Students will learn about web languages such as PHP, ASP, and JSP or Cold Fusion, which are integrated with relational databases to power these websites. Students also will learn about relational database design.

Foundations of E-Commerce  
_Tuition:_ $695 CEUs: 1.3  
_Instructor:_ Brent Laminack, CTT+  
_2 Sessions:_ Mon, May 16 and 23 / 9:00 a.m.–4:30 p.m.  

One of the thrills of running a website is using it to sell goods or services to paying customers. Learn about the software and back-end support needed to enable people to buy things online, including advertising, inventory, shopping carts, customer databases, payment options, and fulfillment.

Foundations of Graphic Design and Production  
_Tuition:_ $695 CEUs: 1.3  
_Instructor:_ Mary E. Zimnik, Adobe Certified Expert, CTT+  
_2 Sessions:_ Sat, Apr 2 and 9 / 9:00 a.m.–4:30 p.m.  
_2 Sessions:_ Tue, Aug 9 and 16 / 9:00 a.m.–4:30 p.m.  

This course prepares students for a career in graphic design and covers the software, equipment, skills, talent, knowledge, and experience necessary to design and produce professional work. Students will learn about various careers in the field and gain real-world wisdom from the instructor, a long-term business owner.

Foundations of Web Design and Development  
_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Mary E. Zimnik, Adobe Certified Expert, CTT+  
_2 Sessions:_ Sat, Feb 13 and 20 / 12:45–4:45 p.m.  
_2 Sessions:_ Thu, Apr 14 and 21 / 8:45 a.m.–12:45 p.m.  
_2 Sessions:_ Mon, Jun 13 and 20 / 5:45–9:45 p.m.  
_2 Sessions:_ Sat, Aug 20 and 27 / 12:45–4:45 p.m.  

The number of jobs available in web design and development is increasing, and this course introduces students to big-picture concepts in the industry. Learn to methodically and successfully complete a web or online project, best practices, coding technology, and software utilization. This course also discusses how to communicate and compete effectively on the web using proper site maintenance techniques.

Foundations of Web Video Production  
_Tuition:_ $375 CEUs: 0.65  
_Instructor:_ Brent Laminack, CTT+  
_1 Session:_ Sat, Mar 12 / 9:00 a.m.–4:30 p.m.  

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

IT, Design, and Development

Register today: ece.emory.edu
SQL Level 1: Introduction

Tuition: $695
CEUs: 1.3

Instructor: Paul Dunlop, CTT+, MCSD

2 Sessions: Wed and Thu, Jan 27 and 28 / 9:00 a.m.–4:30 p.m.
2 Sessions: Tue and Thu, Mar 8 and 10 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, May 12 and 13 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Jun 16 and 17 / 9:00 a.m.–4:30 p.m.
2 Sessions: Mon and Tue, Jul 18 and 19 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Aug 25 and 26 / 9:00 a.m.–4:30 p.m.

SQL (structured query language) is a must-know programming language for those in the IT industry. Students will learn to create queries that extract and manipulate information from relational databases. They also will learn to create expressions that calculate and summarize information as well as search, filter, and sort data.

Prospective students should be familiar with databases or programming.

JavaScript Level 2: Intermediate

Tuition: $695
CEUs: 1.3

Instructor: Brent Laminack, CTT+

2 Sessions: Fri, Mar 21 and 23 / 9:00 a.m.–4:30 p.m.
2 Sessions: Mon and Wed, Jul 25 and 27 / 9:00 a.m.–4:30 p.m.

This course builds on Level 1. Students will learn how to create dynamic web applications with JavaScript. They will explore advanced JavaScript features such as forms, cookies, and browser detection.

SQL Level 2: Intermediate

Tuition: $695
CEUs: 1.3

Instructor: Paul Dunlop, CTT+, MCSD

2 Sessions: Mon and Wed, Mar 21 and 23 / 9:00 a.m.–4:30 p.m.
2 Sessions: Mon and Wed, Jul 25 and 27 / 9:00 a.m.–4:30 p.m.

This course builds on Level 1. Students will learn how to use window functions, pivot rows into columns, reverse-pivot columns into rows, use pivoting to facilitate interred calculations, and double-pivot a result set. This course also discusses “bucketization” and how to summarize data into buckets, create histograms, and perform aggregations.
Microsoft Excel Level 1: Introduction

Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+
1 Session: Wed, Mar 16 / 9:00 a.m.–4:30 p.m.
1 Session: Fri, Jul 22 / 9:00 a.m.–4:30 p.m.

Microsoft Excel is an indispensable tool for any business. Students will learn how to speed up data entry, move and copy information, and create formulas to perform calculations. Students will prepare a document for printing by setting margins, page breaks, and more. The course will also cover how to manage large Excel documents and make data both more readable and more attractive with formatting techniques. (Note: This course currently covers Excel 2010 and will begin covering Excel 2016 in early 2016.)

Microsoft Excel Level 2: Excelling at Excel

Tuition: $495 CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Mon, Jan 25 and Feb 1 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Mar 18 and 25 / 9:00 a.m.–4:30 p.m.
2 Sessions: Wed, May 11 and 18 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu, Jul 7 and 14 / 9:00 a.m.–4:30 p.m.

This course builds on Level 1. Students will learn the four Fs of Excel—formatting, fills, functions/formulas, and filters—tools that help create effective and clear spreadsheets. Students will understand

Microsoft Access: Accessing the Possibilities

Tuition: $675 CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 Sessions: Tue, Feb 2–16 / 9:00 a.m.–4:30 p.m.

Microsoft Access is a DBMS (database management system). Students will build and edit queries, tables, forms, and reports for data manipulation. The course will explore various database objects, relationships, and primary keys, while teaching students how to properly and effectively utilize various Access functionalities. Prospective students should have some knowledge of Access or be experienced with Excel and be prepared to complete homework assignments between classes.

Web Analytics and Search Engine Marketing

Tuition: $695 CEUs: 1.3
Instructor: Brent Laminack, CTT+
2 Sessions: Tue, Jan 19 and 26 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sun, Jul 10 and 17 / 9:00 a.m.–4:30 p.m.

Digital media is winning over traditional media for many reasons; one of them is the wealth of information and accountability that digital media provides to advertisers. Students will learn how to use Google Analytics to measure user interactions with a website. This course will outline using pay-per-click (PPC) advertising to gain insight into what kind of searches lead users to a website. Students will then apply this knowledge to SEO (search engine optimization) efforts.

SQL Server for Developers

Tuition: $695 CEUs: 1.3
Instructor: Paul Dunlop, CTT+, MCSD
2 Sessions: Mon and Tue, Feb 22 and 23 / 9:00 a.m.–4:30 p.m.

SQL Server’s performance, security, and scalability make it the database of choice for many businesses today. This course provides a crash course in SQL and an overview of database design theory. Students will learn the fundamentals of SQL Servers, its management tools, how to use it as a back-end database for an application, and much more.

Register today: ece.emory.edu
Microsoft Excel: Data Management and Manipulation

Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Wed, Mar 9 / 9:00 a.m.–12:00 p.m.
1 Session: Fri, Jul 29 / 9:00 a.m.–12:00 p.m.

This course will teach students how to control data. Students will learn how to create and import databases and tables in Excel while handling multiple sorting and filtering tasks using a variety of criteria. They will then be able to retrieve needed information quickly and easily using multiple filters. This course also will teach students how to format tables and databases in a professional manner, how to master Excel’s Name Box and Name Manager features, and how to separate data easily using the Text-to-Column feature. Students will also work with the VLOOKUP and CONCATENATE functions. Prospective students should have a basic knowledge of Excel. (Note: This course covers Excel 2007/2010/2013/2016.)

Microsoft Excel and Access for Business and HR Professionals

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

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

Microsoft PowerPoint Level 1: Introduction

Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+
1 Session: Thu, Mar 24 / 9:00 a.m.–4:30 p.m.

PowerPoint is the world’s most popular presentation software—join this class and create powerful slides to impress audiences via professional presentations. Students will learn to effectively deliver messages by using proper formatting techniques, charts, images, flowchart shapes, and more.
Microsoft Project Levels 1 and 2: Creating and Managing Projects

Tuition: $555 CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+
2 Sessions: Mon, March 7 and 14 / 9:00 a.m.–4:30 p.m.
2 Sessions: Mon, Jul 11 and 12 / 9:00 a.m.–4:30 p.m.

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

Certified Treasury Professional Review

Tuition: $1,495 CPEs: 36
Instructors: Melissa Pope, CTP, and Steve Culp, CTP
6 sessions: Sat, Mar 12–May 21 / 9:00 a.m.–4:00 p.m.

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

GMAT Test Preparation

Tuition: $650
Instructor: Vanessa Madden, MBA
6 sessions: Sun, Jan 24–Feb 28 / 1:30–5:00 p.m.
6 sessions: Sat, Feb 27–Apr 2 / 9:00 a.m.–12:30 p.m.
6 sessions: Tue and Thu, Apr 12–28 / 6:00–9:30 p.m.
6 sessions: Sat, May 14–Jun 25 / 1:30–5:00 p.m.
5 sessions: Sat, Jul 30–Aug 27 / 8:30 a.m.–12:45 p.m.

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

GRE Comprehensive Test Preparation

Tuition: $650
Instructor: Vanessa Madden, MBA
6 sessions: Sun, Jan 24–Feb 28 / 9:00 a.m.–12:30 p.m.
6 sessions: Sat, May 14–Jun 25 / 9:00 a.m.–12:30 p.m.
6 sessions: Tue and Wed, Jun 7–22 / 6:00–9:30 p.m.
5 sessions: Sat, Jul 30–Aug 27 / 1:30–5:45 p.m.

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

**GRE Math Preparation**
*Tuition:* $295  
*Instructor:* Gregg Shapiro, MS  
*5 Sessions:* Wed, Feb 24–Mar 23 / 7:00–9:45 p.m.  
*5 sessions:* Wed, Jun 15–Jul 13 / 7:00–9:45 p.m.

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

**LSAT Test Preparation**
*Tuition:* $650  
*Instructor:* Adam Klein, JD  
*4 sessions:* Sat and Sun, Jan 9, 10, 23, 24 / 9:00 a.m.–4:00 p.m.  
*8 sessions:* Sat, Mar 19–May 14 / 1:00–4:00 p.m. (no class Apr 23)  
*8 sessions:* Sat, Jul 9–Aug 27 / 1:00–4:00 p.m.

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

**MCAT Test Preparation—Traditional Classroom**
*Tuition:* $1,575  
*Instructor:* Devin Stewart, PhD  
*7 Sessions:* Sat, May 7–Jun 25 / 9:00 a.m.–4:00 p.m.  
*14 Sessions:* Mon, Tue, and Thu, Jun 6–Jul 7 / 6:00–9:00 p.m. (no class on Jul 4)

Take the first step to medical school—prepare for the new MCAT, which was introduced this past year. Our MCAT test prep class, taught by Emory faculty, combines classroom contact hours with independent study, allowing students to make the best possible score and increase chances of admission to top-tier medical 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. Textbook: *The Official Guide to the GRE Revised General Test*

**SAT Test Preparation**
*Tuition:* $595  
*Instructors:* Vanessa Madden, MBA, and Triba Gary-Davis, MBA  
*6 sessions:* Sun, Jan 24–Feb 28 / 1:00–4:00 p.m. (Gary-Davis) (Alpharetta)  
*6 sessions:* Sat, Feb 27–Apr 2 / 2:00–5:00 p.m. (Madden)

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. Two full-length tests will help you assess your strengths and weaknesses as well as prepare you for the actual test-taking experience. Textbook is not included.

**Internal Audit Practice—Part 2**
*Tuition:* $695 CEUs: 1.7  
*Instructors:* Robert Riegel and Jonnie Keith  
*7 sessions:* Mon and Tue, Jun 6–27 / 6:00–8:30 p.m.

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

Register today: ece.emory.edu
Test Prep

Internal Audit Knowledge Elements—Part 3

*Tuition:* $1,395 CEUs: 3.4
*Instructors:* Robert Riegel and Katrina Kiselinchev
*11 sessions:* Tue and Thu, Feb 9–Mar 15 / 6:00–9:00 p.m.
This instructor-led Part 3 CIA exam preparation course is designed to give candidates a comprehensive examination of the topics covered on the new Part 3 CIA exam. The course will provide in-depth analysis, reinforce your CIA knowledge, clarify topics, and build exam-day confidence. Taught by CIA-certified instructors, each attendee will have the opportunity to work through practice exam questions, learn test-taking tips, and receive the updated Version 4.0 Part 3 IIA CIA Learning System™ self-study print, e-book, and online materials for the new three-part CIA exam. It is appropriate for CIA candidates, internal auditors seeking professional development, and students in accounting, business, or financial degree programs.

Certified Associate in Project Management Test Preparation

*Tuition:* $795 CEUs: 1.4
*Instructor:* Tim Peek, PMP
*4 sessions:* Mon–Thu, Feb 29–Mar 3 / 9:00 a.m.–12:30 p.m.
Prepare for the PMI Certified Associate in Project Management (CAPM®) exam with this intensive four-day program. Instruction on the PMBOK® (fifth edition, Knowledge Areas), individual and team exercises, and practice tests will provide the foundation to help prepare you for the CAPM exam. Students will develop an individual study plan and will be provided with project management worksheets as well as access to an online exam simulator to reinforce material. Prerequisite: Introduction to Project Management (students will then have the required educational hours to sit for the CAPM exam).

Project Management Test Preparation

*Tuition:* $1,695 CEUs: 3.5
*Instructor:* Tim Peek, PMP
*5 sessions:* Mon–Fri, Feb 29–Mar 4 / 9:00 a.m.–5:00 p.m.
This intensive five-day course was designed for experienced project managers to prepare for the PMI Project Management Professional (PMP®) Exam. Instruction on the PMBOK® Fifth Edition Knowledge Areas and Process Groups and individual and team exercises and practice tests provide the foundation to prepare you to pass the PMP exam. The prerequisite 35 contact hours needed for the PMP application will be achieved upon successful completion of this course. Students will develop an individual study plan and preparation strategy; instructor will provide test-planning worksheets to improve their study experience.

PSAT Preparation

*Tuition:* $250
*Instructor:* Triba Gary-Davis, MBA
*3 sessions:* Sun, Aug 7–21 / 1:00–4:00 p.m.
The PSAT includes the same types of critical reading, math, and writing multiple choice questions as the SAT® Reasoning Test. This program of preparation includes review sessions devoted to each of the skills required for success on the PSAT. Strengthen those areas that are weak and receive test-taking strategies that will help you to receive your best score. Textbook is not included.

PHR/SPHR Certification Review

*Tuition:* $1,550 CEUs: 3.6
*Instructor:* Charles Craig, SHRM-SCP, SPHR, GPHR
*6 sessions:* Sat, Feb 27–May 7 / 9:00 a.m.–4:00 p.m.
Our modular-based course is designed to prepare participants for the PHR/SPHR examination designated by the Human Resource Certification Institute (HRCI). The course offers practice tests, case studies, and the body of knowledge needed to be successful on the examinations.
Personal Development

Astronomy in the Suburbs—An Introduction to Star Gazing

*Tuition: $185  
*Instructor: Stephen Bieger  
*4 sessions: Wed, Mar 2–23 / 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. Textbook is not required; however a list of recommended books is available on request.

Introduction to Christian Mysticism

*Tuition: $210  
*Instructor: Carl McColman  
*5 sessions: Mon, April 25–May 23 / 7:00–9:00 p.m.

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

Introduction to World Mysticism

*Tuition: $210  
*Instructor: Carl McColman  
*5 sessions: Mon, Oct 3–31 / 7:00–9:00 p.m.

Central to many cultural trends is mysticism—a vague word that can be translated as “the spiritual principle at the heart of religion.” Using Phyllis Zagano’s Mysticism and the Spiritual Quest: A Crosscultural Anthology as our textbook, we’ll examine the world’s great wisdom traditions—Taoism, Hinduism, Buddhism, Judaism, Christianity, and Islam as well as pagan and philosophical forms of mysticism—acknowledging both the common ground and the distinctive qualities of each mystical path. Class is taught from an academic/nonsectarian perspective. Textbook is not included.

Abstract Painting

*Tuition: $180  
*Instructor: Guy Robinson  
*4 Sessions: Tue, May 10–31 / 6:30–9:30 p.m.

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

Acrylic Painting for the Novice

*Tuition: $180  
*Instructor: Guy Robinson  
*6 Sessions: Wed, Apr 6–May 11 / 6:30–8:30 p.m.

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

Register today: ece.emory.edu
Personal Development

Beginning Drawing
Tuition: $180
Instructor: Guy Robinson
8 Sessions: Wed, Feb 3–Mar 23 / 6:30–8:00 p.m.
8 Sessions: Wed, July 13–Aug 31 / 6:30–8:00 p.m.
Take a methodical approach to traditional drawing techniques under the personal guidance of this experienced instructor as your work becomes a direct channel for your own self-expression. Please view supply list online. Limited to 15.

Beginning Oil Painting
Tuition: $180
Instructor: Guy Robinson
6 sessions: Tue, Mar 1 – Apr 5 / 6:30–8:30 p.m.
6 sessions: Tue, Jul 19 – Aug 23 / 6:30–8:30 p.m.
Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You'll learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth, and harmony as you develop your own personal style and complete your first paintings. View supply list online. Limited to 15.

Landscape Painting with Wayland Moore
Tuition: $180
Instructor: Wayland Moore
6 sessions: Mon, Apr 11–May 16 / 7:00–9:00 p.m.
Improve your technique and paint with confidence. Further your knowledge of this fascinating medium from an internationally recognized artist with limited edition prints in galleries throughout the United States. This class will offer personal assistance to students wishing to enhance their individual artistic profiles. Students are advised to register with previously established knowledge and ability with acrylics. Limited to 15.

Decorating Basics
Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Home-talk.com
4 sessions: Thu, Feb 4–25 / 7:00–9:00 p.m. (Alpharetta)
4 sessions: Thu, Jul 7–28 / 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. The class also will cover proper furniture placement, use of color, texture, and lighting, and how to select appropriate pieces that 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 Designer, TV/Radio Host, Celebrity Design Panelist on Home-talk.com
4 sessions: Thu, Mar 17–April 7 / 7:00–9:00 p.m. (Alpharetta)
Create beautiful and functional spaces where you live, work, and play and build on your foundation as we explore color theory and the physiological effects of color on relaxing and productive environments. Included in the tuition is an exclusive tour of a “trade only” store to explore and learn the secrets of fabric combinations, furniture arrangement, furniture selection, quality determination, and rug purchases.

Principles of Design
Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Home-talk.com
4 sessions: Thu, Apr 21–May 12 / 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 select effectively the appropriate fabric for the scheme, including mixing patterns and colors. Create eye-catching rooms by discovering the levels of quality and best uses of furniture. Learn simple, computer-assisted software applications that will allow you to change colors and other design elements in real time on your
Enjoying Wine: The Basics and Beyond  
*Tuition: $225*  
*Instructor:* Nancy Waldeck, Healthy Chef Partyologist  
*4 sessions:* Tue, Mar 8–29 / 7:00–9:00 p.m. (Alpharetta)  
*4 sessions:* Tue, Jun 7–28 / 7:00–9:00 p.m.  
Join us to learn how wine is made as well as the fascinating people behind these creations. We will discuss how to taste wine with ease, different styles and types of wines, interesting wine characteristics, and fascinating regional differences of wine from around the world. Six to eight wines will be tasted in each class, accompanied by light food pairings. You must be at least 21 years old in order to take this class and have a valid ID.

Supper Club  
*Tuition: $195*  
*Instructor:* Barbara Alfano, Culinary Connoisseur and Event Planner  
*4 sessions:* Mon, Feb 1–22 / 7:00–9:00 p.m.  
Supper Club offers the opportunity to meet new people, network, and establish friendships while enjoying the company of others who also like to experience a variety of taste sensations. Our group is a wonderful way to bring people together for evenings of fun, good food, and interesting conversation. Tuition includes cost of four dinners, taxes, and tips. No discounts.

Fine Dining Supper Club  
*Tuition: $215*  
*Instructor:* Barbara Alfano, Culinary Connoisseur and Event Planner  
*4 sessions:* Thu, Mar 24–Apr 14 / 7:00–9:00 p.m.  
Join this course for a unique trip to some of Atlanta’s most interesting and out-of-the-ordinary restaurants. This class serves up a terrific way to meet new people and to unearth Atlanta’s culinary jewels as you venture out on the town together. Tuition includes cost of four dinners, taxes, and tips. No discounts.

Learning the Fundamentals of Investing  
*Tuition: $275*  
*Instructor:* Ben L. Clark, MBA, MEd, CFP®, ChFC®, AAMS®  
*8 sessions:* Tue, Apr 5–May 24 / 7:00–9:00 p.m. (Alpharetta)  
Make informed investment decisions based on facts rather than “gut feelings.” Learn how to utilize academically accepted standards for creating a personal investment plan. Students who complete the course will be better positioned to either manage their own investments and/or have the ability to better evaluate the value of their financial professional(s). Textbook: *Principle Based Investing: A Sensible Guide to Investment Success* (available in the Kindle version), HP-12c financial calculator

Blueprint for Financial Success  
*Tuition: $195*  
*Instructors:* Bill Nichols, CFP, and John Carty-Campbell, CFP  
*5 sessions:* Mon, Apr 11–May 9 / 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.
Fine Arts

Understanding Your Digital Camera

_Tuition:_ $225 CEUs: 0.8  
_Instructor:_ Thomas S. England  
_4 sessions:_ Mon, Feb 8–29 / 7:00–9:00 p.m.

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

Digital Photography 1

_Tuition:_ $375 CEUs: 1.5  
_Instructor:_ David Diener  
_6 sessions:_ Tue, Jan 12–Feb 16 / 7:00–9:30 p.m.

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

Digital Photography 2

_Tuition:_ $375 CEUs: 1.5  
_Instructor:_ David Diener  
_6 sessions:_ Tue, Apr 19–May 24 / 6:30–9:00 p.m.

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

Digital Darkroom 1

_Tuition:_ $425 CEUs: 1.2  
_Instructor:_ Thomas S. England  
_6 sessions:_ Tue, Mar 1–Apr 5 / 7:00–9:00 p.m.

This course explores both technical and aesthetic considerations in the medium combining lectures, discussions, demonstrations, and self-guided practice to allow students to explore their own personal aesthetic and to discover the skills needed for success in the digital darkroom.

Digital Darkroom 2

_Tuition:_ $425 CEUs: 1.2  
_Instructors:_ David Diener and Thomas England  
_6 sessions:_ Thu, Jan 14–Feb 18 / 7:00–9:00 p.m. (Diener)  
_6 sessions:_ Tue, Jun 7–Jul 19 / 7:00–9:00 p.m. (England)

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

Legal Issues in Photography

_Tuition:_ $350 CEUs: 0.8  
_Instructor:_ Steve Dubner, JD  
_4 sessions:_ Tue, Aug 2–23 / 7:00–9:00 p.m.

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

Let There Be Light: Working With Portable Strobes

_Tuition:_ $350 CEUs: 0.8  
_Instructor:_ Thomas S. England  
_4 sessions:_ Tue, Oct 4–25 / 7:00–9:00 p.m.

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

Register today: ece.emory.edu
and processes as well as creating a base map, site inventory, and an analysis map also will be covered, along with the incorporation of sustainability elements.

**A Novel Experience**

*Tuition:* $245  
*CEUs:* 1.2  
*Instructor:* Linda E. Clopton, MA, Writer for *Veranda*

6 sessions: Mon, Feb 8–Mar 14 / 7:30–9:30 p.m.

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

**Introduction to DSLR Video**

*Tuition:* $375  
*CEUs:* 1.25  
*Instructor:* Michael A. Schwarz

5 sessions: Tue, Sep 13–Oct 11 / 7:00–9:30 p.m.

The ability of digital single lens reflex (DSLR) cameras to shoot high-quality video has revolutionized filmmaking. Their small size and low cost presents unprecedented versatility but also many challenges. We will cover advantages and disadvantages of DSLR video, with a special emphasis on capturing high-quality audio. Make the leap from shooting stills to shooting video with a DSLR or mirrorless compact system camera.

**Landscape Design I: Understanding the Site**

*Tuition:* $545  
*CEUs:* 1.4

*Instructors:* Eric King and Holly Brooks

2 sessions: Sat, Jan 23 and 30 / 9:00 a.m.–5:00 p.m.

This course will provide vital foundational concepts for creating functional, crowd-pleasing landscape plans. Students will learn to assess landscape conditions found in typical residential settings as well as outdoor room components popular in today’s market. Basic design terms

**Travel Photography**

*Tuition:* $275  
*CEUs:* 0.9  
*Instructor:* Thomas S. England

2 sessions: Sat, Mar 12 / 9:00 a.m.–4:00 p.m. and Sat, Mar 19 / 9:00 a.m.–12:00 p.m.

Many of us only get serious about our digital photography when we leave home for unfamiliar locations. Prepare for your trip, learn how to shoot exciting images and how to share these pictures effectively. Improve your skills by successfully planning, capturing, and crafting your photos.

**Documentary Photography**

*Tuition:* $250  
*CEUs:* 0.9  
*Instructor:* Thomas S. England

6 sessions: Mon, May 9–Jun 20 / 7:00–8:30 p.m.

Students will explore the idea of the documentary and how its interpretations are conveyed through media and artists’ work. Topics include the photographer-subject relationship, content and ethics, photography-film interaction, camera functions and operation, lighting and flash, series development, and the critical roles of the documentary photographer.

**Take Control of Color and Composition**

*Tuition:* $275  
*CEUs:* 0.6  
*Instructor:* David Diener

2 sessions: Tue, Sep 13 and 20 / 6:30–9:30 p.m.

Understand how your camera sees color differently than your eye. Learn to utilize color control as a creative tool and learn guidelines for composition within the frame to make your images more effective and memorable. Begin seeing photographs as an art form that communicate emotion, mood, and interpretation.

**Basics of a Writing Career**

*Tuition:* $175  
*CEUs:* 0.5

*Instructors:* Bridget Anderson and Barbara Collier, Multipublished Authors

1 session: Sat, May 14 / 9:00 a.m.–3:00 p.m.

Students will be immersed in creative exercises that stretch their ability to write, envision possibilities, and overcome writer’s block. You’ll be able to participate in stimulating class discussions that validate the writing process. Bring a sack lunch.
Essentials of Creative Writing
_Tuition:_ $450 CEUs: 1.6
_Instructor:_ Jeff Haas, BA, English Language and Literature
_8 sessions:_ Wed, Mar 2–Apr 20 / 7:00–9:00 p.m.
Explore the essential elements of narrative storytelling, examining a variety of contemporary and classic works, identifying techniques employed by authors, evaluating distinctions among genres, and assessing how these texts can inform our own writing goals. Mastering the craft elements of creative writing can help you become a more mature, artful, and marketable writer. This is also the introductory class for the Creative Writing Certificate program.

Creative Writing Publishing Workshop
_Tuition:_ $495 CEUs: 1.2
_Instructor:_ Claire Cook, New York Times Best-selling Author
_2 sessions:_ Sat, Feb 27 and Mar 12 / 9:00 a.m.–4:00 p.m.
_2 sessions:_ Sat, Jul 16 and 30 / 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 your work 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.

Inspirational Nonfiction Writing
_Tuition:_ $295 CEUs: 1.0
_Instructor:_ Carl McCollman, MA, Professional Writing and Editing, Multipublished Author
_5 sessions:_ Wed, Mar 2–30 / 7:00–9:00 p.m.
Writing about faith, belief, and spiritual experience poses unique challenges for both aspiring and seasoned authors. Come define your mission, hone your voice, and prepare your work for submission to editors or agents. This class is taught from a nonsectarian perspective: any kind of inspirational writing is welcome here.

Writing the Touchstone Moment: The Art of the Personal Essay
_Tuition:_ $425 CEUs: 1.2
_Instructor:_ Vicki Armour-Hileman
_6 sessions:_ Wed, Mar 23–Apr 27 / 7:00–9:00 p.m.
These are the moments that make life worthwhile—and they also make good material for writing. Whether you just want to capture a moment for your own enjoyment, pass on a memory to loved ones, or launch a professional writing career, this class will introduce you to principles of structure and the elements of craft that underlie all good writing as well as resources for finding potential venues for publication. Our workshop format will include short essay readings, weekly writing assignments, and constructive feedback.

Science Fiction, Fantasy, and Horror Workshop
_Tuition:_ $425 CEUs: 1.2
_Instructor:_ Jeff Haas, BA, English Language and Literature
_6 sessions:_ Tue, Apr 5–May 10 / 7:00–9:00 p.m.
Your dream is to astonish your audience with a frightening horror story—or transport them on a magical journey. Your groundbreaking story idea lingers in your mind, just waiting to be put into words. But where (and how) do you begin? Our supportive environment provides ample opportunity to share original works for critical peer review as you learn to properly analyze and critique manuscripts. Instructor comments, lecture, and responsive writing exercises will be included in order to help nurture your growth as a writer.

Mystery, Thriller, and Suspense Workshop
_Tuition:_ $425 CEUs: 1.2
_Instructor:_ Jeff Haas, BA, English Language and Literature
_6 sessions:_ Thu, Apr 21–May 26 / 7:00–9:00 p.m.
Keep your readers guessing (and eagerly turning the pages with anticipation) as we explore and discover the critical ingredients to successfully building tension and excitement, including how to transition conflict into thrilling conclusions. Peer and
Writing Freelance

Tuition: $375 CEUs: 1.2
Instructor: Linda E. Clopton, MA, Writer for Veranda
6 sessions: Mon, Apr 11–May 16 / 7:30–9:30 p.m.

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

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

Tuition: $45 CEUs: 0.3
Instructor: Claire Cook, national best-selling author
1 session: Sat, Jan 23 / 9:00 a.m.–12:00 p.m.
1 session: Sat, Aug 6 / 9:00 a.m.–12:00 p.m.

Wondering how to get to that life you really thought you’d be living by now? Still trying to figure out what you want to be when you grow up? Join Claire Cook, author of Never Too Late: Your Roadmap to Reinvention, No. 1 Amazon best-seller, for a fun, inspiring, and interactive workshop. She’ll share her own stories, successes, and failures as well as those of other reinventors, and give you cutting-edge, motivating tips for getting a plan, staying on track, pulling together a support system, building your platform in the age of social networking, dealing with the fear and the inevitable ups and downs, overcoming perfectionism, and tuning into your authentic self to propel you toward your goals.

Poetry Workshop

Tuition: $375 CEUs: 1.2
Instructor: Alexa Selph, MA in English, Poet and Freelance Editor
6 sessions: Wed, Mar 23–Apr 27 / 7:00–9:00 p.m.

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

Humor and Comedy Writing

Tuition: $425 CEUs: 1.2
Instructors: Dave Drabik and Michael Sokol
6 sessions: Tue, Jul 26–Aug 30 / 7:00–9:00 p.m.

Wondering why TV’s big comedy lineup doesn’t quite . . . line up? Think you can do better? We agree—that’s why we created this class. Our six-week workshop covers a wide variety of comedy genres including sketch, comedy/variety, and scripted series, all culminating in a class that teaches you how to pitch your show to the people who can make it happen. Taught by writers, directors, and producers who’ve been there and done that, this class will give you all the tools you need to create television’s next comedy juggernaut. (Except the jokes. You’ll need to supply those.)
Accent Reduction: Part 1

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

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

Accent Reduction: Part 2

**Tuition:** $235 CEUs: 0.9  
**Instructor:** Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
**6 sessions:** Wed, Apr 20–May 25 / 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  
**Instructor:** Joleen Ledger  
**8 sessions:** Thu, Mar 10–Apr 28 / 7:00–9:00 p.m.

Our new Au Pair Enrichment Program is designed to help au pairs improve their English skills while learning about American culture and customs. The program provides 40 hours of ESL education including in-class work and independent assignments led by a certified ESL instructor and 20 hours of elective courses. Students of all proficiency levels will improve their English. Participants will submit writing assignments through our online resource and receive constructive feedback on their writing.

Conversational English for Non-native Speakers

**Tuition:** $475 CEUs: 1.6  
**Instructor:** Elizabeth Holtam, MA, Applied Linguistics/ESL  
**8 sessions:** Mon, Mar 7–Apr 25 / 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. No textbook required. Class is limited to 12.

French 101

**Tuition:** $395 CEUs: 1.6  
**Instructor:** Susan Venable  
**8 sessions:** Tue, Jan 19–Mar 8 / 7:00–9:00 p.m.  
**8 sessions:** Thu, Apr 14–Jun 2 / 7:00–9:00 p.m.  
**8 sessions:** Wed, May 11–Jun 29 / 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.

French 102
Tuition: $395 CEUs: 1.6
Instructors: Sherry Von Klitzing and Susan Venable
8 sessions: Sat, Feb 6–Apr 2 / 10:00 a.m.–12:00 p.m.
8 sessions: Wed, Jul 13–Aug 31 / 7:00–9:00 p.m.

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

French 103
Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, May 31–Jul 26 / 7:00–9:00 p.m.

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

Italian 101
Tuition: $395 CEUs: 1.6
Instructor: Antonella Giannasca
8 sessions: Sat, Feb 6–Apr 2 / 10:00 a.m.–12:00 p.m.

Students will learn how to make polite exchanges; ask and answer basic questions; briefly describe people and things; talk about hobbies and pastimes; tell time and discuss schedules, dates, prices, and the weather; express likes and dislikes.

Italian 102
Tuition: $395 CEUs: 1.6
Instructor: Antonella Giannasca
8 sessions: Sat, Apr 16–Jun 11 / 10:00 a.m.–12:00 p.m.

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

Italian 103
Tuition: $395 CEUs: 1.6
Instructor: Sherry Von Klitzing
8 sessions: Tue, May 31–Jul 26 / 7:00–9:00 p.m.

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

Spanish 102
Tuition: $395 CEUs: 1.6
Instructor: Holly Patrick
8 sessions: Thu, Mar 24–May 12 / 6:30–8:30 p.m.
8 sessions: Wed, Jul 13–Aug 31 / 7:00–9:00 p.m.

Continue to build your vocabulary and Spanish phrases at a fundamental level. We focus on verbal communication and such grammar basics as how Spanish sentences are structured. The textbook for this course is also used for Spanish 101 and 103.

Spanish 103
Tuition: $395 CEUs: 1.6
Instructor: Holly Patrick
8 sessions: Mon, May 26–Jul 14 / 6:30–8:30 p.m.

The purpose of this course is to continue to deepen the student's ability to communicate not only more clearly and precisely but on a personal level as well. This course is a must for those who want to go beyond the basics of communication in Spanish. The textbook for this course is also used for Spanish 101 and 102.
Osher Lifelong Learning Institute (OLLI) at Emory

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

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

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

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

Winter 2016: Jan 11–Mar 3

2016 OLLI MEMBERSHIP RATES
Enroll in the membership that fits your lifestyle:
- **Sampler:** $49 (single class)
- **Bronze:** $85 (two classes)
- **Silver:** $105 (three classes)
- **Gold:** $125 (four classes)
- **Platinum:** $140 (five classes)
- **Diamond:** $156 (six classes)
Each class above six is $23/class.

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

We look forward to seeing you in class.

Military Funding for Emory Continuing Education Classes

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

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

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

For more information contact:
Gerald Glay
gclay@emory.edu
404.727.9543

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

Register today: ece.emory.edu
Policies and Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Register

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

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

Class Locations
Please check course descriptions for location.

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

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

Emory at YOUR Location and on YOUR Schedule

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

We can:

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

404.727.9982 | ece.emory.edu/corporate