Emory Continuing Education

Register online today at ece.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.

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

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.

Graphic Design Tue, Jan 8, 12:00 p.m. (Webinar)
Digital Photography Tue, Jan 8, 7:00 p.m. (Executive Park)
Creative Writing Wed, January 9, 12:00 p.m. (Webinar)
Lean Six Sigma Thu, Jan 10, 12:00 p.m. (Webinar)
Paralegal Sat, Jan 12, 10:30 a.m. (Executive Park)
Project Management Tue, Jan 15, 12:00 p.m. (Webinar)
Digital Marketing Wed, Jan 16, 12:00 p.m. (Webinar)
Landscape Design Wed, Jan 16, 7:00 p.m. (Executive Park)
Health Coach Thu, Jan 17, 7:00 p.m. (Executive Park)
Digital Photography Tue, Jan 22, 12:00 p.m. (Webinar)
Graphic Design Sat, Jan 26, 10:30 a.m. (Executive Park)
Essentials of HR Management Tue, Feb 5, 7:00 p.m. (Executive Park)
Project Management Wed, Feb 13, 12:00 p.m. (Webinar)
Au Pair Tue, Feb 19, 7:00 p.m. (Executive Park)
Creative Writing Wed, Feb 20, 12:00 p.m. (Webinar)
Business Communications Thu, Feb 21, 12:00 p.m. (Webinar)
Essentials of HR Management Fri, Feb 22, 12:00 p.m. (Webinar)
Management and Supervision Thu, Feb 28, 12:00 p.m. (Webinar)
Lean Six Sigma Fri, Mar 1, 12:00 p.m. (Webinar)
Project Management Wed, Mar 20, 12:00 p.m. (Webinar)
Event Planning Thu, Mar 21, 12:00 p.m. (Webinar)
Digital Marketing Wed, Apr 17, 12:00 p.m. (Webinar)

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

Emory at your location on your schedule.

Professional and Personal Development

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

Financing Options

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

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

Continuing Education Units (CEUs)

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

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

Osher Lifelong Learning Institute (OLLI) at Emory

OLLI is an absorbing intellectual and social adventure open to all adults age 50 and above.
**Accelerated Training in Business Intelligence**

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

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

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

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

**Accelerated Training in Big Data**

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

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

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

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

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

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

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

Artificial Intelligence and Machine Learning

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

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

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

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

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

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

**Project Management**

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

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

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

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

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

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

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

**Graphic Design**

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

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

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

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

Please visit ece.emory.edu/graphic_design for more details.
Paralegal

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

Other benefits include:

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

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

Electives: (Requires two elective courses; see website for more options)
(1) Law Office Technology
(2) Family Law
(3) Wills, Trusts, and Estates
(4) Administrative Law

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

Lean Six Sigma

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

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

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

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

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

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

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

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

Essentials of Supervision

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

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

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

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

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

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

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

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

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

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**Business Communications**

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

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

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

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

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

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

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

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

Digital Photography

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

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

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

Please visit ece.emory.edu/digital_photography for more details.
**Landscape Design**

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

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

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

**Health Coach**

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

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

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

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

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

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

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

Please visit ece.emory.edu/event_planning for more details.
Event Planning: Introduction

Tuition: $695  CEUs: 1.2
Instructors: Heather Herrig, CMP, and Christina Robertson Whitehead, CMP

4 sessions: Mon–Thu, Jan 28–31, 2019 / 6:00–9:00 p.m. (Herrig)
2 sessions: Fri and Sat, Apr 26 and 27, 2019 / 9:00 a.m.–4:00 p.m. (Whitehead)

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

*Tuition:* $245  *CEUs:* 0.4
*Instructor:* Heather Herrig, CMP
*1 session:* Sat, Mar 16, 2019 / 9:00 a.m.–1:00 p.m.

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

**Event Planning: Design the Experience**

*Tuition:* $245  *CEUs:* 0.5
*Instructor:* Lorri McQueary
*1 session:* Sat, Mar 2, 2019 / 9:00 a.m.–3:00 p.m.

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

**Event Planning: Develop an Edge on Execution**

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

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

**Event Planning: Connect with Technology**

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

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

**Professional Self-Advocacy in the Workplace**

*Tuition:* $375  *CEUs:* 0.6
*Instructor:* Sarah Carlson, JD
*1 session:* Mon, Mar 18, 2019 / 9:00 a.m.–4:00 p.m.
*1 session:* Mon, Aug 19, 2019 / 9:00 a.m.–4:00 p.m.

Interested in either changing careers or getting promoted from your current role? The person best equipped to make this happen is you, and self-advocacy is one of the most important tools you can use. We’ll identify your professional strengths, interests, and values as you learn to effectively communicate your unique value to both employers and stakeholders. We’ll also cover professional narratives and persuasive themes in resumes, cover letters, and self-evaluations so you can accurately analyze job postings. The goal is to successfully connect your skills with the job role priorities that companies are eager to fill.
Better Business Writing

Tuition: $395  CEUs: 0.6
Instructor: Claudia Coplon Clements
1 session: Mon, Feb 4, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Apr 8, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jun 13, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Aug 16, 2019 / 9:00 a.m.–4:00 p.m.

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

Executive Presence for the Non-Executive

Tuition: $995  CEUs: 1.2
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
2 sessions: Thu and Fri, Mar 28 and 29, 2019 / 9:00 a.m.–4:00 p.m. (Colter)
2 sessions: Thu and Fri, Aug 15 and 16, 2019 / 9:00 a.m.–4:00 p.m. (Burman)

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

Emotional Intelligence

Tuition: $425  CEUs: 0.6
Instructor: Katie Karppala, BCC
1 session: Tue, Feb 5, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Wed, Apr 10, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Jun 3 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Aug 29, 2019 / 9:00 a.m.–4:00 p.m.

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

Good Grammar is Good Business

Tuition: $375  CEUs: 0.6
Instructor: Bobbi Komblit, MA
1 session: Mon, May 6, 2019 / 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: Thu, Apr 4, 2019 / 1:00–4:00 p.m.
1 session: Tue, Jul 30, 2019 / 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.

Delivering Impactful Training Experiences in the Classroom and Online

Tuition: $375  CEUs: 0.6
Instructor: Kristin Reichman
2 sessions: Sat, Feb 23 and Mar 2, 2019 / 9:00 a.m.–12:00 p.m.
2 sessions: Sat, Aug 3 and 10, 2019 / 9:00 a.m.–12:00 p.m.

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

Managing Your Time and Productivity

Tuition: $375 CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Tue, Mar 5, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Wed, Jun 5, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Aug 1, 2019 / 9:00 a.m.–4:00 p.m.

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

Organizational Commitment

Tuition: $195 CEUs: 0.3
Instructor: LaBrita Cash-Basket, EdD
1 session: Thu, Jan 31, 2019 / 9:00 a.m.–12:00 p.m.
1 session: Mon, Jun 17, 2019 / 9:00 a.m.–12:00 p.m.

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

Presentations: The Power to Persuade and Inspire

Tuition: $395 CEUs: 0.6
Instructor: Jonathan Burman, MA
1 session: Mon, Mar 11, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Thu, Jun 27, 2019 / 9:00 a.m.–4:00 p.m.

The ability to successfully persuade and inspire an audience is an essential skill—presentations, web conferences, and team meetings frequently offer substantial opportunities for professional growth and career development. Join us to build confidence in your presentation style via practical exercises, a review of best practices,
Strategic Communications in the Workplace
Tuition: $395  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Mon, Mar 11, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Tue, May 7, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Wed, Aug 7, 2019 / 9:00 a.m.–4:00 p.m.

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

The Power of Personal Brand
Tuition: $195  CEUs: 0.3
Instructor: Katie Karppala, BCC
1 session: Wed, Apr 17, 2019 / 1:00–4:00 p.m.

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

Training Design for Trainers
Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Mon, Feb 25, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Fri, Jun 7, 2019 / 9:00 a.m.–4:00 p.m.

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

Win-Win Negotiations
Tuition: $375  CEUs: 0.6
Instructor: Jonathan Burman, MA
1 session: Mon, Apr 1, 2019 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Aug 5, 2019 / 9:00 a.m.–4:00 p.m.

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

Your Image as a Communication Tool
Tuition: $195  CEUs: 0.3
Instructor: Katie Karppala, BCC
1 session: Wed, Apr 17, 2019 / 9:00 a.m.–12:00 p.m.

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

**Essentials of Leadership for Managers**

*Tuition:* $825 *CEUs:* 1.2  
*Instructor:* Jonathan Burman, MA  
*2 sessions:* Thu and Fri, Apr 11 and 12, 2019 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Mon and Tue, Jun 10 and 11, 2019 / 9:00 a.m.–4:00 p.m.  
*2 sessions:* Thu and Fri, Aug 22 and 23, 2019 / 9:00 a.m.–4:00 p.m.

This highly interactive and stimulating workshop will transform how managers lead and influence people. Participants experience and apply the five practices of exemplary leadership through group problem-solving tasks, video cases, discussion, workbook exercises, and action plans for ongoing development.
Behavioral Interviewing for Hiring Professionals
Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, May 2, 2019 / 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.

Building Teams—Building Culture
Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Apr 1, 2019 / 1:00–4:00 p.m.
1 session: Thu, Jul 18, 2019 / 9:00 a.m.–12:00 p.m.

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

Coaching Effectively
Tuition: $195  CEUs: 0.3
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
1 session: Mon, Mar 4, 2019 / 9:00 a.m.–12:00 p.m. (Burman)
1 session: Tue, Jun 4, 2019 / 1:00–4:00 p.m. (Colter)

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 avoiding the demotivating effect of overcoaching.

Delegating Effectively
Tuition: $195  CEUs: 0.3
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
1 session: Mon, Mar 4, 2019 / 1:00–4:00 p.m. (Burman)
1 session: Tue, Jun 4, 2019 / 9:00 a.m.–12:00 p.m. (Colter)

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.

Dealing with Difficult People
Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Mar 25, 2019 / 9:00 a.m.–12:00 p.m.
1 session: Thu, Jul 18, 2019 / 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.

Essentials of Conflict Management
Tuition: $195  CEUs: 0.3
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
1 session: Mon, Mar 25, 2019 / 1:00–4:00 p.m. (Colter)
1 session: Wed, Jul 17, 2019 / 9:00 a.m.–12:00 p.m. (Burman)

While conflict is inevitable in the workplace, the way conflict is managed can distinguish good workplaces from great workplaces. Participants will learn how 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: Greg Creech, MCAS-I, CTT+; Charles Craig, MBA; and Soumaya Khalifa, MBA
9 sessions: Tue and Thu, Mar 12–Apr 9, 2019 / 6:30–9:30 p.m.
9 sessions: Tue and Thu, Jul 16–Aug 13, 2019 / 6:30–9:30 p.m.

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

Influence and Persuasion

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Thu, Mar 7, 2019 / 9:00 a.m. – 4:00 p.m.
1 session: Mon, Jul 29, 2019 / 9:00 a.m. – 4:00 p.m.

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

Managing Difficult Conversations and Situations

Tuition: $375  CEUs: 0.6
Instructor: Nancy Colter, MBA
1 session: Wed, Apr 10, 2019 / 9:00 a.m. – 4:00 p.m.
1 session: Thu, Jul 25, 2019 / 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 Diverse Behavioral Styles

Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Thu, Apr 4, 2019 / 9:00–12:00 p.m.
1 session: Tue, Jul 30, 2019 / 1:00–4:00 p.m.

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

Leading through Change

Tuition: $195  CEUs: 0.3
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
1 session: Thu, Apr 25, 2019 / 9:00 a.m. – 12:00 p.m. (Colter)
1 session: Fri, Jun 7, 2019 / 1:00–4:00 p.m. (Burman)

Managers must recognize change and help their employees adjust in a realistic and strategic manner using sound principles and workable tools. People don’t resist change as much as they resist being changed—and all of us respond to change differently. Organizational leaders don’t control uncertainty; rather they guide, shape, and influence this variable. Learn how and why in this class.
Managing Employee Performance
Tuition: $195  CEUs: 0.3
Instructors: Jonathan Burman, MA, and Nancy Colter, MBA
1 session: Tue, Feb 12, 2019 / 1:00–4:00 p.m. (Colter)
1 session: Fri, Jun 7, 2019 / 9:00 a.m.–12:00 p.m. (Burman)

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

Managing Up: Forging a Successful Relationship with Your Supervisor
Tuition: $195  CEUs: 0.3
Instructor: Nancy Colter, MBA
1 session: Mon, Apr 1, 2019 / 9:00 a.m.–12:00 p.m.

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

Managing Multi-Generations
Tuition: $195  CEUs: 0.3
Instructor: Jonathan Burman, MA
1 session: Tue, Apr 30, 2019 / 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.

Stress Management
Tuition: $195  CEUs: 0.3
Instructor: LaBrita Cash-Basket, EdD
1 session: Mon, Jun 17 / 1:00–4:00 p.m.

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

Supervising Effectively
Tuition: $795  CEUs: 1.2
Instructor: Nancy Colter, MBA
2 sessions: Mon and Tue, Feb 18 and 19, 2018 / 9:00 a.m.–4:00 p.m.
2 sessions: Mon and Tue, Aug 5, and 6, 2018 / 9:00 a.m.–4:00 p.m.

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

Transformational Leadership
Tuition: $375  CEUs: 0.6
Instructor: Jonathan Burman, MA
1 session: Wed, May 1, 2019 / 9:00 a.m.–4:00 p.m.

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

**Lean Six Sigma Black Belt Certificate**

*Tuition*: $5,995  *CEUs*: 6.4
*Instructor*: Mark Eclavea, MBA, Master Black Belt
*8 sessions*: Thu, Fri, Sat and Sun, Jan 24–Feb 24, 2019 / 8:30 a.m.–5:30 p.m.

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

**Tuition:** $695  **CEUs:** 0.85  
**Instructors:** Brenda Brown, MA, CLSSBB; Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB; and James Stephenson, MBA, Master Black Belt

**1 session:** Sat, Feb 2, 2019 / 9:00 a.m.–4:30 p.m. (Gray)  
**4 sessions:** Wed, Apr 3–24, 2019 / 7:00–8:30 p.m. (Brown) (Online)  
**1 session:** Fri, May 17, 2019 / 9:00 a.m.–4:30 p.m. (Stephenson)  
**4 sessions:** Sat, Aug 3–24, 2019 / 9:00–10:30 a.m. (Stephenson) (Online)

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

Lean Six Sigma Green Belt Certificate

**Tuition:** $3,995/$3,495 (online)  **CEUs:** 2.7  
**Instructors:** Brenda Brown, MA, CLSSBB, and Maurice Spann, CLSSBB, CIA

**4 sessions:** Sat and Sun, Mar 9–24, 2019 / 9:00 a.m.–4:00 p.m. (Brown)  
**16 sessions:** Tue and Thu, May 28–Aug 15, 2019 / 7:00–8:30 p.m. (Spann) (Online)  
**4 sessions:** Sat and Sun, Jul 27–Aug 11, 2019 / 9:00 a.m.–4:00 p.m. (Brown)

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

Organizational Change Management

**Tuition:** $395  **CEUs:** 0.6  
**Instructor:** Tim Peek, PMP

**1 session:** Sat, Apr 13, 2019 / 9:00 a.m.–4:00 p.m.

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

Lean Six Sigma for Health Care Professionals

**Tuition:** $895  **CEUs:** 1.2  
**Instructor:** Jarvis Gray, MHA, ASQ CMQ/OE, PMP, CLSSBB

**2 sessions:** Sat and Sun, Feb 23 and 24, 2019 / 9:00 a.m.–4:00 p.m.  
**2 sessions:** Sat and Sun, Aug 17 and 18, 2019 / 9:00 a.m.–4:00 p.m.

Optimize your health care environment with our essential Lean Six Sigma (LSS) training. Through both classroom activities and scenario-based assessments, course participants will learn how to lead or contribute to successful health care improvement projects ranging from patient delivery to finance and support operations. Participants can then apply practical knowledge and skills learned to their own real-world health care settings. This post–White Belt/Green Belt LSS course will also develop participants’ understanding of and experience in the DMAIC (define, measure, analyze, improve, and control) methodology as well as key LSS tool utilization.
Project Management: Introduction
Tuition: $825 CEUs: 1.3
Instructors: John Kailey, PMP, Ali Kazmi, PMP, and Michael Martin, PMP
2 sessions: Sat and Sun, Jan 26 and 27, 2019 / 9:00–4:30 p.m. (Kailey)
2 sessions: Sat and Sun, Mar 9 and 10, 2019 / 9:00–4:30 p.m. (Martin)
2 sessions: Sat and Sun, Jun 8 and 9, 2019 / 9:00 a.m.–4:30 p.m. (Kazmi)
2 sessions: Sat and Sun, Aug 10 and 11, 2019 / 9:00 a.m.–4:30 p.m. (Martin)

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

Project Management: Communications Tools and Techniques
Tuition: $425 CEUs: 0.6
Instructors: John Kailey, PMP, and Michael Martin, PMP
1 session: Sat, Apr 6, 2019 / 9:00 a.m.–4:00 p.m. (Martin)
1 session: Sat, Jun 15, 2019 / 9:00 a.m.–4:00 p.m. (Kailey)
1 session: Mon, Aug 12, 2019 / 9:00 a.m.–4:00 p.m. (Kailey)

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

Project Management: Cost Tools and Techniques
Tuition: $295 CEUs: 0.4
Instructors: John Kailey, PMP, and Kevin Postich, PMP
1 session: Sat, Feb 9, 2019 / 8:30 a.m.–12:30 p.m. (Kailey)
1 session: Sat, May 4, 2019 / 1:30–5:30 p.m. (Postich)
1 session: Tue, Aug 13, 2019 / 8:30 a.m.–12:30 p.m. (Postich)

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

Project Management: Risk Tools and Techniques
Tuition: $295 CEUs: 0.4
Instructors: Ali Kazmi, PMP, and Kevin Postich, PMP
1 session: Sun, Feb 10, 2019 / 1:00–5:00 p.m. (Postich)
1 session: Sun, May 5, 2019 / 1:00–5:00 p.m. (Kazmi)
1 session: Wed, Aug 14, 2019 / 1:00–5:00 p.m. (Kazmi)

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

**Tuition:** $495  **CEUs:** 0.7  
**Instructors:** Ali Kazmi, PMP, and Kevin Postich, PMP  
**1 session:** Sat, Mar 23, 2019 / 9:00 a.m.–5:00 p.m. (Kazmi)  
**1 session:** Sat, Jun 22, 2019 / 9:00 a.m.–5:00 p.m. (Martin)  
**1 session:** Thu, Aug 15, 2019 / 9:00 a.m.–5:00 p.m. (Kazmi)

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

Project Management: Scope Tools and Techniques

**Tuition:** $295  **CEUs:** 0.4  
**Instructors:** John Kailey, PMP, and Kevin Postich, PMP  
**1 sessions:** Sat, Feb 9, 2019 / 1:30–5:30 p.m. (Kailey)  
**1 session:** Sat, May 4, 2019 / 8:30 a.m.–12:30 p.m. (Postich)  
**1 session:** Tue, Aug 13, 2019 / 1:30–5:30 p.m. (Postich)

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

Certified Associate in Project Management (CAPM®) Exam Preparation

**Tuition:** $795  **CEUs:** 1.6  
**Instructors:** Ali Kazmi, PMP, and Tim Peek, PMP  
**2 sessions:** Sat and Sun, Feb 2 and 3, 2019 / 8:30 a.m.–5:30 p.m. (Kazmi)  
**2 sessions:** Sat and Sun, Jul 13 and 14, 2019 / 8:30 a.m.–5:30 p.m. (Peek)

Get a head start in your career as a project manager by preparing for the certified associate in project management (CAPM) exam with this intensive two-day course. Participants will discuss the 10 knowledge areas and five process groups that guide project management and apply that knowledge to individual and team exercises. Students will develop individual study plans and preparation strategies, receive test-planning worksheets to study more effectively, and have access to an online exam simulator to reinforce material. Once completed successfully, this course satisfies the 35 hours of project management education required for the PMP exam.

Project Management Professional (PMP®) Exam Preparation

**Tuition:** $1695  **CEUs:** 3.5  
**Instructors:** Ali Kazmi, PMP, and Tim Peek, PMP  
**5 sessions:** Fri, Sat, and Sun, Apr 6–14, 2019 / 8:30 a.m.–4:30 p.m. (Kazmi)  
**5 sessions:** Fri, Sat, and Sun, Aug 16–25, 2019 / 8:30 a.m.–4:30 p.m. (Peek)

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

Tuition: $695  CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
2 Sessions: Thu and Fri, Feb 7 and 8, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Apr 6 and 13, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Jun 20 and 21, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Sat, Aug 3 and 10, 2019 / 9:00 a.m.–4:30 p.m.

Pictures help give any report, presentation, or website a professional edge, and Photoshop is the industry standard for working with digital images. During this class, you will create and edit your own digital graphics and photographs. This hands-on course discusses image formats, color correction, retouching digital photos, working with layers, advanced selection techniques, and using various other editing tools.
Adobe After Effects Level 1: Introduction
Tuition: $995 CEUs: 1.95
Instructor: Michael Snodgrass, Adobe Certified Expert, CTT+
3 Sessions: Sat, Jun 1–15, 2019 / 9:00 a.m.–4:30 p.m.
During this three-day training course, students will discover the tools and techniques necessary to create high-quality motion graphics in After Effects. We will start with the basics—importing footage, adding effects, and animating a composition—and then progress to creating a brand new composition using content from Adobe Illustrator, built-in effects, layering, and transparency. The combination of animated text, layers, and custom shapes will soon coalesce into a full multimedia presentation—and perhaps a cornerstone of your professional portfolio.

Adobe Illustrator Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructors: Christopher Brown, MFA, and Michael Gaston, MFA, Adobe Certified Expert, CTT+
2 Sessions: Thu and Fri, Mar 7 and 8, 2019 / 9:00 a.m.–4:30 p.m. (Brown)
2 Sessions: Sun, Apr 7 and 14, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)
Adobe Illustrator is a vector-based graphics program that allows beginners and experts alike to create professional-quality print and web designs. Come take advantage of Illustrator’s powerful tools to create illustrations and type effects. Learn to design advertisements and printable documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects.

Adobe Illustrator Level 2: Intermediate
Tuition: $695 CEUs: 1.3
Instructors: Christopher Brown, MFA, and Michael Gaston, MFA, Adobe Certified Expert, CTT+
2 Sessions: Sat, Jan 26 and Feb 2, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)
4 Sessions: Mon and Tue, Apr 22–30, 2019 / 6:00–9:15 p.m. (Brown)
2 Sessions: Sun, Aug 11 and 18, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)
Mastering the basics means you’ll be able to produce an almost endless scope of graphic designs. Use Illustrator to create dynamic graphics using advanced drawing and editing tools, path-editing techniques, filter effects, and masks. By the end of this intermediate-level course, you will have refreshed your basic knowledge of Illustrator and developed your understanding of the more advanced features and tools.

Adobe InDesign Level 1: Introduction
Tuition: $695 CEUs: 1.3
Instructors: Christopher Brown, MFA; Michael Gaston, MFA, Adobe Certified Expert, CTT+; and Michael Snodgrass, Adobe Certified Expert, CTT+
4 Sessions: Mon–Thu, Jan 28–31, 2019 / 6:00–9:15 p.m. (Brown)
2 Sessions: Thu and Fri, Mar 14 and 15, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)
2 Sessions: Sat, May 11 and 18, 2019 / 9:00 a.m.–4:30 p.m. (Brown)
2 Sessions: Thu and Fri, Jul 25 and 26, 2019 / 9:00 a.m.–4:30 p.m. (Snodgrass)
Adobe InDesign combines extraordinary production power, creative freedom, and tight integration with Adobe Photoshop, Illustrator, and Acrobat. We’ll get to know the workspace and menus of InDesign before creating simple documents, and we also will discuss how to flow text across pages, harness InDesign’s editing tools, and work with typography before preparing our documents for print or export as PDFs.
**Adobe InDesign Level 2: Intermediate**

*Tuition:* $695  
*CEUs:* 1.3  
*Instructors:* Christopher Brown, MFA, and Michael Gaston, MFA, Adobe Certified Expert, CTT+  
*2 Sessions:* Thu and Fri, Mar 28 and 29, 2019 / 9:00 a.m.–4:30 p.m. (Gaston)  
*4 Sessions:* Thu, Aug 8–29, 2019 / 6:00–9:15 p.m. (Brown)

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

**Adobe Premiere Pro Level 1: Introduction**

*Tuition:* $695  
*CEUs:* 1.3  
*Instructor:* Michael Snodgrass, Adobe Certified Expert, CTT+  
*2 Sessions:* Sat, Mar 23 and 30, 2019 / 9:00 a.m.–4:30 p.m.  
*2 Sessions:* Sat, Jul 13 and 20, 2019 / 9:00 a.m.–4:30 p.m.

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

**Adobe Photoshop Level 2: Intermediate**

*Tuition:* $695  
*CEUs:* 1.3  
*Instructor:* Michael Snodgrass, Adobe Certified Expert, CTT+  
*4 Sessions:* Mon–Thu, Apr 15–18, 2019 / 6:00–9:15 p.m.  
*2 Sessions:* Sat, Aug 17 and 24, 2019 / 9:00 a.m.–4:30 p.m.

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

**Email Marketing Strategy**

*Tuition:* $375  
*CEUs:* 0.65  
*Instructor:* Brent Laminack, CTT+  
*1 Session:* Sun, Apr 14, 2019 / 9:00 a.m.–4:30 p.m.

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

**E-Commerce Fundamentals**

*Tuition:* $695  
*CEUs:* 1.3  
*Instructor:* Brent Laminack, CTT+  
*2 Sessions:* Sun, Apr 28 and May 5, 2019 / 9:00 a.m.–4:30 p.m.

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

**Foundations of Graphic Design**

*Tuition:* $695  
*CEUs:* 1.3  
*Instructor:* Christopher Brown, MFA  
*4 Sessions:* Sat, Feb 9–Mar 2, 2019 / 9:00 a.m.–12:15 p.m.  
*4 Sessions:* Thu, Aug 6–27, 2019 / 6:00–9:15 p.m.

In the world of graphic design, good looks are everything . . . and so many websites, posters, greeting cards, and more need your help ASAP. Fortunately, creating professional content—whether for your job, church, family, or yourself—is made easier by understanding the fundamental concepts of graphic design. Come explore the graphic designer’s role as
**Coding and Scripting**

**HTML and CSS Level 1: Introduction**

*Tuition: $995  CEUs: 1.95  
Instructor: Brent Laminack, CTT+  
See website for details*

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

**Web Analytics and Search Engine Optimization**

*Tuition: $695  CEUs: 1.3  
Instructor: Brent Laminack, CTT+  
2 Sessions: Sat, Jun 8 and 15, 2019 / 9:00 a.m.–4:30 p.m.*

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

**Web Video Production Fundamentals**

*Tuition: $375  CEUs: 0.65  
Instructor: Brent Laminack, CTT+  
1 Session: Sun, Feb 3, 2019 / 9:00 a.m.–4:30 p.m.  
1 Session: Sun, May 19, 2019 / 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 current internet traffic is video. In this one-day class, we’ll discuss some of the most common uses for video on the internet and the best formats for each. The key project in this class will be setting up a mini studio, shooting a video, and uploading it to YouTube for all the world to see.

**HTML and CSS Level 2: Intermediate**

*Tuition: $695  CEUs: 1.3  
Instructor: Brent Laminack, CTT+  
See website for details*

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

**Web Analytics and Search Engine Optimization**

*Tuition: $695  CEUs: 1.3  
Instructor: Brent Laminack, CTT+  
2 Sessions: Sat, Jun 8 and 15, 2019 / 9:00 a.m.–4:30 p.m.*

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

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**Coding and Scripting**

**HTML and CSS Level 1: Introduction**

*Tuition: $995  CEUs: 1.95  
Instructor: Brent Laminack, CTT+  
See website for details*

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

**Web Analytics and Search Engine Optimization**

*Tuition: $695  CEUs: 1.3  
Instructor: Brent Laminack, CTT+  
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**Web Video Production Fundamentals**

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Instructor: Brent Laminack, CTT+  
1 Session: Sun, Feb 3, 2019 / 9:00 a.m.–4:30 p.m.  
1 Session: Sun, May 19, 2019 / 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 current internet traffic is video. In this one-day class, we’ll discuss some of the most common uses for video on the internet and the best formats for each. The key project in this class will be setting up a mini studio, shooting a video, and uploading it to YouTube for all the world to see.

**HTML and CSS Level 2: Intermediate**

*Tuition: $695  CEUs: 1.3  
Instructor: Brent Laminack, CTT+  
See website for details*

Cascading style sheets (CSS) are what give your hypertext markup language (HTML) web pages their polish and beautiful appearance. Our advanced course takes you beyond front-end design techniques, allowing you to learn to control the format and layout of elements on web pages using CSS style sheets. Toward the end of the class, you’ll do several multicolumn page layouts with an embedded video element.
**SQL Level 1: Introduction**

**Tuition:** $725  **CEUs:** 1.3  
**Instructors:** Kirk Canty and Sajean Page  
**2 Sessions:** Thu and Fri, Feb 7 and 8, 2019 / 9:00 a.m.–4:30 p.m. (Page)  
**2 Sessions:** Wed and Thu, Mar 6 and 7, 2019 / 9:00 a.m.–4:30 p.m. (Page)  
**2 Sessions:** Tue and Wed, Apr 9 and 10, 2019 / 9:00 a.m.–4:30 p.m. (Page)  
**2 Sessions:** Thu and Fri, May 9 and 10, 2019 / 9:00 a.m.–4:30 p.m. (Page)  
**2 Sessions:** Mon and Tue, Jul 15 and 16, 2019 / 9:00 a.m.–4:30 p.m. (Canty)  

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

**SQL Level 2: Intermediate**

**Tuition:** $725  **CEUs:** 1.3  
**Instructor:** Sajean Page  
**2 Sessions:** Thu and Fri, Feb 21 and 22, 2019 / 9:00 a.m.–4:30 p.m.  
**2 Sessions:** Thu and Fri, Aug 22 and 23, 2019 / 9:00 a.m.–4:30 p.m.  

This class takes a time-efficient “problem/solution/discussion” approach and covers essential topics for today’s SQL developers. Course topics include window functions, shifting pivot rows into columns and reverse-pivoting columns into rows, facilitating inter-row calculations, and double-pivoting a result set. We also cover “bucketization”—summarizing data into buckets—as well as how to create histograms and use other advanced data-warehousing techniques.
Microsoft Excel Level 2: Excelling at Excel

Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Fri, Jan 18 and 25, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Mar 22 and 29, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu, May 30 and Jun 6, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Fri, Jul 12 and 19, 2019 / 9:00 a.m.–4:30 p.m.

Discover the five Fs of Excel—formatting, fills, formulas, functions, and filters/sorts—and begin creating clearer and more effective spreadsheets. We will use formatting and basic formulas and functions to create our own fully functional monthly and annual budget-tracking spreadsheets. Participants also will learn to use more advanced functions like PivotTables and VLOOKUPs to become more productive in the workplace.
Microsoft Access: Accessing the Possibilities

Tuition: $675 CEUs: 1.95
Instructor: Greg Creech, MCAS-I, CTT+
3 Sessions: Wed, May 8–22, 2019 / 9:00 a.m.–4:30 p.m.

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

Microsoft Excel Level 1: Introduction

Tuition: $375 CEUs: 0.65
Instructor: Karen Maddox-Jones, CTT+, CMM I
1 Session: Wed, Feb 6, 2019 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Jun 12, 2019 / 9:00 a.m.–4:30 p.m.

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

Microsoft Excel Level 3: More Excelling at Excel

Tuition: $375 CEUs: 0.65
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Tue, Feb 26, 2019 / 9:00 a.m.–4:30 p.m.
1 Session: Fri, Apr 12, 2019 / 9:00 a.m.–4:30 p.m.
1 Session: Wed, Aug 28, 2019 / 9:00 a.m.–4:30 p.m.

Microsoft Excel has hundreds of features, functions, formulas, and other tools that can make managing your data easier. In this course, we will discover how to formulate smarter worksheets by understanding Excel’s time format and using date calculations. We will also learn to use data validation criteria to keep data accurate and streamline input with dropdown lists. From there, we will construct logical comparisons between given and expected values using IF . . . THEN . . . ELSE statements. Finally, we’ll learn more about PivotTables, collaboration within Excel, and how to create the most useful types of charts for the presentation of your data.

Microsoft Excel: Data Management and Manipulation

Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Thu, Mar 21, 2019 / 9:30 a.m.–12:30 p.m.
1 Session: Thu, Jul 18, 2019 / 9:30 a.m.–12:30 p.m.

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

Microsoft Excel: Data Analysis Using Pivot Tables

Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Fri, Feb 1, 2019 / 9:30 a.m.–12:30 p.m.
1 Session: Tue, May 7, 2019 / 9:30 a.m.–12:30 p.m.
1 Session: Thu, Aug 15, 2019 / 9:30 a.m.–12:30 p.m.

PivotTables allow you to change the view of your data quickly and easily. They also automatically sort your data and create totals, averages, and other functions too. PivotCharts add visualizations to the data summarized into a PivotTable and can help you spot trends and patterns within the data. Students in this half-day course will build different PivotTables using existing databases to obtain insights into account management, human resources, marketing, and more.
Microsoft Office

Excelling at Excel: The Fundamental
Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Tue, Jun 4, 2019 / 9:30 a.m.-12:30 p.m.
1 Session: Fri, Jun 21, 2019 / 9:30 a.m.-12:30 p.m.

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

Excelling at Excel: More Formulas and Functions
Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Tue, Feb 19, 2019 / 9:30 a.m.-12:30 p.m.
1 Session: Mon, May 20, 2019 / 9:30 a.m.-12:30 p.m.
1 Session: Fri, Aug 16, 2019 / 9:30 a.m.-12:30 p.m.

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

Excelling at Excel: More Formulas and Functions
Tuition: $185 CEUs: 0.3
Instructor: Greg Creech, MCAS-I, CTT+
1 Session: Wed, Jun 26, 2019 / 9:30 a.m.-12:30 p.m.

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

Tuition: $495  CEUs: 1.3
Instructor: Greg Creech, MCAS-I, CTT+
2 Sessions: Tue, May 14 and 21, 2019 / 9:00 a.m.–4:30 p.m.

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

Microsoft Project Levels 1 and 2: Creating and Managing Projects

Tuition: $555  CEUs: 1.3
Instructor: Karen Maddox-Jones, CTT+, CMM I
2 Sessions: Sat, Feb 16 and 23, 2019 / 9:00 a.m.–4:30 p.m.
2 Sessions: Thu and Fri, Jun 13 and 14, 2019 / 9:00 a.m.–4:30 p.m.

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

**GRE Comprehensive Test Preparation**

*Tuition:* $650

*Instructors:* Vanessa Madden, MBA, and Devin Stewart, PhD

*6 sessions:* Sun, Jan 27–Mar 10, 2019 / 1:00–4:30 p.m. (Madden)

*6 sessions:* Sat, Mar 23–May 4, 2019 / 1:30–5:00 p.m. (Stewart)

*6 sessions:* Sun, Apr 28–Jun 9, 2019 / 1:00–4:30 p.m. (Madden)

*6 sessions:* Tue and Thu, Jun 4–20, 2019 / 6:00–9:30 p.m. (Madden)

*6 sessions:* Sun, Jul 21–Aug 25, 2019 / 1:00–4:30 p.m. (Madden)

The course is divided into six sessions: two sessions devoted to each section of the exam, with verbal, writing, and math reviews. We will address common tricks, mistakes, and pitfalls as well as the role the GRE score plays in graduate school admissions and provide tips on preparing the strongest possible graduate school application.
**GMAT Test Preparation**

**Tuition:** $650  
**Instructors:** Humsini Arakali, EdD, and Devin Stewart, PhD  
**7 sessions:** Thu, Jan 17–Mar 7, 2019 / 6:00–9:00 p.m. (Arakali)  
**6 sessions:** Sat, Mar 23–May 4, 2019 / 9:00 a.m.–12:30 p.m. (Stewart)

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

**MCAT Test Preparation**

**Tuition:** $1,575  
**Instructors:** Devin Stewart, PhD, and Jordan M. Taylor  
**14 Sessions:** Mon and Wed, Feb 11–Apr 1, 2019 / 6:00–9:00 p.m. (Taylor)  
**6 Sessions:** Sat, May 18–Jun 29, 2019 / 9:00 a.m.–5:00 p.m. (Stewart)

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

**LSAT Test Preparation**

**Tuition:** $750  
**Instructors:** Jeffrey Domozick, JD  
**6 sessions:** Sat, Feb 2–Mar 16, 2019 / 9:00 a.m.–1:00 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, evaluate your own strengths and weaknesses, and tailor your study plan to maximize your performance on test day.

**SAT Test Preparation**

**Tuition:** $595  
**Instructors:** Humsini Arakali, EdD, and Triba Gary-Davis, EdD  
**6 sessions:** Wed, Jan 23–Feb 27, 2019 / 6:00–9:00 p.m. (Arakali)  
**6 sessions:** Sun, Mar 10–Apr 14, 2019 / 1:00–4:00 p.m. (Gary-Davis)

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

**PHR/SPHR Certification Review**

**Tuition:** $1,595  
**CEUs:** 3.6  
**Instructor:** Charles Craig  
**6 sessions:** Sat, Feb 16–Apr 27, 2019 / 9:00 a.m.–4:00 p.m.  
**6 sessions:** Sat, May 18–Jul 27, 2019 / 9:00 a.m.–4:00 p.m.

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

Tuition: $175
Instructor: Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host
4 sessions: Thu, Feb 28–Mar 21, 2019 / 7:00–9:00 p.m.
4 sessions: Thu, Jun 6–27, 2019 / 7:00–9:00 p.m.

Explore basic interior design principles such as identification of style components as well as how to have continuity and flow, while introducing complementary and eclectic items. Class also will cover proper furniture placement; use of color, texture, and lighting; and how to select appropriate pieces that you presently own and identify what you need to complete the look. Proper execution of wall art and groupings also are discussed.
Abstract Painting
Tuition: $225
Instructor: Guy Robinson
4 sessions: Wed, May 8–29, 2019 / 6:30–9:30 p.m.
Experience the joy and freedom of abstraction. For the beginner to the more experienced student, this class focuses on the major styles from cubism to abstract expressionism. Even for those interested in representational painting, abstraction offers a great way to study paint handling, color theory, and composition. Students are welcome to work with their own choice of medium—oil, acrylic, or watercolor.

Artistic Landscape Enhancements
Tuition: $95
Instructor: Jonathan Williams
1 session: Sat, Apr 13, 2019 / 9:00 a.m.–12:00 p.m.
Everyone appreciates a beautiful landscape—now make your neighbors jealous! Both weekend gardeners and landscape professionals will take away industry best practices to elevate your understanding of the principles and elements of stunning, artistic landscapes. Participants in this highly interactive course can then leverage their firm grasp of these concepts to approach outdated sites and easily identify enhancements to maximize curb appeal.

Acrylic Painting for the Novice
Tuition: $225
Instructor: Guy Robinson
6 sessions: Wed, Mar 27–May 1, 2019 / 6:30–8:30 p.m.
For students with little or no experience with painting, this course will touch on composition, color theory, and handling as well as how to achieve pictorial depth and painterly surfaces. Students will get individual attention to help achieve their personal goals.

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

Beginning Drawing
Tuition: $225
Instructor: Guy Robinson
8 sessions: Wed, Jan 30–Mar 20, 2019 / 6:30–8:00 p.m.
8 sessions: Tue, Apr 9–May 28, 2019 / 6:30–8:00 p.m.
8 sessions: Tue, Jul 9–Aug 27, 2019 / 6:30–8:00 p.m.
Take a methodical approach to traditional drawing techniques under the personal guidance of this experienced instructor, as your work becomes a direct channel for your own self-expression.

Beginning Oil Painting
Tuition: $225
Instructor: Guy Robinson
6 sessions: Tue, Jan 29–Mar 5, 2019 / 6:30–8:30 p.m.
6 sessions: Wed, Jul 10–Aug 14, 2019 / 6:30–8:30 p.m.
Enjoy an easier, more satisfying introduction to oil painting when you know the right techniques. You will learn everything you need to get started with this flexible, rewarding medium. Explore composition, color theory, depth, and harmony as you develop your own personal style and complete your first paintings.
**PERSONAL DEVELOPMENT**

**Blueprint for Financial Success**
*Tuition:* $195  
*Instructors:* John Carty-Campbell, CFP, and Bill Nichols, CFP  
*5 sessions:* Mon, Apr 8–May 6, 2019 / 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 you should have available and organized as well as a comprehensive financial planning list of follow-up action steps to implement your financial plan.

**Decorating Basics II**
*Tuition:* $175  
*Instructor:* Lee Anne Culpepper, National Interior Designer, Published Writer, TV & Radio Host  
*4 sessions:* Thu, Apr 4–25, 2019 / 7:00–9:00 p.m.

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

**Enjoying Wine: The Basics and Beyond**
*Tuition:* $225  
*Instructor:* Nancy Waldeck  
*4 sessions:* Tue, Mar 26–Apr 16, 2019 / 6:30–8:30 p.m.  
*4 sessions:* Tue, Jul 23–Aug 13, 2019 / 6:30–8:30 p.m.

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

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

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

**Estimating and Proposing Landscape Enhancements**
*Tuition:* $95  
*Instructor:* Jonathan Williams  
*1 session:* Sat, Apr 13, 2019 / 1:00–4:00 p.m.

Offering landscape upgrades such as plant, stone, and drainage system installation to your customers can be a lucrative endeavor for your landscape business. Designing and installing these enhancements can be challenging, and there is nothing more disheartening than doing so at a financial loss. Intended for landscape designers and installation professionals, this class will provide you with the information you need to successfully propose landscape enhancements. Learn the meaning of margin and mark-up and the industry’s best techniques and formulas for estimating landscape upgrades for a profit.

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

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

**Kitchen Design and Decor**

*Tuition: $175*  
*Instructor: Lee Anne Culpepper, National Interior Designer, Published Writer, TV and Radio Host*  
*4 sessions: Wed, Jan 16–Feb 6, 2019 / 7:00–9:00 p.m.*  
*4 sessions: Wed, Jun 5–26, 2019 / 7:00–9:00 p.m.*  

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

**Learning the Fundamentals of Investing**

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

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

**Principles of Design**

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

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

**The Camera You Carry: Smartphone Photography**

*Tuition: $150*  
*Instructor: Billy Newman*  
*1 session: Sat, Feb 9, 2019 / 9:00 a.m.–4:30 p.m.*  
*1 session: Sat, May 4, 2019 / 9:00 a.m.–4:00 p.m.*  

Think you need an expensive, bulky camera to capture many of life’s great moments? Take better photos using your smartphone. Our course includes hands-on demonstrations, practical assignments, and lectures to help you better use your smartphone’s camera features. Learn to improve your photo quality via proper exposure, better composition elements, and editing software. Then store and share your images with confidence.
Watercolor 101 and Beyond

Tuition: $225
Instructor: Kathleen Bosell
6 sessions: Thu, Feb 21–Mar 28, 2019 / 6:00–8:00 p.m.

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

*Tuition:* $425  *CEUs:* 1.2

*Instructors:* Zoe Fishman, Jamie Iredell, PhD, and Tray Butler, MA

*6 sessions:* Wed, Jan 23–Feb 27, 2019 / 7:30–9:30 p.m. (Fishman)

*6 sessions:* Wed, Mar 6–Apr 17, 2019 / 7:00–9:00 p.m. (Iredell)

*6 sessions:* Thu, Apr 25–May 30, 2019 / 7:00–9:00 p.m. (Butler)

*6 sessions:* Thu, Jul 18–Aug 22, 2019 / 7:30–9:30 p.m. (Fishman)

Through weekly lectures, readings, and opportunities to share your work in a supportive environment, you’ll begin to hone your craft while learning tips for how to create compelling characters, snappy dialogue, and satisfying story structures. Whether your dream is to write the Great American Novel or to capture true stories from your own life, this course will help you keep your reader fascinated from first word to last.
output. We’ll also explore the more complex aspects of photography: lighting, composition, color, depth of field, and more. Students are encouraged to share work for enhancement of class discussions.

Digital Photography 2
Tuition: $395  CEUs: 1.5
Instructor: David Diener
6 sessions: Wed, Mar 13–Apr 17, 2019 / 6:30–9:00 p.m.
Continue building your photography skills by practicing more advanced techniques for lighting, composition, moving subjects, and nighttime photography. We’ll also cover how to shoot landscapes, architecture, and nature photos as well as close-up and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography. Course includes in-class lectures and homework photography assignments.

Digital Asset Management and Photo Editing in Adobe Lightroom
Tuition: $375  CEUs: 1.2
Instructor: Billy Newman
5 sessions: Thu, Apr 11–May 16, 2019 / 6:30–9:00 p.m.
If you enjoy taking photos, you probably have hundreds (maybe even thousands) of them across all of your devices. Take control of your digital data by learning how Adobe Lightroom can make your pictures look better and easier to find. This course explores both technical and aesthetic considerations in the medium by combining hands-on exercises, detailed demonstrations, and classroom discussions. Students will begin to explore their personal aesthetics and develop their skills in the digital darkroom.

Photo Editing in Adobe Photoshop
Tuition: $350  CEUs: 1.0
Instructor: Billy Newman
4 sessions: Mon, May 6–Jun 3, 2019 / 6:30–9:00 p.m.
Not every photograph looks great when you first take it, and there are increasing numbers of tools available to help you get the right look. Adobe Photoshop, especially when paired with Adobe Lightroom, allows photographers to explore more creative possibilities than ever before. Learn to unlock your artistic vision and create views of the world unavailable to the human eye or film technology. Through instructor-led and self-guided practice, students will learn the role of Photoshop in a photographer’s workflow and how it can help them achieve picture-perfect prints.

Legal Issues in Photography
Tuition: $350  CEUs: 0.8
Instructor: Steve Dubner, JD
4 sessions: Tue, Feb 19–Mar 12, 2019 / 7:00–9:00 p.m.
The importance of talking directly with an attorney about the variety and complexity of photography-related legal issues cannot be understated. Both amateur and professional photographers will discover the underlying legal concepts important
Let There Be Light—Working With Portable Strobes

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

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

Narrative Writing Workshop

Tuition: $425  CEUs: 1.2
Instructors: Tray Butler, MA, and Jamie Iredell, PhD
6 sessions: Thu, Mar 7–Apr 18, 2019 / 7:00–9:00 p.m. (Butler)
6 sessions: Wed, Jul 17–Aug 21, 2019 / 7:00–9:00 p.m. (Iredell)

Bring your narratives to life and keep your readers turning pages. Explore the fundamental building blocks used to construct compelling novels, short stories, and works of creative non-fiction. We'll consider how the basic elements of characterization, plot, structure, and style function across a variety of popular genres. Each workshop will feature a mix of lectures, exercises, and critiques of shared student work, offering practical advice in a supportive environment.

The Business of Creative Writing: Navigating Your Next Steps

Tuition: $425  CEUs: 1.2
Instructor: Zoe Fishman
2 sessions: Sat, Jul 13 and 20, 2019 / 9:00 a.m.–4:00 p.m.

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

Humor and Comedy Writing

Tuition: $425  CEUs: 1.2
Instructors: Dave Drabik and Michael Sokol
6 sessions: See website | Fall 2019

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

Introduction to Screenwriting

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

What are the tools that every screenwriter has in his or her toolbox? This class will examine those vital elements that make a screenwriter’s work compelling: characterization, dialogue, conflict, scene structure, and plot. Each session will introduce one of these elements through lecture, viewing examples from films and screenplays, and in-class exercises. Throughout the course, students will have take-home assignments that allow them to practice writing short
scenes that focus on developing their screenwriting story skills, and gain the confidence they’ll need to tackle writing a feature-length screenplay. During the last two weeks they will submit a 2–4 page story treatment for classroom analysis and critique.

Narrative Medicine: Using Writing to Heal

**Tuition:** $425  **CEUs:** 1.2  
**Instructor:** Anju Kanwar, PhD  
**6 sessions:** Mon, Feb 11–Mar 18, 2019 / 7:00–9:00 p.m.

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

The Pleasures of Poetry

**Tuition:** $250  **CEUs:** 0.8  
**Instructor:** Alexa Selph, MA  
**4 sessions:** Tue, Apr 9–30, 2019 / 7:00–9:00 p.m.

An appreciation and understanding of poetry can be cultivated, blossoming into a lifelong passion. From haiku to epic narrative, this class will explore the infinite variety of this ever-evolving genre. We’ll discuss the nuts and bolts of form, meter, metaphor, and imagery, and how each plays a part in making a poem. There will be reading assignments from the textbook, followed by class discussion. If you’re also interested in writing poetry, heed the words of Mary Oliver, who says, “There is no better teacher than reading good poems.”

J.R.R. Tolkien: Imagination and the Creative Writing Process

**Tuition:** $425  **CEUs:** 1.2  
**Instructor:** Phillip Thompson, PhD  
**6 sessions:** Tue, Mar 26–Apr 30, 2019 / 7:00–9:00 p.m.

Tolkien is the master of the high fantasy genre, and we’ll explore his literary skills including plot twists and continuity, character development, unique creatures, and the bonds of the fellowship to make his writing so compelling. His craftsmanship in creating a world of diverse cultures, lands, and characters will inspire our assignments as you work to apply his techniques to assist your own fantasy writing. Our workshop will focus on the key elements of high fantasy including heroes/heroines in large-scale epic quests, clashes between good and evil, roles for magic/special powers, non-human races (elves or dwarfs), and more. Opportunities to give and receive constructive feedback will be provided.

Telling Our Stories: Writing Memoir

**Tuition:** $425  **CEUs:** 1.2  
**Instructor:** Jennifer Lentz, MA  
**6 sessions:** Wed, May 15–Jun 19, 2019 / 7:00-9:00 p.m.

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

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

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

Writing Freelance

Tuition: $425  CEUs: 1.2
Instructor: Tray Butler, MA
6 sessions: See website

Forget what you’ve heard about the so-called death of journalism. It’s true that the business has changed dramatically in the digital age, yet the demand for high-quality content may be stronger than ever. This course separates the real facts from fake news about becoming a freelance writer in today’s gig economy. Learn what it takes to research and craft compelling news features, profiles, reviews, first-person pieces, and much more. Get practical advice on how to pitch winning ideas to editors, avoid the common pitfalls that plague freelancers, and begin landing bylines.
Accent Reduction, Part 1

Tuition: $375  CEUs: 1.2
Instructors: Jennifer Brown Parker, MA, and Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist
8 sessions: Wed, Jan 23–Mar 13, 2019 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Mar 25–Apr 29, 2019 / 7:00–9:00 p.m. (Parker)
8 sessions: Wed, May 8–Jun 26, 2019 / 7:00–8:30 p.m. (Hope)
6 sessions: Mon, Jul 15–Aug 19, 2019 / 7:00–9:00 p.m. (Parker)

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

*Tuition:* $250  *CEUs:* 0.9  
*Instructor:* Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
*6 sessions:* Wed, Mar 20–Apr 24, 2019 / 7:00–8:30 p.m.  
*6 sessions:* Wed, Jul 10–Aug 14, 2019 / 7:00–8:30 p.m.  

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

**Compelling American Conversations for Non-Native English Speakers**

*Tuition:* $345  *CEUs:* 1.2  
*Instructor:* Joleen Ledger  
*6 sessions:* Thu, Feb 21–Mar 28, 2019 / 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.

**Au Pair Enrichment ESL Course**

*Tuition:* $595  *CEUs:* 6.0  
*Instructor:* Joleen Ledger  
*8 sessions:* Tue, Mar 12–Jul 2, 2019 / 7:00–9:30 p.m.  

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

**Improving Writing Impact for Non-Native English Speakers**

*Tuition:* $345  *CEUs:* 1.2  
*Instructor:* Joleen Ledger  
*6 sessions:* Thu, Apr 18–May 23, 2019 / 7:00–9:00 p.m.  

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

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

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

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

SPRING 2019 (Registration begins Feb 18)
Short Session: Mar 4–29
Long Session: Apr 8–May 24

SUMMER 2019 (Registration begins May 20)
Short Session: Jun 3–28
Long Session: Jul 8–Aug 23

FALL 2019 (Registration begins Aug 19)
Short Session: Sep 3–30
Long Session: Oct 7–Nov 22

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

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

**Continuing Education Units (CEU)**

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

**Noncredit Courses**

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

**Disclaimer**

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

**Disability Policy**

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

**Wait-list Policy**

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

**Open Enrollment Withdrawal Policy**

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

**Cohort Program Withdrawal Policy**

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

**Osher Lifelong Learning Institute Withdrawal Policy**

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

**Class Cancellations**

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

**Holidays**

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

**Course Transfer**

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

**Age Minimum Policy**

Emory Continuing Education (ECE) allows only registered students into our classrooms. Students are not allowed to bring guests under the age of 18 into any ECE classroom or location. Unaccompanied individuals under the age of 18 will be asked to leave. ECE students must make appropriate child-care arrangements prior to enrolling in ECE courses. Refunds will not be granted to students who are unable to continue with coursework due to child-care issues. At this time, students under the age of 18 are only allowed to enroll in ECE’s PSAT and/or SAT prep courses.

**Refunds**

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

**How to Register**

**Web** ece.emory.edu

**Phone** 404.727.6000 (select option 2)

**E-mail** learn@emory.edu

**Emory Continuing Education Offices**

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

**Class Locations**

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

**Emory University Tobacco Policy**

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

**Weapons/Dangerous Materials**

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

**Payment Policy**

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

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

Emory at YOUR Location and on YOUR Schedule

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

We can:

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

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