From the Executive Director:

As we settle into our new home in Executive Park, we continue to modify and adapt our course portfolio to meet the needs of various audiences.

Of course, our students come first. We listen to your suggestions and review your feedback on how to make our classes even more effective. We work with our instructors to incorporate timely and relevant educational objectives and methodologies, creating a better student experience and improved learning outcomes.

Many of our programs and courses—including Project Management, Health Coach, Big Data and certain IT classes—are the result of a research process designed to find ways to empower individuals seeking to increase personal job security and marketability.

Now more than ever, we’re partnering with employers across the region to ascertain precisely what their staff members need to be successful. This concept of workforce development can focus on proven approaches combined with current trends and technologies to pinpoint education and training opportunities—individuals can take advantage of these programs in order to adjust to rapidly changing social and economic environments.

Additionally, our Corporate Learning department offers customized solutions with organizational and instructional specialists to develop your company’s job task-specific requirements. Please visit ece.emory.edu/corporate or call 404.727.9479 for more details.

ECE is committed to providing developmental opportunities resulting in maximum value for both employees and organizations. Contact us today to see how we can generate positive return on investment for you.

Beverly S. Cormican, EdD
Associate Vice Provost for Continuing Education
Executive Director, Emory Continuing Education

About ECE

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

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

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

How to Register

<table>
<thead>
<tr>
<th><strong>Web</strong></th>
<th>ece.emory.edu</th>
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<tbody>
<tr>
<td><strong>Phone</strong></td>
<td>404.727.6000 (select option 2)</td>
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<tr>
<td><strong>Fax</strong></td>
<td>404.727.6001</td>
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<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:learn@emory.edu">learn@emory.edu</a></td>
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</table>

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

Corporate Learning

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

Financing Options
You may qualify for:
- A Sallie Mae loan
- Military tuition assistance

Convenient Alpharetta Location
Emory also offers some of our most popular courses and certificate programs in Alpharetta, off Georgia 400, Exit 11, at 1725 Windward Concourse.
Visit ece.emory.edu/alpharetta to learn more.

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

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

Professional and Personal Development

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Osher Lifelong Learning Institute (OLLI) at Emory

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

Policies and Procedures

36 Osher Lifelong Learning Institute (OLLI) at Emory
37 Policies and Procedures

Register today: ece.emory.edu
Emory Corporate Learning

YOUR partner in Talent Management

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

ECE can deliver adult learning expertise to your organization.

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

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

404.727.9982 | ece.emory.edu/corporate

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

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<thead>
<tr>
<th>Certificate</th>
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<th>Location</th>
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<td>Grant Writing</td>
<td>Thu, Aug 21, 7:00 p.m.</td>
<td>Executive Park</td>
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<tr>
<td>Digital Photography</td>
<td>Tue, Aug 26, 7:00 p.m.</td>
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<tr>
<td>Paralegal</td>
<td>Thu, Aug 28, 7:00 p.m.</td>
<td>Webinar</td>
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<tr>
<td>Environmental Health</td>
<td>Thu, Sep 8, 1:00 p.m.</td>
<td>Alpharetta</td>
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<tr>
<td>HR Management</td>
<td>Tue, Sep 9, 6:30 p.m.</td>
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<tr>
<td>Essentials of Management</td>
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<tr>
<td>Project Management</td>
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<tr>
<td>Lean Six Sigma</td>
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<td>Alpharetta</td>
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<tr>
<td>Web Certificates</td>
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<tr>
<td>Creative Writing</td>
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<tr>
<td>Au Pair</td>
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<tr>
<td>Paralegal</td>
<td>Tue, Sep 30, 7:00 p.m.</td>
<td>Webinar</td>
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<tr>
<td>Project Management</td>
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<tr>
<td>Web Certificates</td>
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<td>Webinar</td>
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<td>Landscape Design</td>
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<tr>
<td>Paralegal</td>
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<td>Webinar</td>
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<tr>
<td>Graphic Design</td>
<td>Sat, Dec 6, 11:00 a.m.</td>
<td>Executive Park</td>
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Paralegal

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

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

Electives (two required):
(1) Business Organizations
(2) Criminal Law
(3) E-Discovery
(4) Family Law
(5) Real Estate Law
(check website for more options)

Grant Writing

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

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

Lean Six Sigma

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

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

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

Core Classes—Web Design and Development:
(1) Introduction to Web Design and Development: Workflow that Works
(2) HTML and CSS

Core Classes—Graphic Design:
(1) Introduction to Graphic Design
(2) InDesign: Introduction
(3) InDesign: Intermediate
(4) Photoshop: Introduction
(5) Illustrator: Introduction

Core Classes—Online Marketing:
(1) Introduction to Web Design and Development: Workflow that Works
(2) HTML and CSS
(3) Dreamweaver Level 1: Introduction
(4) Brand and Market to Profit
(5) How to Add E-Commerce to Your Website
(6) How to Run a Successful Email Marketing Campaign
(7) Make Your Own YouTube Video
(8) Attracting Traffic to Your Website through Social Media
(9) Web Analytics and Search Engine Marketing
Digital Photography

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

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

Creative Writing

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

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

Classes—Nonfiction:
(1) Essentials of Creative Writing
(2) Personal Essay Writing
(3) Creative Nonfiction Writing Workshop Level I
(4) Creative Nonfiction Writing Workshop Level II
(5) Creative Writing Publishing Workshop
(6) Capstone
Essentials of Human Resource Management

The core course of our Human Resources Certification Institute® (HRCI)-certified program incorporates and emphasizes SHRM curriculum and emphasizes the need for solutions specific to your organization. Learn how to address the issues HR professionals face daily, from legal matters to selecting qualified employees. Flexible scheduling options allow students to complete the program—one core course and 24 elective hours—in as few as four months, and the variety of course elective options permits students to focus on topics most relevant to their current position or career path. Approved by the Society of Human Resource Management (SHRM). Please visit ece.emory.edu/hr_management for more details.

Core Class:
Essentials of Human Resource Management

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

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

Essentials of Management

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

Core Class:
Essentials of Management Fundamentals

Electives:
Requires 24 elective hours; see website for more options:
(1) Behavioral Interviewing for Hiring Professionals
(2) Emotional Intelligence
(3) Essentials of Strategic Planning for Managers
(4) Essentials of Leadership for Managers
(5) Introduction to Project Management

Certificate Programs

Register today: ece.emory.edu
Certificate Programs

Event Planning

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

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

Language Proficiency

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

Classes—Spanish:
(1) Spanish 101
(2) Spanish 102
(3) Spanish 103
(4) Spanish 201
(5) Spanish 202
(6) Spanish 203
(7) Spanish Oral Proficiency Capstone

Classes—French:
(1) French 101
(2) French 102
(3) French 103
(4) French 201
(5) French 202
(6) French 203
(7) French Oral Proficiency Capstone
Landscape Design

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

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

Health Coach

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

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

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

Topics include:
- History of health coaching profession and the evolution of the profession within the health care arena
- Health coaching roles, responsibilities, and expectations
- Stages of change, positive psychology, goal building, and motivational interviewing
- Introduction to mindfulness-based stress reduction (MBSR)
- Evidence-based, complimentary care
- Heart, digestive, nutritional, and endocrine system health
- Exercise and movement for health
- Extensive coaching practice individually and in groups
- Business of coaching
Fundraising

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

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

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

Project Management

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

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

Electives:
Requires 24 elective hours, see website for more options:
(1) Essentials of Strategic Planning for Managers
(2) Introduction to Project Management
(3) PMP Test Prep
(4) Big Data
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 five core classes and two electives. Students will create a personal strategic communications plan for implementing knowledge gained in the program. Please visit ece.emory.edu/business_communications for more details.

Core Classes:
(1) Better Business Writing
(2) Influencing Others
(3) Listening Skills
(4) Strategic Communications in the Workplace
(5) Emotional Intelligence

Electives—select two from a list that includes:
(1) Essentials of Change for Managers
(2) Essentials of Conflict Management
(3) Win-Win Negotiations

Visit ece.emory.edu for more options

Environmental Health and Safety Management Systems

Students in the program, designed in conjunction with Emory University’s Environmental Health and Safety Office, will be trained in conducting analysis at multiple levels and establishing priorities for gap resolution. Basic tools that can be used on multiple management system components are provided to assist with connecting system components during implementation. Tool templates include a road map that illustrates implementation status, a compliance register, an inspection scorecard, a process map, beta testing, and metrics that illustrate value. Academic Environmental, Health and Safety (EHS) professionals and others working within life science and research-related organizations are welcome in this four-day workshop. Please visit ece.emory.edu/ehsms for more details.
ESL: Professional Presence for the Non-Native Speaker

Dynamic business environments require comprehensive relationship-building skills; demonstrating expertise with communication and interaction on a professional level will enable you to stand out and project confidence. Focused on the needs of non-native working professionals, our skill practice and assessment components culminate in a capstone project for students to write and present by executing the skills and knowledge gained throughout the program. Learn from our expert instructors and take advantage of our low student-teacher ratio for optimal attention and practice time. Our program is ideal for business professionals, students, and those seeking to improve command of the English language in order to move forward in the workforce. This certificate can be tailored to meet the needs of corporate clients. Please visit ece.emory.edu/esl for more details.

Au Pair Enrichment Program

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

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

Classes

1. Intro to Screenwriting
2. Your Script in Development
3. Act I—The Set Up
4. Act II—Escalation of Conflict
5. Act III—Resolution
6. Rewrite the Script—Your Second Draft
7. Capstone Project
Better Business Writing

Tuition: $375 CEUs: 0.6  
Instructor: Claudia Coplon and Debbie Woodham, MILT, IMD  
1 session: Mon, Nov 10 / 9:00 a.m.–4:00 p.m. (Coplon)  
1 session: Fri, Apr 10, 2015 / 9:00 a.m.–4:00 p.m. (Coplon/Alpharetta)  
3 sessions: Tue, Jun 2–16, 2015 / 7:00 p.m.–9:00 p.m. (online) (Woodham)  
1 session: Mon, Aug 24, 2015 / 9:00 a.m.–4:00 p.m. (Coplon)

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

Brand and Market to Profit

Tuition: $375 CEUs: 0.65  
Instructor: Isha Edwards  
1 session: Tue, Nov 18 / 9:00 a.m.–4:30 p.m.

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

Communication Skills for Your Career

Tuition: $375 CEUs: 0.6  
Instructor: Bobby Peterson  
1 session: Mon, Dec 15 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Mon, Jun 22, 2015 / 9:00 a.m.–4:00 p.m.

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

Memory Development

Tuition: $375 CEUs: 0.6  
Instructor: Debbie Woodham, MILT, IMD  
1 session: Mon, Jul 27, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

English Refresher

Tuition: $350 CEUs: 1.2  
Instructors: Lisa Ethridge  
6 sessions: Thu, Oct 9–Nov 13 / 7:00–9:00 p.m.  
6 sessions: Wed, Feb 25–Apr 1, 2015 / 7:00–9:00 p.m. (Alpharetta)

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

Listening Skills

Tuition: $395 CEUs: 0.6  
Instructor: Debbie Woodham, MILT, IMD  
1 session: Fri, Apr 17, 2015 / 9:00 a.m.–4:00 p.m.

Poor listening can result in lost customers and sales, personality conflicts, production interruptions, accidents, low worker morale, and uninformed management. This program provides a personalized listening assessment; individuals also will develop the skill to apply the correct listening approach most appropriate for the environment or the message. Supporting materials: personal listening assessment.

Register today: ece.emory.edu
Powerful Presentations for Success: Introduction

Tuition: $395  CEUs: 0.6  
Instructor: Vicki Flier Hudson  
1 session: Mon, Dec 1 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Fri, Jun 12, 2015 / 9:00 a.m.–4:00 p.m.

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

Strategic Communications for Sales Professionals

Tuition: $415  CEUs: 0.6  
Instructor: Doug Pritchett, MBA  
1 session: Mon, Aug 18 / 9:00 a.m.–5:00 p.m.  
1 session: Fri, May 15, 2015 / 9:00 a.m.–5:00 p.m. (Alpharetta)

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

Strategic Communications in the Workplace

Tuition: $395  CEUs: 0.6  
Instructors: Nancy Colter, MBA and Doug Pritchett, MBA  
1 session: Mon, Nov 3 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Fri, Apr 24, 2015 / 9:00 a.m.–4:00 p.m.

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

Management Essentials

Behavioral Interviewing for Hiring Professionals

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA  
1 session: Mon, Nov 10 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
1 session: Fri, May 15, 2015 / 9:00 a.m.–4:00 p.m.

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

Dealing with Difficult People

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA  
1 session: Fri, Apr 17, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Emotional Intelligence

Tuition: $395  CEUs: 0.6  
Instructor: Doug Pritchett, MBA  
1 session: Mon, Dec 1 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA  
1 session: Fri, May 1, 2015 / 9:00 a.m.–4:00 p.m.

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

Essentials of Conflict Management

Tuition: $375  CEUs: 0.6  
Instructor: Nancy Colter, MBA  
1 session: Fri, Oct 17 / 9:00 a.m.–4:00 p.m.  
1 session: Fri, Aug 21, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

Essentials of Human Resources Management

Tuition: $1,795  CEUs: 2.7  
Instructor: Soumaya Khalifa, MBA, Greg Creech, and Charles Craig  
9 sessions: Tue and Thu, Oct 21–Nov 18 / 6:30–9:30 p.m. (Alpharetta)

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

Essentials of Leadership for Managers

Tuition: $795  CEUs: 1.2  
Instructor: Nancy Green, MBA  
2 sessions: Thu and Fri, Aug 28 and 29 / 9:00 a.m.–4:00 p.m.  
2 sessions: Thu and Fri, Dec 4 and 5 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
2 sessions: Thu and Fri, Apr 23 and 24, 2015 / 9:00 a.m.–4:00 p.m.

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

Essentials of Management Fundamentals

Tuition: $1,795  CEUs: 2.8  
Instructor: Vivian Bright, Nancy Colter, MBA, and Nancy Green, MBA  
5 sessions: Fri, Nov 7–Dec 12 / 9:00 a.m.–4:00 p.m. (course start times vary; please check website)

Managers have the most difficult role in organizations because they are constantly caught between overworked front-line employees and demanding executives. This Emory program provides eight solid skill-building modules to improve managerial performance in any organization: Communications, Listening, Management Skills, Leading Change, Delegating, Coaching, Performance Management, and Invest in Your Strengths. The Essentials of Management Certificate

Big Data: Driving Dollars with Data Analysis

Tuition: $695  CEUs: 0.8  
Instructor: Katrina Kiselinchev  
1 session: Mon, Aug 25 / 8:30 a.m.–5:00 p.m.  
2 sessions: Mon and Tue, Dec 8 and 9 / 9:30 a.m.–1:30 p.m. (Alpharetta)

Data analysis is still often thought of as a foreign concept. Many companies who have implemented data analysis have not aligned it with strategy, audit plan, fraud discovery, and creating value. This introductory course will help demystify data analysis. This course will include an overview of data analysis, myths and realities, cost vs. benefit, return on investment, case studies, individual and group activities, and an interactive tool used with two providers.
program provides a course design that is anchored in performance improvement and skill enhancement. Various assessment instruments are used to provide participants with relevant objective feedback to enhance performance development.

**Essentials of Motivation**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Bobby Peterson  
**1 session:** Mon, Dec 8 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Every manager dreams of a confident and highly motivated workforce. Come explore the latest principles and techniques for creating this type of team or work group and learn the difficulties and psychology behind managing motivation. Participants can immediately implement these proven motivational techniques in the workplace.

**Essentials of Strategic Planning for Managers**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Green, MBA  
**1 session:** Fri, Nov 7 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Mon, Jun 8, 2015 / 9:00 a.m.–4:00 p.m.

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

**Essentials of Supervision**

**Tuition:** $795 CEUs: 1.2  
**Instructor:** Nancy Colter, MBA  
**2 sessions:** Mon and Tue, Aug 18 and 19 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**2 sessions:** Mon and Tue, Mar 30 and 31, 2015 / 9:00 a.m.–4:00 p.m.  
**2 sessions:** Thu and Fri, Aug 27 and 28, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

**Executive Presence for the Non-Executive**

**Tuition:** $995 CEUs: 1.2  
**Instructor:** Vivian Bright  
**2 sessions:** Thu and Fri, Aug 21 and 22 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**2 sessions:** Thu and Fri, Mar 19 and 20, 2015 / 9:00 a.m.–4:00 p.m.  
**2 sessions:** Thu and Fri, Aug 27 and 28, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

**Influencing Others**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Bobby Peterson  
**1 session:** Fri, Mar 6, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Fri, Aug 7, 2015 / 9:00 a.m.–4:00 p.m.

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

**Essentials of Coaching for Managers**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Wed, Aug 27 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Mon, Jun 8, 2015 / 9:00 a.m.–4:00 p.m.

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

**Managing Difficult Conversations and Situations**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Dec 8 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Fri, Jul 10, 2015 / 9:00 a.m.–4:00 p.m.

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

**How to Effectively Manage Employee Performance Management**

**Tuition:** $375 CEUs: 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Aug 29 / 9:00 a.m.–4:00 p.m.  
**1 session:** Mon, Jun 22, 2015 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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

**Tuition:** $825  **CEUs:** 1.3  
**Instructor:** John Kailey, PMP, Mike Martin, PMP, Doug Rose, PMP, and Danny Presten, PMP  
**2 sessions:** Sat and Sun, Oct 4 and 5 / 9:00 a.m.–4:30 p.m. (Martin) (Alpharetta)  
**2 sessions:** Sat and Sun, Nov 15 and 16 / 9:00 a.m.–4:30 p.m. (Presten)  
**2 sessions:** Sat and Sun, Feb 7 and 8, 2015 / 9:00 a.m.–4:30 p.m. (Kailey)  
**2 sessions:** Sat and Sun, Apr 18 and 19, 2015 / 9:00 a.m.–4:30 p.m. (Rose) (Alpharetta)  
**2 sessions:** Sat and Sun, Jun 27 and 28, 2015 / 9:00–4:30 p.m.  

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

Project Management: Communications Tools and Techniques

**Tuition:** $575  **CEUs:** 0.9  
**Instructor:** John Kailey, PMP and Doug Rose, PMP  
**2 sessions:** Fri, Oct 17 / 6:30–9:30 p.m. and Sat, Oct 18 / 9:00 a.m.–4:00 p.m. (Rose) (Alpharetta)  
**2 sessions:** Fri, Feb 20, 2015 / 6:30–9:30 p.m. and Sat, Feb 21 / 9:00 a.m.–4:00 p.m. (Kailey)  
**5 sessions:** Mon and Wed, Apr 27–May 13, 2015 / 7:00–8:30 p.m. (Rose) (Online)  
**2 sessions:** Fri, Jul 24, 2015 / 6:30–9:30 p.m. and Sat, Jul 25 / 9:00 a.m.–4:00 p.m. (Kailey)  

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

Project Management: Scheduling Tools and Techniques

**Tuition:** $595  **CEUs:** 0.95  
**Instructor:** John Kailey, PMP and Doug Rose, PMP  
**2 sessions:** Sat, Dec 6 / 9:00 a.m.–4:30 p.m. and Sun, Dec 7 / 1:00–4:00 p.m. (Rose) (Alpharetta)  
**2 sessions:** Sat, Mar 28, 2015 / 9:00 a.m.–4:30 p.m. and Sun, Mar 29 / 1:00–4:00 p.m. (Rose)  
**5 sessions:** Mon and Wed, Jul 13–29, 2015 / 7:00–8:30 p.m. (Rose) (Online)  
**2 sessions:** Sat, Aug 29, 2015 / 9:00 a.m.–4:30 p.m. and Sun, Aug 30 / 1:00–4:00 p.m. (Kailey)  

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

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

**Tuition:** $895  **CEUs:** 1.3  
**Instructor:** John Kailey, PMP, and Doug Rose, PMP  
**2 sessions:** Sat and Sun, Nov 8 and 9 / 9:00 a.m.–4:30 p.m. (Rose) (Alpharetta)  
**2 sessions:** Sat and Sun, Mar 14 and 15, 2015 / 9:00 a.m.–4:30 p.m. (Kailey)  
**5 sessions:** Mon and Wed, Jun 1–24, 2015 / 7:00–8:30 (Rose) (Online)  
**2 sessions:** Sat and Sun, Aug 15 and 16, 2015 / 9:00 a.m.–4:30 (Kailey)  

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

Essentials of Delegation

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Apr 20, 2015 / 9:00 a.m.–4:00 p.m.  

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

Manage Your Time and Productivity

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Dec 12 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Mon, May 18, 2015 / 9:00 a.m.–4:00 p.m.  

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

Six Sigma for Health Care Professionals

**Tuition:** $895  **CEUs:** 1.2  
**Instructor:** Esther Mveng  
**2 sessions:** Fri and Sat, Mar 6 and 7, 2015 / 9:00 a.m.–4:00 p.m.  
**6 sessions:** Tue and Thu, Jul 21–Aug 6, 2015 / 7:00–9:00 p.m. (Online)  

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

Project Management for Health Care Professionals

**Tuition:** $475  **CEUs:** 0.65  
**Instructor:** Danny Presten, PMP
**1 session:** Sat, Apr 11, 2015 / 9:00–4:30 p.m.  
**4 sessions:** Mon and Wed, Aug 10–19, 2015 / 7:00–8:30 p.m. (online)

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

Win-Win Negotiations

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Green, MBA
**1 session:** Fri, Aug 22 / 9:00 a.m.–4:00 p.m.  
**1 session:** Fri, Nov 14 / 9:00 a.m.–4:00 p.m. (Alpharetta)  
**1 session:** Mon, May 11, 2015 / 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.

Web Design and Development

ADO.net and the Entity Framework

**Tuition:** $685  **CEUs:** 1.3  
**Instructor:** Paul Dunlop, Certified Technical Trainer
**2 sessions:** Sat, Feb 14 and 21, 2015 / 9:00 a.m.–4:30 p.m.

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

ASP.net: Introduction

**Tuition:** $915  **CEUs:** 1.95  
**Instructor:** Paul Dunlop, Certified Technical Trainer
**3 sessions:** Sat, Jan 24–Feb 7, 2015 / 9:00 a.m.–4:30 p.m.

ASP.NET is a technology for building powerful, dynamic Web applications quickly and with minimal coding. This comprehensive 3-day class covers all the essentials of ASP.net web application development using MS Visual Studio and Visual Basic. The course explains dot net framework concepts and terminologies, includes a crash course in Visual Basic using ASP.net server controls and important ASP.net features including master pages, sessions and data controls.

Attracting Traffic to Websites through Social Media

**Tuition:** $650  **CEUs:** 1.3
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+
**2 sessions:** Sat, Nov 8 and 15 / 9:00 a.m.–4:30 p.m. (Alpharetta)  
**2 sessions:** Tue, Dec 2 and 9 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Sun, Apr 12 and 19, 2015 / 9:00 a.m.–4:30 p.m.

Social media is a critical tool for success in all businesses. We’ll outline the wide range of social media tools on the Internet and explore ways to promote a company’s brand, increase sales, drive traffic to a site, and engage with customers specifically using the two most popular social networking sites today, Facebook and Twitter. Prerequisite: experience with the Internet; knowledge of HTML web design highly recommended; knowledge of graphic applications (such as PhotoShop, Illustrator, or Fireworks) desired.

CSS 3

**Tuition:** $375  **CEUs:** 0.65  
**Instructor:** Mary E. Zimnik, Adobe Certified Expert, CTT+
**1 session:** Tue, Oct 14 / 8:30 a.m.–5:30 p.m.  
**1 session:** Fri, Feb 13, 2015 / 8:30 a.m.–5:30 p.m.

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

Tuition: $915  CEUs: 1.95
Instructor: Mary E. Zimnik, Adobe Certified Expert, CTT+
3 sessions: Tue, Sep 23–Oct 7 / 8:30 a.m.–5:00 p.m.
3 sessions: Fri, Jan 9–23, 2015 / 8:30 a.m.–5:00 p.m.
3 sessions: Sun, Feb 15–Mar 1, 2015 / 8:30 a.m.–5:00 p.m.

Dreamweaver is the web development program most used by professionals. Learn to create powerful, template-driven websites that are easy to build and even easier to update. Topics include text formatting, dynamic graphics, hyperlinks, templates, tables, and forms. Prerequisite: “HTML and CSS” or prior approval from instructor.

Dreamweaver Level 2: Intermediate

Tuition: $650  CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Sun, Nov 2 and 9 / 8:30 a.m.–5:00 p.m.
2 sessions: Fri, May 1 and 8, 2015 / 8:30 a.m.–5:00 p.m.

Learn advanced Dreamweaver tools to help you create dynamic user interface elements, including simple rollovers and complex navigation bars. This course will teach you all of the 12-plus professional techniques to help you get the most out of Dreamweaver. Prerequisite: Some experience with Dreamweaver.

Dreamweaver Level 3: Advanced

Tuition: $650  CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Sun, Nov 16 and 23 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, May 28 and June 5, 2015 / 9:00 a.m.–4:30 p.m.

Learn how to progress from designing static websites to building and maintaining dynamic websites in Adobe Dreamweaver. Learn the basics of the new PHP features in Dreamweaver CC in order to develop and maintain a site using an open source CMS (Wordpress). This includes a crash course in PHP, learning the structure of a CMS and working with a Wordpress theme.

Dynamic Web Content: Blogs, Wikis, and More

Tuition: $650  CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Tue, Dec 2 and 9 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Apr 12 and 19, 2015 / 9:00 a.m.–4:30 p.m.

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

How to Add E-Commerce to Your Website

Tuition: $650  CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Tue, Oct 14 and 21 / 9:00 a.m.–4:30 p.m.
2 sessions: Sun, Mar 8 and 15, 2015 / 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 that people have paid money for your goods or services. 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 all the “glue” that holds it all together.

How to Run a Successful Email Marketing Program

Tuition: $375  CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Tue, Jan 6, 2015 / 9:00 a.m.–4:30 p.m.
1 session: Sun, Mar 22, 2015 / 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. We will set up an account with an email provider, start building your list, and create your first mailing and track results. Students will learn about the pitfalls inherent with the CAN-SPAM act, limitations of web-based email, and best-practice, white-hat techniques to help avoid spam labels.

HTML and CSS

Tuition: $1,500  CEUs: 3.2
Instructor: Brent Laminack, Certified Technical Trainer
5 sessions: Sat, Oct 4–Nov 1 / 9:00 a.m.–4:30 p.m.
5 sessions: Fri, Oct 31–Dec 5 / 9:00 a.m.–4:30 p.m.
5 sessions: Sun, Jan 4–Feb 8, 2015 / 9:00 a.m.–4:30 p.m. (no class MLK weekend)
5 sessions: Sat, Jan 24–Feb 21, 2015 / 9:00 a.m.–4:30 p.m. (Alpharetta/no class MLK weekend)
5 sessions: Mon, Feb 9–Mar 9, 2015 / 9:00 a.m.–4:30 p.m. (no class MLK weekend)

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

Introduction to Dynamic Websites

Tuition: $375  CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Sat, Nov 8 / 9:00 a.m.–4:30 p.m.

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

Tuition: $375  CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Wed, Oct 29 / 9:00 a.m.–4:30 p.m. (Alpharetta)
1 session: Sat, Nov 15 / 9:00 a.m.–4:30 p.m.
1 session: Sun, May 10, 2015 / 9:00 a.m.–4:30 p.m.

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

Introduction to Web Application Security

Tuition: $650  CEUs: 1.3
Instructor: Claudia McCue, Adobe Certified Trainer, CTT+
4 sessions: Mon and Thu, Sep 15–25 / 5:45–9:45 p.m.
4 sessions: Tue and Thu, Mar 3–12, 2015 / 5:45–9:45 p.m.

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

Introduction to Graphic Design

Tuition: $650  CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
4 sessions: Mon and Thu, Sep 15–25 / 5:45–9:45 p.m.
4 sessions: Tue and Thu, Mar 3–12, 2015 / 5:45–9:45 p.m.

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

InDesign Level 1: Introduction

Tuition: $650  CEUs: 1.3
Instructor: Claudia McCue, Adobe Certified Trainer, CTT+
2 sessions: Thu and Fri, Oct 23 and 24 / 9:00 a.m.–4:30 p.m.
2 sessions: Sat, Nov 15 and 22 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Feb 26 and 27, 2015 / 9:00 a.m.–4:30 p.m.

Adobe InDesign takes desktop publishing and design to a new level, combining extraordinary production power and creative freedom with tight integration with Adobe Photoshop, Illustrator, and Acrobat software. Create simple documents and prepare them for print or export as a PDF. Topics include learning the work area, working with text and graphics, creating simple vector-based graphics, and the basics of design.

InDesign Level 2: Intermediate

Tuition: $650  CEUs: 1.3
Instructor: Claudia K. McCue, Adobe Certified Trainer, CTT+
4 sessions: Mon, Tue, Wed, and Thu, Dec 8–11 / 6:00–9:15 p.m.

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

Illustrator Level 1: Introduction

Tuition: $650  CEUs: 1.3
Instructor: Claudia K. McCue, Adobe Certified Trainer, CTT+
2 sessions: Sun, Sep 14 and 21 / 9:00 a.m.–4:30 p.m.
4 sessions: Mon–Thu, Oct 27–30 / 6:00–9:15 p.m.
2 sessions: Thu and Fri, Feb 5 and 6, 2015 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, Mar 30 and 31, 2015 / 9:00 a.m.–4:30 p.m.

Adobe Illustrator is a vector-based graphics program that allows beginners and experts alike to create professional quality print and web designs. In this course you will learn skills that allow you to take advantage of Illustrator’s powerful tools to create illustrations and type effects. Learn to design advertisements and printable documents. Work with colors, gradients, layers, fonts, and photos to create eye-catching illustrations and text effects. We’ll discuss both the print and web uses of this sophisticated graphics program.
Illustrator Level 2: Intermediate

Tuition: $650 CEUs: 1.3
Instructor: Claudia K. McCue, Adobe Certified Trainer, CTT+
2 sessions: Sat, Dec 6 and 13 / 9:00 a.m.–4:30 p.m.

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

Javascript for Designers: jQuery

Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Sun, Sep 7 / 9:00 a.m.–4:30 p.m.
1 session: Fri, Mar 6, 2015 / 9:00 a.m.–4:30 p.m.
1 session: Fri, May 1, 2015 / 9:00 a.m.–4:30 p.m.

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

Javascript Level 1: Introduction

Tuition: $650 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Sat, Dec 6 and 13 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Feb 20 and 27, 2015 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Apr 17 and 24, 2015 / 9:00 a.m.–4:30 p.m.

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

Java for Android

Tuition: $750 CEUs: 1.2
Instructor: Ferrol Blackmon
2 sessions: Sat, Sep 6 and 13 / 9:00 a.m.–4:30 p.m.

The purpose of the course is to lay a solid Java foundation for learning native Android programming. Native apps are often contrasted with web-based applications that are stored on a server and interpreted one line at a time by the browser’s JavaScript or HTML5 interpreter. A native app, written for a specific hardware platform, will always run faster than a web app, because there is no translation processing taking place. After taking this course, the student should have enough comfort with Java to read and write Android programs on their own and continue their study of Android at an intermediate level.

JOOMLA

Tuition: $685 CEUs: 1.3
Instructor: Brent Laminack, Certified Technical Trainer
2 sessions: Sat, Mar 14 and 21, 2015 / 9:00 a.m.–4:30 p.m.

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

Make Your Own YouTube Video

Tuition: $375 CEUs: 0.65
Instructor: Brent Laminack, Certified Technical Trainer
1 session: Tue, Oct 28 / 9:00 a.m.–4:30 p.m.
1 session: Sun, Mar 29, 2015 / 9:00 a.m.–4:30 p.m.

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

MySQL

Tuition: $915 CEUs: 1.95
Instructor: Brent Laminack, Certified Technical Trainer
3 sessions: Sat, Jan 10–24, 2015 / 9:00 a.m.–4:30 p.m.

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

Photoshop Level 1: Introduction

Tuition: $650 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer, CTT+
2 sessions: Sat, Sep 27 and Oct 4 / 10:30 a.m.–6:00 p.m.
2 sessions: Thu and Fri, Dec 11 and 12 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Jan 29 and 30, 2015 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Mar 18 and 19, 2015 / 9:00 a.m.–4:30 p.m.

Use pictures to give your report, presentation, or website that professional edge. In this hands-on course you will learn to create and edit your own digital graphics and photographs in Photoshop, the tool that professionals use.
Photoshop Level 2: Intermediate

Tuition: $650 CEUs: 1.3
Instructor: Michael Snodgrass, Adobe Certified Trainer
2 sessions: Thu and Fri, Sep 25 and 26 / 9:00 a.m.–4:30 p.m.

If you’re serious about working in the creative industries, it’s no exaggeration to say that you must know this application—and know it well. In this course, you will build on your existing knowledge of Photoshop to become proficient in more advanced aspects of Photo- shop image manipulation and creation.

PHP Level 1

Tuition: $915 CEUs: 1.95
Instructor: Brent Laminack, Certified Technical Trainer
3 sessions: Sat, Jan 31–Feb 14, 2015 / 9:00 a.m.–4:30 p.m.

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

PHP Level 2

Tuition: $915 CEUs: 1.95
Instructor: Brent Laminack, Certified Technical Trainer
3 sessions: Sat, Feb 21–Mar 7, 2015 / 9:00 a.m.–4:30 p.m.

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

SQL Level 1: Introduction to SQL

Tuition: $695 CEUs: 1.3
Instructor: Paul Dunlop, Certified Technical Trainer
2 sessions: Mon and Tue, Aug 25 and 26 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Oct 22 and 23 / 9:00 a.m.–4:30 p.m.
2 sessions: Wed and Thu, Dec 3 and 4 / 9:00 a.m.–4:30 p.m. (Alpharetta)
2 sessions: Mon and Wed, Jan 5 and 7, 2015 / 9:00 a.m.–4:30 p.m.
2 sessions: Thu and Fri, Mar 19 and 20, 2015 / 9:00 a.m.–4:30 p.m.
2 sessions: Mon and Tue, May 11 and 12, 2015 / 9:00 a.m.–4:30 p.m.

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

SQL Server for Developers

Tuition: $685 CEUs: 1.3
Instructor: Paul Dunlop, Certified Technical Trainer
2 sessions: Sat, Jan 10 and 17, 2015 / 9:00 a.m.–4:00 p.m.

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

UI and UX Design with Adobe Fireworks

Tuition: $650 CEUs: 1.3
Instructor: Mary E Zimnik, Adobe Certified Expert, CTT+
2 sessions: Sun, Oct 19 and 26 / 9:00 a.m.–4:30 p.m.
2 sessions: Fri, Apr 10 and 17, 2015 / 9:00 a.m.–4:30 p.m.

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

**Tuition:** $650 **CEUs:** 1.3  
**Instructor:** Brent Laminack, Certified Technical Trainer  
**2 sessions:** Wed, Sep 24 and Oct 1 / 9:00 a.m.–4:30 p.m. (Alpharetta)  
**2 sessions:** Tue, Nov 4 and 11 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Sun, Apr 26 and May 3, 2015 / 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 that digital provides. In this two-day course we’ll see how to measure your website’s user interactions using Google Analytics. We’ll then outline a process of using pay per click (PPC) advertising to gain insights into what your site’s visitors were searching for. We’ll use this information to further our search engine optimization (SEO) efforts.

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

**Tuition:** $375 **CEUs:** 0.65  
**Instructor:** Mary E Zimnik, Adobe Certified Expert, CTT+  
**1 session:** Sun, Oct 12 / 8:30 a.m.–5:00 p.m.  
**1 session:** Fri, Mar 27, 2015 / 8:30 a.m.–5:00 p.m.

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

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**Access 2010 Level 2: Accessing the Possibilities**

**Tuition:** $675 **CEUs:** 1.95  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**3 sessions:** Mon, Oct 13–Oct 27 / 9:00 a.m.–4:30 p.m.

Learn the fundamentals of Access as you work with tables, queries, reports, forms, and macros. Build your own personal contact management system in class, beginning with table creation, look up wizards and data value intelligence, and then to create command buttons and menus. Fieldwork is assigned to ensure you master the material. Learn to build relational databases and avoid potential pitfalls to using Access. Covers both 2007 and 2010 versions.

**Excel 2010 Level 1: Introduction**

**Tuition:** $375 **CEUs:** 0.65  
**Instructor:** Karen Maddox-Jones, CTT+, CMM I  
**1 session:** Wed, Dec 3 / 9:00 a.m.–4:30 p.m.  
**1 session:** Wed, Apr 15 / 9:00 a.m.–4:30 p.m.

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.

**Excelling at Excel 2010 Level 2**

**Tuition:** $455 **CEUs:** 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 sessions:** Mon, Sep 15 and 22 / 9:00 a.m.–4:30 p.m  
**2 sessions:** Fri, Oct 17 and 24 / 9:00 a.m.–4:30 .m.  
**2 sessions:** Tue, Nov 11 and 18 / 9:00 a.m.–4:30 p.m. (Alpharetta)  
**2 sessions:** Fri, Dec 5 and 12 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Tue, Jan 13 and 20, 2015 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Mon, Feb 16 and 23, 2015 / 9:00 a.m.–4:30 p.m.  
**2 sessions:** Tue, Mar 17 and 24, 2015 / 9:00 a.m.–4:30 p.m.

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

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

**Tuition:** $175  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 session:** Fri, Nov 14 / 9:00 a.m.–12:00 p.m.

This half-day course covers creating and downloading databases and how to analyze data through Pivot Tables and SubTotals. Data analysis is a powerful Excel feature, and we will create and edit Pivot Tables and Pivot Charts for analysis. We will also look at other database features including Subtotals and Name Manager, and also use Sorting and Filtering.
MS Project 2013 Level 1 and Level 2: Creating and Managing Projects

**Tuition:** $555  **CEUs:** 1.3  
**Instructor:** Karen Maddox-Jones, CTT+, CMM I  
**2 sessions:** Thu and Fri, Oct 2 and 3 / 9:00 a.m.–4:30 p.m.

Learn to manage projects or participate on project teams—and then apply that knowledge to hands-on exercises. This course discusses Gantt charts, tasks, critical paths, and resource management. 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.

Powerpoint 2010 Level 2: PowerPoint Power

**Tuition:** $455  **CEUs:** 1.3  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**2 sessions:** Mon, Dec 8 and 15 / 9:00 a.m.–4:30 p.m.

Students will learn the new interface including the ribbon, tabs, and other important new elements. 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 like a pro. Covers both 2007 and 2010 versions.

Powerpoint Pizzazz

**Tuition:** $175  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 session:** Mon, Nov 3 / 9:00 a.m.–12:00 p.m.

No more boring presentations. This half-day workshop covers creating and enhancing PowerPoint presentations with animations, transitions, multimedia including videos and music, and tips in presenting with PowerPoint. Ensure that your audience’s attention and retention rate increases dramatically, and enjoy making presentations—PowerPoint does much of the work for you.

More Excelling at Excel Day 3

**Tuition:** $375  **CEUs:** 0.65  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 session:** Thu, Sep 25 / 9:00 a.m.–4:30 p.m.  
**1 session:** Wed, Dec 17 / 9:00 a.m.–4:30 p.m.

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

Entrepreneurship

Launching and Sustaining a Successful Online or Technology Startup

**Tuition:** $295  **CEUs:** 0.6  
**Instructor:** Jeff Packer  
**2 sessions:** Thu, Aug 21 and 28 / 6:30–9:30 p.m.  
**2 sessions:** Sat, Mar 28 and Apr 4, 2015 / 1:30–4:30 p.m. (Alpharetta)

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

Start and Manage a Successful Import/Export Business

**Tuition:** $295  **CEUs:** 0.7  
**Instructor:** Guido Gabbielli, MS  
**1 session:** Sat, Oct 18 / 9:00 a.m.–5:00 p.m. (Alpharetta)

Obtain practical, streetwise knowledge to start your own business or expand your existing company for increased sales and greater profits. Learn how to efficiently choose and price your product or service, attract new customers, negotiate increased sales, select the best international payments, and avoid the mistakes novices often make.
Business Environment and Concepts (BEC)—CPA Preparation

Tuition: $735  
Instructor: Mark Alavi, CPA, MBA  
5 sessions: Sat, Jan 10–Feb 7, 2015 / 9:00 a.m.–1:00 p.m.

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

Financial Accounting and Reporting (FAR)—CPA Preparation

Tuition: $735  
Instructor: Mark Alavi, CPA, MBA  
5 sessions: Sat, Aug 16–Sep 20 / 9:00 a.m.–1:00 p.m.

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

Regulation (REG) CPA Preparation

Tuition: $735  
Instructor: Mark Alavi, CPA, MBA  
5 sessions: Sat, Mar 7–Apr 4, 2015 / 9:00 a.m.–1:00 p.m.

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

CTT+ Certification—Train the Trainer

Tuition: $1,795  
CEUs: 2.4  
Instructor: Karen Maddox-Jones, CTT+, CMM I  
3 sessions: Wed, Thu and Fri, Oct 29–31 / 9:00 a.m.–6:00 p.m.

CompTIA CTT+ certification is the credential recognizing excellence in instruction. Our CTT+ “Train the Trainer” and test preparation course uses practice information derived directly from the source—CompTIA. The course teaches the mastery of core instructor skills including preparation, presentation, communication, facilitation and the evaluation of a classroom and/or virtual classroom created in any environment. Tuition includes an exam voucher for the computerized portion of the certification (a $230 value) and a DVD of your presentation for your video submission.

Certified Treasury Professional Review

Tuition: $1,495  
CEUs: 36  
Instructors: Vanessa Madden, MBA  
6 sessions: Sun, Oct 26–Dec 7 / 1:00–4:30 p.m. (Alpharetta)  
6 sessions: Wed, Thu and Fri, Oct 29–31 / 9:00 a.m.–4:30 p.m.

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

GMAT Test Preparation

Tuition: $650  
Instructors: Vanessa Madden, MBA  
6 sessions: Sun, Sep 13–Nov 16 / 9:00 a.m.–4:00 p.m.

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

GRE Comprehensive Test Preparation

Tuition: $650  
Instructor: Devin Stewart, PhD, Emory Professor and Test Prep Expert, and Vanessa Madden, MBA  
6 sessions: Sat, Mar 28–May 9, 2015 / 9:00 a.m.–12:30 p.m.

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

GRE Math Preparation

Tuition: $295
Instructor: Gregg Shapiro, MS in Mathematics and Computer Science
5 sessions: Tue, Oct 7–Nov 4 / 7:00–9:45 p.m.
5 sessions: Tue, Feb 24–Mar 24, 2015 / 7:00–9:45 p.m.

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

LSAT Test Preparation

Tuition: $675
Instructor: Eduardo Paguaga
8 sessions: Sat, Sep 20–Nov 8 / 1:00–4:30 p.m.
4 sessions: Sat and Sun, Jan 10–25, 2015 / 9:00 a.m.–5:00 p.m.
8 sessions: Sun, Mar 1–Apr 26, 2015 / 1:00–4:30 p.m. (Alpharetta)
8 sessions: Sat, Mar 21–May 16, 2015 / 1:00–4:30 p.m.

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

MCAT Test Preparation–Online

Tuition: $2,900
Instructor: Devin Stewart, PhD, Emory Professor and Test Prep Expert; Jeremy Jacox, Fifth-year MD/PhD Candidate, Yale University; Jason Wang, Third-year Medical Student, University of Illinois–Chicago
30 sessions: Mon, Wed, Sat, Sep 29–Dec 13 / 6:30–9:00 p.m.

Our focused MCAT course is our first premium MCAT online offering, designed with the needs of future medical students. This course offers flexible online learning, objective assessments of progress, and 75 hours of solid instruction related to AAMC-guided content in order to maximize your score. Content modules (physics, general and organic chemistry, biology, and verbal reasoning) are taught by subject-area experts utilizing a combination of instructional lecture sessions, multimedia resources, and small-group didactics via group discussion and problem solving. Limited to 15 students. Textbooks are not included.

MCAT Test Preparation–Traditional Classroom

Tuition: $1,350
Instructor: Devin Stewart, PhD Emory Professor and Test Prep Expert
13 sessions: Mon, Tue, and Thu, Oct 20–Nov 17 / 6:00–9:00 p.m.
13 sessions: Mon and Thu, Mar 16–Apr 27 / 6:00–9:00 p.m.

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

SAT Test Preparation

Tuition: $595
Instructor: Devin Stewart, PhD, Emory Professor and Test Prep Expert and Vanessa Madden, MBA
6 sessions: Sat, Sep 6–Oct 11 / 1:00–4:00 p.m. (Madden)
5 sessions: Sat, Jan 24–Feb 21, 2015 / 1:00–5:00 p.m. (Stewart)
6 sessions: Sun, Mar 8–Apr 19, 2015 / 2:00–5:00 p.m. (Madden)

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

PHR/SPHR Certification Review

Tuition: $1,550 CEUs: 3.6
Instructor: Charles Craig
6 sessions: Sat and Sun, Oct 4–Nov 16 / 9:00 a.m.–4:00 p.m. (Alpharetta)
6 sessions: Sat, Feb 28–May 9, 2014 / 9:00 a.m.–4:00 p.m.

This modular-based course is designed to prepare participants for the PHR/SPHR examinations designated for SHRM’s (Society of Human Resource Management) Human Resource Certification Institute (HRCI). The course offers practice tests, case studies, and the body of knowledge needed to be successful on the examinations.
Abstract Painting
Tuition: $180
Instructor: Guy Robinson
4 sessions: Tue, Sep 23–Oct 14 / 6:30–9:30 p.m.
4 sessions: Tue, Feb 3–24, 2015 / 6:30–9:30 p.m.

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

Acrylic Painting for the Novice
Tuition: $180
Instructor: Guy Robinson
6 sessions: Wed, Oct 1–Nov 5 / 8:05–10:05 p.m.
6 sessions: Wed, Feb 4–Mar 11, 2015 / 8:05–10:05 p.m.

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

Astronomy in the Suburbs—An Introduction to Star Gazing
Tuition: $185
Instructor: Stephen Bieger
4 sessions: Wed, Sep 24–Oct 15 / 7:00–9:00 p.m.

Enjoy the night sky from your own neighborhood. Learn the constellations and how to use a sky chart to locate the major stars. Observe the phases of the moon and how to locate the major planets. Each class will take time outside to view key objects (weather permitting). Textbook not required, however a list of recommend books is available by request.

Beginning Drawing
Tuition: $180
Instructor: Guy Robinson
8 sessions: Wed, Nov 18–Dec 23 / 6:30–8:30 p.m.
8 sessions: Wed, Apr 1–May 26, 2015 / 6:30–8:30 p.m.

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

Beginning Oil Painting
Tuition: $180
Instructor: Guy Robinson
6 sessions: Tue, Nov 18–Dec 23 / 6:30–8:30 p.m.
6 sessions: Wed, Apr 1–May 26, 2015 / 6:30–8:30 p.m.

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

Blueprint for Financial Success
Tuition: $195
Instructor: Bill Nichols, CFP, and John Carty-Campbell, CFP
5 sessions: Thu, Oct 23–Nov 20 / 6:30–8:30 p.m.

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

Decorating Basics
Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Thu, Oct 2–23 / 7:00–9:00 p.m. (Alpharetta)

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

Decorating Basics II
Tuition: $175
Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com
4 sessions: Thu, Nov 6–Dec 4 / 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. Included in the tuition is an exclusive tour of a “trade only” store to explore and learn the secrets of fabric combinations, furniture arrangement, furniture selection, quality determination, and rug purchases.

Emory Mini Law School: Teaching You about the Law
Tuition: $225
6 sessions: Tue, Oct 7–Nov 11 / 7:00–8:30 p.m.

What does it mean to “think like a lawyer?” What do lawyers know that the rest of us don’t? And what are the basic principles that underlie the impact of law in areas ranging from health care and welfare to business and banking? In this introduction to US law, you will be exposed to each of the core subjects that every lawyer studies in the first year of law school including civil procedure, contracts, criminal law, and more. Join us to better understand the law and its relevance to society, politics, and the economy.
Join this course for a unique trip to some of Atlanta's most interesting and out of the ordinary restaurants. This class serves up a terrific way to meet new people and to unearth Atlanta's culinary jewels as you venture out on the town together. Tuition includes cost of four dinners, taxes, and tips. No discounts.

**Introduction to Christian Mysticism**

**Tuition:** $210  
**Instructor:** Carl McColman, MA, Professional Writing and Editing, Multipublished Author  
**5 sessions:** Mon, Nov 17–Dec 15 / 7:00–9:00 p.m. (Alpharetta)

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

**Introduction to World Mysticism**

**Tuition:** $210  
**Instructor:** Carl McColman, MA, Professional Writing and Editing, Multipublished Author  
**5 sessions:** Wed, Oct 1–Oct 29 / 7:00–9:00 p.m. (Alpharetta)

Central to many cultural trends is mysticism—a vague word that can be translated as “the spiritual principle at the heart of religion.” Many people believe mysticism is the golden thread that unites all the world’s religions, while others scoff at the idea. Decide for yourself in this class as we explore major themes and writings from the world’s great mystical traditions. Class is taught from an academic/nonsectarian perspective.

**IPad Means Business**

**Tuition:** $175  
**Instructor:** Greg Creech, MCAS-I, CTT+  
**1 session:** Mon, Dec 1 / 9:00 a.m.–12:00 p.m.

In this half-day workshop, we will make the most of your iPad tablet with shortcuts, tips and tricks plus synching with other servers and cloud technology. We will create text shortcuts, use speech to read your emails and documents, and edit your email signatures. We will learn how to use the iPad for presentations and slide shows and connect to a projection system. Share and enjoy your favorite apps, including Evernote, Docs To Go, Find my iPad/iPhone, DropBox, iBooks, and so much more.

**Landscape Painting with Wayland Moore**

**Tuition:** $180  
**Instructor:** Wayland Moore  
**6 sessions:** Mon, Oct 13–Nov 17 / 7:00–9:00 p.m.

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

**Learning the Fundamentals of Investing**

**Tuition:** $275  
**Instructor:** Ben L Clark, MBA, MEd, CFP®, ChFC®, AAMS®  
**8 sessions:** Thu, Oct 23–Dec 18 / 7:00–9:00 p.m. (Alpharetta) (no class on 11/27)  
**8 sessions:** Tue, Feb 3–Mar 24, 2015 / 7:00–9:00 p.m.  
**8 sessions:** Tue, Jun 9–Jul 28, 2015 / 7:00–9:00 p.m. (Alpharetta)

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

**Meeting of the Minds**

**Tuition:** $180  
**Instructor:** Kathy Watson  
**6 sessions:** Thu, Oct 16–Nov 20 / 7:00–9:00 p.m.

Expect six weeks of lively, stimulating conversation in the company of others as we meet each week at a different coffeehouse to discuss a variety of challenging topics. Included will be conversations about popular culture, life, death, the search for meaning, politics, media issues, values, and relationships. Come laugh, share ideas, make friends, and sharpen your conversational skills. This course has been given nearly 60 times in the past 15 years. Limited to 25.

**Principles of Design**

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Jan 8–29, 2015 / 7:00–9:00 p.m.

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

Register today: ece.emory.edu
Supper Club

**Tuition:** $195  
**Instructor:** Barbara Alfano, Culinary Connoisseur and Event Planner  
**4 sessions:** Thu, Sep 18–Oct 9 / 7:00–9:00 p.m.  
**4 sessions:** Tue, Jan 6–Jan 27, 2015 / 7:00–9:00 p.m.

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

The Amazing Modern World of Craft Beer (and Food)

**Tuition:** $225  
**Instructor:** Matt Olson  
**8 sessions:** Sat, Oct 11 and 18 / 10:00 a.m.–2:00 p.m.

Have you ever stood in front of a floor-to-ceiling display of craft beers at your local bottle shop and wondered where to begin? Have you ever gone to a bar, stared at a long row of tap handles and asked your friend to order for you? American craft beer is enjoying an unprecedented renaissance. Adventurous brewers are pushing the boundaries of style and flavor with innovative brewing techniques and exotic ingredients. Aficionados have unprecedented access to the great beers of Europe, with more options available now than ever before. Alongside America’s culinary renaissance, this creates novel opportunities to explore the flavor and aromatic relationship between the world’s beers and its cuisines.

Accent Reduction: American English Pronunciation

**Tuition:** $360  
**CEUs:** 1.2  
**Instructors:** Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist, and Jairous Joaquin-Matthews  
**8 sessions:** Wed, Sep 24–Nov 12 / 1:00–2:30 p.m. (Hope)  
**8 sessions:** Wed, Oct 15–Dec 10 / 1:00–2:30 p.m. (Hope)  
**8 sessions:** Mon, Oct 20–Dec 8 / 7:00–8:30 p.m. (Matthews) (Alpharetta)  
**8 sessions:** Wed, Jan 7–Feb 25, 2015 / 1:00–2:30 p.m. (Hope)  
**8 sessions:** Wed, Feb 4–Mar 25, 2015 / 7:00–8:30 p.m. (Hope)

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

Accent Reduction Continued

**Tuition:** $235  
**CEUs:** 0.9  
**Instructor:** Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
**6 sessions:** Wed, Sep 24–Oct 29 / 8:05–9:35 p.m.  
**6 sessions:** Wed, Apr 15–May 20, 2015 / 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: You must complete Accent Reduction before taking this course.
Au Pair Enrichment ESL Course

Tuition: $595  CEUs: 4.0  
Instructor: Dorothy Fonde Werts  
8 sessions: Thu, Oct 2–Nov 20

Our new Au Pair Enrichment Program is designed specifically to help au pairs improve their English skills while learning about American culture and customs. The program provides 40 hours of ESL education, including in-class work and independent assignments led by a certified ESL instructor, and 20 hours of elective courses. Students of all proficiency levels will improve their English 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. Tuition includes electives. Two textbooks are required (not included in tuition).

Business Writing Skills for the Non-Native Speaker

Tuition: $395  CEUs: 1.6  
Instructor: Paul Spitzer, ESL instructor  
8 sessions: Wed, Jan 7–Feb 25, 2015 / 7:00–9:00 p.m.

We will work on organization, grammar, clarity, phrasing, tone, punctuation, and more. Classes will begin with a mini lesson on a writing challenge followed by practice with business writing exercises (letters, emails, etc.) chosen according to the needs of the students. We will use your writing to learn from, as we revise to improve style, clarity, and structure.

Conversational English for Non-Native Speakers

Tuition: $475  CEUs: 1.6  
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL  
8 sessions: Sat, Oct 18-Dec 13 / 9:00–11:00 a.m. (no class on 11/29)  
8 sessions: Tue, Feb 3–Mar 24, 2015 / 7:00–9:00 p.m.

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

ESL Writing and Grammar

Tuition: $435  CEUs: 1.6  
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL  
8 sessions: Tue, Oct 14–Dec 9 / 7:00–9:00 p.m. (no class on 11/25)  
8 sessions: Wed, Jan 28–Mar 18, 2015 / 7:00–9:00 p.m

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

French 101

Tuition: $395  CEUs: 1.6  
Instructors: Susan Venable and Sherry Von Klitzing  
8 sessions: Wed, Sep 10–Oct 29 / 7:00–9:00 p.m. (Venable)  
8 sessions: Tue, Sep 30–Nov 8 / 7:00–9:00 p.m. (Von Klitzing)

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

French 102

Tuition: $395  CEUs: 1.6  
Instructors: Susan Venable and Sherry Von Klitzing  
8 sessions: Wed, Nov 12–Jan 21 / 7:00–9:00 p.m. (Venable)  
8 sessions: Tue, Dec 2–Feb 3 / 7:00–9:00 p.m. (Von Klitzing)

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

Idioms and Phrasal Verbs

Tuition: $395  CEUs: 1.6  
Instructor: Dorothy Fonde Werts, MS, Applied Linguistics and Teaching ESL, National Board Certified Teacher of English  
8 sessions: Thu, Feb 2–Mar 30, 2015 / 7:00–9:00 p.m.

As an advanced speaker of English as a second language, do you find that there are still many expressions that you cannot understand? Do the phrases “break down,” “build on,” “end up,” “go off,” “pin down,” “shoot off,” and “swear off” confuse you? These are phrasal verbs. In this class you will work through an entertaining text that contains more than 200 phrasal verbs, introduced in the context of an engaging drama. There are examples of use in dialogues, and practice sentences to complete. Some of this practice we will do together in class, some will be completed individually as homework.
Italian 102
Tuition: $325  CEUs: 1.2
Instructor: Antonella Giannasca
6 sessions: Sat, Nov 1–Dec 13 / 9:00 a.m.–12:00 p.m. (no class on 11/29)

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

Presentation Skills for the Non-Native Speaker
Tuition: $315  CEUs: 1.2
Instructor: Paul Spitzer, ESL Instructor
6 sessions: Wed, Mar 25–Apr 29, 2015 / 7:00–9:00 p.m.

Does the thought of speaking in front of a group of people make you weak in the knees? This course is designed to prepare and equip you with the skills needed to build confidence in giving effective, engaging interactive presentations. Come learn how to design a successful speech while developing organizational skills that lead to a powerful presentation. Using proper visual aids and incorporating appropriate academic vocabulary will be covered.

Spanish 101
Tuition: $395  CEUs: 1.6
Instructors: Alberta Alleyne and Maria Teresa Wall
8 sessions: Sat, Sep 2–Nov 15 / 1:00–3:00 p.m. (Wall)
8 sessions: Thu, Sep 11–Oct 30 / 7:00–9:00 p.m. (Alleyne)

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

Spanish 102
Tuition: $395  CEUs: 1.6
Instructors: Alberta Alleyne and Maria Teresa Wall
8 sessions: Thu, Nov 13–Jan 22 / 7:00–9:00 p.m. (Alleyne)
8 sessions: Sat, Dec 6–Feb 7 / 1:00–3:00 p.m. (Wall)

Continue to build your vocabulary and Spanish phrases at a fundamental level. We focus on verbal communication and such grammar basics as how Spanish sentences are structured. The textbook for this course is also used for Spanish 101 and 103. Limited to 25.
A Novel Experience

Tuition: $245  CEUs: 1.2  
Instructor: Linda E Clopton, MA, Writer for Veranda  
6 sessions: Mon, Sep 29–Nov 3 / 7:30–9:30 p.m.  
6 sessions: Mon, Feb 2–Mar 9, 2015 / 7:30–9:30 p.m.

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

Basics of a Writing Career

Tuition: $175  CEUs: 0.6  
Instructor: Bridget Anderson and Barbara Collier, Multipublished Authors  
1 session: Sat, Sep 13 / 9:00 a.m.–3:00 p.m.  
1 session: Sat, Feb 7, 2015 / 9:00 a.m.–3:00 p.m. (Alpharetta)

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

Digital Photography 1

Tuition: $375  CEUs: 1.5  
Instructor: Thomas S. England, Photojournalism Instructor  
6 sessions: Wed, Jan 15–Feb 18, 2015 / 7:00–9:30 p.m.

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

Digital Photography 2

Tuition: $375  CEUs: 1.5  
Instructor: Thomas S. England, Photojournalism Instructor  
6 sessions: Wed, Apr 22–May 27, 2015 / 6:30–9:00 p.m.

A continuation of Digital Photography 1, we’ll practice using more advanced techniques for lighting, composition, moving subjects, nighttime photography, and shooting landscape, architectural, and nature subjects as well as closeup and macro photography. Students will explore using lighting, filters, angles, depth control, and zoom lenses creatively to capture mood and emotion in their photography.

Understanding Your Digital Camera

Tuition: $225  CEUs: 0.8  
Instructor: Thomas S. England, Photojournalism Instructor  
4 sessions: Mon, Sep 29–Oct 20 / 7:00–9:00 p.m.  
4 sessions: Mon, Jan 26–Feb 16, 2015 / 7:00–9:00 p.m.

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

Digital Darkroom 1

Tuition: $425  CEUs: 1.2  
Instructor: Thomas S. England, Photojournalism Instructor  
6 sessions: Wed, Mar 4–Apr 8, 2015 / 7:00–9:00 p.m.

Digital cameras and digital software work in tandem to allow for the maximum creative effort in photography. This course explores both technical and aesthetic considerations in the medium combining lectures, discussions, demonstrations and self-guided practice to allow the student to explore their own personal aesthetic and to discover the skills needed for success in the digital darkroom.
Digital Darkroom 2

Tuition: $425 CEUs: 1.2
Instructor: Thomas S. England, Photojournalism Instructor
6 sessions: Wed, Jun 10–Jul 15, 2015 / 7:00–9:00 p.m.

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

Documentary Photography

Tuition: $250 CEUs: 0.9
Instructor: Thomas S. England, Photojournalism Instructor
6 sessions: Wed, Feb 25–Apr 1, 2015 / 7:00–8:30 p.m.

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

Humor and Comedy Writing

Tuition: $495
Instructor: Paul Donnelly
8 sessions: Tue, Jan 13–Mar 3, 2015 / 7:00–9:00 p.m.

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

Introduction to DSLR Video

Tuition: $375 CEUs: 1.2
Instructor: Michael A. Schwarz
5 sessions: Wed, Sep 17–Oct 15 / 7:00–9:30 p.m.

The ability of digital single lens reflex (DSLR) cameras to shoot high-quality video has revolutionized filmmaking. Our class will cover both the advantages and disadvantages of shooting video with a DSLR, including gear and technique. Special emphasis will be placed on capturing high-quality audio; the goal is to prepare the student to make the leap from shooting stills to shooting video with their DSLR or mirrorless compact system camera.

Legal Issues in Photography

Tuition: $350 CEUs: 0.8
Instructor: Steve Dubner, JD
4 sessions: Wed, Jul 29–Aug 19 / 7:00–9:00 p.m.

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

Let There Be Light—Working With Portable Strobes

Tuition: $350
Instructor: David Diener
4 sessions: Thu, Oct 23–Nov 13 / 7:00–9:00 p.m.

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

Memoir: How to Write About a Life

Tuition: $295 CEUs: 1.0
Instructor: Chrystal Presley, PhD
5 sessions: Tue, Oct 7–Nov 4 / 7:00–9:00 p.m.

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

Poetry Workshop: Image, Meaning, and Musicality

Tuition: $295 CEUs: 1.2
Instructor: Alexa Selph, MA in English, Poet and Freelance Editor
6 sessions: Mon, Sep 29–Nov 3 / 7:00–9:00 p.m.

Memory and experience often provide the raw material for a poem, but how do you shape it into art? In this class we’ll study how it was achieved by prominent poets whose work appears in The Rag-Pickers Guide to Poetry: Poems, Poets, Process. We’ll review the elements of craft that distinguish poetry from prose—form, imagery, meter, metaphor, and musicality. Assignments will include readings from the textbooks and writing exercises to share in class. No previous background in literature required. Limited to 15.

Survey—Creative Writing: The Art of Story

Tuition: $335 CEUs: 1.2
Instructor: Suzanne Moses
8 sessions: Wed, Sep 17–Nov 5 / 7:00–8:30 p.m. (Alpharetta)
8 sessions: Wed, Mar 4–Apr 22, 2015 / 7:00–8:30 p.m.

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

Register today: ece.emory.edu
Travel Photography

**Tuition:** $375  **CEUs:** 1.2
**Instructor:** Thomas S. England, Photojournalism Instructor
**4 sessions:** Sat, Sep 20–Oct 11 / 9:00 a.m.–12:00 p.m. (Alpharetta)

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

Sports and Action Photography

**Tuition:** $175  **CEUs:** 0.6
**Instructor:** Kevin J. Moran, JD
**3 sessions:** Mon, Oct 20–Nov 3 / 7:00–9:00 p.m.

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

Writing Freelance

**Tuition:** $285  **CEUs:** 1.2
**Instructor:** Linda E Clopton, MA, Writer for *Veranda*
**6 sessions:** Mon, Apr 6–May 11, 2015 / 7:30–9:30 p.m.

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

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

Additionally, ECE is approved for Veterans Educational Benefits.

ECE classes/programs eligible for VA funding:

- CPA Exam Prep
- Financial Planning Certificate
- GMAT Prep
- Grant Writing Certificate
- Graphic Design Certificate
- GRE Comprehensive Prep: Math-Verbal-Analytical Writing
- GRE Math Prep
- Intensive SAT Prep
- LSAT Prep
- MCAT Prep
- Paralegal Certificate
- Lean Six Sigma Black Belt
- Lean Six Sigma Green Belt
- Web Design and Development Certificate

ECE will:

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

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

... or visit us online at:
[ece.emory.edu/military.html](http://ece.emory.edu/military.html)
Osher Lifelong Learning Institute (OLLI) at Emory

Osher Lifelong Learning Institute at Emory started in 1979 as Emory Senior University. Beginning with 33 members and a few classes held in church basements, our program has grown into an important community outreach branch of Emory Continuing Education, with an annual membership of nearly 700 students and more than 150 course offerings a year.

Each Institute meets the educational needs of adults 50 and over, supports volunteer leadership, and develops stimulating courses where there are no tests, no roll calls, no papers to grade, and no final exams. In OLLI courses, learning exists for the joy of learning.

History
The Bernard Osher Foundation, a philanthropic organization headquartered in San Francisco, awarded an endowment to OLLI at Emory in 2008, thereby creating the Osher Lifelong Learning Institute—one of 117 nationwide.

Quick Facts
• Classes are open to all community members ages 50+
• A quarterly $125 membership fee entitles you to enroll in up to four OLLI classes; or
• You may select any single noncomputer class for a “sampler’s fee” of $69

Register
Visit olli.emory.edu for current course offerings and to enroll.

Students also can register by visiting our campus at:

12 Executive Park Drive NE
Suite 100
Atlanta, GA 30329

. . . or by calling us at 404.727.6000 (select option 2).

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Register

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

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

Class Locations
Please check course descriptions for location.

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

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