From The Executive Director:

As 2012 draws to a close, Emory Continuing Education (ECE) continues to respond to economic and technological trends as well as the needs of our students with our new winter/spring 2013 course catalog. ECE now offers certificate programs in Project Management and Internet Marketing, with Environmental Health slated for launch in spring 2013. We invite you to attend any of our information sessions (please see page 5 for the complete listing) to hear directly from the instructors and program advisers as you learn more about how these and ECE’s other courses can assist with your career growth opportunities.

Additionally, ECE expects to launch more online courses in 2013 on the heels of our Lean Six Sigma program—which successfully launched in September as Emory University’s first fully online class. For those of you who prefer the traditional classroom setting, we will continue to offer those courses as well as a number of hybrid options combining online and classroom education.

Lastly, while our Briarcliff campus has served as home for many years, ECE is currently exploring options for new space to improve both the learning environment and accessibility for our students. We expect to have more details shortly.

As always, we invite your suggestions and feedback—please contact us at 404.727.6000 or learn@emory.edu with any questions or comments.

We look forward to seeing you in class!

Beverly Cormican
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>
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<tr>
<th>Web</th>
<th>ece.emory.edu</th>
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<tr>
<td>Phone</td>
<td>404.727.6000</td>
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<tr>
<td>Fax</td>
<td>404.727.6001</td>
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<tr>
<td>E-mail</td>
<td><a href="mailto:learn@emory.edu">learn@emory.edu</a></td>
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Emory: 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.
Emory has been offering personal enrichment classes for adults since 1951.

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

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

Financing Options
You may qualify for:
- A Sallie Mae loan
- Workforce Investment Act (WIA) funding
- 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.

Personal Development

Emory Continuing Education provides technical and professional learning solutions for individuals and organizations.

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

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

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Register today: ece.emory.edu
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<td>Grant Writing Certificate</td>
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<td>Six Sigma Certificates</td>
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<td>Financial Planning Certificate</td>
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<td>Web Design and Web Development Certificates</td>
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<td>Digital Photography Certificate</td>
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<td>Creative Writing Certificate</td>
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<td>Essentials of Human Resources Management Certificate</td>
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<td>Essentials of Management Certificate</td>
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<td>Event Planning</td>
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Certificate Programs

Foreign Language Proficiency Certificates
Build foundational knowledge of your chosen language, as you partner with an experienced language instructor from course inception through the capstone.

Landscape Design Certificate
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 maximize results.

Graphic Design Certificate
Our Graphic Design Certificate is intended to help you obtain a deep understanding of the basic principles, methods, and systems of graphic design for print through hands-on learning.

NEW Predictive Health Certificate
Students will be trained to serve as an individual’s primary contact for long-term identification and maintenance of health issues, undergoing standardized training as a health partner.

NEW Sustainability Certificate
Where you work, where you live and where you volunteer—all have the potential to be more sustainable. But what does that mean? How can the information and technology being developed for more sustainable practices worldwide be made relevant locally? Learn from Atlanta’s leaders in sustainability as they tell their stories and help you identify key lessons about the important role of organizational change, technology innovations related to sustainability, and leveraging best practices in the field.

NEW Fundraising
Participants will learn the key motivations for charitable giving, primary sources of contributions, and practical steps for implementing an integrated, donor-centered development program.

NEW Project Management
Students will hone their communication skills through a combination of role play, lecture, DiSC assessment, demonstrations, and the opportunity to build customized templates. Participants also will understand proper methodology in documenting scope as well as developing reliable estimates to successfully manage projects. Additionally, students will master the art of maximizing opportunities and minimizing the effect of threats to completion.

NEW Internet Marketing
Demand for web-based talents and expertise in today’s workforce is substantially increasing—our areas of program focus include e-commerce, social media, search engine optimization, product and corporate branding, and business development.

COMING SOON: Environmental Health—Spring 2013
Please visit ece.emory.edu for more information and details about our new certificates, beginning winter 2013.
Emory Continuing Education (ECE) is committed to assisting 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:**

- Computer Forensics (CCE)
- CPA Exam Prep
- Financial Planning Certificate
- GMAT Prep Course
- Grant Writing Certificate
- Graphic Design Certificate
- GRE Comp: Math-Verbal-Analytical Writing
- GRE Math Preparation
- Intensive SAT Prep Course
- LSAT Preparation
- MCAT Test Preparation
- Paralegal Certificate
- Six Sigma Black Belt
- 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)
Emory Professional Learning Programs

EMORY CORPORATE LEARNING

YOUR partner in Talent Management

Bringing one of Emory Continuing Education’s certificate programs to your office:
- Essentials of Management
- Foreign Language Proficiency
- Grant Writing
- Business Writing
- Six Sigma
- Plus classes in Accent Reduction, English as a Second Language (ESL), and Human Resource Management.

Designed for individual contributors through first-line managers, our learning programs can be tailored and delivered on-site. Our program areas include Management, Professional Development, Communication, and Computer Education.

Please call with code 2013CL for special rates and for more details about our programs.

404.712.1704 | www.EmoryCorporateLearning.com

Free Upcoming Information Sessions

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<th>Certificate</th>
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<th>Location</th>
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<td>Creative Writing</td>
<td>Mon, Jan 14, 7:00 p.m.</td>
<td>Briarcliff</td>
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<tr>
<td>CPA/EA Test Prep</td>
<td>Mon, Jan 14, 7:00 p.m.</td>
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<tr>
<td>Web Design/Web Development/</td>
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<td>Briarcliff</td>
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<td>Wed, Jan 23, 7:00 p.m.</td>
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<td>Digital Photography</td>
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<td>French Oral Proficiency</td>
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<td>Spanish Oral Proficiency</td>
<td>Thu, Jan 31, 7:00 p.m.</td>
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<td>Management Essentials</td>
<td>Fri, Feb 1, 2:00 p.m.</td>
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<td>Graphic Design</td>
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<td>Predictive Health</td>
<td>Tue, Feb 12, at 7:00 p.m.</td>
<td>Emory Hospital Midtown</td>
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<td>Event Planning</td>
<td>Wed, Feb 20, 7:00 p.m.</td>
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<td>Project Management</td>
<td>Fri, Mar 8, 12:00 p.m.</td>
<td>Webinar</td>
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Visit ece.emory.edu/infosessions.html for more details.
Information Technology

For specific class dates and times please visit EmoryIT.org.

Tuition does not include cost of textbooks—visit our website for further details.

MICROSOFT OFFICE

Excel 2007/2010 Level 2: Excelling at Excel

Tuition: $425  CEUs: 1.3
Learn to create clear and effective spreadsheets to help you organize your information in the 2007 interface. Class topics include the four Fs: formatting, fills, formulas, and filters. Prerequisite: Some experience with Windows

Outlook 2007: Lookout! It’s Outlook!

Tuition: $355  CEUs: 0.6
Need to learn how to send an email with attachments? Manage your contacts, calendar and tasks? This course is for you. We concentrate on the full version of Outlook, but we also review Outlook Express, which includes email and the address book. Prerequisite: Some experience with Windows

PowerPoint 2007/2010 Level 2: PowerPoint Power

Tuition: $425  CEUs: 1.3
This unique course teaches you how to use new features in PowerPoint to create and give effective presentations. Learn acting and stage-blocking techniques to connect with your audience and deliver your message. Create presentations that are dynamic and powerful. Prerequisite: Some experience with Windows

Project 2007/2010 Levels 1 and 2: Creating and Managing Projects

Tuition: $525  CEUs: 1.3
Make the most of Microsoft Project and make your next project come together like a pro. Learn to manage projects or participate on project teams and apply it to hands-on exercises in Microsoft Project.

Visio 2007 Level 1: Introduction

Tuition: $355  CEUs: 0.6
In this class you will use Visio to create a directional map, a block diagram, a flowchart, an organization chart, and an office layout. As you create these drawings, you will learn shortcuts to enhance your productivity and unique tools for each type of drawing.

Word 2007 Level 1: Introduction

Tuition: $355  CEUs: 0.6
Learn to create, revise, and save documents using the newest version of the world's most popular word processor. This course will provide you with the basic concepts required to create, edit, and format business or personal documents and letters.
Word 2007 Level 2: My Word

Tuition: $425  CEUs: 1.3

If you want to write a letter, report, or the next great American novel, this is the software you need. This class explores why Word is more than just a word processor. Prerequisite: Some experience with Windows

Photoshop Level 1: Introduction

Tuition: $495  CEUs: 1.3

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. Prerequisite: Some experience with Windows

Photoshop Level 2: Intermediate

Tuition: $575  CEUs: 1.3

If you’re serious about working in the creative field, it’s no exaggeration to say that you must know this application. In this course, you will build on your existing knowledge of Photoshop to become proficient in more advanced aspects of Photoshop image manipulation and creation. Prerequisite: Photoshop CS3 Introduction or prior approval from instructor. Textbook: Adobe Photoshop–The Professional Portfolio

Photoshop Level 3: Studio Design/Special Effects

Tuition: $575  CEUs: 1.3

If you’ve mastered the basics of Photoshop but you’re still hungry for more, this course is for you. Go beyond the ordinary uses of Photoshop to learn advanced illustration and 3D effects, photo-realistic painting, professional montage, and color correction. Prerequisite: Photoshop: Introduction or prior approval from instructor

Graphic Design Capstone

Tuition: $795  CEUs: 2.6

This course serves as the capstone requirement for the Emory Graphic Design Certificate program and is only available to certificate enrollees.

WEB DESIGN AND DEVELOPMENT

Tuition does not include textbook(s).

Introduction to Web Design and Development

Tuition: $355  CEUs: 0.6

Everything you’ve wanted to know about starting and running a website, but didn’t know whom to ask. From developing a business plan to promoting your website, this course teaches you practical techniques for business-oriented websites. Prerequisite: None

HTML and CSS

Tuition: $1,200  CEUs: 2.6

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 stylesheets.
NEW HTML5

Tuition: $355  CEUs: 0.6

HTML5 allows web designers the ability to create richer, more meaningful web pages with structural tags and descriptive attributes. Although it is still officially under development, HTML5 is being used today to develop web pages. At its core, HTML5 aims to improve the markup language with support for the latest multimedia (free of need for proprietary plugins and APIs) while keeping it easily readable by end users and browsers. HTML5 is intended to absorb HTML4, XHTML1, DOM2HTML and JavaScript, so what you need to learn, and how browsers handle HTML5, develops from rather than replaces previous technology. This class presents an overview of HTML5 and its development, including new syntactical features such as the video, audio, header, and canvas elements, as well as how browsers parse and display HTML5 content. You'll also learn about the HTML5 outline algorithm and how it can help you define and structure your site content and construct an HTML5 document with a header, content groups and formatting, footer, and navigation, and illustrate how to take advantage of many of these improvements. And because HTML5 provides mobile device users richer web applications and improved usability, we’ll discuss how this will improve apps development.

Dreamweaver Level 1: Introduction

Tuition: $575  CEUs: 1.3

This 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: $575  CEUs: 1.3

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 3a: Advanced

Tuition: $355  CEUs: 0.6

Begin to learn how to progress from designing static websites to building and maintaining dynamic websites in Adobe Dreamweaver CS5. In this first single-day part of the advanced level of Dreamweaver (required for the Webmaster Track in the Web Design Certificate), you’ll learn the basics of the new PHP features in Dreamweaver CS5 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. This course springboards you to the Dreamweaver Level 3b section, which continues addressing how to more fully develop dynamic websites using this indispensable industry tool. Textbook not included, but is required. Textbook: Adobe Dreamweaver CS5 with PHP.

Dreamweaver Level 3b: Advanced

Tuition: $1,200  CEUs: 2.6

You’ve completed Dreamweaver Level 3a: Advanced, and you’ve started using Dreamweaver to progress from designing static websites to building and maintaining dynamic websites. You’ve learned the new PHP features in Dreamweaver and have a growing understanding of PHP as well as the structure of a CMS. Now, in Dreamweaver Level 3b, we’ll continue to address how to more fully develop dynamic websites. You’ll use step-by-step instructions on how in Dreamweaver to work in Live View, as well as extended support for PHP code hints, syntax checking and dynamically related files. You’ll learn how to design and build your own database and how to upload images and send email with attachments using the Zend Framework. With little or no programming experience you’ll learn how to use selected modules to integrate dynamic features into existing sites, as well as progressive enhancement techniques for updating pages seamlessly with PHP and Ajax. The textbook (same used for Dreamweaver Level 3a: Advanced) is not included, but is required. Textbook: Adobe Dreamweaver CS5 with PHP.

NEW Attracting Traffic through Social Media

Tuition: $575  CEUs: 1.3

Social media is a critical tool for success in all businesses, whether or not they are web based. Without it, you’re missing out on an easy, inexpensive, effective, and near instantaneous mechanism to spread the word about your organization, company, product, or services. If you are responsible for marketing in any shape or form, this class is for you. But social media marketing isn’t like traditional marketing, and you shouldn’t treat it that way. We’ll learn the fundamentals of social media marketing and how to leverage social media to accomplish your goals. 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. We’ll also address the best third-party add ons that maximize the social marketing impact for your website. Prerequisite: Experience with the Internet; knowledge of HTML web design highly recommended; knowledge of graphic applications (like PhotoShop, Illustrator or Fireworks) desired.

Premiere Pro

Tuition: $575  CEUs: 1.3

Adobe Premiere Pro helps you create and edit dynamic digital video. You will learn the basic and advanced concepts and features of Adobe Premiere as you go through a typical series of steps for creating, editing, and fine-tuning a series of video pieces.

Flash Level 1: Introduction

Tuition: $575  CEUs: 1.3

Add interest and functionality to your website using Adobe Flash, the standard for animation and multimedia. This course covers frames, libraries, movie properties, shape morphs, layers, tweening, and sound. Prerequisite: Some experience with Windows and the Internet.
Flash Level 2: Getting Started with ActionScript

Tuition: $685  CEUs: 1.3

Learn to design animations like the pros. Learn basic ActionScripting and more advanced techniques for building Flash applications. Get a solid understanding of best practices in programming and design with hands-on, real-world examples. Prerequisite: Flash: Introduction or experience with Flash.

Google Analytics: Analyzing Website Visitors

Tuition: $355  CEUs: 0.6

Through a combination of easily customizable charts and tables, Google Analytics offers flexible ways to answer critical questions about your website visitors. You’ll leave this class with a new appreciation for the value of website metrics and practical approaches to apply immediately.

Search Engine Marketing

Tuition: $355  CEUs: 0.6

Search engines are a rich source of free and paid advertising that can dramatically increase your organization’s visibility and profit. Learn to optimize your website to achieve a “top 10 listing” and use pay-per-click marketing to reach an even broader audience.

Dynamic Web Content: Blogs, Wikis, and More

Tuition: $575  CEUs: 1.3

Providing fresh content is a key component to getting visitors to return to your website. Providing this material may be easier than you think. In this course you will look at several ways to add fresh, dynamic content to your website. You also will learn about 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.

Web Graphics with Photoshop, Illustrator, and Fireworks

Tuition: $915  CEUs: 1.95

Create professional GIF and JPG images while optimizing your web graphics. This course will prepare you to design web interfaces and convert them into working HTML templates. You’ll learn to create background graphics, custom navigation bars, and template designs. We’ll discuss color palettes, sizing, typography, and more. Prerequisite: Photoshop CS5 Introduction or prior approval from instructor.

Fireworks Level 2: Intermediate

Tuition: $575  CEUs: 1.3

Adobe Fireworks is a powerful and intuitive environment for designing screen-based graphics, interfaces, and applications. Whether designs are destined for the web, mobile devices or consumer electronics, the seamless vector and bitmap editing capabilities of Fireworks make it easy to explore design choices using an extensive range of easy-to-use and nondestructive tools. In this course, we’ll pick-up where we left off in the introduction to Fireworks section of the prerequisite Web Graphics course. You’ll create the wide variety of graphics used for foreground and background images on web pages. We’ll develop composite designs that will include complex rollover effects, image maps, and advanced animation. We’ll see how effectively Fireworks integrates with other Adobe Creative Suite applications, especially with Flash Catalyst. Then we’ll optimize and slice graphics to integrate into the HTML page. In addition, readers will learn how to demo a design live for a client, export the design as an interactive PDF and export complete web page designs as CSS-based layouts and start and preview mobile designs in Device Central. The included courseware will provide projects for practice beyond completion of this course.

How to Add E-Commerce to Your Website

Tuition: $685  CEUs: 1.3

Learn the software and back-end support needed to sell from your website. This course discusses advertising, inventory, shopping carts, customer databases, and payment.

Web Certificate Capstone

Tuition: $795  CEUs: 2.6

This course is the capstone requirement for the Emory Web Certificate program and is only available to certificate enrollees.

Introduction to Dynamic Websites

Tuition: $355  CEUs: .6

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.

SQL Level 1: Introduction

Tuition: $685  CEUs: 1.3

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

SQL Level 2: Intermediate

Tuition: $685  CEUs: 1.3

Take your SQL skills to the next level by learning how to do more work with SQL inside the database before pushing data across the network to your applications. This class takes a time efficient “problem/solution/discussion” approach and covers the topics that are important to today’s SQL developers.
SQL Server
Tuition: $685  CEUs: 1.3
This course teaches you the fundamentals of SQL Server. Topics include relational database design theory, a crash course in SQL, how to use the SQL Server management tools, how to work with views and stored procedures, and much more.

ASP.NET
Tuition: $915  CEUs: 1.95
ASP.NET makes building real-world web applications dramatically easier. In this course, students will learn how to use Visual Studio to develop dynamic websites using ASP.NET and Web Forms Controls.

PHP
Tuition: $915  CEUs: 1.95
Learn to install and configure PHP, basic syntax, programming techniques, and database access to create truly dynamic websites. Prerequisite: HTML and basic knowledge of databases

MySQL
Tuition: $685  CEUs: 1.3
MySQL is the world's most popular open-source database. This course covers the basics of installing MySQL, creating a database, storing and retrieving data, improving performance, and securing a database. Prerequisite: Some knowledge of database design

MySQL Level 2
Tuition: $725  CEUs: 1.3
This two-day follow-on class will give developers much-needed information on how to manipulate their databases using the ubiquitous PhpMyAdmin/cPanel interface included with WAMP and used by almost every web-hosting site for their hosted accounts. You will learn more about joins and normalization techniques and interact with your database through a WYSIWYG interface. In addition to working with sample data, students will create their own tables with instructor guidance towards their capstone project requirements. You may very well walk out with a portion of your project ready for prime time!

JavaScript Level 1: Introduction
Tuition: $575  CEUs: 1.3
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 mouseovers, popups, form validations, cookies, and browser detection. Prerequisite: Some experience with HTML

JavaScript Level 2: Advanced
Tuition: $495  CEUs: 0.6
Students will learn how to create image rollovers, add sound to web pages, work with status bar messages, and many more advanced features. Designers will discover how using JavaScript to determine browser capabilities can address issues of CSS interpretation of different browsers. Prerequisite: Introduction to JavaScript, HTML (or equivalent expertise)

XML: eXtensible Markup Language
Tuition: $575  CEUs: 1.3
XML is a versatile computer language used for moving information between databases and displaying data on web pages. Learn to manipulate and display data using XML documents, style sheets, and transformations in this hands-on course. Prerequisite: Some experience with HTML or databases

Podcasting: Let Your Voice be Heard
Tuition: $355  CEUs: 0.6
The most effective way to communicate over the Internet is with a real, human voice—using a podcast. In this course you will learn to record audio, encode it for Internet distribution, and create podcasts that will get your website noticed. Prerequisite: Some experience with Windows and the Internet

ADO.net + The Entity Framework
Tuition: $685  CEUs: 1.2
ADO.net provides a powerful set of data objects that enable database communications via dot net code. This comprehensive two-day class covers all the essentials of ADO.net application development using MS Visual Studio and Visual Basic. The course explains key ADO.net concepts and terminologies, explores three-layer application development, interfacing with stored procedures that use parameters and many more database application development techniques. The Entity Framework enables developers to create data access applications by programming against a conceptual application model—the goal is to decrease the amount of code and maintenance required for data-oriented applications. The Entity Framework is Microsoft's recommended data access technology for new applications. Our course concludes with an instructor-guided, full cycle application development project using Entity Framework for data access. Textbook not included. Textbook: Murach's ADO.NET 4

NEW AJAX/JQuery and the Juice UI
Tuition: $685  CEUs: 1.2
JQuery is quickly becoming the standard client side JavaScript library offering multiple user interface controls (JQuery UI). The Juice UI allows ASP.net developers to easily create JQuery-enabled pages using Visual Studio server controls, minimal .net coding and no JavaScript coding. This comprehensive two-day class covers all of the essentials and explains key concepts, terminologies, best practices, and current development trends while focusing on web application development and coding techniques utilizing the Juice UI. Our course concludes with an instructor-guided, full cycle application development project using Jquery and the Juice UI.

Register today: ece.emory.edu
CSS 3

**Tuition:** $355  **CEUs:** 0.6

This advanced CSS course for existing CSS practitioners will be split into two parts. In the first part, students will have the opportunity to bring their own real-world CSS questions into the classroom for a work through. Class will include 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. Textbook not included, but is required. *Textbook: Stunning CS3*

Certified Technical Trainer (CTT+)

**Tuition:** $1,495

CompTIA CTT+ certification is the credential recognizing excellence in instruction. The designation is a vendor-neutral certification that is applicable to training professionals in all industries. CompTIA CTT+ indicates the mastery of core instructor skills, including preparation, presentation, communication, facilitation and evaluation in a classroom environment. Certified instructors are essential for students who want to receive top-notch training, and employers agree that a professional training staff is valuable to the company. Adobe and Microsoft use the CompTIA CTT+ certification as a requirement for their instructor certifications. CTT+ Certification requires completion of a computer-based exam and a video evaluation—our class is designed to prepare you for both requirements. Vouchers for online testing included in tuition.

WordPress: Creating a Dynamic Website

**Tuition:** $455  **CEUs:** 1.2

Students will learn how to set-up a WordPress website and develop the site to include a menu system with navigation bars, widgets for posts and comments, theme, calendar, and interactive forms.

Quickbooks Level 1: Introduction

**Tuition:** $455

This two-day course is designed for small business owners and managers who want to use financial management to gain control of their businesses or help them make key decisions and run their businesses more profitably. The class begins with a brief review of financial basics, and by the end of day two participants will be able to use financial statements in their businesses and understand techniques such as cash flow management and budgeting. Prerequisite: some experience with Windows

NEW Quickbooks 2: Bookkeeping Bootcamp

**Tuition:** $495

Students will develop a working expertise working with business documents, not book exercises. Class focus areas: entering and paying bills; customer invoicing and sales receipts; receiving payments and managing collections; entering, downloading, coding and reconciling credit card charges; making bank deposits and reconciling bank accounts; and creating, modifying and analyzing reports. Students will create their own company file during the four accounting sessions and compare it to the year end master file. The student with the best matching file and answers to business questions at the end of the class will win a $50 gift card. QB1 is a prerequisite for this class. Prerequisite: Quickbooks Level 1

Make Your Own YouTube Video

**Tuition:** $355  **CEUs:** 0.6

Video is hot on the web. YouTube is one of the top 3 websites in the world, and some estimate that 40% of internet traffic is currently video. In this one-day class, we’ll discuss some of the most common uses for video on the Internet and the best formats for each. The key project in this class will be setting up a mini-studio, shooting a video and uploading it to YouTube for all the world to see.

How to Run a Successful Email Marketing Program

**Tuition:** $355  **CEUs:** 0.6

In almost any organization, either for-profit or non-profit, one of the most effective and inexpensive means of keeping in contact with your constituents is by email. In this course you will set up an account with an email provider, start building your list, create your first mailing and track results. We will learn about the pitfalls inherent with the CAN-SPAM act, and the limitations of web-based email. In all our discussions, we will emphasize best-practice, white-hat techniques that will avoid spam labels.
Essentials of Leadership for Managers
Tuition: $695  CEUs: 1.2
Instructor: Nancy Green, MBA, CPT
2 sessions: Mon, May 13–14 / 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, video cases, discussion, workbook exercises, and action plans for ongoing development. The five leadership practices are based on learnable behaviors, and not a complicated theory or a set of unreachable ideals. Participants can measurably improve their effectiveness as leaders.

Essentials of Strategic Planning for Managers
Tuition: $375  CEUs: 0.6
Instructor: Nancy Green, MBA, CPT
1 session: Fri, Mar 8 / 9:00 a.m.–4:00 p.m. (Alpharetta)

No one plans to fail, but many people fail to plan. In these difficult economic times, the strategic planning process is more critical than ever. This hands-on course is designed for professionals at all levels to learn how to apply the strategic planning process. Our class offers a step-by-step guide to assist you in translating basic concepts and visions into a concrete plan for action to help you reach your objectives. Textbook included.

Essentials of Supervision
Tuition: $695  CEUs: 1.2
Instructor: Nancy Colter, MBA
2 sessions: Thu and Fri, Mar 21 and 22 / 9:00 a.m.–4:00 p.m. (Alpharetta)
2 sessions: Thu and Fri, May 16 and 17 / 9:00 a.m.–4:00 p.m.

This is a critical course for anyone who is currently a supervisor or plans to become a supervisor. 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. Textbook included.

Executive Presence for the Non-Executive
Tuition: $795  CEUs: 1.2
Instructor: Vivian Bright
2 sessions: Thu and Fri, Mar 21 and 22 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Executive presence enhances your ability to project an image of competence and confidence. Proper poise draws on many factors, including how you “carry” yourself (your bearing) and how you communicate and interact with others. This engaging and well-received seminar will explore attributes that contribute to executive presence and common “fatal flaws” that detract from your authority. As a participant, you receive personalized feedback on your communication, meeting, and presentation styles using high-value assessments and videotaped exercises. You will leave this program with a prioritized personal action plan to make changes that enhance your professional relationships and career aspirations. Textbook included.

Influencing Others: A Guide to Persuasive Techniques
Tuition: $375  CEUs: 0.6
Instructor: Bobby Peterson
1 session: Mon, Apr 29 / 9:00 a.m.–4:00 p.m. (Alpharetta)

It’s not uncommon to spend a lot of our time trying to resolve differences with others and attempting to convince other people to do something in a way that results in a favorable conclusion for both parties. To deal with these situations in an appropriate manner 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. Textbook included.

Essentials of Motivation
Tuition: $375  CEUs: 0.6
Instructor: Bobby Peterson
1 session: Mon, Feb 18 / 9:00 a.m.–4:00 p.m.

Every manager dreams of a confident and highly motivated workforce. This course explores the latest principles and techniques for creating this type of team or work group. Learn the difficulties and psychology behind managing motivation and learn to implement proven motivational techniques in the workplace. Participants will learn to create an atmosphere that encourages productivity and creativity!

Win-Win Negotiations
Tuition: $375  CEUs: 0.6
Instructor: Nancy Green, MBA, CPT
1 session: Fri, May 17 / 9:00 a.m.–4:00 p.m.

In the diverse and interconnected marketplace of the 21st century, 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.
Managing Difficult Conversations and Situations

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, Feb 25 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Difficult situations often arise in the workplace. This course addresses the more common situations and people and identifies strategies for dealing with them. Participants in this course will be exposed to the basic communication strategies that can work across all difficult behavior situations. This will help participants realize that the more proficient we are at managing ourselves, the more confident we become managing difficult conversations and situations. Participants will look back at this practical course with a real sense of satisfaction and gratitude. Learn how to have open, robust and fearless conversations.

**NEW** Project Management: Communications Tools and Techniques

**Tuition:** $485  **CEUs:** .8  
**Instructor:** James Truesdale, MS, PMP  
**2 sessions:** Fri, May 10 / 7:00–9:00 p.m. (webinar) and Sat, May 11 / 9:00 a.m.–4:00 p.m.

Project Managers often report that they understand project management fundamentals, but need help to implement them. 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.

**NEW** Project Management: Tools/Techniques to Effectively Manage Cost, Risk, Scope

**Tuition:** $955  **CEUs:** 1.3  
**Instructor:** James Truesdale, MS, PMP  
**2 sessions:** Sat and Sun / Apr 27 and 28, 9:00 a.m.–4:30 p.m.

Delivering a project that meets stakeholder requirements can be an elusive goal in many industries. In this class, you will 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.

**NEW** Project Management: Scheduling Tools and Techniques

**Tuition:** $485  **CEUs:** 0.95  
**Instructor:** James Truesdale, MS, PMP  
**2 sessions:** Fri, May 3 / 9:00 a.m.–4:00 p.m and Sat, May 4, 9:00 a.m.–12:30 p.m.

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 which occur throughout the life of the project. Using a combination of Microsoft Project exercises and simulations a wide variety of tools and techniques will be explored.

**Introduction to Project Management**

**Tuition:** $795  **CEUs:** 1.3  
**Instructors:** Michael Martin, MBA, PMP and James Truesdale, MS, PMP  
**2 sessions:** Mon and Tue, Feb 4 and 5, 9:00 a.m.–4:30 p.m., Alpharetta (Martin)  
**2 sessions:** Thu and Fri, Apr 18 and 19, 9:00 a.m.–4:30 p.m., Briarcliff (Truesdale)

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

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Mar 8 / 9:00 a.m.–4:00 p.m.

With multiple demands, multitasking and not enough multiple systems of support, time management is critical. This class takes a unique approach in helping you understand where your time goes and how you are spending this limited and precious resource. Prior to this course, you will keep a time log of your day. Examine your log and, through proven techniques, learn where you are lagging and how to be more focused and efficient. You will leave this course with a plan and an understanding of how to accomplish more each day. Textbook included. Course requires prework.

**Training Design for Trainers**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Mon, May 13 / 9:00 a.m.–4:00 p.m. (Alpharetta)

You’re the expert in your field and now you’re being asked to train others. The only problem? You’re not a trainer. If your current or future responsibilities have you designing training programs, this interactive, “hands-on” course will introduce the basic tools you need to design effective training using the components of the ADDIE model. Discover how adults learn, how to develop materials in an organized manner, methods and options available for delivering the program, how to handle problematic participant behaviors, and how to measure your training program’s success. At the conclusion of the course, participants will put theory into practice and create their own training outline. Textbook included.

**Entrepreneurship**

**Exploring Entrepreneurship: What You Need to Know to Start a Business**

**Tuition:** $195  **CEUs:** 0.8  
**Instructors:** Steve Bloom; Steve Dubner, JD; and Betty Reed, MBA  
**1 session:** Sat, May 4 / 9:00 a.m.–5:00 p.m.

Ready to start your own business? This survey class is designed to give you the fundamentals to get started. Learn the various types of businesses as well as how to obtain sufficient financial capital with a proper business plan. Discover whether buying a franchise or building a business from scratch is the better choice for you. Each session will be taught by a specific subject matter expert. Textbook provided.

**Entrepreneurial Finance**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Gail Reid  
**1 session:** Sat, Apr 20 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Finance and accounting are the foundations for the success of any business. The 21st century entrepreneur needs to learn a new kind of accounting designed to improve outcomes, measure progress, establish milestones and prioritize work. Class will cover finance and accounting basics. We will delve into the knowledge and skills you need to manage what matters: how to use financial tools to identify the outcomes you desire and set the milestones that will reflect your success. Participants learn how to prioritize activities by setting key performance indicators to ensure progress. This program culminates with the creation of a financial dashboard to measure continuing success.

**Start and Manage a Successful Import/Export Business**

**Tuition:** $205  **CEUs:** 0.7  
**Instructor:** Guido Gabbielli, MS  
**1 session:** Sat, May 18 / 9:00 a.m.–5:00 p.m. (Alpharetta)

Learn from an experienced importer/exporter how to start your own successful business—or expand your existing business for increased sales and greater profits. Learn to 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. You’ll acquire practical, streetwise knowledge about importing into the US or exporting overseas. One of our recent students started from scratch and now handles more than 500 shipments per month!
**Better Business Writing**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Claudia Coplon  
**1 session:** Fri, Mar 8 / 9:00 a.m.–4:00 p.m.  
**1 session:** Fri, May 10 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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.

**Technical Writing**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Debbie Woodham  
**1 session:** Wed, Apr 10 / 9:00 a.m.–4:00 p.m.

The vast changes in business and technology in the past few decades have led to an increased need for effective writing skills in the workplace. Whether you are a systems analyst or a chemical engineer, effectively communicating technical information is an art relied upon for greater accuracy in business transactions and offers greater opportunity for professional success. This training workshop outlines the principles of technical writing, which have changed and evolved over the past decade. This continues to be a time of continued growth in the area of the sciences of data communication, computer technology, energy and the like. Completing a technical writing course will offer greater opportunity to improve the level of accuracy and understanding among internal and external business contacts.

**Good Grammar is Good Business**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Bobbi Kornblit, MA  
**1 session:** Mon, Mar 11 / 9:00 a.m.–4:00 p.m.  
**1 session:** Fri, May 17 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Learn how to create mistake-free documents and avoid common grammatical errors. This fast-paced, interactive grammar review also covers the latest usage trends. Strengthen your business communication skills by mastering correct punctuation, sentence structure, word choice, and spelling. The instructor, an experienced journalist and author, uses easy-to-follow tips and relevant business examples to highlight the fine points of the English language. Find out how to punch up your lengthy reports or quick emails. Textbook included.  
**Prerequisite:** Basic knowledge of English writing and grammar.

**Communication Skills for Your Career**

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

Verbal communication is uniquely human, but we aren’t born with excellent skills—they must be developed. 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. Textbook included.

**DiSC for Sales Professionals**

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Doug Pritchett, MBA  
**1 session:** Fri, May 10 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Everything DiSC Sales uses DiSC® to help salespeople communicate better and improve their sales relationships. Participants are introduced to the Everything DiSC® Sales Map, which guides students through each step of the process. Participants discover their DiSC® style, priorities, strengths, and challenges. Salespeople will recognize and understand your customers’ buying styles. The attendees will learn to navigate from “you to your customers.”
Strategic Communications in the Workplace

**Tuition:** $375  **CEUs:** 0.6  
**Instructor:** Nancy Colter, MBA  
**1 session:** Fri, Apr 26 / 9:00 a.m.–4:00 p.m. (Alpharetta)

Communication is more than talking and listening. Genuine communication requires a deep understanding of another person’s perspective. But when you take into consideration all of our biases, behavioral idiosyncrasies, unspoken emotions, and personal agendas, this can seem almost impossible to achieve. The communications assessment instrument called DiSC© helps people understand each other on a more fundamental level. This program develops the skills to read other people and see how others interpret their behaviors, while creating a sincere appreciation for the needs of co-workers. Ultimately, the program helps participants adapt their communication styles in a way that creates an enduring working alliance among team members and fosters a deeper sense of organizational engagement.

Listening and Memory Development

**Tuition:** $695  **CEUs:** 1.2  
**Instructor:** Debbie Woodham  
**2 sessions:** Thu and Fri, Apr 11 and 12 / 9:00 a.m.–4:00 p.m.

Good communication depends on more than effective speakers; you need effective listeners too. Listening is a gift we give to others—whether it’s a colleague, customer, or personal friend. We spend 40 percent of our time listening. Overcome external barriers to listening effectively and match your listening approach to the communication needs of each unique situation. Discover the various listening approaches and learn to become an active listener. Memory and recall are the byproducts of active listening. Once you understand your personal listening style, you will learn to summarize and recall information through the use of proven techniques such as mindmapping, mnemonics, visualization, and association.

PHR/SPHR Certification Review

**Tuition:** $1,550  **CEUs:** 3.6  
**Instructor:** Cathy Missildine-Martin, MBA, SPHR  
**6 sessions:** Jan 12 and 26, Feb 9 and 23, Mar 9 and 23 / 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.

Certificate in Management Essentials

**Tuition:** $1,526  **CEUs:** 3.1  
**Instructor:** Nancy Green, MBA; Nancy Colter, MBA; and Gary Cruze, EdD, MBA  
**5 sessions:** Fri, Mar 15 / 9:00 a.m.–4:30 p.m.; Mar 22 / 9:00 a.m.–4:00 p.m.; Apr 12 / 9:00 a.m.–12:30 p.m.; Apr 19 / 9:00 a.m.–12:30 p.m.; Apr 26 / 9:00 a.m.–12:30 p.m.

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

Essentials of Human Resources Management

**Tuition:** $1,696  **CEUs:** 2.7  
**Instructor:** Soumaya Khalifa, MBA; Greg Creech, CTT+, MCAS-I; Cathy Missildine-Martin, MBA, SPHR  
**5 session(s):** Tue and Thur, Apr 9–May 7 / 6:30–9:30 p.m.

This program addresses the issues human resources employees or supervisors face daily from legal matters to selecting qualified employees. The program includes the SHRM Essentials of Human Resource Management as an introductory course offering a comprehensive overview of human resource roles and responsibilities. If you are just starting out in the human resources profession, or are looking for an effective way to boost your employee management skills, this is the program for you. The Emory program offers in-depth additional skills and knowledge important to HR practitioners with 24 core and 24 elective contact hours scheduled separately from the core classes.
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.

**Certified Treasury Professional Review**

**Tuition:** $1,495  **CEUs:** 3.6  
**Instructor:** Steve Culp, MS, CTP and Spencer Shell, MBA, CTP  
**6 sessions:** Feb 23, Mar 9 and 23, Apr 13 and 27, May 11 / 9:00 a.m.–4:00 p.m. (Alpharetta)

This modular-based instructor-led course is designed for individuals seeking to broaden their knowledge and skills in the area of treasury and cash management, and those who want to successfully prepare for the Certified Treasury Professional certification exam. Certified Treasury Professionals are recognized around the world for their financial expertise, integrity, and achievement. One of the leading credentials in the treasury field, the Certified Treasury Professional (CTP) designation is a sign to employers that you are a proven commodity, and financial professionals have long relied on it to enhance their careers and validate professional development. Cash and treasury managers are becoming increasingly important as large and small businesses emphasize the earning power of liquid assets and stress efficiency in their treasury operations. The CTP exam covers 16 areas, including credit and accounts receivable management, short-term investments, electronic commerce, financial risk management and relationship management. 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. Students who successfully complete the 36-hour course will be awarded a Certificate of Completion from Emory Continuing Education. The AFP also awards continuing education units. To earn full certification, students must pass the national CTP exam.
Clutter Bootcamp

Tuition: $100
Instructor: Allison Carter
1 session: Sat, Feb 2 / 9:00 a.m.–12:00 p.m.

Conquer your piles of clutter with basic training in overcoming barriers to disorder, confusion, and messiness. Veteran organizer Allison Carter will assist you with the obstacle course of clutter in your home and home office. This interactive session is packed with exercises and information to use as a resource for many years to come. This course is recommended for the chronically disorganized, beginner and intermediate organizers, packrats, and anyone wishing to see clutter disappear. No discounts.

Don’t Be A Victim—Self Defense Basics

Tuition: $125
Instructor: Holley Beauchamp, Owner, B-Champs LLC
1 session: Sun, Mar 24 / 12:00–4:00 p.m.

Expecting a typical run-of-the-mill “padded man” self-defense course? Think again. Our street-smarts course teaches real “hands-on” defenses against the most common, dangerous, and deadly attack holds predators use to control, victimize, and endanger our lives. Practicing with both fellow students and the instructor, students will be taught how to defend/remove themselves from legitimate dangerous holds/attacks such as bear-hugs, headlocks, pulling/grabbing of clothes/hair/hands, neck chokes, and ground/on-your back-attacks if you happen to fall down. To help ensure your safety, students will also learn proper counterattack techniques to assist with the process of getting away without further harm. No discounts. Limited to 24.

NEW Pearls of Wisdom

Tuition: $125
Instructor: Ed Garcia, MA, CSW
6 sessions: Wed, Feb 13–Apr 3 / 7:00–8:30 p.m.

Wisdom is the thoughtful interplay of purpose and virtue in our lives. If we seek wisdom, insights emerge that guide our day-to-day actions. Much wisdom is contained in folk tales that can stimulate you to think more critically about your beliefs, feelings, and behaviors and provide you with an enlightened self-direction. Come and share these treasures in an interactive class setting to see how you can practically use these “pearls of wisdom” in your everyday life.

Starting Over after a Loss

Tuition: $165
Instructor: Charles Owen
4 sessions: Tue, Apr 16–May 7 / 6:30–8:30 p.m.

Life is dynamic and full of change. Jobs are lost, children leave home, couples break up, loved ones pass away, divorce happens. Learn to cope with change, make adjustments, and understand your new role or identity. Adapting to change and learning new coping skills are necessary to reach a comfortable place again. Join others in the challenge of finding a better understanding of self with a realistic and positive attitude. Your instructor has conducted courses on loss for more than 25 years and has many years of experience working with people and their severe losses in life.

NEW Flourishing 101: How to Increase Your Happiness Factor and Live with Purpose

Tuition: $125
Instructor: Nancie Vito, MPH, Certified Health Education Specialist
5 sessions: Wed, Mar 20–Apr 17 / 7:30–9:00 p.m.

Do you ever feel stuck . . . like you’re just going through the motions in life? This course is designed to teach participants how to apply effective strategies to increase happiness, reduce stress, increase overall quality of life, and thrive. Class is based on research in positive psychology—the study of happiness and well-being. Take steps towards creating a life you love so that you can live life fully with passion and purpose. Expect exercises and techniques you can apply immediately in order to move forward. Support among group members will also be beneficial.

Never Be Lied To Again: Building Credibility and Detecting Deception

Tuition: $115
Instructor: Patti Wood, MA, CSP, and Body Language Expert
1 session: See website for details

Body language expert and author Patti Wood has taught business leaders how to read and use body language for personal and business success for more than 20 years. She has consulted on murder cases, taught interviews and interrogation techniques to all branches of law enforcement, and has been quoted and interviewed by the media including CNN, FOX News, Primetime, Dateline and the Wall Street Journal. Learn how to spot a liar and how to look credible in business and social relationships. Limited to 20.

NEW Learning the Fundamentals of Investing

Tuition: $275
Instructor: Ben Clark, CFP, MBA, MEd
8 sessions: Thu, Feb 7–Mar 28 / 7:00–9:00 p.m.
8 sessions: Thu, Apr 11–May 30 / 7:00–9:00 p.m.

Rather than a broad survey of financial planning, this course dives deeply into the topic of investments. The purpose of the course is to provide students with the knowledge and skills necessary to help them make informed investment decisions based on facts rather than “gut feelings.” The course uses 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 their financial professional brings to the table. Textbook: Guide to Money and Investing (Kindle edition), HP-12c financial calculator
Blueprint for Financial Success

Tuition: $175  
Instructor: John Carty-Campbell, CFP and Bill Nichols, CFP  
5 sessions: Mon, Feb 18–Mar 18, 6:30–8:30 p.m.

Successful financial planning and investing is critical to reaching your financial goals. This course reviews the process of financial planning and gives you the tools to refine and upgrade your existing financial plan. 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. This course is ideal if you want to elaborate on the financial groundwork you have already laid as well as organize the array of strategies and products you have accumulated.

Navigating the Real Estate Landscape

Tuition: $175  
Instructor: Tonya Williams, HGTV Real Estate Expert on 'Designed to Sell' and 'Bang for Your Buck,' Atlanta editions  
6 sessions: Wed, Feb 20–Apr 3 / 6:30–8:00 p.m.

Come gain a strong foundation of knowledge of real estate processes while gaining perspective on many other facets: agency, BBRETA, closing attorney roles, home purchases, HUD-1/opening statements and disclosures, RESPA, and more. Participants will gain practical knowledge into the operations and responsibilities as real estate professionals and consumers through practical and insightful workshops.

The Art of Feng Shui

Tuition: $135  
Instructor: Rochel Parker  
1 session: Sat, Apr 27 / 9:00 a.m.–12:00 p.m.

Do you wonder how your environment may be affecting you—for better or for worse? Feng shui, the Asian science of the cause and effect of the proper direction and placement of objects, may have the answers. Developed more than 5,000 years ago, feng shui is based on the natural laws of physics, offering simple and scientifically based modalities for bringing our environment into harmony, thus creating a peaceful and pleasant place to live and work. No discounts.

The World's Healthiest Diets

Tuition: $110  
Instructor: Leila Finn, Integrative health coach and wellness trainer  
4 sessions: TBD

How we eat is a key factor in gaining and maintaining good health. As our American diet has changed, so has our health. Rates of heart disease, stroke, cancer and diabetes have increased with the modern Standard American Diet (SAD). We are not alone, as heavily processed and fast foods spread around the world do these “diseases of affluence.” We will take a historical and cross-cultural approach to food. Looking at pre-agricultural diets and changes in 19th and 20th century American diets will help us gain perspective on what we eat today. Looking cross-culturally, we will see how other diets have developed around the world where people have low heart disease, diabetes and lower rates of certain cancers. We will consider common elements to these healthy diets and how they can help us improve our health.

Meditation

Tuition: $115  
Instructor: Veta Goler, PhD, Emory University  
6 sessions: Sun, Jan 27–Mar 3 / 2:00–3:30 p.m.

Inside of every human being, there is a deep reservoir of stillness, wisdom and peace. Meditation helps to quiet the activity of the mind so we can access this inner world and bring it forward into the activities of our daily lives. This course offers instruction in various meditation techniques, how to incorporate meditation into modern lifestyles and meditation practice sessions. For new and experienced meditators. Please bring yoga mat.
Introduction to Pilates

**Tuition:** $100  
**Instructor:** Fanny Santiago-Saavedra, PhD in Somatic/Wellness Movement, Movement Specialist  
**7 sessions:** Thu, Jan 17–Feb 28 / 6:30–7:30 p.m.  
**7 sessions:** Thu, Apr 11–May 23 / 6:30–7:30 p.m.

Focused on beginners, this course teaches at a slower pace at first, in order to learn proper technique and body awareness. As the course progresses, we accelerate the pace considering the needs and skill levels of its students. You will be exercising the deeper muscles of the body for better body alignment and improved breathing. The course also provides exercises and techniques for stretching and strengthening the body in a nonimpact environment.

Qi Gong for Life

**Tuition:** $125  
**Instructor:** Jim Hamilton, MA, Licensed Professional Counselor  
**8 sessions:** Thu, Feb 7–Mar 28 / 7:35–8:35 p.m.  
**8 sessions:** Thu, Apr 11–May 30 / 7:35–8:35 p.m.

Learn easy, beneficial and fun exercises to help reduce stress, increase energy, enhance joint flexibility, extend range of motion, and maintain muscle strength. Bu Zheng Qi Gong is an ancient Chinese practice which has its foundation in Chinese medicine. These slow, gentle movements can be done standing or sitting by anyone, regardless of age or physical limitations. Qi Gong shares many of the health benefits of Tai Chi, but does not require repetitive practice or extensive movement. Each class will conclude with a meditation focusing on relaxation and well-being. Textbook not included.

Tai Chi I

**Tuition:** $125  
**Instructor:** Jim Hamilton, MA, Licensed Professional Counselor  
**8 sessions:** Mon, Feb 4–Mar 25 / 6:30–7:30 p.m.  
**8 sessions:** Mon, Apr 8–Jun 3 / 6:30–7:30 p.m.

Tai Chi is the ancient Chinese system of exercise, martial arts, and moving meditation. As a body awareness discipline, Tai Chi improves flexibility, balance, and muscle tone; cultivates energy and vitality; and promotes a deep sense of well-being. In each class you will learn the slow, graceful movements of the 24-form Yang simplified style. In addition, there will be emphasis on combining simple movements and breathing exercises utilizing Qi Gong. Wear loose clothing. Limited to 14.

Tai Chi II

**Tuition:** $125  
**Instructor:** Jim Hamilton, MA, Licensed Professional Counselor  
**8 sessions:** Mon, Feb 4–Mar 25 / 7:35–8:35 p.m.  
**8 sessions:** Mon, Apr 8–Jun 3 / 7:35–8:35 p.m.

This is a continuation course for those who have taken Tai Chi I. Each class will introduce new steps of the 24-form Yang simplified style while deepening the practice of Qi Gong. You will experience new levels of flexibility, improved posture, balance, vitality and inner peace. Wear loose clothing. Limited to 14. Prerequisite: Tai Chi I

Flowing Yoga

**Tuition:** $125  
**Instructor:** Ling Olaes, RYT and ACE-certified Group Fitness Instructor  
**8 sessions:** Sun, Feb 3–Mar 17 / 2:00–3:15 p.m.  
**8 sessions:** Wed, Apr 3–May 22 / 7:00–8:30 p.m.  
**8 sessions:** Sun, Apr 7–Jun 2 / 2:00–3:15 p.m. (no class on 5/12 and 5/26)

Strengthens, energizes, and detoxifies your mind and body with this challenging and graceful, Viniyasa-style class. With emphasis on breathing and core stability, this athletic class will focus on flow, movement, balance, and intention. Open your heart and free your spirit as you burn calories; improve your balance, flexibility, and endurance; destress for the week; and have fun. All levels, including beginners, are welcome. Bring a towel, yoga mat, and water.

Affordably Organic: Feeding the Whole Family

**Tuition:** $150  
**Instructor:** Minde Herbert  
**5 sessions:** Mon, Feb 11–Mar 11 / 7:00–8:00 p.m.

Your family doesn’t have to be named Rockefeller to eat well and organically. A popular blogger, educator, and public speaker, “Organic Mom” Minde Herbert busts the “not on my budget” myth by sharing her experiences as a savvy-shopping, creative-cooking parent of well-fed twins. In this 5-week class you’ll learn the benefits of organic foods; true definitions for “natural foods” marketing jargon; how to develop creative and budget-conscious meal plans; the best way to identify good (and bad) grocery deals; easy methods for food preservation; useful info on where to spend your organic dollars; healthy low-cost substitutes for processed foods and much more. No discounts.

Kyudo: The Traditional Japanese Martial Art of Archery

**Tuition:** $150  
**Instructor:** Edwin Symmes, Kyudo Renshi (Certified Instructor), Godan (Fifth Degree Black Belt)  
**6 sessions:** Thu, Apr 4–May 9 / 6:00–8:00 p.m.

Perfect your physical form and the arrow will not miss. The first class emphasizes the history of Kyudo and the development of the unique Japanese archery equipment. Students are then guided through movements and shooting techniques. As student development allows for safe shooting, individual students are allowed to perform the first arrow shooting at a close-up practice target. All equipment for use in class is provided. Classes held at Bi Toku Kyudo dojo (www.BiTokuKyudo.org) near the intersection of Shallowford Road and Briarcliff Road in Northeast Atlanta. Students should wear black pants, a white unmarked shirt, and white socks, and wear clothing appropriate to the weather as classes take place largely outdoors.
Tennis for Adults—Beginner

**Tuition:** $200  
**6 sessions:** See website for details

Students will learn the fundamentals of serving, forehand, backhand, scoring, etiquette, and game management. Class is held at the state-of-the-art Student Activity and Academic Center on Emory’s Clairmont campus. Please bring your own racquet to class. Limited to 12.

Tennis for Adults—The Next Set

**Tuition:** $200  
**6 sessions:** See website for details

Intermediate tennis is a perfect transition for players who have taken a beginning class and want to take their game to the next level. This course focuses on refining technique and more advanced single and double drills and tactics. Our course is held at the state-of-the-art Student Activity and Academic Center on Emory’s Clairmont campus. Prerequisite: Tennis for Adults—Beginner. Please bring your own racquet to class.

Dancer’s Stretch and Conditioning

**Tuition:** $175  
**Instructor:** Le’Von Campbell, Professional Dancer  
**8 sessions:** Wed, Feb 6–Mar 27 / 7:30–8:30 p.m.

Long, supple, strong muscles and an “at the ready” core body are the trademark of dancers. Using the secrets of body mechanics honed and developed through centuries of dance technique, you too can develop their power and elegance. This fitness class featuring floor stretches and core conditioning exercises will give you tools to understand how your body works and how to best maximize its potential. Those of all fitness levels will benefit from better posture, a stronger body, and an overall longer, leaner dancer’s look. Course is held at Monroe Drive dance studio. Limited to 15. Tuition is per person.

Beginning Ballet for Adults

**Tuition:** $175  
**Instructor:** Le’Von Campbell, Professional Dancer Formerly with North Carolina Dance Theatre  
**8 sessions:** Mon, Feb 4–Mar 25 / 6:00–7:30 p.m.

This class is for women and men of any age who want to dance but never had the opportunity, or those who have danced before and want to recapture that magical feeling of grace, beauty, and strength. There is a strong focus on encouraging each student’s evolving confidence and self-expression. Ballet shoes are available for purchase at first class for $35. Course is held at Monroe Drive dance studio. Limited to 15. Tuition is per person.

Decorating Basics

**Tuition:** $175  
**CEUs:** 0.8  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Feb 21–Mar 21 / 7:00–9:00 p.m.

This course will address basic interior design principles: identification of style components, continuity and flow, and the introduction of 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:** Wed, Mar 13–Apr 3 / 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. Learn the techniques of illusion design, which include the art of masking architectural flaws including off-center doors and windows and creating spaciousness. Included in the tuition is an exclusive tour of a “trade only” store to explore and learn the secrets of fabric combinations, furniture arrangement, furniture selection, quality determination, and rug purchases.

Principles of Design

**Tuition:** $175  
**Instructor:** Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com  
**4 sessions:** Thu, Apr 11–May 2 / 7:00–9:00 p.m.

Often a trend will inspire both the amateur and the professional. Explore the latest color and design trends and how to use them to create spaces that inspire. Examine the characteristics of fabrics and learn how to effectively select 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 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. Finally, be introduced to the variety of career options in design.
**FOOD AND BEVERAGE**

**Fine Dining Supper Club**

**Tuition:** $215  
**Instructor:** Barbara Alfano, Culinary Connoisseur and Event Planner  
**4 sessions:** Mon, Feb 25–Mar 18 / 7:00–9:00 p.m.

Join this course for a unique trip to some of Atlanta’s most interesting and out-of-the-ordinary restaurants. From chic to charming, this city has an awesome selection of restaurant choices tucked away in neighborhoods you might never discover. 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.

**NEW**  
**Wine Basic Training: Albariño to Zinfandel in Four Weeks**

**Tuition:** $225  
**Instructor:** Maggie Maroney, CSW, FWS  
**4 sessions:** Thu, Jan 31–Feb 21 / 7:00–9:00 p.m.

Wine Basic Training will guide you through the fascinating world of wine. In studying this magic elixir, you are touching on geography, history, science, and politics. Most importantly, after this four-week series, you will be able to confidently order from even the most complex wine menu. Your senses will be enlivened. And you will understand why Benjamin Franklin once said, “Wine makes daily living easier, less hurried, with fewer tensions and more tolerance.” Students will receive notebooks, printed handouts and a Wine Aroma Wheel from U.C. Davis. Six to eight wines will be tasted at each class, accompanied by light snacks. You must be 21 or older with valid ID to take this class.

**NEW**  
**Burgundy Review and Master Class**

**Tuition:** $140  
**Instructor:** Maggie Maroney, CSW, FWS  
**1 session:** Sat, Feb 2 / 9:00 a.m.–4:00 p.m.

Captivating, complex Burgundy has more than 100 designated areas for wine. The French Wine Society created this intensive class for candidates for the Burgundy Master Level Certificate as well as oenophiles intrigued by these unique and collectible Pinot Noirs and Chardonnays. Explore this region with us and come away with new passion for some of the best wines on the planet. Fee includes printed materials, practice quizzes and tutored tasting of six to eight wines. There will be a one-hour break for lunch. Lunch is not included in the fee. You may bring your own or visit one of many options in the neighborhood. This class is suitable for advanced beginner to expert wine knowledge level. Must be 21 or older with valid ID for this class.

**NEW**  
**French Wine Scholar Certification Program**

**Tuition:** $725 (includes textbook and one-year access to online study modules)  
**Instructor:** Maggie Maroney, CSW, FWS  
**9 sessions:** Mon, Feb 18–Apr 29 / 7:00–9:00 p.m.

The French Wine Scholar Certification Program provides industry professionals with in-depth, multi-disciplined study. Whether as a resume builder for a wine professional, a tool for a business executive, or as a series for the advanced aficionado, these classes embrace the fascinating history and culture of France through the subject of their valued resource, wine. Each class visits a different region, studying the history, geography, climate and soils and tasting each region’s wines. The result of this multilayered approach is a profound knowledge of French wine and a newfound appreciation for this ancient elixir. Fees for the nine-week series include the study manual, 24/7 on-line access to interactive study modules, practice quizzes, online student-teacher Q&A forum, weekly handouts of learning objectives, wine samples tasted in class, and the final exam. The French Wine Scholar program is a US wine industry-endorsed and wines of France-endorsed wine study and certification program. The program was developed by the French Wine Society, a nonprofit organization, to provide current, accurate information on the wine regions of France and validate proficiency in the wines of France. Intermediate to advanced students of wine who follow this in-depth curriculum and pass the exam will earn the French Wine Scholar (FWS) postnominal. The exam consists of 100 multiple-choice questions regarding all French wine regions. The French Wine Scholar (FWS) credential will be conferred to those individuals who achieve a score of 75 or higher on the exam.
**NEW Bordeaux Review and Master Class**

**Tuition:** $140  
**Instructor:** Maggie Maroney, CSW, FWS  
**1 session:** Sat, Mar 2 / 9:00 a.m.–4:00 p.m.

The most famous wine region in the world has a dramatic and complex history. Its wines are equally complex. The French Wine Society created this review for students seeking their Master Level Certificate as well as for the educated consumer or collector. It has been said that you can’t really know wine until you’ve studied Bordeaux. Join us for a day of in-depth study and tasting. You’ll leave with new clarity on Claret. Fee includes printed materials, practice quizzes and tutored tasting of six to eight wines. There will be a one-hour break for lunch. Lunch is not included in the fee. You may bring your own or visit one of many options in the neighborhood. This class is suitable for advanced beginner to expert wine knowledge level. Must be 21 or older with valid ID for this class.

**Supper Club**

**Tuition:** $195  
**Instructor:** Barbara Alfano, Culinary Connoisseur and Event Planner  
**4 sessions:** Tue, Jan 22–Feb 12 / 7:00–9:00 p.m.

Strike up new friendships, gain important business contacts, and enjoy some of Atlanta’s most interesting restaurants in a safe, low-pressure group setting. This is a wonderful way to bring people together for evenings of good food, great conversation, and possible new contacts for the future. Tuition includes cost of four dinners, taxes, and tips. No discounts.

**ART**

**Abstract Painting**

**Tuition:** $180  
**CEUs:** 1.2  
**Instructor:** Guy Robinson, Artist  
**4 sessions:** Tue, Mar 19–Apr 9 / 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. View instructor’s other supply lists online for guidance about supplies.

**Acrylic Painting for the Novice**

**Tuition:** $180  
**CEUs:** 1.2  
**Instructor:** Guy Robinson, Artist  
**6 sessions:** Wed, Feb 6–Mar 13 / 8:05–10:05 p.m.  
**6 sessions:** Wed, Apr 3–May 8 / 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. View supply list online. Limited to 15.

**Beginning Drawing**

**Tuition:** $180  
**CEUs:** 1.2  
**Instructor:** Guy Robinson, Artist  
**8 sessions:** Wed, Feb 6–Mar 27 / 6:30–8:00 p.m.  
**8 sessions:** Wed, Apr 3–May 22 / 6:30–8:00 p.m.

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

**Beginning Oil Painting**

**Tuition:** $180  
**CEUs:** 1.2  
**Instructor:** Guy Robinson, Artist  
**6 sessions:** Tue, Feb 5–Mar 12 / 6:30–8:30 p.m.  
**6 sessions:** Tue, Apr 16–May 21 / 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.

**From Picasso to Warhol**

**Tuition:** $150  
**Instructor:** Susan Stratton  
**6 sessions:** See website for details

Come explore the works of Picasso, Matisse, Warhol, and other legendary artists as we discover the forces driving historic artistic movements. Students will examine Fauvism, Cubism, Surrealism and Abstract Expressionism related by artists including Brancusi, Calder, Duchamp, Miro, Johns and Pollack. The High Museum of Art in Atlanta currently features an exhibition presenting more than 100 of the most important works of the 20th century, assembled from the iconic Museum of Modern Art in New York—participants will delve into the paintings and sculptures in this exhibit through slide-based lectures. Class will meet at the High Museum to experience this extraordinary exhibit in person. Tuition includes ticket. No discounts.
**Landscape Painting with Wayland Moore**

**Tuition:** $180  
**Instructor:** Wayland Moore  
**6 sessions:** Mon, Feb 18–Mar 25

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. View supply list online. Limited to 15.

**MUSIC**

**NEW The Broadway Musical**

**Tuition:** $125  
**Instructor:** David Moore  
**6 sessions:** Thu, Feb 7–Mar 14 / 7:00–9:00 p.m.

Do you love musicals? Can you sing back the entire score of *My Fair Lady*, *Grease*, or *Into the Woods*? You’re not alone. The Broadway musical is one of America’s great native art forms, one that has helped shape the cultural landscape of our nation over the past century. This six-week course will help deepen your understanding of musical theater. We’ll look through the history of the shows and the stars, and see where your favorites fit in along the way.

**Beginning Guitar**

**Tuition:** $160  
**CEUs:** 0.6  
**6 sessions:** See website for details

Learn to play the guitar using exciting melodies in rock, blues, country, and classical. Designed for beginners, this course will cover the basic fundamentals of the world’s most popular instrument through creative repertoire, studies, and technical exercises. The easy-to-follow format will help you to obtain a solid musical foundation from which you can progress into more advanced music. Please bring guitar, textbook, and folding music stand to class. Guitar and accessories are not included.

**Drumming: One-Hour Drummer**

**Tuition:** $160  
**CEUs:** 0.6  
**Instructor:** Peter Marino, BMed/8M  
**6 sessions:** Mon, Jan 28–Mar 4 / 7:00–8:00 p.m.

Experience the astounding, scientifically proven health benefits of drumming. No experience is necessary. Drums will be provided. There will be an additional $25 fee for the textbook and CD upon registration. Please call 404.727.6000 if you have already taken this class and would like to register without purchasing the textbook and CD again. Limited to 15.

**FILM AND LITERATURE**

**Film History**

**Tuition:** $150  
**Instructor:** Christian Pierce  
**5 sessions:** Mon, Feb 4–Mar 4 / 7:00–9:00 p.m.

Are you a fan of classic movies? Gain a greater appreciation for the cinema by learning about the history of film with respect to the industry, technology, and narrative format. We’ll study the birth of motion pictures all the way through the influx of digital filmmaking now under way. Each week we’ll focus on a different time period and international market as a means of contextualizing cinema on a global scale. After watching suggested films at home, class discussions will focus on the historical importance of each title, director, and studio. If movies are your passion, you can’t afford to miss these five nights of film clips and lively debate.

**Driving Miss Flannery: A Study of Flannery O’Connor’s Short Stories**

**Tuition:** $185  
**Instructor:** Tom Zibilich  
**6 sessions:** See website for details

This course features in-depth reading and discussion on the short stories of Georgian Flannery O’Connor. We will examine the many manifestations of central O’Connor themes of death, faith, and grace as they collide with her vivid, compelling, and uniquely grotesque landscapes of the human soul. We also will consider pertinent elements of her biography and the literary, theological, and philosophical influences on her work. Textbook is not included. Co-sponsored by the Emory Aquinas Center.

**SOCIAL AND NATURAL SCIENCES**

**Astronomy in the Suburbs—An Introduction to Star Gazing**

**Tuition:** $185  
**Instructor:** Stephen Bieger  
**4 sessions:** Wed, Feb 20–Mar 13 / 7:00 - 9:00 pm

Learn a basic understanding of the night sky and how to enjoy the elements from your own neighborhood. Your instructor will guide you through 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. Learn basic astronomy concepts to further your enjoyment of the night sky. Each class will take time outside to view key objects (weather permitting). Textbook is strongly recommended, but not required. **Textbook:** *Patterns in the Sky: An Introduction to Stargazing*

**A Holocaust Lecture: Carrying Forward the Memory**

**Tuition:** $99  
**Instructor:** Paula Gris  
**1 session:** Thu, Jan 24 / 7:00–9:00 p.m.

In reliving with the world their most painful experiences, fate has placed an unprecedented burden on the survivors of the Holocaust.
Living testimony has become rare because most survivors are no longer with us or have grown too old to make presentations. Paula Gris, a Holocaust survivor imprisoned in a concentration camp in the Ukraine as a child, presents her personal history along with a historical overview of the holocaust in Romania. History is not just about an event—it is about human lives. Take this rare and fleeting opportunity to hear from a survivor.

NEW **History of Political Parties in the United States**

**Tuition:** $235  
**Instructor:** Lisa Vox, PhD  
**8 sessions:** See website for details

This class presents a chronological investigation of political parties in the United States. Questions to be explored include: What are the sources of political parties in this country? How did they develop into the present-day parties? Why has the United States typically been a two-party system? How does the US political system compare to other countries?

**Introduction to World Mysticism**

**Tuition:** $210  
**CEUs:** 1.0  
**Instructor:** Carl McCollman, MA in Professional Writing and Editing, author of The Big Book of Christian Mysticism  
**5 sessions:** Tue, Feb 5–Mar 5 / 7:00–9:00 p.m.

Central to many cultural trends is mysticism—a vague word that can be translated as “the spiritual principle at the heart of religion.” 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. Using Andrew Harvey’s *The Essential Mystics* as our textbook, we’ll examine the world’s great wisdom traditions—Taoism, Hinduism, Buddhism, Judaism, Christianity, Islam as well as pagan and philosophical forms of mysticism—acknowledging both the common ground and the distinctive qualities of each mystical path. Class is taught from an academic/nonsectarian perspective. Textbook is not included. **Textbook:** *The Essential Mystics: Selections from the World’s Great Wisdom Traditions*

**Judaism: Understanding the Basics**

**Tuition:** $135  
**CEUs:** 0.75  
**Instructor:** Paula Gris  
**4 sessions:** Tue, Feb 5–26 / 7:00–9:00 p.m.

Why do Jewish people follow certain practices? How does Judaism distinguish between work and play? Come learn about Jewish lifecycle events, Jewish dietary practices, Sabbath observance and the annual cycle of holidays and commemorations. This is a cultural/historical overview of the traditions of the Jewish people. Students will have an opportunity to attend a traditional Sabbath morning service in a synagogue, followed by a Q&A session at our final session. A great introduction for those who have always had questions but didn’t know whom to ask, for those who plan to travel to Israel, as well as for the merely curious.

**Meeting of the Minds**

**Tuition:** $140  
**Instructor:** John Clark, MTh, Humanities Educator and Music Historian, and Chris Callahan  
**6 sessions:** Thu, Mar 14–Apr 18 / 7:00–9:30 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.

**Mini Law**

**Tuition:** $175  
**6 sessions:** Tue, Feb 26–Apr 9 / 7:00–8:30 p.m. (no class Mar 26)

Join esteemed faculty members of Emory School of Law for a series of informative and interesting lectures encompassing topics such as the state and federal court structure, regulatory development, religion and the First Amendment, and the financial crisis. Don’t miss this opportunity to learn the most up-to-date, critical information on constitutional law and its impact on everyday processes and procedures. This series of intellectual explorations, taught by renowned Emory Law faculty members, will help students fully understand how this country’s legal system works.
**Real Life Relativity**

**Tuition:** $380  
**Instructor:** P. Venugopala Rao, Emory University  
**8 sessions:** Thu, Mar 28–May 16 / 6:30–8:00 p.m.

Based on a course in Emory University’s freshman seminar series taught by esteemed physicist and Emory faculty member Dr. P.V. Rao, this course begins with the review of pre-Einstein notions about space and time. Whether you are a budding physicist or seeking deeper knowledge of science, through this course you will explore the meaning and use of the four-dimensional space time to learn about theories of special and general relativity. Topics such as black holes, origin and evolution of the universe, and time travel will be of special focus. Textbooks not included.

**NEW**  
**Spirituality v. Religion: The State of the Question**

**Tuition:** $175  
**Instructor:** Robert Rivers III  
**6 sessions:** Wed, Feb 13–Mar 20 / 7:00–8:30 p.m.

Many today claim to be “spiritual but not religious.” This sentiment is not only found in popular discourse: it intrigues scholars in the academy as well. In this course, we will examine the meanings of “religion” and “spirituality” and discuss whether the two are at odds with each other or whether, in fact, the two can be partners in the process.

**NEW**  
**Thomas Merton and Our Spiritual Quest in a Technological World**

**Tuition:** $195  
**Instructor:** Phillip Thompson, PhD, Executive Director of the Aquinas Center of Theology at Emory University and author of the recently published *Returning to Reality: Thomas Merton’s Wisdom for a Technological World*  
**6 sessions:** Thu, Apr 11–May 16 / 7:00–8:30 p.m.

The great spiritual master and monk, Thomas Merton, was known for his keen insight into spiritual opportunities and challenges of the modern world. In this class we will explore how he provides a contemplative critique of technology whose fundamental aim is to secure and cultivate in a technological world a path to reality, to the transcendent. We will explore how his contemplative critique might be applied to nuclear weapons, modern communication technologies, aging, and bioethics. Finally, we will also explore how his remedies to technology such as nature, craft techniques, a balanced work/life paradigm, and contemplation might be relevant for our own age.

**PHOTOGRAPHY**

**Digital Photography I**

**Tuition:** $375  
**CEUs:** 1.5  
**Instructor:** Thomas England, Freelance Photographer  
**6 sessions:** Sat, Mar 16–Apr 20 / 9:30 a.m.–12:00 p.m. (Alpharetta)

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 the digital camera differs from its film counterparts through a combination of class lecture and photographic assignments. Learning how the camera capabilities apply to actual photo-taking and the impact of megapixel, file compression, and print versus email output will greatly enhance your success in photography. We’ll also begin exploring the more complex aspects of photography such as lighting, composition, use of flash, color, and depth of field.

Feel free to share your work in class to enhance the class discussion. You are encouraged to delay the purchase of supplementary equipment until after class discussions.
Digital Photography II

Tuition: $375  CEUs: 1.5
Instructor: Thomas England
6 sessions: Sat, May 4–Jun 15 / 9:30 a.m.–12:00 p.m. (no class 5/25)
(Alpharetta)

A continuation of Digital Photography I, this course presents more detailed and advanced methods for shooting with digital camera and handling the files. We’ll discuss the equipment needs and shooting approaches for more specialized types of photography. We’ll take a detailed look at digital file formats and why to use them. Learn to add light by using portable strobes on location. Begin to understand the concepts of Color spaces. Prerequisite: Digital Photography I

Understanding Your Digital Camera

Tuition: $200  CEUs: 0.8
Instructor: Holly White, MFA, Photography and Digital Art
4 sessions: Tue, Feb 12–Mar 5 / 7:00–9:00 p.m.

Are you totally confused by your digital camera? Has taking a good picture been replaced with tinkering with all of the bells and whistles on your camera? Don’t despair. Get ready for spectacular colors and informative classes that focus on the basics of operating your digital camera and how to take award-winning photos. This hands-on class offers simple-to-understand instructions with trips around campus, where you will learn about natural light, exposure, and the basics of two-dimensional design. The class also will cover managing your digital darkroom. Don’t be intimidated by your camera. Come learn the basics and take great pictures. This class is a prerequisite or equivalent (by instructor discretion) for Digital Photography I.

Documentary Photography

Tuition: $250  CEUs: 1.5
Instructor: Holly White, MFA, Photography and Digital Art
7 sessions: See website for details

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 a variety of approaches, including journalistic, artistic, and aesthetic work. Topics include the photographer-subject relationship, content and ethics, photography-film interaction, camera functions and operation, lighting and flash, story development, and the critical roles of the documentary photographer. Students will practice skills with an all-day photo shoot and develop an edited project with the aid of critiques and analysis.

CREATIVE WRITING

A Novel Experience

Tuition: $225  CEUs: 1.2
Instructor: Linda Clopton, MA, Writer for Veranda
6 sessions: Mon, Feb 11–Mar 18 / 7:30–9:30 p.m.

Writing a novel? Trying to finish one? 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 if they submit up to eight pages (typed, double-spaced) and a one-page synopsis. We’ll examine the art of marketing too. Linda Clopton has received a PEN Syndicated Fiction award, among others, and has been a finalist for the Katherine Anne Porter Prize and the River Oak/Hemingway Award. Her work has appeared in both American and Irish anthologies. Limited to 20.

Basics of a Writing Career

Tuition: $175  CEUs: 0.5
Instructor: Barbara Collier, Multi-Published Author

Have you ever dreamed of being a writer? Get a glimpse of a writing career and the life of a writer. You’ll 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.

Introduction to Arts Criticism

Tuition: $250  CEUs: 1.4
Instructor: Cinque’s Hicks, Arts Writer and Art Critic
7 sessions: Tue, Mar 19–Apr 30 / 7:30–9:30 p.m.

Are you seeking a deeper and richer experience with the arts? Arts criticism is a rapidly changing field, and the need for educated commentary is growing. In this class students will learn the craft of writing about the arts in the context of today’s exciting debates over the purpose of arts criticism and the future of the practice. Students explore the language for evaluating visual art, dance, music, film, theater, and other art forms and will practice constructing solid arguments. Students will attend events and learn to describe, analyze, interpret, and review the works they encounter in a sophisticated and meaningful way. This class will be conducted partly as a workshop; students should be prepared to share work and discuss the work of fellow students. The instructor will alter the syllabus to reflect the interests of the students enrolled. Textbooks are recommended, not required.

English Refresher

Tuition: $195  CEUs: 1.2
Instructor: Lisa Ethridge
6 sessions: Thu, Feb 21–Mar 28 / 7:00–9:00 p.m.
6 sessions: Thu, Apr 25–May 30 / 6:30–8:30 p.m. (Alpharetta)

Your confidence level will soar as we learn the principles of effective writing, basic mechanics, and correct usage in this class. Through formal instruction, writing and grammar exercises, and group editing, you will improve grammar and punctuation skills by learning how they work in the context of both your own writing and that of professionals. Learning how to edit, revise, and proofread will give you such an incredible sense of self-assurance about writing that you will wish you had taken this class years ago. Textbook not included.

Textbook: The Only Grammar Book You’ll Ever Need: A One-Stop Source for Every Writing Assignment

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Memoir: How to Write About a Life

Tuition: $210  CEUs: 1.2
Instructor: Amy B. Brown, PH.D.
6 sessions: Tue, Feb 19–Mar 26 / 7:30–9:30 p.m.

This course on memoir addresses practical issues in a workshop format. 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.

Inspirational Nonfiction Writing

Tuition: $249  CEUs: 1.0
Instructor: Carl McColman, MA in Professional Writing and Editing, Author
5 sessions: See website for details

Books with spiritual themes—from traditional religious writing to more fluid “new age” literature—serve as one of the most vibrant and popular of nonfiction genres. But writing about faith, belief and spiritual experience poses unique challenges for both aspiring and seasoned authors. How do you proclaim your message without sounding preachy or dogmatic? What elements are necessary to make a book interesting, compelling, and spiritually nurturing? How do you navigate the challenges when writing about controversial or innovative ideas? What are the keys to making your work attractive to editors? As the author of more than a dozen inspirational books, Carl McColman will help you to define your mission, hone your voice, and prepare your work for submission to editors or agents. This class is taught from a nonsectarian perspective: any kind of inspirational writing is welcome here. And while the class is oriented toward writers seeking publication, the principles of inspirational writing can be beneficial for bloggers and journal keepers as well.

Advanced Poetry Workshop: Beyond the Basics

Tuition: $280  CEUs: 1.6
Instructor: Alexa Selph, MA in English, Poet and Freelance Editor
8 sessions: Mon, Feb 4–Mar 25 / 7:00–9:00 p.m.

The poet Mary Oliver has observed that “to write well it is necessary to read widely and deeply.” Designed for people who have taken Alexa’s basic poetry writing workshop or have had university-level poetry instruction, this class will involve close reading and analysis of some of the best work by contemporary poets as a way to reacquaint ourselves with the basic elements of poetic craft—form, meter, metaphor, imagery, and musicality. There also will be in-class exercises and writing assignments for critique by the class. We will emphasize the importance of revision as an essential step in writing a good poem, and talk about how to make poetry a regular part of our busy lives. Limited to 15. Textbook not included in tuition. Textbook: Ordinary Genius: A Guide for the Poet Within

Proofreading and Copy Editing

Tuition: $425  CEUs: 1.2
Instructor: Hani Stempler, Freelance Copy Editor, Proofreader, and Writer
2 sessions: Fri and Mon, Apr 26 and Apr 29 / 9:00 a.m.–4:00 p.m.

Creating a PowerPoint presentation? Reviewing a document for potential new business? Are you responsible for content on the company website? Or is it a newsletter with large distribution? Are you the “final set of eyes” before material is uploaded, distributed, proposed, posted or emailed? Do you check and double-check the work to avoid errors and “embarrassments”? Proofreading and Copy Editing is a hands-on, two-day class that teaches critical skills in reviewing material in document and layout formats. You will learn proofreader/editor marks and how to use them. And you will work with tools that help you stay focused when you are interrupted or distracted. You will practice “marking up” documents clearly, and learn about handling projects electronically. Tuition includes lunch. Please bring the following supplies to class: red or green ink gel pen; pencil (with eraser); six-inch rule (not see-through); two-pocket folder (inexpensive); spiral bound notebook (not smaller than 5.5 x 8.5 or 6 x 9); and correction tape.

Principles of Dramatic Writing

Tuition: $259  CEUs: 1.2
Instructor: Vicki Armour-Hileman, PhD
6 sessions: Wed, Mar 13–Apr 17 / 7:00–9:00 p.m.

In this course, students will explore the principles that underlie all dramatic writing—plays, TV scripts, and movies. At its most basic, dramatic writing is about telling a story through scenes. This course will take students through a process for finding the heart of a story and crafting scenes that will surprise and move the audience. Because the scene is a fundamental building block of all stories, this course will also help writers of fiction or narrative nonfiction improve their scene-writing ability and sense of story structure. Books not included with tuition. Textbooks: Story: Substance, Structure, Style, and the Principles of Screenwriting and Writing for Story: Craft Secrets of Dramatic Nonfiction

Writing Freelance

Tuition: $225  CEUs: 1.2
Instructor: Linda Clopton, MA, Writer for Veranda
6 sessions: Mon, Apr 8–May 13, 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. Your instructor writes and edits for magazines and other clients on topics such as decorative arts, health, travel, business, and human interest. Limited to 20.
Languages and Culture

Accent Reduction: American English Pronunciation

Tuition: $275  CEUs: 1.2  
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
8 sessions: Wed, Feb 6–Mar 27 / 1:00–2:30 p.m.  
8 sessions: Wed, Feb 6–Mar 27 / 7:00–8:30 p.m.  
8 sessions: Wed, Apr 10–May 29 / 7:00–8:30 p.m.  

The international speaker of English can greatly improve pronunciation with the assistance of this professional speech-language pathologist. Each student will have the opportunity to practice new pronunciations with direct feedback from the instructor. As students focus on changing pronunciation, they also acquire American formal and informal expressions in a relaxed, workshop-style course setting. There will be an additional $45 fee for the textbook upon registration. Limited to 15. Textbook: American English Pronunciation

Accent Reduction Continued

Tuition: $225  CEUs: 0.9  
Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist  
6 sessions: Wed, Feb 6–Mar 13 / 5:30–7:00 p.m.  
6 sessions: Wed, Apr 10–May 15 / 5:30–7:00 p.m.  

Further practice the sounds you learned in Accent Reduction: American English Pronunciation 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 for an intimate setting to enhance learning potential.

Au Pair Enrichment ESL Course

Tuition: $749  
Instructor: Dorothy Fonde-Werts  
8 sessions: See website for details  

Our new Au Pair Enrichment Program is designed specifically to help au pairs and nannies improve their English skills while learning about American culture and customs. The program provides 40 hours of ESL education including in-class work, in addition to independent assignments led by a certified ESL instructor, and 20 hours of elective courses. Students will improve both written and spoken English through our series of reading, discussion, and writing activities. Students of all proficiency levels will improve their English through opportunities to write in English, share with other au pairs, and benefit from the grammar instruction of an experienced ESL teacher. Participants will submit writing assignments through our online resource and will receive constructive feedback on their writing from the instructor. Internet and email access/knowledge is required for this course. Tuition includes electives. Textbooks are not included.

Conversational English for Non-native Speakers

Tuition: $315  CEUs: 1.6  
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL  
8 sessions: Tue, Feb 16–Jun 4 / 7:00–9:00 p.m.  

This course is designed for non-native speakers of English who wish to polish their conversational skills. Gain confidence by practicing with a small, friendly group. Your teacher will give you personalized feedback that will include tips for grammar, vocabulary, and pronunciation. You will receive worksheets designed to address specific issues which the teacher has identified while listening to you speak. Conversation topics will be selected based on students’ interests. Activities may include language games, skits, presentations, debates, some grammar discussion and/or practice, and natural conversation. Students will practice in pairs, small groups, and with the class as a whole. No textbook required. Class is limited to 12 students to ensure individual speaking assistance and small group conversation direction.

ESL Writing and Grammar

Tuition: $285  CEUs: 1.6  
Instructor: Elizabeth Holtam, MA, Applied Linguistics/ESL  
8 sessions: Wed, Feb 6–Mar 27 / 7:00–9:00 p.m.  
8 sessions: Wed, Apr 17–Jun 5 / 7:00–9:00 p.m.  

Designed for proficient non-native speakers of English who wish to fine-tune their writing skills, class participants will practice writing in a variety of formats: business and personal letters, emails, memoirs, opinion pieces, and more. Grammar concepts such as verb tense and form, sentence structure, transitions, articles, subject-verb agreement and word order will be reviewed. Textbook is not included. Textbook: Writing Clearly: An Editing Guide

Arabic 101

Tuition: $225  CEUs: 1.2  
Instructor: Mounir Elaloussi, Native Speaker  
6 sessions: Thu, Feb 21–Mar 28 / 7:00–9:00 p.m.  
6 sessions: Wed, Apr 17–May 22 / 7:00–9:00 p.m.  

As the main language of a band of countries running from Morocco to Iraq, Arabic is the language of Islam, and essential to understanding this rich and fascinating culture. Arabic 101 is designed to teach students the Arabic alphabet and its intricacies. Student will be taught Arabic script, and they will be introduced to this medium through numerous texts. In addition to writing, the other skills—reading, speaking, and listening—will be introduced simultaneously. By the end of this course, students will be able to master the Arabic alphabet and sound system, to distinguish and pronounce all Arabic sounds, and to write accurately from dictation. Textbook not included. Textbook: Alif Baa: Introduction to Arabic Letters and Sounds

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Arabic 102

**Tuition:** $225  **CEUs:** 1.2  
**Instructor:** Mounir Elaloussi, Native Speaker  
**6 sessions:** Thu, Apr 18–May 23 / 7:00–9:00 p.m.

Arabic 102 is designed to provide continuing basic training in all proficiencies associated with the language—namely reading, writing, speaking, and listening. Students will be taught ways to read and understand short texts on familiar topics, speak about themselves and their immediate environment, and interact with each other in conversational Arabic on a range of general topics. At the end of the course, students will also have a greater knowledge of various aspects of Arab culture (e.g., social customs, religious traditions, family life, etc.). Textbook not included. **Textbook:** *Alif Baa: Introduction to Arabic Letters and Sounds, Third edition*

Confucius Institute: Mandarin Chinese I

**Tuition:** $205  **CEUs:** 1.2  
**Instructors:** Xiaojing Sun, Native Chinese Speaker, and Victor Bian, Native Chinese Speaker  
**8 sessions:** Tue, Feb 5–Mar 26 / 7:00–8:30 p.m. (Sun)  
**8 sessions:** Tue, Apr 2–May 21 / 7:00–8:30 p.m. (Sun)  
**8 sessions:** Thu, Mar 7–Apr 25 / 7:00–8:30 (Bian) (Alpharetta)

Jump-start into learning Mandarin Chinese quickly and effectively—class begins with pronunciation and the writing of characters, then progresses to survival topics in Chinese society. Topics include greetings, making an appointment, visiting friends, shopping, etc. Speaking, listening, reading, and writing skills will all be taught with an emphasis on communication. There will be an additional $20 fee for the textbook upon registration.

Confucius Institute: Mandarin Chinese II

**Tuition:** $205  **CEUs:** 1.2  
**Instructor:** Na Zhang, Native Chinese Speaker  
**8 sessions:** Tue, Feb 5–Mar 26 / 7:00–8:45 p.m.  
**8 sessions:** Mon, Apr 1–May 20, 7:00–8:30 p.m.

This course is the continuation of Mandarin Chinese I, aimed at further developing basic proficiency in Mandarin Chinese. Conversational and reading activities will focus on common social tasks such as shopping, eating out, making polite comments or apologies, etc. Aspects of Chinese culture will be introduced through communicative exercises. This class is suitable for those who have completed Mandarin Chinese I or those with rudimentary speaking or reading skills in Mandarin. Prerequisite: Mandarin Chinese I or rudimentary speaking/reading skills in Mandarin.

Confucius Institute: Mandarin Chinese III

**Tuition:** $205  **CEUs:** 1.2  
**Instructor:** Xuegang Ao, Native Chinese Speaker  
**8 sessions:** Thu, Mar 21–May 9 / 7:00–8:30 p.m.

The objective of the class is to further develop students’ proficiency in Mandarin Chinese. Class aims to enhance the learner’s communicative ability in daily situations through intensive practice in listening and speaking. Expansion of vocabulary and basic sentence patterns will help students build a foundation for effective communication. Prerequisite: Mandarin Chinese II or those with intermediate speaking or reading skills in Mandarin.

French 101

**Tuition:** $225  **CEUs:** 1.2  
**Instructors:** Joy Gray Prince, BA and MA in French, and Mounir Elalouissi  
**8 sessions:** Sat, Feb 2–Mar 23 / 9:30–11:00 a.m. (Elalouissi)  
**8 sessions:** Sat, Apr 13–Jun 8 / 9:30–11:00 a.m. (Elalouissi)  
**7 sessions:** Mon, Feb 4–Mar 18 / 7:00–8:45 p.m. (Gray Prince)

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. **Textbook:** *D’accord!, Volume I*—also used for French 102 and French 103.

French 102

**Tuition:** $225  **CEUs:** 1.2  
**Instructor:** Joy Gray Prince, BA and MA in French  
**7 sessions:** Tue, Feb 5–Mar 26 / 7:00–8:45 p.m.

In this course, students will continue to build on the foundation begun in French 101. Students will learn and practice talking 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. For those who have taken French 101 in this program, have had some exposure to French, or have a strong background in one or more romance languages. Textbook not included in tuition. **Textbook:** *D’accord!, Volume I*—also used for French 103.

French 103

**Tuition:** $225  **CEUs:** 1.2  
**8 sessions:** See website for details

In this course students will learn and practice talking about travel and vacations; making hotel reservations and giving instructions; and describing the home and talking about household chores. Additionally, students will practice expressing themselves in the present, *passé composé*, and *imparfait*. For those who have taken French 101 and 102 in this program or have studied the equivalent of one semester of college-level French. Textbook is not included in tuition. **Textbook:** *D’accord!, Volume I*.

Italian 101

**Tuition:** $205  **CEUs:** 1.2  
**Instructors:** Lisa Davie, Elba Ramos, and Elizabeth Holtam  
**8 sessions:** Tue, Feb 5–Mar 26 / 6:30–8:00 p.m. (Davie)  
**8 sessions:** Tue, Apr 9–May 28 / 6:30–8:00 p.m. (Davie)  
**8 sessions:** Sat, Feb 9–Mar 30 / 9:00–10:30 a.m. (Holtam)  
**8 sessions:** Sat, Mar 2–Apr 20 / 9:00–10:30 a.m. (Ramos) (Alpharetta)

Explore the Italian language and culture by learning to speak as natives do. This introductory course is geared towards beginners with little or no experience in the Italian language. Students will learn how to make polite exchanges; ask and answer basic questions;
briefly describe people and things; talk about hobbies and pastimes; tell time and discuss schedules, dates, prices, and the weather; and express likes and dislikes. Textbook is not included in tuition. Textbook: *Sentieri*, Level 1—the same textbook is used for Italian 101, 102, and 103, and the price includes the use of an online supersite for additional resources and practice.

**Italian 102**

**Tuition:** $205  **CEUs:** 1.2  
**Instructors:** Lisa Davie, Elba Ramos, and Elizabeth Holtam  
**8 sessions:** Tue, Feb 5–Mar 26 / 8:05–9:35 p.m. (Davie)  
**8 sessions:** Tue, Apr 9–May 28 / 8:05–9:35 p.m. (Davie)  
**8 sessions:** Sat, Feb 9–Mar 30 / 10:45 a.m.–12:15 p.m. (Holtsam)  
**8 sessions:** Sat, Mar 2–Apr 20 / 10:45 a.m.–12:15 p.m. (Ramos)  

(Alpharetta)

Students will continue to build on the foundation begun in Italian 101, learning to describe people (including family members): what they are like, what they do, and what they are wearing. Discuss clothes shopping and technology. 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. Textbook is not included in tuition. Textbook: *Sentieri*, Level 1—the same textbook is used for Italian 101, 102, and 103, and the price includes the use of an online supersite for additional resources and practice.

**Italian 103**

**Tuition:** $205  **CEUs:** 1.2  
**Instructors:** Lisa Davie and Antonella Giannasca  
**8 sessions:** Thu, Feb 7–Mar 28 / 6:30–8:00 p.m. (Davie)  
**8 sessions:** Sat, Feb 9–Mar 30 / 11:45 a.m.–1:15 p.m. (Giannasca)  
**8 sessions:** Sat, Apr 13–Jun 8 / 10:00–11:30 a.m. (Giannasca) (no class 5/25)

Fine tune your Italian language skills and conversational style. This course is conducted mostly in Italian, so come prepared to speak. In this course you will learn to talk about shopping for food, preparing meals, and dining out. Additionally, you will be able to discuss daily routines and health-related issues. You will practice expressing yourself in the *presente, passato prossimo*, and *imperfetto*. For those who have taken Italian 101 and 102 in this program or have studied the equivalent of one semester of college-level Italian. Textbook is not included in tuition. Textbook: *Sentieri*, Level 1—the same textbook is used for Italian 101, 102, and 103, and the price includes the use of an online supersite for additional resources and practice.

**Italian 104**

**Tuition:** $220  **CEUs:** 1.2  
**Instructor:** Antonella Giannasca  
**8 sessions:** Sat, Feb 9–Mar 30 / 11:45 a.m.–1:15 p.m.  
**8 sessions:** Sat, Apr 13–Jun 8 / 10:00–11:30 a.m. (no class 5/25)

*Siete pronti a parlare in italiano? In questa classe parleremo di tante cose, della cultura italiana, del cinema, delle ricette di cucina, della letteratura e dell’arte; parleremo di tutto quello che si fa in Italia.

**Introduction to Elementary Modern Persian I**

**Tuition:** $225  **CEUs:** 1.2  
**Instructor:** Mark Alavi  
**8 sessions:** Tue, Apr 16–Jun 4 / 7:30–9:00 p.m.

As the official language in Iran, Afghanistan, Tajikistan, and many other countries, knowledge of Persian can be vital to Middle Eastern studies. Our course will address all four language skills—speaking, reading, listening and writing—with an emphasis on reading. Students will be introduced to grammatical structures of Modern Standard Persian and, by the end of the course, should be able to understand and communicate basic information in a variety of contexts. Primary course objectives include providing students with the necessary grammar and vocabulary for dictionary-aided comprehension of authentic Persian texts; developing communication skills with native speakers; and preparing students for the next level of Persian. This course is focused on a very elementary level of conversation, reading, and writing and will be limited to simple phrases and vocabulary. This course is for beginners with little or no experience in the language.

**Portuguese 101**

**Tuition:** $205  **CEUs:** 1.2  
**Instructor:** Leni More-Altoe, Native Speaker of Portuguese  
**8 sessions:** Wed, Feb 6–Mar 27 / 6:30–8:00 p.m.  
**8 sessions:** Wed, Apr 10–May 29 / 6:30–8:00 p.m.

Learn how to communicate in Portuguese, and to understand what is being said or written in this language. Portuguese is spoken in eight countries—even though the basics of the language are the same in each of these settings, the instructor will teach Portuguese as it is spoken in Brazil. Tuition includes a $25 fee for the workbook and CD.

**Portuguese 102**

**Tuition:** $205  **CEUs:** 1.2  
**Instructor:** Leni More-Altoe, Native Speaker of Portuguese  
**8 sessions:** Wed, Apr 10–May 29 / 8:05–9:35 p.m.

Improve your knowledge and increase your vocabulary in this continuation of Portuguese I. Previous students may retake this course twice before moving on to Portuguese III. You will learn more about the Brazilian culture through songs and other audiovisual materials. Start to read and to write in Portuguese and practice situations you might encounter as a traveler in Brazil. Tuition includes a $25 fee for the workbook and CD.

Register today: ece.emory.edu
Spanish 101

Tuition: $205  CEUs: 1.2
Instructors: Vilma Orrego, Elba Ramos, and Anastasia Valecce
8 sessions: Mon, Feb 4–Mar 25 / 6:30–8:00 p.m. (Ramos) (Alpharetta)
8 sessions: Wed, Feb 6–Mar 27 / 6:30–8:00 p.m. (Orrego)
6 sessions: Sat, Feb 23–Mar 30 / 9:00–11:00 a.m. (Valecce)
8 sessions: Wed, Apr 10–May 29 / 6:30–8:00 p.m. (Ramos)
8 sessions: Mon, Apr 15–Jun 18 / 6:30–8:00 p.m. (Ramos)(Alpharetta)

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. Textbook not included. The textbook for this course is also used for Spanish 102 and 103. Limited to 25. Textbook: *Descubre Level 1 Student Edition w/Supersite access* (See website for textbook purchase information.)

Spanish 102

Tuition: $205  CEUs: 1.2
Instructors: Vilma Orrego, Elba Ramos, and Anastasia Valecce
8 sessions: Wed, Feb 6–Mar 27 / 8:05–9:35 p.m. (Orrego)
6 sessions: Sat, Apr 13–May 18 / 11:15 a.m.–1:15 p.m. (Orrego)
8 sessions: Mon, Feb 4–Mar 25 / 6:30–8:30 p.m. (Ramos) (Alpharetta)
6 sessions: Sat, Feb 23–Mar 30 / 11:15 a.m.–1:15 p.m. (Valecce)
8 sessions: Wed, Apr 10–May 29 / 8:05–9:35 p.m. (Ramos)
8 sessions: Mon, Apr 15–Jun 10 / 8:05–9:35 p.m. (Ramos) (Alpharetta)

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. Textbook not included. The textbook for this course is also used for Spanish 101 and 103. Limited to 25. Textbook: *Descubre Level 1 Student Edition w/Supersite access*

Spanish 103

Tuition: $205  CEUs: 1.2
Instructors: Vilma Orrego, Elba Ramos, and Anastasia Valecce
8 sessions: Wed, Feb 6–Mar 27 / 6:30–8:30 p.m. (Ramos)
8 sessions: Wed, Apr 10–May 29 / 6:30–8:30 p.m. (Orrego)

This course is for those wishing to further their study of the Spanish language as well as the cultures and customs of Spanish-speaking countries. We’ll continue to emphasize vocabulary building as you increase your knowledge of Spanish grammar. We will discuss verbs, both regular and irregular, personal information, clothing, foods and celebrations. Textbook not included. The textbook for this course is also used for Spanish 101 and 102. Limited to 25. Textbook: *Descubre Level 1 Student Edition w/Supersite access*

Spanish for Healthcare Professionals

Tuition: $275
Instructor: Vilma Orrego, Native Spanish Speaker
6 sessions: Thu, Mar 7–Apr 11, 6:30–8:00 p.m.

This course was created and designed to improve communication in clinical situations with patients whose native language is Spanish. The focus on the instruction will be to strengthen conversational skills, improve ability to take medical history and physical, conduct examinations and also give instructions to patients. This course will allow immediate practical application with their patients. The course is for the healthcare professional who has previous, but not extensive Spanish language training or experience. There will be an additional $20 fee for the custom textbook and CD upon registration. Textbook not included. Textbook: *Medical Spanish Made Incredibly Quick!*
GMAT Prep

Tuition: $650
Instructor: Devin Stewart, PhD, Emory University Professor and Test Prep Expert
6 Sessions: Sat, Jan 12–Feb 23 / 9:00 a.m.–12:30 p.m. (no class on 1/19)
5 Sessions: Sun–Thu, Mar 10–14 / 2:00–6:15 p.m.
6 Sessions: Sat, Mar 23–Apr 27 / 9:00 a.m.–12:30 p.m.
6 Sessions: Mon, Jan 14–Feb 25 / 6:00–9:30 p.m. (no class on 1/21)

Don’t let a low GMAT score prevent you from earning an MBA degree. Our intensive GMAT preparation course will provide you with the tools necessary to achieve your best score. Guided by our expert instructor, you will gain a thorough grounding in the GMAT’s format, its question types, and strategies for approaching 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. You will also be prepared for the Analytical Writing Assessment, including both the argument and issue essays. Textbook not included. Textbook: Kaplan GMAT 2013 Premier with Five Online Practice Tests

GRE Comprehensive: Math-Verbal-Analytical-Writing

Tuition: $650
Instructor: Devin Stewart, PhD, Emory University Professor and Test Prep Expert
6 Sessions: Sun–Fri, Jan 6–11 / 6:00–9:30 p.m. (Alpharetta)
6 Sessions: Sun, Jan 13–Feb 24 / 1:00–4:30 p.m. (no class on 1/20)
5 Sessions: Sun–Thu, Mar 10–14 / 9:00 a.m.–1:15 p.m.
6 Sessions: Sun, Mar 24–May 5 / 1:00–4:30 p.m. (no class on 3/31)

Need help preparing for the GRE exam? Our comprehensive GRE prep course is an excellent option. Class will provide an in-depth understanding of the entire GRE exam, covering the material necessary for the mathematics, verbal, and analytical writing sections. The course is divided into six sessions, with two sessions devoted to each section of the exam. The verbal review will provide analytical strategies to improve verbal scores. The writing review sessions will cover both issue and argument analysis essays, addressing structure, argument, the choice and presentation of evidence, and common faults in English grammar and style. The math review will cover the basic concepts of arithmetic, algebra, geometry, and data analysis needed for the quantitative section, as well as addressing common tricks, mistakes, and pitfalls. We will also discuss the role the GRE math score plays in graduate admissions and provide tips on preparing for proper strategic thinking. Strengthen your weaker areas with help from our experts and get prepared for what could be the biggest test of your life. Review all five test areas (physics, biology, chemistry, organic chemistry, verbal, and the essay) with exposure to practice exam questions and strategies. Textbook is not included. Textbooks: Barron’s New GRE, 19th edition; The Official Guide to the GRE Revised General Test

GRE Math Preparation

Tuition: $325
Instructors: Gregg Shapiro, MS in Mathematics and Computer Science; Larry Berke, MS in Electrical Engineering
5 sessions: Mon, Feb 25–May 25 / 6:30–9:30 p.m.
5 sessions: Mon, Apr 22–May 20 / 6:30–9:30 p.m.

This GRE Math Preparation course is a comprehensive review of mathematics needed for the quantitative section of the GRE exam. During the first four classes, we’ll 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 Preparation

Tuition: $650
Instructor: Eduardo Paguaga, 10+ Years’ Experience Teaching Test Prep
4 Sessions: Sat, Jan 5–Feb 2 / 9:00 a.m.–4:00 p.m.
8 Sessions: Sat, Mar 16–May 4 / 1:30–4:30 p.m. (Alpharetta)
8 Sessions: Sun, Mar 17–May 19 / 1:30–4:30 p.m. (no class 3/31 or 5/12)

This course provides a comprehensive and intensive introduction to the LSAT. You will learn and practice strategies for attacking all sections of the test: Logical Reasoning, Analytical Reasoning, Reading Comprehension, and the Writing Sample. You will also 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. Textbook: The Next 10 Actual, Official LSAT PrepTests

MCAT Preparation

Tuition: $1,349
Instructor: Devin Stewart, PhD, Emory Professor and Test Prep Expert
12 Sessions: Tue and Thu, Jan 22–Feb 28 / 6:00–9:00 p.m. (6:00–10:00 p.m. on 1/22)(Alpharetta)
12 Sessions: Tue/Thu, Mar 19–Apr 25 / 6:00–9:00 p.m. (6:00–10:00 p.m. on 3/19)

Additional Info: Tuition includes one year access to seven online Practice Tests from AAMC, the administrator of the MCAT

Take the first step to medical school—prepare for the MCAT. Our comprehensive MCAT test prep class, taught by Emory faculty, combines an ideal blend of classroom and independent study, allowing you to make the best possible score and increase your chances of admission to prestigious medical schools. Access to exam practice tests will be offered, as well as feedback on your results with proven tips for proper strategic thinking. Strengthen your weaker areas with help from our experts and get prepared for what could be the biggest test of your life. Review all five test areas (physics, biology, chemistry, organic chemistry, verbal, and the essay) with exposure to practice exam questions and strategies. Textbook is not included. You must register one week prior to class start date to receive your access codes as the first class meeting. Those registering after this date will receive their codes at a subsequent meeting. Textbooks: Examkrackers 1001 Questions in MCAT Chemistry; Examkrackers 1001 Questions in
MCAT Physics; Examkrackers 1001 Questions in MCAT Biology; and Examkrackers 1001 Questions in MCAT Organic Chemistry

SAT Preparation

**Tuition:** $599

**Instructor:** Devin Stewart, PhD, Emory Professor and Test Prep Expert

**4 Sessions:** Jan 5 and 6; Jan 12 and 13 / 9:00 a.m.–4:00 p.m. (Saturdays);
1:00-4:00 p.m. (Sundays)

**6 Sessions:** Sun, Jan 13–Feb 24 / 5:00–8:00 p.m. (5:00–9:00 p.m. on 1/13)

**6 Sessions:** Sun, Mar 24–May 5 / 5:00–8:00 p.m. (5:00–9:00 p.m. on 3/24)
(no class 3/31)

**6 Sessions:** Wed, Apr 17–May 22 / 6:00–9:00 p.m. (6:00–10:00 p.m. on 4/17) (Alpharetta)

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. Under the guidance of our expert instructor, you will be trained to tackle all of the question types on the current SAT using the latest comprehensive test prep materials. Master the material and learn the strategies that will enable you to maximize your score. 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. **Textbook:** *Bar-ron's SAT with CD-ROM*

Enrolled Agents (EA) Test Preparation for IRS

**Special Enrollment Examination**

**Tuition:** $1,295

**Instructor:** Mark Alavi, CPA, MBA

**10 Sessions:** Sat, Apr 27 – Jul 20 / 1-5pm (no class on 5/18, 5/25 or 7/6)

**Additional Info:** Tuition includes the Gleim Review System package (books, test prep software download, test prep for windows mobile, audio downloads, and Gleim online).

The purpose of the EA Examination is for Internal Revenue Service (IRS) to ensure the technical competence and ethical appreciation of persons who practice before the IRS. Enrolled agents are individuals who have demonstrated special competence in tax matters and professional ethics, and have been enrolled to practice before the IRS as taxpayers’ agent or legal representatives. Practice before IRS includes all matters connected with representation to IRS relating to client rights, privileges, and liabilities under laws or regulations administered by the IRS. Please bring a laptop computer to class. You must register one week prior to class start date to receive your study materials prior to the class start time. Those registering after this date may not have access to materials on the first day of class.

CPA Exam Preparation

**Tuition:** $2,549

**Instructor:** Mark Alavi, CPA, MBA

**23 Sessions:** Wed and Sat, Feb 16–May 4 / Wed 6:30 p.m.–9:30pm, Sat 9:30 a.m.-12:30 p.m.

**Additional Info:** Tuition includes the Gleim Review System package (books, test prep software download, test prep for windows mobile, audio CDs, and Gleim online).

This course provides comprehensive preparation for passing all parts of the Uniform CPA Examination. The CPA Exam Preparation review course is designed to give CPA candidates tools, information, and knowledge necessary to pass the exam. It provides an overview of Auditing and Attestation (AUD), Business Environment and Concepts (BEC), Financial Accounting and Reporting (FAR) and Regulation (REG). Teaching tools and materials used in each class session are designed to give you a solid understanding of test’s format and major topics tested in each session. The course will also provide additional list of references for further knowledge of subjects covered by the Uniform CPA Exam. Please bring a laptop computer to class. You must register one week prior to class start date to receive your study materials prior to the class start time. Those registering after this date may not have access to materials on the first day of class.
Part 1—The Internal Audit Activity’s Role in Governance, Risk and Control

**Tuition:** $695  **CEUs:** 1.4  
**Instructor:** Robert Riegel Jr.  
**2 sessions:** See website for details

This is the first of four modular-based courses designed to prepare participants for success on the four-part Certified Internal Auditor (CIA) examination. Key areas covered in this course include compliance with IIA’s Attribute Standards, risk and control knowledge elements, establishing a risk-based plan to determine the priorities of internal audit activity, plan engagements, and nature of internal audit work in risk management, control and governance. The course provides an enriched educational experience and the most current information and business tools that are immediately applicable in any organization or business environment. Ultimately, the Certified Internal Auditor (CIA) credential is the only globally accepted designation for internal auditors. It is the standard by which internal auditing professionals demonstrate their competency and professionalism in the internal auditing field.

Part 2—Conducting the Internal Audit Engagement

**Tuition:** $695  **CEUs:** 1.6  
**Instructor:** Jonnie Keith  
**2 sessions:** See website for details

This is the second of four modular-based courses designed to prepare participants for success on the four-part Certified Internal Auditor (CIA) examination. Key areas covered in this course include conducting engagements and specific engagements, monitoring engagement outcomes, fraud knowledge elements, and engagement tools. The course provides an enriched educational experience and the most current information and business tools that are immediately applicable in any organization or business environment. Ultimately, the Certified Internal Auditor (CIA) credential is the only globally accepted designation for internal auditors. Course manual included in tuition.

Part 3—Business Analysis and Information Technology

**Tuition:** $995  **CEUs:** 2.4  
**Instructor:** Robert Riegel, Jr.  
**3 sessions:** See website for details

This is the third of four modular-based courses designed to prepare participants for success on the four-part Certified Internal Auditor (CIA) examination. Key areas covered in this course include business processes, financial accounting and finance, managerial accounting, regulatory, legal and economics, and information technology. The course provides an enriched educational experience and the most current information and business tools that are immediately applicable in any organization or business environment. Ultimately, the Certified Internal Auditor (CIA) credential is the only globally accepted designation for internal auditors.
Meet new friends as you learn from experienced instructors and develop new interests. The Osher Lifelong Learning Institute at Emory is an educational adventure open to all adults age 50 and above. The quality of instruction and group participation makes OLLI at Emory an engaging intellectual and social experience. A $99 quarterly membership fee entitles you to enroll in up to four OLLI classes of your choice, or you may select any single noncomputer class for $69 (additional course fees may apply).

For a complete course list for the upcoming quarter, please visit us online at olli.emory.edu or call 404.727.5328 to receive the latest OLLI at Emory brochure. Make sure you get a seat in your favorite classes by registering today. Classes are held at Emory Continuing Education at 1256 Briarcliff Road. To register call 404.727.6000.

**Basic Computing for Seniors**

**Tuition:** $99  
**Instructor:** Denis Gray, Web Designer and Technology Instructor  
**4 sessions:** Tue, Jan 15–Feb 5 / 10:00 a.m.–12:20 p.m.

Eliminate the mystery of the computer. This is not a traditional computer course but a relaxed environment with professional assistance. You don’t need to own a computer or pay Internet fees to have the opportunity to practice on a computer. If you have no computing experience, learn to turn on the computer, use a mouse and keyboard, open files, and browse the World Wide Web. Even if you’ve used the computer for years, you’ll be amazed at how much you’ll learn. Get your computer questions answered while you learn email, the Internet, and software programs. All levels of experience are welcome. No prerequisites.

**Online Travel Planning**

**Tuition:** $85  
**Instructor:** Denis Gray, Web Designer and Technology Instructor  
**2 sessions:** Tue, Feb 12 and 19 / 10:00 a.m.–12:20 p.m.

The computer is a great place to find bargains, interesting destinations, and learn more about where you would like to travel. Learn to use the power of the Internet to plan your next vacation. Our class covers how and when to use websites to bid for your airfare or hotel. Know where to go to find special online discounts or search for the best travel deal. Learn to get directions, find recommendations, and make reservations without picking up the telephone. Prerequisite: Basic Computing for Seniors or equivalent experience.
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 eighteen and older, unless otherwise indicated, and are not eligible for any University credit.

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

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

Wait-list Policy
If a class is full, please call or email ECE to be placed on the wait-list. Be sure to include your email address and a telephone number.

Open Enrollment Withdrawal Policy
If you choose to withdraw from a course, please notify us in writing (via email, fax or US mail), before 5:00 p.m., 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 date. Please contact us for Test Prep class refund policies.

Failure to attend class or stopping payment on a check or credit card does not constitute withdrawal. A $20 fee will be charged for returned checks and stop payments.

Class Cancellations
If we cancel a course for which you are registered, you are eligible for transfer into another course or 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 to receive check refunds. No refunds will be given after the class start date or for payment plans.

Certificate Programs Withdrawal Policy
If you choose to withdraw from a course or program, please notify us in writing (via email, fax, or US mail) before 5:00 p.m., 10 days prior to the class start date. A full refund will be issued, minus a $50 or $100 processing fee, depending on your program. 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.

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.
Emory Continuing Education
Winter–Spring 2013

Blueprint for Financial Success
Successful planning is critical to reaching your financial objectives. p. 19

Stem Cell Biology
Explore one of the most exciting and dynamic areas of scientific research. p. 26

Good Grammar is Good Business
Create mistake-free documents and avoid common grammatical errors. p. 15

Emory TestPrep
GRE. GMAT. LSAT. MCAT. SAT. CPA. CIA. CTP.
Superior instruction; competitively priced. p. 33

Register online today at ece.emory.edu