

EMORY



Emory Continuing Education

Winter-Spring 2012

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ece.emory.edu

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, ennoble, and enrich their lives.

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EMORY
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Emory
Continuing
Education

Invest in *yourself*.

Web Design • Test Prep • Financial Planning •
Languages • Photography • Creative Writing •
Six Sigma • Music • Public Speaking • Graphic
Design • Humanities • Entrepreneurship • Film
• Dance • Grant Writing • Landscape Design
• Health and Fitness • Multimedia Design •
Management Skills • CIA • Communications
• Computer Forensics • Paralegal • Fine Arts •
Literature • Microsoft Office • Osher Lifelong
Learning Institute (OLLI) • Custom Courses

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EMORY
UNIVERSITY

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.

2 Certificate Programs

Evening at Emory

Emory has been offering Evening at Emory personal enrichment classes for adults since 1951.

Continuing Education Units

Select courses now qualify for continuing education units (CEUs). 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.htm>

4 Evening At Emory

- 4 Personal Enrichment and Lifestyle
- 8 Language and Travel Institute
- 14 Writer's Studio
- 18 Fine Arts
- 22 Test Preparation
- 25 Health and Natural Sciences
- 26 Humanities and Cultural Studies
- 28 Dance, Fitness, and Recreation

Osher Lifelong Learning Institute (OLLI) at Emory

The Osher Lifelong Learning Institute is an educational adventure open to all adults age 50 and above.

31 Osher Lifelong Learning Institute (OLLI) at Emory

Emory Professional Learning Programs

Emory provides technical and professional learning solutions for individuals and organizations. We offer over 200 IT and professional development courses and nine certificate programs. Our courses are interactive, practical, and designed for adult learners, building upon Emory's world-class reputation to set you apart.

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 professional development courses and certificate programs in Alpharetta, just off Georgia 400, Exit 11.

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

32 Emory Professional Learning Programs

33 Professional Education

- 33 Career Management
- 33 Communications
- 34 Entrepreneurship
- 34 Public Speaking
- 34 Management Skills
- 36 Targeted Professional Development

39 IT@Emory

- 39 Office Productivity
- 40 Graphic Design
- 40 Web Design and Development
- 41 Multimedia Design

45 Policies and Procedures



Certificate Programs

Paralegal Certificate

Taught by licensed attorneys, our certificate program provides the practical skills and knowledge needed to succeed as a paralegal. We have graduated more than 800 paralegal students since 2005.

EmoryParalegal.org

Grant Writing Certificate

Our blended learning program will improve your persuasive writing and presentation skills, teach you how to identify and analyze funding resources for programs, and prepare you to produce high quality proposals for competitive grant awards.

EveningatEmory.org

Six Sigma Certificates

Filled with applied exercises and real-world case studies, our blended-learning Six Sigma curriculum combines the best of classroom and online techniques to maximize your productivity. Additionally, our Six Sigma for Health Care Certificate is coming soon.

EmorySixSigma.org

Financial Planning Certificate

Our format allows you to complete our program in 18 months, while our curriculum prepares you to successfully pass the CFP® examination.

EmoryCFP.org

Certified Internal Auditor Program

The Certified Internal Auditor (CIA®) credential is the only globally accepted designation for internal auditors. Our program uses the Institute of Internal Auditors' CIA Learning System™, combining printed materials, online tests and resources, and in-class instruction for comprehensive professional development and CIA® exam preparation.

EmoryInternalAuditor.org

Web Design and Web Development Certificates

Our programs use hands-on learning to help you obtain a deep understanding of the principles, methods, and software used by web professionals. Students complete course work, examinations, and a web design or development project.

EmoryWebCertificate.org

Digital Photography Certificate

For enthusiastic hobbyists as well as those who wish to supplement their professional skills in graphic design and photography, our program prepares students for jobs ranging from highly specialized technical work to positions that require creativity and visual literacy.

EveningatEmory.org

Creative Writing Certificate

Looking to build your portfolio and gain credentials to demonstrate your commitment to the writing profession? Our Creative Writing certificate program provides individualized guidance from experienced, published instructors as you learn the right way to write.

EveningatEmory.org

Essentials of Human Resources Management Certificate

Approved by the Society of Human Resource Management (SHRM), the core courses of our program incorporate SHRM curriculum and emphasize the need for solutions specific to your organization. Come learn how to address the issues HR professionals face on a daily basis, from legal matters to selecting qualified employees.

EmoryHRCertificate.org

Essentials of Management Certificate

Our program focuses on improving the trust and communication between managers and their employees, providing you with the tools and knowledge to increase your overall managerial skills.

EmoryManagementCertificate.org

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.

EveningatEmory.org

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.

EveningatEmory.org

Graphic Design for Print Certificate

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

EmoryGraphicDesign.org

NEW **Predictive Health Certificate**
Coming spring 2012

This Certified Health Coach program is in collaboration with the Predictive Health Institute at Emory University.

ece.emory.edu

NEW **Sustainability Certificate**
Coming summer 2012

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.

ece.emory.edu

NEW **Fundraising**
March 2012

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

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Personal Enrichment and Lifestyle

PERSONAL FINANCE

Back in the Black®: Create a Debt-Free Life

Tuition: \$140

Instructor: Mawuna Togbenou, MBA, Certified Financial Educator

1 session: Sun, Apr 1 / 1:30–4:30 p.m.

Imagine paying off all your consumer debts, credit cards, student loans, and car payments—then paying off your thirty-year mortgage. No “get-rich-quick schemes,” just practical, honest advice and a proven methodology. Learn a critical path to eliminate debts in the shortest possible time and learn to operate 100 percent on cash. There will be an additional \$40 fee for the textbook upon registration. Limited to 20.

Blueprint for Financial Success

Tuition: \$175

Instructor: John Carty-Campbell, CFP®, and Bill Nichols, CFP®

5 sessions: Tue, Feb 14–Mar 13 / 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.

Learning the Fundamentals of Investing

Tuition: \$275

Instructor: Ben Clark, CFP, MBA, MEd

8 sessions: Thu, Feb 23–Apr 12 / 6:00–8:00 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 utilizes 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, HP-12c financial calculator*

SELF-DEVELOPMENT

Don't Be A Victim—Self Defense Basics

Tuition: \$125

Instructor: Holley Beauchamp, owner, B-Champs LLC

1 session: Sat, Apr 21–Apr 21 / 9:30 a.m.–1:30 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 and attacks. 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.

Get the Life You Love

Tuition: \$165

Instructor: Patrice Dickey, Award-Winning Author, Certified Wellness and Life Coach and Registered Yoga Teacher

6 sessions: Tue, Feb 7–Mar 13 / 7:00–9:00 p.m.

Make things happen this year with renewed power and vision, and meet others who also desire to create changes (small or large) in their lives. An added bonus: get to know yourself as the best friend you'll ever have. Deepen your creative spirit and develop your greater purpose through class discussions, activities and art projects, which reinforce your evolution. Learn practical ‘how-to’ strategies to move through barriers, identify strengths, and bring goals to fruition. Bring a notebook for journal keeping. There will be an additional \$15 fee for the textbook upon registration. Limited to 20. **Textbook:** *Back to the Garden: Getting from Shadow to Joy*

Starting Over After a Loss

Tuition: \$165

Instructor: Charles Owen, MSW, LCSW, BCD, Psychotherapist

4 sessions: Wed, Apr 18–May 9 / 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 losses since 1984 and has many years of experience working with people and their severe losses in life.

HOME AND GARDEN

The Art of Feng Shui

Tuition: \$135

Instructor: Rochel Parker, Certified Feng Shui Consultant

1 session: Sat, Apr 21 / 10:00 a.m.–2:00 p.m.

Do you wonder how your environment may be affecting you...for the better...or for the worse? Feng Shui, the Oriental science of the cause and effect of the proper direction and placement of objects, may have the answers. It was developed over 5,000 years ago and is based on the natural laws of physics. Feng Shui offers simple, scientifically based, modalities for bringing our environment into harmony, thus creating a peaceful and pleasant place to live and work. No discounts.

Clutter Bootcamp

Tuition: \$100

Instructor: Allison Carter, Professional Organizer

1 session: Sat, Apr 14 / 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, founder of The Professional Organizer, 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.

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 9–Mar 1 / 7:00–9:00 p.m.

4 sessions: Thu, Apr 19–May 10 / 7:00–9:00 p.m. (Alpharetta)

This course will address basic interior design principles such as identification of style components, and how to have continuity and flow while introducing complementary and eclectic items. Class will also 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 are also discussed.

NEW The Four Seasons Garden— More Than Just Flowers

Tuition: \$150

Instructor: Erica Glasener, Horticulturalist, Author, TV Personality

2 sessions: Mar 13 and 20 / 6:30 p.m. – 8:30 p.m.

Interested in creating a landscape that offers beauty during every season? Come learn how to impress your neighbors

with striking foliage, beautiful blooms, colorful berries and ornamental bark. We'll examine ways to create an appealing and dynamic garden by taking cues from the natural world and the microclimate in your own back yard. Develop a unique style for your garden that relates to your home. Examples of different garden styles from across the country will be highlighted, with emphasis on the importance of structures, including arbors, gates, fences and paths.

Landscape Design I

Tuition: \$630 **CEUs:** 3.5

Instructor: Eric King, RLA; and Holly Brooks

2 sessions: Sat, Jan 21 and 28 / 9:00 a.m.–5:00 p.m.

Intended for hobbyists, amateur landscape designers and professionals wishing to broaden their residential design skills, our course will provide vital foundational concepts for creating functional crowd pleasing landscape plans. Students will learn to assess landscape conditions found in typical residential settings as well as outdoor room components popular in today's market. Basic design terms and processes and creating a base map, site inventory, and an analysis map will also be covered. Incorporating the elements of sustainability will be woven through every lesson. Textbook is included. There will be an additional fee of \$100 for supplies upon registration.

Landscape Design II

Tuition: \$630 **CEUs:** 3.0

Instructor: Eric King, RLA; and Holly Brooks

7 sessions: Thu, Feb 9–Mar 22 / 7:00–9:00 p.m.

In the second part of our landscape design program, students will use the skills developed in part one to create functional landscape diagrams and apply preliminary design guidelines and principles. By learning and practicing basic graphic skills, students will be able to create visually appealing plans. Students will then draw conceptual master plans using and demonstrating an understanding of the master plan process including the use of form and spatial compositions. Incorporating the elements of sustainability will be woven through every lesson. Prerequisite: Landscape Design I

Right Plant, Right Place: Succeeding with Plants

Tuition: \$630 **CEUs:** 3.5

Instructor: Eric King, RLA; and Holly Brooks

2 sessions: Sun, Apr 22 and 29 / 9:00 a.m.–5:00 p.m.

Designed for the person who wants to get down and dirty with plants that really work in the garden—no high maintenance, low tolerance plants allowed. Learn to use the best plants for your area and how to create stunning plans that thrive for years to come. Learn how to select the right plant for the right place and stop wasting time and money

on plants that look miserable for years. Students will take a field trip and must provide own transportation.

Sticks and Stones: Hardscapes Made Simple

Tuition: \$630 **CEUs:** 3.5

Instructor: Eric King, RLA; and Holly Brooks

2 sessions: Sat, May 12 and 19 / 9:00 a.m.–5:00 p.m.

No matter how good your skills are with plants, you will never be a complete landscape designer if you do not understand how to effectively design walls, patios, decks, fences, and arbors. Come learn the fundamentals and secrets of hardscape construction by taking your designs to a whole new level. Using wood, stone, bricks, and mortar can be expensive and time-consuming, so don't take chances. Students will take a field trip and must provide own transportation.

Bringing the Plan to Life: Mastering Plan Graphics

Tuition: \$630 **CEUs:** 3.5

Instructor: Eric King, RLA; and Holly Brooks

2 sessions: Sat, Jun 16 and 23 / 9:00 a.m.–5:00 p.m.

Bring your landscape plans to life by adding dynamic colors, graphics and pictures. No matter how great your designs are, you need a way to communicate your vision and this class will show you how. You will learn which colors to use on your plans, how to draw elevation and perspective pictures, and how to build a portfolio of great looking projects to showcase your talents.

Capstone Project: Real World, Real Design

Tuition: \$840 **CEUs:** 5.4

Instructor: Eric King, RLA; and Holly Brooks

7 sessions: Thu, Jul 12–Aug 23 / 7:00–9:00 p.m.

Cultivate all of your landscape design skills together by choosing a real project, interviewing the client, analyzing the site and developing a program; then create a beautiful design and finally put together an installation budget. This is the class that ties together all the phases of landscape design and gives you confidence to tackle your next project.

NEW Principles of Design

Tuition: \$175 **CEUs:** 0.8

Instructor: Lee Anne Culpepper, National Designer, TV/Radio Host, Celebrity Design Panelist on Hometalk.com

4 sessions: Wed, Apr 18–May 9 / 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 select the appropriate fabric for the scheme, including mixing patterns and

colors, effectively. Create eye-catching rooms by discovering the levels of quality and best uses of furniture. You will be introduced to simple, computer-assisted software applications that will allow you to change colors and other design elements in real time on your computer screen. This class will also 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.

EVENT PLANNING

Special Events Intensive: Crafting an Effective Event

Tuition: \$289 **CEUs:** 0.6

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Mon and Wed, Mar 19 and 21 / 6:30–9:30 p.m.

All (effective) events begin with a message and a plan. In this course we'll look into the different types of events (social, corporate, festival, etc.) and what makes each successful. You will study how branding and messaging points drive are interwoven into every aspect of the guest experience and how events function to create a carefully defined atmosphere. We'll look at how the event marketing, invitations and registration fit into this atmosphere and craft sample event flows to drive home the intended message (and the tools to measure your success).

Special Events Intensive: Event Technology

Tuition: \$289 **CEUs:** 0.6

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Mon and Wed, Mar 26 and 28 / 6:30–9:30 p.m.

Get up close and personal with the latest in special event technology which can change take an event to new levels. We'll explore technology on the backend (guest registration, planning software, etc.) and the tools-of-the-trade integrated into event environment including lighting, sound, projection, and special effects. Learn what it takes to do-it-yourself, and how to speak a common language with technology vendors. Explore a 3D event CAD rendering program with real-world examples from major events planned in the area.

Special Events Intensive: Nuts and Bolts

Tuition: \$289 **CEUs:** 0.6

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Mon and Wed, Apr 2 and 4 / 6:30–9:30 p.m.

Logistics day brings you an overview of venue selection, vendor selection, and the tips and tricks to work in and

Introduction to Event Planning

Tuition: \$289 **CEUs:** 0.6

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Mon and Wed, Mar 12 and 14 / 6:30–9:30 p.m.



What does it take to be a professional event planner? This workshop is designed for those exploring the potential opportunities in the event planning industry, as well as for those already in the hospitality business who would like to grow their skill set to add value to their existing careers. Learn what is necessary to manage, plan and execute a successful event. Through practical knowledge provided by an expert in the field, become familiar with industry terminology and critical considerations for pursuing this program of study.

with both critical elements. Understand contracts and how to negotiate the best deals to support your message. Develop effective and realistic timelines for event production. Consider the environmental impacts of events and how to minimize negative consequences. Special emphasis on event safety and creating outdoor event spaces safely and effectively.

Special Events Intensive: Exciting the Senses

Tuition: \$289 **CEUs:** 0.6

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Mon and Wed, Apr 9 and 11 / 6:30–9:30 p.m.

The look, feel, taste, touch, and scents at a successful event are explored in this session. We'll focus on menu selection, table design, and room décor (tying together the effective messaging, latest in technology, and the practical elements learned earlier) to complete the guest experience. Learn how to repurpose event items and adapt ideas to fit your needs. Learn how to get top value from florists (and when you can do-it-yourself), and great tips to save money without losing the “wow” factor.

Event Planning Certificate Capstone Course

Tuition: \$450 **CEUs:** 1.0

Instructor: Michael Kloss, Chief of Protocol and Executive Director of the Office of University Events at Emory

2 sessions: Wed, Apr 18 and May 2 / 6:30–9:30 p.m.*

Put everything you learned to practice to create a virtual event. You'll be given a budget and clear objectives and everything you need to work out the details for the event. You'll design the invitation/marketing pieces, layout the event space, select venues/vendors, choose menus, construct the spoken program flow, create the event timeline, and more. Just like in the real world, you'll be thrown a few curveballs along the way, testing your ability to adapt to change. This body of work will serve as a virtual portfolio, demonstrating your capacity to produce events and understanding of event budgeting, logistics, and effective planning. No discounts.

*Please check online for assignment due dates and class policies.

FOOD AND BEVERAGE

Fine Dining Supper Club

Tuition: \$215

Instructor: Barbara Alfano, Culinary Connoisseur and Event Planner

4 sessions: Wed, Mar 28–Apr 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.

Supper Club

Tuition: \$195

Instructor: Barbara Alfano, Culinary Connoisseur and Event Planner

4 sessions: Mon, Jan 30–Feb 20 / 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.

Homestyle Italian Cooking

Tuition: \$235

Instructor: Simona Muratore, PhD, Italian Literature,

4 sessions: Mon, Feb 6–Feb 27 / 6:30–9:00 p.m.

Additional Info: Foods will be prepared from the Tuscany, Sicily, Piedmont, and Liguria regions.

“Tell me what you eat and I will tell you who you are,” wrote Anthelme Brillat-Savarin in the *Physiology of Taste* (1825). Explore regional food in Italy in a course that emphasizes how food relates to the local lifestyle and the Italian cooking vocabulary. We will also study the history and principles of the Slow Food movement, which was founded in 1989 in Italy to counteract fast food and to promote local food traditions. The readings for the course are a mix of information about the slow food movement, the Mediterranean diet and nutrition, and delicious recipes. Each session starts with an introduction of the region—geography, history, folklore and food- and then moves to cooking a delicious meal and having dinner together. Bring an apron. No discounts.



Language and Travel Institute

ENGLISH AS A SECOND LANGUAGE

Accent Reduction: American English Pronunciation

Tuition: \$275 **CEUs:** 1.2

Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist

8 sessions: Wed, Feb 8–Mar 28 / 1:00–2:30 p.m.

8 sessions: Wed, Feb 8–Mar 28 / 7:00–8:30 p.m.

8 sessions: Wed, Feb 8–Mar 28 / 8:35–10:05 p.m.

8 sessions: Wed, Apr 11–May 30 / 7:00–8:30 p.m.

8 sessions: Wed, Apr 11–May 30 / 8:35–10:05 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: It’s No Good Unless You’re Understood (Book 1)*

Accent Reduction Continued

Tuition: \$225 **CEUs:** 0.9

Instructor: Donna Hope, MMS in Communication Disorders, Speech-Language Pathologist

6 sessions: Tue, Apr 11–May 16 / 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 **CEUs:** 6.0

Instructor: Dorothy Fonde Werts, MS, Applied Linguistics and Teaching ESL, National Board Certified Teacher of English, and Christy Hunt, MAT in Reading, Language, and Literacy/ESOL Education

8 sessions: Mon, Jan 30–Mar 19 / 7:00–9:30 p.m. (Hunt)

8 sessions: Mon, Apr 2–May 21 / 7:00–9:30 p.m. (Werts)

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 and materials. Textbooks are not included. **Textbooks:** *English the American Way: A Fun ESL Guide to Language and Culture in the US w/ audio CD*; *A Treasury of Children's Literature*

Conversational English for Non-Native Speakers

Tuition: \$315 **CEUs:** 1.6

Instructor: Elizabeth Holtam, M.A. Applied Linguistics/ESL

8 sessions: Wed, Feb 1–Mar 21 / 7:00–9:00 p.m.

8 sessions: Tue, Apr 3–May 22 / 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, M.A. Applied Linguistics/ESL

8 sessions: Tue, Jan 31–Mar 20 / 7:00–9:00 p.m.

8 sessions: Wed, Apr 4–May 23 / 7:00–9:00 p.m.

Designed for proficient non-native speakers of English who wish to fine-tune their writing skills. Participants will practice writing in a variety of formats: business and personal letters, e-mails, 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*

FOREIGN LANGUAGES

Arabic 101

Tuition: \$225 **CEUs:** 1.2

Instructor: Moulay Youness Elbousty, Visiting Assistant

Professor Middle Eastern Studies, Emory University

6 sessions: Wed, Feb 22–Mar 28 / 7:00–9:00 p.m.

6 sessions: Mon, Apr 16–May 21 / 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 the 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, be able to distinguish and pronounce all Arabic sounds, and write accurately from dictation. **Textbook:** *Alif Baa: Introduction to Arabic Letters and Sounds*

Arabic 102

Tuition: \$225 **CEUs:** 1.2

Instructor: Moulay Youness Elbousty, Visiting Assistant

Professor Middle Eastern Studies, Emory University

6 sessions: Wed, 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 also will have a greater knowledge of various aspects of Arab culture (e.g., social customs, religious traditions, family life, etc.) **Textbook:** *Al-Kitaab fi Ta'allum al-'Arabiyya with DVDs: A Textbook for Beginning Arabic, Part One*

Confucius Institute: Mandarin Chinese I



Tuition: \$205 **CEUs:** 1.2
Instructor: Qiong Le, Adjunct Instructor of Chinese, Emory University
8 sessions: Mon, Jan 30–Mar 19 / 7:00–8:30 p.m.
8 sessions: Wed, Apr 4–May 23 / 7:00–8:30 p.m.

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: Qiong Le, Adjunct Instructor of Chinese, Emory University
8 sessions: Tue, Feb 1–Mar 21 / 7:00–8:30 p.m.
8 sessions: Mon, Apr 2–May 21 / 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: Qiong Le, Adjunct Instructor of Chinese, Emory University
8 sessions: Tue, Apr 3–May 22 / 7:00–8:30 p.m.

Mandarin Chinese III is a continuation of Mandarin Chinese II. 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 I

Tuition: \$225 **CEUs:** 1.225
Instructors: Jennifer Pounds, BA in French and International Relations, Certified in Translation; Béatrice DeGalassus, MA, French Instructor; Joy Gray Prince, BA and MA in French
7 sessions: Sat, Jan 21–Mar 3 / 10:00–11:45 a.m. (DeGalassus)
7 sessions: Mon, Jan 23–Mar 5 / 10:00–11:45 a.m. (DeGalassus)
7 sessions: Tue, Jan 24–Mar 6 / 7:00–8:45 p.m. (Gray Prince)
7 sessions: Sat, Mar 24–May 5 / 10:00–11:45 a.m. (Gray Prince)
7 sessions: Mon, Mar 26–May 7 / 10:00–11:45 a.m. (Pounds)
7 sessions: Tue, Mar 27–May 8 / 7:00–8:45 p.m. (Gray Prince)

Immerse yourself in French language and culture. Begin communicating in French. This is a beginner's course for those with no background in French. The class focuses on conversation and basic grammar. We'll also discuss many of the cultural aspects of France, including etiquette, cuisine, and the arts. Tuition includes Blackboard, an online language resource center. There will be an additional \$30 fee for the custom textbook upon registration. A compatible two-disc CD will be available for purchase for \$25.

French II

Tuition: \$225 **CEUs:** 1.225
Instructors: Jennifer Pounds, BA in French and International Relations, Certified in Translation; Béatrice DeGalassus, MA, French Instructor; Joy Gray Prince, BA and MA in French
7 sessions: Sat, Jan 21–Mar 3 / 10:00–11:45 a.m. (Gray Prince)
7 sessions: Mon, Jan 23–Mar 5 / 10:00–11:45 a.m. (Pounds)
7 sessions: Tue, Jan 24–Mar 6 / 7:00–8:45 p.m. (DeGalassus)
7 sessions: Sat, Mar 24–May 5 / 10:00–11:45 a.m. (DeGalassus)
7 sessions: Mon, Mar 26–May 7 / 10:00–11:45 a.m. (DeGalassus)
7 sessions: Tue, Mar 27–May 8 / 7:00–8:45 p.m. (DeGalassus)

Vive la France! Join us for a follow-up to French I, or to refresh French that you studied in the past. With an emphasis on conversational French, you will learn more

grammar and complex sentence structures. We will study the present, future, and past tenses, and we'll continue to look at French culture. Tuition includes Blackboard, an online language resource center. There will be an additional \$30 fee for the custom textbook upon registration. A compatible three-disc CD will be available for purchase for \$45.

French III

Tuition: \$225 **CEUs:** 1.225

Instructor: Jennifer Pounds, BA in French and International Relations, Certified in Translation

7 sessions: Mon, Jan 23–Mar 5 / 7:00–8:45 p.m.

7 sessions: Mon, Mar 26–May 7 / 7:00–8:45 p.m.

Continue to build your French conversation skills. This course picks up where French II leaves off. It continues to emphasize conversational French and much of the class is in French. We'll work on more advanced grammar and sentence structures, including one or more of the following tenses: imperfect, conditional, and subjunctive. Tuition includes Blackboard, an online language resource center. There will be an additional \$30 fee for the custom textbook upon registration.

French IV

Tuition: \$225 **CEUs:** 1.225

Instructor: Beatrice DeGalassus, MA, French Instructor

7 sessions: Mon, Mar 26–May 7 / 7:00–8:45 p.m.

This course is for people who wish to discuss—*en français, biensûr*—French arts, French living, French-American relations, the influence of France in the world and other themes centered around the French language and culture. Together, we will emphasize oral comprehension and expression. You will learn more complex ways to converse in French. New topics will be introduced each semester. Tuition includes Blackboard, an online language resource center. There will be an additional \$30 fee for the custom textbook upon registration.

Emory Certificate in French Oral Proficiency:

Please attend our Information Session on January 14 at 11:00 a.m. and learn the details of joining our French Certificate cohort program for 2012. Visit ece.emory.edu to register, and for more details.

Italian I

Tuition: \$205 **CEUs:** 1.2

Instructors: Elizabeth Holtam, MA in Italian Literature, Italian instructor; Lisa Davie, Native Italian Speaker, MA in Spanish Literature

8 sessions: Sat, Jan 28–Mar 17 / 10:00–11:30 a.m. (Holtam)

8 sessions: Wed, Feb 1–Mar 21 / 6:30–8:00 p.m. (Davie)

8 sessions: Sat, Mar 31–May 19 / 10:00–11:30 a.m. (Holtam)

8 sessions: Wed, Apr 4–May 23 / 6:30–8:00 p.m. (Davie)

Explore all things Italian, and learn to speak the way the natives do. In this introductory course you will learn basic grammar presented in life-like contexts, conversational skills, travel tips, and cultural notions. Ideal for beginners who are planning a trip to Italy or are simply in love with the Italian culture. Tuition includes Evening at Emory custom text and Blackboard, an online language resource center. Limited to 25. There will be an additional \$15 fee for the textbook upon registration.

Italian II

Tuition: \$205 **CEUs:** 1.2

Instructors: Lisa Davie, Native Italian Speaker, MA Spanish Literature

8 sessions: Sat, Jan 28–Mar 17 / 10:00–11:30 a.m.

8 sessions: Wed, Feb 1–Mar 21 / 8:05–9:35 p.m.

8 sessions: Sat, Mar 31–May 19 / 10:00–11:30 a.m.

8 sessions: Wed, Apr 4–May 23 / 8:05–9:35 p.m.

In addition to reviewing and expanding on concepts from *Italian I*, you will be introduced to the future and present perfect tenses. You will practice talking about your surroundings, family, routines, likes and dislikes, and past or future (real or fantasy) trips to Italy. If you already know a little Italian or have taken *Italian I*, you're set to go with this course. Tuition includes Evening at Emory custom text and Blackboard, an online language resource center. Limited to 25. There will be an additional \$15 fee for the textbook upon registration.

Italian IIIA

Tuition: \$205 **CEUs:** 1.05

Instructor: Antonella Giannasca, Native Italian Speaker

8 sessions: Sat, Jan 28–Mar 17 / 10:00–11:30 a.m.

Expand your ability to speak in different tenses and continue to build your conversational skills for your next trip to Italy. This course will help you to fine-tune your communication and comprehension skills with regard to the spoken language; to this end, classes will be conducted in Italian for the most part. If you have taken *Italian I* and *II*, or if you already have a good knowledge of Italian and are able to carry on a conversation, this course is for you. Tuition includes Evening at Emory custom text and online language resource center. Limited to 20. There will be an additional \$15 fee for the textbook upon registration.

Italian IIIB

Tuition: \$205 **CEUs:** 1.2

Instructor: Antonella Giannasca, Native Italian Speaker

8 sessions: Sat, Mar 31–May 19 / 11:45 a.m.–1:15 p.m.

Fine-tune your Italian language skills and conversational style. Course is conducted mostly in Italian, so come prepared to speak. While we emphasize vocabulary building and sentence structure, the main purpose is to give you confidence in speaking. Supplemental reading material will be provided in class in order to develop new and interesting topics for conversational practice. Tuition includes Blackboard, an online language resource center. Limited to 20. There will be an additional \$15 fee for the textbook upon registration.

Italian IV

Tuition: \$205 **CEUs:** 1.2

Instructor: Antonella Giannasca, Native Italian Speaker

8 sessions: Sat, Jan 28–Mar 17 / 11:45 a.m.–1:15 p.m.

8 sessions: Sat, Mar 31–May 19 / 10:00–11:30 a.m.

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. Miglioreremo la grammatica con tanti esercizi e letture. Il tutto ovviamente reso piu' divertente dalle vostre storie. Vi aspetto. By the time you sign up for Level IV, your comprehension skills are very good and you are close to fluency. This course will help you to further develop confidence in your ability to speak the language. Classes are conducted entirely in Italian, and you will have the opportunity to converse about a variety of subjects. Tuition includes Blackboard, an online language resource center. Limited to 20. There will be an additional \$15 fee for the textbook upon registration.

Introduction to Elementary Modern Persian

Tuition: \$225 **CEUs:** 1.2

Instructor: Mark Alavi, CPA, MBA

8 sessions: Tue, Mar 6–Apr 24 / 7:00–8:30 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 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. **Textbook:** *An Introduction to Persian, Revised 4th Edition*

Portuguese I

Tuition: \$205 **CEUs:** 1.2

Instructor: Carla Elder, Native Speaker of Portuguese

8 sessions: Wed, Feb 1–Mar 21 / 7:00–8:30 p.m.

8 sessions: Wed, Apr 4–May 23 / 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. There will be an additional \$25 fee for the workbook and CD upon registration.

Portuguese II

Tuition: \$205 **CEUs:** 1.2

Instructor: Carla Elder, Native Speaker of Portuguese

8 sessions: Wed, Apr 4–May 23 / 8:05–9:35 p.m.

Improve your knowledge and increase your vocabulary in this continuation of *Portuguese I*. 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. There will be an additional \$25 fee for the workbook and CD upon registration.

Accelerated Spanish I

Tuition: \$205 **CEUs:** 1.2

Instructor: Vilma Orrego, Native Spanish Speaker

8 sessions: Mon and Thu, Jan 30–Feb 23 / 6:30–8:00 p.m.

8 sessions: Mon and Thu, Apr 9–May 3 / 6:30–8:00 p.m.

This accelerated Spanish I course meets twice weekly so you can learn Spanish faster. (See Spanish I description for course details). Limited to 20. Textbook not included. **Textbook:** *Descubre Level 1, Student Edition*, with Supersite access

Accelerated Spanish II

Tuition: \$205 **CEUs:** 1.2

Instructor: Vilma Orrego, Native Spanish Speaker

8 sessions: Mon and Thu, Mar 5–Mar 29 / 6:30–8:00 p.m.

8 sessions: Mon and Thu, May 7–Jun 4 / 6:30–8:00 p.m.

This accelerated Spanish II course meets twice weekly so you can learn Spanish faster (See Spanish II—Beginner description for course details). Limited to 20. Textbook not included. **Textbooks:** *Descubre Level 1, Student Edition*, with Supersite access

Spanish I

Tuition: \$205 **CEUs:** 1.2

Instructor: Olga Patricia Florez Caro, MA in Spanish Literature, GSU; Vilma Orrego, Native Spanish Speaker; Lourdes Osollo, MA in Linguistic and Pedagogy and Second Language Acquisition

8 sessions: Tue, Jan 31–Mar 20 / 6:30–8:00 p.m. (Florez Caro)

8 sessions: Wed, Feb 1–Mar 21 / 10:00–11:30 a.m. (Orrego)

6 sessions: Sat, Feb 25–Mar 31 / 9:30–11:30 a.m. (Orrego)

8 sessions: Tue, Apr 3–May 22 / 6:30–8:00 p.m. (Osollo)

8 sessions: Wed, Apr 4–May 23 / 10:00–11:30 a.m. (Orrego)

6 sessions: Sat, Apr 14–May 19 / 9:30–11:30 a.m. (Orrego)

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, reading, and writing about variety of topics at the fundamental level. We focus on verbal communication and such grammar basics as how Spanish sentences are structured. Textbook not included. Limited to 25.

Textbook: *Descubre Level 1, Student Edition*, with Supersite access

Spanish II—Beginner

Tuition: \$205 **CEUs:** 1.2

Instructor: Olga Patricia Florez Caro, MA in Spanish Literature, GSU; Vilma Orrego, Native Spanish Speaker; Lourdes Osollo, MA in Linguistic and Pedagogy and Second Language Acquisition

8 sessions: Tue, Jan 31–Mar 20 / 8:05–9:35 p.m. (Florez Caro)

8 sessions: Wed, Feb 1–Mar 21 / 11:35 a.m.–1:05 p.m. (Orrego)

6 sessions: Sat, Feb 25–Mar 31 / 11:45 a.m.–1:45 p.m. (Orrego)

8 sessions: Tue, Apr 3–May 22 / 8:05–9:35 p.m. (Osollo)

8 sessions: Wed, Apr 4–May 23 / 11:35 a.m.–1:05 p.m. (Orrego)

6 sessions: Sat, Apr 14–May 19 / 11:45 a.m.–1:45 p.m. (Orrego)

This course, a continuation of Spanish I, 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, and, 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. Limited to 25. **Textbook:** *Descubre Level 1, Student Edition*, with Supersite access

Spanish II—Intermediate

Tuition: \$205 **CEUs:** 1.2

Instructor: Elba Ramos, Native Spanish Speaker

8 sessions: Mon, Jan 30–Mar 19 / 6:30–8:00 p.m.

8 sessions: Thu, Apr 5–May 24 / 6:30–8:00 p.m.

Spanish II–Intermediate will expose students to relative pronouns and familiar and formal commands. This intermediate class will put more emphasis on verbal and written communication through an introduction to health

and medical terminology. Other topics will include nature and the environment. Textbook not included. Limited to 25. **Textbook:** *Descubre Level 2, Student Edition* with Supersite access

Spanish III

Tuition: \$205 **CEUs:** 1.2

Instructor: Elba Ramos, Native Spanish Speaker

8 sessions: Thu, Feb 2–Mar 22 / 6:30–8:00 p.m.

8 sessions: Mon, Apr 2–May 21 / 6:30–8:00 p.m.

This course focuses on expanding and developing higher Spanish grammar and conversational skills through listening, speaking, and reading and writing activities and resources. Classes will be conducted mostly in Spanish. You'll be encouraged and expected to speak Spanish with your classmates as you gain fluency. In this course students will improve their speaking, listening, reading, and writing skills through grammar review and oral practice. Topics will include city life, professions and occupations, the conditional, past perfect, and present perfect. Textbook not included. Limited to 20. **Textbook:** *Descubre Level 2, Student Edition* with Supersite access

Spanish IV: Grammar and Conversation

Tuition: \$205 **CEUs:** 1.2

Instructor: Lourdes Osollo, MA in Linguistic and Pedagogy and Second Language Acquisition

6 sessions: Thu, Mar 8–Apr 12 / 6:30–8:30 p.m.

Spanish IV is an advanced course designed to improve students' conversational, reading, and writing skills. A variety of contemporary cultural topics will be covered in this session. Students will develop oral proficiency in a wide variety of situations such as personal relations, daily life, travel, current events, ethical issues, and literary selections. While improving conversational skills focus on grammar, including future perfect, past perfect, conditional perfect, and *si* clauses, with simple tenses emphasized as well as other parts of speech. **Textbook:** *Descubre Level 3, Student Edition* with Supersite access

Spanish Language Capstone—Test Preparation

Tuition: \$495 **CEUs:** 1.8

Instructor: Lourdes Osollo, MA in Linguistic and Pedagogy and Second Language Acquisition

6 sessions: Thu, Apr 26–May 31 / 6:30 - 9:30 pm

Additional Info: Office hours will be conducted online during weeks two and four. The dates and times will be announced in class. Please check online for the dates for the ACTFL oral proficiency exam.

This comprehensive review of the language includes grammar, comprehension, and speaking exercises, which will

assist you in preparing for the ACTFL assessment for your Certificate in Spanish Oral Proficiency. Begin with very basic Spanish grammar and conversation, proceeding to more advanced Spanish assignments and conversation. Spanish will be spoken in class, and grammar and conversational exercises will dominate the practice. The instructor will be available for two one-hour online sessions to assist with any additional questions. No discounts. There will be an additional \$100 fee for the ACTFL oral proficiency exam. **Textbook:** *Practice Makes Perfect: Complete Spanish Grammar*

Spanish for Health Care Professionals

Tuition: \$275 **CEUs:** 1.2

Instructor: Vilma Orrego, Native Spanish Speaker

8 sessions: Tue, Feb 14–Apr 3 / 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 of the instruction will be to strengthen conversational skills, improve the ability to take medical histories and physicals, conduct examinations and also give instructions to patients. This course will allow immediate practical application with patients. The course is for the health care professional who has previous but not extensive Spanish-language training or experience. There will be an additional \$20 fee for the custom textbook upon registration. *Medical Spanish Made Incredibly Quick!* not included. **Textbook:** *Medical Spanish Made Incredibly Quick!*

Spanish for Professionals: Conversation in the Workplace

Tuition: \$275 **CEUs:** 1.2

Instructor: Lourdes Osollo, MA in Linguistic and Pedagogy and Second Language Acquisition

8 sessions: Mon, Jan 30–Mar 19 / 7:00–8:30 p.m. (Alpharetta)

8 sessions: Mon, Apr 2–May 21 / 7:00–8:30 p.m.

This course is focused on teaching business professionals who need to communicate effectively in the Spanish-speaking marketplace. Methodology will be implemented with a concentration on students' needs to express themselves eloquently in the work environment. You will become familiar with business terminology for conferences and partner interaction as well as learn how to conduct straightforward telephone conversations. Gain an understanding of cultural differences among Spanish-speaking countries and the methods of each for conducting business. You will become familiar with idioms and colloquial expressions. Textbook not included. **Textbook:** *Spanish for Business and Finance: Basic Spanish Series*

Emory Certificate in Spanish Oral Proficiency

Please attend our information session on January 14 at 10:00 a.m. and learn the details of joining our Spanish Certificate cohort program for 2012. Visit ece.emory.edu to register, and for more details.



Writer's Studio

CREATIVE WRITING

A Novel Experience

Tuition: \$225 **CEUs:** 1.2

Instructor: Linda Clopton, MA, Writer for Veranda

6 sessions: Mon, Feb 20–Mar 26 / 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 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, Multipublished Author, and Bridget Anderson, Multipublished Author

1 session: Sat, Feb 25–Feb 25 / 9:00 a.m.–3:00 p.m.

Have you ever dreamed of being a writer? Get a glimpse of a writing career and the life of a writer. Immerse yourself 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.

Beyond the Basics: An Advanced Poetry Writing Workshop

Tuition: \$280 **CEUs:** 1.6

Instructor: Alexa Selph, MA in English, Poet and Freelance Editor

8 sessions: Mon, Feb 20–Apr 9 / 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 a 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 will also 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. Textbook not included. Limited to 15. **Textbook:** *In the Palm of Your Hand: The Poet's Portable Workshop*

English Refresher

Tuition: \$195 **CEUs:** 1.2

Instructor: Hayes Doane

6 sessions: Mon, Feb 13–Mar 19 / 6:30–8:30 p.m.

6 sessions: Mon, Apr 16–May 21 / 6:30–8:30 p.m.

Learn how to communicate and make a great impression through your writing. Use “who” and “whom” appropriately. End comma splices and sentence fragments. Use semicolons with finesse. It's easy (and easy to remember when to use “it's” and “its”). We'll use grammar exercises in the assigned textbook, and from real world situations. This course will conclude with a look at how some of the finest writers put the rules into practice. Textbooks are not included. Please complete the grammar pretest in the Blue Book prior to the first meeting. Bring a hard copy of a writing sample you would like to critique. **Textbook:** *The Only Grammar Book You'll Ever Need; The Blue Book of Grammar and Punctuation*

Creative Fiction Workshop Level I

Tuition: \$425 **CEUs:** 1.2

Instructor: Julius Thompson, BA, Published Author

8 sessions: Wed, Feb 1–Mar 21 / 7:00–8:30 p.m.

Begin the process of developing an original idea into a publishable manuscript. Learn to write, revise, and write again as you practice completing the first three chapters of your novel or short story. Learn the “Elements of a Novel”: Opening Hook/Bridge/Body/Ending Line, as well as the proper techniques for plotting a novel. Textbooks are not included. This class is limited to 20 students. **Textbooks:** *The Elements of Style; The No-Experience-Necessary Writer's Course*

Creative Fiction Workshop Level II

Tuition: \$425 **CEUs:** 1.2

Instructor: Julius Thompson, BA, Published Author

8 sessions: Wed, Apr 4–May 23 / 7:00–8:30 p.m.

After the opening hook and bridge, the student will finish the process of developing the critical midpoint and craft the final stages into a publishable manuscript. Work individually and in small groups on developing the following techniques: constructing a scene, show-don't tell, characterization, pacing, theme, point of view, dialogue, setting in the novel, foreshadowing and subplots. Also included will be critiques of the overall structure of the manuscript. Textbooks are not included. This class is limited to 20 students. **Textbooks:** *The Elements of Style; The No-Experience-Necessary Writer's Course*

Creative Nonfiction Writing Workshop Level II

Tuition: \$425 **CEUs:** 1.2

Instructor: Suzanne Van Atten, MFA Creative Writing, Nonfiction

8 sessions: Wed, Feb 29–Apr 18 / 7:30–9:00 p.m.

Building upon *Creative Nonfiction Writing Workshop Level I*, a prerequisite to this class, Creative Nonfiction Writing Workshop Level II will continue to focus on workshoping students' writing with the goal of producing at least one chapter, essay, or short piece worthy of submission for publication. If you are working on a particular project such as a book or collection of short pieces, this is an ideal place to get feedback and instruction on how to make it better. Instruction will focus on advanced elements of writing, such as voice, scenes, and revisions. Textbook is not included. **Textbook:** *Telling True Stories: A Nonfiction Writer's Guide from the Nieman Foundation at Harvard University*

Introduction to Arts Criticism

Tuition: \$250 **CEUs:** 1.4

Instructor: Cinqué Hicks, Arts Writer and Art Critic

7 sessions: Tue, Feb 21–Mar 27 / 6:30–8:30 p.m.

Additional Info: The class will attend a live performance event during the course of the class, which will be followed by a group discussion at a nearby location.

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 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. There will be an additional \$20 fee for the performance ticket upon registration. **Textbooks:** *The Elements of Journalism: What Newspeople Should Know and the Public Should Expect*; *A Short Guide to Writing about Art*

Proofreading and Copy Editing

Tuition: \$425 **CEUs:** 1.2
Instructor: Hani Stempler, Freelance Copy Editor, Proofreader, and Writer
2 sessions: Fri and Mon, Feb 10 and 13 / 9:00 a.m.–4:00 p.m.
2 sessions: Fri and Mon, Apr 27 and 30 / 9:00 a.m.–4:00 p.m.

Proofreading and copy editing is more than reading words on paper—this is hands-on training conveying critical skills in these related fields, and how to apply them effectively. You will learn proofreader/editor symbols and marks and how to use them. Learn about the tools to have on hand and how to work with them. Practice how to “mark up” a document clearly, and how to handle documents that are “delivered” 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.

Story Workshop

Tuition: \$325 **CEUs:** 1.2
Instructor: Sandra Rouse, MFA in Creative Writing, MA in English
6 sessions: Thu, Apr 19–May 24 / 7:00–9:00 p.m.
Additional Info: Blackboard access will be used for supplementary reading material and class notes. Certificate students will submit their manuscripts for instructor review and comments.

Jump-start your writing with a workshop. This workshop provides a supportive environment to develop your writing and your appreciation of the writing process. You will have opportunity to share your original work (up to 10 pages) for critical peer review and learn how to workshop a manuscript. Begin to develop a community that thrives on serious readers and writers. Assigned published works also will provide common ground for discussing and identifying essential writing craft elements. Instructor comments, lecture, and writing exercises (as needed) will be covered in direct response to the work presented by the group. It is helpful if you have previously taken the Introduction to Fiction or Introduction to Creative Nonfiction class. **Textbook:** *Writing Fiction: A Guide to Narrative Craft*

Writing Freelance

Tuition: \$225 **CEUs:** 1.2
Instructor: Linda Clopton, MA, Writer for *Veranda*
6 sessions: Mon, Apr 9–May 14 / 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.

NONPROFIT/GRANT WRITING

Introduction to Grant Writing

Tuition: \$325 **CEUs:** 0.6
Instructor: Jack Smith, MPA
1 session: Mon, Feb 6 / 9:00 a.m.–4:00 p.m.
1 session: Mon, Apr 23 / 9:00 a.m.–4:00 p.m.

Writing a grant for the first time can be a frustrating and overwhelming experience. Using common grant development formats, this workshop will proceed step-by-step through the development of a proposal with emphasis on the following: identifying and evaluating the most appropriate funding sources, researching a problem, and supplying the documentation and statistics necessary for supporting a grant proposal. Our workshop, intended for nonprofit staff or board members with little or no grant-writing experience, will give you the confidence and know-how to develop a successful grant proposal. Please bring a laptop to class. Tuition includes lunch.

Grant Writing Workshop: A Hands-On Seminar

Tuition: \$650 **CEUs:** 1.2
Instructor: Jack Smith, MPA
2 sessions: Tue and Wed, Feb 7 and 8 / 9:00 a.m.–4:00 p.m.
2 sessions: Tue and Wed, Apr 24 and 25 / 9:00 a.m.–4:00 p.m.

The basis for successful grant writing is a carefully designed program. In this intensive workshop, we will examine the relationship among organizational mission statement, needs assessments, goals, objectives, work plans, and evaluations. We will also discuss writing techniques to help make your grant-writing process smarter and faster. Initially, the instructor will present valuable content information; then, while you work on your own project, he will provide consultation and support to help you refine your proposal. Participants should have taken an introductory grant-writing course or have some previous grant-writing experience. Please bring a laptop computer for this course. Tuition includes lunch.

The Essentials of Fundraising

Tuition: \$289 **CEUs:** 0.6

Instructor: Karla Riker, JD, Vanderbilt; BA, Communication Studies, UCLA

1 session: Mar 19 / 9:00 a.m.–4:00 p.m.



In this competitive economy, successful fundraising requires a deep understanding of donors and the development of a diversified strategy to increase support. Participants will learn about the key motivations for charitable giving, primary sources of contributions, and key concepts for implementing a donor-centered development program. Tuition includes lunch. Textbooks not included.

Check online for full certificate programing coming this March 2012.

Grant Research: Targeting Funds for Nonprofit Online

Tuition: \$325 **CEUs:** 0.6

Instructor: Jack Smith, MPA

1 session: Thu, Feb 9 / 9:00 a.m.–4:00 p.m.

1 session: Thu, Apr 26 / 9:00 a.m.–4:00 p.m.

Millions of dollars are available in grants to nonprofits, but how do you find them and identify the organizations most likely to be interested in your proposal? Information is increasingly available online. In this workshop, you will: review research skills to target grant funds increase your ability to search effectively online, explore “cutting-edge” grant technology, identify patterns of foundations, corporations, and private trusts, and begin your own grant research within the context of the class. Please bring a laptop computer for this course. Tuition includes lunch.

Fundamentals of Nonprofit Development

Tuition: \$325 **CEUs:** 0.6

Instructor: Jack Smith, MPA

1 session: Fri, Feb 10 / 9:00 a.m.–4:00 p.m.

1 session: Fri, Apr 27 / 9:00 a.m.–4:00 p.m.

Anyone writing grants for a nonprofit is often involved in a wide range of other development activities and needs to have many different skills to succeed at those diverse responsibilities. Learn about the fundamentals of nonprofit development functions beyond grant writing, including annual solicitations, capital campaigns, and endowments,

municipal fundraising, volunteer management, strategic planning, board development, use of consultants and consulting techniques, and public relations. Our class will help you to put it all together with the best and most appropriate resource development opportunities and approaches for a nonprofit organization. Please bring a laptop to class. Tuition includes lunch.

Grant Writing Certificate Capstone Course

Tuition: \$450 **CEUs:** 1.0

Instructor: Jack Smith, MPA

2 sessions: Thu, Feb 16 and Mar 1 / 5:00–8:00 p.m.*

2 sessions: Thu, May 3 and 17 / 5:00–8:00 p.m.*

This module is designed to enhance your grant writing ability and allows you to complete your grant writing certificate. Class is held completely online and allows you to work at your own pace within an allotted time period while completing assignments to be critiqued by the instructor. The course is held for a total of ten hours in which you will be required to complete eight hours of coursework along with two online question and answer sessions with the instructor. No discounts.

**Please check online for assignment due dates and class policies*



ART

Abstract Painting

Tuition: \$180 **CEUs:** 1.2

Instructor: Guy Robinson, Artist

4 sessions: Tue, Mar 20–Apr 10 / 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 Guy's other supply lists online for guidance about supplies.

Abstractly Simple Watercolors

Tuition: \$130 **CEUs:** 0.4

Instructor: Joy Hartsfield, BFA, Award-winning Nature Artist

1 session: Sat, Feb 18 / 9:30 a.m.–1:30 p.m.

Produce powerful pieces and generate excitement by using the concept of simplicity. With just some basic shapes, warm and cool colors, a brush or sponge, and a bucket of water, paint sharp-edged landscapes and sparkling abstracts. Beneficial to both the novice and the advanced artists, these techniques can be applied to all levels of expertise. View supply list online. Limited to 15. No discounts.

Acrylic Painting for the Novice

Tuition: \$180 **CEUs:** 1.2

Instructor: Guy Robinson, Artist

6 sessions: Wed, Feb 1–Mar 7 / 8:05–10:05 p.m.

6 sessions: Wed, Apr 4–May 9 / 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 1–Mar 21 / 6:30–8:00 p.m.

8 sessions: Wed, Apr 4–May 23 / 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.



NEW From Picasso to Warhol

Tuition: \$195 **CEUs:** 0.9

Instructor: Susan Stratton, BA in Art History, Art Historian

6 sessions: Mon, Mar 5–Apr 9 / 7:00–8:30 p.m.

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 on Thursday, April 5, to experience this extraordinary exhibit in person. Tuition includes ticket. No discounts.

Beginning Oil Painting

Tuition: \$180 **CEUs:** 1.2

Instructor: Guy Robinson, Artist

6 sessions: Tue, Jan 31–Mar 6 / 6:30–8:30 p.m.

6 sessions: Tue, Apr 24–May 29 / 6:30–8:30 p.m.

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

Landscape Painting with Wayland Moore

Tuition: \$180 **CEUs:** 1.2

Instructor: Wayland Moore, Artist

6 sessions: Mon, Mar 5–Apr 9 / 7:00–9:00 p.m.

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

FILM

NEW Film History

Tuition: \$150 **CEUs:** 1.0

Instructor: Christian Pierce, MA, Film Studies, Emory University, Turner Broadcasting System, Inc.

5 sessions: Thu, Feb 2–Mar 1 / 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.

MUSIC

NEW The Atlanta Opera: Mozart's *Don Giovanni*: The Master Class

Tuition: \$200 **CEUs:** 0.8

Instructor: Carter Joseph, Founder of "Opera 101"

4 sessions: Tue, Apr 10–May 1 / 7:00–9:00 p.m.

From its arresting, revolutionary opening to its harrowing climax, *Don Giovanni* represents one of civilization's greatest achievements. Yet this masterpiece is imminently approachable on every level. We will examine this creative and fertile time in Mozart's life and deconstruct the opera bit by bit. Attendees can be fully prepared to encounter this astounding work on a number of levels, from the earthy to the infinite. Whether you are new to opera or a have been a lifelong patron, you really won't want to miss these sessions. For session four, the students attend the Atlanta Opera's production of this masterpiece. Tuition includes cost of ticket. No discounts.

Beginning Guitar

Tuition: \$160 **CEUs:** 0.6

Instructor: Matthias Young

6 sessions: Wed, Jan 18–Feb 22 / 6:45–7:45 p.m.

6 sessions: Wed, Mar 7–Apr 11 / 6:45–7:45 p.m.

Have fun learning to play the guitar with melodies in rock, blues, country, and classical music. 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 may progress into more advanced music. Please bring guitar, textbook, and folding music stand to class. Guitar, accessories, and textbook are not included. **Textbook:** *Guitar Method 1*

Beginning Rock Guitar

Tuition: \$160 **CEUs:** 0.6

Instructor: Matthias Young

6 sessions: Wed, Jan 18–Feb 22 / 8:00–9:00 p.m.

For students ready to expand their playing with new rhythms, scales, and soloing. While there is not a prerequisite, it is highly recommended that you have completed the Beginning Guitar course, or are at least familiar with notes in the first position. While an electric guitar is preferred for this course, an acoustic will suffice. Please bring guitar, textbook, and folding music stand to class. Guitar, textbook, and accessories are not included. **Textbook:** *Rock Guitar Book with audio CD*

Intermediate Guitar

Tuition: \$160 **CEUs:** 0.6

Instructor: Matthias Young

6 sessions: Wed, Mar 7–Apr 11 / 8:00–9:00 p.m.

A continuation of Beginning Guitar, this course adds a new dimension to basic concepts of technique and musicality. More left-hand fingering, chording, and right-hand techniques will be introduced while the sight reading studies become more advanced. Regular out-of-class practice is expected. Bring your guitar and textbook to the first class. Textbook is not included. Limited to 10. Prerequisite: Basic Guitar. **Textbook:** *Hal Leonard Guitar Method Book 1: Book/CD Pack*

NEW Guitar Ensemble

Tuition: \$160 **CEUs:** 0.6

Instructor: Matthias Young

6 sessions: Wed, Apr 25–May 30 / 8:00–9:00 p.m.

Nothing is more enjoyable than sharing music with one another. This course is designed for guitarists with basic reading proficiency in the first position. Students will be grouped into duos, trios, and quartets and learn to play music as a group. While this course does not teach notes, it will cover fundamental performance practices and increase your skill level as a performer.

Percussion: One-Hour Drummer

Tuition: \$160 **CEUs:** 0.6

Instructor: Peter Marino, BMed/BM

6 sessions: Mon, Apr 16–May 21 / 7:00–8:00 p.m.

If you have always wanted to play a musical instrument and experience the joy of music making with a group of people, then this revolutionary course is for you. Using a creative new protocol for teaching hand drumming, you will be jamming—literally—within minutes. 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.

PHOTOGRAPHY

Digital Photography I

Tuition: \$375 **CEUs:** 1.5

Instructors: Thomas England, Photojournalism Instructor, Photographer; Lynn Marshall-Linnemeier, Award-winning Photographer and Photo-based Mixed-media Artist

6 sessions: Thu, Mar 1–Apr 5 / 6:30–9:00 p.m. (Marshall-Linnemeier)

6 sessions: Wed, Apr 11–May 16 / 6:30–9:00 p.m. (England) (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 digital cameras differs from their 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. Textbook is not included. **Textbook:** *Photography: The Essential Way*

Digital Darkroom I

Tuition: \$425 **CEUs:** 1.2

Instructor: Thomas England, Photojournalism Instructor, Photographer

2 sessions: Sat, Feb 25 and Mar 3 / 9:00 a.m.–4:00 p.m. (Decatur)

Digital cameras and digital software work in tandem to allow for the maximum creative effort in photography. This course explores both technical and aesthetic considerations in the medium; class will combine lectures, discussions, demonstrations and self-guided practice to allow the student to explore their own personal aesthetic and to discover the skills needed for success in the digital darkroom. Photoshop is the primary software and this course covers the appropriate use of all tools and palettes, the importance of resolution, layers, selections and the Photoshop Bridge. Textbook is not included. **Textbook:** *Photoshop CS5 Digital Classroom*

Digital Darkroom II

Tuition: \$425 **CEUs:** 1.2

Instructor: Thomas England, Photojournalism Instructor, Photographer

2 sessions: Sat, Mar 31 and Apr 7 / 9:00 a.m.–4:00 p.m. (Decatur)

Additional Info: Supplies needed include 35mm digital SLR camera; image storage device such as a flash drive or portable hard drive; and notebook

This course continues the exploration of electronic photography but shifts the focus to creative exploration of the medium while encouraging student to use critical thinking skills to conceptualize and explore their ideas. Class covers image enhancements, media ethics, and communication and encourages the student to explore more creative explorations through photographic manipulations and montage. How are messages relayed and how can the artist communicate his or her idea effectively to the viewing audience? Class discussions are important and most assignments utilize lab time and hands on exploration, which encourages an atmosphere of community as students assist one another with problem solving. Students may use their choice of software provided that the files can be opened in Photoshop. Textbook is not included. Prerequisite: Digital Darkroom I. **Textbook:** *Photoshop CS5 Digital Classroom*

Legal Issues in Photography

Tuition: \$350 **CEUs:** 0.8

Instructor: Steve Dubner, Attorney at Law

4 sessions: Mon, Apr 23–May 14 / 7:00–9:00 p.m.

This course will introduce both amateurs and professionals to legal issues that photographers often encounter. The focus is on underlying legal concepts and practical applications. We will answer three basic questions: How do you protect your work? How do you exploit your work? How do you avoid trouble? Topics covered include copyrights, various photography-specific contracts and the rights of privacy (including street photography) and publicity. The course is taught by an experienced attorney. Textbooks not included. **Textbooks:** *The Law (in Plain English) for Photographers, 3rd edition; Business and Legal Forms for Photographers, 4th edition*

Let There Be Light—Working With Portable Strobes

Tuition: \$325 **CEUs:** 0.8

Instructor: Thomas England, Photojournalism Instructor, Photographer

4 sessions: Mon, Jan 30–Feb 20 / 7:00–9:00 p.m.

Learn to make use of small, portable electronic strobes on location to control lighting for your digital photography. Advance beyond the built-in flash on your camera to add light from various directions and to shape the light.

Compare methods of triggering strobes: Optical, radio and infrared slaves. Explore such techniques as blending strobes light with ambient, rear-curtain effects and high-speed flash.

The Photograph as Evidence: Approaches to Documentary Photography

Tuition: \$289 **CEUs:** 1.2

Instructor: Lynn Marshall-Linnemeier, Award Winning Photographer and Photo-Based Mixed Media Artist

6 sessions: Thu, Apr 19–May 24 / 7:00–9:00 p.m.

The tradition of documentary photography is wide and varied. This class focuses on the idea of the photograph as evidence. The overall goal of the course is to guide the student toward producing a concise body of work that is documentary in nature. The course begins with the development of ideas through the examination of historical aspects of documentary work and then moves quickly to the examination of contemporary issues. The course also examines point of view, theme development, basics of oral interviews, legal and ethical issues, and the series format. Weekly lectures and critiques are a mainstay of the course as students are guided toward the production of a small printed portfolio. Textbooks are suggested but not required. **Textbooks:** *Let Us Now Praise Famous Men; Doing Oral History*

The Photojournalist's Eye

Tuition: \$289 **CEUs:** 1.2

Instructor: Thomas England, Photojournalism Instructor, Photographer

6 sessions: Mon, Mar 5–Apr 9 / 7:00–9:00 p.m.

Utilize the skills and techniques of a photojournalist to enhance your snapshots of family gatherings, noteworthy travels and life-changing events. Ultimately, the vision of the shooter—not the cost of the camera—determines the value and success of your photographs. Rules of composition allow you to control how your images are viewed, while proper camera angles, depth-of-field, and optimal light recognition techniques will make your photographs not just communicate but stand out. To help improve your images further, digital procedures will be offered, as well as photo sharing/distribution methods through email, websites and printed material.

Understanding Your Digital Camera

Tuition: \$200 **CEUs:** 0.8

Instructor: Lynn Marshall-Linnemeier, an Award-winning Photographer and Photo-based Mixed-media Artist

4 sessions: Wed, Apr 11–May 2 / 6:30–8:30 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 fall colors and informative classes that focus on the basics of operating your digital camera and how to take award-winning photos. Class will offer simple to understand instructions and activities explaining natural light, exposure, and the basics of two-dimensional design. This class is a prerequisite or equivalent (by instructor discretion) for Digital Photography I.

Wedding Photography

Tuition: \$225 **CEUs:** 1.2

Instructor: Gregory Foster, BFA in Photographic Design, Professional Photographer

6 sessions: Thu, Apr 19–May 24 / 6:30–8:30 p.m.

Wedding photography has changed since the days of boring, posed photos—highly talented photographers now approach wedding assignments with a variety of dynamic styles. Explore some of the prominent wedding photographers working today, and how their approaches differ.

Learn about the progression of a wedding day photography assignment—the opportunities, logistics and challenges. Examine how photojournalism and fine art photography styles can be applied to wedding photography. Learn lighting, using both studio strobe lighting, on camera speedlights, and natural light. Learn about the business side of wedding photography, including marketing, pricing, contracts, and copyright. Expect plenty of in-class discussion and question and answer time. Prerequisites: Understanding Your Digital Camera, or Digital Photography I, or equivalent introduction to digital photography class



Test Preparation

CPA Exam Preparation

Tuition: \$2,549

Instructor: Mark Alavi, CPA, MBA

23 sessions: Mon and Thu, Feb 20–May 7 / 6:30–9:30 p.m.

Additional Info: You must register by Feb 13 in order to receive your study materials prior to the class start time. Our newly expanded CPA 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. Class 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. Tuition includes the Gleim Review System package (books, test prep software download, test prep for windows mobile, audio CDs, and Gleim online). Please bring a laptop computer to class.

Enrolled Agents (EA) Test Preparation for IRS Special Enrollment Examination

Tuition: \$1,295

Instructor: Mark Alavi, CPA, MBA

10 sessions: Sun, Apr 29–Jul 18 / 1:00–5:00 p.m. (No class on 5/27)

The purpose of the EA Examination is for the Internal Revenue Service (IRS) to ensure technical competence and ethical appreciation. 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. Tuition includes the Gleim Review System package (books, test prep software download, test prep for windows mobile, audio downloads, and Gleim online). Please bring a laptop computer to class.

GMAT Prep

Tuition: \$625

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

6 sessions: Sat, Jan 28–Mar 3 / 9:00 a.m.–12:30 p.m.

6 sessions: Mon, Jan 23–Feb 27 / 6:00–9:30 p.m. (Alpharetta)

5 sessions: Sun, Mon, Tue, Wed, Thu, Mar 11–Mar 15 / 9:00 a.m.–1:15 p.m.

6 sessions: Sat, Mar 24–Apr 28 / 9:00 a.m.–12:30 p.m.

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. Gain a thorough grounding in the GMAT's format, 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 is not included. **Textbook:** *Kaplan GMAT 2012 Premier with CD-ROM*

GRE Comprehensive: Math-Verbal-Analytical Writing

Tuition: \$625

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

6 sessions: Sun–Fri, Jan 8–Jan 13 / 6:00–9:30 p.m. (Alpharetta)

6 sessions: Sun, Jan 22–Feb 26 / 1:00–4:30 p.m.

5 sessions: Sun, Mon, Tue, Wed, Thu, Mar 11–Mar 16 / 2:00–6:15 p.m.

6 sessions: Sun, Mar 25–May 6 / 1:00–4:30 p.m.

6 sessions: Mon, Apr 9–May 14 / 6:00–9:30 p.m. (Alpharetta)

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 score plays in graduate admissions and provide tips on preparing the strongest possible graduate school application. This GRE Preparation course will guide you through the GRE exam and ensure substantial improvement on your potential GRE score. Textbook not included. **Textbook:** *The Official Guide to the GRE revised General Test*

GRE Math Preparation

Tuition: \$289

Instructor: Gregg Shapiro, MS in Mathematics and Computer Science

5 sessions: Mon, Feb 20–Mar 19 / 7:00–9:30 p.m.

5 sessions: Mon, Apr 23–May 21 / 7:00–9:30 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. It is recommended that students 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: \$625

Instructor: Eduardo Paguaga, 10-plus Years Experience Teaching Test Preparation

8 sessions: Sat, Jan 7–Feb 4 / 9:00 a.m.–4:00 p.m. (no class on 1/14)

8 sessions: Sat, Mar 10–Apr 28 / 9:00 a.m.–12:00 p.m. (Alpharetta)

8 sessions: Sun, Mar 11–May 6 / 1:30–4:30 p.m.

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, Mar 22–May 17 / 7:00–10:00 p.m.

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. Tuition includes one year access to seven online practice exams. Registration deadline: March 6 at noon. Registration after deadline may result in

delay of practice exam access. Cancellations within seven days of the start day are subject to the typical processing fee for the online practice tests. Textbook is not included.
Textbook: *Cracking the MCAT, 2011–2012 Edition*

Intensive SAT Prep Course

Tuition: \$549

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

3 sessions: Sat, Jan 7–Jan 21 / 9:00 a.m.–4:15 p.m. (Decatur)

6 sessions: Sun, Jan 22–Feb 26 / 5:00–8:00 p.m.

6 sessions: Sun, Mar 25–May 6 / 5:00–8:00 p.m.

6 sessions: Wed, Apr 11–May 23 / 6:00–9:00 p.m. (Alpharetta)
 (no class on 5/9)

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 section, the

mathematics section, and the writing section. 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: *Barron’s SAT with CD-ROM*

NEW Project Management Certification Test Preparation: Two-day Intensive

Tuition: \$895 **CEUs:** 1.7

Instructor: Cathy Grogan, MBA Mercer University, BA Emory University, Master’s Certificate in Project Management, GWU

2 sessions: Thu and Fri, Apr 5 and 6 / 9:00 a.m.–5:30 p.m.

The most productive way to prepare to take PMI’s Certification exam is through taking sample tests and then debriefing the answers in detail. Identify your problems areas and work through confusing and troublesome questions. Receive strategies to understand the questions better and create a personal study plan strategy for success. Sit for the PMP® Exam with confidence with this highly focused two day intensive test preparation class. Please bring a laptop to class. Textbook and Exam Review CD not included. **Textbooks:** *A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 4th edition; PMP Exam Success Series: 3,500 Question Exam Simulation CD-ROM*





Health and Natural Sciences

NEW Qi Gong for Life

Tuition: \$125

Instructor: Jim Hamilton, MA, Licensed Professional Counselor

8 sessions: Thu, Feb 2–Mar 22 / 7:00–8:00 p.m.

8 sessions: Thu, Apr 5–May 24 / 7:00–8:00 p.m.

Our class is designed 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 is complete in itself and will conclude with a meditation focusing on relaxation and well-being. Textbook not included. **Textbook:** *The Healer Within*

Meditation

Tuition: \$115

Instructor: Veta Goler, PhD, Emory University

6 sessions: Sun, Feb 26–Apr 1 / 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, Feb 16–Mar 29 / 6:30–7:30 p.m.

7 sessions: Thu, Apr 19–May 31 / 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 progress, instruction accelerates based on the needs and skill level of its students. You will be exercising the deeper muscles of the body for better body alignment and improved breathing. Class includes exercises and techniques for stretching and strengthening the body in a non-impact environment. Please bring a yoga mat.

Real Life Relativity

Tuition: \$380

Instructor: P. Venugopala Rao, Associate Professor, Physics Department, Emory University

9 sessions: Tue, Mar 13–May 8 / 7:00–9:00 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 spacetime 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. **Textbooks:** *A Briefer History of Time; Simply Einstein: Relativity Demystified*

Stress Reduction for a Balanced Life

Tuition: \$195

Instructor: Nancie Vito, MPH, CHES

6 sessions: Mon, Mar 19–Apr 23 / 7:00–9:00 p.m.

Although we all experience stress and pressure, there are healthy ways to deal with the issues in order to avoid physical illness. When not dealt with effectively, stress can lower your immune system, shave years off your life, affect your overall quality of life, and put you at a higher risk for depression. This class will focus on both reducing and preventing stress, in addition to conveying proper coping and management skills. This course is based on an evidence-based model program developed by Yale University. Nancy Vito has been certified to facilitate this program.

Tai Chi I

Tuition: \$125

Instructor: Jim Hamilton, MA, Licensed Professional Counselor

8 sessions: Mon, Jan 30–Mar 19 / 6:30–7:30 p.m.

8 sessions: Mon, Apr 2–May 21 / 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, Jan 30–Mar 19 / 7:35–8:35 p.m.

8 sessions: Mon, Apr 2–May 21 / 7:35–8:35 p.m.

As 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, Yoga Instructor and Group Fitness Teacher

8 sessions: Sun, Feb 5–Mar 25 / 2:00–3:15 p.m.

8 sessions: Mon, Feb 6–Mar 26 / 7:00–8:15 p.m.

8 sessions: Wed, Feb 8–Mar 28 / 7:00–8:15 p.m.

8 sessions: Mon, Apr 9–Jun 4 / 7:00–8:15 p.m. (No class on 5/28)

8 sessions: Wed, Apr 11–May 30 / 7:00–8:15 p.m.

8 sessions: Sun, Apr 15–Jun 17 / 2:00–3:15 p.m. (No class on 5/13 and 5/27)

Strengthen, energize, and detoxify your mind and body with this challenging and graceful, Vinyasa-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; de-stress for the week; and have fun. All levels, including beginners, are welcome. Please bring a towel, yoga mat, and water.



Humanities and Cultural Studies

Bob Dylan Revisited

Tuition: \$160 **CEUs:** 1.0

Instructor: John Clark, MTh, Humanities Educator and Music Historian

5 sessions: Mon, Apr 16–May 14 / 7:00–9:00 p.m.

Bob Dylan is generally considered to be the most influential American songwriter of the latter half of the 20th century. And in his waning years, he continues to make headlines and increase his fan base with hot-selling albums and sold-out tours. We will look at the body of Dylan's work over five specific periods, applying the disciplines of music history, philosophy, and literary criticism: Political Idealist (1963–1964); Postmodern Symbolist/Surrealist (1965–1966); Breaking Up and Broken Down (1975–1978); Busy Being Born Again (1979–1983); Persistent Prophet (1997–2008). Presentations and discussions will include personal recollections, concert and interview footage as well as scenes from *I'm Not There* and the rare Dylan film, *Renaldo and Clara*. Instructor will be soliciting essays from class for a book project.

Introduction to World Mysticism

Tuition: \$150 **CEUs:** 0.8

Instructor: Carl McColman, MA in Professional Writing and Editing, author of *The Big Book of Christian Mysticism*

4 sessions: Mon, Apr 16–May 7 / 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/nonsecular perspective. Textbook is not included. **Textbook:** *The Essential Mystics: Selections from the World's Great Wisdom Traditions*

Meeting of the Minds

Tuition: \$140

Instructor: John Clark, MTh, Humanities Educator and Music Historian; and Chris Callahan, MLAS, Freelance Writer and Researcher

6 sessions: Thu, Feb 16–Mar 22 / 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 fifteen years. Limited to 25.

Carrying Forward the Memory

Tuition: \$99 **CEUs:** 0.2

Instructor: Paula Gris, Educator, Public Speaker and Docent, The Breman Jewish Heritage Museum

1 session: Thu, Apr 19–Apr 19 / 7:00–9:00 p.m.

Fate has placed upon the survivors of the Holocaust an unprecedented burden—that of revealing to the world the most painful experience of their lives. Living testimony is fast disappearing due to the fact that most survivors are no longer with us or have grown older and are unable to make presentations of this kind. Paula Gris, a child survivor imprisoned with her mother and sister in a concentration camp in the Ukraine, will present her riveting personal history in this two hour lecture. Take this opportunity to hear from a survivor.

Homer's Odyssey

Tuition: \$195 **CEUs:** 0.75

Instructor: Kathryn Legan, PhD in Literature

5 sessions: Tue, Feb 28–Mar 27 / 7:30–9:00 p.m.

To read the *Odyssey* is to experience awe. As one of the oldest stories in the Western tradition, it's packed with adventure, gorgeous goddesses, heroism, horrific monsters, sex, bone crunching violence, comedy, death, big mistakes, true love, and dinner served on gold plates every 200 lines. The epic manages all this teeming life while delivering characters who are intensely real and complex as well as richly symbolic. Even in translation, the language is stunning. The five lectures will concentrate on the timeless psychological and philosophical dimensions of the epic. The Robert Fagles translation will be used for this course. Textbook not included **Textbook:** *The Odyssey*

Emory Mini Law School— Teaching You about the Law

Tuition: \$249 **CEUs:** 0.9

Instructor: Emory Law School Faculty

6 sessions: Tue, Feb 7–Mar 20 / 7:00–8:30 p.m.
(No class on 3/13)

Join esteemed faculty members of Emory University Law School for a series of informative and interesting lectures encompassing topics such as religion and the First Amendment, Islamic law, patents, children's rights, and the financial crisis. Don't miss this opportunity to learn the most up-to-date information on constitutional law. This series of intellectual explorations in law will provide you with the information to more fully understand how this country's legal system works. The lectures seek to educate and inform the public, and classes are taught by renowned Emory faculty who teach at Emory's Law School.



NEW Music Appreciation

Tuition: \$205 **CEUs:** 1.2

Instructor: Robert Torre, PhD candidate, Musicology; Fulbright Scholar

6 sessions: Mon, Mar 12–Apr 16 / 7:00–9:00 p.m.

Have you always wanted to learn more about classical music? This course is meant for musical novices and connoisseurs alike. We will spend the first session learning some of the important terms and concepts related to Western classical music. The subsequent five sessions will be spent guiding students through a history of classical music, stopping along the way to sample and discuss important pieces of music from each major epoch. An ability to read music is not needed.

NEW **Understanding Islam: Contemporary Practices in their Historical Contexts**

Tuition: \$250 **CEUs:** 1.2

Instructor: Moulay Youness Elbousty, Visiting Assistant Professor Middle Eastern Studies, Emory University

6 sessions: Mon, Feb 20–Mar 26 / 7:00–9:00 p.m.

Students will discuss Islam, including its political, geographic, literary, philosophical, and artistic histories as well as the religion's contributions to Western culture.

We will look at contemporary Islam in various parts of the world and how the Qur'an is interpreted in these various contexts. **Textbook:** *Islam: A Thousand Years of Faith and Power*



Dance, Fitness, and Recreation

INDIVIDUAL DANCE

Beginning Ballet for Adults

Tuition: \$175 per person

Instructor: Le'Von Campbell, Dance Instructor

8 sessions: Mon, Jan 23–Mar 12 / 6:00–7:30 p.m.

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. Ballet shoes are available for purchase at first class for \$35. Limited dancewear is also available for purchase. Course is held at Monroe Drive dance studio. Limited to 15. Tuition is per person.

Cardio Salsa

Tuition: \$160 per person

Instructor: Maria Skufca, Dance Instructor

8 sessions: Tue, Jan 25–Mar 14 / 6:30–7:30 p.m.

Discover the charm and sensuality of Salsa dance. This fun fitness dance class will give you a good cardiovascular workout while you learn to move to the beat of the tropics. With our easy to follow routines, students will get into shape, burn calories—lots of them—and learn the Salsa moves . . . all while having a great time. No partner or previous dance experience needed. Course is held at Monroe Drive dance studio. Tuition is per person.

Line Dancing—Fun and Exercise

Tuition: \$125 per person

Instructor: Ann Ragle-Haynes, Dance Instructor and Choreographer, Over 20 Years Experience

8 sessions: Tue, Feb 21–Apr 10 / 6:45–7:40 p.m.

Let's get moving! Start with the very basics of this no-partner-required dance format and progress to the rhythm, movement, floor position, and dance patterns. It's a fun format that everyone can do (and you'll love the music, too). Limited to 30. Tuition is per person.

COUPLES DANCE

All About Swing and Salsa

Tuition: \$165 per couple

Instructor: Jennifer Franklin, Professional Dance Instructor; and Jason Stein, Professional Dance Instructor

6 sessions: Wed, Apr 11–May 16 / 8:30–9:45 p.m.

Salsa and swing are the hottest trends in dance. Whether you're looking for a fun date night, getting ready to impress at an event, or wanting to break into the Atlanta social dance scene, this is the class for you. Come learn the basics of both styles, in addition to some flashier moves to flaunt on the dance floor. Tuition is per couple.

Ballroom Dancing for the Bride, Groom, and Wedding Party

Tuition: \$175 per couple

Instructor: Ann Ragle-Haynes, Dance Instructor and Choreographer, Over 20 Years Experience

8 sessions: Thu, Feb 23–Apr 12 / 8:45–9:40 p.m.

Your plans are well under way for the big day. But what about that first dance? You can learn the basics and add the polish to glide across the floor in a fun, low-key, atmosphere without intimidation or stress. Just a few basic moves and an elegant dance connection will have you looking like pros. Bring your first-dance music selection (or have us help you). Not getting married but still want to dance? This class is open to and will benefit all beginning dancers. Limited to 15 couples. Tuition is per couple.

Latin Dancing

Tuition: \$165 per couple

Instructor: Jason Stein, Professional Dance Instructor; and Jennifer Franklin, Professional Dance Instructor

6 sessions: Wed, Feb 22–Mar 28 / 8:30–9:45 p.m.

Learn a combination of basic moves and fancy tricks that will enhance your salsa skills. Class will strongly emphasize the good (momentum-based) leading and following technique that is key to becoming a superb dance partner. For beginning to intermediate dancers. Limited to 20 couples. Tuition is per couple.

Social Dancing

Tuition: \$175 per couple

Instructor: Ann Ragle-Haynes, Dance Instructor and Choreographer, More Than 20 Years Experience

8 sessions: Thu, Feb 23–Apr 12 / 7:45–8:40 p.m.

Don't be intimidated by the smooth moves of the foxtrot, waltz, cha-cha and other ballroom dances. Your instructor brings more than 30 years of dancing and teaching experience to develop a success-oriented teaching style with an emphasis on fun. Even the most timid dancers can venture onto the dance floor. Step introduction, floor craft, dance etiquette and practice time are designed to remove stress. It's easier to learn how to dance if you're having fun. Limited to 15 couples. Tuition is per couple.

Strictly Swing

Tuition: \$100 per couple

Instructor: Ann Ragle-Haynes, Dance Instructor and Choreographer, More Than 20 Years Experience

4 sessions: Tue, Feb 21–Mar 13 / 7:45–8:40 p.m.

Swing is the thing. Learn the basic swing dance styles, footwork, standard moves, and how to create your own

signature look. Develop an ear for the music and learn how to move to it naturally while swinging and swaying to those swing dance rhythms. Limited to 15 couples. Tuition is per couple.

FITNESS AND RECREATION

Fundamentals of Golf I

Tuition: \$225

Instructor: Otis Smith, PGA Class A Member

4 sessions: Wed, Mar 14–Apr 4 / 6:00–7:15 p.m.

Start your path to golf greatness by understanding the four fundamentals of golf: grip, alignment, stance, and posture. Then employ these basic techniques as you learn to putt, chip, and make a full swing. For beginners as well as those who want to improve their game.

Fundamentals of Golf II

Tuition: \$225

Instructor: Jeff Dunovant, PGA Class A Member

4 sessions: Tue, May 1–May 22 / 6:00–7:15 p.m.

Review the fundamentals of golf and continue to practice and improve your skill level. This class focuses on the full, half and quarter swings. As your skills are transferred from the range to the course, students will begin to see improvement in their scores while gaining confidence.

Golf for Women

Tuition: \$225

Instructor: Daryl Batey, Head Golf Professional, PGA Class A Member

4 sessions: Sat, Apr 7–Apr 28 / 12:30–1:45 p.m.

Tired of being frustrated? Put the fun and self-confidence back into your game. Learn how to get the most distance and power possible with a unique strengthening program that focuses on transferring power from your core to the ball. Limited to 12.

Sailing—Just for the Fun of It

Tuition: \$240

Instructor: Marla Keith, US Coast Guard Captain and Member of American Sailing Association

5 sessions: Wed, Apr 17–May 15 / 7:30–9:30 p.m. (Alpharetta)

Learn new skills while enjoying an active outdoor sport. Six hours of classroom sessions at Emory will introduce you to sailing techniques; then you'll practice your new knowledge during four-plus hours of on-the-water training at Lake Lanier. Professionals lead all instruction based on American Sailing Association standards. No

discounts. Limited to 25. **Textbook:** *Learning to Sail: The Annapolis Sailing School Guide for Young Sailors of All Ages*

Cardio Tennis

Tuition: \$200

Instructor: Neko Browder, Professional Tennis Instructor

6 sessions: Mon, Feb 13–Mar 19 / 7:00–8:00 p.m.

Additional info: Please bring your own racquet to class.

This fast paced tennis/fitness class features drills to give players of all abilities an ultimate high energy workout. Get in shape and burn calories while learning the game of tennis.

Tennis for Adults—Beginner

Tuition: \$200

Instructor: Neko Browder, Professional Tennis Instructor

6 sessions: Sat, Feb 11–Mar 17 / 9:00–10:30 a.m.

6 sessions: Wed, Feb 22–Mar 28 / 7:00–8:30 p.m.

6 sessions: Sat, Apr 7–May 12 / 9:00–10:30 a.m.

6 sessions: Wed, Apr 18–May 23 / 7:00–8:30 p.m.

Additional Info: Please bring your own racquet to class.

Join our tennis experts for instruction on 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. Limited to 12.

Tennis for Adults —The Next Set

Tuition: \$200

Instructor: Neko Browder, Professional Tennis Instructor

6 sessions: Sat, Feb 11–Mar 17 / 10:45 a.m.–12:15 p.m.

6 sessions: Mon, Apr 16–May 21 / 7:00–8:30 p.m.

Additional Info: Please bring your own racquet to class.

Intermediate tennis is a perfect transition for players who have taken a beginning class and want to take their game to the next level. Our course focuses on refining technique and more advanced singles 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*



Osher Lifelong Learning Institute (OLLI) at Emory



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 404.727.5482.

OLLI COMPUTER CLASSES

Buying and Selling on eBay

Tuition: \$85 (\$65 for current OLLI members)
Instructor: Gus Strassburger, technology consultant
2 sessions: Feb 14 and 21

You can find great deals on just about anything you need or want on eBay—if you know how to use it. Learn the basics of how to use eBay including how to find the things you want, sell the things you don't, and make transactions online. This course will cover how to set up an account and how to use PayPal. Also learn how to avoid scams when you are buying and selling online.



Basic Computing for Seniors

Tuition: \$99 (\$79 for current OLLI members!)
Instructor: Gus Strassburger, technology consultant
4 sessions: Jan 17–Feb 7

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 (\$65 for current OLLI members)
Instructor: Gus Strassburger, technology consultant
2 sessions: Feb. 28 and Mar 6

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.



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Free Upcoming Information Sessions

All sessions held at Briarcliff Campus unless otherwise marked

Certificate	Date	Location
Creative Writing	Wed, Jan 4, 2012, 7:00 p.m.	Briarcliff, Room 148
Digital Photography	Thu, Jan 5, 2012, 7:00 p.m.	Briarcliff, Room 148
Six Sigma	Fri, Jan 6, 2012, Noon	Webinar
Landscape Design	Sat, Jan 7, 2012, 10:00 a.m.	Briarcliff, Room 148
Paralegal Studies	Sat, Jan 7, 2012, 10:00 a.m.	Alpharetta, Room 104
Spanish Oral Proficiency	Sat, Jan 14, 2012, 10:00 a.m.	Briarcliff, Room 144
French Language Oral Proficiency	Sat, Jan 14, 2012, 11:00 a.m.	Briarcliff, Room 144
Fundraising	Wed, Jan 18, 2012, 7:00 p.m.	Briarcliff, Room 148
Paralegal Studies	Sat, Jan 28, 2012, 10:00 a.m.	Briarcliff, Room 144



Professional Education Classes

CAREER MANAGEMENT

Ten Steps to a Federal Job

Tuition: \$195 **CEUs:** 0.8

Instructor: Leigh Moore, MSW, Certified Federal Resume Writer

2 sessions: Sat, Feb 25–Mar 3 / 9:00 a.m.–1:00 p.m.

The federal government is the nation's largest employer, and many people are turning to the federal government as a potential workplace. However, many people are bewildered by the federal hiring process. Topics covered in this course include researching federal job listings, creating a federal-style resume, effective interviewing, and more. This course is for individuals interested in entering the federal government and for federal employees looking to change positions or gain promotion. Textbook included.

The Power of Personal Brand

Tuition: \$95 **CEUs:** 0.3

Instructor: Patty Farinola

1 session: Fri, Apr 20 / 1:00–4:00 p.m. (Alpharetta)

Learn what a personal brand is, the benefits of having a clearly defined brand, and how to build and manage your own identity. Leave class with a new understanding of yourself both as an individual and as a business entity. You also will gain an understanding of how to use your brand to promote yourself and/or services. Companies have utilized these methods for years; we can map the process onto the individual for increased effectiveness, success, and personal power. Textbook included.

COMMUNICATIONS

Cool Tools for Technical Writers

Tuition: \$375 **CEUs:** 0.6

Instructor: Jeff Haas, Instructor

1 session: Fri, Apr 20 / 9:00 a.m.–4:00 p.m.

When employers review your résumé for a technical writing position, the first thing they look for is your experience with authoring tools. An authoring tool is a specialized application that allows you to develop content for the web without learning a programming language. Technical writers use authoring tools on a daily basis to create software-user assistance that works in conjunction with the user interface of a web application. This class will help you understand the authoring tools currently in demand. Textbook included. Prerequisites: technical writing course or relevant technical writing experience

Strategic Communication in the Workplace

Tuition: \$375 **CEUs:** 0.6

Instructor: Nancy Colter, MBA

1 session: Mon, Apr 23 / 9:00 a.m.–4:00 p.m.

Communication is more than talking and listening. Genuine communication requires a deep understanding of another person's perspective. However, 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. The process creates 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. Textbook included.

Communication Skills for Your Career

Tuition: \$375 **CEUs:** 0.6

Instructor: Bobby Peterson

1 session: Mon, Mar 5 / 9:00 a.m.–4:00 p.m.

1 session: Mon, Apr 30 / 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.

Good Grammar is Good Business

Tuition: \$375 **CEUs:** 0.6

Instructor: Bobbi Kornblit, MA

1 session: Fri, Dec 16 / 9:00 a.m.–4:00 p.m.

1 session: Wed, Feb 15 / 9:00 a.m.–4:00 p.m. (Alpharetta)

1 session: Wed, Apr 18 / 9:00 a.m.–4:00 p.m.

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.

Technical Writing

Tuition: \$375 **CEUs:** 0.6

Instructor: Debbie Woodham, MILT, IMD

1 session: Fri, Mar 23 / 9:00 a.m.–4:00 p.m.

Additional Info: Please bring your laptop for this class.

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 such as data communication, computer technology, energy, and the like. Completing a technical

Professional Education Classes

writing course will offer greater opportunity to improve the level of accuracy and understanding among internal and external business contacts. Textbook included.

ENTREPRENEURSHIP

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

Tuition: \$195 **CEUs:** 0.8
Instructors: Brain Bodker, Steve Bloom, and Betty Reed
4 sessions: Tue, May 1–May 22 / 7:00–9:00 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.

Start and Manage a Successful Import/Export Business

Tuition: \$195
Instructor: Guido Gabbrielli, MS
1 session: Sat, Mar 31 / 9:00 a.m.–5:00 p.m.

Start your own successful business or expand your existing company for increased sales and greater profits. Learn from an experienced importer/exporter how to efficiently choose and price your product or service, attract new customers, negotiate increased sales, select the best international payments, and avoid the mistakes novices often make. You'll acquire practical, street-wise knowledge about importing into the US or exporting overseas. Textbook included.

PUBLIC SPEAKING

Powerful Presentations for Success: Introduction

Tuition: \$375 **CEUs:** 0.6
Instructor: Vicki Flier Hudson
1 session: Mon, Feb 27 / 9:00 a.m.–4:00 p.m. (Alpharetta)
1 session: Mon, Apr 23 / 9:00 a.m.–4:00 p.m.

A persuasive presentation means more than standing behind a podium with prepared notes. Even when speaking in a workplace meeting, we must communicate effectively for our ideas to be heard. Compelling presentation skills earn respect and can take you to new heights in your professional and personal life. In this course we explore “whole-level” presentations, making use of voice, body language, and intellect to persuade your audience and maximize your potential. Rise above the rest with the power of presentation. Textbook included.

Powerful Presentations for Success: Advanced

Tuition: \$375 **CEUs:** 0.6
Instructor: Vicki Flier Hudson
1 session: Mon, Mar 26 / 9:00 a.m.–4:00 p.m.

You have mastered the basics of presentations and built a foundation—now what? The next level of fine-tuning and elevating your presentations from good to great awaits you in this course. Knowing your topic well is not enough—you want your skills, uniqueness, knowledge and ideas to shine. Join us as we review the basics, kick them up a notch, and add new tools to your toolbox. You will learn to use visual aids that will not bore people to tears, craft powerful opening and closing statements, use interactive strategies to warm up your audience, refine your body language, and much more. Simplify and energize your PowerPoint slide shows and capture your audience's attention with relevant messages. You'll even learn how to avoid “eyes-glazed-over syndrome” by reporting data in ways that bring life to your presentation. Don't miss the opportunity to refine your skills and make your presentations soar.

MANAGEMENT SKILLS

Essentials of Strategic Planning for Managers

Tuition: \$375 **CEUs:** 0.6
Instructor: Nancy Green, MBA, CPT
1 session: Mon, Mar 26 / 9:00 a.m.–4:00 p.m.

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 Delegation

Tuition: \$375 **CEUs:** 0.6
Instructor: Gary Cruze, EdD, MBA
1 session: Fri, Jun 8 / 9:00 a.m.–4:00 p.m.

Delegation is the practice of turning over tasks and/or authority to employees. Many managers struggle with delegation because of a fear of losing control or a desire to “own” the process. However, managers can accomplish more and develop their employees' skills by learning to better delegate. This course explores the benefits and barriers to delegation, the importance of authority and responsibility, and strategies and tools for implementing delegation. Participants leave with a four-step delegation plan to use immediately. Textbook included. Course requires prework.

Essentials of Supervision

Tuition: \$695 **CEUs:** 1.2

Instructor: Nancy Colter, MBA

2 sessions: Mon and Tues, Mar 26–27 / 9:00 a.m.–4:00 pm

Additional Info: This class is held in Alpharetta.

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.

Emory Certificate in Management Essentials

Tuition: \$1,795 **CEUs:** 3.0

Instructor: Nancy Colter, MBA; and Nancy Green, MBA, CPT, and Gary Gruze, EdD, MBA

8 sessions: Fri, Apr 13–Jun 15 / 9:00 a.m.–4:00 p.m.

Additional Info: Prework is required for this class. No class on April 27. First class is from 9:00 a.m.–4:00 p.m., and all subsequent classes are from 1:00 p.m.–4:30 p.m.

Managers have the most difficult role in organizations because they are constantly caught between overworked front-line employees and demanding executives. This Emory program provides 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 a course design anchored in performance improvement and skill enhancement. Various assessment instruments are used to provide participants with relevant, objective feedback to enhance performance development. **Textbooks:** DiSC PPSS, DiSC Action Planner—Managing Performance

Executive Presence for the Non-Executive

Tuition: \$795 **CEUs:** 1.2

Instructor: Vivian Bright

2 sessions: Wed and Thu, Mar 7–8 / 9:00 a.m.–4:00 p.m. (Alpharetta)

2 sessions: Mon and Tue, Mar 7–8 / 9:00 a.m.–4:00 p.m.

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.

Financial Statements for First-Level Managers

Tuition: \$695 **CEUs:** 1.5

Instructor: Gail Reid

2 sessions: Thu and Fri, Dec 15–16 / 9:00 a.m.–5:00 p.m.

2 sessions: Mon and Tues, Apr 16–17 / 9:00 a.m.–5:00 p.m.

The financial statement is a primary tool by which an organization analyzes business opportunities, assesses financial risks, measures key performance and communicates its capabilities. Many managers in nonfinancial positions are familiar with budgets but less familiar with financial statements and their relationship to budgets. This course teaches how financial data is generated and reported, as well as how it is used for decision making, analysis, and valuation. When you gain an ability to read financial statements in depth, you will be better able to spot trends and study your company or organization and its competition with a keener eye. Textbook not included. **Textbook:** *Essentials of Accounting* (10th ed.)

Influencing Others: A Guide to Persuasive Techniques

Tuition: \$375 **CEUs:** 0.6

Instructor: Bobby Peterson, business consultant and speaker

1 session: Tue, Mar 6 / 9:00 a.m.–4:00 p.m.

1 session: Mon, Apr 9 / 9:00 a.m.–4:00 p.m. (Alpharetta)

It is 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 Change for Managers

Tuition: \$375 **CEUs:** 0.6

Instructor: Nancy Colter, MBA

1 session: Fri, Feb 24 / 9:00 a.m.–4:00 p.m.

In every organization today—regardless of size, industry, or location—change is constant. Managers must recognize change and help their employees deal with it in a realistic and strategic manner, using sound principles and workable tools. Managers must realize that people don't resist change as much as they resist being changed, and everyone responds differently. Organizational leaders don't control change or uncertainty, rather they guide, shape, and influence the process. Textbook included.

Performance Management

Tuition: \$375 **CEUs:** 0.6

Instructor: Nancy Colter, MBA

1 session: Fri, Feb 10 / 9:00 a.m.–4:00 p.m.

Performance management is the ongoing process of establishing, communicating, and evaluating employee performance objectives. Effective performance management can provide managers and

Professional Education Classes

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

Essentials of Leadership for Managers

Tuition: \$695 **CEUs:** 1.2

Instructor: Merle Strangway, EdD

2 sessions: Thu and Fri, Dec 15–Dec 16 / 9:00 am - 4:00 pm

This 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. Textbook included.

TARGETED PROFESSIONAL DEVELOPMENT

Successful Marketing of Pharma/Biotech Products

Tuition: \$375 **CEUs:** 0.6

Instructor: Jay Levy

1 session: Fri, Apr 20 / 9:00 a.m.–4:00 p.m. (Alpharetta)

The pharmaceutical/biotech industry has been showing steady growth in Georgia—this increase will be accelerated by the efforts the state is making to attract both existing producers of these products as well as start-ups. Success in this industry rests heavily on the acceptance and utilization of these products by health care providers. Acceptance and utilization are primarily determined by the marketing and sales skills brought to bear by these companies. This course will offer students the skills necessary for success in the marketing and sales of pharma/biotech products. Textbook included.

Creating a Culture of Service Excellence in Health Care

Tuition: \$375 **CEUs:** 0.6

Instructor: Vivian Bright

1 session: Fri, April 20 / 9:00 a.m.–4:00 p.m.

Everyone within a health care organization plays a significant role in creating a culture of service, performance, and operational excellence. This workshop highlights and reinforces the role and expected contribution of every employee in raising the bar to create a culture of patient-centered care, whether they are in a frontline position or in a supporting role within the organization. It will reveal the roadmap to achieving excellence in patient-centered care, the significant difference between patient satisfaction and loyalty, the impact of employee, patient and family engagement, and common gaps that prevent health care organizations from achieving excellence. This workshop also will increase employee competence and confidence relative to internal/external customer problem resolution, and their desire to wow and delight every patient and their families.

Corporate Learning Officer: Essentials for Effectiveness

Tuition: \$375 **CEUs:** 0.6

Instructor: Vivian Bright

1 session: Fri, Apr 13 / 9:00 a.m.–4:00 p.m.

Additional Info: This class is held in Alpharetta.

The goal of every professional trainer should be to become a corporate learning officer within their organization. This allows an employee to become a strategic partner with senior leadership and align with organizational objectives. This powerful, hands-on workshop will enable you to take away key insights, ideas, and planned actions to become a champion for change who adds value to their organization, customers, and stakeholders. Textbook included.

Emory Essentials of Human Resources

Instructors: Soumaya Khalifa, Cathy Martin, Greg Creech

9 Sessions: Tue and Thu, April 17–May 15 / 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.

Essentials of Conflict Management

Instructor: Nancy Colter

1 Session: Fri, Apr 20 / 9:00 a.m.–4:00 p.m.

Conflict management is the practice of identifying and handling conflict in a sensible, equitable, and efficient manner. While conflict is inevitable in the workplace, the way conflict is managed can distinguish good workplaces from great workplaces. Participants will learn to analyze conflict to understand the issues and emotions involved. Then, they will learn to resolve conflict using a proven four-step method. This course allows participants to explore their personal conflict management style and develop skills to manage conflict more effectively.

Essentials of Human Resources Internal Consulting

Tuition: \$375

Instructor: Soumaya Khalifa, MBA

2 sessions: TBD

This interactive course provides an understanding of the role of consultant, effective steps in the consulting process, skills and relationships needed, and how to identify and work through resistance.

Law Office Technology

Tuition: \$650 **CEUs:** 2.1

Instructor: Matthew Cornick

7 sessions: Thur, Mar 8–Apr 26 / 6:00–9:00 p.m.

Our course will provide students with a detailed, hands-on introduction to law office technology. Students will have the opportunity to use applications in the following areas: document assembly, billing and timekeeping, database management, litigation support, and trial presentation. In addition to class lectures, students will have intense hands-on experience downloading, installing, and using the same software used by law firms and corporate legal departments. **Textbook:** *Using Computers in the Law Office*

OSHA 511 Occupational Safety and Health Standards for General Industry



Tuition: \$795 **CEUs:** 2.6

Instructor: Joseph Pilleteri

4 sessions: Mon–Thu, Mar 26–29 / 8:00 a.m.–5:00 p.m.

This course for private sector personnel covers OSHA policies, procedures, and standards as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous using OSHA standards as a guide. Course manual included in tuition. This class is instructed by the University of Alabama OSHA Training Institute Education Center (UA OTI-EC) and offered at the host site, Emory Continuing Education.

Decision Making and Innovation Online

Tuition: \$375 **CEUs:** 0.8

Instructor: Gary Cruze, EdD, MBA

4 sessions: Mon, Mar 5–26 / 9:00–11:00 p.m.

Additional Info: This course is held online in partnership with Rice University's Glasscock School of Continuing Studies.

A major premise is that while decision making and innovation are somewhat related, the two functions are fundamentally different approaches to maximizing organizational effectiveness and productivity. In this course participants will examine the specific elements of decision making and innovation and identify practical ways of incorporating innovation and creativity into critical decisions at all levels of the organization.



Emory Certified Treasury Professional Review

Tuition: \$1,495 **CEUs:** 3.6

Instructor: Steve Culp

6 sessions: Sat, Aug 25–Nov. 3 / 9:00 a.m.–4:00 p.m.

This modular-based, instructor-led course is designed for individuals seeking to broaden their knowledge and skills in the area of treasury and cash management, and those who want to successfully prepare for the Certified Treasury Professional certification exam. 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 Association for Financial Professionals (AFP) 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. **Textbook:** *AFP Learning System (TM) Treasury*

The Internal Audit Activity's Role in Governance, Risk, and Control

Tuition: \$695 **CEUs:** 1.6

2 sessions: Sat, Mar 24–31 / 9:00 a.m.–5:00 p.m.

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. **Textbook:** *The IIA's CIA Learning System*

Conducting the Internal Audit Engagement

Tuition: \$695 **CEUs:** 1.6

2 sessions: Sat, Apr 14–21 / 9:00 a.m.–5:00 p.m.

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, conducting specific engagements, monitoring engagement outcomes, fraud knowledge elements, and engagement tools. **Textbook:** *The IIA's CIA Learning System*

Business Analysis and Information Technology

Tuition: \$995 **CEUs:** 2.4

3 sessions: Sat, May 5–19 / 9:00 a.m.–5:00 p.m.

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. **Textbook:** *The IIA's CIA Learning System*

Professional Education Classes

Business Management Skills

Tuition: \$495 **CEUs:** 0.8

1 session: Sat, Jan 7 / 9:00 a.m.–5:00 p.m.

This is the last 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 strategic management, global business environments, organizational behavior, management skills, and negotiating. Textbook: *The IIA's CIA Learning System*

Dealing with Difficult People

Tuition: \$375 **CEUs:** 0.6

Instructor: Nancy Colter, MBA

1 session: Fri, Mar 2 / 9:00 a.m.–4:00 p.m.

Additional Info: This class held in Alpharetta.

Anyone who struggles with the aggravation, frustration, and pain of dealing with a truly difficult person will look back at this workshop with a sense of satisfaction and gratitude. Do you dread certain situations at work or in your personal life because of hostile or unresponsive encounters? Learn to identify and handle the four most common types of difficult people, turn confrontation into stepping stones to constructive conflict resolution, be a catalyst for changing difficult behavior, and understand what really triggers people to behave negatively. Textbook: *What's My Communication Style?*

Effective Listening and Memory Development

Tuition: \$695 **CEUs:** 1.2

Instructor: Debbie Woodham, MILT, IMD

2 sessions: Mon and Tue, Mar 21–22 / 9:00 a.m.–4:00 p.m. (Alpharetta)

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. 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 by-products 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 mind mapping, mnemonics, visualization, and association. Textbook included.

Introduction to Project Management

Tuition: \$795 **CEUs:** 13.0

Instructor: Michael Martin, MBA, PMP

2 sessions: Mon, Feb 6–7 / 9:00 a.m.–4:30 p.m.

2 sessions: Thur and Fri, Apr 12–13 / :00 a.m.–4:30 p.m. (Alpharetta)

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, Apr 13 / 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: Fri, Mar 30 / 9:00 a.m.–4:00 p.m.

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.

Emory PHR/SPHR Certification Review

Tuition: \$1,665 **CEUs:** 3.6

Instructor: Michael Haberman, MS, SPHR

6 sessions: Sat, Jul 28–Oct 6 / 9:00 a.m.–4:00 p.m.

Additional Info: Classes are scheduled on a executive format meeting alternating Saturdays from 9:00 a.m.–4:00 p.m.

This modular-based course is designed to prepare participants for success on the Society of Human Resource Management (SHRM) Human Resources Certification Institute (HRCI) certification examinations. The specific examinations reviewed through this course are the PHR (Professional in Human Resources) and the SPHR (Senior Professional in Human Resources) designations. The course is delivered in a modular-based, classroom environment by experienced human resources professional trainers utilizing the SHRM Learning System. This curriculum, designed by subject matter experts, thoroughly covers the most current HRCI body of knowledge and includes application exercises that reinforce HR concepts and develop successful test taking strategies. Valuable software is included that reinforces classroom discussion with real-world exercises and activities along with pre- and post-tests for each module. Also included in the review course are practice tests for all key areas. All tests are designed to further enhance the SHRM examination review. Textbook: *SHRM Learning System*®



IT@Emory Computer Education

For specific class dates and times please visit EmoryIT.org.
Tuition does not include cost of textbooks—visit our website for further details.

OFFICE PRODUCTIVITY COURSES

Access 2007 Level 1: Introduction

Tuition: \$395 **CEUs:** 1.3

Learn to use the new and enhanced features of Access 2007 in this class and create a highly functional database.

Access 2007 Level 2: Accessing the Possibilities

Tuition: \$495 **CEUs:** 1.95

Learn how to work with tables, queries, reports, forms and macros. Prerequisite: Some experience with Windows

Access 2007 Level 3: VbA

Tuition: \$595 **CEUs:** 1.3

This programming language allows you to automate your database and create professional interface and reporting components.

Excel 2007 Level 1: Introduction

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

Get the most out of Excel 2007 by learning to create, edit, and print basic Excel documents; learn how to speed up data entry, how to create formulas to perform calculations, and how to prepare a readable and attractive document for printing. Prerequisite: Some experience with Windows

Excel 2007 Level 2: Excelling at Excel

Tuition: \$395 **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

Excel 2007 Level 3: Advanced

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

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. Prerequisite: Some experience with Windows

Excel 2007 Level 3: VbA

Tuition: \$595 **CEUs:** 1.3

Learn how to create customized user interfaces and other advanced topics such as automating graphs and diagrams and analyzing data using groupings. Learn VBA to make Excel work for you. Prerequisite: Advanced experience with Excel

Outlook 2007: Lookout! It's Outlook!®

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

Need to learn how to send an e-mail 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 Level 1: Introduction

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

Need to impress your audience with professional quality? Learn to use PowerPoint's built-in templates and enhance your presentation through formatting, charts, images, flowchart shapes, and more.

PowerPoint 2007 Level 2: PowerPoint Power

Tuition: \$395 **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 Levels 1 and 2: Creating and Managing Projects

Tuition: \$395 **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:** 1.3

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: \$395 **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

GRAPHIC DESIGN COURSES

Tuition does not include textbook(s).

Graphic Design for Print

Tuition: \$495 **CEUs:** 1.3

This is the introductory class for the Graphic Design for Print Certificate, but open to anyone interested in producing professional print pieces. We'll cover the tools necessary to design and produce pieces professionally: software, equipment, skills, and experience.

InDesign Level 1: Introduction

Tuition: \$495 **CEUs:** 1.3

Adobe InDesign takes desktop publishing and design to a new level. Create documents and prepare them for print or export as a PDF. Topics include learning the work area, working with text and graphics and creating simple vector-based graphics. Prerequisite: Some experience with desktop publishing recommended

InDesign Level 2: Intermediate

Tuition: \$495 **CEUs:** 1.3

Take Adobe InDesign CS4 to the next level. Learn to create professional-quality, advanced design documents and prepare them for print vendors or other mediums; export as interactive PDFs including video and buttons; or migrate files to web publishing.

Illustrator Level 1: Introduction

Tuition: \$495 **CEUs:** 1.3

Adobe Illustrator can help anyone design professional quality advertisements and printable documents using colors, gradients, layers, fonts, and photos. The course discusses both print and web uses of this sophisticated graphics program. Prerequisite: Some experience with Windows

Illustrator Level 2: Intermediate

Tuition: \$495 **CEUs:** 1.3

By the end of this intermediate-level course, you will have refreshed your basic knowledge of Illustrator CS4 and developed your understanding of advanced features and tools. Prerequisite: Illustrator CS4: Introduction or prior approval from instructor

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: \$495 **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 CS4 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 CS4—The Professional Portfolio*

Photoshop Level 3: Studio Design/Special Effects

Tuition: \$495 **CEUs:** 1.3

If you've mastered the basics of Photoshop CS4 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 CS4 Introduction or prior approval from instructor

Graphic Design for Print Capstone

Tuition: \$695 **CEUs:** 2.6

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

WEB DESIGN AND DEVELOPMENT COURSES

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

Instructor: Mary Zimnik

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

Instructor: Mary Zimnik, Adobe Certified Expert, CTT+

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 CSS with PHP*

Dreamweaver Level 3b: Advanced

Tuition: \$1,200 **CEUs:** 2.6

Instructor: Mary Zimnik, Adobe Certified Expert, CTT+

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 CSS with PHP*

NEW Attracting Traffic through Social Media

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

Instructor: Mary Zimnik, Adobe Certified Expert, CTT+

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.

MULTIMEDIA DESIGN TRACK

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 CS4: 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: \$575.00 **CEUs:** 1.3

Instructor: Mary Zimnik

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:** 1.95

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

Instructor: Paul Dunlop

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

My SQL Level 2

Tuition: \$685 **CEUs:** 1.3

Instructor: Richard Roberts

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

Drupal Level 1: Introduction

Tuition: \$915 **CEUs:** 1.3

Drupal is a free software package that allows an individual or a community of users to easily publish, manage, and organize a wide variety of content on a website. This class will teach you what you need to use the built-in functionality and the dozens of available add-on modules to improve the usability of your website.

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: Introduction

Tuition: \$685 **CEUs:** 1.2

Instructor: Paul Dunlop, Certified Technical Trainer

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. Textbook not included. **Textbook:** *Murach’s ADO.NET 4*

AJAX: Introduction

Tuition: \$685 **CEUs:** 1.2

Instructor: Paul Dunlop, Certified Technical Trainer

AJAX provides dot net developers with an easy to use framework for building client side dynamic controls. AJAX-enabled web pages offer a rich web application experience without having to write complex java scripts. This comprehensive two-day class covers all the essentials of AJAX web application development using MS Visual Studio and Visual Basic. The course explains key AJAX concepts and terminologies, how to use AJAX controls including the Update Panel, using Client Templates for data binding and many more AJAX web application development techniques. **Textbook:** *Professional ASP.NET 3.5*

CSS Labs

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

Instructor: Mary Zimnik, Adobe Certified Expert, CTT+

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

Instructor: Alex St. Urbain Jr., Certified Technical Trainer

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 reparation, 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. All costs for testing vouchers are included in the tuition.



Emory Continuing Education

ece.emory.edu

Policies and Procedures

Continuing Education Units (CEU)

ECE has recently begun offering **CEUs**. 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% 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, or if you desire 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 the Center to be placed on the waitlist. Be sure to include your email and a telephone number.

Withdrawal Policy

If you must withdraw from a course, please notify us in writing (via e-mail or fax) before 5:00 p.m., five days prior to the class start date. A tuition refund minus a \$25 processing fee will be issued. Refunds cannot be issued after this date. This policy does not apply to certificate programs, and OLLI at Emory.

Failure to attend class or stopping payment on a check 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 above withdrawal policy. If you fail to attend the class you transferred into you forfeit the full course tuition.

Refunds

All refunds will be made in the form of the original payment. Please allow up to four weeks to receive check refunds.

How to Register

Web ece.emory.edu

Phone 404.727.6000

Fax 404.727.6001

E-mail learn-l@emory.edu

Emory Continuing Education Offices

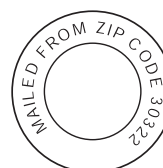
Emory's Briarcliff Campus
1256 Briarcliff Road – Building B
Atlanta, Georgia 30306

Class Locations

The majority of our classes are held at either the Emory Briarcliff Campus, the main Emory Campus, or the Emory Clairmont Campus. If a course is held at our new Alpharetta location or elsewhere, it is noted in the course description.

Emory Continuing Education

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