

THINK AGAIN

FALL 2016



Broaden
your horizons this fall.

■ Explore a variety of international themed courses this semester.



RICHMOND
School of Professional
& Continuing Studies™

Message from the Staff

Broaden Your Horizons

It's about that time of year again. As summer winds down and green leaves slowly fade into those distinctive colors of fall, whispers of school begin to fill the air. Before you know it, you're overwhelmed with commercials for school supplies and display after display of notebooks and folders.

With school starting, children can take the spotlight — and for good reason. But that doesn't mean you can't treat yourself to some learning of your own. New this fall is our Global Gourmet Series, which focuses on cuisine from various cities spanning the globe, from Barcelona to Tel Aviv to Budapest. Combine these with a language class in Spanish, French, or Italian and achieve world traveler status without ever leaving the country.

Want to go global in a — different way? Try our new Geographical Information Systems certificate program, a 12-week hands-on journey into the practical uses of GIS software, the type of systems used for capturing, storing, checking, and displaying data related to positions on Earth's surface. Knowledge of GIS is highly-marketable and a useful addition to anyone's skillset.

Fall is the back-to-school season, and at the University of Richmond, that applies to students of all ages. Come join us for unique fall opportunities!



FALL 2016 Class Listing

LOOK INSIDE this issue for a 12-page insert of the monthly schedule of classes for the months of September to December



Global Gourmet City Series

Our new Global Gourmet City Series encompasses a diverse mix of European and Asian cuisines which are sure to satisfy anyone's learning appetite. From the coastal cooking of quirky Barcelona, to the rich blend of Mediterranean influence in Tel Aviv, all the way to Singapore for its savory fusion of Eastern cuisine, there is a class for everybody. On top of learning how to prepare the food, students will study the traditions and influences associated with each city's style of cooking. Save your money on a flight; enroll in a course now and add a few notches to your recipe belt! Each class counts as a CAP elective.

Check out our entire fall selection of cooking and baking classes online.

Fabulous Foods of Georgia

Leave your fried chicken and barbeque at the door! This class explores the complex world of Georgian cuisine, a balanced mixture of European and Asian-inspired dishes. The food takes the best of both cultures, balancing the tart with the sweet and drawing upon a variety of herbs, nuts, cheeses, and vegetables. Sign up to add some rich Georgian taste to your cooking repertoire! Counts as a CAP elective.



SOUTHEAST ASIAN SEAFOOD FAVORITES

Southeast Asia is famous for its focus on seafood. And with all that coastline, it's no wonder! The sea is bountiful in the region and the food is no different. This class will focus on making authentic Southeast Asian dishes, steamed, boiled, or stir-fried with a delicious blend of citrus, herbs, and fish sauces. Try it out now and satisfy your hunger for some Far Eastern flair! Counts as a CAP elective.





New PSAT and SAT Test Prep

Our uniquely-designed and popular Weekend Workshops return! STEPS (Strategies & Techniques for Enhancing Performance and Skills) to Success SAT 2016 prep workshops are built to fit around your busy schedule. Our courses introduce important skills, techniques, and strategies to maximize success and minimize stress on test day. Workshops focus on the three major testing areas: Mathematics, Critical Reading, and Writing. Get college prep in a college environment and become one of over a thousand area high-schoolers who have benefited from one of our courses!



spcs.richmond.edu/sat

Winter Institutes from IOP

Spend a week earning a nonprofit certificate through the Institute on Philanthropy. We're offering the following week-long Fundraising and Development Institutes at the University of Richmond for nonprofit professionals, leaders, volunteers.

Fund Development Institute

January 22 - 28, 2017

Write a development plan for your organization.

Marketing for Nonprofits Institute

January 29 - February 4, 2017

Write a comprehensive marketing plan for your organization.

Planned Giving Institute

March 20 - 24, 2017

Write a planned giving plan for your organization.

Grant Writing & Management Institute

May 1-5, 2017

More details available online or email Kathy Laing at klaing@richmond.edu



spcs.richmond.edu/iop



Special Diets: Diabetes, Gluten & Lactose

NEW! This course, taught by Paula Harrison, will cover dietary strategies to help manage diabetes, gluten intolerance, and lactose intolerance. Proper dietary modifications can minimize symptoms as well as future complications. Students will learn which foods are recommended, which foods to avoid, and appropriate substitutions. A daily meal plan for each condition will be included. Note: This is a lecture class.



spcs.richmond.edu/culinary



Geographical Information Systems (GIS) Certificate

Geographical Information Systems (GIS) are a specialized class of information systems which possess all the normal functionality and common components of any type of information system, but which also provide additional targeted functionality and processing capabilities to integrate space, place, and time-based objects and attributes into the analysis of people's and organization's business problems. This 12-week, hands-on journey into the practical uses of GIS software, applications, and data will spark your imagination and give you a highly-marketable skill. By the course's conclusion, students will have a grounded understanding of how GIS software works and the broad range of problems that are addressed and can be solved using GIS and available data, not to mention a certificate of completion and attractive resume builder.



spcs.richmond.edu/certificate



Nutrient Dense Gardening Program

You're in luck, gardeners! From home gardens to community gardens, farmers' markets to CSA farms, this course is designed for every type of growing situation. The focus of this series is on creating the ideal environment to allow plants to grow to their highest potential. This potential includes the highest possible nutrient content, higher yield, and pest and disease resistance through natural defense mechanisms. We are creating conditions for the plants to thrive as nature intended. From soil mineral deficiencies and health to seed inoculation and plant physiology, we still study all aspects of the growing process to grow healthier, more attractive plants. Other details that will be discussed are plant and fungal/bacterial symbioses, the timing of growth and fruiting cycles, and foliar sprays designed to affect leaf or fruit growth. But if larger-scale projects are more for you, check out our Small Scale Wildlife Habitat Restoration class to learn more about creating an authentic, all-natural ecosystem in your own garden or backyard. It includes basics from the Nutrient Dense Gardening class but with a general habitat focus to help you liven up your outdoors.

We are also offering a new class called **Small Scale Wildlife Habitat Restoration** this fall. This program will teach you how to turn your backyard, balcony, or any space you have available into a wildlife habitat buzzing with life.



spcs.richmond.edu/noncredit/areas/environment-sustainability/backyard.html

LERN online certificates

SPCS offers a wide range of online certificate programs through the LERN online course system. As the world's largest association in continuing education and lifelong learning, LERN's online classes provide you with the flexibility required to fit around your busy schedule while pursuing an education with a trusted online partner. Possible certificate options include Business Writing, Workplace Communication, Google Tools, Managing Social Media Platforms, Digital Marketing, Video Marketing, and many more. Each certificate consists of two or three month-long classes meant to round out your knowledge of the subject and advance your career without stalling it.



spcs.richmond.edu/online



Jamestown History

Ever wonder what brought America's first settlers to Jamestown? Many of us have read about or visited the site but don't know the full story. This course will review the business plan and political implications of the settlement in Virginia beginning with the formation of the Virginia Company in 1606. Topics include: the documents drafted to establish the settlement, the voyage to the New World, exploration of the region, establishment of the Fort at Jamestown Island, and activities during the first eight months of the Virginia outpost.



spcs.richmond.edu/history

Watercolor Holiday

Give yourself a watercolor holiday and paint like John Singer Sargent. In this class all the foundational fundamentals will be taught from the beginning. Students will choose personal subjects with interesting light and shadow patterns, place subjects in unexpected compositions and complete two studies and one to two finished works. Beginner, intermediate, or advanced — all skill levels are welcome, and no prior drawing skills are needed. An optional instructor side-by-side will also demonstrate each enjoyable step as you compose your pieces. Whatever your artistic abilities may be, sign up for this class and gain a superb outlet for your creative expression.

www.donnacampbellallenwatercolors.com



spcs.richmond.edu/arts

Digital Photography

DSLR Photography: Shooting Like a Pro

It's all about light! Whether you are new to digital photography, or an experienced photographer ready to explore all the features of your DSLR camera, this popular course is just right for you. This participant-driven, collaborative workshop features hands-on instruction, weekly assignments, photography on or near campus, with classroom time for discussion, introduction of new topics, and the review and critique of participants' photographs each week. Weekly photography opportunities may include: sunset on the James River, light-painting, a visit to the Virginia Museum of Fine Arts, indoor and flash photography, studio photography, sports and action, performance, landscape, and architecture. Hands-on and instruction will include: shooting in Aperture, Shutter (Tv) and Manual modes, the exposure triangle, the creative triangle, white balance, metering, depth of field, exposure compensation, composition, focus modes, and more! The emphasis of this workshop is all about the photograph, the photographer, your camera, and light (rather than editing and digital imaging.)

Advanced Photography

Well beyond the basics of DSLR photography, this collaborative, student-driven workshop, designed as a sequel to the DSLR Workshop - Shooting like a Pro, will provide the tools and practical experience to take your photography to new, creative levels! Each class meeting will include one hour of outdoor, indoor and/or action photography around the University of Richmond campus, and two hours in the classroom. Weekly assignments will be shared with the class and critiqued. You will experience night and low-light photography, studio set-up, on and off camera flash, advanced composition, high ISO and high aperture, shooting in manual mode, macro photography, creating and maximizing light, manual white balance, action and motion, black and white, portrait photography: and more!



spcs.richmond.edu/arts

Beer Brewer Professional Certificate



What's brewing, RVA?

It seems like everyone wants to brew their own beer nowadays; however, many people lack the knowledge, contacts and credentials to move into the industry. So in collaboration with community partners around the metro-Richmond area, the University of Richmond School of Professional and Continuing Studies is launching a new beer brewer professional certificate for those looking to enter or advance in the growing craft beer industry. The program guides students through the entire craft brewing business, from procuring high quality ingredients and raw materials through the proper handling, processing, packaging and distribution of the final product. The program highlights local, sustainable practices by partnering with Central Virginia suppliers, breweries and distributors.

Students who complete the certificate program will be well prepared to enter the craft brewing industry in a variety of roles, from procurement and supply chain management to beer server to brew-

master. By collaborating with local partners, earning the certificate positions graduates well to start or advance their career in the beer brewing industry.

The program requires 11 modules, two field trips, and a one-month, 20-hour internship. Earning the Beer Brewer Professional Certificate also earns 10 CEUs that can be applied toward professional development goals or requirements. The program takes one year to complete and requires completing all modules plus the internship to be eligible for the certificate. Total cost is \$2,199 with an option for a payment plan.

Cohorts will enroll each fall and spring. The fall 2016 cohort is full, and we are now taking applications for the spring 2017 cohort, which is scheduled to begin in April, 2017. For complete details and to apply, visit us online at spcs.richmond.edu/brewer.

Languages – French, Italian, Spanish

As a liberal arts institution, the University of Richmond deeply understands the usefulness of learning a language, so much so that our day students are required to take a two-credit, 200-level language course in order to graduate. But becoming bilingual isn't just useful—it's enjoyable! SPCS is excited to offer language classes for Spanish, French, and Italian. Our courses fall under three general skill levels with special individual sessions available in Spanish and French for those considering one-on-one tutoring. Whether you're looking to mingle with the local Parisians or simply wish to learn a new and practical life skill, let our language classes pick up where that one class in high school left off.



spcs.richmond.edu/language



FALL 2016

Class listing

This list shows fall 2016 classes with start dates between September and December. To learn more about a class, go on-line:

1. Visit **spcs.richmond.edu/ta**
2. Conduct a **Keyword** search using the first few words of the class title
3. Select **Submit**
4. In the search results, click the course title for details and to register online

Of course, you can also search by **Class Days** or **Course Times**, as well as **Category** and **Subcategory**.

And you can also **Clear Search** and then select **Submit** to view everything offered this Fall!

Think Again Noncredit Classes

Class Days


Category Subcategory

Course Times

6 A.M. 11 P.M.

Keyword

The contents of this listing represents the most current information available at the time of publication. Visit our online schedule at **spcs.richmond.edu/ta** for the most current listing.







 = Online classes. Some of these classes are open throughout the term so be sure to check our online schedule at spcs.richmond.edu/ta for more details.






CRN Title Start Fee 

SEPTEMBER

Career Skills and Planning

LRN117.55	Workplace Ethics and Etiquette	September 6	\$145	
LRN117.18	Introduction to Data Analysis	September 6	\$195	
LRN117.73	Mastering Computer Skills for the Workplace	September 6	\$195	
LRN117.57	Business Writing	September 6	\$195	
LRN117.84	Dealing with Difficult People in the Workplace	September 6	\$245	
LRN117.50	Keys to Customer Service	September 6	\$145	
LAW117.01	Drone Law and Practical Applications	September 8	\$169	
DEV117.02	Life Planning and Career Transition	September 14	\$139	

Communications and Writing

LRN117.21	Female Bullying in the Workplace	September 6	\$195	
LRN117.53	Powerful Presentation&Effective Speaking Technique	September 6	\$195	
LRN117.16C	LERN Certificate in Data Analysis	September 6	\$495	
LRN117.60	Growing Your Business with Self Publishing	September 6	\$195	
LRN117.17C	LERN Certificate in Business Writing	September 6	\$495	
LRN117.11C	LERN Certificate in Workplace Communication	September 6	\$595	
LRN117.10C	LERN Certificate in Self-Publishing for Business	September 6	\$495	
LRN117.07C	LERN Certificate in Presentation Media	September 6	\$495	
ENG117.10	How to Write Literary Historical Fiction	September 7	\$399	
ENG117.03	Successful Novel Writing: The Art & Craft of Plot	September 13	\$199	
ENG117.04	Creative Nonfiction	September 20	\$279	






Computer Skills and IT Certification

TEC117.10	Private Instruction - Computer Software	September 1	\$275	
LRN117.08	Prezi	September 6	\$195	
LRN117.42	Introduction to 3-D Printing	September 6	\$195	
LRN117.62	Introduction to Game Design	September 6	\$245	
TEC116.100	Geographical Information Systems (GIS) Certificate	September 12	\$1,349	
TEC117.03	Introduction to Microsoft Excel	September 14	\$199	
TEC117.04	Getting More from Microsoft Excel	September 20	\$199	
TEC117.05	Introduction to Adobe Photoshop	September 28	\$199	

Culinary and Food Services

CUL316.28	Move over Marinara: New Pasta Sauce Ideas	September 1	\$99	
CUL117.01	Basic Nutrition: Vitamins, Minerals and Water	September 7	\$179	
CUL117.02	Stocks and Sauces	September 8	\$199	
CUL117.03	Beers of the Fall	September 9	\$79	
CUL117.04	Fall Grilling: Brines, Marinades and Rubs	September 12	\$99	
CUL117.15	Kitchen 101	September 13	\$69	
CUL117.06	Knife Skills	September 20	\$79	
CUL117.07	Wine Styles: Old World Versus New World	September 21	\$79	
CUL117.08	Wine and Dine: French California	September 22	\$99	
CUL117.09	Red Wine Rumble	September 23	\$79	
CUL117.10	Global Gourmet City Series: Barcelona	September 26	\$99	
CUL117.11	Fish and Shellfish Identification, Prep & Cookery	September 27	\$209	
CUL117.12	Ultimate Pork Ribs and Chicken Wings	September 29	\$99	
CUL117.13	Cooking with Heart Healthy Substitutions	September 30	\$99	

Education and Teaching

LRN117.04	Advanced Teaching Online	September 6	\$195	
LRN117.13C	Certified Online Instructor Program (COI)	September 6	\$795	
LRN117.14C	LERN Certificate in Blended Instruction	September 6	\$495	
LRN117.08C	LERN Certificate in Online Teaching	September 6	\$495	
LRN117.11	Certificate in Teaching Adults	September 6	\$295	



eMarketing, Social Media and Web

CRN	Title	Start	Fee	Laptop Icon
TEC117.01	Private Instruction - Digital Instruction	September 1	\$295	
LRN117.46	Google Analytics	September 6	\$195	
LRN117.72	Instagram for Business	September 6	\$195	
LRN117.15	Introduction to Inbound Marketing	September 6	\$195	
LRN117.18C	LERN Certificate in Google Tools	September 6	\$495	
LRN117.01C	LERN Video Marketing Certificate	September 6	\$395	
LRN117.47	Podcasting	September 6	\$245	
LRN117.25	Twitter	September 6	\$195	
LRN117.12	Improving Email Promotions	September 6	\$195	
LRN117.06C	LERN Digital Marketing Certificate	September 6	\$495	
LRN117.05C	LERN Inbound Marketing Certificate	September 6	\$495	
LRN117.32	Introduction to Mobile Marketing	September 6	\$195	
LRN117.03C	LERN Mobile Marketing Certificate	September 6	\$595	
LRN117.04C	LERN Managing Social Media Platforms Certificate	September 6	\$495	
LRN117.35	Introduction to Social Media	September 6	\$195	
LRN117.02C	LERN Social Media for Business Certificate	September 6	\$495	
LRN117.39	Video Marketing	September 6	\$245	
TEC117.02	Web Design for the Everyman	September 29	\$495	

Environment and Sustainability

ENV117.01	Small Scale Wildlife Habitat Restoration	September 1	\$399	
ENV117.02	Nutrient Dense Gardening Program	September 6	\$399	
LRN117.98	LEED AP+ Building Design and Construction	September 6	\$795	
LRN117.97	LEED v4 Accredited Professional for Existing Build	September 6	\$795	
LRN117.96	LEED v4 Green Associate Exam Prep & Study Group	September 6	\$695	

Financial Planning and Tax Preparation

FDEV117.01	A Beginner's Guide to Wall Street	September 28	\$399	
RJV117.01	Rejuvenate your Retirement	September 29	\$40	

Fitness and Self Improvement

ORG117.01	Shopping for Professional Success	September 1	\$275	
GOLF117.03	Golf - From Tee to Green - Adults	September 11	\$175	
GOLF117.05	Golf - Made fun and easy - Adult Beginner	September 14	\$120	
GOLF117.08	Golf - Adult Intermediate	September 15	\$120	
SUP117.01	Stand Up Paddle Boarding	September 18	\$130	
FSIM117.01	BeMoved	September 19	\$525	
FIT117.01	Personal Fitness Trainer Certification	September 24	\$699	
GOLF117.10	Golf - Adult Beginner Plus	September 26	\$175	
MEDT117.01	Meditation I: Introduction to Meditation	September 27	\$125	

Health Services and Medical Technology

LRN117.22	Dementia Care	September 6	\$495	
LRN117.23	Dementia for Family Care Givers	September 6	\$149	
LRN117.24	Success with Aging Parents	September 6	\$149	
MED117.05	Guiding Women Survivors of Abuse	September 24	\$199	

History and Humanities

HIS117.03	Ancestry.com Workshop	September 23	\$60	
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HR Management and Customer Service

LRN117.28	Onboarding New Employees	September 6	\$195	
LRN117.01	Business Coaching Certificate	September 6	\$395	
LRN117.66	Conflict Management	September 6	\$245	
LRN117.09C	LERN Certificate in Customer Service	September 6	\$245	
LRN117.38	Supervisory and Leadership Certificate	September 6	\$395	
SHRM117.01	SHRM Learning System	September 7	\$1,250	
SHRM117.02	SHRM Learning System-ON LINE	September 12	\$1,250	



Interior Decorating and Organization

ORG117.02	Closet Audit - 3 hours	September 1	\$250
ORG117.03	Closet Audit - 6 hours	September 1	\$550
ORG117.04	Downsizing for Anyone - Personalized Session	September 1	\$625
ORG117.05	Organizing Basics by SimplifyMe - 3 Hour	September 1	\$350
ORG117.06	Organizing Basics by SimplifyMe - 6 Hour	September 1	\$625
ORG117.07	Organizing for Tweens & Teens - Personalized	September 1	\$550
INT117.02	The Nuts and Bolts of Interior Design	September 13	\$99
INT117.03	Interior Decorating and Design	September 24	\$249

Language and Culture Studies

ITAL117.01	Italian - Level I	September 5	\$265
ITAL117.02	Italian - Level II	September 6	\$265
SPN117.01	Spanish for Beginners - Level I	September 6	\$255
ENG117.01	English Language Course - Session A	September 7	\$195
ITAL117.03	Italian - Level III	September 7	\$265
SPN117.02	Spanish for Beginners - Level II	September 7	\$255
SPN117.03	Spanish Intermediate - Level III	September 15	\$255
COMM117.03	Communication and Public Speaking Weekend	September 16	\$295
ART117.02	Art Weekend - Henri Matisse	September 30	\$295

Nonprofit Management and Fundraising

IOP117.2	IOP Nonprofit Leadership Lab - ED's	September 13	\$799
IOP117.1	IOP Nonprofit Leadership Lab - Sr. Managers	September 15	\$799

Test Preparation

GREPREP117.01	GRE Prep Course	September 3	\$699
STEPS117.01	SAT Prep Weekend Workshop	September 17	\$215
STEPS117.02	SAT Prep Weekend Workshop	September 24	\$215

Visual and Media Arts

PHT117.02	Advanced Photography Workshop	September 12	\$325
ART117.21	Glass Apples and Pears	September 12	\$125
PHT117.01	Photography: Shooting Like a Pro	September 15	\$325
ART117.14	Orientation to the Hot Glass Studio	September 19	\$295
ART117.18	Chain Maille - Roosa Bracelet	September 21	\$165
ART117.30	Raku	September 26	\$575
ART117.05	Drawing Faces with Pencil	September 27	\$225

Wedding and Event Planning








WEP117.02	Online Signature Wedding and Event Design	September 1	\$1,295	
WEP117.01	Wedding and Event Planner Certification	September 14	\$1,149	

Youth and Family Programs

MED117.06	Animal Assisted Therapy	September 17	\$199
FAM117.01	Choosing the Right School for Your Child	September 17	\$119

OCTOBER

Career Skills and Planning

BEER117.01	Professional Beer Brewers Certificate	October 3	\$1,999	
LRN117.51	Creative Problem Solving	October 3	\$195	
LRN117.65	Career Prep	October 3	\$195	
LRN117.19	Intermediate Data Analysis	October 3	\$195	
LRN117.83	Change in the Workplace	October 3	\$195	
LRN117.64	Neuro-Linguistic Programming (NLP) Fundamentals	October 3	\$175	
LRN117.99	Extraordinary Customer Service	October 3	\$145	
LRN117.12C	LEARN Certificate in Designing Webinars	October 3	\$345	

Communications and Writing

LRN117.20	Effective Copywriting	October 3	\$195	
LRN117.48	Self Publishing eBooks	October 3	\$195	
COM117.01	Public Speaking Intensive Training	October 10	\$995	



Computer Skills and IT Certification

LRN117.09	Photoshop for Presentations	October 3	\$195	
LRN117.63	Intermediate Video Game Design	October 3	\$245	
LRN117.44	Intro to Maker Tech: The New Shop Class	October 3	\$245	
TEC117.06	Getting More from Photoshop	October 4	\$199	
TEC117.07	Introduction to InDesign	October 18	\$199	

Culinary and Food Services

CUL117.14	Laminated Doughs Workshop	October 1	\$189	
CUL117.16	Which Pinot do you Prefer?	October 6	\$79	
CUL117.17	Special Diets: Diabetes, Gluten & Lactose	October 7	\$89	
CUL117.18	Kids and Parents: Intro to Terrific Baking	October 8	\$69	
CUL117.19	Local Cooking 101	October 10	\$99	
CUL117.20	Cakes, Icings, Custards and Mousses	October 11	\$199	
CUL117.21	Herbs and Spices	October 12	\$199	
CUL117.22	Wine and Dine: Fall Comfort Food	October 14	\$99	
CUL117.23	Southeast Asian Seafood Favorites	October 20	\$99	
CUL117.24	Around the Chef's Table: Magic of Oil & Vinegar	October 21	\$99	
CUL117.25	Food Service Law and Bookkeeping	October 24	\$179	
CUL117.26	Global Gourmet City Series: Budapest	October 25	\$99	
CUL117.27	Around the Chef's Table: Seafood Small Plates	October 27	\$99	

Education and Teaching

LRN117.45	Developing Hybrid Courses	October 3	\$195	
LRN117.05	Designing Online Instruction	October 3	\$195	

eMarketing, Social Media and Web

LRN117.16	Content Marketing	October 3	\$195	
LRN117.43	Designing Successful Webinars	October 3	\$195	
LRN117.26	Facebook for Business	October 3	\$245	
LRN117.74	Google Apps for Business	October 3	\$195	
LRN117.13	Boosting Your Website Traffic	October 3	\$195	
LRN117.33	Creating Cell Phone Apps for Your Business	October 3	\$245	
LRN117.36	Marketing Using Social Media	October 3	\$195	
LRN117.40	YouTube for Business	October 3	\$245	

Financial Planning and Tax Preparation

RJV117.02	Rejuvenate your Retirement	October 4	\$40	
RPT117.02	Retirement Planning Today	October 20	\$50	
RPT117.01	Retirement Planning Today	October 25	\$50	

Fitness and Self Improvement

GOLFP117.01	Private Golf Lessons I	October 1	\$395	
GOLFP117.02	Private Golf Lessons II	October 1	\$395	
GOLFP117.03	Private Golf Lessons III	October 1	\$395	
GOLFP117.04	Private Golf Lessons IV	October 1	\$395	
GOLFA117.01	Windy Hill Golf Academy	October 2	\$795	
GOLF117.06	Golf - Made fun and easy - Adult Beginner	October 8	\$120	
GOLF117.01	Golf Rookie Program	October 8	\$130	
GOLF117.09	Golf - Adult Intermediate	October 13	\$120	
GOLF117.04	Golf - Pee Wee Clinic	October 15	\$110	
GOLF117.02	3-Day Golf Camp	October 22	\$140	
MEDT117.02	Meditation II: Advanced Meditation Techniques	October 25	\$95	
GOLF117.07	Golf - Adult Beginner Plus	October 31	\$175	

Health Services and Medical Technology

LRN117.76	Spanish for Medical Professionals	October 3	\$145	
MED117.02	Clinical Medical Assistant Program	October 11	\$2,599	
MED117.07	Understanding The Battered Child	October 15	\$199	
MED117.01	Medical Billing and Coding Program	October 18	\$1,899	
MED117.03	Pharmacy Technician Program	October 18	\$1,199	
MED117.08	Learning The Signs of Alcohol/Drug Addictions	October 22	\$199	



History and Humanities

HIS117.01	Jamestown - The First 8 Months	October 3	\$165	
HIS117.06	Genealogy - Breaking through your Brick Walls	October 22	\$70	

HR Management and Customer Service

LRN117.67	Negotiation: Get What You Want	October 3	\$195	
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Language and Culture Studies

FRN117.02	French - Individual Sessions	October 1	\$450	
SPN117.04	Spanish - Individual Sessions	October 1	\$525	
FRN117.01	French - Level I	October 6	\$155	
ART117.01	Art Weekend - Faces that tell stories	October 21	\$295	
ETQ117.01	Professional and Social Etiquette	October 22	\$85	
ENG117.02	English Language Course - Session B	October 26	\$195	
COMM117.01	Communication and Public Speaking Weekend	October 28	\$295	

Nonprofit Management and Fundraising

IOP117.4	Advanced-Data Based Analysis for Fundraising	October 7	\$170	
IOP117.3	Video Production:Frame-by-FrameTelling Your Story	October 14	\$175	

Test Preparation

PSAT117.01	PSAT Prep	October 9	\$55	
TOEFL117.01	TOEFL Preparation Course	October 22	\$75	
STEPS117.03	SAT Prep Weekend Workshop	October 29	\$215	

Visual and Media Arts


ART117.13	Glassblowing 101	October 3	\$495	
ART117.15	Hand-Crocheted Necklace 101	October 22	\$70	
ART117.10	Glass Pumpkins	October 31	\$125	

Youth and Family Programs

FAM117.02	Genograms	October 1	\$249	
YTH117.01	Babysitter Training Basics	October 22	\$75	
FLR117.01	Floral design - Celebrating the Arrival of Autumn!	October 29	\$125	

NOVEMBER



Career Skills and Planning

AHIT117.01	American Home Inspector Certification	November 7	\$1,795	
LRN117.31	Advanced Data Analysis	November 7	\$195	

Communications and Writing

LRN117.59	Infographics	November 7	\$195	
LRN117.58	Writing News and Press Releases	November 7	\$195	
LRN117.61	Marketing Business Publications	November 7	\$195	

Computer Skills and IT Certification

TEC117.08	Introduction to Adobe Illustrator	November 2	\$199	
LRN117.10	Graphic Design for Visual Presentations	November 7	\$195	
LRN117.88	Managing & Marketing Webinars	November 7	\$195	

Culinary and Food Services

CUL117.29	Fall Soups and Garnishes	November 1	\$99	
CUL117.28	Healing Properties of Herbs	November 1	\$69	
CUL117.30	Rhone Style Wines: Old School Versus New	November 2	\$79	
CUL117.31	Brioche and Pate a Choux	November 3	\$199	
CUL117.32	Veggie Burger 101	November 4	\$99	
CUL117.33	Global Gourmet City Series: Tel Aviv	November 7	\$99	
CUL117.34	French Comfort Foods	November 8	\$99	
CUL117.35	Global Gourmet City Series: Singapore	November 9	\$99	
CUL117.36	Diabetic Friendly Cooking	November 11	\$99	
CUL117.37	ServSafe Certification	November 14	\$159	
CUL117.38	ServSafe Re-Certification - TEST ONLY	November 14	\$99	
CUL117.39	Real Food	November 15	\$99	



CRN	Title	Start	Fee	
CUL117.40	Wines for the Holidays	November 16	\$79	
CUL117.41	Don't Fowl Up That Turkey	November 17	\$99	
CUL117.42	Stein and Dine: Eastern European	November 18	\$99	
CUL117.43	Teens and Parents: Dynamite Sandwiches	November 19	\$69	
CUL117.44	Staffing, Training, and Management	November 21	\$89	
CUL117.45	Vegetarian Diet Planning	November 28	\$69	
CUL117.46	Healthy Cooking: Poaching and Steaming	November 29	\$99	
CUL117.47	Meat Prep and Cookery: Poultry	November 30	\$199	
Education and Teaching				
LRN117.49	The Flipped Classroom	November 7	\$195	
LRN117.78	Using Cell Phones in the Classroom	November 7	\$145	
LRN117.06	Fostering Online Discussion	November 7	\$195	
eMarketing, Social Media and Web				
LRN117.17	Advanced Inbound Marketing	November 7	\$195	
LRN117.71	Google+	November 7	\$195	
LRN117.27	LinkedIn for Business	November 7	\$195	
LRN117.14	Online Advertising	November 7	\$195	
LRN117.34	Advanced Mobile Marketing	November 7	\$245	
LRN117.37	Integrating Social Media in Your Organization	November 7	\$195	
Environment and Sustainability				
LRN117.41	Embracing Sustainability in the Workplace	November 7	\$195	
Fitness and Self Improvement				
LRN117.75	Stress Management	November 7	\$145	
CPR117.01	First Aid and CPR (for Children/Infants/Adults)	November 13	\$75	
HR Management and Customer Service				
LRN117.68	Using Personality Profiles for Better Work Perform	November 7	\$295	
Interior Decorating and Organization				
INT117.01	The Business of Home Staging	November 1	\$99	
Nonprofit Management and Fundraising				
IOP117.6	Successfully Navigating Support from Corporations	November 16	\$170	
Test Preparation				
STEPS117.04	SAT Prep Weekend Workshop	November 19	\$215	
Visual and Media Arts				
ART117.17	Chain Maille - Scherzo Bracelet	November 2	\$165	
ART117.22	Marbling Clay Workshop	November 5	\$235	
ART117.25	Pottery Course - Form Follow Function	November 7	\$575	
ART117.20	Glassblowing 2	November 7	\$295	
ART117.06	Watercolor Holiday	November 8	\$225	
ART117.12	Glass Ornaments	November 21	\$125	
ART117.11	Glass Ornaments	November 28	\$125	
ART117.16	Christmas Earrings	November 30	\$70	
Youth and Family Programs				
ETQ117.02	Youth Etiquette Academy	November 6	\$95	



DECEMBER

Culinary and Food Services

CUL117.48	Beers of Europe	December 2	\$79
CUL117.49	Kids and Parents: Holiday Baking	December 3	\$69
CUL117.50	Fabulous Foods of Georgia	December 5	\$99
CUL117.51	Product Sourcing & Inventory Management	December 6	\$69
CUL117.52	Asian Noodle Dishes	December 8	\$99
CUL117.53	Healthier Baking	December 9	\$99
CUL117.54	Kids and Parents: Gingerbread Classics	December 10	\$69
CUL117.55	Review: Nutrition & Food Science	December 12	\$69
CUL117.56	Review: Baking and Pastry	December 13	\$99
CUL117.57	Review: Culinary Arts	December 14	\$99
CUL117.58	Review: Food Service Management	December 15	\$89
CUL117.59	Around the Chef's Table: Aw Shucks	December 16	\$99

Language and Culture Studies

COMM117.02	Communication and Public Speaking Weekend	December 2	\$295
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Youth and Family Programs

FLR117.02	Floral design - Holiday Centerpiece	December 17	\$125
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