

think again



Explore our online classes and certificate programs in emarketing, social media and web.

Plus 100s of other classes for personal enrichment & professional development.

Message from the Staff

When you think about getting the word out about an event or activity, sending out printed invitations is no longer the first (and only) way to promote.

Now you're thinking about tracking RSVPs electronically, distributing invitation, across multiple digital channels and generating buzz on social media.

Whether you're promoting a corporate event, a product, or your own business, you need to understand the digital environment and use its many channels to your advantage. Our eMarketing, Social Media and Web programs offer the background you'll need to get started in digital promotions and marketing.

We offer the coursework you're looking for, whether you're seeking an overview of emarketing essentials or a certificate in social networking for business or inbound marketing, all conveniently offered online.



spcs.richmond.edu/emarketing

FALL 2014 *Class Listing*

LOOK INSIDE this issue for an 8-page insert of the monthly schedule of classes for the months of August-December.



Become a global communicator: Improve your language skills

We live in a globalized environment, in which the world is flat and lines of communication cross oceans and borders with ease.

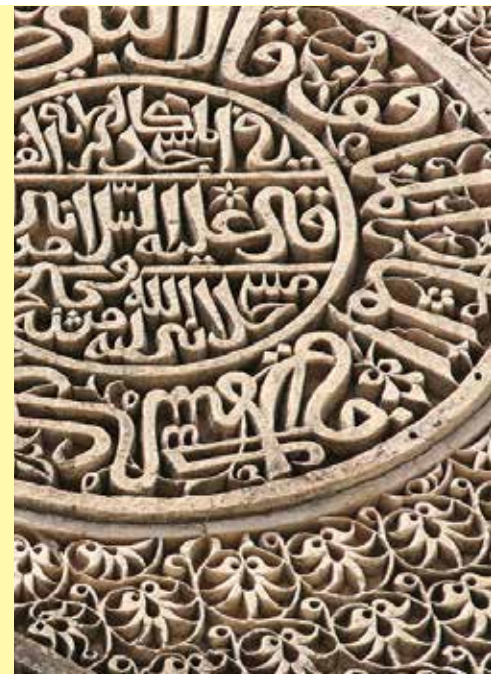
Become a global communicator by improving your language skills. If English is not your native language, consider a practical English class, an accelerated skills class or even a communication and public speaking weekend. You can even take a class to prepare for the TOEFL.

And if you're a native English speaker considering a second language — or seeking to improve your secondary-language skills — we're offering beginning or intermediate classes in Arabic, Chinese, French, Italian and Spanish.

Review our complete list of Language and Cultural Studies courses online.



spcs.richmond.edu/language



Expand your understanding of vino

This fall, the Center for Culinary Arts is offering five new wine classes.

Start with *Understanding and Enjoying Wine*. This introductory class is a great step toward truly gaining a working knowledge and appreciation of wine. Learn all the technical terms about how a wine 'tastes' and why these are important. Explore what we actually see, smell and taste when enjoying wine.

Expand your knowledge with *The Noble 6 Wine Varieties*. This class will focus on what are considered the six most 'noble' grape varieties in the history of wine: Sauvignon Blanc, Chardonnay, Riesling, Pinot Noir, Merlot and Cabernet Sauvignon. We'll cover the whole world in one night and see where these grapes thrive.

Plus explore several global wine hotspots through three different classes, including *Wine Tour of Argentina and Chile*, *Wines of the Italian Piedmont*, and *Wines of Washington State*.

Classes start at \$79.



spcs.richmond.edu/culinary

Kitchen Essentials: Knife Skills and Much More

We're making a change at the Center for Culinary Arts, which may make it easier to enroll in the classes you want to take! The prerequisite classes, *Tools of the Trade: Culinary Arts*, and *Tools of the Trade: Baking and Pastry Arts* are combining into one class called *Kitchen Essentials: Knife Skills and Much More*. This class, which debuts this semester, will no longer be a prerequisite to our core classes, but will instead be an elective that will serve as a terrific starting point for taking your cooking to the next level.

In this three-hour primer class, students will learn the basic techniques required to take their cooking to the next level. The lecture portion of the class will focus on ingredient selection, equipment usage and building-block techniques that will make cooking more efficient and enjoyable. Students will also participate in a hands-on knife skills lesson in which they will learn how to properly sharpen, maintain and use a chef's knife. These skills will give students the confidence and know-how to improve all facets of their culinary prowess, and prepare them to be even more successful in future hands-on classes at the Center for Culinary Arts.

So if you've ever wanted to take a core cooking class, but didn't have the time to take *Tools of the Trade*, now is your chance.



Our Youth Etiquette Academy is back

RETURNING FOR FALL 2014! Defining excellence in manners and social skills, our Youth Etiquette Academy is a three-week finishing school with a focus on good manners, courtesies, and social and cultural activities for youth. Students will gain confidence in areas of dining, the art of conversation, proper introductions, extending and responding to formal invitations, writing thank-you notes, and other elements that define excellence in manners.

Designed for ages 11-14, the course will provide a solid foundation for dining and entertaining throughout life with social ease. At its very core, we will discuss the importance of making guests feel comfortable and establishing respect and integrity. The series will conclude with a special dining reservation during the third class session at a local venue (included in tuition), where we will showcase our refined skills.



spcs.richmond.edu/youth

Test Prep Weekend Workshops

Now that changes have been announced for the SAT®, it is more imperative than ever to get the most up-to-date preparation. Led by instructors with decades of experience, our S.T.E.P.S. (Strategies & Techniques for Enhancing Performance and Skills) to Success program introduces important skills, techniques, and strategies to maximize success on test day. We have helped over a thousand area high-schoolers maximize their test-day performances through our uniquely designed and popular Weekend Workshops. Get college prep in a college environment, with all books, materials, and lunch on Saturday and refreshments on Sunday included. Class sessions concentrate on the three major testing areas: Mathematics, Critical Reading, and Writing, and we'll be offering one Workshop each month September through November.



spcs.richmond.edu/test-prep



Earn your Inbound Marketing Certificate online

Inbound marketing is a way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing can be more effective than outbound marketing, which is the push of sales messages to your potential customers, and it represents the future of the way we market in the 21st century. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email addresses, and how to implement lead-nurturing campaigns that result in sales.

This certificate is ideal for a variety of marketing and communications professionals, independent business owners or anyone responsible for generating web traffic and sales leads.

This online certificate program consists of three one-month courses: *Introduction to Inbound Marketing*, *Content Marketing*, and *Advanced Inbound Marketing* and is offered through our partnership with LERN. Enroll in the certificate program and save \$90 when compared to individual course registrations.



spcs.richmond.edu/emarketing

Are you in the mobile marketplace? Your customers are.

More than half of US consumers who've made purchases on their smartphones have done so in response to a mobile marketing message. Smartphone sales exceeded \$420 million in 2011, and analysts forecast they will surpass \$1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and BlackBerry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization.

This online certificate program offered through our partnership with LERN and consists of three courses: *Introduction to Mobile Marketing*, *Creating Cell Phone Apps for Your Business* (non-technical course) and *Advanced Mobile Marketing*. Enroll in the certificate program and save \$90 when compared to individual course registrations.



spcs.richmond.edu/emarketing



Online Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. Exploring Facebook, Twitter, blogging, YouTube, LinkedIn, and more, uncover the new principles of communication that apply across all networks, and discover how each specific social networks works and the applicability to your organization.

Learn how social networks may be used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing and what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you

will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.

Your instructors are outstanding practitioners who also speak, write and train others on social networks.

This online certificate program consists of three one-month courses: *Introduction to Social Media*, *Integrating Social Media in Your Organization*, and *Marketing Using Social Media* and is offered through our partnership with LERN. Enroll in the certificate program and save \$90 when compared to individual course registrations.

Landscape Design & Landscape Horticulture certificate programs being phased out

In response to changing needs in the central Virginia region, SPCS is discontinuing its Landscape Design and Landscape Horticulture, Plants and Practices professional certificate programs.

We expect to offer stand-alone landscape design and horticulture coursework in the future in response to demand for individual courses, but these courses will not be offered as part of a certificate program.

SPCS is working with students currently enrolled in the program to ensure they are able to complete the certificate requirements. However, new certificate enrollments are not being accepted.

SPCS plans to add courses in its Environment and Sustainability program area. Look for more in coming semesters!

spcs.richmond.edu/sustainability



spcs.richmond.edu/ta • (804) 289-8133





Watercolor Wet 'n' Wild

In this exciting new class, explore color with non-toxic watercolor in an encouraging environment and create one-of-a-kind paintings of sunlit flowers, fruits, and vegetables. Learn brushstroke techniques for rendering luminous shapes and intricate patterns of light on paper. Step-by-step demonstrations will include color mixing, layering, and achieving three-dimensional form with light and shadow.

spcs.richmond.edu/art



Certificate in Self Publishing and eBooks

A book can help you expand your business in the way no form of advertising can. This practical certificate is designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often-complicated marketplace.

Learn how to understand your publishing options and how to select the best pathways given your business and personal objectives. Then come discover what makes a great eBook and how you go about creating, formatting and publishing your eBook. Finally, acquire the keys to marketing your book or eBook. Most

importantly, you will create a marketing plan so you can map out your marketing steps - from start to finish.

This online certificate is offered in partnership with LERN and includes three one-month courses: *Marketing eBooks*, *Self Publishing eBooks* and *Growing Your Business with Self Publishing*.



spcs.richmond.edu/communications



Hello Virginia: Everything you wanted to know...

NEW FOR FALL 2014! Everything you wanted to know - but didn't have time to ask! This course is for you if you are new to Virginia or have not yet discovered the amazing and interesting culture of our Commonwealth. In five easy, fun classes you will find answers to what makes Virginia such a fabulous place and learn as you go. To top it off, the last class is a field trip to a state historic landmark!



spcs.richmond.edu/history



Survey of Rock Music of the 1960s

In this new class, students will trace a historical survey of Rock Music of the 1960s covering the development of popular and rock music and its composers, performers, genres and other stylistic aspects. Students will develop the ability to listen to music intelligently through engaging course sessions complemented by reading selections.

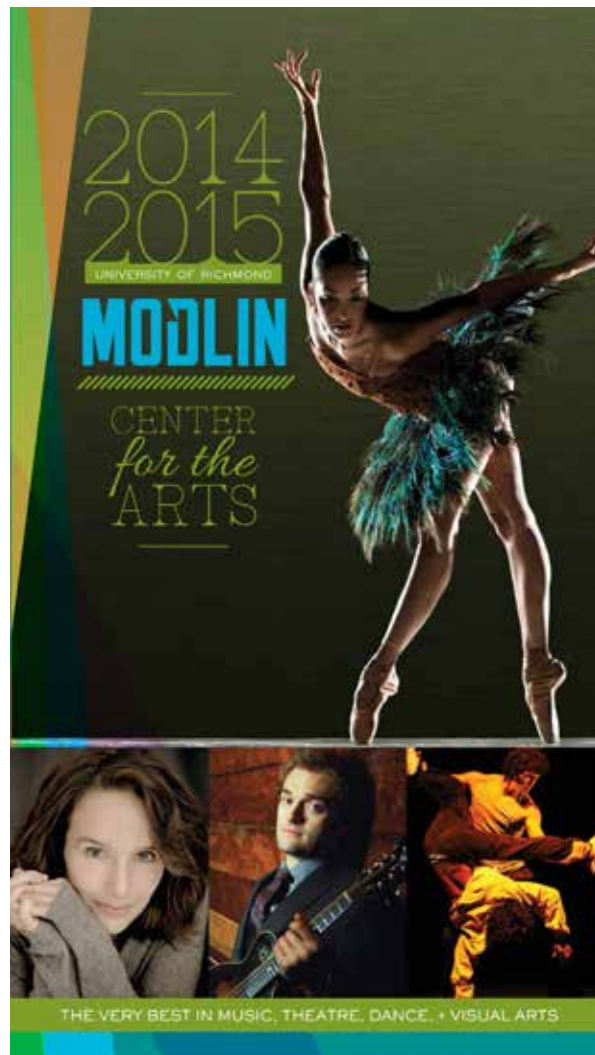
The course is taught by Richard B. Campbell, a judge in Richmond's Juvenile and Domestic Relations District Court. Campbell is a 1993 graduate of the University of Richmond School of Law and has previously taught classes in UR's paralegal studies program and Osher Lifelong Learning Institute.

An avid music fan, Campbell's previous legal experience has included appointments with the Attorney General's Office of the Commonwealth of Virginia, the United States Attorney's Office and the Commonwealth's Attorney's Office.



spcs.richmond.edu/history

The very best in Music, Theatre, Dance, and Visual Art modlin.richmond.edu





INSTITUTE ON PHILANTHROPY
AT THE UNIVERSITY OF RICHMOND



IOP Nonprofit Forum on Strategy with David La Piana

Monday, September 29 • 3-5 p.m. • \$35

The Institute on Philanthropy introduces a new series, the IOP Nonprofit Forum. The forum provides an opportunity to hear from nonprofit sector leaders addressing realworld issues facing nonprofits in Central Virginia. Each forum will address a specific topic.

The inaugural IOP Nonprofit Forum focuses on strategy with David La Piana, internationally recognized nonprofit strategy expert. La Piana will present his research-based approach, called Real-Time Strategic Planning, that offers a responsive, practical alternative to the three-year planning cycle — and leads to better results.

Visit spcs.richmond.edu/iop to learn more about the IOP Nonprofit Forum on Strategy.

Upcoming IOP Intensive Institutes

- Fundraising & Development: January 18-24, 2015
- Nonprofit Marketing: January 25-31, 2015
- Planned Giving: March 23-27, 2015
- Grant Writing & Management: May 4-8, 2015



spcs.richmond.edu/iop



FALL 2014

Class listing

This list shows fall 2014 classes with start dates between August 1 and December 31. To learn more about a class, go online:

1. Visit **spcs.richmond.edu/ta**
2. Select **Enter Search Criteria** to open the search interface
3. Conduct a **Keyword** search using the first few words of the class title
4. Select **Search For Courses**
5. In the search results, select the course title for details and to register online

Of course, you can also search by **Class Days & Class Times** and by **Category** and **Subcategory**.

And you can also **Clear Search Criteria** and then select **Search for Courses** to view everything offered this fall!

Current Think Again Classes

Enter Search Criteria Clear Search Criteria

Class Days

Category Subcategory

Course Times


6 A.M. 11 P.M.

6 A.M. 11 P.M.

Keyword

Search for Courses

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 fall so be sure to check our online schedule at spcs.richmond.edu/ta for more details.



CRN Title Start Fee 

AUGUST AUGUST AUGUST AUGUST AUGUST AUGUST AUGUST AUGUST

Computer Skills and IT Certification

TEC314.02	Getting More from Microsoft Word	August 20	\$139
TEC314.07	Introduction to Dreamweaver	August 27	\$159

Culinary and Food Services

CUL314.21	Central Virginia Food and Spirits Tour	August 16	\$139
CUL314.22	Mastering and Pairing Sauces	August 19	\$99
CUL314.23	Date Night: Sushi 101	August 21	\$99
CUL314.24	Canning, Preserving and Freezing	August 22	\$109
CUL314.25	Bold, Healthy and Low-Fat Cooking	August 25	\$99
CUL314.26	Brioche and Pate a Choux	August 26	\$199

Environment and Sustainability

LAN314.03	Landscape Independent Study III	August 25	\$375
LAN314.04	Landscape Independent Study IV	August 25	\$375

Fitness and Self Improvement

GOLF314.51	Golf - Pee Wee Clinic	August 18	\$110
GOLF314.36	3-Day Golf Camp	August 18	\$120
GOLF314.19	Golf - Adult Intermediate	August 21	\$120
GOLF314.12	Golf - Made fun and easy - Adult Beginner	August 23	\$120
GOLF314.16	Golf - Made fun and easy - Adult Beginner	August 27	\$120

Health Services and Medical Technology

MTC314.12	Massage Therapy Student Clinic	August 23	\$25
CMT115.02	Community Outreach	August 25	\$379
CMT115.01	Ethics for Massage Therapists	August 25	\$119

Interior Decorating and Organization

INT314.05	Exterior Color Schemes and Applications	August 18	\$169
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Language and Culture Studies

ARB115.01	Arabic - Level I	August 25	\$550
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SEPTEMBER SEPTEMBER SEPTEMBER SEPTEMBER SEPTEMBER SEPTEMBER SEPTEMBER

Career Skills and Planning

LRN115.70	Management Boot Camp	September 2	\$295	
LRN115.50	Keys to Customer Service	September 2	\$145	
AHIT115.01	American Home Inspector Certification	September 5	\$1,795	

Communications and Writing

LRN115.60	Growing Your Business with Self Publishing	September 2	\$195	
LRN115.11C	LERN Certificate in Workplace Communication	September 2	\$595	
LRN115.10C	LERN Certificate in Self Publishing and eBooks	September 2	\$495	
LRN115.07C	LERN Certificate in Presentation Media	September 2	\$495	
ENG115.09	Writing Historical Fiction	September 3	\$369	
ENG115.10	Business Writers' Bootcamp	September 9	\$169	
ENG115.15	Business Writers Bundle	September 9	\$350	
ENG115.12	Writing A Memoir that Sells	September 16	\$199	
ENG115.13	Power Proofreading	September 18	\$69	
ENG115.11	AP Style for Business Writers	September 23	\$169	
COM115.04	Public Speaking Intensive Training	September 29	\$799	

Computer Skills and IT Certification




LRN115.08	Prezi	September 2	\$195	
TEC115.02	Introduction to Microsoft Word	September 8	\$179	
TEC115.40	Advanced Adobe Photoshop CS6	September 10	\$269	
TEC314.23	Introduction to Microsoft Access	September 10	\$159	
TEC115.19	Introduction to Adobe Photoshop	September 17	\$179	
TEC115.13	Getting More from Photoshop	September 24	\$179	

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**Culinary and Food Services**

CUL115.01	Kitchen Essentials: Knife Skills and Much More	September 3	\$99
CUL115.02	Around the Chef's Table: Late Summer Local Fare	September 4	\$99
CUL115.03	Chocolate Decadence	September 8	\$99
CUL115.04	Starr Hill Brewery Excursion	September 10	\$129
CUL115.05	All About Pork	September 11	\$99
CUL115.06	Wine and Dine - Mediterranean Feast	September 12	\$99
CUL115.07	Cake Decorating	September 15	\$199
CUL115.08	Salad for Supper	September 16	\$99
CUL115.34	Understanding and Enjoying Wine	September 18	\$79
CUL115.09	Product Sourcing & Inventory Management	September 18	\$69
CUL115.10	Date Night: A Night in Venice	September 19	\$99
CUL115.11	Herbs and Spices	September 22	\$199
CUL115.12	The Professional Plate	September 23	\$199
CUL115.13	Yeast Breads: Basics of Bread Baking	September 25	\$199
CUL115.14	Wines of the Italian Piedmont	September 26	\$79
CUL115.15	Basic Nutrition: Vitamins, Minerals and Water	September 29	\$179



Education and Teaching

LRN115.04	Advanced Teaching Online	September 2	\$195	
LRN115.08C	LEARN Certificate in Online Teaching	September 2	\$495	
LRN115.11	Certificate in Teaching Adults	September 2	\$295	
EDU115.01	Adjunct Faculty Certificate Program	September 8	\$450	

eMarketing, Social Media and Web

LRN115.15	Introduction to Inbound Marketing	September 2	\$195	
LRN115.01C	LEARN Video Marketing Certificate	September 2	\$395	
LRN115.12	Improving Email Promotions	September 2	\$195	
LRN115.06C	LEARN eMarketing Essentials Certificate	September 2	\$495	
LRN115.05C	LEARN Inbound Marketing Certificate	September 2	\$495	
LRN115.03C	LEARN Mobile Marketing Certificate	September 2	\$595	
LRN115.32	Mobile Marketing	September 2	\$195	
LRN115.35	Introduction to Social Media	September 2	\$195	
LRN115.02C	LEARN Social Media for Business Certificate	September 2	\$495	
LRN115.39	Video Marketing	September 2	\$245	
LRN115.25	Twitter for Business	September 5	\$195	
LRN115.04C	LEARN Managing Social Media Platforms Certificate	September 5	\$495	

Environment and Sustainability









LRN115.21	LEED AP+ Building Design and Construction	September 2	\$795	
LRN115.19	LEED for Existing Buildings: Operations+Maint Exam	September 2	\$795	
LAN115.30	Site Engineering	September 16	\$399	

Financial Planning and Tax Preparation

FIN115.06	Retirement Planning Today	September 25	\$50
FIN115.05	Retirement Planning Today	September 30	\$50

Fitness and Self Improvement

FIP114.21	Intermediate Recreational Tennis	September 1	\$200
FIP114.07	Evening Yoga	September 1	\$200
FIP114.13	Masters Swimming	September 1	\$50
FIP114.08	F.I.T. Fusion	September 1	\$200
DAN115.05	Ballroom Teacher Certification Fall 2014	September 2	\$1,900
DAN115.03	Ballroom Dance Teacher Cert - Foxtrot	September 2	\$475
FIP114.06	CORE Pilates	September 2	\$200
DAN115.01	Ballroom Dance Teacher Cert - Waltz	September 3	\$475
FIP114.76	Tai Chi	September 5	\$160
GOLF115.06	Golf - Pee Wee Clinic	September 6	\$110
GOLF115.01	Golf Rookie Program	September 6	\$125
GOLF115.10	3-Day Golf Camp	September 6	\$120
GOLF115.03	Golf Class - Adult / Youth	September 7	\$110

CRN	Title	Start	Fee	
				
GOLF115.07	Golf - Adult Intermediate	September 18	\$110	
GOLF115.13	Golf - Made fun and easy - Adult Beginner	September 20	\$110	
SPRT115.01	Stand Up Paddle Boarding SEPT	September 21	\$130	
GOLF115.15	Golf - Adult Beginner Plus	September 22	\$150	
FSIM115.05	Meditation I: Introduction to Meditation	September 23	\$125	
GOLF115.12	Golf - Made fun and easy - Adult Beginner	September 24	\$110	
FSIM115.02	BeMoved	September 29	\$250	
Health Services and Medical Technology				
CMT115.05	Functional Anatomy and Clinical Kinesiology	September 2	\$519	
CMT115.03	Science & Art of Massage Part I	September 2	\$789	
CMT115.04	Science & Art of Massage Part I	September 2	\$789	
CMT115.08	Integrated Massage	September 3	\$419	
CMT115.06	Pathology- Hybrid	September 3	\$625	
CMT115.07	Orthopedic Assessment: Upper Body	September 4	\$789	
MTC115.01	Massage Therapy Student Clinic	September 6	\$25	
MTC115.02	Massage Therapy Student Clinic	September 27	\$25	
History and Humanities				
HIS115.03	Hello Virginia: Everything you wanted to know...	September 2	\$145	
HIS115.06	Revol. Richmond & Bacon's Rebellion Duo Course	September 8	\$50	
HIS115.05	Revolutionary Richmond	September 8	\$35	
HR Management and Customer Service				
LRN115.03	Certificate in Customer Research	September 2	\$395	
LRN115.01	Business Coaching Certificate	September 2	\$295	
LRN115.66	Conflict Management	September 2	\$245	
LRN115.09C	LERN Certificate in Customer Service	September 2	\$245	
LRN115.38	Supervisory and Leadership Certificate	September 2	\$395	
OSHA115.03	OSHA 10 Hour Certification for General Industry	September 6	\$199	
SHRM115.02	SHRM Learning System- ONLINE	September 8	\$1,250	
SHRM115.01	SHRM Learning System	September 23	\$1,250	
Interior Decorating and Organization				
ORG115.002	Closet Audit- 6 hour	September 2	\$500	
ORG115.003	Closet Audit-3 hours	September 2	\$250	
INT115.45	Understanding Fabrics	September 5	\$249	
INT115.20	Dream Kitchens	September 13	\$225	
INT115.41	The Nuts and Bolts of Interior Design	September 22	\$99	
Language and Culture Studies				
FRN115.20	French - Individual Tutoring Sessions	September 1	\$360	
SPN115.13	Spanish - Level III	September 2	\$245	
SPN115.01	Spanish - Level I	September 3	\$325	
FRN115.01	French - Level I	September 4	\$145	
SPN115.12	Spanish - Level II	September 4	\$325	
ENG115.01	English Language Course Accelerated - Session A	September 8	\$180	
ITAL115.01	Italian - Level I	September 8	\$265	
ITAL115.02	Italian - Level II	September 9	\$265	
CHIN115.01	Chinese for Beginners	September 10	\$395	
ITAL115.03	Italian - Level III	September 10	\$265	
SPN115.14	Spanish - Level IV	September 15	\$225	
Nonprofit Management and Fundraising				
IOPLRN115.6	Revenue Generation for Nonprofits	September 2	\$495	
IOP115.4	Nonprofit Masterminds	September 15	\$950	
IOP115.6	Taking Your Donors to the Next Level	September 19	\$170	
IOP115.1	Video Production:Frame-by-FrameTelling Your Story	September 19	\$170	
IOP114.forum	IOP Nonprofit Forum on Strategy	September 29	\$35	
Test Preparation				
STEPS115.01	SAT Steps to Success Weekend Workshop SEPT	September 27	\$215	

**Visual and Media Arts**

PHT115.01	DSLR Photography - Shooting Like a Pro	September 15	\$295
PHT115.12	Photoshop	September 16	\$250
ART115.26	Watercolor Wet n' Wild	September 17	\$225
PHT115.11	Photography - Intermediate level	September 17	\$250
PHT115.02	Advanced DSLR Photography V 2.0	September 18	\$295

Youth and Family Programs

YTHETQ115.01	Youth Etiquette Academy	September 14	\$85
FAM115.01	Downton Abbey Knits	September 23	\$125
FAM115.30	Honey, What's for Dinner	September 26	\$65
FAM115.10	Floral design - Celebrating the Arrival of Autumn!	September 27	\$85

OCTOBER OCTOBER OCTOBER OCTOBER OCTOBER OCTOBER OCTOBER OCTOBER**Career Skills and Planning**

LRN115.47	Media Buying Strategies	October 6	\$195
LRN115.28	Time and Productivity Management	October 6	\$195
LRN115.99	Extraordinary Customer Service	October 6	\$145
LRN115.12C	LERN Certificate in Designing Webinars	October 6	\$345
DEV115.01	You're On the Air! How to Make it in Voice-Overs	October 7	\$49

Communications and Writing

ENG115.05	Successful Novel Writing: The Art & Craft of Plot	October 2	\$199
LRN115.48	Self Publishing eBooks	October 6	\$195
ENG115.06	Introduction to Screenwriting	October 7	\$199
ENG115.07	Writing for Publication	October 21	\$199

Computer Skills and IT Certification

TEC115.15	Introduction to Adobe Illustrator	October 1	\$179
LRN115.42	Cyber Security for Managers	October 6	\$245
LRN115.09	Photoshop for Presentations	October 6	\$195
TEC115.08	Introduction to Microsoft Excel	October 8	\$179
TEC115.11	Getting More from Microsoft Excel	October 15	\$179
TEC115.07	Introduction to Dreamweaver	October 22	\$179
TEC115.17	Introduction to InDesign	October 29	\$179

Culinary and Food Services

CUL115.17	Oktoberfest Feast	October 3	\$99
CUL115.18	Stocks and Sauces	October 7	\$199
CUL115.19	Don't Worry - Be Crabby!	October 8	\$99
CUL115.16	The Great American Pie	October 9	\$99
CUL115.20	Stein and Dine	October 10	\$99
CUL115.21	Cakes, Icings, Custards and Mousses	October 13	\$199
CUL115.23	Creating Fun Birthday Theme Cakes	October 14	\$99
CUL115.22	Pastries and Other Delightful Goodies	October 14	\$99
CUL115.24	Flavors of the Southern Mediterranean	October 16	\$99
CUL115.25	Meat Prep and Cookery: Poultry	October 17	\$199
CUL115.27	Date Night: Cajun Brunch	October 21	\$99
CUL115.29	Around the Chef's Table: Contemporary Small Sauces	October 23	\$99
CUL115.28	Healing Properties of Herbs	October 23	\$69
CUL115.30	ServSafe Certification	October 24	\$149
CUL115.65	ServSafe Re-Certification - TEST ONLY	October 24	\$99
CUL115.31	Marketing and Social Media	October 27	\$89
CUL115.32	Dining with the Presidents	October 28	\$99
CUL115.33	Fish and Shellfish Identification, Prep & Cookery	October 29	\$209

Education and Teaching

LRN115.05	Designing Online Instruction	October 13	\$195
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eMarketing, Social Media and Web

LRN115.16	Content Marketing	October 6	\$195
LRN115.43	Designing Successful Webinars	October 6	\$195

CRN

Title



Start

Fee



LRN115.26	Facebook for Business	October 6	\$245	
LRN115.46	Google Analytics	October 6	\$195	
LRN115.13	Boosting Your Website Traffic	October 6	\$195	
LRN115.33	Creating Cell Phone Apps for Your Business	October 6	\$245	
LRN115.36	Marketing Using Social Media	October 6	\$195	
LRN115.40	YouTube for Business	October 6	\$245	

Financial Planning and Tax Preparation

FIN115.10	Stop the Financial Insanity	October 9	\$45	
FIN115.07	Rejuvenate Your Retirement	October 16	\$40	
FIN115.20	Fundamentals of Financial Planning and Investing	October 20	\$55	
FIN115.08	Rejuvenate Your Retirement	October 21	\$40	

Fitness and Self Improvement

FSIM115.01	Navigating Life's Transitions	October 2	\$65	
GOLF115.05	Golf - Pee Wee Clinic	October 4	\$110	
GOLF115.02	Golf Rookie Program	October 4	\$125	
GOLF115.09	3-Day Golf Camp	October 4	\$120	
GOLF115.04	Golf Class - Adult / Youth	October 5	\$110	
GOLF115.08	Golf - Adult Intermediate	October 16	\$110	
GOLF115.14	Golf - Made fun and easy - Adult Beginner	October 18	\$110	
GOLF115.11	Golf - Made fun and easy - Adult Beginner	October 22	\$110	
FIT114.12	Personal Fitness Trainer Certification	October 25	\$699	
GOLF115.16	Golf - Adult Beginner Plus	October 27	\$150	
FSIM115.04	Meditation II: Advanced Meditation Techniques	October 28	\$95	
DAN115.04	Ballroom Dance Teacher Cert - Tango	October 28	\$475	
DAN115.02	Ballroom Dance Teacher Cert - Viennese Waltz	October 29	\$475	

Health Services and Medical Technology

CMT115.10	Consulting and Charting (SOAP Method)	October 1	\$179	
MTC115.03	Massage Therapy Student Clinic	October 4	\$25	
MTC115.04	Massage Therapy Student Clinic	October 11	\$25	
MED115.05	Physical Therapy Aide Program	October 14	\$1,099	
MED115.01	Medical Billing and Coding Professional	October 14	\$1,799	
MED115.04	Clinical Medical Assistant Program	October 14	\$2,399	
MED115.03	Pharmacy Technician Program	October 14	\$1,099	
CMT115.09	Psychology of Clinical Massage	October 23	\$299	
CMT115.12	Science & Art of Massage Part II	October 23	\$789	
CMT115.11	Ethics for Massage Therapists	October 25	\$119	

History and Humanities

HIS115.01	Music History - Survey of Rock Music of the 1960s	October 1	\$195	
HIS115.11	Hello Richmond & Hello Virginia Duo Course	October 7	\$250	
HIS115.02	Hello Richmond: Literary Legends of RVA!	October 7	\$145	
HIS115.16	Genealogy on the Web - Beyond the Basics	October 20	\$125	
HIS115.15	Ancestry.com Workshop	October 25	\$65	

HR Management and Customer Service

LRN115.67	Negotiation: Get What You Want	October 6	\$195	
OSHA115.04	OSHA 10 Hour Certification for General Industry	October 7	\$199	
SHRM115.04	SHRM Learning System - Intensive	October 10	\$1,250	
SHRM115.041	SHRM Essentials of HR Management	October 23	\$475	

Interior Decorating and Organization

INT115.49	Seven Best Kept Secrets of Successful Designers	October 3	\$225	
ORG115.06	File It! Don't Pile It!	October 3	\$65	
ORG115.08	Organizing for Administrative Specialists	October 6	\$875	
ORG115.07	Professional Organizing Certificate	October 6	\$1,450	
INT115.35	Classic and Gorgeous Mantels	October 12	\$59	
INT115.54	Take Control of Your Business: Science of Profit	October 16	\$225	
ORG115.01	Organizing Basics	October 24	\$65	
INT115.40	The Business of Home Staging	October 27	\$99	

**Language and Culture Studies**

CLTR115.10	Art Weekend - Faces that tell stories	October 3	\$325
CLTR115.01	Communication and Public Speaking Weekend	October 24	\$325
ENG115.04	Life Skills: practical English language course	October 25	\$85
ENG115.02	English Language Course Accelerated - Session B	October 27	\$180

Nonprofit Management and Fundraising

IOP115.5	LinkedIn for the Nonprofit Sector	October 2	\$65
IOP213.NPM	Nonprofit Management for Evolving Leaders Intensiv	October 6	\$4,800
IOP214.govgrant	Government Grants - Why Didn't My Grant Get Funded	October 8	\$550
IOP115.7	Advanced-Data Mining - Creating an Affinity Score	October 17	\$170
IOP115.2	Trends in Global Philanthropy	October 24	\$170
IOP115.8	Managing Fundraising Volunteers	October 30	\$200

Test Preparation

TOEFL115.01	TOEFL Preparation Saturday Course	October 4	\$80
STEPS115.02	SAT Steps to Success Weekend Workshop OCT	October 25	\$215

Visual and Media Arts

ART115.21	Chain Maille - Full Persian Bracelet	October 1	\$160
ART115.01	Conversations in Art	October 6	\$95
ART115.22	Beading - Pearls and Crystals Necklace	October 16	\$90

Youth and Family Programs

YTH115.10	Chess for Kids!	October 5	\$145
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NOVEMBER NOVEMBER NOVEMBER NOVEMBER NOVEMBER NOVEMBER NOVEMBER**Career Skills and Planning**

LRN115.29	Managing Generations in the Workplace	November 3	\$175	
AHIT115.02	American Home Inspector Certification	November 21	\$1,795	

Communications and Writing

LRN115.61	Marketing eBooks	November 3	\$195	
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Computer Skills and IT Certification

LRN115.10	Creating Visual Presentations	November 3	\$195	
LRN115.88	Managing & Marketing Webinars	November 3	\$195	
TEC115.06	Introduction to Computers and the Internet	November 5	\$179	
TEC115.21	Introduction to Microsoft PowerPoint	November 12	\$179	

Culinary and Food Services

CUL115.36	Holiday Desserts	November 3	\$99
CUL115.37	Chef's Skills	November 4	\$199
CUL115.38	Regional Cooking of Burgundy, France	November 7	\$99
CUL115.41	Breakfast Breads	November 7	\$99
CUL115.35	Quickbreads, Tarts, Pies and Meringues	November 10	\$199
CUL115.40	Preventative Nutrition and Weight Loss	November 11	\$179
CUL115.42	Entertaining for the Holidays	November 13	\$99
CUL115.43	Wine and Dine - Late Fall Southern Feast	November 14	\$99
CUL115.44	Delicious Omelets and Crepes	November 17	\$99
CUL115.45	Staffing, Training, and Management	November 17	\$89
CUL115.46	Non-Traditional Holiday Dinner	November 18	\$99
CUL115.47	Date Night: Thai Favorites	November 19	\$99
CUL115.48	Around the Chef's Table: Shellfish Small Plates	November 20	\$99
CUL115.49	The Noble 6 Wine Varieties	November 21	\$99
CUL115.53	Croissants, Danish & Puff Pastry	November 21	\$99
CUL115.50	More Chef's Skills	November 24	\$199

Education and Teaching

LRN115.45	Developing Hybrid Courses	November 3	\$195	
LRN115.06	Fostering Online Discussion	November 3	\$195	

eMarketing, Social Media and Web

LRN115.171	Advanced Inbound Marketing	November 3	\$195	
LRN115.27	LinkedIn for Business	November 3	\$195	
LRN115.14	Online Advertising	November 3	\$195	



CRN	Title	Start	Fee	
LRN115.34	Advanced Mobile Marketing	November 3	\$245	
LRN115.37	Integrating Social Media in Your Organization	November 3	\$195	
Fitness and Self Improvement				
LRN115.75	Stress Management	November 3	\$145	
Health Services and Medical Technology				
CMT115.13	State and National Exam Intensive Review	November 5	\$250	
MTC115.05	Massage Therapy Student Clinic	November 8	\$25	
History and Humanities				
HIS115.04	Bacon's Rebellion	November 3	\$25	
HR Management and Customer Service				
LRN115.68	Using Personality Profiles for Better Work Perform	November 3	\$295	
SHRM115.05	SHRM Learning System - Intensive	November 17	\$1,250	
Interior Decorating and Organization				
ORG115.05	Organizing for the Holidays	November 7	\$99	
INT115.30	Decorate Your Home for the Holidays	November 23	\$59	
Language and Culture Studies				
CLTR115.11	Art Weekend - Henri Matisse	November 7	\$325	
Nonprofit Management and Fundraising				
IOPLRN115.1	Program Evaluation for Nonprofits	November 3	\$245	
Test Preparation				
TOEFL115.02	TOEFL Preparation Saturday Course	November 8	\$80	
STEPS115.03	SAT Steps to Success Weekend Workshop NOV	November 22	\$215	
Visual and Media Arts				
ART115.20	Chain Maille - Criss-Cross Bracelet	November 12	\$160	
Youth and Family Programs				
YTH115.25	Study Like a Scholar	November 2	\$85	
DECEMBER DECEMBER DECEMBER DECEMBER DECEMBER DECEMBER DECEMBER				
Culinary and Food Services				
CUL115.51	Vegetarian Diet Planning	December 1	\$69	
CUL115.52	Food Service Law and Bookkeeping	December 2	\$179	
CUL115.54	Wine Tour of Argentina and Chile	December 3	\$79	
CUL115.55	Aw Shucks! The Great American Oyster Class	December 4	\$99	
CUL115.56	Date Night: Hearty Fall & Winter Fare	December 5	\$99	
CUL115.57	Souffles	December 8	\$99	
CUL115.59	Wines of Washington State	December 10	\$79	
CUL115.61	Review: Baking and Pastry	December 15	\$99	
CUL115.62	Review: Culinary Arts	December 16	\$99	
CUL115.63	Review: Nutrition & Food Science	December 17	\$79	
CUL115.64	Review: Food Service Management	December 18	\$89	
Health Services and Medical Technology				
CMT115.14	Student Presentations	December 1	\$490	
HR Management and Customer Service				
SHRM115.03	SHRM Learning System - Intensive	December 10	\$1,250	
Language and Culture Studies				
CLTR115.02	Communication and Public Speaking Weekend	December 5	\$325	
Visual and Media Arts				
ART115.23	Beading - Swarovski Christmas Tree Earrings	December 3	\$70	
Youth and Family Programs				
YTH115.22	Winter Wonderland!	December 22	\$175	