

THINK AGAIN

FALL 2017

Introducing UR Coding Boot Camp

24-week classroom-based program starts Oct. 17
Covers full-stack web development
Evening & weekend classes



RICHMOND
School of Professional
& Continuing Studies™

PLUS TONS OF CLASSES IN 20 OTHER TOPIC AREAS

Letter from the Staff



SPCS endeavors to respond to market demands as it builds new programs, especially new professional development opportunities. This fall, in response to these efforts, we're pleased to introduce to the Richmond market our UR Coding Boot Camp, a 24-week coding program designed to prepare web developers for opportunities in Central Virginia. Visit codingbootcamp.richmond.edu/learn to learn more.

We want to help you address your career advancement needs. Be sure to review the professional development opportunities throughout this brochure, including digital design and marketing training for independent business owners (p. 3), programs for nonprofit managers through the UR Institute on Philanthropy (p. 5), and sustainable building and gardening training for those seeking to minimize their impact on the environment (p. 4).

And don't forget that we also offer a wide and ever-evolving range of personal enrichment classes that could provide training in a skill you'd like to leverage into a profession, like visual arts or even first aid (p. 6) and world languages (backcover).

Need more?

Need more? Drop us a line at spcs@richmond.edu and let us know what you need for your professional development needs!

FALL 2017 CLASS LISTING

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



UR Coding Boot Camp

The School of Professional and Continuing Studies is pleased to introduce its latest professional certification program, UR Coding Boot Camp. This 24-week program covers the skills needed to create full-stack, single-page web applications with RESTful routes and AJAX methods, including dynamic content and user-authentication schemes, and to make them fully HTML5 and CSS3 compliant.

UR Coding Boot Camp is offered in partnership with Trilogy Education Services. Classes are held on the University of Richmond campus starting October 17, 2017, and are offered on evenings and weekends, allowing students to work full time while participating the program. No coding experience is required, and the program offers those with little coding experience 50 hours of pre-course tutorials. Applicants must complete a competitive application process that includes an application form, a coding test and an interview with an academic advisor.

For more information and to talk with an admissions advisor please visit codingbootcamp.richmond.edu/learn, call (804) 616-3270 or email codingbootcamp@richmond.edu.

The Power of Storytelling in Business and Life

Stories have been around since before printed text, and they clearly have the power to reach an audience and be remembered. But what are the skills necessary to

tell a good story? And how can you use stories in business situations to make your message more memorable and more impactful? Join us in this fun, interactive half-day workshop where the participants make the material come alive. When you leave, you should be able to make others WANT to listen to what you say, connect with an audience, inspire a movie in the listeners' minds, create anticipation in your message, become interesting and energetic in your delivery, and design the Silver Bullet to match any situation! Come learn the one communication skill you can't live without.

Digital Skills for the Independent Business Owner

If you own an independent business, or you're thinking about starting one, you know that, after creating your business plan, you're going to need a marketing plan. And some of the best marketing strategies require online and digital assets and campaigns. Join local business own and digital marketing professional Piper Henriques for several classes to build your digital skills. Starting with the classes Web Design for the Everyman and Introduction to Building a Website, Piper will get your business website up and running. For more in-depth coverage, attend Piper's two-day workshop, Digital Advertising and Marketing. You can even purchase private digital instruction for advanced business needs or to address specific deficits in your digital marketing skills.



Building a digital development & storytelling toolkit

Focusing on environmental sustainability

Building a Cob Oven



In this course students will learn to build a wood-fired earthen oven that can be used to make pizza, bake bread, and cook just about anything that can fit through the front door! Starting with the fundamentals of how earth, sand, and straw combine to form the building material known as “cob,” the instruction provided will include how to build a foundation, insulate the oven, form the earthen dome, apply a finish plaster, and properly fire the oven for cooking. All levels of building experience are welcome, and students will leave with the skills necessary to replicate the project at home. The course will specifically instruct students in how to complete their own backyard oven with minimal materials investment, potentially even for free! As an added bonus, students will learn how to take the steps involved in building an earthen oven and use them to build a non-toxic, zero-footprint, sustainable earthen home for as little as \$5,000! Just \$99!

From Compost Pile to Compost Brew

Join us for a morning centered around compost. In this class, we will make a compost pile and explore the proliferation of healthy microbial life for our soils. We will explore different kinds of composting including vermicomposting and wind rows. Afterwards, we will discuss and make a brew of healthy compost tea to apply to the student gardens. Students will take home a bag of compost and a vessel of compost tea for their own gardens. Just \$75!

The Soil Food Web

In this class students will be introduced to the Soil Food Web. This will include parts of soil, organic matter and creating humus, as well as a look into the microbial life within it. We also will look at the use of micronutrients and elements in growing healthy plants, abundant fruit, and regenerative ecologically sound practices for gardeners or burgeoning farmers and homesteaders. Students will make a general amendment mix and have small bag to take away for their own use.



Online Learning Overview

SPCS offers hundreds of online classes through partners like LERN and ed2go. Some classes appear in our Think Again schedule, but many more are available through custom portals built especially for the University of Richmond. Visit spcs.richmond.edu/noncredit/online to access these portals and register for classes.



SHRM Learning System

The SHRM Learning System will strengthen your knowledge base with a comprehensive review of the entire body of HR knowledge, preparing you to take either the CP or SCP exam. Using the SHRM Learning System, this program will give you a broad overview and understanding of the many responsibilities of HR professionals. The SHRM program is a study-intensive, fast-paced course. Periodic progress checks and homework exercises draw upon a large variety of sample questions from different sources to reinforce classroom review sessions. You will assess your competency level, as well as enrich your test-taking skills. This program is ideal for HR professionals who want a comprehensive review before taking the CP or SCP certification exams, HR specialists who want to broaden their competency and knowledge of current HR practices, and CP level professionals seeking to upgrade their certification to SCP. Course fee of \$1,250 includes the SHRM Learning System workbooks.

Computer Skills for the Layperson

Sometimes you don't want a slick, self-paced online class to learn to use a software application. When you need a classroom-based learning experience, come to one of Joyce Lillemon Boschert's Introduction to... and Getting More From... classes. If you're new to a software title, try Introduction to Adobe Photoshop, Adobe InDesign, or Microsoft Excel. Need a more advanced approach that squeezes much more productivity from an application? Try Joyce's Getting More from Adobe Photoshop, Microsoft Access or Microsoft Excel.



Nonprofit Leadership Lab

Join the Institute on Philanthropy and seven senior leaders for a redesigned 4- or 7- month program called Nonprofit Leadership Lab. Power players in the central Virginia non-profit sector will meet for 2.0 hour session each month (or twice a month based on the choice of the group to shorten the program). Participants will learn from one another by discussing the issues that face each individual leader and the nonprofit they serve. Leadership Lab groups use various techniques, among them coaching, brainstorming, peer accountability and support. This is a mini LAB structure, and not a lecture format. This is an investment in yourself, each other, and the community. You must be at a senior level or CEO of your organization to participate. This program begins December 5.



Stewarding Your Financial Resources – Strategic Financial Leadership Workshop

This new one-day program from the Institute on Philanthropy focuses on financial leadership and its role in the long-term sustainability of nonprofits. We begin by building knowledge of your current framework and understanding your financial position. Then we examine the strategic aspects of financial leadership and how to create and communicate your financial vision. Topics covered include decision making, matrix map analysis, human capital, internal controls, assessment of financial health, and effectively communicating your financial position using infographics.

Programs for nonprofit managers

Wide and ever-evolving range of personal enrichment classes.

An American in Paris Painting Movie Adventure

Inspired by the lure of Paris post WWII and the determined quest of J. Mulligan (Gene Kelly,) students will explore the skills for painting street scenes, cafés, and dreamy nightlife in vibrant watercolors. Painting techniques will be explored step-by-step to complete two to three works of art. No prior experience necessary!

Advanced Photography Workshop

Going beyond the basics of DSLR photography, this collaborative, student-driven workshop is designed as a sequel to the DSLR Workshop - Shooting like a Pro course and 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!

Wilderness and Remote First Aid

This course provides training for situations when help is three or more hours away and EMS is not available, or in cases of remote environments and urban disasters such as earthquakes and hurricanes.



Check our schedule for other first aid courses: First Aid and CPR and CPR for the Professional Rescuer!

Painting from and for the Heart

This exciting weekend workshop is open to middle and high school students who would like to further improve their painting skills and also give back to the Richmond community. Working in teams, artists will paint a large, one-of-a-kind landscape mural depicting the four seasons. When the mural is complete it will be donated to a children's nonprofit organization in Richmond. Artists will also produce individual paintings for themselves inspired by our mural.



Choosing a Career Path

What do you want to do when you finish high school? Identifying a career path is the first step in deciding what occupations and college majors might be right for you. Learn how your interests fit into career families, and then identify what possible occupations are related. This interactive workshop includes an online assessment to be completed prior to the workshop date, and the results will be handed out and interpreted during the workshop. This course is designed for rising 9th-12th grade students.



Choosing a College

Choosing the right college can feel overwhelming when deciding between options and trying to understand the requirements needed to get in. However, it actually can be a fun and exciting experience if you have the tools and knowledge needed to help you make a decision. Join us in this interactive workshop where you will learn how to identify colleges that offer majors that align with your career interests. We will also discuss other aspects of college that may be important to you in narrowing down your options. This course is designed for rising 9th-12th grade students.

GRE Prep Course

This course includes 18 hours of instruction, proven study plans to help you ace the GRE, expert instruction from University of Richmond staff, comprehensive study guides, official GRE general textbook, and student manual.

SAT and PSAT Test Prep

Our uniquely designed and popular Weekend Workshops return! STEPS to SUCCESS SAT Prep workshops meet Saturday from 9am-2pm and Sunday from 1-5pm. Class sessions concentrate on the three major testing areas: Mathematics, Critical Reading, and Writing. Tuition includes books, materials, lunch on Saturday at UR and refreshments on Sunday.

Our PSAT prep sessions on Sundays will introduce the fundamentals of each area for the redesigned PSAT: critical reading, mathematics, and writing. Students will be presented with tips, techniques, and strategies proven to be helpful on test day. These sessions offer a unique experience for students to learn on a college campus, and get a jump-start on testing techniques for future semesters! This course is designed for students who have not taken the PSAT yet.

Preparing for college
& career



PLAN AHEAD FOR THESE PSAT AND SAT TEST DATES

PSAT – October 11

SAT – October 7

November 4

December 2

Special Programs Building
University of Richmond, VA 23173

Expanding cultural
connections

Tombstone Tales Two

If you love Richmond history and want to know more, you will love Tombstone Tales Two! We had far more fun material to cover than would fit in our first Tombstone Tales, so here is the sequel. Discover new, fascinating people and events through the study of Richmond's historic cemeteries. Join instructors Robert Dunkerly and Alyson Taylor-White for three lectures with class discussion and one fun-filled trip that will get you acquainted with the city and its cemeteries.

American Sign Language – Beginner I & II

In these American Sign Language (ASL) classes you will learn fingerspelling, counting, and basic signs such as “How are you,” non-manual signals (NMS), and how to convert English into ASL. Sessions include fun, hands-on activities which will enable you to communicate with our deaf community. Classes are taught by local organization ASL Champs. We're offering Beginner I & II this semester. Both are eligible for CEUs; books are included in tuition.



Spanish – Conversation

This course is for those with advanced Spanish skills and designed for students who are ready to practice their speaking. The course will focus on students learning and speaking Spanish expressions and vocabulary beyond textbooks, as well as practicing listening and reading comprehension. Take your Spanish language skills to the next level!





FALL 2017 Class Listing

This list shows fall 2017 classes with start dates between September and December. To learn more about a class, go online:

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

LRN118.21	Introduction to Project Management	September 5	\$195	
LRN118.54	Leadership Principles	September 5	\$145	
LRN118.23C	LERN Certificate in Leadership Development	September 5	\$395	
LRN118.24C	LERN Certificate in Project Management	September 5	\$495	
LRN118.25C	LERN Management Certificate	September 5	\$595	
LRN118.26C	LERN Productivity & Time Management Certificate	September 5	\$595	
LRN118.27C	LERN WordPress Certificate	September 5	\$495	
LRN118.93	Management Boot Camp	September 5	\$295	
LRN118.51	New 21st Century Strategies for Productivity	September 5	\$195	
LRN118.18	Introduction to Data Analysis	September 5	\$195	
LRN118.57	Business Writing	September 5	\$195	
LRN118.50	Keys to Customer Service	September 5	\$145	







Communications and Writing

LRN118.16C	LERN Certificate in Data Analysis	September 5	\$495	
LRN118.60	Growing Your Business with Self Publishing	September 5	\$195	
LRN118.17C	LERN Certificate in Business Writing	September 5	\$495	
LRN118.11C	LERN Certificate in Workplace Communication	September 5	\$595	
LRN118.10C	LERN Certificate in Self-Publishing for Business	September 5	\$495	
LRN118.07C	LERN Certificate in Presentation Media	September 5	\$495	
COM118.10	Public Speaking Intensive workshop	September 18	\$995	
COM118.11	The Power of Storytelling in Business and Life	September 20	\$179	

Computer Skills and IT Certification

LRN118.08	Prezi	September 5	\$195	
LRN118.42	Introduction to 3-D Printing	September 5	\$195	
LRN118.62	Introduction to Game Design	September 5	\$245	
LRN118.19C	LERN Certificate in Basic Game Design	September 5	\$395	
TEC118.05	Introduction to Microsoft Excel	September 19	\$210	

Education and Teaching

LRN118.22C	LERN 3D Printing for Educators	September 5	\$345	
LRN118.04	Advanced Teaching Online	September 5	\$195	
LRN118.13C	Certified Online Instructor Program (COI)	September 5	\$795	
LRN118.14C	LERN Certificate in Blended Instruction	September 5	\$495	
LRN118.08C	LERN Certificate in Online Teaching	September 5	\$495	
LRN118.11	Certificate in Teaching Adults	September 5	\$295	
EDU118.01	Adjunct Faculty Certificate Program	September 18	\$450	

eMarketing, Social Media and Web

TEC118.07	Private Digital Instruction for Your Business	September 1	\$250	
LRN118.46	Google Analytics	September 5	\$195	
LRN118.15	Introduction to Inbound Marketing	September 5	\$195	
LRN118.21C	LERN Certificate in Web Design	September 5	\$595	
LRN118.01C	LERN Video Marketing Certificate	September 5	\$395	
LRN118.47	Podcasting	September 5	\$245	
LRN118.25	Twitter	September 5	\$195	
LRN118.82	Web Design	September 5	\$245	
LRN118.71	Website Setup	September 5	\$195	
LRN118.72	WordPress Fundamentals	September 5	\$195	
LRN118.12	Improving Email Promotions	September 5	\$195	



CRN	Title	Start	Fee	
LRN118.06C	LERN Digital Marketing Certificate	September 5	\$495	
LRN118.05C	LERN Inbound Marketing Certificate	September 5	\$495	
LRN118.32	Introduction to Mobile Marketing	September 5	\$195	
LRN118.03C	LERN Mobile Marketing Certificate	September 5	\$595	
LRN118.04C	LERN Managing Social Media Platforms Certificate	September 5	\$495	
LRN118.35	Introduction to Social Media	September 5	\$195	
LRN118.02C	LERN Social Media for Business Certificate	September 5	\$495	
LRN118.39	Video Marketing	September 5	\$245	
Environment and Sustainability				
LRN118.96	LEED v4 Green Associate Exam Prep & Study Group	September 5	\$695	
SUS118.01	Building a Cob Oven	September 9	\$99	
SUS118.02	The Soil Food Web	September 30	\$75	
Financial Planning and Tax Preparation				
LRN118.87	Retire Rich: Smart Steps for 20 and 30-somethings	September 5	\$195	
RPT118.01	Retirement Planning Today	September 7	\$50	
RPT118.03	Retirement Planning Today	September 12	\$50	
Fitness and Self Improvement				
GOLFP118.01	Private Golf Lessons	September 1	\$395	
CPR118.01	First Aid and CPR	September 24	\$75	
BMVD118.01	BeMoved	September 25	\$165	
History and Humanities				
HIS118.01	Tombstone Tales Two	September 19	\$105	
HR Management and Customer Service				
LRN118.28	Onboarding New Employees	September 5	\$195	
LRN118.01	Business Coaching Certificate	September 5	\$395	
LRN118.66	Conflict Management	September 5	\$245	
LRN118.09C	LERN Certificate in Customer Service	September 5	\$245	
LRN118.38	Supervisory and Leadership Certificate	September 5	\$395	
SHRM118.01	SHRM Learning System	September 6	\$1,250	
Interior Decorating and Organization				
ORG118.01	Organizing Basics	September 1	\$295	
Language and Culture Studies				
ITAL118.01	Italian I	September 4	\$265	
ART118.10	Art Weekend - Faces that tell stories	September 15	\$295	
ENG118.01	English Language Course - Session A	September 18	\$195	
ASL118.01	American Sign Language - Beginner I	September 19	\$105	
SPN118.01	Spanish - Level I	September 19	\$155	
SPN118.03	Spanish - Conversation	September 20	\$155	
Test Preparation				
GREPREP118.01	GRE Prep Course	September 9	\$699	
STEPS118.01	SAT Prep Weekend Workshop	September 23	\$215	
STEPS118.02	SAT Prep Weekend Workshop	September 30	\$215	
Visual and Media Arts				
PHT118.02	Advanced Photography Workshop	September 7	\$355	
ART118.05	Drawing with Pencil	September 12	\$240	
ART118.02	Seaglass Necklace	September 30	\$50	
Wedding and Event Planning				
WEP118.02	Online Signature Wedding and Event Design	September 1	\$1,295	
Youth and Family Programs				
CCP118.01	Choosing a Career Path	September 24	\$60	



OCTOBER

Career Skills and Planning

LLRN118.94	Collaborative Management	October 2	\$245	
LRN118.55	Developing Your Leadership Skills	October 2	\$145	
LRN118.52	Productivity eTools	October 2	\$245	
LRN118.22	Project Management Processes	October 2	\$195	
LRN118.19	Intermediate Data Analysis	October 2	\$195	
LRN118.64	Neuro-Linguistic Programming (NLP) Fundamentals	October 2	\$175	
LRN118.99	Extraordinary Customer Service	October 2	\$145	
LRN118.12C	LERN Certificate in Designing Webinars	October 2	\$345	

Communications and Writing

LRN118.20	Effective Copywriting	October 2	\$195	
LRN118.48	Self Publishing eBooks	October 2	\$195	
PENR118.02	Service Dogs 101	October 8	\$169	

Computer Skills and IT Certification

LRN118.09	Photoshop for Presentations	October 2	\$195	
LRN118.91	3D Printed Science and Math	October 2	\$195	
LRN118.63	Intermediate Video Game Design	October 2	\$245	
TEC118.14	Getting More from Microsoft Excel	October 3	\$210	
TEC118.08	Introduction to Adobe Photoshop	October 24	\$210	

Education and Teaching

LRN118.45	Developing Hybrid Courses	October 2	\$195	
LRN118.05	Designing Online Instruction	October 2	\$195	

eMarketing, Social Media and Web

TEC118.25	Private Digital Instruction	October 1	\$295	
LRN118.16	Content Marketing	October 2	\$195	
LRN118.43	Designing Successful Webinars	October 2	\$195	
LRN118.26	Facebook for Business	October 2	\$245	
LRN118.85	Intermediate Web Design	October 2	\$245	
LRN118.13	Boosting Your Website Traffic	October 2	\$195	
LRN118.33	Creating Cell Phone Apps for Your Business	October 2	\$245	
LRN118.36	Marketing Using Social Media	October 2	\$195	
LRN118.40	YouTube for Business	October 2	\$245	
LRN118.73	Advanced WordPress	October 9	\$195	
TEC118.13	Digital Advertising and Marketing (2 day workshop)	October 14	\$225	

Environment and Sustainability

SUS118.03	From Compost Pile to Compost Brew	October 28	\$75	
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Financial Planning and Tax Preparation

FIN118.01	Fundamentals of Financial Planning and Investing	October 2	\$55	
RPT118.04	Retirement Planning Today	October 3	\$50	
PSRET118.02	Passport to Retirement	October 12	\$50	
RPT118.02	Retirement Planning Today	October 14	\$50	
PSRET118.01	Passport to Retirement	October 17	\$50	
RJV118.02	Rejuvenate your Retirement	October 17	\$40	
RJV118.01	Rejuvenate your Retirement	October 26	\$40	

Fitness and Self Improvement

PFIT118.01	Personal Fitness Trainer Certification	October 14	\$749	
MEDT118.01	Meditation I: Mindfulness with a Purpose	October 17	\$125	
FSTAI118.01	Wilderness and Remote First Aid	October 21	\$175	

HR Management and Customer Service

LRN118.92	Change Management Skills for HR Professionals	October 2	\$245	
LRN118.67	Negotiation: Get What You Want	October 2	\$195	



Interior Decorating and Organization

INT118.03	The Nuts and Bolts of Interior Design	October 10	\$99
ORG118.02	Planning and Documenting your Life	October 15	\$45

Language and Culture Studies

FRN118.01	French - Level I	October 5	\$155
COMM118.02	Communication and Public Speaking Weekend	October 20	\$295
ENG118.02	English Language Course - Session B	October 23	\$195
ASL118.02	American Sign Language - Beginner II	October 24	\$105
ITAL118.02	Italian II	October 30	\$265

Test Preparation

PSAT118.01	PSAT Prep	October 1	\$60
STEPS118.03	SAT Prep Weekend Workshop	October 21	\$215
TOEFL118.01	TOEFL Preparation	October 22	\$120

Visual and Media Arts

PHT118.01	Photography: Shooting Like a Pro	October 16	\$315
ART118.15	An American in Paris Painting Movie Adventure	October 20	\$295
ART118.04	Fall into Watercolor	October 24	\$240

Youth and Family Programs

CHC118.01	Choosing a College	October 8	\$35
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NOVEMBER

Career Skills and Planning

LRN118.56	Developing Your Professional Career	November 6	\$145	
LRN118.95	Managing Generations in the Workplace	November 6	\$175	
LRN118.53	Managing Productivity	November 6	\$245	
LRN118.23	Project Management Knowledge Areas	November 6	\$195	
LRN118.31	Advanced Data Analysis	November 6	\$195	

Communications and Writing

LRN118.58	Writing News and Press Releases	November 6	\$195	
LRN118.61	Marketing Business Publications	November 6	\$195	

Computer Skills and IT Certification

LRN118.10	Graphic Design for Visual Presentations	November 6	\$195	
LRN118.88	Managing & Marketing Webinars	November 6	\$195	
TEC118.11	Getting More from Photoshop	November 7	\$250	
TEC118.10	Getting More from Microsoft Access	November 21	\$250	

Education and Teaching

LRN118.49	The Flipped Classroom	November 6	\$195	
LRN118.06	Fostering Online Discussion	November 6	\$195	

eMarketing, Social Media and Web

TEC118.03	Web Design for the Everyman	November 4	\$495	
LRN118.17	Advanced Inbound Marketing	November 6	\$195	
LRN118.86	Advanced Web Design	November 6	\$245	
LRN118.27	LinkedIn for Business	November 6	\$195	
LRN118.14	Online Advertising	November 6	\$195	
LRN118.34	Advanced Mobile Marketing	November 6	\$245	
LRN118.37	Integrating Social Media in Your Organization	November 6	\$195	

Environment and Sustainability

SUS118.04	Healthy Seeds and Harvesting Them	November 18	\$50	
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Fitness and Self Improvement

PENR118.01	How to Get 'Unstuck'	November 5	\$149	
LRN118.75	Stress Management	November 6	\$145	



CRN	Title	Start	Fee	
MEDT118.02	Meditation II: Advanced Meditation Techniques	November 7	\$95	
CPR118.02	CPR for the Professional Rescuer	November 12	\$75	
HR Management and Customer Service				
LRN118.68	Using Personality Profiles for Better Work Perform	November 6	\$295	
Interior Decorating and Organization				
INT118.04	The Business of Home Staging	November 7	\$99	
Language and Culture Studies				
ART118.11	Art Weekend - Henri Matisse	November 3	\$295	
SPN118.02	Spanish - Level II	November 7	\$155	
Nonprofit Management				
IOP118.FIN	Strategic Financial Leadership	November 9	\$350	
Test Preparation				
STEPS118.04	SAT Prep Weekend Workshop	November 18	\$215	
Visual and Media Arts				
ART118.03	Chain Maille - Viper's Basket Bracelet	November 1	\$109	
ART118.01	Painting from and for the Heart	November 11	\$98	
ART118.21	Glass Ornaments	November 20	\$50	
ART118.20	Glass Ornaments	November 27	\$50	
Youth and Family Programs				
BTB118.01	Babysitter Training Basics	November 11	\$75	

D E C E M B E R

Computer Skills and IT Certification				
TEC118.12	Introduction to InDesign	December 5	\$210	
eMarketing, Social Media and Web				
TEC118.18	Introduction to Building a Website	December 2	\$225	
Language and Culture Studies				
COMM118.03	Communication and Public Speaking Weekend	December 1	\$295	
Nonprofit Management				
IOP118.LL	Nonprofit Leadership Lab	December 5	\$650	