

# THINK AGAIN

SPRING 2018

**Our new GIS Certificate Program  
begins February 21**  
See page 3 for details!



**RICHMOND**  
School of Professional  
& Continuing Studies™

**PLUS TONS OF CLASSES IN 20 OTHER TOPIC AREAS**

# Letter from the Staff



## Launching our GIS Certificate — and a New Registration Portal

SPCS is pleased to announce the debut of a new certificate in Geographic Information Systems (GIS)! GIS allows us to organize, visualize, analyze, and interpret our world in ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts. GIS technology has broad applications in natural and social sciences, humanities, environmental studies, engineering, and management. The 15-week program begins February 21, 2018. Each class will be a mix of lecture and lab activity, and labs will be taught mainly in ArcGIS Pro but will also include open source exercises.

SPCS is also shifting its online registration system effective for Spring 2018. Our new online registration portal opens for registration on December 5 at 9 a.m. Coinciding with this change is a new way of browsing and searching for classes. You'll still be able to purchase classes online using a major credit card, to view your purchase history, and to receive email confirmations of your registration. The new system will provide a streamlined checkout process for most customers, and will track tuition remission benefits for University of Richmond employees.

Review instructions for the one-time account setup process on the inside back cover of this publication. We look forward to continuing our relationship with you as we migrate to a new online registration portal.

Looking for more? Drop us a line at [spcs@richmond.edu](mailto:spcs@richmond.edu) and let us know how we can meet your professional development and personal enrichment needs.

### **SPRING 2018 CLASS LISTING**

**LOOK INSIDE** this issue for a 4-page insert of the monthly schedule of classes for the months of January to May.





## Beer Brewer Professional Certificate: Next Cohort Begins April 10

We are now accepting applications for the Spring 2018 cohort of the Beer Brewer Professional Certificate Program. The professional certificate 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.

SPCS graduated its first cohort of Beer Brewer Professional Certificate students on November 5, 2017. The second cohort began classes on October 17, 2017. To be considered for our third cohort, complete our online application. The process is quick and simple and will likely take little more than 15 minutes.

[spcs.richmond.edu/brewer](http://spcs.richmond.edu/brewer)

## Registration Now Open for Our New GIS Certificate Program

Our new Geographic Information System (GIS) Certificate Program is designed for professionals who wish to enter the field of GIS or to add GIS to their skillset. The program provides a solid background in the fundamentals of geography and extends beyond a particular software program's capability or features. You'll leave the certificate program with knowledge in the newest GIS software and best practices for utilizing it in your field. GIS technology has broad applications in natural and social sciences, humanities, environmental studies, engineering, and management. Unlike other GIS certificate programs, we'll focus on how desktop GIS software transitions to web facing applications and how web GIS plays into your organization.

[SPCS.RICHMOND.EDU/TA](http://SPCS.RICHMOND.EDU/TA) · (804) 289-8133

Learning modules include:

- What is a GIS
- Working with Spatial Data
- Desktop Applications (ArcGIS Pro, QGIS)
- Web Mapping (ArcGIS Online, Carto)
- Presentations and Cartography

Each class will be a mix of lecture and lab activity, and labs will be taught mainly in ArcGIS Pro but will also include open source exercises. The 15-week program begins February 21 and is now open for registration.

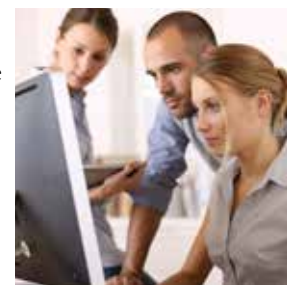
[spcs.richmond.edu/gis](http://spcs.richmond.edu/gis)

## UR Coding Boot Camp Starts January 16

The first UR Coding Boot Camp, offered in partnership with Trilogy Education Services, kicked off October 17, 2017. The 24-week program prepares students to become full stack web developers and is offered on a part-time basis with convenient evening and weekend sessions tailored to the needs of working adults and full-time students. We're now taking applications for the January 2018 boot camp.

The curriculum incorporates a blend of high-demand technologies, computer science fundamentals, and career services to prepare students to succeed on job interviews. Students also build a robust portfolio of web applications to showcase their skills to potential employers. The program of study is optimized for the Richmond market, meaning students who complete UR Coding Boot Camp will be ready for local jobs. Better yet, no coding experience is required. To start the application process to join the next boot camp, complete an inquiry form online.

[codingbootcamp.richmond.edu](http://codingbootcamp.richmond.edu)



New professional education programs continue to expand

## Career Management Workshop Series for Professionals

Careers are no longer “made” with a single job or even a couple of lifetime positions. A 21st century career requires ongoing professional development and networking. Professionals shift from company to company, develop positions in the gig economy and in more traditional employment, move up corporate ladders, and remain actively employed for longer. In short, working professionals need career management advice. In response, Dr. Tonya Osmond, UR SPCS and Alumni Career Advisor, will lead a series of three career workshops for working professionals this spring:

- Career Renovation: Making Career Transitions (April 29)
- Revitalizing Your Resume and Improving Your Interviews (May 6)
- Networking, LinkedIn, and Other Job Search Strategies (May 20)

[spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) > **Select College & Career Preparation**

## Building an Earthen Oven — and Maybe More!

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,” learn 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 all students will leave with the skills necessary to replicate the project at home. As an added bonus, participants will also learn how to apply the steps involved in building an earthen oven to build a non-toxic, zero-footprint, sustainable earthen home for under \$5,000!

[spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) > **Select Sustainability & Environment**



## Prepare for the SHRM-CP & SHRM-SCP

The SHRM Learning System strengthens your HR knowledge base with a comprehensive review of the entire body of HR knowledge, preparing you to take either the CP or SCP exam. The program is study-intensive and fast-paced, with periodic progress checks and homework exercises that draw on a variety of sample questions to reinforce classroom review sessions. Participants will assess their competency level and enrich test-taking skills. This program is ideal for HR professionals who want a comprehensive review before taking the 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 includes the SHRM Learning System workbooks.

[spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) > **Select Management & Administration or Test Preparation**

## Home-Based Business

SPCS is pleased to launch a series of classes designed for home-based and small business owners and entrepreneurs. From data analysis to social media for home business owners to time management strategies to get more done in less time, we’re offering classes with the small and home business owner in mind. Look for these in the schedule:

- Business Strategies for Getting More Done in Less Time
- LERN Certificate in Data Analysis
- Maximizing the Power of LinkedIn
- Dust Off Your Business Plan and Use it as a Growth Tool

[spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) > **Select Home-Based Business**







# Explore our new classes in languages and cultural studies

## The FBI in Hollywood: Fact or Fiction

NEW! Have you ever watched a movie that was about the FBI or other law enforcement agency and wondered what, if any of it, is true? Have you had questions like, "Can they really do that?" or, "Why would this be an FBI case and not another agency's?" If so, this course offers an insider's perspective on Hollywood's attempt to showcase the job of an FBI agent through the study of several major films. The class is instructed by a local FBI agent with twenty years of experience in law enforcement, offering insight and truth behind each week's look at a major FBI-based film.

## Freedom's Daughters: Women Civil Rights Activists

NEW! The U.S. Civil Rights Movement was a defining moment in the country's history. There were many tragedies, but with faith and perseverance, barriers were broken and victories were won. This course will examine the role of women in the movement who in many cases put their lives on the line along with men to bring about political, civil and social justice change.



Find all the classes on this page at: [spcs.richmond.edu/thinkagain](http://spcs.richmond.edu/thinkagain) > Select Languages & Cultural Studies

## Gun Violence & Terrorism: Understanding Contemporary Topics

NEW! Gun violence has become a staple in the U.S. nightly news, while our country leads the pack in gun-related deaths in first-world democracies.

Outside of news clips and headlines, what is the truth of gun violence? What is law enforcement doing to respond? Likewise, the vast topic of terrorism may be approached by analyzing the history of conflict and evolution in modern times. This two-part series will uncover truths about gun violence and aspects of global terrorism (particularly an overview of the Arab-Israeli conflict). This course is led by a local law enforcement officer with first-hand experience studying and living in Israel during times of war and relative peace.



## Language Classes for All Levels

We're pleased to offer a number of language classes for the spring. We're offering a new Spanish for Medical Professionals class in addition to reprising our Spanish for Conversation and Spanish I & II classes. We're also offering Italian I & II classes along with American Sign Language (ASL) I & II. Whether you're looking to converse with your neighbor in Spanish, preparing to visit Italy for a Tuscan vacation, or working with members of the deaf and hard-of-hearing community, we have a class for you!



# Wide and ever-evolving classes for young and seasoned professionals

## Permaculture Design Certificate: Learn Ecological Design

Permaculture is an ethically based design approach to creating sustainable human communities. Although rooted in agriculture, permaculture design also touches on regional planning, ecology, architecture and international development.

Offered through a special partnership with the Shenandoah Permaculture Institute, our Permaculture Design Certificate is designed for those interested in learning design techniques to build a more sustainable community in their backyard, their neighborhood or their city. The certificate will cover ethics, design, and sustainability issues. It will also give students practical techniques that can be applied to their gardens, farms and homes.

This program is open to all community members and will be of special interest to teachers, sustainability professionals, landscape designers, farmers and agritourism professionals.

[spcs.richmond.edu/permaculture](http://spcs.richmond.edu/permaculture)

## IOP Winter and Spring Institutes

Spend a week earning a professional certificate through the Institute on Philanthropy. Our institutes serve nonprofit professionals from Central Virginia, the mid-Atlantic and around the nation. The intensive institute format encourages participants to work while they learn, engaging institute leaders and participants to address specific issues they face in their nonprofit organizations.

Fund Development: Jan. 21–26, 2018

Strategic Marketing and Communications: Jan. 28–Feb. 3, 2018

Planned Giving: March 19–23, 2018

Grant Writing & Management: April 30–May 4, 2018

[spcs.richmond.edu/iop](http://spcs.richmond.edu/iop)



## Online Learning is a Great Option for Busy Professionals

If you ask students why they choose to learn online, the most common response you'll get is, "It's just more convenient."

But the benefits of online learning go beyond mere convenience. In fact, you may find the online environment is more conducive to your individual learning style. If you are a motivated self-starter who enjoys using technology and online interaction tools, you may find that online learning is the right fit for you. Plus online learning, especially online professional development, offers other benefits. Our variety of online learning partners make it easy for individuals to upgrade their knowledge of a particular topic or add a new skillset. Many online providers also offer coursework that results in a certificate or professional credential.

We partner with a variety of leading adult and continuing education providers to provide online courses and programs of study. Check out our latest selection online.

[spcs.richmond.edu/online](http://spcs.richmond.edu/online)







Beginning December 5, 2017, SPCS will shift to a new online registration system for Think Again classes. Starting December 5, visit [spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) to access the new online registration portal.

**What's Changing?** While the search and shopping interface is changing, the processes of adding classes to the shopping cart, purchasing classes, and receiving confirmation messages and receipts will be familiar. The most significant change is that **ALL REGISTRANTS** will need to create a **new online profile** in the new registration system. Individual customer accounts will not be transferred to the new system.

Here are instructions for setting up your account. This will be a one-time process: Once you successfully set up your account, you'll simply need to log into the system from that time forward (but be sure to record your username and password).

1. Visit [spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) to access the new online registration portal. Click the blue button.
2. Select the yellow **Sign In/New Account** button at the top of the portal page.
3. Select the blue **Create Account** button on the Customer Account/Sign In page.
4. Enter all required information (indicated by **red asterisks**).
5. Password must be **7 characters**, with at least 1 number, 1 capital letter and 1 letter.
6. Date of birth must be in **mm/dd/yyyy format** (month and day as 2-digit numbers; year as 4-digit year)
7. **UR employees & dependents** MUST ENTER their 8 digit UR ID to receive tuition remission benefits.
8. Enter the yellow **Submit** button. Address any errors that arise as needed.

You'll know you've succeeded when you see a yellow message at the top of the page that reads **You Are Now Signed In, [First Name Last Name]**.

**Non-UR employees:** If you need to add a partner and/or dependents to your account, visit the Shopping Cart (links at top and side of each page) and select the **Add Attendee** button (near the bottom of the page).

**Special Instructions for UR Employees and Dependents**

1. If you receive a **Banner 1** or **Banner 2** error when creating your account, please contact the Registration Coordinator at (804) 289-8133. The system uses your full name from Banner, not your preferred name.
2. When you successfully set up your account, you may select the **Cart link** at the top of the page to view you and your dependents' tuition remission benefits for 2018. If you have questions, please contact the Registration Coordinator for assistance.
3. Once you've set up your account, you can add classes and check out with a credit card payment or using TR benefits. To return to your account, visit [spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) and follow the link to the portal. [spcs.richmond.edu/thinkagain](https://spcs.richmond.edu/thinkagain) will always provide the correct link to the registration portal.

Introducing Our New Online  
 Registration System

Special Programs Building  
University of Richmond, VA 23173

# College and Career Prep

## S.T.E.P.S. to Success

We continue to expand our STEPS (Strategies & Techniques for Enhancing Performance and Skills) to Success program to include additional college preparation opportunities. We're running four SAT Preparation weekend workshops along with afternoon workshops on Choosing a College and Choosing a Career Path. And if you're interested in graduate school, we're also offering a day-long GRE Preparation workshop. Enhance your undergraduate, graduate and career opportunities with STEPS to Success at SPCS!

[spcs.richmond.edu/thinkagain](http://spcs.richmond.edu/thinkagain) > Select  
College & Career Preparation




## Registered Students May Bring a Guest For Free.

We're offering a special promotion on select classes throughout the spring semester. When you register for one of these classes, you'll have the option to bring a friend for free.

- Life of the Civil War Soldier
- Retirement Planning Today
- Music of the Sixties: A Historical Tour of Rock Music
- The FBI in Hollywood: Fact or Fiction
- Gun Violence & Terrorism: Understanding Contemporary Topics
- Rejuvenate Your Retirement
- Freedom's Daughters: Women Civil Rights Activists
- Tombstone Tales II
- Southern Saga RVA
- Passport to Retirement



**SPRING 2018 CLASS LISTING** Some of these classes are open throughout the term so be sure to check our online schedule at [spcs.richmond.edu/ta](http://spcs.richmond.edu/ta) for more details.  = Online classes.

CRN	Title	Start	Fee	
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## JANUARY

### Arts & Design

ARD218.PHT1	Photography: Shooting Like a Pro	January 22	\$295	
ARD218.WTRCL1	Watercolor Magic	January 23	\$245	
ARD218.GAUWKD	Paul Gauguin: Art Adventures	January 26	\$295	

### eMarketing

MKT218.PDIGBIZ	Private Digital Consultation For Your Business	January 15	\$250	
MKT218.PRIVDIG	Private Digital Instruction	January 15	\$295	

### Institute on Philanthropy (IOP)

IOP218.FD	Fund Development Institute	January 21	\$1,875	
IOP218.MKT	Strategic Marketing & Communications for Nonprofits Institute	January 28	\$1,850	

### Languages & Cultural Studies

LGC218.CVLW1	Life of the Civil War Soldier	January 10	\$30	
LGC218.ITAL1	Italian Level I	January 16	\$265	
LGC218.ITAL2	Italian Level II	January 18	\$265	

## FEBRUARY

### Arts & Design

IDEC218.NBINTDES	The Nuts and Bolts of Interior Design	February 27	\$125	
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### College & Career Preparation

CCP218.SATPRP1A	S.T.E.P.S. to Success S.A.T. Prep	February 24	\$215	
FIT218.PERFIT	Personal Fitness Trainer Certificate	February 11	\$749	

### Communication & Writing

LRN218.BW	LERN Business Writing	February 5	\$195	
LRN218.BW-CT	LERN Certificate in Business Writing	February 5	\$495	
LRN218.PM-CT	LERN Certificate in Presentation Media	February 5	\$495	
LRN218.WC-CT	LERN Certificate in Workplace Communication	February 5	\$595	

### eMarketing



LRN218.DM-CT	LERN Digital Marketing Certificate	February 5	\$495	
LRN218.GA	LERN Google Analytics	February 5	\$195	
LRN218.IEP	LERN Improving Email Promotions	February 5	\$195	
LRN218.IM-CT	LERN Inbound Marketing Certificate	February 5	\$495	
LRN218.INGR	LERN Infographics	February 5	\$195	
LRN218.IIM	LERN Introduction to Inbound Marketing	February 5	\$195	
LRN218.IMM	LERN Introduction to Mobile Marketing	February 5	\$195	
LRN218.INTROSM	LERN Introduction to Social Media	February 5	\$195	
LRN218.SMP-CT	LERN Managing Social Media Platforms Certificate	February 5	\$495	

LRN218.MVM-CT	LERN Mastering Video Marketing	February 5	\$395	
LRN218.MM-CT	LERN Mobile Marketing Certificate	February 5	\$595	
LRN218.POD	LERN Podcasting	February 5	\$245	
LRN218.SMB-CT	LERN Social Media for Business Certificate	February 5	\$495	
LRN218.TWIT	LERN Twitter	February 5	\$195	
LRN218.VM	LERN Video Marketing	February 5	\$245	





















### Home-Based Business

LRN218.21CSP	LERN 21st Century Strategies for Productivity	February 5	\$195	
LRN218.DA-CT	LERN Certificate in Data Analysis	February 5	\$495	
LRN218.INTRODA	LERN Introduction to Data Analysis	February 5	\$195	

### IT, GIS & Coding

LRN218.BGD-CT	LERN Certificate in Basic Game Design	February 5	\$395	
LRN218.CWD-CT	LERN Certificate in Web Design	February 5	\$595	
LRN218.3DP	LERN Introduction to 3-D Printing	February 5	\$195	
LRN218.IGD	LERN Introduction to Game Design	February 5	\$245	
LRN218.WD	LERN Introduction to Web Design	February 5	\$245	
LRN218.WPC-CT	LERN WordPress Certificate	February 5	\$495	
TEC218.INT2EXL	Introduction to Microsoft Excel	February 6	\$199	



CRN	Title	Start	Fee	
TEC218.INTPS	Introduction to Photoshop	February 13	\$199	
TEC218.GIS	GIS Certificate	February 21	\$749	
TEC218.INT2ACCESS	Intro to Access	February 27	\$199	
<b>Languages &amp; Cultural Studies</b>				
LGC218.SPAN.1	Spanish Level I	February 6	\$155	
LGC218.SPANM	Spanish for Medical Professionals	February 7	\$155	
LGC218.PSPWKD	Public Speaking and Communication	February 9	\$295	
ARD218.MMAWKD	Mamma Mia: Art & Film Exploration	February 16	\$295	
LGC218.ASL1	American Sign Language I	February 20	\$120	
LGC218.MUSC1	Music of the Sixties: A Historical Tour of Rock Music	February 21	\$195	
LGC218.FBI1	The FBI in Hollywood: Fact or Fiction	February 26	\$165	
<b>Management &amp; Administration</b>				
LRN218.CS-CT	LERN Certificate in Customer Service	February 5	\$245	
LRN218.CLD-CT	LERN Certificate in Leadership Development	February 5	\$395	
LRN218.CPM-CT	LERN Certificate in Project Management	February 5	\$495	
LRN218.CMGMT	LERN Conflict Management	February 5	\$245	
LRN218.IPM	LERN Introduction to Project Management	February 5	\$195	
LRN218.KCS	LERN Keys to Customer Service	February 5	\$145	
LRN218.LP	LERN Leadership Principles	February 5	\$145	
MLRN218.MBC	LERN Management Boot Camp	February 5	\$295	
LRN218.MGMT-CT	LERN Management Certificate	February 5	\$595	
LRN218.ONEMP	LERN Onboarding New Employees	February 5	\$195	
LRN218.PTMC-CT	LERN Productivity & Time Management Certificate	February 5	\$595	
LRN218.SLC-CT	LERN Supervisory and Leadership Certificate	February 5	\$395	
SHRM218.SHRM	SHRM Learning System	February 7	\$1,250	
<b>Personal Finance</b>				
PWL218.RETPL1	Retirement Planning Today	February 1	\$40	
LRN218.RETIRERICH	LERN Retire Rich: Smart Steps for 20 and 30-somethings	February 5	\$195	
PWL218.RETPL2	Retirement Planning Today	February 20	\$40	
<b>Personal Wellness</b>				
PWL218.CHLDC1	Child Care Fundamentals	February 17	\$75	
PWL218.FAID1	First Aid and AED: Infant, Child, Adult	February 18	\$75	
PWL218.MEDT1	Meditation I	February 20	\$125	
<b>Sustainability &amp; Environment</b>				
LRN218.LEED	LERN LEED v4 Green Associate Exam Prep & Study Group	February 5	\$695	
ENV218.PERMA	Permaculture Design Certificate	February 9	\$999	
<b>Teaching &amp; Instruction</b>				
LRN218.3DPE-CT	LERN 3D Printing for Educators Certificate	February 5	\$345	
LRN218.ATO	LERN Advanced Teaching Online	February 5	\$195	
LRN218.OT-CT	LERN Certificate in Online Teaching	February 5	\$495	
LRN218.TA-CT	LERN Certificate in Teaching Adults	February 5	\$295	
LRN218.COI-CT	LERN Certified Online Instructor Program (COI)	February 5	\$795	

## MARCH

### Arts & Design

IDEC218.HMSTAGE	The Business of Home Staging	March 6	\$125	
ARD218.PHT2	Photography: Advanced	March 8	\$295	
ARD218.OKFWKD	Georgia O'Keeffe: Art Adventures	March 9	\$295	

### Brewing Education

BREW218.DGHTBEER	Draught Beer Systems and Quality Certificate	March 19	\$250	
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













### College & Career Preparation

CCP218.SATPRP1B	S.T.E.P.S. to Success S.A.T. Prep	March 3	\$215	
CCP218.GREP1	GRE Test Prep	March 18	\$225	





### Communication & Writing

LRN218.DW-CT	LERN Certificate in Designing Webinars	March 5	\$345	
LRN218.EC	LERN Effective Copywriting	March 5	\$195	
LRN218.SPEB	LERN Self Publishing eBooks	March 5	\$195	



CRN	Title	Start	Fee	
COM218.PUBSPK	Public Speaking Intensive Workshop	March 19	\$995	
COM218.STORYBIZ	The Power of Storytelling in Business and Life	March 21	\$199	
<b>eMarketing</b>				
LRN218.BWT	LERN Boosting Your Website Traffic	March 5	\$195	
LRN218.CM	LERN Content Marketing	March 5	\$195	
LRN218.CCPAPPS	LERN Creating Cell Phone Apps for Your Business	March 5	\$245	
LRN218.DSW	LERN Designing Successful Webinars	March 5	\$195	
LRN218.FFB	LERN Facebook for Business	March 5	\$245	
LRN218.MUSM	LERN Marketing Using Social Media	March 5	\$195	
LRN218.PFP	LERN Photoshop for Presentations	March 5	\$195	
RN218.YTB	LERN YouTube for Business	March 5	\$245	
MKT218.WEBDES	Web Design for the Everyman	March 24	\$150	
<b>Home-Based Business</b>				
LRN218.IDA	LERN Intermediate Data Analysis	March 5	\$195	
LRN218.PET	LERN Productivity eTools	March 5	\$245	
HBIZ218.POWLINK	Maximizing the Power of LinkedIn	March 24	\$175	
<b>IT, GIS &amp; Coding</b>				
LRN218.3DSM	LERN 3D Printed Science and Math	March 5	\$195	
LRN218.IVGD	LERN Intermediate Video Game Design	March 5	\$245	
LRN218.INWEB	LERN Intermediate Web Design	March 5	\$245	
TEC218.GMEXL	Getting More from Microsoft Excel	March 6	\$249	
TEC218.GMACCESS	Getting More From Access	March 20	\$249	
<b>Institute on Philanthropy (IOP)</b>				
IOP218.PG	Planned Giving Institute	March 19	\$1,550/\$1,750 (early/standard)	
<b>Languages &amp; Cultural Studies</b>				
LGC218.PSPWKD-2	Public Speaking and Communication	March 2	\$295	
LGC218.CVLR	Freedom's Daughters: Women Civil Rights Activists	March 20	\$125	
LGC218.TTALES2	Tombstone Tales II	March 20	\$110	
<b>Management &amp; Administration</b>				
LRN218.CMS	LERN Change Management Skills	March 5	\$245	
LRN218.COLMGMT	LERN Collaborative Management	March 5	\$245	
LRN218.DYLS	LERN Developing Your Leadership Skills	March 5	\$145	
LRN218.ECS	LERN Extraordinary Customer Service	March 5	\$145	
LRN218.NEG	LERN Negotiation: Get What You Want	March 5	\$195	
LRN218.PMP	LERN Project Management Processes	March 5	\$195	
<b>Personal Finance</b>				
PWL218.REJ1	Rejuvenate Your Retirement	March 13	\$40	
PWL218.REJ2	Rejuvenate Your Retirement	March 22	\$40	
<b>Personal Wellness</b>				
PWL218.CPRRSC	CPR for the Professional Rescuer	March 10	\$75	
PWL218.MEDT2	Meditation II	March 20	\$95	
<b>Teaching &amp; Instruction</b>				
LRN218.DOI	LERN Designing Online Instruction	March 5	\$195	

## APRIL

<b>Arts &amp; Design</b>				
IDEC218.DRAWROOM	Sketching Rooms & Scale Drawings	April 14	\$199	
<b>College &amp; Career Preparation</b>				
CCP218.CHCP	Choosing a Career Path	April 15	\$60	
CCP218.CHCLG	Choosing a College	April 22	\$35	
CCP218.SATPRP1C	S.T.E.P.S. to Success S.A.T. Prep	April 28	\$215	
CCP218.CRENV	Career Renovation: Making Career Transitions	April 29	\$70	
<b>Communication &amp; Writing</b>				
LRN218.UPP	LERN Using Personality Profiles for Better Work Performance	April 2	\$295	
LRN218.WNPR	LERN Writing News and Press Releases	April 2	\$195	
<b>eMarketing</b>				
LRN218.AIM	LERN Advanced Inbound Marketing	April 2	\$195	
LRN218.AMM	LERN Advanced Mobile Marketing	April 2	\$245	

**C4**

CRN	Title	Start	Fee	
LRN218.GDVP	LERN Graphic Design for Visual Presentations	April 2	\$195	
LRN218.ISMIYO	LERN Integrating Social Media In Your Organization	April 2	\$195	
LRN218.LIFB	LERN LinkedIn for Business	April 2	\$195	
LRN218.OA	LERN Online Advertising	April 2	\$195	
LRN218.MMW	LERN Managing & Marketing Webinars	April 3	\$195	
<b>Home-Based Business</b>				
LRN218.ADA	LERN Advanced Data Analysis	April 2	\$195	
HBIZ218.BIZPLAN	Dust Off Your Business Plan and Use it as a Growth Tool	April 25	\$175	
<b>IT, GIS &amp; Coding</b>				
LRN218.ADWEB	LERN Advanced Web Design	April 2	\$245	
TEC218.INT2NDSGN	Introduction to Adobe InDesign	April 10	\$199	
TEC218.GMPS	Getting More From Photoshop	April 17	\$249	
<b>Institute on Philanthropy (IOP)</b>				
IOP218.GWM	Grant Writing & Management Institute	April 30	\$1,750/\$1,850 (early/standard)	
<b>Languages &amp; Cultural Studies</b>				
LGC218.SAGA1	Southern Saga RVA	April 5	\$65	
LGC218.SPAN2	Spanish Level II	April 10	\$155	
LGC218.SPANC	Spanish Conversation	April 11	\$155	
<b>Management &amp; Administration</b>				
LRN218.DYPC	LERN Developing Your Professional Career	April 2	\$145	
LRN218.MGW	LERN Managing Generations in the Workplace	April 2	\$175	
LRN218.MP	LERN Managing Productivity	April 2	\$245	
LRN218.PMKA	LERN Project Management Knowledge Areas	April 2	\$195	
<b>Personal Finance</b>				
PWL218.PSPTR	Passport to Retirement	April 10	\$50	
PWL218.PSPTR2	Passport to Retirement	April 19	\$50	
<b>Personal Wellness</b>				
LRN218.SMGMT	LERN Stress Management	April 2	\$145	
PWL218.CHLDC1B	Child Care Fundamentals	April 21	\$75	
PWL218.PDFAID	Pediatric First Aid and CPR	April 22	\$75	
<b>Teaching &amp; Instruction</b>				
LRN218.FOD	LERN Fostering Online Discussion	April 2	\$195	
LRN218.TFC	LERN The Flipped Classroom	April 2	\$195	

**MAY****Arts & Design**

IDEC218.CURBAPP	Curb Appeal for the Home	May 12	\$149	
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**College & Career Preparation**

CCP218.REVR1	Revitalizing Your Resume and Improving Your Interviews	May 6	\$35	
CCP218.SATPRP1D	S.T.E.P.S. to Success S.A.T. Prep	May 19	\$215	
CCP218.NETW1	Networking, LinkedIn, and Other Job Search Strategies	May 20	\$35	

**eMarketing**

MKT218.SOCMED	Social Media Workshop	May 12	\$199	
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**Home-Based Business**

HBIZ218.BIZTIME	Business Strategies for Getting More Done in Less Time	May 5	\$175	
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**Languages & Cultural Studies**

LGC218.ASL2	American Sign Language II	May 1	\$120	
LGC218.ETQ	Professional & Social Etiquette	May 5	\$85	
ARD218.BRTWKD	Breakfast at Tiffany's: Art & Film Exploration	May 11	\$295	

**Personal Wellness**

PWL218.WLDR	Wilderness and Remote First Aid	May 19	\$175	
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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](https://spcs.richmond.edu/ta) for the most current listing.