During the 2012-2013 academic year, SPCS is celebrating its 50th year of meeting the educational needs of adult and non-traditional learners in the Richmond area.

We opened as University College on the corner of Lombardy and Grace, where we started serving Richmond’s part-time and evening educational needs. We moved to the University of Richmond campus in the 1970s, and we renamed ourselves the School of Continuing Studies in 1995.

We’re celebrating this milestone the entire year. In August we’ll finalize our renaming process, becoming officially the School of Professional and Continuing Studies. In September we’ll spend an entire week celebrating with events and activities. In November we’ll host the Hays and Margaret Crimmel Colloquium. We’ll culminate the celebratory year in May, when we’ll honor and graduate our first class of students from the renamed SPCS.

We hope you’ll visit spcs.richmond.edu to learn more about the upcoming celebration!

NEW! Food Service Management Certificate

Interested in honing your food service management skills? Whether already in the business, looking to start a food service establishment, or simply interested in exploring the possibility, check out this new program.

See the next page for other NEW courses.

spcs.richmond.edu
If graduate school or law school are in your future, explore our new LSAT or GRE Prep Classes.

Scores on exams like the GRE and LSAT are a major component of your graduate school application process and may even be used in awarding merit-based scholarships, grants, fellowships and assistantships.

A team of former standardized exam question writers and test preparation experts designs our test preparation courses. Each test prep course includes:

- Extensive classroom instruction
- Experienced, expert instructors
- Preparation materials
- Comprehensive presentations and explanations
- Practice test taking opportunities
- Actual questions from previous exams and computer-adaptive software
- Access to our instructors beyond your classroom experience
- Flexible schedule options

See page 30 for registration information.

spcs.richmond.edu/test-prep
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Art

Beginning Metals Jewelry
Come make your own pair of original earrings! The fundamental concepts and techniques of both design and creation of original jewelry will be discussed and the techniques of piercing and filing, soldering and polishing will be covered. This course is open to all levels of experience and will be held at the Visual Arts Center in Richmond.
11/15-12/20 R 5:30-8:00P $400
ART113.01 Lynalise Woodlief

COPPRclay and Molds
NEW! Just in time for the holidays! Molding compound plus buttons (and other objects) plus COPPRclay equals beautiful copper metal pendants, charms, and/or earrings. No experience is required.
11/07-11/28 W 7:00-9:00P $189
ART113.04 Celeste Miller

Designer Beading 101
Create a designer glass bead piece. Students will walk away their very own ready-to-wear necklace and earrings set.
09/12-09/26 W 6:00-8:00P $189
ART113.07 Season Smith-Wesley
OR
10/17-10/31 W 6:00-8:00P $189
ART113.08 Season Smith-Wesley

Painting Watercolor Flowers Saturday Session
NEW! Compose vibrant floral watercolor paintings in luminous hues with a proven step-by-step method from start to finish while soaking up the world of legendary Georgia O'Keefe. The basics of watercolor will be demonstrated with each step needed to complete one or two paintings. Note: Students should bring 3-5 close-up photos of flowers taken from different angles to capture delicate details, enlarged to 11x17 for the class. Please bring lunch for the day.
10/13 S 9:00A-4:00P $72
ART113.51 Donna Allen

Watercolor Painting in Red, White and Blue
NEW! Honor our Veterans and their families. Paint an heroic and patriotic still life painting honoring the US Veteran. Step-by-step demonstrations will take the participant from the beginning to the finished painting with easy-to-follow instructions. The basics of watercolor will be covered with each demonstration. Bring your mementos, pictures of veterans, and stories to share. Supplies are provided for the day. Students are invited to bring a picnic meal for after our art session.
11/11 U 1:00-6:30P $65
ART113.52 Donna Allen

Watercolor Painting in Red, White and Blue
NEW! This youth art course honoring our veterans and their families coincides with our adult enrichment program on Veteran's Day weekend. (All youth ages welcome)
11/11 U 1:00-6:30P $65
YTHART113.52 Young Rembrandts Staff

Key to Day Abbreviations
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday

CHAIN MAILLE

Flat Queen's Link Bracelet
NEW! Interlock jump rings to make the Flat Queen's bracelet. This silver bracelet is a flatter version of the Box Chain. Compact and slinky, it lies nicely on your wrist and will bring lots of compliments. This is a beginner weave.
10/04-10/11 R 7:00-9:00P $189
ART113.02 Celeste Miller

Graduated Full Persian Necklace and Earrings
NEW! This necklace is stunning! Using nine different silver ring sizes, we'll start with the largest and smoothly transition both sides to the smallest. Matching earrings complete the ensemble. This is an intermediate weave, but determined beginners are welcome.
10/13 S 9:00A-5:00P $399
ART113.03 Celeste Miller

Chain Maille Earrings
Back by popular demand! Perfect for holiday gifts, interlock silver jump rings to make two pair of Shaggy Loop earrings and a pair of Mobius earrings by interlocking silver jump rings. No experience is required, just good eyesight!
11/29 R 7:00-9:00P $99
ART113.05 Celeste Miller

Olympus Bracelet
NEW! What a beautiful, light and airy bracelet! Since this bracelet is an intermediate weave, we’ll do it in two-tone (silver- and gold-filled jump rings) to make it easier. Beginners are welcome - bring your good eyesight!
12/06-12/13 R 7:00-9:00P $189
ART113.06 Celeste Miller

Painting Watercolor Flowers Sunday Session
NEW! Compose vibrant floral watercolor paintings in luminous hues with a proven step-by-step method from start to finish while soaking up the world of legendary Georgia O'Keefe. The basics of watercolor will be demonstrated with each step needed to complete one or two paintings. Note: Students should bring 3-5 close-up photos of flowers taken from different angles to capture delicate details, enlarged to 11x17 for the class. Please bring lunch for the day.
10/13 S 9:00A-4:00P $72
ART113.51 Donna Allen

Watercolor Painting
Pursue an appreciation for nature in still life, the human form, and landscape through creating colorful compositions of form, texture, and light. Demonstrations include sketching, color blocking, mixing recipes and brush controlling techniques for successful watercolor painting. All the basics of watercolor will be explored if you are joining us for the first time. Note: Students should bring 6-8 photos of flowers, vegetables, fruit, landscape, or the human form, enlarged to 11x17 on copy paper to bring for the first session.
09/19-10/24 W 6:00-8:30P $210
ART113.50 Donna Allen
Career Development and Enhancement

Life Planning and Career Transition

Are you trying to figure out what you really want to do with your life? Has the daily grind, our current economy, or a major life change got you thinking that you should consider something different? Feel like you’re drifting with no clear objectives for your future or not real path to get there? This seminar will help you sort through your values, your goals and vision for the future, your skills, likes/dislikes, how to get a handle on your financial needs, and how to take action. You’ll find the classes to be thought-provoking and highly interactive. Map out your future and take charge of the rest of your life!

09/19-10/03 W 7:00-9:00P $139
BUS113.67 Don Miller

Essential Skills of Networking

What distinguishes you from among a crowd of networkers, corporate meetings, contract negotiations and daily interactions with your co-workers? The simple exchange of words, and how you act upon them, can mean the difference between success and failure. It can mean the difference between profit and loss, not only for your business, but for your reputation. Technical skills and the perfect product are no longer enough to stay competitive: success in today’s business world revolves around how you connect with people. Mastering the art of the unspoken rules of business is essential. This course will teach you the tools and techniques of how to interact with people to build rapport and trusting relationships into business; to bring in new clients plus keep the ones you have; to make a lasting impression and stand out in a crowd (and among your competitors); and to avoid common mistakes and unconscious actions that can quickly destroy your reputation.

09/18 T 6:00-9:00P $79
BUS113.45 Cassandra Isley
09/26 W 9:00A-12:00P $79
BUS113.38 Cassandra Isley

Advanced Teaching Online

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten-step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor’s book, Advanced Teaching Online, is included. Note: This is an online class. Participants will view presentations, read assignments, engage in activities and discussions in the online classroom. You can login anytime, day or night.

10/22-10/26 Online $195
LRN113.02 William Draves

Designing Online Instruction

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources, and designing the structure. We will discuss the designing your course, including development and models; motivating student-student interaction; and managing online interaction. Get the latest information on copyright issues, assessment and evaluation. Your instructor is co-author of the book ‘Faculty Guide to Moving Teaching and Learning to the Web’ (included in class fee).

11/05-11/09 Online $195
LRN113.03 Rita Marie Conrad

Building Online Communities in Cyberspace

In the online classroom the relationships and interactions among people are the primary generators of learning. Come learn how to build online communities with the foremost authorities and authors of the popular book by the same title. Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about using dialogue as inquiry, negotiating discussion guidelines, and fostering inter-group and other forms of collaboration. Book is included in course fee.

12/03-12/07 Online $195
LRN113.04 Rena Palloff

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information. Note: This is an instructor-led online course. You will need an internet connection and audio (speakers) to participate. You may participate in the online class any day of the week, any time of day.

10/01-10/26 Online $245
LRN113.21 Staff
Career Management Services

Resume Preparation and Letter of Introduction – How Do I Sell Myself?
Are you one of hundreds of individuals who has not written a resume for a number of years or who wants to “polish” a more recently written resume? Your career coach will prepare, edit and manage your resume so that it meets the highest quality standards. With your coach’s guidance you will create a resume that tells your story in an appealing, persuasive and personally-focused manner. Through face-to-face interview sessions with your career coach you will be able to achieve the following outcomes:
• Selecting the right resume format to tell your story.
• Delivering an introduction, summary, or objective that targets the position or field for which you are applying with clarity and purpose, making you stand out among other applicants.
• Developing a systematic approach to your job search that utilizes your resume as a strategic tool.
• Providing opportunities and methods to insure that your resume stands out in a sea of paperwork.

Career Coaching – Your Customized Career Plan for Life
Are you seeking immediate, highly professional, and effective career techniques to help kick-start a stagnant career, overcome job challenges or other obstacles? Then you need a customized career plan for life! With your career coach, you will develop a robust, personalized plan for your career goals and objectives and a self directed purposeful career path! Using assessments, exercises, evaluations, and one-on-one discussions with your career coach you will develop a focused plan for your life career facilitated by:
• Discovering your work values, interests, skills and competencies.
• Identifying alternative career options that capitalize on your experience, knowledge, skills and abilities profiles.
• Maximizing your personal-job-organizational fit.
• Identifying and cultivating mentor and career advisor networks.

Exiting Assistance – Dealing with Job Loss and Successfully Moving On
Are you experiencing a job loss and in need of “exiting assistance”? Employers are reducing staffing levels at an alarming rate. In this job loss stage, career coaching will provide you with the help you need to successfully transition into a new professional opportunity! Sessions with your career coach in the “exiting assistance process” include:
• Coping strategies for job loss.
• Purposeful and targeted career transition training.
• Effective interviewing techniques.
• New and easily accessed job search resources.
• Professional resume preparation.

Interview Preparation – Telling Your Story, Land the Job You Want!
Are you preparing for the daunting task of interviewing? You must stand out above the other candidates by telling, substantiating, and branding your unforgettable story. As part of your sales pitch, you need to demonstrate poise, preparation and confidence. Land the job you want! With your career coach, your interview performance will improve by applying the following skills and strategies:
• Techniques to arm you with the ability to adjust and tailor your “interview persona” so that you remain in control – even in the toughest circumstances – and tell your message effortlessly and effectively.
• Exercises to help you understand your body language and that of the interviewers.
• Specialized speech skills that eliminate confusion and clarify your thoughts.
• “Learning lessons” from your interview and making adjustments in preparation for the next.

Career Switching – A New Direction for You and Your Career
Are you a job seeker looking to make a complete change in your career direction? Are you looking at the opportunity to seek a path that is more secure, enjoyable and rewarding? Have you considered the risks, evaluated the job market, developed a transition plan, identified your support network and researched your potential new career to make sure that it will meet all of your needs? Arm yourself with the latest and most effective tools in job research, understand the job market, and focus on your success rather than being blindsided by unknowns. With your career coach, you will:
• Evaluate the risks of your career direction.
• Develop a purposeful plan designed to address financial, skills-set and time requirements.
• Identify mentors and coaches in your interest area to allow for an informed and successful transition.
• Look at the long term commitment and evaluate if you will be happy in this new opportunity years from now.

Sam Bruce, PCAF
Director, Center for Career Management
School of Professional and Continuing Studies
University of Richmond, VA 23173

(804) 922-9947 (cell)
sbruce2@richmond.edu
Foundation Skills for Every Evolving Professional
Everyone should continue to learn and evolve, no matter what you do for a living! Foundation Skill Sets are the essential skills that almost every employee will need as professional evolution continues. This course is designed to give you the building blocks for each skill set so that you can broaden your own professional development. Topics include professional etiquette, work-life balance, presentation skills, sales skills, leadership, and communication skills.
10/02-10/25 TR 6:30-8:30P $299
BUS113.02  Stacy Wood

How to Grow Your Business More Profitably
Running a business is a huge challenge. Knowing the right things to do and not do is critical. You get what you focus on, so focus on the right things! Learn to think and act like an entrepreneur with the 10 Keys to a Business Owner’s Success. Understand your business model, value proposition and competitive advantage. Each participant will develop a business plan consisting of marketing and sales, management and finances. “If you plan to succeed you better have a plan!” This course is designed for those who already own a business.
09/25-12/11 T 8:30-10:30A $249
BUS113.17  Charles Ferneyhough

Marketing 911: Strategically Market Through Crisis
No company or organization is immune to crisis. It strikes every type of business. Workplace violence, destructive acts of nature, ‘BP’, the unexpected death of an executive, fire, accidents, and product recalls pose unforeseen threats and business interruptions. Crisis management is a relatively new field of marketing. How a company handles a crisis is more important than the crisis itself. Speed, transparency and commitment to managing a crisis speak volumes about how the crisis company is judged. Many experts agree that bad news, even toxic press, can be survived if organizations are image-conscious on an ongoing basis. Using the instructor’s own case studies, real-world situations, and personal experiences, students will gain practical knowledge and implementable strategic skills with the knowledge base needed to immediately implement a crisis communication plan. Course is designed for organizations with 2 to 500 employees.
09/21 F 9:00A-4:00P $129
BUS113.03  Lloyd Leitstein

Sales: Making it Natural
Whether you are interested in getting started in sales, have recently started out in a sales role, or even if you have been in sales for a while and simply want to build upon the skills that you already have, this is the course for you! We will look at the logical steps of selling and break it down to simplify the process. From there, we focus on making ‘selling’ a natural conversation between you and the potential customer. We round out the session by solidifying these newly found skills through practice.
11/02 F 8:30A-4:30P $189
BUS113.01  Stacy Wood

Start a Business the Right Way
Starting a business is not to be taken lightly. Knowing the right things to do and not do is critical. Learn to think and act like an entrepreneur with the 10 Keys to a Business Owner’s Success. Understand your business model, value proposition and competitive advantage. Each participant will develop their own business plan consisting of marketing and sales, management and finances. This course is designed for those who are interested in starting a business.
09/26-12/12 W 7:00-9:00P $249
BUS113.10  Charles Ferneyhough

Succeeding with a Client-Focused Culture
NEW! Everyone knows that client service is important, but businesses that truly understand and orient themselves toward the needs of the customer are more successful - think of Southwest Airlines and Nordstrom. Learn ways to improve all aspects of your business strategy so that clients are more satisfied with your work and company. By creating a client-focused culture, you can boost revenues, reduce client turnover, and advance your organization.
10/10 W 6:00-8:00P $59
BUS113.49  Alexandra Bayler

Certificate in Online Teaching
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and training. Required courses for certificate:

Advanced Teaching Online
Designing Online Instruction
Building Online Communities in Cyberspace

Sign up for the courses individually, or take all three (in any order) to earn your Certificate in Online Teaching!
Note: These are online, instructor-led classes. You must have internet access and audio (speakers) to participate. In the online classroom, you will listen to audio lectures, view slides and even take optional quizzes to test yourself. Post comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion. Participate anytime day or night, as little or as often as you like.
Over the last three years, financial advisors who are a CERTIFIED FINANCIAL PLANNER™ have reported an increase in gross earnings of $20,000-$40,000 in the year following their CFP® certification. More than 95 percent of them report feeling satisfied or very satisfied with their careers.

The University of Richmond has partnered with Dalton Education, a leading provider of innovative education solutions in financial planning, to offer an online certificate program, which is designed to fulfill the education requirement to sit for the CFP® Certification Examination. Our Online Executive Certificate in Financial Planning, a self-study online program, is a customized learning option that allows students to study at their own pace. Our program consists of providing the highest quality CFP® education through the University of Richmond and the leading CFP® review course in the industry, THE DALTON REVIEW® for the CFP® Certification Examination.

Program Structure
The Online Executive CFP® Certification Education program is an independent, self-study, online education program, designed to fulfill the education requirement to sit for the CFP® Certification Examination. The program is designed to be completed in nine months but may be completed in more or less time, depending on a student’s schedule.

The program consists of six modules:
- Fundamentals of Financial Planning and Insurance
- Investment Planning
- Income Tax Planning
- Retirement Planning
- Estate Planning
- Financial Planning Presentations

Students complete the program at their own pace via highly interactive content, including video introductions for each module, instructor whiteboard examples and lectures, interactive games, exercises, homework and exams. This program is appropriate for anyone who cannot attend a regularly scheduled class or is a disciplined, self-study student. Access to the course materials can be extended in three-month increments at no additional charge.

Students can customize their educational experience by supplementing their program with additional study aids such as:
- Live End of Course Review, a live online instructor-led summary of the most important concepts in the course.
- Textbook Bundle, receive required textbook automatically.
- The Dalton Review for CFP® Certificate Examination, considered the premier CFP® review course in the country.

Application
For more information on the program and to register, please visit urichmond.course-central.com or call (877) 426-2373.

Admission Criteria:
Please note: Beginning January 1, 2007, candidates for CFP® certification must earn a bachelor’s degree prior to holding the CFP® certification. For more information about CFP® certification please visit: www.cfp.net. Currently, there are no prerequisites or admissions processes for the University of Richmond’s program; however, a general knowledge of finance terms and an understanding of financial planning issues are desired.
Take Charge and Lead Your Career!

We are faced with hundreds of decisions daily within our professional and personal lives, many times under stressful conditions. It is imperative that we have the ability to think efficiently and effectively. This course will take you out of survival mode and teach you the skills necessary to combat today’s pressures and think proactively. It will provide you with essential leading tools to establish a clear vision and an empowered purpose for your career path. Learn the necessary skills to perform a self-assessment, organize and manage your goals, along with a decision making template to teach you how to stand out in a crowd! It does not matter what position someone holds - from the janitor to the CEO - everyone can be a leader and make a difference. We were hired for a reason - it is time to take ownership of our position.

10/17  W  9:00A-12:00P  $79
BUS113.25  Cassandra Isley

OR

10/23  T  6:00-9:00P  $79
BUS113.55  Cassandra Isley

You’re On the Air! How to Make it in Voice-Overs

Voice-overs are hot today! You don’t have to be an actor to get voice-over work. With notable talents such as James Earl Jones, Linda Hunt and Donald Sutherland lending their voices to commercials, films and videos, one would think it would be next to impossible to break into this field. Not so! In this class you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full- or part-time business! Your instructor, a professional voice-over artist, will discuss voice-over technique and will introduce students to the voice-over business as a whole. He will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You’ll step up to the microphone to do some practice recording, and best of all, hear the results!

10/20  S  9:00-11:00A  $49
BUS113.07  Ben Marney

Decision Making and Finding Opportunities

NEW! During his 50 years as an entrepreneur, Joe Geiger discovered a number of practical business principles that were as useful for decision-making in everyday life as they were in business situations. Not only will you make better and more consistent decisions when using these principles, but they will help with very difficult problems. If a problem is systematically broken down into several components, a solution is much easier to devise. In addition, most people find it difficult to find fruitful business opportunities. Using a simple, six-word system, and 19 practical business principles, you will learn how to both make decisions and find the best business opportunities.

09/15  S  9:00A-12:00P  $79
BUS113.50  Joe Geiger

Writing a Business Plan

NEW! This seminar is designed to give people real-world information on how to write a successful business plan that will garner investor interest. Even after successfully writing a business plan, starting a new business for the first time can be a daunting task. The business start-up Practical Business Principles learned in class will make it much easier to start your business and vastly increase your long-term business success.

09/22  S  9:00A-12:00P  $79
BUS113.51  Joe Geiger

Principles in Legal, Ethical, Intellectual Property

NEW! Because America is such a litigious society, we must be constantly aware of how the law, contracts, agreements, and corporate structure affect the daily operation of our business. There are a number of ways to avoid legal problems by adhering to several simple principles in your day-to-day operation. There are simple ways to structure contracts and agreements that will keep you out of court. Other principles will keep you from inadvertently making costly mistakes that have legal ramifications. Explore ten practical business principles in legal, ethical and intellectual property issues, and help keep your business out of trouble!

10/13  S  9:00A-12:00P  $79
BUS113.94  Joe Geiger

Key to Day Abbreviations

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
Social Networking for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work— including the possible uses for your organization. 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.

Courses required for the certificate:

**Introduction to Social Media**

**Communicating and Marketing Using Social Media**

**Integrating Social Media in Your Organization**

Sign up for the courses individually, or take all three (in any order) to earn your Social Networking for Business Certificate.

Note: These are online, instructor-led classes. You must have internet access and audio (speakers) to participate. In the online classroom, you will listen to audio lectures, view slides and even take optional quizzes to test yourself. Post comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion. Participate anytime day or night, as little or as often as you like.

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**Communications and Writing**

**Media Relations 101**

NEW! Does your business, school, nonprofit or church deserve more media coverage? In this course you’ll learn how to identify newsworthy story ideas and successfully pitch them to the media. Study how to craft messages clearly, communicate with the media and handle interviews. We’ll explore local media opportunities, hear from a local reporter and discuss tips to improve your relationship with the media. Note: This class focuses on traditional media and does not cover social media.

10/17  W  9:00A-4:00P  $199
COM113.05  Dena Reynolds

**Advanced Mobile Marketing**

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, building a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization. Note: This is an instructor-led online course. You will need an internet connection and audio (speakers) to participate. You may participate in the online class any day of the week, any time of day.

11/05-11/30  Online  $245
LRN113.11  Staff

**Business Writers’ Bootcamp**

On the job, being able to write clearly, concisely and conversationally is an increasingly rare talent, but it gets documents and correspondence the attention they deserve. Through real-world examples and exercises, learn the tricks professional writers use to cut the fat, avoid embarrassing errors, and connect with readers. You’ll gain an arsenal of easy ways to find and fix flaws quickly in any piece of writing - without becoming a grammar snob.

10/03-10/17  W  6:00-8:00P  $149
ENG312.08  Karen Wormald

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**Mastering the Written Word**

NEW! A study of “The Elements of Style” by William Strunk, Jr. and E.B. White. This little book has been considered for generations to be an indispensable guide to better writing, a necessity for all who want to improve their communication skills. Key subjects include writing style, form, composition principles, usage rules, and commonly misused words and expressions. Even for good communicators, a visit to Strunk and White can sharpen everyone’s writing style!

11/01-11/08  R  6:00-8:00P  $99
ENG113.10  Suzanne Munson

**Power Proofreading**

If you need to find the most errors in the least amount of time, this fast-paced class will give you a sure-fire method for proofing documents of any length to pinpoint problems with consistency, capitalization, punctuation, formatting and more. Learn tips on how to harness the power of word processing software to aid proofreading on the screen. Note: A good grasp of grammar is required, as that is not the focus of this course.

10/24  W  6:00-8:00P  $49
ENG113.09  Karen Wormald

**Public Speaking Intensive Training**

This fast-paced two-day workshop is equal parts fun and intensity. Learn to deliver your message to a group in the most clear, concise and compelling ways. We create a safe environment for essential peer feedback, video evaluation and coaching. Multiple practice sessions lead up to an action plan for developing positive speaking habits. Learn about proper eye contact, use of pauses, vocal tools (rate/volume/inflection), movement, body language, posture, gestures and facial expressions. Additionally, you will work to get and keep audience attention, conquer fear, and overcome room, sound and logistical obstacles. Whether you are a professor, sales professional, CEO, coach, clergy, someone who leads meetings, or anyone who talks with more than one person at a time, this class is ideal for sharpening your communication skills. Bring an open mind, a willingness to learn and your sense of humor.

09/24-09/25  MT  8:30A-4:30P  $799
COM113.01  Alan Hoffler
Smart English: Avoiding Common Mistakes in Communication

Otherwise capable people can be held back professionally and socially by language mistakes. This quick course will enable you to spot and avoid the errors most often found in today's communications. We will review selected exercises in punctuation, grammar, spelling and usage. Discussions also include communication etiquette and dealing with negative messages. Come learn some great writing and communication tips that you can use immediately!

10/03-10/10 W 6:00-8:00P $99
ENG113.07 Suzanne Munson

Produce a PSA: A Film Production Workshop

Are you a filmmaker who wants to save the planet, or just make a difference within your local community? Come and learn how your artistic talent can change a life, one PSA at a time! In this intensive one-day film production workshop, aspiring producers will learn how to manage a pro-bono public service announcement film production. You will be guided step-by-step through the details, planning and paperwork from budgeting, hiring crews, getting equipment, location scouting, union signatories, casting and auditions, pulling permits, contracts, and music clearances. Additional concepts covered include how to write an effective PSA script, and insider secrets for acquiring donated labor, services, equipment and airtime. A film production manual is provided.

12/08 S 9:30A-4:30P $99
BUS113.04 Roxanne Lane

Successful Novel Writing: The Art and Craft of Plot

NEW! Novels are most commonly rejected by literary agents and publishers because of weak - or too often nonexistent - plot development. Plot is said to be conflict or action. But while plot creates and drives action and conflict, it is not entirely the same. In this class we will take an in-depth look, through discussion and examples (from movies and novels), at plot. Learn what plot is and isn't (e.g., the difference between plot and action, between plot and conflict, between plot and story), when to introduce plot (and why), plot-driven vs. character-driven narratives, and what is necessary for successful plot development and successful conflict resolution. Open to novel writers with works-in-progress and/or completed works. There will be exercises and numerous handouts, including a recommended reading list.

10/02-10/13 T 6:00-8:30P $199
ENG113.06 David Morgan

Writing a Nonfiction Book Proposal That Sells

NEW! Are you writing or considering writing a nonfiction book? Literary agents and publishing houses prefer nonfiction works to be submitted as book proposals rather than finished manuscripts. This is an advantage for nonfiction writers, as they don't have to write their complete books before finding out if they work they're planning is salable! Few nonfiction writers are familiar with a book proposal, and often, otherwise salable works are rejected because of improperly written book proposals. In this course we will take an in-depth look, through discussion and examples, at what a book proposal is and is meant to communicate. Each participant will have the opportunity to submit, for class discussion, a sample of each section of a book proposal. Included in the course will be handouts of sample book proposals, exercises, and a recommended reading list.

10/04-11/15 R 6:00-8:30P $199
ENG113.80 David Morgan

Advanced Website Strategies

You have a website, but why will your customers want to come back or buy something or take action? Do you really know to whom you are selling? Do you know what you want to say to potential customers, or how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to your audience. Explore where and how to say it best! In one month you will become better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

10/01-10/26 Online $195
LRN113.20 Dan Belhassen

Creating Cell Phone Apps for Your Business

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using smartphones these days! Savvy organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and BlackBerry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy smartphone applications.

10/01-10/26 Online $245
LRN113.10 Dan Belhassen

FYI

Career Development courses marked with a ☰ are online classes.
Designing Successful Webinars
Webinars are a hot new meeting format that save money and reach more people than in-person meetings. They’re being used for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization, then learn the four key strategies to make your webinars more successful. You’ll acquire techniques and tips that will make your webinars winners with your audiences.
10/01-10/26 Online $195
LRN113.22 William Draves

Improving Email Promotions
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmarks for open rates and click-through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.
09/04-09/28 Online $195
LRN113.06 Dan Belhassen

Boosting Your Website Traffic
Acquire the basic skills to boost your website traffic, including how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions.
10/01-10/26 Online $195
LRN113.07 Dan Belhassen

Online Advertising
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions.
11/05-11/30 Online $195
LRN113.08 Dan Belhassen

FYI
Career Development courses marked with a are online classes.

eMarketing Essentials Certificate Program
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and successfully employing online advertising. This program is relevant for any type of organization, including businesses, companies, non-profits and government agencies. Courses required for the certificate:

Improving Email Promotions
Boosting Your Website Traffic
Online Advertising

Sign up for the courses individually, or take all three (in any order) to earn your eMarketing Essentials Certificate. Note: These are online, instructor-led classes. You must have internet access and audio (speakers) to participate. In the online classroom, you will listen to audio lectures, view slides and even take optional quizzes to test yourself. Post comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion. Participate anytime day or night, as little or as often as you like.
Introduction to Screenwriting

In this class geared toward the new screenwriter, students will learn how to avoid amateur mistakes by learning the professional tricks of the trade for writing accomplished and marketable scripts that producers and agents will want to read. Topics include the creative process, fictive reality, principles of formatting, writing in images for the screen, dramatic protagonist and antagonist, building characters, three-act structure, narrative voice, theme and much more. Students will receive individual attention as they write their first screenplay pages.

10/09-11/13  T  7:00-9:00P  $199
ENG113.05  Helene Wagner

Introduction to Social Media

Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Discover the top sites and how businesses are using them for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. Your instructor is a nationally-known speaker, consultant and trainer on social networks and social media.

09/04-09/28  Online  $195
LRN113.12  Jennifer Selke

Marketing with Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization. Your instructor is a director of marketing for a national association, who writes and speaks on the topic.

10/01-10/26  Online  $195
LRN113.13  Suzanne Kart

Integrating Social Media in Your Organization

Come away with a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, and how to integrate them into your web site to develop a social networking strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

11/05-11/30  Online  $195
LRN113.14  Jennifer Selke

Media Buying Strategies

Discover the marketing planning process necessary to clearly delineate the relationships among marketing and media buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media buying process. The course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with a knowledge of media buying strategies to promote your organization and boost sales and profits.

10/01-10/26  Online  $195
LRN113.27  Staff

Mobile Marketing

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. Analysts forecast these sales will surpass one billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. Learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

09/04-09/28  Online  $195
LRN113.09  Staff

Twitter for Business

Twitter is a hot social media platform these days - and everyone seems to be using it! Learn the best way to take advantage of the unique opportunities Twitter offers, and discover how to create relationships and network with your key constituents. Find out the best, and easiest, techniques for successful interactions in the Twitterverse.

09/04-09/28  Online  $245
LRN113.16  Staff

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After completing this course you will take away proven strategies and techniques for making YouTube work successfully for your organization.

09/04-09/28  Online  $245
LRN113.17  Jennifer Selke
Computer Skills

Introduction to Computers and the Internet
Do you need to become familiar with using your computer for Windows and accessing the Internet? This class will cover creating folders and navigation, starting programs, and using a web browser to explore the Internet. Students who are may be interested in taking Introduction to Microsoft Word are advised to take this class first if they are not able to distinguish file types, unzip files, or navigate within the computer. This is a great introduction but also a good refresher for those who want to learn some new tricks and shortcuts.

09/11  T  8:00A-3:00P  $139  TEC113.01  Joyce Lillemon Boschert
OR
11/08  R  8:00A-3:00P  $139  TEC113.02  Joyce Lillemon Boschert

Microsoft Office for Macintosh
Microsoft Office is the best-known office suite for the Macintosh. In this class you will review some of the concepts and skills of using Microsoft Word and Excel. We’ll cover formatting, editing, and using tools in Word, as well as formulas, functions, tools, and formatting in Excel. Students are required to bring their own Mac with Microsoft Office installed. Users may work with Office 2004 or 2008; most concepts are similar. If there is time we may also look at Entourage (email).

09/13  R 8:00A-3:00P  $139  TEC113.03  Joyce Lillemon Boschert

Introduction to Microsoft Access
Microsoft Access is a powerful database program, used by most major corporations today. The program is designed to work with a company’s most important asset - their data. This class is an introduction to using MS Access. Students will learn about the structure of a database and the tools used to modify the database and work with data. You will also learn tables, queries, forms and reports.

10/02  T  8:00A-3:00P  $139  TEC113.10  Joyce Lillemon Boschert

Online Career Development
Online courses continue to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations with an unparalleled level of convenience. You can take online classes from the comfort of your home or office at the times that are best for you.

The School of Professional & Continuing Studies offers a variety of online classes. Take a class to update specific job skills or pursue a new career by completing a certificate program.

JER Online
coursecatalog.com/uric

JER Online specializes in Career Track Training and offers more than 750 Certificates and Courses including:

- A+ Certification for PC Technicians
- ESL for Business
- HTML - Lessons in Web Page Design Library Education
- Winning Over Difficult Customers
- Lean Manufacturing
- Creating an Effective Sales Team
- How to Master Sales Skills
- Setting Performance Goals and Expectations
- Telephone Skills for Quality Customer Service
- Leading Effective Meetings
- Managing a Virtual Office
- Motivating Employees
- Managing Stress
- Understanding and Using Contracts

Gatlin Education Services (GES)
richmond.theelearningcenter.com
www.gatlineducation.com/richmond

Gatlin Education Services, the world’s largest provider of Web-based, instructor-supported training programs, offers self-study courses with open enrollment in nearly every subject imaginable. Visit richmond.theelearningcenter.com to access the University of Richmond eLearning Center.

Visit www.gatlineducation.com/richmond to access online programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations, such as Healthcare Certifications, Legal Transcription, IT Certifications, Casino Gaming Certifications, and more!

Visit spcs.richmond.edu/professional/online for information about all our online courses.
Getting More from Microsoft Access
If you’ve been using Microsoft Access and want to get more power into your databases, this class will show you the way. This class improves the way you create forms and reports, works with relationships, and gives you better queries to save you time. Course fee includes workbook. This course is for users with experience with Access.

12/11 T 8:00A-3:00P $139
TEC113.28 Joyce Lillemon Boschert

Introduction to Microsoft Excel
Knowing Microsoft Excel is a must in today’s business world. Even if you’ve been in Excel for a while, this class will teach you the ‘you don’t know it’s there if you don’t know it’s there’ skills. We will cover entering and editing data and formulas, formatting spreadsheets, creating charts, and working with multiple worksheets in a workbook. Learn page setup, previewing, and printing documents.

10/09 T 8:00A-3:00P $139
TEC113.11 Joyce Lillemon Boschert
OR
12/06 R 8:00A-3:00P $139
TEC113.25 Joyce Lillemon Boschert

Getting More from Microsoft Excel
Most of us use Excel, but we’re not getting enough power from it: we only use a small portion of what Excel can do. This class will give you the tools to create and edit information in your workbooks with strong presentation and calculations of your data. This course will review the fundamentals of creating formulas and functions, and move on to customizing your worksheets and the advanced capabilities of Microsoft Excel. Some of the areas covered include Matching Values, Solver, Goal Seeker, Scenarios, and Pivot Tables. Users should be familiar with the Microsoft Excel environment and be able to create simple formulas and formatting.

10/30 T 8:00A-3:00P $139
TEC113.15 Joyce Lillemon Boschert

Advanced Microsoft Excel
This class is for experienced Excel users who want to use some of the power of the program. You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. Students interested in taking this class should have completed the intermediate-level (Getting More from Excel) class or be experienced using Excel.

11/27 T 8:00A-3:00P $139
TEC113.23 Joyce Lillemon Boschert

Introduction to Microsoft PowerPoint
If you can use Microsoft Word, you can learn to create powerful and appealing presentations in Microsoft PowerPoint! You will create presentations and work with the tools available to insert Word-Art, clip art, graphic objects, tables, and charts; view a slide show; and quickly create a presentation using the Auto-Content Wizard.

09/27 R 8:00A-3:00P $139
TEC113.08 Joyce Lillemon Boschert

Introduction to Microsoft Visio
Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Office Visio Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course you will learn the essentials of Visio. Course manual is included. Students should bring their own laptop with Microsoft Visio installed.

10/11 R 8:00A-3:00P $139
TEC113.12 Joyce Lillemon Boschert

Introduction to Microsoft Word
Microsoft Word is the most frequently used program in the Microsoft Office suite. Learn the tools with which to create your documents. We will cover the basics of creating, editing and formatting documents, using Spell Check and Auto Correct, inserting symbols and special characters, and page setup and printing.

09/18 T 8:00A-3:00P $139
TEC113.04 Joyce Lillemon Boschert

Getting More Out of Microsoft Word
Whether you’ve been in Microsoft Word for a month or ten years, there’s more to the program than you know. This class is for users who are literate in MS Word and want to learn tools to gain strength in creating and editing their documents. You’ll learn about styles, using objects, templates, macros and more. Students should have a basic working knowledge of Word, including how to cut/copy/paste, save/open/close, set margins, print preview, navigate within a document, undo/redo, find/replace, format text, format paragraphs, add borders and shading, and create a list.

11/13 T 8:00A-3:00P $139
TEC113.20 Joyce Lillemon Boschert

Introduction to QuickBooks
Join us for a two-day session in using QuickBooks, a set of software solutions designed to manage payroll, inventory, sales and other needs of a small business. The features include marketing tools, merchant services, product and supplies management, and training solutions. The first day is for familiarizing with the QuickBooks environment, and the second day is for using the tools to run your business. Users are required to bring a laptop with QuickBooks 2009 or newer on their computers.

11/14-11/15 WR 8:00A-3:00P $199
TEC113.21 Joyce Lillemon Boschert

Introduction to Adobe Acrobat
You may have used different applications to create documents for your own reference. However, you may now need to share your files electronically by email, over a network, or on the web, so that recipients can view, print, or offer feedback. In this course you will learn to use Adobe Acrobat 9.0 to make your information more portable, accessible and useful to meet the needs of your target audience. Topics include accessing, creating and modifying PDF documents, as well as organizing and reviewing PDF documents.

09/20 R 8:00A-3:00P $139
TEC113.05 Joyce Lillemon Boschert
Introduction to Adobe Illustrator

NEW! Adobe Illustrator is a program used to create illustrations that include graphics and text. This course is intended for students switching to a design job or taking on design responsibilities and who need to use Illustrator to create illustrations, logos, advertisements, or other graphic documents.

10/16  T  8:00A-3:00P  $139
TEC113.18  Joyce Lillemon Boschert

Introduction to Adobe Photoshop

Adobe Photoshop has been an indispensable image-editing software application for many years. As even an amateur graphic designer, you should familiarize yourself with design creation and image editing using this software! Understanding the different tools and features available in Photoshop will help you maximize your creative potential. In this course you will use the various tools and features of Photoshop to work with images.

10/23  T  8:00A-3:00P  $139
TEC113.14  Joyce Lillemon Boschert

Getting More from Photoshop

Photoshop is for casual users just playing around as well as proficient graphic designers creating professional materials - it has something for everyone! Getting More from Photoshop is designed to provide users with tools to get more out of the software. Students who have taken Introduction to Photoshop or have experience with Photoshop enough to know how to select tools and be familiar with the Photoshop interface will learn to use more of the features of the program. This class will cover text, layers, channels, brushes and selections. Students should already be familiar with navigating in Photoshop and Windows, and they will be provided with a desktop reference book to take home.

11/06  T  8:00A-3:00P  $149
TEC113.19  Joyce Lillemon Boschert

Introduction to InDesign

Adobe InDesign is a software program to create and deliver eye-catching printed documents. This course is intended for anyone who wants to explore the basic tools and features of InDesign for creating professional page layout and designs. Before taking this course, you should be familiar with the basic functions of your computer's operating system, such as creating folders, launching programs, and working with windows. You should also have command of the basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

08/21  T  8:00A-3:00P  $139
TEC312.14  Joyce Lillemon Boschert
OR
09/25  T  8:00A-3:00P  $139
TEC113.06  Joyce Lillemon Boschert

Introduction to Dreamweaver

You may want to make information available on the Internet. To achieve this, you need to create a website. In this course you will design, build and upload a website using Dreamweaver. This course is intended for novice web designers, web developers, and web graphic artists, and also for marketing personnel who need to build simple websites utilizing the features of Adobe Dreamweaver.

11/01  R  8:00A-3:00P  $139
TEC113.16  Joyce Lillemon Boschert

Introduction to FileMaker Pro

FileMaker Pro is user-friendly database software used by businesses to keep track of their data and manage this most important asset. This course will cover features of FileMaker Pro that give you the tools to review, edit and track information for one or hundreds of users. In this class you will understand how to create a database, and develop useful forms and reports. You will receive a training manual with practice files for the concepts covered. These concepts are applicable to versions 7.0 through 11.0, the current version. Your instructor is a certified 7 and 9 developer, and she has been programming in FileMaker Pro for almost 20 years. She will share tips and examples that will help you gain strength as a FileMaker developer.

12/04  T  8:00A-3:00P  $139
TEC113.24  Joyce Lillemon Boschert

Scholarship and financial aid information are on our website at spcs.richmond.edu/about/tuition/aid.html

Key to Day Abbreviations
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
Culinary Arts Program: Culinary Arts–Core

Tools of the Trade: Culinary Arts
This three-hour course combines a hands-on knife skills session with an in-depth discussion of food sanitation, kitchen safety and the proper use of different kinds of cooking equipment. It is designed as an introduction to both the culinary arts program and its instructional facility, and is geared toward properly preparing students for participation in future hands-on classes at the Center for Culinary Arts. Light snacks are provided. Note: CAP certificate requirement which is a prerequisite to all culinary arts core classes. This is a lecture class.

09/05  W  6:00-09:00P  $89  CUL112.01  Tom Parfitt
OR
10/16  T  6:00-09:00P  $89  CUL112.33  Tom Parfitt
OR
11/16  F  1:00-4:00P  $89  CUL112.57  Tom Parfitt

Stocks and Sauces
Sauces are known as the cornerstone of culinary preparation, and they start with a quality stock. Learn the principles of making high quality stocks from scratch in this two-night core course. We will prepare basic brown sauce, bechamel sauce, veloute sauce, and an emulsified sauce. You will then learn to create other sauces from these basic sauces. You will be amazed at the variety of stocks and sauces that you can easily make at home and modify to your own tastes. Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.

09/06-09/07  RF  6:00-09:00P  $189  CUL112.02  Glenn Pruden
OR
11/12-11/13  MT  6:00-09:00P  $189  CUL112.54  Glenn Pruden

Culinary Arts Program Certificate
The CAP certificate program is for anyone who is really serious about cooking. It is a 42-hour program that includes one introductory course, four core courses, four electives and a Final Review.

Certificate Eligibility and Graduation
To maximize benefit from the program, we recommend that students complete Tools of the Trade prior to taking elective courses. This course is also a pre-requisite for all core courses.

Each June, a CAP graduation ceremony is held to honor students. Graduates receive a Culinary Arts Program Certificate.

Prior to completing the final class, the Final Review, students must fill out the Graduation Application and pay the $75 fee. After successfully completing Final Review, students are eligible to graduate.

Final Review
This is your “final exam” before obtaining your certificate. This is your opportunity to apply all of the skills you have learned in your previous classes. Cooking teams will be formed in order to prepare various dishes, which will be sampled and “graded” by the review chef. Pre-requisite: Successful completion of Tools of the Trade: Culinary Arts, four additional core courses and at least four elective courses.

Certificate Requirements
Required Course
Tools of the Trade

4 Core Courses
Chef’s Skills
Fish and Shellfish Identification, Prep and Cookery
Herbs and Spices
Meat Prep and Cookery
More Chef’s Skills
Stocks and Sauces
Vegetarian Workshop

4 Elective Courses
Final Review

Did you know?
The Culinary Certificate takes only 14 evenings to complete.
Fish and Shellfish Identification, Prep and Cookery
In order to prepare masterpieces using fresh fish and shellfish, you need to know how to identify and purchase them, and how to store, handle and clean them prior to cooking. The first night of this two-night core class will focus on the foundations needed to become comfortable working with fish, including how to choose a fishmonger, how to purchase fish and know what kind of quality you are getting, how to break fish down and to ready it for cooking. You will also learn basic cooking methods, such as grilling, sautéing, roasting and braising, and develop some classic, simple sauces to complement your fish dishes. On the second night, you will learn the differences and similarities that exist in the major shellfish categories, and discuss the proper way to buy, transport, store them at home, and ready them for cooking. You will then prepare some basic recipes that will highlight the freshness and flavors of the shellfish using methods that will work any time you are preparing these tasty treats. Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
09/11-09/13  TR  6:00-09:00P  $189
CUL112.04  David Booth

Meat Prep and Cookery
This class will focus on understanding the differences between various cuts of meat and poultry and learning interesting and delicious ways to prepare them. We will explore, among other things, proper cooking temperatures, basic butchery, seasoning, searing, and sauce making. Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
09/25-09/26  TW  6:00-09:00P  $189
CUL112.14  Tom Steele

With the Center for Culinary Arts now offering four certificates—Culinary Arts, Baking and Pastry Arts, Nutrition and Food Science, and Food Service Management—students are encouraged to “bundle” these certificates in the following manner:
Completion of one program = Certificate
Completion of two programs = Advanced Certificate
Completion of three programs = Professional Certificate
Completion of four programs = Advanced Professional Certificate
Make your certificates mean even more!

Herbs and Spices
In this two-night core class you will learn the differences between herbs and spices, how to buy and store herbs and spices, and when to use fresh versus dry herbs. You will make spice blends and fresh herb marinades for a variety of dishes. You will have the opportunity to taste and handle some of the lesser-used herbs and spices that you can add to your recipes at home! Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts. Lecture makes up a good portion of this class.
11/26-11/28  MW  6:00-09:00P  $189
CUL112.61  Glenn Pruden

Chef’s Skills
This two-evening class will explore basic, building-block cooking techniques including pan searing and pan sauces, Blanching, braising, emulsifying, grilling, steaming, proper pasta cooking, and more. Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
10/02-10/04  TR  6:00-09:00P  $189
CUL112.21  Scott Jonte

More Chef’s Skills
This two-evening class will explore basic, building-block cooking techniques including frying, soup-making, thickening, roasting, poaching, broiling, sautéing, and more. Note: CAP Core. Prerequisite: Tools of the Trade: Culinary Arts. It is not necessary to have taken Chef’s Skills prior to attending this course. Rather, it is intended as a complimentary study of other building-block cooking techniques.
11/19-11/20  MT  6:00-09:00P  $189
CUL112.60  David Booth

Review: Culinary Arts
This is your time to show off your culinary skills, cooking techniques and knowledge you have gained during your prior 39 hours or more in the Culinary Arts Program. Cooking teams will be formed to prepare a meal that is presented to the certified executive chef instructor for sampling. The chef will conclude this class with a critique of each team on all areas of food preparation. CAP Core. Prerequisites: Tools of the Trade: Culinary Arts, four core courses, and at least four elective courses. Students must submit graduation application and a separate $75 application fee prior to enrolling in this class. All Prerequisites must be completed prior to the class date. For a graduation application, refer to your binder you received during Tools of the Trade, or by clicking on this link http://spcs.richmond.edu/personal/culinary/certificate.html
12/12  W  6:00-09:00P  $99
CUL112.75  Glenn Pruden

With the Center for Culinary Arts now offering four certificates—Culinary Arts, Baking and Pastry Arts, Nutrition and Food Science, and Food Service Management—students are encouraged to “bundle” these certificates in the following manner:
Completion of one program = Certificate
Completion of two programs = Advanced Certificate
Completion of three programs = Professional Certificate
Completion of four programs = Advanced Professional Certificate
Make your certificates mean even more!
Culinary Arts Program: Culinary Arts—Elective

Canning, Preserving, and Freezing
Would you like to make some jams, jellies, and preserves? Perhaps some pepper relish? Or, how about preparing chutney, chili sauce, or apple or peach butter? What is a boiling-water bath? How does one can low-acid vegetables and other foods? Come learn the ins and outs of canning, preserving, and freezing. There is nothing like something homemade, especially as gifts for the upcoming fall and winter holidays. Students will take home a sample of each product prepared.

09/10 M 6:00-09:00P $99
CUL112.03 Jan Carlton

Great Grillin’
Gather around the grill as Chef Glenn demonstrates grilling techniques using fresh herbs, dry rubs, and marinades. Chicken, pork, and beef will be used the first night, with fresh seafood and vegetables being the focus the second night. In addition to sampling meals, students will also enjoy beer samples.

09/17-09/18 MT 6:00-09:00P $189
CUL112.07 Glenn Pruden

Fall Seafood: Inside or Out
NEW! Unpredictable autumn weather can play havoc with entertaining and menu planning. A menu that relies on grilled tuna or barbecued shrimp can quickly be compromised by a fast-moving front or a cold day following a warm one. In this class, students not only will be presented with the opportunity to work with the freshest seasonal seafood, but also will be able to see what types of recipes and cooking methods might work should a monkey wrench be thrown in the works due to the weather. We will pair the seafood with seasonal starches and vegetables and also explore cooking options that will work just as well in the oven or on the stovetop as they do on the outdoor grill.

09/20 R 6:00-09:00P $99
CUL112.09 David Booth

Cooking South of the Border
NEW! Prepare and taste some of the recipes from our neighbors south of the United States and learn about the foods and food customs of our southern friends. Flavors from south of the border have recently captured American appetites: so much so that Mexican, Central American, South American, and Caribbean-style foods are the trendy food items today. Accented with spicy peppers and tropical foods such as mangoes, bananas, pineapple, coconut, and papayas, foods from our southern neighbors have become popular from Maine to California, and points in between. Buen Apetito!

09/21 F 6:00-09:00P $99
CUL112.11 Jan Carlton

Cuban Fare: Havana Nights
NEW! The traditional cuisine of Cuba is a fusion of many different styles of cooking. As the first and last Spanish colony in the Caribbean, Cuban recipes share spices and techniques with Andalusia. Other culinary influences include African spices and technique along with Caribbean spice and flavor. All these factors help make Cuban food some of the most original and distinct in the world. In this class, students will be exposed to the traditions, flavors, and cooking styles that make Cuban food unique. They will explore the historical, cultural, and geographic influences that have combined to make Cuban food what it has traditionally been. They will then work together to create a meal that is steeped in tradition and combines classic flavors. These recipes will capture the true essence of Cuban culture and are sure to inspire students to further explore this unique cooking style.

09/27 R 6:00-09:00P $99
CUL112.16 David Booth

New Crescent City Classics
NEW! The classic images conjured up when people are asked to describe New Orleans cuisine are of wonderful but heavy Creole and Cajun delicacies such as thickly rouxced gumbos, crawfish etoufee, fried fish mueniere, and baked smothered oysters. As eating styles have changed, however, today’s Crescent City chefs have searched for ways to prepare food that is rich in Louisiana tradition while also in keeping with the style of cooking prevalent today. The result is a New Orleans fare—one whose roots are planted in a solid foundation of Creole heritage, which has grown through exposure to other exotic cultures and contemporary cooking styles. In this class, students will explore recipes that encompass this new style of New Orleans cooking. While the menu titles may seem traditional, and the flavors and ingredients may be familiar, the resulting dishes will be unique and will provide students with a new way of thinking when it comes to the Crescent City.

10/01 M 6:00-09:00P $99
CUL112.20 David Booth

Food Carving and Edible Arranging
Learn the art of creating delicious food arrangements. This class will explore quality fruit selecting, proper cutting techniques, and methods for making beautiful arrangements for all occasions. Students will create their own masterpiece to take home and will also receive a tool kit to keep.

10/05 F 6:00-09:00P $119
CUL112.23 Glenn Pruden

Oktoberfest Feast
Join us for an evening of cooking and celebrating the Fall Oktoberfest. Prepare some traditional recipes such as Jagerschnitzel, Sauberbraten with Ginger Snap Gravy, Spaetzele (tiny little dumplings), Sweet and Sour Red Cabbage, Hot German Potato Salad, Black Forrest Torte, and mouth-watering Strudel. You’ll have a fun evening filled with marvelous food and delicious brews.

10/08 M 6:00-09:00P $99
CUL112.26 Jan Carlton
Extreme Pumpkin Sculpting
NEW! In this class, you will NOT BE SCOOPING OUT THE INSIDE OF A PUMPKIN! Instead, students will focus on having fun designing and sculpting the OUTSIDE of the pumpkin into a beautiful creation. Important techniques will be explored and students will also learn how to select the perfect pumpkin for the job. Chef Glenn brings to this class the experience of having previously carved pumpkins at the White House with a team of Food Network Stars. Note: It is recommended that students wear clothes that can get a bit messy. Tool kits to take home are included in the cost of the class.
10/09 T 6:00-9:00P $99
CUL112.27 Glenn Pruden

Culinary: Calamari, Mussels, and Clams
These are the unsung heroes of the shellfish world. They lend unique flavors to dishes and are a fraction of the cost of their more coveted cousins: lobster, shrimp, and crab. Students will prepare a variety of dishes incorporating these jewels of the sea, including salads, soups, and entrees. Proper purchasing and handling will also be discussed.
10/11 R 6:00-9:00P $99
CUL112.29 David Booth

Nutritious, Delicious and Unique Grain Dishes
NEW! Many cultures consider grains to be the most complete of foods and look to them as the foundation of their diets. Grains are strengthening, grounding, and rich in vitamins, minerals, fiber, and protein. Unfortunately, for many American home and professional cooks, exposure to grains has been limited to a handful of rices, couscous, and corn products. Often, grains that are delicious, versatile, and readily available don’t find their way onto a menu because of chefs’ lack of exposure and knowledge. Today’s chefs are rediscovering traditional and ethnic dishes that rely on seldom used grains, unleashing a flood of creative new dishes. In this class, students will discover this whole new world of grains while learning about the nutritional benefits of incorporating these foods into their diets. Nutritional statistics will be provided.
10/17 W 6:00-9:00P $99
CUL112.34 David Booth

Tuscan Holiday
Take a holiday trip to Tuscany in your own kitchen! Food is a large part of why Tuscany is such a favorite region of Italy. Tuscan cuisine is characterized by simple yet flavorful dishes. We will make Tuscan classics that you can easily replicate at home.
10/19 F 10:00A-1:00P $99
CUL112.36 Alexia Miles

Autumn in the South
NEW! Enjoy a seasonal bounty fresh from the South. This class will make the most of the cool weather offerings - apples, sweet potatoes, and more. This is a feast like your granny might fix, but perhaps a bit lighter; soul-satisfying without weighing you down. Of course we’ll still have dessert; your grandmother wouldn’t have it any other way.
10/19 F 6:00-9:00P $99
CUL112.37 Sarah Mitchell

Catering Your Own Home Event
Chef/caterer Tom Steele will teach you the secrets of catering at home. Learn how simple it can be to entertain your friends and save money too. The class will feature demos on cocktail crab cakes, barbecue shrimp and pineapple sate, stuffed red potatoes, baked brie, artichoke dip and some great canape ideas. The chef will also demonstrate easy-to-learn decorating and garnishing techniques that will make your food look professionally catered.
10/22 M 6:00-9:00P $99
CUL112.38 Tom Steele

Thai Favorites
Thai food is one of the world’s greatest cuisines. In this class you will learn to make some of the most popular dishes of Thailand, using authentic Thai ingredients as well as recipes Alexia collected while working as a chef in Thailand.
10/23 T 6:00-9:00P $99
CUL112.39 Alexia Miles

The Art of Roasting
When done correctly, roasting is a cooking technique that provides any food (meat, seafood, vegetables, even fruit) with a crisp, almost crunchy texture while scaling in moisture and showing off the natural flavors. In this class we will explore the wonderful world of roast, hitting all four categories mentioned. After this class you will definitely feel comfortable cooking anything in your oven.
10/24 W 6:00-9:00P $99
CUL112.40 David Booth

Easy Healthy Cooking
Healthy food does not have to be complicated. In this class, you will cook some flavorful yet simple recipes that are sure to satisfy your taste buds and your waistline. Utilizing flavorful ingredients, we will go over tips to make cooking healthy, easy and convenient.
10/25 R 6:00-9:00P $99
CUL112.41 Tom Parfitt

American Regional: Southwestern
NEW! The regional cuisines of the United States are as varied as the settlers themselves. Techniques brought over from Europe, Africa, and Asia combine with native foods and customs to create a style of food that is as unique as the styles upon which they are based. These marriages make the different geographic regions of the United States a culinary melting pot, as well as a cultural one. Join us as we begin a tour of the regional cuisines of the United States. Each class, beginning here with the foods of the Southwest, will explore the historical and cultural effects of the foods on the targeted area. Students will then work to create some recipes that reflect the style of cuisine for that area.
11/01 R 6:00-9:00P $99
CUL112.47 David Booth

Soups, Stews, and Chilis
Warm up the winter with a great class of making one-pot comfort food meals. Come have a great time and learn delicious methods for soup, stew, and chili making just in time for the season.
11/03 S 3:00-6:00P $99
CUL112.48 Brian Kennon
French Classics
Ooh, la la! We will make some of the classic dishes that continue to be French favorites. French food does not have to be fussy, complicated or unnecessarily heavy. Every great cook should have some classic French recipes in their repertoire.
11/06 T 6:00-09:00P $99
CUL112.49 Alexia Miles

Hearty Winter Tapas
While Spanish tapas is usually thought of as light, finger food-style dishes, often ignored are the heartier concoctions also associated with this rich dining tradition. Students will prepare some of these rich, hearty stews, casseroles and rice dishes, using techniques and ingredients native to Spanish cuisine. These dishes will not only serve as a welcome addition to a tapas party, they will also work as a main course for a hearty winter meal.
11/07 W 6:00-09:00P $99
CUL112.50 David Booth

Exploring Sushi
This is a thorough introduction to sushi, including the history, etiquette, and what it takes to become a true sushi master. Proper seafood selection and preparation, rice making, and sushi making techniques will be covered; including nigiri, maki, gunkan and handroll.
11/10 S 10:00A-1:00P $99
CUL112.53 Sarah Mitchell

Flavors of Morocco
Moroccan food may be the last great ‘undiscovered’ cuisine. It is exotic, yet elegant. The aromatic dishes are full of spices, herbs, fruits, and nuts. These healthy and flavorful recipes are great for entertaining or weekday meals!
11/15 R 6:00-09:00P $99
CUL112.56 Alexia Miles

One Night in Sicily
The cuisine of Sicily is different in many ways from other Italian regions, and deliciously so. Join us to create and sample foods of the region and also to learn about their rich food history and folklore. Abudanza!
11/16 F 6:00-09:00P $99
CUL112.58 Jan Carlton

Hearty Fall and Winter Fare
NEW! Crisp, chilly nights and falling leaves suggest hearty comfort food as fare for mealtime. Prepare and taste some recipes that ward off that bone-chilled feeling. Think of Grandma’s cooking of yesteryear but with up-to-date ideas and recipes. Take home some new suggestions to make fall and winter meals exciting. Join in for a fun time that will tempt your appetite and satisfy your culinary pleasures.
11/27 T 10:00A-1:00P $99
CUL112.62 Jan Carlton

Home Entertaining: Canapes and Passed Hors D’oeuvres
NEW! Whether planning a small cocktail party or full-blown catering event, entertaining at home can be a challenge. Knowing the basics, as well as a few tricks, can take what at first appears to be a potential for disaster and turn it into a night to remember. This class will cover menu planning, costing and portioning, preparation and storage tricks, as well as techniques at service to make any size event run smoothly. The focus for this class will be on canapes and passed hors d’oeuvres. Note: Home Entertaining: Heavy Hors D’oeuvres & Platters, held December 11th, is a great companion course to this one.
11/30 F 6:00-09:00P $99
CUL112.66 David Booth

Southeast Asian Favorites
The food of Southeast Asia is a joy to the senses! Using authentic ingredients and recipes and Chef Alexia’s vast experience in the field, we will make dishes from Vietnam, Thailand, and Burma (Myanmar).
12/04 T 6:00-09:00P $99
CUL112.69 Alexia Miles

Aw Shucks! The Great American Oyster Class
Winter is prime time for everyone’s favorite mollusk, the oyster. Whether you are a connoisseur or a novice who doesn’t know an oyster knife from a can opener, here is a class that will have you singing the praises of oysters and understanding a lot more about the vast and complex varieties of this culinary delight. You will be able to examine the subtle flavor differences of various raw oysters during a raw tasting, and then incorporate them into a series of dishes, ranging from elegant appetizers to hearty main courses. Whether you are shucking, roasting or cooking them in some other fashion, you will be a true oyster expert after this class.
12/07 F 6:00-09:00P $99
CUL112.71 David Booth

Home Entertaining: Heavy Hors D’oeuvres and Platters
NEW! Whether planning a small cocktail party or full-blown catering event, entertaining at home can be a challenge. Knowing the basics, as well as a few tricks, can take what at first appears to be a potential for disaster and turn it into a night to remember. This class will cover menu planning, costing and portioning, preparation and storage tricks, as well as techniques at service to make any size event run smoothly. The focus for this class will be on heavy hors d’oeuvres and platters. Note: Home Entertaining: Canapes & Passed Hors D’oeuvres, held November 30th, is a great companion course to this one.
12/11 T 6:00-09:00P $99
CUL112.74 David Booth

Indian Favorites
NEW! While Indian food is much more than simply opening a jar of curry powder or Major Grey’s chutney, it doesn’t have to be intimidating. Indian food is all about layers of flavor and spice, with heat that is tempered by cooling elements. In this class you’ll gain an understanding of Indian ingredients and methods while creating a beautiful, fresh feast. The menu will cover many regional dishes and provide a great introduction to Indian cuisine.
12/13 R 6:00-09:00P $99
CUL112.77 Sarah Mitchell
Culinary Arts Program: ServeSafe

ServSafe Certification
In this class you will learn the requisite information needed to obtain your ServSafe Certification. The first part of the class will focus on preparing you with the knowledge you need to safely handle food in a professional environment. We will focus on sanitation, the flow of food through your operation, and how to prevent foodborne illness. In the second stage of class you will be given your ServSafe examination. If you successfully pass this test you will become a certified ServSafe manager. Note: Class fee includes ServSafe study materials and examination. There is an $80 non-refundable fee once your ServSafe book is mailed. We will mail your book to the address provided in your ActiveNet account. If you need your book mailed to a different address, please contact us at 422-2665 immediately after enrolling. If you haven’t received your book within ten business days after enrolling, please notify us. You will need to bring your book and unaltered answer sheet to class. If you don’t bring them there will be an $80 charge or additional materials. Students are responsible to read and study the ServSafe book prior to coming to class. It is optional, but not required, to allow 2-3 weeks of study time prior to the class. Note: Recertification (test only) is available for $99. Enrollees for recertification must be accompanied by an adult.

09/22 M 10:00A-01:00P $69
CUL112.12 Sarah Mitchell

Kids and Parents: Crepes
NEW! Chef Stephanie provides hands-on learning and in-depth knowledge to young, aspiring chefs. In this class, you will learn to make a variety of crepes from savory to sweet—even a chocolate crepe! Ages 5 and up. Note: class fee is a per-person charge. Children must be accompanied by an adult.

10/06 S 10:00A-01:00P $69
CUL112.24 Stephanie Charns

Culinary Arts Program: Youth

Kids and Parents: Cupcakes
Yes, they are trendy right now, but they are always a treat that is welcomed by all. Who doesn’t want a whole cake just to themselves? We’ll talk about baking science, tips for decorating and how to keep cupcakes moist. Ages 5 and up. Note: class fee is a per-person charge. Children must be accompanied by an adult.

12/01 S 10:00A-01:00P $69
CUL112.67 Stephanie Charns

Kids and Parents: Halloween Treats
Spooky treats handmade by you and your young goblins. We’ll learn some food safety, science, and kitchen skills along the way, but mostly it’s about the treats. Ages 5 and up. Note: class fee is a per-person charge. Children must be accompanied by an adult.

10/27 S 10:00A-01:00P $69
CUL112.42 Sarah Mitchell

Kids and Parents: Gingerbread Houses
Chef Stephanie provides hands-on learning and in-depth knowledge to young, aspiring chefs. In this class, she will present basic decorating techniques. This course will combine hands-on participation with instructor demonstration. Students will not only learn how to make a gingerbread house, they will also learn to make and use Royal Icing. Students will also decorate the house using a variety of holiday candy. Ages 5 and up. Note: Class fee is a per-person charge. Each child must have adult accompaniment.

12/01 S 10:00A-01:00P $69
CUL112.67 Stephanie Charns

Culinary Arts Program: Beverages and Excursions

Wine and Dine - Virginia Wine
Join Chef Glenn as he features Virginia’s bounty of food and wine. Dinner will be paired with wines from Cooper Vineyards in Louisa Virginia, and a representative from the winery will be there to talk about the wines. On the menu: Local Curried Sausages, Meats & Virginia Cheeses, Oysters en Brochette, Heirloom Tomatoes with Fresh Sprouts, Chevre and Fresh Herb Vinaigrette, Slow Roasted Beef Au Jus, Southern Hominy, Late Harvest Vegetables, Flour Garden Bakery Breads and Espresso S’Mores with Caramel Ice Cream and Smoked Sea Salt. Note: This is a sit-down demonstration style event with wine pairings.

09/14 F 6:00-9:00P $99
CUL112.05 Glenn Pruden

From Boat to Throat Excursion
Ever wonder where the fish stick you ate as a kid came from? What about the fresh and frozen fish that is stocked on your local grocer’s shelves? Well, travel with us as we try to unravel some of these seafood mysteries. We will visit with Icelandic USA in Newport News to see how one of the leaders in processed seafood operates. We will do a plant tour, talk about seafood and have
**WINE & DINE**

Coming up with exciting home-run dishes and then adeptly pairing them with delicious wines (ones that won’t break the bank) can be a huge challenge! This series of evening programs promises to be an entertaining and informative social experience designed to help you accomplish just those things. Interesting dishes will be demonstrated, plated, and served right before your eyes – either by a resident culinary instructor or visiting chef – and then paired with wines by local experts who will be in attendance to discuss each selection. Themes will be designed to both fit the season and explore the world’s many interesting cuisines and wine-making regions. The evening will begin with a social hour and move into seating for a multi-course dinner and ‘the show’.

**Wines of Italy and France**
Join wine expert Thom Horsey as we explore the wines of Italy and France. We will cover all the main wine growing regions of both countries, and learn how to ‘decode’ their labels so you can make a more informed choice. Course includes wine tastings and light hors d’oeuvres. A portion of the instructor’s fee is donated to the ARC’s Ladybug Fund, which provides funding to families of children with special needs.

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**Starr Hill Brewery Excursion**

**NEW!** Let’s head up to the ‘ville to taste some Starr Hill! Come along to Charlottesville to fetch a pail of ale, stout, lager, or other frothy golden beverage at Starr Hill brewery, nestled in the foothills of the Blue Ridge Mountains outside of Charlottesville. We will visit master brewer and founder, Mark Thompson, and learn all about his craft and the success story behind the brewery. We will then go ‘round the bend for an early dinner at Three Notch’d Grill in beautiful downtown Crozet. The restaurant is contemporary eclectic and serves tastes from all over the world while all along emphasizing the local – especially the beer from just down the street. Note: Transportation for this excursion will be on University passenger vans driven by approved drivers.

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**Stein and Dine: World Beer and Cuisine**


Note: while beer will be the main focus, limited wine offerings will be available. This is a sit-down demonstration style event with beer pairings.

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**Wine and Dine: Fall Feast**


Note: This is a sit-down demonstration style event with wine pairings.

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**Key to Day Abbreviations**

- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- U Sunday
Culinary Arts Program: Baking and Pastry Arts–Core

Tools of the Trade: Baking and Pastry
This three-hour course combines a hands-on piping-skills lesson with an in-depth discussion of food sanitation, kitchen safety and the proper use of different kinds of pastry and baking equipment. It is designed as an introduction to both the baking and pastry arts program and its instructional facility, and is geared toward properly preparing students for participation in future hands-on baking classes at the Center for Culinary Arts. Light snacks are provided. Note: BPA certificate requirement and prerequisite to all baking core classes. This is a lecture class.

Cake Decorating
Industry baking secrets will be revealed in this workshop-style class! Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston will help you develop your inner baker and move to the artistic side of buttercream. In addition to information on types of cakes, icings and their uses, you will begin basic decorating techniques in butter cream. Skills on how to torte, fill, crumb coat, final coat, and border cakes will be followed by techniques and training on buttercream flowers, characters, star tips, writing, and borders. Note: BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.

Quickbreads, Tarts, Pies and Meringues
In this two-day core class you will learn basic methods for making classic pastry standards. Once you master these methods, you will be equipped to create all kinds of pastries with unlimited flavor combinations. We will focus on three types of quick breads: muffins, biscuits/scones, and tea cakes, reviewing some classic flavor combinations as well as discussing ways to build your own custom flavor profiles. This course also includes hands-on instruction for making several types of pie and tart doughs.

You’ll create fabulous fruit pies and delicious tarts with time spent on different decorating techniques to take your confections to the next level. In addition, you will learn how to make different kinds of meringue, including decorating meringue and baked meringue cookies. Note: BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.

Frozen and Plated Desserts
This two-day core class will focus on building-block techniques used to create successful restaurant-style desserts. We will discuss and practice using contrasting textures and complementing flavors to create complete dessert plates. This course also covers instruction on ice cream, sorbet and granita, which are delicious and satisfying when eaten alone or when used as an element of a more complicated dessert. As with all successful desserts, we’ll spend time focusing on plate decor and ways to enhance the visual appeal for each of your creations. Note: BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.

Review: Baking and Pastry
This is your time to show off your baking skills and knowledge gained during your time in the baking and pastry arts program. You will work as an individual to plan and execute a plated dessert using several of your newly-learned skills and techniques. You will be given the entire pantry to use, as well as a few ingredients that you MUST use, to create your masterpiece! You will then present your dish to the chef for critique. Note: A week prior to the review you will be told what the ‘secret’ ingredients are so you will have time to plan your dish. BPA Core. Prerequisites: Successful completion of Tools of the Trade: Baking and Pastry, five core courses, and at least four electives. Students must submit graduation application and a separate $75 application fee prior to enrolling in this class. All prerequisites must be completed prior to the class date. For a graduation application, refer to the binder you received during Tools of the Trade, or by clicking on this link: http://spcs.richmond.edu/personal/curriculum/bpa-certificate.html

Note: BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.
**Sugar Wings and Feather Techniques**
NEW! Learn how to make wings and feathers from a variety of sugar techniques. Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston will inspire you to create beautiful cakes adorned with wings and feathers made of sugar. Techniques include gelatin, poured sugar, royal icing, gumpaste/fondant, and modeling. No prior experience is needed. Join us for lots of fun!

10/15  M  6:00-9:00P  $99
CUL112.31  Regina Bankston

**Gluten Free Baking**
This class will focus on methods of baking which don’t rely on wheat or gluten, as well as alternative substitutions for traditional baked goods. We will make quickbreads, desserts and other gluten free breads that will be sure to satisfy your cravings.

10/30  T  10:00A-1:00P  $99
CUL112.44  Tom Parfitt

**Holiday Desserts**
Come join Chef Glenn for your last chance to get ready to entertain your guest with holiday desserts. Learn to make both the perfect pie crust and some great holiday desserts while also having a great time.

11/08  R  6:00-9:00P  $99
CUL112.51  Glenn Pruden

**Overpiping and Lambeth Techniques**
NEW! Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston brings cake decorating to a whole other level with traditional Lambeth method. Combined with overpiping, this technique will make your next cake an impressive piece of Sugar Art! No prior experience is needed but some work with royal icing is advised.

11/27  T  6:00-9:00P  $99
CUL112.63  Regina Bankston

**Holiday Cookies**
NEW! Holiday cookies are always a big hit, whether you bake them for gifts or just to have in the cookie jar. We will make several holiday cookies that will make your grandmother proud, including snowflake pizzelles, stained glass cookies, and more!

12/10  M  6:00-9:00P  $99
CUL112.73  Tom Parfitt
Nutrition and Food Science Certificate

The Nutrition and Food Science Program (NFS) is an informative series of nutrition classes designed for a variety of professionals, people with special dietary needs, and anyone who wants to make a commitment to cooking and eating healthful, nutritious meals.

NFS students learn about basic nutrition and the science of food, how to read and decipher nutrition labels, and how to plan menus for preventative nutrition as well as special dietary needs.

The NFS is a 32-hour program that includes one introductory course, three core courses, three electives and one final review.

Certificate Eligibility and Graduation

In order to receive the certificate, you must attend and successfully complete 32 hours of the program. Prior to enrolling and completing the Final Review, you will be required to fill out the Graduation Application and pay the $75 fee. After completing the Final Review, you will be eligible to graduate.

Each June a graduation ceremony will be held to honor the students. Graduates will receive a Nutrition & Food Science Certificate.

Final Review

This your final project before obtaining your certificate. This is your opportunity to apply all of the knowledge you have gained in the program. Student will complete a nutrition-related project and will be evaluated by the instructor. Pre-requisite: Successful completion of Introduction to Basic Nutrition and Food Science, three core courses and three electives. This is the final course in the certificate program.

Certificate Requirements

Required Course
Introduction to Basic Nutrition & Food Science

3 Core Courses
Food Labeling/Analysis & Menu Planning (6 hours)
Preventive Nutrition and Weight Loss (6 hours)
Special Diets (6 hours)
Nutrition Through the Life Cycles (6 hours)

3 Elective Courses
It is recommended that you complete Introduction to Basic Nutrition & Food Science prior to taking elective courses.

Final Review
Culinary Arts Program: Nutrition and Food Science—Elective

Easy Healthy Cooking
Healthy food does not have to be complicated. In this class, you will cook some flavorful yet simple recipes that are sure to satisfy your taste buds and your waistline. Utilizing flavorful ingredients, we will go over tips to make cooking healthy, easy and convenient.

10/25 R 6:00-9:00P $99  CUL112.41  Tom Parfitt

Heart Healthy Eating
This course will explain the latest dietary recommendations for a healthy heart. You will discover the latest recommendations for blood lipid values, blood pressure, and BMI, and will learn dietary strategies to keep these indicators at healthful levels. Principles of the DASH diet and the Mediterranean diet will be covered and sample menus will be provided. A grocery shopping list and a list of tips for eating out will be included. Note: This is a lecture class.

10/10 W 10:00A-12:00P $69  CUL112.28  Paula Harrison

Vegetarian Diet Planning
This course will examine the reasons why people choose to adopt a vegetarian diet, the various types of vegetarian diets, the nutrients at risk in vegetarian diets, and diet planning strategies to insure adequate intake of calories and nutrients. We will also look at some of the health benefits associated with a plant-based diet. Note: This is a lecture class.

12/03 M 6:00-8:00P $69  CUL112.68  Paula Harrison

Culinary Arts Program: Food Service Management

Catering Basics
NEW! Catering can be a lucrative business, either as your main source of income or as a supplement to another food service operation. Catering off-site can present many challenges, many of which can be minimized with a little know-how and lots of preparation. In this class we will discuss styles of catering as well as pricing, logistics, planning, and staffing catered events. Note: This is a lecture class.

09/25 T 10:00A-12:00P $69  CUL112.13  Tom Parfitt

Food Service Management Certificate
The Food Service Management (FSM) certificate is for anyone interested in honing their food service management skills—whether already in the business, looking to start a food service establishment, or simply interested in exploring the possibility. It is a 22-29 hour program that includes 8 selected core courses and a Final Review. Program length varies slightly depending upon core courses selected.

As part of the program, students may opt to take the ServSafe® Certification course. Successful completion of this class will allow students to finish the program not only with the FSM certificate, but also with a 5-year certification from ServSafe—a most valuable tool in the foodservice industry.

Certificate Eligibility and Graduation
Prior to completing the final class, Review: Food Service Management, students must fill out the Graduation Application and pay the $75 fee. After successfully completing the review, students are eligible to graduate.

This certificate program does not contain a pre-requisite course; instead, students are open to choose 8 core courses that most interest them and to take them in any order.

Each June a graduation ceremony will be held to honor the students. Graduates will receive a Food Service Management Certificate.

Final Review
This is your time to apply all of the skills and knowledge attained in the program. Students will work to complete a food service management-related project and receive feedback from the instructor. Prerequisite: Successful completion of 8 core courses.

Certificate Requirements
8 Core Courses
ServSafe® Certification
Product Sourcing & Inventory Management
Menu Planning
Catering Basics
Food Service Law & Bookkeeping
Marketing & Social Media
Staffing, Training & Management
Facility Design & Food Service Equipment
Dining Room Operations
Business Planning & Market Research
Menu Planning
NEW! There’s much more to successful menu planning than might meet the eye. This class will focus on the skills necessary to build a menu that is cost effective, manageable as part of an operation, and alluring to the customer. Note: This is a lecture class.
10/08 M 1:00-3:00P $69 CUL112.25 Martin Gravely

Dining Room Operations
NEW! In this class students will be given an overview of the basics of dining room operations. Topics to be covered include types of service, banquet service, serving etiquette, wine service, communication with the back of the house, handling customer concerns, bar operations, ABC considerations, and more. Note: This is a lecture class.
10/18 R 6:00-8:00P $69 CUL112.35 Danny DeBoer

Product: Sourcing and Inventory Management
NEW! All-important to an operation’s success is the understanding of the ins and outs of product sourcing, inventory maintenance, and cost controls. Focal issues will include, among other things, ABC purchasing, vendor relationships, menu planning to control costs, proper food storage and rotation, and food cost calculation. Note: This is a lecture class.
10/30 T 6:00-8:00P $69 CUL112.45 Martin Gravely

Staffing, Training, and Management
NEW! In this course, students will be introduced to the human-resource aspect of the food and beverage industry. An overview of topics to be discussed include developing job descriptions, skills and competencies for F & B staff positions, hiring, training, performance management, giving and receiving feedback, employee reviews, management styles, and empowerment. This class will be a combination of lecture and student/leader discussion. A list of resources will be provided. Note: This is a lecture class.
11/14 W 6:00-9:00P $89 CUL112.55 Danny DeBoer

Facility Design and Food Service Equipment
NEW! There is more to the food service business than just having great recipes. In this class we will discuss facility design - both front and back of the house, as well as different kitchen equipment, basic health regulations as they pertain to the physical space, and the general flow of your operation. Note: This is a lecture class.
12/13 R 10:00A-12:00P $69 CUL112.76 Tom Parfitt

ServSafe Certification
In this class you will learn the requisite information needed to obtain your ServSafe Certification. The first part of the class will focus on preparing you with the knowledge you need to safely handle food in a professional environment. We will focus on sanitation, the flow of food through your operation, and how to prevent foodborne illness. In the second stage of class you will be given your ServSafe examination. If you successfully pass this test you will become a certified ServSafe manager. Note: Class fee includes ServSafe study materials and examination. There is an $80 non-refundable fee once your ServSafe book is mailed. We will mail your book to the address provided in your ActiveNet account. If you need your book mailed to a different address, please contact us at 422-2665 immediately after enrolling. If you haven’t received your book within ten business days after enrolling, please notify us. You will need to bring your book and unaltered answer sheet to class. If you don’t bring them there will be an $80 charge for additional materials. Students are responsible to read and study the ServSafe book prior to coming to class. It is optimal, but not required, to allow 2-3 weeks of study time prior to the class. Note: Recertification (test only) is available for $99. Enrollees for test only need to arrive at the Center for Culinary Arts at 2:30 on the day of the full class.
09/17 M 9:00A-5:30P $139 CUL112.06 Martin Gravely OR 11/28 W 9:00A-5:30P $139 CUL112.64 Martin Gravely

Cultural Enrichment
Advanced English
Are you planning to enter a college or university in the United States or abroad? Are you currently working as an au pair in the US? Join us this semester and enhance your English speaking, reading, writing, and comprehension skills! Our popular 8-week course will allow you to improve your English language skills and will introduce you to educational and fun learning experiences. If you are planning to take the TOEFL exam, this course provides excellent preparation for you. (Au pairs may earn up to 40 hours for successful completion of all course requirements and participation.)
09/11-11/01 TR 7:00-9:00P $365 CECP113.32 Deborah Westin

TOEFL Preparation Saturday Course
NEW! Our new intensive one-day workshop is an excellent opportunity to prepare for the TOEFL exam. Class session includes: academic writing, speaking and listening practice, as well as timed activities and vocabulary tests. This course is designed for international adult students, au pairs, and other non-native English speakers who may be taking the TOEFL exam in the future. Course includes materials. Please bring lunch for break on campus.
09/22 S 9:00A-4:00P $69 CECP113.33 Deborah Westin

Communication and Public Speaking Weekend
Explore a fun and educational weekend of learning and practicing special topics in public speaking and presentation skills. This is a wonderful opportunity improve your communication abilities and your confidence in speaking during your time in the US. A variety of written and oral activities are planned for on campus sessions, along with excursions in the Richmond area.
10/12-10/14 $320 CECP113.21 Corinne Nguyen OR 10/12 Friday 4:00-8:00P OR 10/13 Saturday 10:00A-8:00P OR 10/14 Sunday 10:00A-8:00P OR 11/16-11/18 $320 CECP113.22 Corinne Nguyen OR 11/16 Friday 4:00-8:00P OR 11/17 Saturday 10:00A-8:00P OR 11/18 Sunday 10:00A-8:00P
Weekend Enrichment Courses
Our uniquely designed Weekend Enrichment Courses are offered Friday (4-8pm), Saturday (10am-8pm) and Sunday (10am-8pm). Classes are held on the UR campus where course curriculum is coordinated with exciting and educational excursions in the Richmond area: the State Capitol, Virginia Museum of Fine Arts, Virginia Historical Society, St. John’s Church, Historic Narrative Canal Cruise, Art Galleries, and more! Students are given the opportunity to explore subjects such as history, art, communication and public speaking. Course fee of $320 includes five meals, books/materials and all museum/excursion fees. Weekend Enrichment Courses are open to the entire community. (Au pairs can earn up to 30 hours per weekend course, with successful completion of all course requirements and participation.)

O’Keefe Art Weekend
O’Keefe’s powerful paintings of colorful blossoms with mysterious depths communicate independence, determination, and unique artistic vision. Explore a series of watercolor techniques, the gift of perspective, and the power of focus, to create brilliant watercolor blooms. Explore drawing techniques also, as you create two paintings using flowers, while learning tips and tricks to create impressive results.

09/21-09/23  $320
CECP113.20  Donna Allen & Corinne Nguyen
09/21  Friday 4:00-8:00P
09/22  Saturday 10:00A-8:00P
09/23  Sunday 10:00A-8:00P

Professional and Social Etiquette Course
Join us for our exciting and unique course introducing professional and social etiquette and customs. This course is especially designed to introduce important business and communication skills, and to increase cultural awareness while here in the US. Topics include: business manners, interviewing skills, resume and letter writing, dining etiquette, social customs, and other special topics. Our Professional and Social Etiquette Courses are ideal for au pairs and any international student seeking to improve communication skills, and to feel more confident and prepared in social and business settings. Fee includes books, materials, excursion fees, and meals during the course. (Au pairs may earn up to 12 hours for successful completion of course requirements and attendance.)

10/27  S  10:00A-7:00P  $89
CECP113.02  Patricia Gallagher
OR
12/15  S  10:00A-7:00P  $89
CECP113.03  Patricia Gallagher

Key to Day Abbreviations
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
Exam Prep Classes

**GRE Prep Course**
GRE Prep Course includes: 24 hours of instruction; Proven study plans to help you ace the GRE; Expert instruction from experienced teachers; Comprehensive study guides; Official GRE General textbook, student manual, and preparation software.

10/23-11/15  TR  6:00-9:00P  $899
EXAM113.06  Educational Testing Consultants Staff

**GRE Prep Online Course**
GRE Prep ONLINE Course includes: 24 hours of instruction; Proven study plans to help you ace the GRE; Expert instruction from experienced teachers; Comprehensive study guides; Official GRE General textbook, student manual, and preparation software.

09/10-10/03  MW  7:00-10:00P  $899
EXAM113.01  Educational Testing Consultants Staff
OR
11/01-11/29  TR  7:00-10:00P  $899
EXAM113.02  Educational Testing Consultants Staff

**LSAT Prep Course**
Course includes: 30 hours of instruction from experienced teaching professionals; Proven techniques to simplify the LSAT; Three diagnostic exams, textbooks, materials to help you master the skills needed to ace the LSAT.

08/28-09/27  TR  6:00-9:00P  $999
EXAM113.07  Educational Testing Consultants Staff
OR
10/17-11/26  MW  6:00-9:00P  $999
EXAM113.05  Educational Testing Consultants Staff

**LSAT Prep Online Course**
Course includes: 30 hours of online instruction from experienced teaching professionals; Proven techniques to simplify the LSAT; Three diagnostic exams, textbooks, materials to help you master the skills needed to ace the LSAT. Live Online Course.

09/06-10/02  RUT  7:00-9:30P  $999
EXAM113.03  Educational Testing Consultants Staff
OR
10/23-11/27  TR  7:00-10:00P  $999
EXAM113.04  Educational Testing Consultants Staff

**SAT Steps to Success MATH Focus**
Take your Math SAT Prep to the next level! Our unique prep course focus sessions provide you with intensive practice and review of the math areas featured on the SAT. You will learn tips, strategies, and techniques to help you best prepare for test day. Tuition includes test prep book and 4 hours of class.

09/22-09/23  SU  1:00-3:00P  $95
STEPS113.05  Jennifer Maitland
OR
10/13-10/14  SU  1:00-3:00P  $95
STEPS113.06  Jennifer Maitland
OR
11/17-11/18  SU  1:00-3:00P  $95
STEPS113.07  Jennifer Maitland

**SAT Steps to Success Weekend Workshop**
Our uniquely designed and popular Weekend Workshops return this fall! The workshop is held Saturday from 9am-2pm and Sunday from 1-5pm. Tuition includes books, materials, lunch on Saturday at UR and refreshments on Sunday. STEPS to SUCCESS workshops concentrate on the three major testing areas: Mathematics, Critical Reading, and Writing.

09/22-09/23  $210
STEPS113.01  S.T.E.P.S. To Success Staff
09/22  Saturday  9:00A-2:00P
09/23  Sunday  1:00-5:00P
OR
10/13-10/14  $210
STEPS113.02  S.T.E.P.S. To Success Staff
10/13  Saturday  9:00A-2:00P
10/14  Sunday  1:00-5:00P
OR
11/17-11/18  $210
STEPS113.03  S.T.E.P.S. To Success Staff
11/17  Saturday  9:00A-2:00P
11/18  Sunday  1:00-5:00P

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**Key to Day Abbreviations**
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
S.T.E.P.S. to Success SAT® Prep Classes
Looking for just the right combination of preparation for your next SAT®? Come join us this fall and boost your skills and confidence to help maximize your performance on test day! Our S.T.E.P.S. to SUCCESS (Strategies and Techniques for Enhancing Performance and Skills) courses concentrate on three major areas:

MATHEMATICS: Measures abilities in numbers and operations, algebra and functions, geometry and measurement, data analysis, statistics, probability

CRITICAL READING: Measures abilities in extended reasoning, literal comprehension, vocabulary in context

WRITING: Measures mastery of standard/written English, along with skills in developing and expressing a point of view on an issue

CLASS DETAILS: With instruction given by highly experienced education professionals on our S.T.E.P.S. to Success Instructional team, sessions offer intense practice and review of questions and answers commonly found on the Reasoning Test. Students are introduced to important skills, strategies and techniques which are essential for achieving positive results on test day. Classes are held on campus, where students are presented with a unique opportunity to learn in a college environment and actively engage in concentrated and focused lessons throughout the sessions. You won’t want to miss out on this great opportunity to sharpen your skills this season!

WEEKEND WORKSHOPS
Our uniquely designed and popular Weekend Workshops return this fall! Three separate workshops will be offered, which are scheduled to provide timely preparation just before major spring testing dates. These 2-day courses cover both the Math AND Reading Comprehension content areas, to take your prep to the next level! Each Weekend Workshop is held on SATURDAY (9 am-2 pm) and SUNDAY (1-5 pm). Tuition of $210 includes all books, materials, lunch on Saturday at UR, and refreshments on Sunday. Early registration is encouraged, as space is limited.

STEPS113.01  September 22 & 23
STEPS113.02  October 13 & 14
STEPS113.03  November 17 & 18

Retuning this Fall! Math Focus Sessions
Take your Math SAT Prep to the next level! Our unique prep course focus sessions provide you with the intensive practice and review of the math areas featured on the SAT. You will learn tips, strategies, and techniques to help you best prepare for test day. Tuition includes test prep book and 4 hours of class.

STEPS311.05  September 22 & 23 (1-3 pm)
STEPS311.06  October 13 & 14 (1-3 pm)
STEPS311.07  November 17 & 18 (1-3 pm)

‘Paying for College’ Special Program Opportunity for families!
Parents/guardians of students enrolled in a Weekend Workshop are invited to attend a complimentary session in understanding the tools needed in order to pay for college. Learn how to calculate college cost, what savings instruments to use, how to file for financial aid, what the various sources of funds are and how to maximize colleges’ financial resources for you and your child. This session includes an introduction to the FAFSA, how to avoid some common mistakes that could reduce your award, types of financial aid, loans vs. grants, and financial aid resources. Also included are tips on how to negotiate with college financial aid offices. Instructor: Bob Davis, Financial Professional. Cost: FREE to Parents/Guardians of Enrolled S.T.E.P.S. to Success students – details will be provided to each family with a student enrolled in a Weekend Workshop.

‘Paying for College’ Sessions are held Sundays: September 23, October 14, and November 18, from 3-5 pm.

For more information on S.T.E.P.S. to Success, contact Program Coordinator Jennifer Maitland at jmaitlan@richmond.edu or Mary C. Raymond at mraymond@richmond.edu or 804-287-6302.
Explore your passion for plants and design.

**Environmental Stewardship and Sustainable Design**

*We all have an opportunity to make a difference in our environment and enhance our everyday experiences for this generation and following generations.*

Our goal is to create a comprehensive educational resource that reaches out to communities on campus and beyond. To that end, the School of Professional and Continuing Studies has expanded its professional development programs by establishing the **Environmental Stewardship and Sustainable Design (ESSD)** program.

ESSD’s mission is to educate the community and enhance the understanding of the interconnection within the environment by offering opportunities for students to explore processes that impact decision-making, learning, social development, leadership and stewardship established in sustainable practices grounded in the natural world. ESSD is offering courses to professionals and the general public that will enable companies and individuals to provide leadership and implement sustainable best practices in their everyday lives.

The ESSD umbrella includes SPCS’s current landscape design and horticulture certificate programs as well as new programs in LEED (Leadership in Energy and Environmental Design) certification, solar training and energy audits. ESSD also offers workshops and courses open to anyone interested in applying sustainable techniques or knowledge to their own lives. These programs incorporate a new series of youth and adult classes that focus on ecology and the environment as part of ESSD. All ESSD courses promote the use of native habitats and plants that are found on the University of Richmond campus, throughout the parks surrounding campus and in botanical gardens throughout Virginia. Some courses will also offer students a true hands-on ecological experience by incorporating investigations in and around the James River.

The University of Richmond is committed to preserving the natural beauty of its campus and values the stewardship of the Virginia’s green spaces. The University of Richmond has a long history of supporting the community and its future through education. Throughout the year, ESSD programs will collaborate with other organizations in order to offer education to the community and reinforce the efforts and passions of other institutions that support stewardship of the environment through education and community outreach.

To learn more about either certificate or upcoming classes or workshops, visit us online at spcs.richmond.edu/landscape or contact Cary Jamieson at cjamieson@richmond.edu or (804) 248-7701.

ESSD-Workshops

Workshops are offered to the Richmond community to help build skills and knowledge of organic practices and education of the ecosystem, campus and other surrounding areas throughout Virginia. These workshops are hands-on and taught by professionals who are passionate about education and understand the value of having fun while learning practical skills that will enhance everyday lives.

James River: Past, Present & Future

Please join us as we explore the state of the James River with experts from the James River Association. Students will learn about the basic history of the James River and discuss the challenges and solutions facing the health of the river today.

9/19  W  6:00-8:30P  $40
LAN312.28  Staff

Rain Barrel Workshop

Virginia receives an average of 45.22 inches of rain a year. Rain that runs off your roof can flow into a sewer pipe, stream or groundwater. Why not put it to another use? A rain barrel can capture some of that rainfall for later use on your property. Capturing and reused rainwater from your roof surfaces also reduces demand on the sewer system and protects the quality of streams and groundwater. Each student will make and take home a rain barrel.

Join JRA experts and create a rain barrel to use at your own home.

9/26  W  6:30-8:00P  $74
LAN312.33  Staff

Drawing Fundamentals for Site Design

This course explores a range of graphic tools available for conveying site design ideas using hand-drawing techniques. Students will learn how to draw in plan, section, elevation and perspective. This class focuses on freehand drawing techniques using pencil and ink. Work is conducted in both the studio and outdoors. An integral part of the course includes field studies of built and natural landscapes in the Richmond area. Students learn the importance as using a hierarchy of line weights and tonal values in their drawings. Students will also study composition, proportion, and scale to enhance their graphic communications abilities.

9/22  S  9:00A-3:00P  $249
LAN312.18  Jim Smither, M.L.A. + M.F.A.

Historic Chesapeake Landscapes

This lecture-oriented course will chronicle the design trends and changes of the Chesapeake region (Maryland, Virginia, North Carolina) from pre-contact to early twentieth century. Four class sessions will cover the pre-contact and early colonial period, the late colonial period, the antebellum period, and the gilded age. Students will learn about the men and women who shaped the Chesapeake’s natural and artificial landscape through agriculture, gardening, and architecture. The focus of the course will be on the plants and designs that were most popular utilizing images, maps, and design plats. In the end, the student will have a better understanding of the design aspects of the Native American culture and Anglo-American culture in American history.

10/18-11/08  R  6:00-9:00P  $149
LAN311.30  Mathew Krogh

ESSD-Professional Development

ESSD Professional Development: As companies and professionals grow to meet the demands of a changing environment and efficiency challenges, it more important than ever to be proactive in education and implement systems that will enable successful growth. Professional development courses are offered to help provide the tools to increase knowledge in an innovative and growing industry. Industry leaders impart real-world knowledge to help foster leadership and add competitive skills to promote innovation and success in the green industry and help professionals meet requirements for industry credentials.

LEED Green Associate Exam Preparation

Acquire the fundamental concepts of green building and prepare yourself to take the Green Associate exam and earn the LEED Green Associate credential from the Green Building Certification Institute. This course is intended for design, construction, and real estate professionals, building owners, or all those who want to develop their knowledge in this area. You will examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process. Kelly Gearhart, your instructor, holds the designations LEED AP B+C and LEED AP O+M, and will answer your questions in the online discussion.

9/4-10/26  M  7:00P-8:00P  $695
LRN312.26  Kelly Gearhart, LEED, AP
What is your knowledge of the sustainable landscape?

**Landscape Horticulture, Plants and Practices Professional Certificate Program (LHPP)**

**NEW!** Developing and maintaining a sustainable landscape is crucial to today’s horticulture industry. This Certificate program is ideal for professionals who seek to maximize skills and resources as well as home-owners who appreciate their investments in home landscaping.

**Who would benefit from this program?**
Architects, landscape architects, landscape designers, engineers, business owners, property management companies, landscapers, landscape maintenance companies, horticulturalists and homeowners that want to understand landscape horticulture.

Our professional instructors will enrich your knowledge of sustainable landscape practices, ecology-based theory, LEED certified plant material, topics covered in the Virginia Horticulturist Exam, and trending guidelines and practices in the industry.

**Curriculum**
Study principles of horticulture, plant identification, design elements, and industry practices of Landscape Plants. Courses cover sustainable methods, soils, pruning, and planting standards from the perspective of professionals utilizing best practices for habitat and ecology. Curriculum covers the study of native plants, ornamental grasses and perennials that perform well in the Central Virginia, Piedmont and Tidewater regions.

This curriculum consists of 13 courses that address sustainability in landscape horticulture plants and practices. Students benefit from the hands-on real world experience gained in these constructive sessions.

**8-week Courses**
- Introduction to Plants
- Woody Plants for Early Spring
- Woody Plants for Late Spring
- Woody Plants for Summer
- Woody Plants for Fall

**6-week Courses**
- Perennials
- Native Plants and Ornamental Grasses

**4-week Courses**
- Sustainable Practices
- Planting Standards

**3-week Courses**
- Pruning
- Soils in Sustainable Gardening
- Lawn and Landscape Turf: Best Management Practices

**3-hour Workshop**
- Designing with Plants

**Admission and Completion Requirements**
For admission requirements and Landscape Horticulture, Plants and Practices Professional Certificate completion requirements visit our website: spcs.richmond.edu/landscape

**Timeframe for completion: 1-2 years**
Please be sure to schedule an appointment with our program specialist to best navigate a course of study to meet timeframe expectations.

**Interested in earning both certificates?**
Landscape Horticulture, Plants and Practices Certificate students can also earn the Landscape Design Certificate. Because the five required 8-week courses can be applied to the LDPC and LHPP certificates, LHPP certificate students are well on their way to earning both certificates.

**Interested in just taking a class or two?**
Many of our classes are open to the community. You do not have to be enrolled in the certificate program. Feel free to register for any course that does not have a pre-requisite.

**Contact us**
Contact Cary Jamieson for more details: cjamieson@richmond.edu
**Gatlin Education Services (GES)**
www.gatlineducation.com/richmond/green.htm

Gatlin Education Services, the world’s largest provider of Web-based, instructor-supported training programs, offers self-study courses with open enrollment in nearly every subject imaginable. Visit richmond.thelearningcenter.com to access the University of Richmond eLearning Center.

Thousands of new “green jobs” are expected to be created in the US making now the perfect time to learn the skills needed to get a job in this exciting industry.

**Certified Indoor Air Quality Manager**
$795 16 hrs

**Certified Indoor Environmentalist**
$895 32 hrs

**Principles of Green Buildings**
$595 30 hrs

**Senior Certified Sustainability Professional**
$2495 110 hrs

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**ESSD-Landscape Horticulture**

Our Landscape Horticulture, Plants and Practices Professional Certificate (LHPP) is perfect for anyone interested in expanding their knowledge of plants and sustainable horticulture practices including homeowners as well as professionals in a variety of fields.

**Turf**

NEW! Utilize native plants as much as possible in your client’s landscape. Learn why native plants can eliminate the need for outside inputs of fertilizers and pesticides whose excessive use in the suburban landscape can be a source of run-off or non-point source pollution. Study which native plants have low run-off or non-point source pollution. Suburban landscape can be a source of nutrients. Test soil and amend for proper pH and fertility. Over-compaction and damage to the soil structure, water, and air is expected to be created in the US making now the perfect time to learn the skills needed to get a job in this exciting industry.

**Woody Plants for Fall**

This course focuses on the Plant materials such as Fall flowers, fruit, and foliage color. Students learn to identify approximately 60 seasonal trees, shrubs, vines and flowering plants. The focus groups include Maples, fall flowering Clematis, and Camellia. Understanding the scientific and common names of studied plants will be emphasized through lectures and field study. The instructor focuses heavily on aesthetic, functional and ecological aspects of each plant. Prerequisite: Introduction to Plants Notes: There will be a Saturday fieldtrip to Norfolk Botanical Garden.

9/04-10/23  T  6:00-9:00P  $389
LAN312.01  Shelia Hayden, M.S.

**Native Plants and Ornamental Grasses**

Explore the beauty and diversity of ornamental grasses suitable for a variety of landscape roles through the study of over 50 different species. Through careful selection, you can find ornamental grasses suitable for challenging sites and a variety of purposes in your client’s garden, such as cool versus warm weather grasses. Grass morphology, growth, propagation, and aspects of horticultural practice particular to these plants will be reviewed while sedges and rushes (grass relatives) will be briefly covered. By the end of class, you will have completed a garden plan featuring ornamental grasses.

9/10-10/15  M  6:00-9:00P  $240
LAN312.10  John Hayden, Ph.D.

**Planting Standards**

Through a combination of classroom lecture and hands-on demonstrations, an ISA-certified arborist will cover proper planting guidelines for trees, shrubs, perennials and grasses. Topics will include planting, location, selection, site conditions, and proper care for establishing growth. Students will explore standards for planting trees and shrubs used throughout history culminating with our most currently accepted practices and standards. We will also explore the financial future of plant production and what effects this will have on future planting technique theories. Participants will receive a small native tree to take with them to plant properly and nurture as a lifetime investment for future generations.

10/03-10/24  W  6:00-9:00P  $224
LAN312.24  Mac Drane, M.B.A. + I.S.A.

**Soils in Sustainable Gardening**

In this class you will discuss the science of soil. Understanding soil structure will help to maximize your woody plant’s growth, longevity and overall health. In urban settings, preserving the health of a tree becomes even more important as our environment is affected by global changes. Discuss how to alleviate over-compaction and damage to the soil food web. Students will learn how to test soil and amend for proper pH and nutrients.

11/07-11/21  W  6:00-9:00P  $79
LAN312.16  Joel Koci, M.S. + I.S.A.

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For complete class lists and schedules go to: www.lewisinginter.org

**Lewis Ginter Botanical Garden**
Grow there.

Lewis Ginter Botanical Garden is pleased to partner with the University of Richmond School of Professional and Continuing Studies
Is a landscape design career in your plans?

Landscape Design Professional Certificate (LDPC)
In Virginia we have an opportunity to combine strong aesthetic design with sustainable practices that include a combination of native plants, non-natives and thoughtful site analysis to create beautiful but environmentally responsible design. This professional certificate program is ideal for those with an interest in a career or promotion in the industry as well as those working in home construction or real estate who could benefit from a comprehensive study of the topic.

Who would benefit from this program?
Landscapers, landscape maintenance companies, horticulturalists and homeowners and those directly associated with cooperative extension or agricultural agencies, professional landscape services, garden centers and nurseries, public and private gardens and landscape design and civil engineering firms.

Our professional instructors are experts in their fields and share their real-world knowledge as well as their love of design. Students flourish in the positive environment of classes and leave feeling more confident and inspired to begin their goal of becoming landscape designers.

Landscape Design Courses: CEUs: 23.6
This curriculum consists of eleven courses that address landscape design principles and skills. Students learn about small-scale design applications, site engineering methods and the creative use of plant materials. Project assignments such as site plans and construction details are required in the Landscape Design curriculum and are critiqued by the respective instructor. Students benefit from the hands-on, real world experience gained in these constructive sessions.

Landscape Graphics
Introduction to Design
History of Garden Design
Site Analysis
Site Design I
Construction Methods & Materials
Planting Design I
Site Design II
Comprehensive Project
Planting Design II

Typically, students proceed through the Landscape Design courses while participating in the Landscape Horticulture courses.

This curriculum consists of five courses that can be taken in any sequence and also apply towards the Landscape Horticulture, Plants and Practices professional certificate.

Completion of Landscape Horticulture courses is the first step in the process of earning the Landscape Design Professional Certificate. Students study approximately 300 plants suitable for the growing environment in the Mid-Atlantic region during various seasons. Field study sessions are scheduled at local gardens and nurseries and are supplemented by lectures on horticulture, nursery and planting standards.

Introduction to Plants
Woody Plants for Early Spring
Woody Plants for Late Spring
Woody Plants for Summer
Woody Plants for Fall

Admission and Completion Requirements
For admission requirements and completion requirements visit our website at spcs.richmond.edu/landscape or set up a meeting with our program specialist.

Timeframe for completion: 2.5 to 3 years
Please be sure to schedule an appointment with the program specialist to best navigate a course of study to meet timeframe expectations.

Interested in earning both certificates?
Landscape Design Certificate students can also earn the Landscape Horticulture Certificate. Because the five required Landscape Horticulture courses can be applied to the LDPC and LHPP certificates, LDPC certificate students are well on their way to earning both certificates.

Interested in just taking a class or two?
Many of our classes are open to the community. You do not have to be enrolled in the certificate program to take a class. Feel free to register for any course that does not have a pre-requisite.

Contact us
Contact Cary Jamieson for more details: cjamieson@richmond.edu
**ESSD-Landscape Design**

The Landscape Design Professional Certificate (LDPC) program provides the education needed to begin a career as an independent designer of small-scale landscapes. Students experience hands-on training in woody plants and landscape design from instructors who are industry experts employed by landscape architecture firms in the Richmond area.

**Landscape Graphics**

This is an introductory studio course where you will learn to use drafting equipment and develop graphic and sketching skills. Coursework includes landscape plans, section, elevation and axonometric drawings, and an introduction in the use of color media.

10/23-12/11  T  6:00-9:00P  $389
LAN312.14  Andy Sisson

**History of Garden Design**

Learn about the major traditions in landscape design history through a series of slide-illustrated lectures. Students will be expected to actively participate in subject-related exercises in the classroom as well as out-of-class projects and numerous readings on their own time.

8/22-10/24  W  6:00-9:00P  $456
LAN312.11  Oscar Smith

**Site Analysis**

This course is designed to train you how to investigate the natural and cultural data of a design site. Learn to inventory and record existing site conditions, including slope, soil, microclimate and context. Studio and site work includes base plans, sections and site analysis. Two Saturday or Sunday field exercises are mandatory. Prerequisite: Introduction to Design.

9/17-11/05  M  6:00-9:00P  $389
LAN312.08  Steven Koprowski, B.L.A.

**Comprehensive Project**

This course is the final design studio course as well as the final course in the Landscape Design Certificate program. Students must demonstrate their understanding and command of the art and discipline of design of landscape, planting design, site analysis, garden construction and methods and materials, and site drainage. Students are expected to show understanding of basic construction standards and codes and to think critically about design and solving design problems. Under the direction of a practicing professional, students will prepare a full set of design and working drawings for a selected site which will be presented to a jury of professionals. Prerequisites: Woody Landscape Plants Certificate and all courses in the Landscape Design Core. Note: Required Saturday Fieldtrips; dates to be determined in class.

8/22-10/24  W  6:00-9:00P  $469
LAN312.05  Andy Sisson, C.L.A.

**E. Gill Watterson Scholarship**

This scholarship honors his love for the beauty of landscaping and will give others an opportunity to make a change in their lives and feel fulfilled as he did, with beginning a career in landscape design.

For more information regarding the E. Gill Watterson Scholarship please contact Cary Jamieson, cjameson@richmond.edu or (804) 248-7701.

**Master of Landscape Architecture Degree**

Interested in expanding your studies to include a Master of Landscape Architecture (MLA) degree?

Thanks to an educational partnership between the University of Richmond and Virginia Tech, UR Landscape Design professional certificate graduates have the opportunity to apply to Virginia Tech’s MLA program—in its Washington Alexandria Architecture Center—with one year’s advanced standing.

This approach allows interested, capable and motivated individuals to acquire the additional knowledge and skills needed to become a landscape architect. Plus, it serves as a resource for mid-career professionals to pursue studies in landscape architecture.

Please contact the Cary Jameson at cjameson@richmond.edu for more details.
Film, Photography and Digital Arts

Basic Photoshop for Photographers
NEW! Is Photoshop new to you? In the class you will learn the basics: tools, color management, processing raw digital files, color and contrast correction, and preparation for printing.
09/05-10/10  W  6:30-8:30P  $269
PHT113.03  David Everette

Intermediate Photoshop for Photographers
Learn and explore layers, tools, and techniques for adding spice to your imagery. Enhancement and image manipulation will be the main focus, but image preparation for the web and printing will also be covered. Note: No class will be held on October 31.
10/17-12/05  W  6:30-8:30P  $289
PHT113.02  David Everette

DSLR Photography Workshop - Shooting Like a Pro
Emphasis will be on the photograph itself, rather than editing and digital manipulation! Explore all the features of your D-SLR camera with hands-on instruction, weekly assignments and two local field trips. Discover the 'magic triangle', white balance, the 'rule of thirds', the 'magic hour', flash, and macro photography:
09/24-11/19  M  7:00-9:00P  $289
PHT113.06  Tom Veazey

Out of the Shoebox: Care for Family Photographs
Family Genealogists and Historians will love this class. Learn how to cherish photographs that tell your family’s story. In session I, a former Smithsonian Photographic archivist will analyze your photographic prints/negatives for identification and deterioration symptoms. In session II, students will learn how to properly store and display photographs. Each participant will receive a pair of cotton gloves and an archival-quality storage box for proper handling and storage.
10/23-10/25  TR  6:00-8:00P  $179
PHT113.07 Kathy Wirtala

Photography at Night
Explore techniques used in night photography. This course will alternate between in-class meetings and field trips: four class sessions will critique student’s work and three field trip sessions will be used to practice techniques learned in class.
10/04-10/25  RS  6:30-8:30P  $269
PHT113.01  David Everette

Intermediate Photography
This class is designed for intermediate-level students with a working knowledge of exposure, depth of field, and composition. We will explore the use of light, design, and compositional techniques in photographs to go beyond snapshots. Students will be given specific assignments and the results will be analyzed in class each week. Field trips will be to the James River, Downtown Richmond, and will be held on Saturdays. You should have a 35mm camera with exposure and depth of field controls to maximize the image quality. Students who wish to participate in the course should have a tripod.
09/10-10/15  M  6:30-8:30P  $269
PHT113.05  David Everette
OR
10/22-11/26  M  6:30-8:30P  $269
PHT113.04  David Everette

Fit-N-Well

Cardio Sculpt
Start your day with the best of both worlds! Enjoy both a cardio workout and strength training in one class. The certified instructor alternates intervals of athletic-based, easy-to-follow cardio drills followed by strength training segments. Beginners and experienced exercisers benefit from this type of training.
08/28-12/20  TR  7:00-8:00A  $200
FIP112.69  Sharry Goode

CORE Pilates
Pilates is a method of exercise and physical movement designed to stretch, strengthen, and balance the body. With systematic practice of specific exercises coupled with focused breathing patterns, Pilates provides you with an all-encompassing workout combining both rejuvenation and relaxation!
08/28-12/20  TR  5:15-6:15P  $200
FIP112.06 Karen Adams

Fit-N-Well
The Fitness Instructional Programs are non-credit educational classes scheduled on the University of Richmond campus through the Department of Recreation and Wellness.

A variety of classes are offered throughout the term. For the most current program information, contact Recreation and Wellness at:

Web
recreation.richmond.edu and click on Fitness Schedules.

Phone
(804) 289-8581

E-mail
shickers@richmond.edu

To view classes and register, go to activenet.active.com/thinkagain and create your FREE account. Call the School of Professional & Continuing Studies at (804) 289-8133 with questions regarding registration.
The Weinstein Center for Recreation and Wellness at the University of Richmond

High Ropes Course
If your work or community group is looking to build leaders, develop relationships, and have a great time, this is the program for you!

Programs are designed to:
• Create positive change by transforming groups and individuals into high performance teams and leaders
• Align peoples’ understanding and focus with the strategic goals of their organizations
• Inspire participants to achieve things they never thought possible
• Act as a catalyst for change and innovation
• Improve internal communication skills
• Increase productivity

The Odyssey Course teaches participants the skills necessary to become highly successful individuals by building on their strengths and having them confront complex situations.

The result is enhanced strategic thinking, goal setting, resource allocation, project management, decision-making and ability to empower others. For additional information, contact Marti Tomlin at mtomlin@richmond.edu, call (804) 289-8488, or visit our website recreation.richmond.edu/outdoor-adventure

Fitness Certifications and Workshops
Want to get certified or need to obtain Continuing Education Credits (CECs)? If you are looking for a great way to stay in shape and get paid to help others reach their fitness goals, then why not get certified?

We currently partner with professional certifying organizations such as AFAA, NSCA, Les Mills and others to offer certification workshops at the Weinstein Center on the University of Richmond campus.

Obtain certifications in:
• Personal Training
• Indoor Cycling
• Yoga
• Group Exercise
• Pilates
• Body Pump

Contact Seth Hickerson at shickers@richmond.edu or (804) 289-8581 for additional information or visit our website recreation.richmond.edu/fitness/certifications.html

Facility Rentals
Take advantage of our beautiful facilities to rent for your sporting tournaments, practices, birthday parties and more! We have a beautiful courtyard and atrium, 22,000 feet of open area in the gymnasium, a pool and outdoor fields. Contact us to see if we can accommodate your group. For more information on facility rentals, contact Marti Tomlin at mtomlin@richmond.edu or (804) 289-8488, or visit our website recreation.richmond.edu/facilities/events-and-rentals.html

The following facilities are available for rent:
• Gymnasium (1-3 courts)
• Racquetball/Squash Courts
• 2 Multipurpose Rooms
• Indoor Swimming Pool
• 2 Intramural Fields
• Millhiser Gymnasium
• Outdoor Sports Complex
• Richmond College Tennis Courts
Special Note – Changes to Fitness Course Registration!

Non-members can participate in the selected classes offered in the catalog and will need to register and pay the associated fee. Non-members who sign up for a fitness class will receive temporary access to the facility during class time.

*UR full-time faculty/staff are automatically members of the Weinstein Center for Recreation and Wellness.

Questions about massage therapy appointments?
Contact Tracy Cassalia, (804) 289-8464 or tcassali@richmond.edu.

Questions about fitness classes or personal training appointments?
Contact Seth Hickerson, (804) 289-8581 or shickers@richmond.edu.

Evening Yoga
Want to take a night to yourself and decompress? This is the perfect class. After a long, hectic weekend come in and unwind with Yoga. The class will take you through the breathing techniques and poses associated with beginning level Yoga. It’s a wonderful way to start your week.

08/27-12/17  M  6:30-7:30P  $200
FIP112.07  Sharry Goode

Masters Swimming
Masters Swimming is now being offered at the Weinstein Center! Masters swimming is for anyone, at any swimming level and of any age. If you are looking to share your love of the sport and your enthusiasm for swimming fitness, we welcome you to join in on the workouts, the competitive (and non-competitive) spirit, and the team camaraderie Masters provides. Practices are between 2200-2800 yards, depending on your ability. Alternate workouts are given if you miss a practice!

08/27-12/21  MWF  $50
FIP112.13  Staff

Tennis I
Beginner/Advanced Beginner: For the new and returning tennis player. The class will focus on the basic strokes, court positioning and scoring. The instructor will use Gamma Revolution Balls which are softer and larger than traditional tennis balls, perfect for developing a player’s swing. The overall pace of this class is relaxed.

08/27-09/26  MWF  6:00-7:00P  $150
FIP112.20  Kevin Navin

Tennis II
Intermediate: The class is for the more active recreational player with a solid understanding of the game who is looking for a fun workout while improving on shot-building. The drills are fast-paced and designed to enhance technique, foot speed, and preparation. The ideal participant for this class should have a 3.0 to 3.5 USTA rating as a player with a fairly consistent game marked by medium-paced hitting ability who can start to direct the ball with variety and depth.

08/27-09/26  MW  7:00-8:00P  $150
FIP112.21  Kevin Navin

Tai Chi
This course is an introduction to taiji quan, China’s famous slow-moving, internal martial art. Students learn the basics of Wu Style, one of the five major styles of taiji. Enhanced strength, balance, coordination, internal power and self-defense capability are the natural effects of this relaxed, enjoyable practice designed to be useful for everyone, from couch potato to professional athlete. No experience necessary.

08/31-12/21  F  12:30-1:30P  $160
FIP112.76  Jonathan Shear

F.I.T. Fusion
This is a new ‘hybrid’ class that is extremely action-packed and fun for all levels of fitness! The class will focus on traditional muscle sculpting, Yoga and Pilates with a twist of functional training that works on the core. Come prepared to work your ABS: Abdominals, Balance and Stability!

08/27-12/19  MW  5:15-6:15P  $200
FIP112.08  Karen Adams

History and Humanities

Ancestry.com Workshop
Are you getting the most out of your time and/or your subscription cost with Ancestry.com? If not, come join us for an afternoon of exploring techniques and possibilities for using this huge genealogy resource. We will cover advanced searching strategies, using collaborative resources, setting up RSS feeds, on-line educational resources, and much more. Your questions and specific research needs will be used to guide the learning in this workshop.

10/27  S  1:00-5:00P  $50
HIS113.05  Donna Shumate

Christianity in the Modern World
How does the church deal with modern science? Should the church be involved in the state and its politics? This course will explore how the church has historically answered these questions.

10/09-10/23  T  5:30-7:30P  $129
HUM113.01  Eric Douglas

Genealogy on the Web - Beyond the Basics
This class focuses on identifying and using Web resources specific to your family history. It also includes individualized research assistance. Develop skills in researching online documents, such as census records, immigration records, military records, newspapers, digitized books and pictures. Explore online records available from national and international sources, such as libraries, archives, and genealogical organizations. Learn about ways to share and obtain family history information from other researchers. You will receive an extensive Web guide as well as information on software and periodicals to help you in your continued family history research. This class builds on “Genealogy - The Basics”, and is also appropriate for individuals who have done some genealogy research on the Web.

10/22-10/24  MW  6:00-8:30P  $69
HIS113.04  Donna Shumate
Classes by Dr. Ken Ostrand

**National Gallery Bus Trip**
Don't know much about the Renaissance and the main artists of the period? Then this bus trip is perfect for you! Explore one of the world’s finest art museums as we examine the start of modern art, in the Italian Renaissance in Washington D.C.'s National Gallery. Giotto, Leonardo, Botticelli, Raphael: they transformed the world of art that we know them by a single name. Together they broke the bonds of medieval art, invented true perspective and created many of the art forms and techniques we applaud today. Dr. Ken Ostrand will set the foundation on the bus, where we’ll gain background into the period and the lives of the artists themselves. From Giotto to Raphael to the only Leonardo in North America, we’ll see how artistic style developed over time. Afterward there will be time to visit other galleries on your own, the gift shops, or even other museums on the Nation’s Mall before our return.

10/06 S 7:30A-7:30P  $169  
HiS113.02  Ken Ostrand, Ph.D.

**Scotland: Off the Beaten Track Lecture**
NEW! Join us as we explore a Scotland that visitors rarely see. A land closer to Norway than London, filled with unique archaeological monuments and the most recently occupied part of Britain! First however, we’ll sample the cuisine mostly known for frugality and blandness - wrong! We will enjoy several tasty regional specialties and then it’s off the beaten track! Dr. Ken Ostrand will take us on a virtual tour to the usual site of Edinburgh but show us a different view of auld reekie. And we will go to the far north, the Highlands, with its stunning landscapes and castles! And finally we will explore the rarely seen Orkney and Shetland Islands with their unique monuments and heritage descended from the prehistoric people and Vikings! Doors will open at 6:15, refreshments will begin at 6:30 pm.

10/05 F 6:15-8:45P  $99  
HiS113.01  Ken Ostrand, Ph.D.

**Genealogy on the Web - The Basics**
The Internet is a vast resource that can hold many clues and details about your ancestors - if you just know where to look. This is an introductory course on how to use the Web to find information about your ancestors. You will learn basic genealogy and Internet research techniques and become familiar with the major resources on the Web. To benefit from this class, you will need to have some experience using the Internet.

09/18-10/09 T 7:00-8:00P  $45  
HiS113.10  Robert Dunkerly

**Hello Richmond! What You Always Wanted to Know**
What a fun, fabulous way to learn what’s ‘Really Richmond!’ Taking this course will give you exciting opportunities to explore our richly diverse city and see what it has to offer from historical, cultural, and social perspectives. Learn more about Richmond’s fun and sometimes quirky history so that you can be your family’s or your group’s personal guide through historic sites in our own back yard!

09/04-10/09 T 5:30-7:30P  $139  
HiS113.06  Alyson Taylor-White

**Hello Richmond! Damsels and Divas**
Who are Richmond’s damsels and divas? Heroines from the Civil War to Civil Rights Movement will be emphasized. This six-week course includes lectures, discussions, and field trips to local historic sites around the city. In addition, guest speakers will enhance the class experience, as they share their journeys into the rich fabric of our city’s collective narrative.

10/11-11/15 R 5:30-7:30P  $139  
HiS113.08  Alyson Taylor-White

**Historic Commemorations Past and Present**
The Civil War Sesquicentennial and War of 1812 Bicentennial are in full swing. As products of their time, commemorations reflect the values of those who organize them. This course examines current and past historical memories associated with these events.

08/21-09/04 T 7:00-8:30P  $50  
HiS113.09  Robert Dunkerly

**Richmond’s Women: The Civil War and Emancipation Era**
NEW! Dr. Lee weaves the life stories and contributions of twelve women into the fabric of Richmond’s mid-19th century history. The final session on Saturday will be a bus trip focused on local sites to discuss our observations and conclusions.

10/09-10/27 TS 6:00-8:00P  $269  
HiS113.07  Lauranett Lee, Ph.D.

**The Sacraments of Christianity**
Why did the early church baptize people? What is the meaning of the Lord’s Supper? Why are these called ‘sacraments’? In this course we will explore these and other questions.

11/01-11/08 R 5:30-7:30P  $99  
HiM113.03  Eric Douglas

**Out of the Shoebox: Care for Family Photographs**
Family Genealogists and Historians will love this class. Learn how to cherish photographs that tell your family’s story. In session I, a former Smithsonian Photographic archivist will analyze your photographic prints/negatives for identification and deterioration symptoms. In session II, students will learn how to properly store and display photographs. Each participant will receive a pair of cotton gloves and an archival-quality storage box for proper handling and storage.

10/23-10/25 TR 6:00-8:00P  $179  
PHT113.07  Kathy Wirtala
**IOP - Fundraising & Development**

**How to Recruit and Retain Board Members**

**RETURNING!** Recruiting and retaining effective board members may be one of the most important things you do in the life of your organization. However, experience teaches that all too often recruitment is too much a last-minute task accomplished with too little planning. Therefore, we will begin our time together in discussion related to the importance of taking the time, getting organized, and using your best imagination and contacts to put together a top-notch, diverse, and enthused group of potential board members. We will review the most effective ways to enlist these potential board members. And finally, once you have recruited enthusiastic new members, we will focus on how to best orient, train, and engage them in your organization’s work. Following this process will result in board members who find meaningful value to their contributions, and it will allow you to maximize the results for your organization.

**The Art of the Candid Conversation**

**RETURNING!** This class will cover both the science and the art of ‘making an ask’. Whether you are asking for the gift of a lifetime or simply an annual fund contribution, the art of the candid conversation is useful for all donors and development officers. Activities covered in the course will range from elevator speeches to in-depth prospect cultivation and solicitation techniques.

*Note: $50 for the first person representing a nonprofit. $25 for each additional registration.*

**Fundraising & Development Certificate**

**Certificate Requirements**

**Required Courses:** 24 total hours
- Introduction to Grantsmanship (6 hours)
- Three Nonprofit Board Development Series Classes (totaling 6 hours)
- Development Programs - A Comprehensive Overview (6 hours)
- Development Programs - The Annual Fund (6 hours)

**Core Classes:** 12 total hours - choose two
- Capital Campaigns (6 hours)
- Major Gifts (6 hours)
- Planned Giving (6 hours)

**Electives:** 12 total hours - choose any electives from the IOP catalog

**Nonprofit Marketing Certificate**

**Certificate Requirements**

**Required Classes:** 30 total hours
- Nonprofit Marketing Basics I (6 hours)
- Integrated Marketing & Promotion: Audiences (6 hours)
- Integrated Marketing & Promotion: Tactics (6 hours)
- Nonprofit Marketing Basics II (6 hours)
- Persuasive Writing for Nonprofits (6 hours)

**Nonprofit Marketing Core:** 12 total hours – choose two (options vary each year)
- Direct Mail & Constituent Communication (6 hours)
- Don’t Blink – Social Media topic (6 hours)
- Online Marketing (6 hours)
- Creating a Donor Communication Plan (6 hours)

**Electives:** 6 total hours – choose any electives from the IOP catalog

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The Institute on Philanthropy strengthens the community by educating nonprofit professionals, volunteers, donors and community leaders in ethical and effective fundraising, marketing and board development strategies. We design our classes to meet the needs of a variety of nonprofit audiences.

**Are You a Board Member?**

The goal of our Board Development program is to equip volunteers and staff with high level, practical tools to manage and grow your organization. Our classes dig deeper into various topics to give you strategies, increased understanding and creative ideas so that you can become an effective board member.

**Do You Work for a Nonprofit?**

The Institute’s series of classes and certificate programs assist the nonprofit professional in mastering skill sets and practical applications necessary to manage and grow the fundraising and marketing aspects of their organization.

The Institute offers 4 concentrated programs for nonprofits: marketing; fundraising and development; grant writing and management; and board development. Classes offer career-enhancing skills and information on cutting edge topics and new trends. More importantly, our programs offer return on your investment with program deliverables, among which are development campaigns, marketing and fundraising plans and more.
Development Programs, A Comprehensive Overview
This is a rare opportunity to learn or hone the overall planning and management of a development shop! As more and more professionals find themselves ‘doing’ development, there is a growing need for all-out, fundamental training including but not limited to: annual fundraising, planning for all program components (objectives/goal setting, sources of support, strategic actions); managing toward meeting goals; managing of support to the board and chief volunteers; public support; grants; basic planned giving; office records, systems and reports - you name it, we deliver!

Endowment and Restricted Gifts, Investment and Reporting
RETURNING! Your organization has received several restricted gifts. What happens next? Your Finance office has to handle the gifts, reflect them in the annual budget, and ensure that the gifts are used for the purpose the donor intended. How can your Development office best work with Finance to ensure good stewardship? In addition, there is a host of other questions to be answered:
What is an endowment? What are the types of endowment? What are the pros and cons of endowment gifts in an uncertain financial environment? How much of an endowment gift can be used to support programs? How should your organization report on its endowment? How is an endowment set up? How is it invested? In a rapidly changing financial environment, what should your organization’s investment policy include? What are your organization’s reporting obligations under the new UPMIFA law enacted in Virginia and how can they be used to assist fundraising? Learn about these and other related topics so you can work effectively with your Board Investment Committee, your colleagues, and your donors on the critical subject of endowments. Get answers from this one-day crash course.

Successfully Navigating Support from Corporations
This course is designed to give an overview of what is involved in soliciting support from a corporation, either local or national. The course will cover tips such as researching what the grant-maker’s funding focus areas are, how to gear your proposals to target the specific area of community focus and how to get general operating, program, sponsorship or capital support. Information on local corporations headquartered in Richmond will be available at this workshop.

Fundraising and Development Winter Institute
Join us for an intensive weeklong program where you will start from the beginning: assess your situation, understand and develop a strategy, learn to engage board members, learn about the fundraising techniques building on the fundraising pyramid, evaluate your giving pool, establish stewardship, and set up policies and procedures for your development department. By session’s end, you will be able to create the draft/framework for a development plan for your organization, assess your organization’s fundraising status and develop a strategy, learn how to integrate the board into your fundraising plan, and participate in a field exercise with a local organization’s fundraising status and development department. By session’s end, you will be able to create the draft/framework for a development plan for your organization, assess your organization’s fundraising status and develop a strategy, learn how to integrate the board into your fundraising plan, and participate in a field exercise with a local organization’s fundraising status and development department.

Capital Campaigns-Get Ready, Get Set, Go! Planning
If you are anticipating a capital campaign as the economy recovers, now is the time to begin planning. Get Ready: perform a check-up of your organization’s vision, mission and strategic plan. Get Set: explore the five phases of a capital campaign, produce the ever-important capital campaign written plan, and start evaluating those suspects, prospects and donors. Go: Define the roles and responsibilities of the CEO, board, volunteer leadership and staff, then evaluate progress and adjust the plan.

Approved Provider For CFRE Certification
Full participation in the courses offered by the Institute on Philanthropy are applicable for points in Category 1.B-Education of the CFRE International application for initial certification and/or recertification based on the number of contact hours listed for each class.
IOP - Grant Writing

Successfully Navigating Support from Corporations
This course is designed to give an overview of what is involved in soliciting support from a corporation, either local or national. The course will cover tips such as researching what the grantmaker's funding focus areas are, how to gear your proposals to target the specific area of community focus and how to get general operating, program, sponsorship or capital support. Information on local corporations headquartered in Richmond will be available at this workshop. 
11/16 F 08:30A-12:30P $135
IOP113.3 Amy Nisenson

Grant Writing and Management Institute
Join us for an intensive one week program (40 hours) where you will learn how to develop a comprehensive grant writing program. Successful grantsmanship is much more than writing grants. It is a process of defining needs, determining the best type of funding possibilities and strategies, researching, writing and packaging winning proposals, and managing grants after an award or decline. During the week you will work on parts of a real grant for your organization. Content for the week includes understanding grantsmanship strategy, case statements, grant research, navigating support from corporations and foundations, outcome measures, program/project budgeting, grants management and persuasive writing. Two weeks after the last class, a part-day peer review will be held for you to receive feedback on your completed grant before it is submitted. A Certificate in Grant Writing and Management will be awarded at the conclusion of the program.
04/29-05/03/13 MTWRF 8:00A-5:00P $1,550
IOP213.GW Staff

IOP - Nonprofit Marketing

Social Media: Next Steps and Advanced Strategies
Consider this the next level in social media, an advanced, 200-level exploration of social media strategy, ROI and techniques. From Geolocation to the social graph, from apps to QR codes, this course will explore not just the latest trends, but the theories, technology and influencers behind them. Learn what concepts are likely to stay or go in the near future, and which elements are actually being embraced by consumers and not just the savvy. A must-attend for nonprofits looking to maximize their social media efforts while not being distracted by the shiniest object (or app) of the day.
10/03 W 9:00A-4:00P $170
IOP113.9 Dean Browell

Nonprofit Marketing Winter Institute
Join us for an intensive weeklong program where you will start from the beginning: understand what marketing and the 4 P's are; identify your audiences, key messages and tactics; learn about direct mail and social media, and complete the week with individualized help with the marketing plan for your organization. You will be able to put together a comprehensive marketing plan for your organization, develop your organization's key messages, identify your audiences and how to reach them with the appropriate messages, learn how to make the most of your direct mail dollars, and uncover how new social media tools can be integrated into your marketing plan.
01/27-02/02/13 Special $1,650
IOP213.2MK Staff
See online schedule for details.

Direct Mail and Constituent Communication
At the heart of every successful annual fund there is a thriving direct mail campaign. This course will cover all aspects of coordinating and implementing an effective direct mail campaign for your nonprofit organization. Topics include effective messaging and copy for your solicitation pieces, designing pieces for your audience while staying on budget, best practices for segmenting your population, Post Office dos and don'ts, and information technologies that increase operational efficiencies.
01/31/13 R 8:00A-3:00P $170
IOPNMwinter13.1 Laura Doherty

Coming Soon: Planned Giving Institute
Week of March 11, 2013. Contact Kathy Laing at klaing@richmond.edu for more details.

GPCI CONTINUING EDUCATION CREDITS
The Institute on Philanthropy at the University of Richmond is a GPCI Accepted Continuing Education Provider
Full participation in the Grant Writing & Management Institute offered by the Institute on Philanthropy is applicable for 40 CEU’s in Category 1 – Education of the GPCI application for recertification.
To learn more about GPCI visit http://www.grantcredential.org
IOP - Board Development

Succession Planning for Boards  
**NEW!** Planning for the succession of top leadership in a nonprofit is vital to its long term sustainability and important information for potential funders. Learn the responsibilities you have as a board in the succession of key leaders within the organization. Discover how to develop a plan for both planned and emergency succession and how to execute on the plan when the time comes.

10/09  T  6:00-8:00P  $50*  
IOP213.4  Staff

The Role of the Board in Fundraising  
Nonprofit organizations need a Board that can help them be successful in today's competitive environment. The right folks must be assembled, armed and ready to assist the organization with fundraising and enhancing the organization's reputation in the community. In this class, participants will learn how to get the right folks at the table while engaging members in donor development and fundraising.

10/23  T  6:00-8:00P  $50*  
IOP113.15  Amy Nisenson

The Art of Cultivation for Boards  
Cultivation is a component of the fundraising cycle that sets the stage for thoughtful and successful ‘asks.’ Many times organizations provide wonderful opportunities for cultivation events and strategies but you must recognize them for what they are and capitalize on them. Cultivation covers all the communication and contact you have with prospective donors from newsletters and annual reports to special events and presentations. Learn how to prepare an annual cultivation plan that is strategic and meaningful.

11/01  R  6:00-8:00P  $50*  
IOP113.7  Jennifer Sager Gentry

Right Board, Right Now  
Nonprofits need different types of boards at different times during their life cycles. Keeping boards aligned with needs is more than coincidence: it takes concerted effort. This course will discuss defining board responsibilities according to the life cycle of the organization, developing a profile to aid in determining future needs for board members, cultivating and engaging board members, reviewing the role of the Governance committee, and discussing the pros and cons of board rotation. We will draw on a combination of theoretical best practices and real case history situations. Students should come with questions as well as experiences to share.

11/15  R  6:00-8:00P  $50*  
IOP113.10  Katherine Whitney

Board Governance  
Within the nonprofit board's roles of setting direction, providing oversight and ensuring necessary resources, board members wear many hats. They are policy makers, ambassadors, advocates, fundraisers, partners with the chief executive, and strategic thinkers. Because of the many roles, board members need more than just enthusiasm for a cause. They need to understand all of their stewardship responsibilities and perform all of their duties. This course will look at the bigger picture of governance, including trends impacting governance and fundraising in the nonprofit sector, legal obligations of nonprofit boards, best practices surrounding board roles and responsibilities, the stages of board evolution that impact board performance, recruiting, articulating your nonprofit's value to the community, and making every board member into a great fundraiser. While individual board members and staff will benefit most from this training, attendance by teams of staff and board members from the same organization attend will enhance the experience.

12/04  T  6:00-8:00P  $50*  
IOP113.6  Lisa Freeman

Board Leadership Transition - A Kaleidoscope  
**NEW!** A new board chair, new officers, new committee chairs: this passing of responsibilities happens every year or two for most nonprofits. Some organizations change board chairs every year, each with a new set of rules. What does this mean for the CEO, the organization's management team, and the organization as a whole? This workshop will discuss the issues of board leadership succession planning, including the impact of a board's size, composition and term limits. We'll talk about structure and tools that can help make the transition smoother as well as the thought processes related to leadership roles that should take place even before someone is invited to join a board. This workshop will be geared toward conversations with nonprofit CEOs and anyone in (or soon to be in) a board leadership position.

02/07/13  R  6:00-8:00P  $50*  
IOP213.3  Katherine Whitney

Digging Deeper into Your Organizational Structure  
**NEW!** Participate in a discussion around different types of Boards, including advisory and junior boards and when it is appropriate to start these. In addition, learn about Board committees and how to identify roles and responsibilities and make them work for your organization. Look at successful models from different organizations and see how effective they are. Review your organization's structure and take a hard look at how well it is working and what changes might help your organization operate more effectively.

Course is recommended for Executive Directors and/or Board Chairs but other students are welcome.

02/26/13  T  6:00-8:00P  $50  
IOP213.11  Amy Nisenson

* Note: $50 for the first person representing a nonprofit. $25 for each additional registration.
**Interior Decorating**

**Architecture and Home Styles**
Examine the different architectural styles of houses, and learn how to identify them by their roof styles, exteriors and interiors. Discover the components of creating and recognizing home interior styles such as French Country, Country, Traditional, Contemporary and many more. Expand your knowledge of interior design as you become proficient in creating these home styles!

(IDC - Elective. AIDC - Core. PHSC - Elective)

09/24-09/27  MTWR  6:00-9:00P  $139
INT113.01  Marilyn Creech

**Furniture Styles and Arrangements**
Explore period furniture styles including Early American, English, Mediterranean, and French, as well as Twentieth-Century styles. Learn how to mix and match within these styles and produce finished scale drawings using furniture templates. After completing this class, it will be easy to identify and combine these furniture styles with confidence and ease. (IDC - Core. IRSC - Elective)

09/24-09/27  MTWR  2:00-5:00P  $139
INT113.02 Marilyn Creech

**Starting and Building Interior Decorating Business**
Explore the advantages of starting an interior design business as a sole proprietor. Learn how to create a business plan and how to implement various business strategies used by successful interior decorators. (IDC - Business Core)

09/24-09/27  MTWR  6:00-9:00P  $139
INT113.03  Marilyn Creech

**Careers in Interior Decorating**
Learn the different options and careers available in the field of interior decorating. Become skilled at starting and building your interior decorating business, developing business forms, keeping records, and marketing and selling your service. (IDC - Core)

09/29  S  1:00-4:00P  $59
INT113.04  Marilyn Creech

**Interior Decorating Certificate Program**
The Interior Decorating Certificate Program is intended to augment creative talent to make space more functional and beautiful for personal use and to provide opportunities for those interested in pursuing interior decorating as a profession. These courses can be taken individually, or as part of the certificate program.

**Business Core (choose 3)**
Marketing Your Interior Decorating Services
Starting and Building Your Interior Decorating Business: The Sole Proprietorship
Budget Setting and Record Keeping
Interior Design Business: Legal & Financial Aspects
Writing a Successful Business Plan

**Core (choose 3)**
All About Fabrics
Interior Decorating and Design
Careers in Interior Decorating
Lighting Techniques
Color Theory
Furniture Styles and Arrangements
The Importance of Fabrics in Decorating
Controlling Your Business: The Science of Profit

**Electives (choose 4)**
Courses change each semester, so there are always new topics to choose from.

10 total courses required for certificate completion.

Once you have completed the requirements, you will receive your Interior Decorating Certificate. This certificate is not affiliated with any state or national organization or certification.
Advanced Interior Decorating Certificate Program

The Advanced Interior Decorating Certificate Program is intended to provide additional learning opportunities for interior design professionals and those seeking to enter the business. These courses can be taken individually or as part of the certificate program.

**Certificate Requirements: 10 courses**

**Business Core (choose 3 classes)**
- Advanced Marketing for Interior Decorators
- Growing Your Interior Decorating Business in Any Economy
- Strategic Planning for Long Term Profit
- Writing a Successful Business Plan

**Core (choose 3 classes)**
- All About Fabrics
- Advanced Lighting
- Sketching Rooms and Scale Drawings
- Architecture and Home Styles
- Decorating Showcase

**Electives (choose 4)**
Elective courses change each semester so there are always new topics to choose from. A sample of electives includes:
- Advanced Color Theory
- Advanced Marketing for Interior Decorators
- Case Study of Interiors
- Working with Floor Plans

**Certificate Completion**

Once the ten required courses have been completed students will receive an Advanced Interior Decorating Certificate from the University of Richmond.

*This certificate is not affiliated with any state or national organization or organization. The courses associated with the certificate program are non-credit courses and are not eligible as credit towards a degree program.*
The Nuts and Bolts of Interior Design
The selection process is done and the work begins. Learn what every decorator needs to know in order to save yourself, and your client, time and money. Learn industry standards when selecting and calculating amounts for fabric, wallpaper, paint and rugs. Discover how to measure and account for the various sizes and repeats in decorating materials. Get practical experience in writing up labor orders for work rooms and upholsterers. Learn what materials are best used for different purposes and what designs are best used for different functions so that you will be prepared to offer the best advice to your clients. (IDC - Elective)

10/04  R  6:00-9:00P  $59
INT113.70  Elizabeth Hart

Interior Decorating and Design
This class will offer students an opportunity to create beautiful rooms by mastering color coordination, fabric choices, textures, lighting, and overall visual harmony. Furniture arrangement will also be explored as you work with templates guided by a professional interior decorator. (IDC - Core)

10/06-10/27  S  10:00A-1:00P  $139
INT113.14  Marilyn Creech

The Principles of Redesign
Discover the art of working with items that you already have to create stunning interiors! Topics include furniture arranging, coordinating color, understanding the architecture in rooms, proper traffic flow, and how to 'shop' other rooms in the home. You will also analyze many other interiors that have been redesigned, using the existing furnishings and learn how to get these designer looks for any home! (IDC - Elective. AIDC - Elective. PHSC - Elective. IRSC - Core. Required)

10/06-10/27  S  6:00-9:00P  $139
INT113.16  Marilyn Creech

Unifying the Interior Environment
NEW! Learn how to pull together and unify all rooms of the home through the use of colors, furniture, fabric, accessories and lighting arrangements. Explore creating beautiful kitchens and baths by proper color placement. Each student will be given a client's floor plan and their 'wish list' to make their home unified. We will travel to a local design center and fabric store where you will make selections for your client. Work with furniture templates and color plans for each room of the home. By the end of class you will be an expert in unifying all interiors of the home! (IDC - Elective. AIDC - Elective. CSC - Elective. PHSC - Elective. IRSC - Elective)

10/06-10/27  S  2:00-5:00P  $139
INT113.15  Marilyn Creech

Budget Setting and Record Keeping
The concepts and planned business strategies of successful interior decorators are examined in this class. All successful businesses have a well-constructed business plan and record-keeping system. Study techniques to maintain positive cash flow and discover what systems work best. Find out the best methods to set and stay within a budget, and how to organize documents for taxation purposes. (IDC - Business Core)

10/07-10/28  U  2:00-5:00P  $139
INT113.08  Marilyn Creech

Exterior Color Schemes and Applications
Topics include furniture arranging, coordinating color, understanding the architecture in rooms, proper traffic flow, and how to 'shop' other rooms in the home. You will also analyze many other interiors that have been redesigned, using the existing furnishings and learn how to get these designer looks for any home! (IDC - Elective. AIDC - Elective. PHSC - Core. Required)

10/06-10/27  S  6:00-9:00P  $139
INT113.16  Marilyn Creech

Marketing Your Interior Decorating Services
Gain knowledge of proficiency in planning and marketing strategies for your interior decorating business. Topics include researching the market, preparing presentations, overcoming obstacles, and closing the sale. Be trained on how to profile competitors and how to market yourself to stand out. This is a must-have class for interior decorators who desire to become the best in their field. (IDC - Business Core)

10/07-10/28  U  10:00A-1:00P  $139
INT113.05  Marilyn Creech

Marketing Your Home Staging Business
Are you ready to start your own home staging business or add this service to your existing business? This class will show you how to properly market your staging business for profit and customer satisfaction. Learn marketing procedures that provide proven ways to close a sale with agents, brokers, and sellers to get the contract every time! (PHSC - Business Core)

10/18-10/26  RF  10:00A-1:00P  $139
INT113.11  Marilyn Creech
Space Planning with Scale Drawings
Learn how to draw scale drawings for rooms using proper space planning, and how to read sketches of interiors. Spaces to be covered include living rooms, dining rooms, bedrooms, kitchens and baths. You will work on drawings and templates in class to learn proper measurements and placement. Pre-requisite: Sketching Rooms and Scale Drawings. (IDC - Core. AIDC - Core. PHSC - Elective. IRSC - Required)
10/18-10/26 RF 6:00-9:00P $139
INT113.13 Marilyn Creech

The Business of Home Staging
Home staging is the art of preparing a home to go on the market. Develop skills to identify and accentuate a home's most positive features and downplay the negative aspects of a home to appeal to as many potential buyers as possible. Learn the difference between decorating and home staging. Understand the psychology of dealing with sellers and real estate agents in today's uncertain market. Learn how to establish and market your business in the current economic climate. (PHSC - Business Core. IDC - Elective)
10/23 T 6:00-9:00P $59
INT113.40 Elizabeth Hart

Dream Kitchens
This class is designed for savvy decorators who are ready to transform their kitchens. We will explore the world of the 'work triangle', faux painting techniques for the kitchen, appliances, flooring, texture and overall visual harmony to make the most-used room in the home the most inviting! Don't miss this opportunity to make the most of your kitchen. New and exciting window treatments for kitchens as well as new flooring concepts will be explored. (IDC - Elective. PHSC - Elective)
11/05-11/13 MT 6:00-9:00P $139
INT113.20 Marilyn Creech

Color Specialist Certificate
The Color Specialist Certificate is designed to provide specialized training on color systems and theories. Use this knowledge to expand your interior design business or assist with decorating decisions.

Core classes (select 5 courses):
The Psychology & History of Color
Color Systems
The Effects of Texture and Distance on Color
Color Theory
Three Dimensions of Color
The Effects of Natural and Artificial Light on Color
Advanced Color Theory

Elective courses (select 5 courses):
Elective courses change every semester so there are always new topics to choose from!
Exterior Color Schemes and Applications
Interior Color Schemes and Applications
Color Forecasts for the 21st Century
Creating Livable Color Schemes
Faux Painting Techniques

10 total courses required for certificate completion.
Once you have completed the requirements, you will receive your Color Specialist Certificate from the University of Richmond.

This certificate is not affiliated with any state or national organization or certification.
**Eclectic Design: Making It Work**
This class will teach you how to pull together a 'hodgepodge' of styles in any room to make it look like a designer room! Topics include unifying items with color, fabric, paint and trims, understanding the importance of using axis lines in rooms, and shape and form repetition for unity. After completing this class you will be able to work with a variety of styles and designs to transform any room into a designer room. (IDC - Elective. AIDC - Elective. PHSC - Core. CSC - Core. IRSC - Core)

11/05-11/13 MT 2:00-5:00P $139
INT113.19 Marilyn Creech

**Record Keeping for the Home Stager**
Learn the different types of records that professional stagers must keep for their business. Learn how to set up and format these records on your computer, as well as short cuts that will save you hours at tax time. (PHSC - Business Core, IDC - Elective, AIDC - Elective)

11/05-11/13 MT 10:00A-1:00P $139
INT113.18 Marilyn Creech

**Advanced Marketing for Interior Decorators**
Create an aggressive 12-month marketing plan to obtain customers and retain 99% of your existing customer base. Learn what your clients are really saying and what they really want from you as an Interior Decorator. Expand your knowledge with this fun and in-depth course that will help drive more money into your business! Pre-requisites: Marketing Your Interior Decorating Business, and Starting and Building Your Interior Decorating Business. (IDC - Elective. AIDC - Business Core)

11/10-12/08 S 10:00A-1:00P $139
INT113.26 Marilyn Creech

**Grow Your Business in Any Economy**
A downturn in the economy does not mean your business cannot be profitable and still grow! Learn how to make money for your business regardless of what economic times we are in. Analyze how companies watch the market, and learn what will help boost profits for your business. Learn about the psychological effects of customer spending, and what colors and furnishings have been popular in different economic times and why. This is a must-have class for the serious professional who wants to grow their business in any economy! Pre-requisites: Starting and Building Your Interior Decorating Business: The Sole Proprietorship, Budget Setting and Record Keeping, Marketing Your Interior Decorating Business, Furniture Styles and Arrangements, and Color Theory, OR completion of the Interior Decorating Certificate. This course counts as a Business Core toward the Advanced Interior Decorating Certificate. This course counts as a Business Core toward the Advanced Interior Decorating Certificate.

11/10-12/08 S 2:00-5:00P $139
INT113.27 Marilyn Creech

**Strategic Planning for Long Term Profit**
Learn to calculate your current business needs and how to grow your business in the future. Discover how to make sound business decisions and budget projections for increasing your profit. Examine strategic plans that have been used by top decorators and learn how to re-create them to suit your own individual business. Pre-requisites: Marketing Your Interior Decorating Business. This course counts as a Business Core toward the Advanced Interior Decorating Certificate.

11/10-12/08 S 6:00-9:00P $139
INT113.28 Marilyn Creech

**All About Fabrics**
This two-day workshop will teach you everything you ever wanted to know about fabrics! Learn key fabric terms, weave, coloring, dyeing and printing methods, finishes, pattern, types of pattern, pattern dominance, repeats and matching, fabric widths, lining and interlining, and rules to calculate the proper proportions to use as a starting point for cascades, valances and cornices. The instructor will bring various fabrics to class and you will learn how to tell the fibers in a fabric by touch! You will have a one hour break for lunch (on your own), and then we will meet up at a local fabric store where you will be given a scale drawing of a room to select various fabrics to make it beautiful, based on customer color preference and what you learned in class. Your instructor will assist you with fabric selection as needed. We will then return to campus where you will work on your projects and presentations for the class. (IDC - Core. AIDC-Core. PHSC - Elective)

11/11-11/18 U 10:00A-8:00P $199
INT113.17 Marilyn Creech

**Curb Appeal for the Home**
Curb appeal is one of the most important strategies used to help homes sell quickly on the market. Learn the techniques to produce beautiful curb appeal for any home. We will explore walkways, doors, shrubs, lawns, screen porches, patios and lighting. You will also learn to evaluate and obtain balance and proportion with color, texture and line design for curb appeal. (PSHC - Core. IDC - Elective. AIDC - Elective)

11/19-11/27 MT 10:00A-1:00P $139
INT113.21 Marilyn Creech

**Effects of Natural and Artificial Light on Color**
Learn how natural and artificial light affects paint colors, fabrics, flooring and skin tones. Discover the difference in the new CFL's and wattage, as well as other natural and artificial light sources. After completing this class you will always be able to select the perfect colors for any and all objects in your room with confidence! (CSC - Core. IDC - Elective. AIDC - Elective. PHSC - Elective)

11/19-11/27 MT 6:00-9:00P $139
INT113.25 Marilyn Creech
Room Shapes and Focal Points

Every room demands a beautiful focal point to relax the eye. But what if the room’s architecture doesn’t have an obvious focal point? Learn how to create a focal point in every room of your house. We will analyze interiors of homes, with and without focal points, and learn how designers pull from the room’s shapes to create brilliant focal points for the eye. We will take a field trip to a local merchant that specializes in designer mantels (both real and faux) and learn how to use art to enhance spaces. (IDC - Elective. AIDC - Elective. PHSC - Elective. IRSC - Elective)

11/19-11/27  MT  2:00-5:00P  $139
INT113.23  Marilyn Creech

Sewing: Designing and Fabricating Custom Quilts

NEW! Come explore the fun of quilt-making, designing and fabricating your very own custom quilt! Learn to make custom templates for your quilt squares, batting weights, backings and embroidery options to embellish your quilts. Create custom templates for various geometric designs, pin and sew your quilt squares and attach your batting and backing to your finished quilts. Explore the history of quilt making in both Europe and America, and view various quilt designs from New Mexico, the Netherlands, the Civil War and 19th century designs. Students are encouraged to bring any fabrics of their choice to class. We will also travel to a local fabric store to purchase fabric, threat, batting and backing. You will leave this class with your very own custom quilt and many options to fabricate designer quilts. (IDC - Elective. AIDC - Elective. CSC - Elective. IRSC - Elective)

12/02-12/09  U  10:00A-8:00P  $199
INT113.29  Marilyn Creech

Decorate Your Home for the Holidays

Learn tricks of the trade from a professional interior decorator to make your home shine for the holiday season! Table settings, fabrics, lighting design, wreath, tree and floral arrangements are taught in this special holiday class. (IDC - Elective. PHSC - Elective)

12/03  M  6:00-9:00P  $49
INT113.30  Marilyn Creech

Professional Home Staging Certificate

The Professional Home Staging Certificate will provide education and training for those who want to stage homes for sale or for events. This knowledge can be used to build a professional staging business, or to combine with other skills of other professions, such as interior decorators, realtors/real estate agents, event/party planners, and those who just have a personal interest in home staging. There are 10 required courses for the certificate.

Business Core: Choose 3 courses:
How to Start & Build Your Home Staging Business
Marketing Your Home Staging Business
Record Keeping for the Home Stager
The Business of Home Staging

Core: Choose 3 courses
Growing Your Home Staging Business in Any Economy
How to Properly Stage a Home
The Psychology of the Buyer & Seller
Curb Appeal for the Home

Electives: Choose 4 courses, such as:
Elective courses change every semester so there are always new topics to choose from!
Home Staging on a Dime
Decorate Your House to Sell
Redesign: Redecorate with What You Already Have
Staging Perfect Porches, Decks and Florida Rooms
Avoiding Internet Photo Mistakes with Home Staging
Exterior Color Schemes & Applications
Interior Color Schemes & Applications

10 total courses required for certificate completion.

Once you have completed the requirements, you will receive your Professional Home Staging Certificate from the University of Richmond.

This certificate is not affiliated with any state or national organization or certification.
**Hallways and Foyers**

Are you wondering how to decorate these little gems? Make a decorating statement! These are your spaces of opportunity! The mystery will be abolished as you discover how to make your hallways and foyers appear wider, longer, and more alive with color, all while maintaining their inviting affect. You will walk away with ‘tricks of the trade’ from this class, as you are led by a professional interior decorator. (IDC - Elective. AIDC - Elective)

12/04  T  6:00-9:00P  $49
INT113.32  Marilyn Creech

**Decorating the Fifth Wall**

Often interior decorators and designers refer to the ceiling as the fifth wall. Learn how to get designer looks for your ceilings in all your rooms through the use of textures, moldings, painting and wall papers that will make your rooms come alive! You will never go back to flat white paint for ceilings after completing this class! (Elective)

12/06  R  6:00-9:00P  $49
INT113.33  Marilyn Creech

**Design and Decorate to Save $100 on Heating Bills**

Learn simple ‘tricks of the trade’ to design and decorate for winter efficient living, which will allow you to save lots of money on your winter heating costs! Did you know that improper arrangement of furniture can cost you money on your heating bills every month? Learn the ways top designers winterize their clients’ homes, and how it saves them big bucks. (IDC - Elective)

12/11  T  6:00-9:00P  $49
INT113.34  Marilyn Creech

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**Key to Day Abbreviations**

M Monday  
T Tuesday  
W Wednesday  
R Thursday  
F Friday  
S Saturday  
U Sunday

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**Interior Redesign Specialist Certificate**

The Interior Redesign Specialist Certificate will provide education and training for those who want to redesign their own space or spaces of clients using mostly items that they already have. This knowledge can be used to expand your interior design or home staging career. It is also perfect for the homeowner who wants to learn to work with what they already have to obtain designer rooms.

The ten courses required for certificate completion include three required functional classes, three core classes and four electives which change from semester to semester.

**Certificate Requirements**

**Required Functional Classes (3)**

- Sketching Rooms and Scale Drawings
- Space Planning for Interiors
- The Principles of Redesign

**Core (select 3)**

- Making Store Bought Items Appear Custom
- Eclectic Design: Making It Work
- Understanding Color Value, Placement and Form
- Enhance Interiors with Existing Lighting
- Enhance Interiors with Existing Furnishings

**Electives (select 4) Courses change each semester**

- Creating & Painting Custom Murals
- Collectibles, Clutter and Wall Art
- Room Shapes and Focal Points
- Creating Visual Displays
- The Power of Paint

**10 Total Courses required for certificate completion.**

Once you have completed the requirements, you will receive your Interior Redesign Specialist Certificate from the University of Richmond.

*This certificate is not affiliated with any state or national organization or certification.*
How to determine which language course is right for you:

**Level I** classes are for beginners. You will be introduced to pronunciation, vocabulary, useful expressions and the fundamental grammatical notions that allow communication.

**Level II** classes are a continuation of Level I. However, the focus is on real situations and modes of interaction. This level will help you improve your conversation ability.

**Level III** classes are for those with a solid knowledge of the language. A more formal approach to the language will be taken, and emphasis is placed on the formation of correct speaking habits.

**Accelerated** classes are designed for those who have previously studied the language and seek a basic review. These classes are packed with twice the material of a regular course, and participants should be prepared to commit time to homework.

**Immersion day classes and Weekend Intensive classes** are designed with a systematic approach to learning. Emphasis is placed on correct linguistic habits and an ability to communicate effectively. These classes are designed for individuals and companies who want to be immersed in a language. These 2-4 day classes are great for individuals traveling abroad on business or for pleasure.

**Private/Small Group classes** are designed for existing groups seeking instruction in a communal setting. If you have interest in private/small group learning, please contact Christina Draper at cdraper@richmond.edu

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### Languages

**American Sign Language I - Level I**
Students will learn the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger-spelling, and grammatical non-manual signals. Focus will be placed on communicative competence. Students will also develop gestural skills as a foundation for ASL enhancement. Cultural knowledge and an understanding of the Deaf Community will also be introduced.

- 09/03-11/19  M  6:00-8:00P  $489
- 09/04-11/27  T  6:00-8:00P  $399

**American Sign Language - Level II**
Students will further develop the fundamentals of American Sign Language (ASL) used by the Deaf Community taught in American Sign Language I, including further skill development in the areas of conversational vocabulary, ASL syntax, fingerspelling/numbers, and grammatical non-manual signals. This course is designed for those individuals who have taken American Sign Language - Level I or possess basic sign communication skills. Discussions related to the Deaf community and Deaf Culture will be related to course readings. Note: No class November 20th.

- 09/09-11/24  M  6:00-8:00P  $489
- 09/10-11/29  T  6:00-8:00P  $399

**Beginning Arabic - Level I**
This course offers an introduction to Arabic language and culture. You will be introduced to pronunciation, vocabulary, useful expressions and grammar basics through listening, speaking, reading, and writing, to allow better communication. You will not only acquire the confidence in the Arabic language to deal with the basics, but you will also be able to enjoy more deeply the diverse culture of the Middle East and North Africa.

- 08/20-12/10  M  7:00-9:00P  $539

**Conversational Chinese - Level II**
This course is a continuation for Beginning Chinese and is designed for adult students who want to continue their study of Mandarin Chinese. It focuses on Chinese conversation, listening and speaking. Students will be required to take in-class practice and will be introduced to Chinese life and culture. In order to enroll in this course, students should have completed Beginning Chinese or otherwise mastered Chinese basics.

- 08/28-11/14  W  7:00-9:00P  $289

**Beginning French - Level I**
In this course, students will be taught basic communication skills. This is not an immersion class.

- 10/22-12/10  M  7:00-8:30P  $249

**Intermediate French - Level II**
This course is a continuation of French for Beginners and is also designed for adult students who wish to deepen their study of the French language and culture. Basic grammar points and expressions will be reviewed as well as pronunciation and common vocabulary.

- 08/21-12/11  T  7:00-9:00P  $539
Italian for Beginners - Level I
Planning a trip to Italy, or just love the sound of the language? This course introduces grammar basics and discourse practice, as well as Italian culture and etiquette. Students will learn how to converse in a variety of social situations while creating a solid linguistic and cultural foundation in Italian.
08/20-10/08  M  7:00-9:00P  $269
ITAL113.04  Sarah Skeen

Italian for Beginners 2 - Level II
This course is a continuation of Beginning Italian, and proceeds with the same textbook and CD used for that course. The student of Italian will progress with sequentially sophisticated grammatical and social possibilities, beginning with the various uses of the simple past and the imperfect.
08/21-10/09  T  7:00-9:00P  $269
ITAL113.03  Sarah Skeen

Spanish for Beginners - Level I
Love the sound of the Spanish language? This beginner course presents grammar basics and discourse practice, as well as an introduction to Spanish culture and etiquette. Students will learn how to converse in a variety of social situations while building confidence in speaking, writing, and comprehension of the language.
10/04-11/29  R  6:00-7:30P  $259
SPN113.03  Lali Roura

Intermediate Italian - Accelerated
This course is intended for Italian speakers who are comfortable using the many forms of the past, the future, the subjunctive and conditional tenses, and who wish to refine their lexicon and improve their ability to discuss Italian social life, politics, and geography.
08/23-10/11  R  7:00-9:00P  $269
ITAL113.01  Sarah Skeen

Russian for Beginners - Level I-A
If you are fascinated by Russia’s unique culture and want to learn the basics of the Russian language, then this course is for you! Designed for beginner-level students, the course will introduce the foundations of the language: Cyrillic alphabet, basic grammar, and techniques of reading and writing. Emphasis will be given to building vocabulary, enhancing conversational skills, and mastering pronunciation.
08/15-10/10  W  12:00-2:00P  $299
RUS113.01  Roza Tulepbayeva

Russian for Beginners - Level I-B
This course is a continuation of Russian for Beginners - Level I-A. Student will continue with the foundations of the language: Cyrillic alphabet, basic grammar, and techniques of reading and writing. Emphasis will be given to building vocabulary, enhancing conversational skills, and mastering pronunciation. Note: No class October 31st.
10/17-12/12  W  12:00-2:00P  $299
RUS113.02  Roza Tulepbayeva

Pre-Intermediate Italian - Level III
This course is intended for students who have completed Beginning Italian I and II and are comfortable using the simple past and imperfect. This course will focus on the use of the conditional tenses, the future, and the subjunctive, enabling the student to conduct increasingly sophisticated verbal transactions.
08/22-10/10  W  7:00-9:00P  $269
ITAL113.02  Sarah Skeen

Spanish for Beginners - Level I
Love the sound of the Spanish language? This beginner course presents grammar basics and discourse practice, as well as an introduction to Spanish culture and etiquette. Students will learn how to converse in a variety of social situations while building confidence in speaking, writing, and comprehension of the language.
10/04-11/29  R  6:00-7:30P  $259
SPN113.03  Lali Roura

Get away for less!
Book your personal and business travel on our travel website, www.ytbtravel.com/scs! Every time you do, the School of Professional and Continuing Studies will receive a portion of the travel commissions. You get the same low rates offered by other travel websites. It’s that simple!

www.ytbtravel.com/scs

RICHMOND
School of Professional & Continuing Studies
Just in time for the holidays!

Evergreen Arrangements
NEW! Do you need a winter-themed floral arrangement for your holiday table or mantle? Learn how to create long lasting holiday floral arrangements using a variety of evergreens with floral designer David Pippin.
12/10 M 6:00-8:00P $89
LAL113.13 David Pippin

Organizing for the Holidays
Are you tired of stressing out every holiday trying to keep up with the crazy schedule, card lists, parties, meals, gifts, and everything else? Learn how to have a stress-free holiday season by learning how to get organized. Bring your list of parties you are planning to attend or give, the list of people to whom you want to send cards and/or gifts, and your anticipated budget. You’ll leave with a Holiday planning notebook that you can use year after year.
10/03 W 12:00-1:00P $69
LAL113.05 Kathy Jenkins

Thanksgiving Centerpieces
NEW! Enhance your Thanksgiving table with a long-lasting centerpiece. Join noted Richmond floral designer David Pippin as he details the secrets behind creating beautiful centerpieces for home entertaining. A bit of whimsy, a lot of creativity, and David’s expertise will ensure your Thanksgiving table is the talk of the holidays.
11/20 T 6:00-8:00P $89
LAL113.12 David Pippin

Conversational Spanish - Level 1
Learn Spanish through practical, basic conversation to acquire the skills needed to speak comfortably with confidence. The best way to acquire language is through use by practicing, talking, listening, and understanding familiar conversation through a proven method of learning, not by memorizing grammar. Perfect for business professionals working with Hispanics, or anyone traveling! Includes training on Hispanic culture.
09/25-10/30 T 7:00-8:30P $229
SPN113.01 Lisa Zajur

Conversational Spanish - Level 2
Continue learning Spanish through practical, basic conversation to acquire the skills needed to speak comfortably with confidence. The best way to acquire language is through use by practicing, talking, listening, and understanding familiar conversation through a proven method of learning, not by memorizing grammar. Perfect for business professionals working with Hispanics, or anyone traveling! Includes training on Hispanic culture. Completion of Conversational Spanish Level I is suggested.
11/06-12/11 T 7:00-8:30P $229
SPN113.02 Lisa Zajur

Learning and Leisure

Christian Dior's Post-war Fashion
During World War II women's fashions suffered due to the US government restrictions on clothing and the use of fabric. When the war was over, women wanted something new and exciting to replace the old styles they had worn during the war. Christian Dior was a new couturier in Paris in 1947 who presented his first line to the world in February. One style he presented was a total inversion of anything the American woman had worn during the war and it was immediately embraced. It was dubbed the 'New Look' by the fashion press and was suddenly the style that every woman wanted. This lecture will discuss the introduction and rise of this style during 1947.
11/13 T 7:00-8:30P $55
LAL113.07 OR
11/15 R 10:30A-12:00P $55
LAL113.08 Kimberly Watson

Fall Floral Wreath Workshop
NEW! Using all-natural materials, each participant will craft a floral ring that can be used as a centerpiece or as a hanging wreath, perfect for the harvest season.
11/10 S 10:00A-12:00P $119
LAL113.06 Kathy Wirtala

Modern Day Self Defense
In this beginner's course, you will be introduced to fundamental techniques of self-defense. All ages are welcome, and students should wear comfortable clothing and shoes.
10/05-10/12 F 12:00-1:00P $45
LAL113.11 Russell Newcomb

Parenting Teens with Love and Logic
Love and Logic Parenting is a unique approach that reveals the secrets of successful parenting. This proven system helps you put the fun back into raising kids. No more arguing, nagging, or empty threats. Power struggles become a thing of the past! Your teens learn to respect you (and other adults), be responsible for their own actions, and solve their own problems. Developing character, bad grades, hormones, driving, and difficult attitudes are discussed and solutions are provided in this 7-week class. Come and learn how to improve your parenting skills and raise happy, responsible, self-confident children.
11/06-12/18 T 12:00-1:30P $139
LAL113.03 Kathy Jenkins

Parenting with Love and Logic
Love and Logic Parenting is a unique approach that reveals the secrets of successful parenting. This proven system helps you put the fun back into raising kids. No more arguing, nagging, or empty threats. Power struggles become a thing of the past! Kids learn to respect you (and other adults), be responsible for their own actions, and solve their own problems. In this 7-week class, you’ll learn how to improve your parenting skills and raise happy, responsible, self-confident children who know how to solve their own problems.
10/05-11/16 F 12:00-1:30P $179
LAL113.04 Kathy Jenkins
Parenting with Love and Logic for Dads

Love and Logic Parenting is a unique approach that reveals the secrets of successful parenting. This proven system helps you put the fun back into raising kids. No more arguing, nagging, or empty threats. Power struggles become a thing of the past! Kids learn to respect you (and other adults), be responsible for their own actions, and solve their own problems. In this 7-week class, you’ll learn how to improve your parenting skills and raise happy, responsible, self-confident children who know how to solve their own problems.

09/18-10/30  T  7:00-8:30P  $179
LAL113.09  Kathy Jenkins

Women’s Fashions in the paintings of James Tissot

James Jacques Joseph Tissot (1836-1902) was a French painter who beautifully depicted the clothing of women during the 1870s. The fashions in several paintings will be discussed and compared to the styles of the time period.

12/11  T  7:00-8:30P  $55
LAL113.09  Kimberly Watson
OR
12/13  R  10:30A-12:00P  $55
LAL113.10  Kimberly Watson

Write Your Story

Learn how to tell your story! This course will help you outline your nonfiction book and discover the best ways to hook your reader (and an agent or publisher). Two nationally-published authors will share insider tips on how to write with focus, passion and authenticity.

10/27  S  9:00A-3:00P  $299
LAL113.01  Stacy Hawkins Adams,
Maya Payne Smart

Personalized File It! Don’t Pile It!

Has the paper in your home or office taken over? Stop wasting time and become more productive. Kathy Jenkins, CPO*, can help you conquer the paper pile up that is causing you stress and frustration. In your 3-hour session, she will plan the file system that is as unique as you, create it and begin to attack the piles of paper on your desk, counter or floor. Kathy will also help you create a system to handle all of the incoming paper so that you can avoid the pile up in the first place. All sessions take place in your home or office and dates will be determined in consultation with instructor.

8/15-12/12  TBD  $325
LAL113.100  Jenkins, Kathy

Massage Therapy Studies - Continuing Education

Whitney Lowe’s Orthopedic Massage Upper Body

Enhance! Excel! Empower your practice! Lowe’s Orthopedic Massage two-day training provides proven and cutting-edge techniques specifically designed for soft-tissue pain and injuries. Lowe’s courses differ from most advanced clinical programs in that not only do you learn treatment techniques, but also the critical elements needed for making crucial clinical decisions about evaluation and treatment. Lowe’s approach involves assessment, important kinesiological/anatomical principles, and condition insights — part of his ‘critical core’ of advanced treatment. You will also learn the clinical reasoning skills that organizes these elements and the how, when, and why of treating pain and injuries.

Whitney Lowe (www.omeri.com) is a highly sought after educator on treating pain and injuries with massage. Students greatly enjoy his dynamic and entertaining presentations, his easy to understand explanations, multimedia support materials, and well-designed trainings. Lowe’s career spans two decades and includes extensive clinical work, research, publication, and teaching.

09/08-09/09  SU  9:00A-6:00P  $290
CMT113.01  Whitney Lowe
Register early! Price goes up to $340 after August 24.

Introduction to Myofascial Release Massage

NEW! Ever wonder why and how myofascial release works? Would you like to learn some simple techniques to try out on your clients before you commit to a more lengthy and expensive course of study? In this three hour Introduction to Myofascial Release Massage you will learn exactly that: the how and why of myofascial release as well as learn strokes for both hands and forearms, the neck and shoulders. The strokes are easy to learn and the instructor will assess everyone in the class to make sure you can perform them competently. You should be able to use what you learn on your very next client. The Myofascial Release Massage is derived from Hellerwork. Your instructor, the founder of the Myofascial Release Massage, is Howard Rontal. Howard has been a Certified Hellerwork Practitioner for 27 years and has been teaching Myofascial Release Massage for 21 years. Over 2,800 massage professionals have attended his seminars. This course is approved by NCBTMB for 3 hours of continuing education.

10/12  F  11:00A-2:00P  $59
CMT113.40  Howard Rontal

Active Isolated Stretching with Dr. Ben Benjamin

NEW! This intensive training will give you a solid foundation in the principles of Active Isolated Stretching and Strengthening and the skills to apply them to the neck, shoulder, arm and hand. Each participant receives ample personal attention from Dr. Ben Benjamin, with plenty of time to practice and refine each of the stretching and strengthening protocols. You will leave this course fully prepared to use these techniques with your Monday morning clients! This course is approved by NCBTMB for 13 hours of continuing education. Instructor is Dr. Ben Benjamin (www.BenBenjamin.com).

11/10-11/11  SU  9:00A-4:00P  $395
CMT113.03  Ben Benjamin

Key to Day Abbreviations

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
The Curriculum

Our 729-hour accredited program prepares students to successfully pass the national Certified Massage Therapist exam, offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). This program exceeds the 500-hour minimum requirement for national certification and most state licensing requirements.

Topics covered in this program include:

• Introduction to Massage
• Professional and Legal Issues
• Massage Techniques and Practice
• Pathology
• Ethics and Business Management
• Myology
• Anatomy, Physiology and Kinesiology
• Clinical Massage
• Integrated Massage
• Orthopedic Assessment
• Charting (SOAP Method)
• Nutrition
• CPR/First Aid

• Complementary Bodywork Techniques, such as Deep Tissue, Hydrotherapy, Myofascial Release, Aromatherapy, Energy Techniques, Eastern Medical Theories, Ayurveda, Pregnancy and Pre-natal, and more.

Students also practice their massage techniques in the Student Clinic and on their own with family and friends.

Flexible Schedule

We offer many options for completing our program. Courses are offered during the day and in the evening to fit your schedule. You can take one class at a time, or register for multiple classes in the same semester. The program can be completed in as little as six months, or in up to five years.

Information Sessions

Find out more about the Certified Massage Therapy Program at one of our information sessions. Come meet the director and the instructors for the program. Learn about massage therapy as a career, class scheduling and curriculum information, the application process, and get answers to all your questions. Information Sessions are held throughout the year. Visit us online or call (804) 287-1204 to register.

Continuing Education for CMTs

Are you a Certified Massage Therapist™ who needs continuing education for recertification? We now offer accredited workshops and training for continuing education units. From ethics and business classes, to the newest bodywork and massage practices, to specialized certification workshops in Orthopedic Assessment, Reflexology, Hot Stone Massage and more, we provide the best training to keep your certification up-to-date and keep your knowledge fresh! Check our website for the most updated course schedule.

Contact Us

spcs.richmond.edu/massage-therapy
spcs@richmond.edu
(804) 274-8633 Samantha Anderson
Ethics for Massage Therapists
This course is designed to promote professionalism and educate therapists about psychological concepts that have a huge impact on the progress of therapy. Discussions draw attention to boundaries, scope of practice, professional associations, transference/countertransference, and more. Therapists must understand that clients will be allowing an unprecedented level of contact within their personal space that few specialists are ever trusted with. This responsibility is profound. Establishing an ethical framework, in which decisions can be made with consistency, enables therapists to avoid the consequences of deficient assessment and unprincipled practices. Abiding by professional ethics is inseparable from a successful massage practice.
09/18/09-09/20 TWR 9:00A-12:00P $90
CMT113.16 Staff
09/27-10/04 TR 6:00-9:00P $90
CMT113.17 Staff

Pathology
This class presents a detailed overview of disease processes in relation to massage. Common diseases and abnormalities of the body systems are studied in terms of their signs and symptoms, taking into account predisposing factors, congenital problems, infectious disease, trauma and known causes. Students gain an understanding of how the body should function in a homeostatic state and how to adapt massage to the studied conditions. Students learn the relationship between pathology, the conditions (indications) in which massage will benefit a client and when it is more prudent to refer a client to other healthcare professionals (contraindications). Upon completion of the course, students will have a comprehensive awareness of the abnormal physiology of the human body.
11/14-12/13 MTWR 9:00A-12:00P $594
CMT113.28

Consulting and Charting (SOAP Method)
From a combination of observation, gathered information, and physical assessment, students will develop a hypothesis about a client's disorder, confirm that hypothesis, and progress to deciding upon principles of treatment using specific techniques. This course explains the basics of charting a massage for review within the healthcare industry and required for insurance payments. SOAP (Subjective Objective Assessment Plan) notes document the progress of healing sessions, recording goals and special concerns by the client. Gaining knowledge of human behavior and perfecting practitioner communication, students expand their skills and help to set high industry standards.
11/15-11/20 MTR 1:00-4:00P $135
CMT113.20 Staff

Safety, Sanitation and Hygiene
This course covers universal precautions and infection control, medical error prevention, sanitation of linens and equipment, hand washing procedures, glove usage, equipment sterilization, antisepptic application, professional hygiene, safety in the clinical setting, procedural and facility safety as well as therapist self-care and injury prevention. There are discussions regarding product information, such as the types, uses and differing effects of lubricants in massage therapy. Upon completion of this course students will be able to work safely in a massage therapy setting with an understanding of some of the most common negative outside influences affecting massage treatments and how to avoid them. Personal wellness is vital to the continued success of the student and this subject will also be explored.
09/10-09/17 MTWR 1:00-4:00P $180
CMT113.13 Staff
09/11-09/25 TR 6:00-9:30P $180
CMT113.14 Staff

Anatomy, Physiology, Kinesiology
An essential requirement for the development of excellent palpation skills is a clear mental image of the structure (anatomy) and function (physiology) of the different systems of the human body. Special attention is given to the musculoskeletal structures including the location of bony landmarks and joints as well as insertions/origins of muscles. Understanding how the body moves (kinesiology) is imperative in order to treat muscle, tendon, ligament and joint disease. One of our major goals as massage therapists is assisting clients to be more comfortably mobile. If we endeavor to improve a person’s movement, we must first observe how that person moves now, and how they should be moving in the future. Lectures are enhanced with the use of skeletons, charts, videos and student interaction.
09/24-11/14 MTWR 1:00-4:00P $1,080
CMT113.18 Staff
10/09-02/07/13 TR 6:00-9:30P $1,080
CMT113.19 Staff

Massage Therapy Studies - Certification
Science and Art of Massage: History, Techniques, Practice
This course provides a complete oral review of the history, theory, and practice of massage therapy with an emphasis on professionalism, classifications and ethics of touch. Different methods will be presented in each class and are primarily hands-on. Seated, side-lying, pregnancy, infant, geriatric, sports massage, and massage adaptations for special populations are covered. Teachers act as coaches while giving feedback based upon technique application and proper body mechanics. Students practice with friends, family, and one another, as well as the public during Community Outreach. Draping skills, client positioning, indications and contraindications, and medical terminology are also examined in this course.
09/10-11/13 MTWR 9:00A-12:00P $1,395
CMT113.10 Staff
OR
09/10-01/30/13 MW 6:00-9:30P $1,395
CMT113.11 Staff

History, Techniques, Practice
This course provides a complete oral review of the history, theory, and practice of massage therapy with an emphasis on professionalism, classifications and ethics of touch. Different methods will be presented in each class and are primarily hands-on. Seated, side-lying, pregnancy, infant, geriatric, sports massage, and massage adaptations for special populations are covered. Teachers act as coaches while giving feedback based upon technique application and proper body mechanics. Students practice with friends, family, and one another, as well as the public during Community Outreach. Draping skills, client positioning, indications and contraindications, and medical terminology are also examined in this course.
09/10-11/13 MTWR 9:00A-12:00P $1,395
CMT113.10 Staff
OR
09/10-01/30/13 MW 6:00-9:30P $1,395
CMT113.11 Staff

Consulting and Charting (SOAP Method)
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11/15-11/20 MTR 1:00-4:00P $135
CMT113.20 Staff

Ethics for Massage Therapists
This course is designed to promote professionalism and educate therapists about psychological concepts that have a huge impact on the progress of therapy. Discussions draw attention to boundaries, scope of practice, professional associations, transference/countertransference, and more. Therapists must understand that clients will be allowing an unprecedented level of contact within their personal space that few specialists are ever trusted with. This responsibility is profound. Establishing an ethical framework, in which decisions can be made with consistency, enables therapists to avoid the consequences of deficient assessment and unprincipled practices. Abiding by professional ethics is inseparable from a successful massage practice.
09/18/09-09/20 TWR 9:00A-12:00P $90
CMT113.16 Staff
09/27-10/04 TR 6:00-9:00P $90
CMT113.17 Staff

Pathology
This class presents a detailed overview of disease processes in relation to massage. Common diseases and abnormalities of the body systems are studied in terms of their signs and symptoms, taking into account predisposing factors, congenital problems, infectious disease, trauma and known causes. Students gain an understanding of how the body should function in a homeostatic state and how to adapt massage to the studied conditions. Students learn the relationship between pathology, the conditions (indications) in which massage will benefit a client and when it is more prudent to refer a client to other healthcare professionals (contraindications). Upon completion of the course, students will have a comprehensive awareness of the abnormal physiology of the human body.
11/14-12/13 MTWR 9:00A-12:00P $594
CMT113.28

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From a combination of observation, gathered information, and physical assessment, students will develop a hypothesis about a client's disorder, confirm that hypothesis, and progress to deciding upon principles of treatment using specific techniques. This course explains the basics of charting a massage for review within the healthcare industry and required for insurance payments. SOAP (Subjective Objective Assessment Plan) notes document the progress of healing sessions, recording goals and special concerns by the client. Gaining knowledge of human behavior and perfecting practitioner communication, students expand their skills and help to set high industry standards.
11/15-11/20 MTR 1:00-4:00P $135
CMT113.20 Staff

Safety, Sanitation and Hygiene
This course covers universal precautions and infection control, medical error prevention, sanitation of linens and equipment, hand washing procedures, glove usage, equipment sterilization, antisepptic application, professional hygiene, safety in the clinical setting, procedural and facility safety as well as therapist self-care and injury prevention. There are discussions regarding product information, such as the types, uses and differing effects of lubricants in massage therapy. Upon completion of this course students will be able to work safely in a massage therapy setting with an understanding of some of the most common negative outside influences affecting massage treatments and how to avoid them. Personal wellness is vital to the continued success of the student and this subject will also be explored.
09/10-09/17 MTWR 1:00-4:00P $180
CMT113.13 Staff
09/11-09/25 TR 6:00-9:30P $180
CMT113.14 Staff

Anatomy, Physiology, Kinesiology
An essential requirement for the development of excellent palpation skills is a clear mental image of the structure (anatomy) and function (physiology) of the different systems of the human body. Special attention is given to the musculoskeletal structures including the location of bony landmarks and joints as well as insertions/origins of muscles. Understanding how the body moves (kinesiology) is imperative in order to treat muscle, tendon, ligament and joint disease. One of our major goals as massage therapists is assisting clients to be more comfortably mobile. If we endeavor to improve a person's movement, we must first observe how that person moves now, and how they should be moving in the future. Lectures are enhanced with the use of skeletons, charts, videos and student interaction.
09/24-11/14 MTWR 1:00-4:00P $1,080
CMT113.18 Staff
10/09-02/07/13 TR 6:00-9:30P $1,080
CMT113.19 Staff

MASSAGE THERAPY STUDIES
Advanced Anatomy and Physiology
This course provides more in-depth study of the muscular system. Memorization plays a vital role in this topic. The body's hundreds of muscles - names, attachment sites, fiber direction, muscular contractions, function, range of motion, innervations and principles of muscular action and the impact on the body's other structures - will be studied in detail. Students will learn to integrate individual muscle testing into their knowledge base during the hands-on portion of this class. Students will learn about the antagonistic and synergistic effects of muscles. Upon completion of this course, the student has an intimate understanding of the effects of massage on the muscles of the human body.

11/20-12/12  MTWR  1:00-4:00P  $450
CMT113.29  Staff

Mind, Body and Spirit

Closet Audit
Register for an individual closet audit by Ranee Kamens, professional organizer and stylist. With her keen eye and impeccable fashion sense, Ranee will help participants determine which clothes work well for their body type and, after dividing the existing wardrobe into keep, tailor, or toss, she'll reorganize it to make getting dressed easier. All lessons will be offered in the privacy of your home, strictly focused on your needs. Fee includes 6 hours of instructional time to be used in 3-hour increments. Dates will be determined in consultation with instructor. Sessions will be offered from August through December.

08/15-12/12  TBD  $500
MBS113.002  Ranee Kamens

Knead to Talk? The Comforts of Cooking
Conversation, cooking, and relaxation in the kitchen! This course is where kneading dough enhances relaxation and cooking is used as a tool to promote personal change. Menu includes individual gourmet pizza, arugula salad, soothing scones, and peaceful pumpkin bread.

10/13  S  10:00A-4:00P  $200
MBS113.01  Allison Carver

Look Your Best Every Day
Want to look more stylish, but don't know where to begin? Not sure what looks good on you? Overwhelmed and confused by all the choices when you shop? Is your closet jammed with clothes, but you have nothing to wear? Project your best image every day and take the stress out of dressing. Learn the styles and colors that make you look and feel great, and that fit and flatter your unique figure. Find out which colors you should wear to enhance your skin tone. Get tips for makeup and hair styles that can bring out your best features. Streamline your morning routine to focus on products and outfits that make you look and feel great! We will find out what your personal style is and refine it to bring out your best image. Get tips on accessorizing, solving fit dilemmas, and organizing your closet.

11/01-11/08  R  7:00-9:00P  $99
MBS113.06  Diana Seaman

Lose Weight Permanently with Hypnosis
Have you tried everything to lose weight? Is your stress level on the rise with your weight gain? This class will give you the techniques to soothe your emotions and release excess weight.

10/4-10/11  R  6:30-8:30P  $79
MBS113.03  Vickie Griffith

Meditation I: Introduction to Meditation
This course is designed for those who are new to meditation or those who would like to enhance their meditation skills. By learning how to meditate successfully, you will be able to better manage the everyday stresses that come into your life and move beyond any blocks that keep you stuck in old patterns of thinking and behavior. By learning to calm the mind, harmony and wholeness in your life can be enhanced and specific goals can be met. There will be many guided meditations throughout the class. In addition, you will receive two meditation CDs that will help you achieve even deeper levels of relaxation.

10/16-10/25  TR  7:00-9:00P  $119
MBS113.04  Marc McGahee

Key to Day Abbreviations
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
**Meditation II: Advanced Meditation Techniques**

This class will focus on a broad array of advanced topics for those who already understand the basics of meditation. Advanced problem-solving techniques will be discussed, as well as how to use meditation to help with the challenges you may be currently facing in your everyday life. You will also learn various techniques on how to meditate successfully at anytime, anywhere, so that stress can be relieved and life can move forward in a positive direction. There will be many guided meditations throughout the class. Prerequisite: Experience with meditation or completion of the Introduction to Meditation or an equivalent course.

11/06-11/13 TR 7:00-9:00P  $89
MBS113.05 Marc McGahee

**The Power Within: Creating the Life You Want**

You hold the power to enhance your golf game, lose weight, let go of stress or create the lifestyle you crave. The subconscious mind holds the lock and with a few simple techniques you will hold the key. Learn how to release stress, take small steps to create your desired goal, conduct self-hypnosis, and release excessive worry.

09/27 R 6:30-8:30P  $49
MBS113.02 Vickie Griffith

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**Personal Finance**

**Business Succession Planning**

NEW! Being a business owner today means preparing for the future, planning for the unexpected, and protecting what matters most. Business owners are so busy running and growing their business that many overlook the critical importance of risk management and planning for an effective ‘exit’ strategy. This course will focus on key concerns that most business owners face, including attracting and retaining key employees; putting a price tag on your business; planning for the expected and unexpected; choosing to sell versus transition to family or management; efficient business transition strategies; effective business continuation plans; learning about various buy-sell arrangements, retirement plans, and key employee benefits; preparing for acquisition; and special considerations for 2012.

08/07 T 5:30-7:30P  $89
FIN312.03 Kelly Decker

**Fundamentals of Financial Planning and Investing**

Whether you are an experienced or inexperienced investor, this course is designed to provide you with the tools required to make sound financial decisions. Learn strategies to help build an effective investment portfolio, plan for retirement, pay for your children's or grandchildren's education, reduce your taxes, protect your money and assets, avoid probate and reduce your estate taxes, leave more of your wealth to your heirs, and much more! This comprehensive course includes a workbook that will become a valuable resource long after the workshop has ended.

10/15-10/17 MTW 6:00-8:30P  $99
FIN113.01 David Simpson

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**Fundamentals of Real Estate Investing**

This course will interest anyone who wishes to invest in income-producing property and wants a basic understanding of the skills required to become a successful real estate investor. Topics will include property selection, goal setting, how to read credit reports, tenant selection, sources of income and why choosing real estate is a smart investment choice. There will also be in-depth analysis of tax-free exchanges and discussions of various internet sites. Handouts will include sample leases, applications, premise reports and examples of proper record keeping.

08/11 S 9:00A-1:00P  $99
FIN312.08 R. Michael Vandeweghe

**On Your Own: Financial Management for Young Adults**

Are you a young adult or recent graduate with questions about how to manage your finances, create a budget, and invest? If so, this course is for you. Students will explore investment basics, financial psychology, and create a plan to build personalized wealth.

10/03-10/24 W 6:30-8:00P  $149
FIN113.10 Michael Hogg

**Paying for College**

Bring a guest and learn how to calculate college cost, what savings instruments to use, how to file for financial aid, what the various sources of funds are, and how to maximize the colleges' financial resources for you and your child. This session will include an introduction to the FAFSA, how to avoid some common mistakes that could reduce your award, types of financial aid, loans vs. grants, and financial aid resources. Also features tips on how to negotiate with the college financial aid office.

10/14 U 3:00-5:00P  $25
FIN113.10 Bob Davis
11/18 U 3:00-5:00P  $25
FIN113.11 Bob Davis
Rejuvenate Your Retirement
This course provides retirees with easy-to-understand information on important lifestyle and financial issues often faced during retirement. This comprehensive course will help attendees plan fun and fulfilling activities to stay mentally, physically and socially active; calculate IRS-required minimum distributions from retirement plans; examine how investment returns are taxed; and plan for health care, long-term care, incapacity and end-of-life decisions.

09/27-10/04  R  9:30A-1:00P  $40
FIN113.02  David Koren
OR
10/02-10/09  T  12:30-4:00P  $40
FIN113.03  David Koren

Retirement Planning Today
This comprehensive, interactive course will benefit you if you are interested in getting the most out of your retirement. Attendees will learn how to create a plan to retire early, use the new tax laws to their advantage, ask the right questions when evaluating insurance coverage, select the retirement plan distribution choice that is right for them, use investment strategies to minimize risks and maximize returns, and plan retirement income strategies to preserve your standard of living.

10/18-10/25  R  6:30-9:30P  $50
FIN113.04  David Koren
OR
10/23-10/30  T  6:30-9:30P  $50
FIN113.05  David Koren

Your Legacy: Elements of Effective Estate Planning
NEW! It’s never too early to begin thinking about your legacy goals and your estate plans: and contrary to what many people think, estate planning is not just for the rich. Engaging in estate planning is an important part of any effective financial planning process. Plus your legacy should transcend more than money - it should also include your values and wishes. Your assets may help to secure your family’s future, or you may choose to support another cause like a favorite charity, church or college. This in-depth estate planning session will cover many of the issues that need to be considered in planning one’s estate.

08/09  R  5:30-7:30P  $89
FIN312.05  Kelly Decker

Professional Certificates

Supervisory and Leadership Certificate
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy-to-understand and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Note: this is an online instructor-led course. You can participate day or night, any day of the week at your own pace.

09/04-10/26  Online  $395
LRN113.15  Sally Klaus

Wedding and Event Planner Certification
Become a recognized Professional Certified Wedding and Event Planner! This 40-hour course includes planning, coordinating and directing weddings as well as a study of business structure, documentation information, contracts, how to work with vendors, marketing and how to work with prospective brides and grooms. Becoming a Certified Wedding and Event Planner requires business organization, logistics, networking, and client relationship management skills. Fee includes textbook, online access, workbooks, testing and national certification from the Wedding Planning Institute. As a graduate, you will have the option to participate in a customized internship that meets your career objectives, start your own wedding and event planning business, or join an existing company.

10/02-11/27  TR  6:00-8:30P  $999
BUS113.89  Wedding Planning Institute

Business Coaching Certificate
NEW! Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. Note: This is an online, instructor-led class. You must have internet access and audio (speakers) to participate. In the online classroom, you will listen to audio lectures, view slides and even take optional quizzes to test yourself. Post comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion. Participate anytime day or night, as little or as often as you like.

09/04-10/26  Online  $295
LRN113.01  Marie Johnson

FYI
Career Development courses marked with a □ are online classes.


**Certified Webinar Planner**

NEW! Acquire the best professional development in virtual meeting planning! Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (CVP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous delivery method. Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing and marketing virtual meetings. This is a 10-week online course with 3 sections and a certification exam for CVP designation. The three sections covered are Webinar Technology, Keys to Effective Design of Webinars, and Managing Webinars.

09/10-11/16 Online $795
LRN113.18 William Draves

**Certificate in Teaching Adults**

NEW! This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you! We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is the author of ‘How to Teach Adults,’ the best-selling book on the subject. The e-book version is included in your course fee.

09/04-10/26 Online $295
LRN113.05 William Draves

**Live Online Certificate in Financial Planning**

The Live Online Certificate in Financial Planning is a live, instructor-led, Internet delivered financial planning education program, designed to meet the education requirement for the CFP® Certification Examination in only nine months. This accelerated program is taught by experienced and foremost financial planning educators in the country. The University of Richmond offers this program in partnership with Dalton Education, the leading provider of financial planning education and materials. Because of Dalton’s extensive experience in providing financial planning education, students participate in an efficient and effective learning environment. Unlike most distance learning options, the Certificate is not an Internet self-study program. Rather, classes are conducted live, over the Internet. From anywhere in the country, students with Internet access can attend "virtual classrooms" to interact and communicate with instructors and other students using a headset and voice-over-IP technology. All the live classes are also recorded and available for playback.

**Benefits of the Program**

- Complete the education requirement for the CFP® certification examination in only 9 months.
- Gain a thorough knowledge of financial planning through a rigorous curriculum designed not only for passing the CFP® certification exam, but also for successful real-world application.
- Learn from the best instructors in the country, including former members of the CFP Board of Examiners.
- Attend regularly scheduled live classes or listen to recorded lectures at a time that is more convenient for you.

**Course Schedule**

Classes are held two nights a week for 8 months throughout the program. There are 3 scheduling options to choose from when registering for the Live Online Certificate in Financial Planning program. Upon program completion, students are eligible to register for the July 2013 CFP® Certification Examination.

**Application**

To register for the program, please contact Dalton Education at: urichmond.course-central.com
e-mail: info@dalton-education.com
telephone: 877.426.2373

**Program Structure**

The Certificate in Financial Planning is a six-course certificate program that meets two nights per week, two hours each night for five hours of archived lectures per course are available to each student. These archived lectures are useful to build foundation on key concepts prior to attending class. For example, if you do not have experience with wills, trusts and estates, you can view the archived lectures for estate planning so that you have a solid foundation of the terms and concepts, before actually reading the material and attending the estate planning course.

The program’s six courses consist of:
- Fundamentals of Financial Planning and Insurance Planning
- Investment Planning
- Income Tax Planning
- Retirement and Employee Benefit Planning
- Estate Planning
- Financial Plan Presentation Course

**Admission Criteria**

It’s strongly recommended that students have a four-year degree before enrolling in the program. The CFP Board requires individuals to have obtained an undergraduate degree prior to being allowed to use the CFP credentials.

**Enrollment Tuition**

Tuition for the six-course curriculum is $5200, plus books and materials.
Awaken the Spanish Within® Online Language and Cultural Diversity Training Course

Why Spanish?
In the past years the Hispanic population in the United States has grown to over 45 million. More than likely you do or will work with someone of Hispanic dissent. If you work with a Spanish speaking teammate, it is important for you to learn some basic Spanish skills to improve your ability to supervise, coach and work with that person, and more importantly to understand their Hispanic culture. In addition, better communication will help you build stronger relationships with your Hispanic teammates.

About the Program
Awaken the Spanish Within® Online Language and Cultural Diversity Training Course is a customized, industry specific program designed especially for your company or organization. The designers at the Spanish and Cultural Institute will work with you to ensure that we capture the essence of your culture and terminology to make the program meaningful and effective. In no time, you will have teammates enhancing their language skills, increasing communication, understanding the Hispanic culture and ultimately building relationships for improved productivity. Our customized industry specific modules incorporate a basic foundation for speaking Spanish confidently and quickly:

1. Introduction to Spanish/similarities  6. Colors and Body Parts
2. The Alphabet/vowels/voice tone  7. People and Occupations
5. The Work Environment    10. Safety/cultural training

For More Information
Contact Lisa Zajur at: Lisa.Zajur@spanishwithin.com or (804) 306-4401
Spanish Academy & Cultural Institute
14241 Midlothian Turnpike #128
Midlothian, VA 23113-6500

Ballroom Dance Teacher Certification
Do you love to dance? Would you like to have a career doing something you love, while also giving you control over your time and your life? Even if you have little or no previous dance training experience, this program will teach you everything you need to know for a successful full- or part-time career in the exciting world of ballroom dancing! Not only will you learn to dance 17 different ballroom and nightclub dances, you will learn how to teach private and group lessons, how to sell lessons, how to market yourself as a dance instructor and more! This current semester will cover the Nightclub Dances (Hustle, Nightclub Two-Step, Salsa, Argentine Tango). Attending this certification program will provide you with the dance skills, sales skills, and confidence necessary for a career in this growing industry. You may enroll in the entire semester to learn all four dances or you can choose to enroll only for specific dances. After completing all semesters (Nightclub, Smooth, Rhythm I, Rhythm II) you will be qualified to take the national certification exam. No prerequisites required!
Course is held at Simply Ballroom, 3549 Courthouse Rd.

Salsa
09/05-10/24  W  7:00-9:00P  $450
DAN113.01  Veronica Braun

Nightclub Two Step
09/08-10/27  S  1:30-3:30P  $450
DAN113.03  Veronica Braun

Hustle
11/03-12/22  S  1:30-3:30P  $450
DAN113.04  Veronica Braun

Argentine Tango
11/07-12/19  W  7:00-9:00P  $450
DAN113.02  Veronica Braun

State Council of Higher Education for Virginia
Yoga Teacher Training Certification
The Karuna Yoga Teacher Training Program, at 225 hours, meets and exceeds the standards set forth by Yoga Alliance. The requirements are 100 hours of Techniques Training/Practice, 25 hours of Teaching Methodology, 20 hours of Ayurvedic and Western Anatomy and Physiology, 30 hours of Yoga Philosophy/Lifestyle and Ethics for Yoga Teachers, 10 hours of practice, and 15 hours of any of the categories above. In addition, this certification provides 12 hours of Yin training and 13 hours of training in Prenatal Yoga and Special Populations. Students will present their completed paperwork to Yoga Alliance at the end of the 9 month program for registration as an RYT200 (Registered Yoga Teacher - 200 hour). The program is carried out by giving meaning to each of the letters in the word KARUNA, used as an acronym: K for Karma Yoga, A for Ayurveda, R for Relaxation, U for Union, N for Non-Violence, and A for Anatomy. As detailed in the schedule, each module will focus on an expanded version of each of these definitions. For a detailed syllabus and additional paperwork, contact Helen@4025yoga.com. All courses are held at 4025 MacArthur Blvd, Richmond.

American Home Inspector Certification
We have partnered with the American Home Inspectors Training Institute to offer the nation’s leading home inspection training to enable you either to start and operate your own successful home inspection business, or to become a significant contributor in an established company. Our step-by-step processes and extensive experience coupled with our proven track record of successfully preparing and supporting thousands of home inspectors make this program the right choice for you. This is a great experience for anyone who has an interest in homes and has an eye for detail. You will be trained to conduct a thorough home inspection and generate a detailed report disclosing the conditions of the roof, foundation, insulation, furnace and electrical components. Our hands-on, one-week program will show you how to succeed as a professional home inspector. Following the course you will be eligible to become a certified home inspector in the state of Virginia.

Customer Service Certification
This intensive two-day certificate class is designed for everyone who works with people - from frontliners to executives - and harbors a passion for personal improvement. Participants will engage in serious professional conversations, but also share many laughs as they work in groups and enjoy creative exercises. Topics include bad vs. good service, problem customers, leading a customer service revival, the three genres of service, reputation management, customer retention and much more. Participants should bring the following: humility to self-evaluate, courage to change existing habits, and a sense of humor to enjoy the process.

Medical Billing and Coding Professional
This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS).

Medical Terminology for Interpreters
NEW! This one-day workshop is a vital first step for preparing for national medical interpreter certification! The day is packed with interactive activities that focus on Greek and Latin roots and affixes, medical specialties, six body systems (with some anatomy and physiology), diseases and disorders, symptoms, medical abbreviations and more.
Medical Interpreting: Bridging the Gap
NEW! This is the leading and most recognized medical interpreter training program in the US today. The quality of health care often depends as much on the interpreter as the provider. This foundation course prepares bilingual individuals to work as medical interpreters in hospital and clinic settings. Participants will learn roles and modes of medical interpreting, the national code of ethics, communication and advocacy techniques, medical vocabulary, key health care information, and how to draft practical, working solutions. Language proficiency of at least 70% is required.
09/26-11/08 WR 6:00-9:00P $699 BUS113.80 Vilma Seymour

Spanish Bilingual Assistant Medical Interpreter
NEW! Students who take this class apply what they learn by providing bilingual service in health care settings. This class prepares individuals to work as bilingual staff/assistants or as Spanish medical interpreters. The course is open to bilingual individuals working or interested in working in the health care field, including staff, health-care providers and all levels of medical interpreters. The three main categories of study are: Language, Culture, and Practice (related to interpreting for complex encounters).
11/14-02/07/13 WR 6:00-9:00P $699 BUS113.85 Vilma Seymour

Pharmacy Technician Program
This comprehensive 50-hour course will prepare students for the growing field of physical therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients, working under the direction of a physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers, and some orthopedic clinics. Note: this program does not include a national or state certification as part of its overall objectives.
10/16-12/06 TR 6:00-9:30P $1,099 MED113.03 Staff

Physical Therapy Aide Program
This comprehensive 50-hour course prepares students for the growing field of physical therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients, working under the direction of a physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers, and some orthopedic clinics. Note: this program does not include a national or state certification as part of its overall objectives.
10/16-12/06 TR 6:00-9:30P $1,099 MED113.01 Staff

Sports and Games
Adult-Youth Beginner Golf
Would you like to spend more time with your Junior golfer? Tired of your son or daughter beating you on the course? Why not work it out together by signing up for a game-improving golf clinic! The bonus is, while you get better at golf, you spend quality time together. This class is for the beginner golfer and serves as a refresher for existing players. All levels are welcome. One participant must be 18 and older, and the Junior must be 17 or younger. In four weeks we will cover the short game of chipping, pitching, and putting as well as the full swing with woods and irons. We will also go over the equipment needed to play and enough golf etiquette and rules to make it fun to play together.
09/09-09/30 U 2:00-3:00P $185 YTH113.01 Janet Phillips
OR 10/07-10/28 U 2:00-3:00P $185 YTH113.02 Janet Phillips
OR 08/05-08/26 U 2:00-3:00P $185 YTH113.03 Janet Phillips

Golf Made Fun and Easy
Are you tired of being left at the office when everyone else goes to play golf? Are you the driver for the beverage cart? It’s time for a change. This class is designed for the beginner or occasional golfer, who needs to brush up on the fundamentals. We will cover short game, full swing, course management, and enough etiquette to play in your first captain’s choice golf tournament.

Sunday
09/08-09/29 S 11:00A-12:00P $169 GOL113.05 Janet Phillips
OR 10/06-10/27 S 11:00A-12:00P $169 GOL113.06 Janet Phillips
OR 08/04-08/25 S 11:00A-12:00P $169 GOL312.08 Janet Phillips

Wednesday
09/12-10/31 W 6:00-7:00P $169 GOL113.03 Janet Phillips
OR 10/10-10/31 W 6:00-7:00P $169 GOL113.04 Janet Phillips
OR 08/08-08/29 W 6:00-7:00P $169 GOL312.04 Janet Phillips
**Golf Specific TPI Workout**
Enhance your golf game by signing up for a Titleist Performance Institute workout (TPI). Jill Briles-Hinton will take you through a unique series of TPI questions, mobility and stability exercises, and conduct a TPI golf swing assessment. All the gathered information will be entered into TPI’s Workout Builder to design a customized, personalized golf-specific workout. For a limited time, participants will be able to log into MYTPI.com with a user name and password to access their evaluation findings, golf fitness handicap, 18 detailed personal workout sessions, a workout calendar, and access to more of TPI’s advanced technology. The workout sessions can be self-directed or used with the help of a personal trainer. Session time is approximately 1-1/2 hours.

08/01-12/12 TBD $250
GOL113.53 Jill Briles Hinton

**Intermediate Golf**
This is the next step to better golf! Our comprehensive instructional program will turn your bogeys into birdies with a little practice and instruction. Recommended for golfers who have had some instruction and/or limited playing experience and would like to lower their scores. Our professional staff will teach you how to hit off side hill lies, strike fairway woods off of the grass, and play the sand bunkers and around the green. We will also introduce the VSGA handicap system, which will track your scores to monitor your progress. All classes are taught by qualified and enthusiastic PGA or LPGA golf professionals. Sign up early - space is limited! The student-teacher ratio is 7 to 1, so you will get plenty of individual attention. If you have to miss a class you will be able to make it up in another class. We will provide all the equipment needed, as well as coupons for practice and play.

09/22 S 10:00A-3:00P $59
BIK113.01 Robert Gassie

**Private Golf Lessons**
Register for individual one-on-one golf lessons offered by former UR Women’s Golf Coach, Jill Briles-Hinton, LPGA Tour and Teaching Division Member. All lessons will be offered in the Weinstein Center using a golf net and birdie balls. Students will be able to concentrate on their fundamentals without worrying about ball flight. It’s a great and convenient way to improve and understand the golf swing! Fee includes 2.5 hours of instructional time to be used in 30-minute increments. Dates and times of instruction will be determined in consultation with the golf coach.

08/01-12/12 W 6:00-7:00P $199
GOL113.52 Jill Briles Hinton

**Basic Bicycle Maintenance and Tune Up**
This course is hands-on and designed to provide the student with an understanding of basic bicycle maintenance from gear, brake, and headset adjustments to fixing a flat and proper rider position adjustments.

09/22 S 10:00A-3:00P $59
BIK113.01 Robert Gassie

**Youth Programs - All Ages**

**Watercolor Painting in Red, White and Blue**
NEW! This youth art course honoring our veterans and their families coincides with our adult enrichment program on Veteran’s Day weekend. (All youth ages welcome)

11/11 U 1:00-6:30P $65
YTHART113.52 Young Rembrandts Staff

**Youth Programs - Middle/High**

**Demystifying the College Process (Selection & Enrollment)**
This exploratory session will help answer many of the questions high school students and parents/guardians repeatedly ask as they embark on college selection and enrollment. Topics include how colleges identify prospects; the application process, specifically online, Universal App, and Fast-App; interviews, campus visits, and open houses; and more. Additional recruitment-enrollment cycle transition/transaction points will be discussed as well. (Registration includes student and one guest.)

10/14 U 2:00-3:30P $30
YTH113.60 Tom Veazey

**Junior Golf Camp**
This class is for junior golfers of varying abilities ages 8 - 18. In a fun and game-oriented atmosphere, juniors will set the foundation for a lifetime of fun on the golf course. Skills covered include full swing, chipping, pitching, putting and the sand game. Sign up early! Class size is limited!

08/06-08/08 M T W 8:00A-12:00P $299
YTHS12.01 Jill Briles Hinton

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**Key to Day Abbreviations**

- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- U Sunday

09/06-09/27 R 7:00-8:00P $169
GOL113.01 Janet Phillips
OR 10/04-10/25 R 7:00-8:00P $169
GOL113.02 Janet Phillips
OR 08/09-08/30 R 7:00-8:00P $169
GOL312.13 Janet Phillips
**Becoming an Organized Student**

**NEW!** Is your child underperforming academically because he/she just isn't organized: can't find homework in a 'black-hole' backpack, turns papers in late, or doesn't know how to study for a test? Studies have shown that kids who lack critical organizational skills are at greater risk of suffering from lower academic success, self-esteem, and productivity, and they may have higher levels of stress and anxiety. Learning essential life skills such as organization and time management can keep your child moving forward, becoming better organized at home and school and proficient at time and project management, mastering effective study skills, increasing self-esteem and confidence, growing to become more responsible, and realizing their full potential. All materials and supplies included. (Designed for grades 6-8; high school students also welcome to enroll.)

10/14-10/28  U  2:00-4:30P  $85  
YTH113.50  Kathy Jenkins

**Where's My Homework?**

Papers, papers, everywhere! Are your grades suffering because you have trouble keeping up with all your school papers? Is your binder bursting at the seams because you have kept every piece of paper since September? Is your backpack a 'black hole' that mysteriously sucks things into another dimension, never to be found by you again? If so, then you need this class. In this session, students will learn successful paper management techniques. All materials included: special binders, dividers, and other supplies essential for 'homework success!' (Ages 12-18)

11/11  U  2:00-4:00P  $50  
YTH113.52  Kathy Jenkins

**It's Only A Matter of Time**

A major struggle for middle and high school students these days is time management. You begin with a disadvantage - the part of your brain that controls executive function - which directs organization, time management, and project planning - is not yet fully developed. You are then bombarded with so many choices for how to spend your time: homework, friends, family, texting, sports, Facebook, work, etc. It's sometimes hard for you to decide where to focus your attention. Planning and prioritizing is the key to being able to get done the things that you need and want to! In this session, students will learn essentials skills for effective time management. We will then explore project management and the best way to plan and execute a successful project. All materials and supplies included. (Ages 12-18)

11/18  U  2:00-4:00P  $35  
YTH113.51  Kathy Jenkins

**Babysitter Training Basics**

Get set for babysitting this holiday season! The American Red Cross Babysitter's Training course can help students learn how to interview for a babysitting job, choose safe and age-appropriate toys and games, understand diapering and feeding techniques, handle bedtime issues, and much more! Learn tips for having a safe babysitting experience. Course fee includes the ARC Babysitter's Training Handbook, supplies and materials, as well as additional course handouts. This course also satisfies requirements for the Girl Scout badge. Note: Please bring a lunch to class; students should be age 11 by December 31, 2012.

11/18  F  9:00A-4:30P  $89  
YTH113.40  Carolyn Wallace

**Youth Programs - Middle**

**First Aid and CPR**

This class teaches first aid and CPR for adults, children and infants. Learn how to make educated decisions while caring for children in homes and in community settings. Course fee includes ARC (American Red Cross) handbook, supplies/materials for performing first aid, as well as course handouts. Students must complete a pre-test and pass a written examination in order to receive their Certificates, as well as complete specific reading. Note: Please bring a lunch to class; students should be age 11 by December 31, 2012.

11/06  T  9:00A-4:30P  $89  
YTH113.40  Carolyn Wallace

**Study Like a Scholar**

Be sure to study for the test on Friday! What does that really mean? Students often need more guidance than they get in the classroom, as they navigate the road of study skills. As your child becomes more independent, we will provide him/her with strategies most compatible with their learning styles to get them organized, taking good notes, and studying effectively. Course meets for 3 Sunday afternoons; all materials and supplies included. (Grades 6-8)

11/04-11/18  U  2:00-4:00P  $72  
YTH113.30  Little Scholars Staff

**Youth Etiquette Academy**

Returning this fall, 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. 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 an opportunity to dine at a venue that will enable us to showcase our refined skills! (Ages 11-14)

11/04-11/18  U  2:00-4:00P  $79  
YTHETQ113.01  Patricia Gallagher
Youth Programs - Elementary

Hablo Espanol
NEW! Ever wondered how to say your favorite words in Spanish? Join us on a journey to explore the basics of the second most spoken language in the world. Through an innovative, dual language, thematic approach with games, stories, songs, and art, children in this class will be exposed to Spanish concepts such as: colors, body parts, numbers, family members, and common phrases. (Grades 1-5)
11/04-11/18 U 2:00-4:00P $72
YTH113.31 Little Scholars Staff

Gobble Gobble Day of Fun
NEW! Ready to work off the turkey day treats? Come spend the day with Little Scholars for a day of celebration and fun as we make bow and arrows, tee-pees and clay pots, and special snacks. We will play traditional American games, too. Don't miss out on all the autumn action. Pizza party included! (Grades K-5)
11/23 F 9:00A-2:00P $72
YTH113.33 Little Scholars Staff

Welcome to Winter Break
NEW! Kids, heat up your winter break with a day filled with fun! Designed especially for elementary-aged 'elves' by Little Scholars and Young Rembrandts, we will create a gingerbread house using recyclable goods, solve a holiday mystery, and enjoy projects and games that even the smartest and quickest will marvel at! Want to paint a very special holiday gift? During your art workshop you will learn painting techniques, just like the professionals, to create beautiful, one-of-a-kind masterpieces. We provide materials and instruction; you provide artistic excitement and creativity! Each finished masterpiece will be mounted, matted, and ready to be framed and given as a special gift. This holiday one-day course also includes a pizza party lunch! (Grades K-5)
12/21 F 9:00A-4:00P $72
YTH113.20 Staff

Winter Wonder-fun!
NEW! Run, run as fast as you can: to our new winter break camp! In our new holiday-season course with Little Scholars, kids will create, design and discover all sorts of winter-themed fun. Bring lunch Wednesday and Thursday; pizza party included on Friday! (Grades K-5)
12/26-12/28 WRF 9:00A-2:00P $179
YTH113.32 Little Scholars Staff

Youth Programs - PreK

PreK Gingerbread Exploration!
Returning this December! Using our five senses we'll experience many activities all centered around gingerbread. We'll read books, have textile play, create art, and of course get to taste gingerbread. Who knew you could have so much fun - and learn at the same time! Course meets two Saturdays for two hours each session.
12/08-12/15 S 10:00A-12:00P $45
PREK113.01 Regina Skammer

Key to Day Abbreviations
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday
THE ODYSSEY
HIGH ROPES COURSE

WHO?
ANYONE and EVERYONE!
Campus, Community, Corporate

WHAT?
SWING, LEAP & BOUND
30 feet in the air
Build relationships,
Gain confidence and
have a great time!

WHERE?
University of Richmond’s
Intramural Fields.

WHEN?
365 DAYS A YEAR
Register in advance.

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Contact mtomlin@richmond.edu or visit
http://recreation.richmond.edu/outdoor-adventure
for more information on group & individual programs.
Modlin Center for the Arts at the University of Richmond
The Very Best in Music, Theatre, Dance and Visual Arts.

For tickets and information, visit modlin.richmond.edu

September

NT Live: The Curious Incident of the Dog in the Night-Time
Thursday, September 6 at 2:00 p.m.
Saturday, September 22 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

The Del McCoury Band
Sunday, September 9 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Artist Voices Series: Jessica Lang
Wednesday, September 12 at 7:30 p.m.
Alice Jepson Theatre

Jessica Lang Dance
Friday, September 14 at 7:30 p.m.
Alice Jepson Theatre

The Philip Glass Festival
Sunday, September 16 at 3:00 p.m.
Sunday, September 23 at 3:00 p.m.
Monday, October 1 at 7:00 p.m.
Thursday, October 4 at 7:30 p.m.
Friday, October 5 at 7:30 p.m.

Red Baraat
Friday, September 21 at 7:30 p.m.
Alice Jepson Theatre

October

NT Live: The Last of the Haussmans
Thursday, October 11 at 2:00 p.m.
Friday, October 12 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

The National Circus of The People’s Republic of China, Direct from Beijing
Thursday, October 18 at 7:30 p.m.
Alice Jepson Theatre

Mike Birbiglia “My Girlfriend’s Boyfriend”
Friday, October 19 at 7:00 p.m.
Camp Concert Hall, Booker Hall of Music

Buika
Sunday, October 21 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

L.A. Theatre Works “Pride and Prejudice”
Wednesday, October 24 at 7:30 p.m.
Alice Jepson Theatre

Simone Dinnerstein, piano
Friday, October 26 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

November

Family Arts Day Celebration Featuring eighth blackbird
Sunday, November 4 at 3:00 p.m.
Camp Concert Hall, Booker Hall of Music

Jake Shimabukuro, ukulele
Monday, November 5 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Shaolin Warriors
Thursday, November 8 at 7:30 p.m.
Carpenter Theatre, Richmond CenterStage

Spirituals to Funk featuring Dr. John and the Blind Boys of Alabama
Tuesday, November 13 at 7:30 p.m.
Carpenter Theatre, Richmond CenterStage

NT Live: Timon of Athens
Thursday, November 15 at 2:00 p.m.
Friday, November 16 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

PHILADANCO
Wednesday, November 28 at 7:30 p.m.
Alice Jepson Theatre

Dailey and Vincent
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SPECIAL ACCOMMODATIONS
If you need special accommodations to attend a class, please notify the School of Professional and Continuing Studies, at (804) 289-8133 at least 15 days in advance.

CLASS LOCATION
Most courses are held on the University of Richmond campus, but some are held at local businesses. Exact locations are sent to the participant in a confirmation via e-mail and mail before the course begins.

NON-CREDIT COURSE CANCELLATION POLICY
We recognize you may occasionally need to cancel your registration. If your request is received at least 5 business days before the course start date you may transfer your full registration fee to another class without penalty, or you may receive a full refund minus a $25 administrative fee. A 50% refund will be issued if your cancellation request is received less than 5 business days before the course start date, or you may transfer your full registration fee to another class. We regret that we cannot provide any refund or transfer within 24 hours of the start of class. If eligible for tuition remission, the tuition remission benefit will not be refunded if the withdrawal request is received less than 5 business days before the course start date.

Refund/transfer requests must be made in writing. Written requests must include the student’s signature. Written requests can be faxed to (804) 484-1585, e-mailed to atravis@richmond.edu or mailed to School of Professional & Continuing Studies, Non-Credit Operations Coordinator, 28 Westhampton Way, University of Richmond, VA 23173. Please note that refunds may take 4-6 weeks to process.

The School of Professional and Continuing Studies reserves the right to cancel any class or make any other changes it deems necessary. Course fees will be refunded in full when the School of Professional and Continuing Studies cancels a course.

INCLEMENT WEATHER
In the event of inclement weather, call the University’s inclement weather hotline at (804) 289-8760.

CONTINUING EDUCATION UNITS (CEUs)
The continuing education unit is used to recognize participation in non-credit classes, courses, and programs. The University of Richmond assigns CEU credit based on the SACS Commission on Colleges’ document C.E.U.: Guidelines and Criteria. One CEU is awarded for each ten (10) contact hours of instruction in a specified continuing education program or activity. Courses are graded as satisfactory/unsatisfactory (S/U) or with appropriate letter grades.

TRANSCRIPT VALIDATION
Transcripts for students who enrolled in non-credit courses through the University of Richmond School of Professional and Continuing Studies are maintained and generated online. To request a copy please visit: spcs.richmond.edu/certificates/ceus.html or call the School of Professional and Continuing Studies at (804) 287-6676.

SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES STAFF
Stephanie Bowlin, CPP, CFD, Program Manager, Professional Development
Christina Draper, CPP, Personal Enrichment Program Specialist
Martin E. Gravel, Manager, Culinary Center
Cary Jamieson, Landscape Design Program Specialist
Tom Parfit, Culinary Center Specialist
Kathy Laing, M.S.E.S., Institute on Philanthropy Program Coordinator
Mary C. Raymond, Coordinator, Special Programs
Anna Kay Travis, Operations Coordinator
Linda Tucker, Community Education Program Specialist

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security compliance document is available on the University of Richmond website at police.richmond.edu.

If you would like to receive a copy of the security report which contains this information, you can stop by the University Police Department at Special Programs Building, #31 UR Drive, University of Richmond, VA 23173 or you can request that a copy be mailed to you by calling (804) 289-8722.

The website and security report contain information regarding campus security and personal safety including topics such as: crime prevention policies, disciplinary procedures and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond Police Department.

Non-discrimination Policy
Every University staff member, faculty member and student (part- or full-time) has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law. Any inquiries regarding the University’s policies in these areas should be directed to the Office of the Vice President for Student Affairs, University of Richmond, VA 23173, telephone (804) 289-8032.
Think Again Non-Credit Registration Form

Please use blue or black ink. Print clearly.

1. Student Information  What kind of a student are you?  □ New Student  □ Returning Student

<table>
<thead>
<tr>
<th>Name</th>
<th>UR ID Number</th>
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<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
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</table>

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<tr>
<th>Telephone</th>
<th>Birth Date</th>
<th>Gender</th>
<th>E-mail Address</th>
<th>Are you a UR Alumna/us?</th>
<th>Year of Graduation</th>
<th>Degree</th>
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<td>Day</td>
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In Case of Emergency, Contact

<table>
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<tr>
<th>Name</th>
<th>Phone</th>
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</table>

2. Course Information  Please check if one applies.

□ I am a University of Richmond alumna/us with a certificate, associate, baccalaureate, post baccalaureate or advanced degree utilizing my 25% discount on ONE non-credit course per semester. Discount does not apply to noncredit certificate programs, application fees, travel programs, special programs, or Institute on Philanthropy classes. The discount may not be used by a spouse, partner, or dependents of alumni.

□ I am a University of Richmond employee (or dependent) utilizing my Tuition Remission benefit. I understand that this benefit has restrictions and may not be applicable to all non-credit courses offered by the School of Professional and Continuing Studies. A separate tuition remission form must accompany your registration form.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Start Date</th>
<th>CRN #</th>
<th>Fee</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE: Interior Design and Decorating</td>
<td>06/26/10</td>
<td>INT308.67</td>
<td>$99</td>
<td>n/a</td>
<td>$99</td>
</tr>
</tbody>
</table>

Using a discount? Fill in your code here: ____________________

Grand Total

3. Payment Information  Your payment MUST accompany this form. Please also refer to our Cancellation and Refund Policy below.

□ Check

Please enclose check made payable to University of Richmond.

□ Credit Card

Please charge my: □ VISA □ MasterCard □ American Express

Account Number

Cardholder’s Name ____________________ Expiration Date ________

Signature ____________________ Amount $ ________

Bring This Form To Us

Customer Service is available Monday-Thursday, 8:30 a.m.-7 p.m. and Friday, 8:30 a.m.-5 p.m.

NOTE: This schedule is subject to change for summer hours, holidays and special events. Please call (804) 289-8133 to verify hours.

Register Online

You can now register online for all of the classes in this catalog. Go online to spcs.richmond.edu/thinkagain and find the course(s) for which you’d like to register. Look for the “Register Online” link and click it to proceed with your online registration.

Special Accommodations If you require special accommodations to attend a class, please notify the School of Professional and Continuing Studies at least 15 days in advance.

Mail This Form To Us

Complete this registration form and mail it to:

Non-Credit Operations Coordinator
School of Professional and Continuing Studies
University of Richmond, VA 23173

Fax This Form To Us

(804) 484-1585 Secure Fax

For More Info Call

(804) 289-8133

NON-CREDIT COURSE CANCELLATION POLICY

We recognize you may occasionally need to cancel your registration. If your request is received at least 5 business days before the course start date you may transfer your full registration fee to another class without penalty, or you may receive a full refund minus a $25 administrative fee. A 50% refund will be issued if your cancellation request is received less than 5 business days before the course start date, or you may transfer your full registration fee to another class. We regret that we cannot provide any refund or transfer within 24 hours of the start of class. If eligible for tuition remission, the tuition remission benefit will not be refunded if the withdrawal request is received less than 5 business days before the course start date.

Thank you for registering. You will be notified of course status prior to the start of class. One registration form per person. This form may be duplicated. If you are using a gift certificate, deduct the value as a discount and attach the certificate.

Need directions? http://www.richmond.edu/visit  spcs.richmond.edu/thinkagain

RICHMOND School of Professional & Continuing Studies
THINK AGAIN NON-CREDIT REGISTRATION FORM

Please use blue or black ink. Print clearly.

1. Student Information

What kind of a student are you? □ New Student □ Returning Student

Name

Mailing Address

Telephone

Day Evening Fax

City

Birth Date

Gender □ Male □ Female

E-mail Address

Are you a UR Alumna/us? □ Yes □ No

In Case of Emergency, Contact

Name

Phone

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□ Check

Please enclose check made payable to University of Richmond.

□ University of Richmond Professional Development

Dept. Charge Index Acct: ____________________________

Supervisor Printed Name: ____________________________

Supervisor Signature: ____________________________

□ Credit Card

Please charge my: □ VISA □ MasterCard □ American Express

Account Number

Cardholder’s Name: ____________________________

Expiration Date

Signature: ____________________________

Amount: $ ____________________________

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For More Info Call
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If graduate school or law school are in your future, explore our new LSAT or GRE Prep Classes.

Scores on exams like the GRE and LSAT are a major component of your graduate school application process and may even be used in awarding merit-based scholarships, grants, fellowships and assistantships.

A team of former standardized exam question writers and test preparation experts designs our test preparation courses. Each test prep course includes:

- Extensive classroom instruction
- Experienced, expert instructors
- Preparation materials
- Comprehensive presentations and explanations
- Practice test taking opportunities
- Actual questions from previous exams and computer-adaptive software
- Access to our instructors beyond your classroom experience
- Flexible schedule options

See page 30 for registration information. spcs.richmond.edu/test-prep
During the 2012-2013 academic year, SPCS is celebrating its 50th year of meeting the educational needs of adult and non-traditional learners in the Richmond area.

We opened as University College on the corner of Lombardy and Grace, where we started serving Richmond’s part-time and evening educational needs. We moved to the University of Richmond campus in the 1970s, and we renamed ourselves the School of Continuing Studies in 1995.

We’re celebrating this milestone the entire year. In August we’ll finalize our renaming process, becoming officially the School of Professional and Continuing Studies. In September we’ll spend an entire week celebrating with events and activities. In November we’ll host the Hays and Margaret Crimmel Colloquium. We’ll culminate the celebratory year in May, when we’ll honor and graduate our first class of students from the renamed SPCS.

We hope you’ll visit spcs.richmond.edu to learn more about the upcoming celebration!

NEW! Food Service Management Certificate

Interested in honing your food service management skills? Whether already in the business, looking to start a food service establishment, or simply interested in exploring the possibility, check out this new program.

See the next page for other NEW courses.