A sharper you. Whatever you do.

Cook up something new.
Learn a language.
Get in shape
Get your finances in shape.
Improve your swing.

Regardless of your interests, our personal enrichment classes offer fun and affordable ways to meet new people and learn new things.

Landscape Horticulture, Plants and Practices

Introducing our newest professional certificate, a hands-on program for anyone interested in expanding their knowledge of plants and sustainable horticulture practices.
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

Please call (804) 289-8133 or e-mail spcs@richmond.edu.

See pages 31 for registration information.

spcs.richmond.edu/test-prep
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Art

Beginning Stained Glass by the Copper Foil Method
Have you ever admired a stained glass window and thought that you would like to learn the technique? Now is your chance! This course will teach you the process from start to finish using the copper foil technique. You will be introduced to the various types and textures of stained glass, as well as the unique tools used in this art form. Students will complete a 10 x 16 panel during the course. Classes will be held at Laurel Gallery, 2805 Hungary Road. Registration fee includes all course materials.
1/25-2/29  W  6:30P-9:00P  $285
ART212.08  Jeanne Bluford

Chain Maille-Rosette Link Bracelet
NEW! The Rosette Link Bracelet is such a beautiful silver bracelet consisting of almost two dozen rosettes. Learn the tips and tricks to create this chain maille style, consisting of double rings to make the flower portion fuller and more elegant.
1/31-2/7  Tu  7:00P-9:00P  $185
ART212.06  Celeste Miller

Contemporary Indian Art
This course introduces the beautiful, fresh, and fun art emerging from India today. During lectures we will investigate and discuss various styles, mediums, and works by contemporary Indian artists, highlighting social and political significances.
2/4-5  Th  6:45P-8:00P  $199
ART212.09  Martha Wright

Painting Still Life in Watercolor
Discover the enjoyment of arranging and painting objects in vibrant watercolors! Classroom instruction and demonstration will include setting up a still-life group, looking at shapes and objects for visual and textual interest, and creating an eyepath for a unifying composition, breathing space and timeless quality. You’ll learn how to establish a workspace that allows for the successful handling of materials and tools, explore paint mixing recipes for color harmony, and try brushwork techniques for working wet-in-wet or transparent glazes. Students will need to bring 5-8 objects with visual appeal for each class. (Beginner/Intermediate skill level. Students will be given a supply list of recommended materials for the course.)
2/6-3/12  M  6:00P-8:30P  $199
CECP212.06  Donna Allen

Painting Portraits in Watercolor
Explore the process of creating successful portraits in lively watercolors. Classroom instruction and demonstrations include establishing a workspace, using the materials and tools, employing brushwork techniques for controlling the paint, mixing colors for different skin tones, hair, and fabric, and learning tricks for getting the subject ready for rendering. Students will develop strategies for lighting the subject, creating a mood and making a visual statement with compositional elements, and establishing shape and proportion of each facial feature. Students will need to supply 5-8 color photos enlarged to 11 x 17 of faces and heads, with good lighting. (Beginner/Intermediate skill level. Students will be given a supply list of recommended materials for the course.)
2/8-3/14  W  6:00P-8:30P  $199
CECP212.05  Donna Allen

Chain Maille Earrings
Back by popular demand! Make two pair of Shaggy Loop earrings and a pair of Mobius earrings by interlocking silver jump rings. No experience required - just good eyesight.
3/1-3/1  Th  7:00P-9:00P  $99
ART212.05  Celeste Miller

Oriental Painting
Explore the basic principles of Oriental painting. Learn how harmony, beauty, and balance can be combined to produce an eloquent, expressive image. Working with traditional materials and tools, you will learn basic forms used in Oriental painting, starting with the 'Four Gentlemen': plum blossom, orchid, chrysanthemum, and bamboo. This course aims to build inner peace and beauty through creative expression. Materials are included.
3/13-5/1  Tu  10:00A-12:00P  $249
ART212.01  Ahnng Soonja Woo Kim

Chain Maille Floating Cube Bracelet
Like magic, we'll float beautiful Swarovski crystals cubes inside a bracelet of interlinked silver jump rings to make this attractive Floating Cube bracelet. Bring only your good eyesight: no experience needed!
3/14-3/21  W  7:00P-9:00P  $185
ART212.07  Celeste Miller

Fused Glass Jewelry
Let's make beautiful and unique pendants and earrings from fused glass. This is a great opportunity to experiment and have some fun while learning how to cut, grind, and assemble glass for firing. Students must bring a pair of safety glasses. All other materials and tools will be provided.
4/4-4/18  W  7:00P-9:00P  $189
ART212.03  Celeste Miller

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.
4/25-5/30  W  5:45P-8:00P  $285
ART212.02  Lynalise Woodlief

Scholarship and financial aid information are on our website at http://scs.richmond.edu/about/tuition/aid.html
Interviewing Skills: For Fun and Profit
NEW! Preparing for your job interview could very well be one of the most important moments of your career. Your determination and passion will start you on your path, but in order to master the process and success you will need to be a pro during the interview itself. This workshop will help you overcome this challenge in an easy and fun way. Learn how to bring desirable relevant experiences with you to your next interview. We will go over the issues and provide an in-depth analysis of the interviewing process. With practice during the workshop, we will help prepare you to be successful for any job interview!

4/3-4/10  Tu  6:00P-9:00P  $199
BUS212.06  Samuel Bruce

Writing a Successful Business Plan
Need to write a business plan but don’t know where to start? This course will focus on helping you develop and write a business plan by taking you through case-study analyses of existing business plans, and the formulation of an industry or venture-specific business plan. Learn to utilize all the current resources such as the Internet and latest business information available. This course will help you refine your talents while identifying your target market and customer needs.

2/29-4/4  W  6:00P-8:00P  $169
BUS212.05  Otis Jarvis

Motivating Your Team
NEW! This workshop presents the seminal theories of motivation and then applies them to organizations and teams. Explore the supervisor’s attitude toward his or her employees, the employees’ needs and the employees’ jobs. This is a highly interactive workshop, using case studies, participant involvement, and skill development to aid learning. You will leave this workshop with concrete ideas on how to motivate others.

2/1  W  9:00A-12:00P  $99
BUS212.21  Richard Leatherman

Coaching: The Lost Art of Leadership
NEW! This break-through, innovative workshop stresses the importance of using questions and the employee’s suggestions and ideas for achieving improved performance. Learn and practice a six-step method to help others improve individual performance. This method can be used to train non-management employees to conduct peer-to-peer coaching, team leaders, new supervisors, and managers.

2/8  W  9:00A-12:00P  $99
BUS212.22  Richard Leatherman

Counseling Employees
NEW! This outstanding program is based on small group participation. After small groups are formed, you will be presented with an overview of all the key steps in conducting a counseling interview. Each group is then asked to select one real situation that requires a counseling intervention, and each step of the model is then taught by asking them to apply the step to the situation that they selected. Finally, groups will ‘put it all together’ and role-play the real situation, using all the steps. This will be one of the most practical, ‘real world’ workshops you ever attend!

2/15  W  9:00A-12:00P  $99
BUS212.23  Richard Leatherman
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

Performance Appraisal

NEW! Examine the four factors that affect the quality of any performance appraisal (the environment, the system, the interviewer, and the employee), and then focus on the two people actually involved in the interview - the interviewer and the employee. A nine-step model is presented in four segments. Case studies, videos and role-plays are used to demonstrate these steps. This technique allows the interviewer to break the complex performance appraisal interview into discrete parts and helps the employee to better retain the information.

2/22 W 9:00A-12:00P $99
BUS212.24 Richard Leatherman

Interviewing and Selection

NEW! This interactive workshop uses group discussions and role-playing to effectively reinforce the techniques clearly and thoroughly. The ‘Candidate Profile and Evaluation’ form is particularly useful in helping you put into practice the skills you will learn in this class. Take part in a realistic role-play based on a composite of actual interviews, which provides reinforcement for the ideas discussed in the program and models the behaviors taught. If you are required to interview potential employees, this workshop will provide some valuable tools to assist you in the process!

2/29 W 9:00A-12:00P $99
BUS212.25 Richard Leatherman

Problem Solving in the Workplace

NEW! If you want your employees to learn usable, practical techniques that really work, this is the program you want! This workshop teaches the tools of situation analysis and causal analysis. These two processes are ‘must’ techniques for anyone involved in team meetings. They are appropriate for both leaders as well as employees. The workshop itself is highly participative, in which the steps to the processes are taught, a case is used to illustrate the concepts, and then you use the processes on your real-life situations. Go back to the office with some ready-to-use techniques for problem solving in your organization.

3/14 W 9:00A-12:00P $99
BUS212.26 Richard Leatherman

Making Effective Presentations

NEW! Have you ever attended a workshop where everything seemed to ‘work’? The content was excellent and clearly met the stated objectives. The teaching processes used were exactly right for the content. The transitions from one section to the next were as smooth as an Amway presenter. This is that workshop that creates those workshops! Leaders need the tools taught in this workshop to help them look professional. Having an outside, highly professional and competent trainer such as Dr. Dick will ensure that your leaders obtain the best possible skills.

3/21 W 9:00A-12:00P $99
BUS212.27 Richard Leatherman

Essential Skills of Networking & Building Strong Relationships

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 (among your competitors); and to avoid common mistakes and unconscious actions that can quickly destroy your reputation.

3/27 Tu 6:00P-9:00P $49
BUS212.30 Cassandra Isley
OR
4/26 Th 6:00P-9:00P $49
BUS212.31 Cassandra Isley

FYI
Career Development courses marked with a ☐ are online classes.
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 “exting 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 “exting 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 jobs 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.
• Help you 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
Online Executive CFP® Certification Program

Over the last three years, financial advisors who are a CERTIFIED FINANCIAL PLAN-NER™ 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 DALT-ON 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:

- Live End of Course Review, a live online instructor-led summary of the most important concept 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 http://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: http://www.cfp.net.

Currently, there are no prerequisites or admissions process for the University of Rich- mond’s program; however, a general knowledge of finance terms and an understanding of financial planning issues are desired.

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 phases of design, 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).

2/6-2/10 Online $195
LRN212.17 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 dialogue as inquiry, how to negotiate discussion guidelines, and fostering inter-group and other forms of collaboration. Book is included in course fee.

3/12-3/16 Online $195
LRN212.18 Rena Palloff

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 dynamic welcome pages. Engage in online discussion with other teachers. An instructor’s book, Advanced Teaching Online, is included.

4/16-4/20 Online $195
LRN212.16 William Draves
Sales: Making it Natural  
**NEW!** 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 newfound skills through practice.

3/20-3/21  Tu W  8:30A-12:00P  $189  
BUS212.36  Stacy Wood

**Evolve with Balance: Achieving Work-Life Balance**  
**NEW!** This one-day course is great for employees looking for a solid way to achieve work-life balance and for HR managers who are working to maintain a happy and productive workforce! We will focus on the three pillars of each life: Body, Mind and Soul and look at simple and effective ways to achieve balance in each of these three areas, with real-life applications that you can start using right away! We focus on teaching small, easy-to-apply ideas that can add up to big differences in your office and in your personal life. A take-home workbook will document your ideas and keep you on track going forward. Join us for this interactive and realistic approach to finding balance in your life!

2/6  M  9:00A-4:00P  $169  
BUS212.35  Stacy Wood

**Foundation Skills**  
**NEW!** 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.

2/14-3/8  Tu Th  6:30P-8:30P  $299  
BUS212.37  Stacy Wood

**Marketing 911: Strategically Market Through Crisis**  
How a company handles a crisis is more important than the crisis itself. What if your organization experiences a BP-type disaster, bad restaurant review, lawsuits, invasion-of-privacy issue, or other type of bad press? You need to prepare yourself to protect your brand, your organization, your reputation and protect your bank account. Many experts agree that bad news, even toxic press, can be survived if organizations are top-notch brand caretakers on an ongoing basis. Using the instructor’s own case studies, real-world examples, and personal experiences, students will gain practical knowledge and implantable strategic skills for business with 2 to 2,000 employees. You will leave the seminar with the practical skills needed to immediately implement a crisis communications plan for your organization.

2/10  F  9:00A-5:00P  $129  
BUS212.50  Lloyd Leitstein

**Professional Bartering**  
**NEW!** Make professional bartering work for your company! Learn how to benefit from an age-old concept of one-on-one barter, brought back to new life in professional bartering. Use the legal means of growing your business with products or services instead of cash! With over 30 years’ experience in the professional bartering industry, author of ‘Smarter Companies Barter’, William P. Meacham now shares the nuts-and-bolts on why and how a business should be a part of a professional bartering exchange.

3/1-4/5  Tu  6:00P-7:30P  $49  
BUS212.45  William Meacham

**Introduction to Small Business Taxes**  
This business tax course covers all of the specific topic areas for all business tax returns, including specific business-related tax laws and IRS rules and regulations. Among these special business tax topics, we will cover the special rules and procedures for every type of business entity, including sole proprietorships, corporations, corporations, partnerships, limited liability companies, and business trust. This class will also instruct you on how to accurately complete all the required IRS tax forms and schedules for business returns, and how to report and transfer taxable business income for personal income tax purposes. The main IRS tax forms and schedules that will be covered in this course include Form 1065, Form 1120, Form 1120-S, Schedule K-1, Schedule C, and Schedule F. In addition, we will also cover the various types of business endeavors, ranging from manufacturing to farming. Learn the many specific policies and procedures that impact some businesses.

2/2-3/22  Th  6:00P-9:00P  $279  
BUS212.63  Jim Maxwell

**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! John Badila, 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! CEUs: 0.2

4/21  Sa  3:00P-5:00P  $49  
BUS212.10  John Badila

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FYI  
Career Development courses marked with a [ ] are online classes.
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 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
http://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)
http://richmond.thelearningcenter.com
http://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 http://richmond.thelearningcenter.com to access the University of Richmond eLearning Center.
Visit http://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.

Communications & Writing
Business Communication: Effective Emails & Meetings
Communication and productivity join forces! Produce a self-evaluation of your email habits, predict the cost of poor communication in your workplace, then learn how to increase productivity for yourself and your organization. Learn the dos and don’ts for effective email communication with both internal and external audiences, and learn how to get the most out of your workday. Reduce meeting length (and boredom) and increase effectiveness! Learn to identify nine types of meetings and how to get more out of each one, including the three questions every meeting planner should know before sending out invitations. You’ll also leave with a rubric for meetings and their rules, as well as ideas for meeting alternatives.
2/15 W 8:00A-12:00P $99
COM212.01 Alan Hoffler

Creating Effective Visual Presentations
NEW! Do you put every detail of information in your PowerPoint presentation? Do you have a hard time organizing your thoughts when preparing a slide presentation for a meeting? Learn why most slide decks are ineffective and cause problems, and how to turn your visuals into your ally to reinforce content and capture audience attention. Learn the Ten Commandments of PowerPoint and ensure that you always have an engaging presentation.
2/15 W 1:00P-5:00P $79
COM212.02 Alan Hoffler

Speak On Your Feet: 7 Steps to Great Communication
Have you tapped into all of the potential that communication holds for you? Many things can stand in your way, including: bad habits, lack of skill, shyness, as well as the myths and misconceptions that are perpetuated about communication. Excellent communication skills are essential to achieving both professional and personal goals. You can learn how to present your ideas with credibility, authority, and confidence. Make a powerful impression at meetings. Put an end to over-apologizing, over-accommodating and speaking tentatively. Learn how to handle conflict and confrontations, without feeling drained. If you are unable to hold your ground or are intimidated by certain communication situations, you don’t have to transform your personality to inject power into your communications. Simple changes will make you feel more comfortable, even when put ‘on the spot’. This course builds communication skills with an easy, fun, step-by-step process.
3/20/4/3 Tu 9:00A-4:00P $349
BUS212.80 Gloria Thomas

Public Speaking Workshop
NEW! 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 skillset. Bring an open mind, a willingness to learn and your sense of humor.
4/18/4/19 M Tu 8:30A-4:00P $529
COM212.03 Alan Hoffler
Smart English: Avoiding Communication Mistakes
NEW! 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!

2/23-3/1  Th  6:00P-8:00P $99
ENG212.25  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.

3/28  W  6:00P-8:00P $49
ENG212.07  Karen Wormald

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.

3/7-3/21  W  6:00P-8:00P $149
ENG212.05  Karen Wormald

Introduction to Screenwriting
In this class geared toward the new screenwriter, you will learn how to avoid amateur mistakes by studying 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. You will receive individual attention as you write your first screenplay pages.

3/6-4/10  Tu  7:00P-9:00P $199
ENG212.02  Helene Wagner

Business Writers’ Bootcamp

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.

2/6-2/27  Online  $195
LRN212.20  Dan Belhassen

Boosting Your Website Traffic
Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, 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.

3/5-3/26  Online  $195
LRN212.21  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.

4/2-4/23  Online  $195
LRN212.22  Dan Belhassen
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 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. Find out 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, Jennifer Selke, is a nationally-known speaker, consultant and trainer on social networks and social media.

2/6-2/27 Online $195
LRN212.24 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, Suzanne Kart, is a director of marketing for a national association, who writes and speaks on the topic.

3/5-3/30 Online $195
LRN212.25 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 then 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.

4/2-4/27 Online $195
LRN212.28 Jennifer Selke

Advanced Website Strategies

NEW! You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them, 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 be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

3/5-3/30 Online $195
LRN212.06 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.

3/5-3/30 Online $245
LRN212.01 Dan Belhassen

Designing Successful Webinars

NEW! 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 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.

3/5-3/30 Online $195
LRN212.02 William Draves

FYI Career Development courses marked with a □ are online classes.
Facebook for Business
NEW! Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all your marketing areas. This is an intermediate class, assuming you have started a Page on Facebook and have some basic knowledge of the platform.
3/5-3/30  Online $245
LRN212.03  Jennifer Selke

Google Analytics
NEW! Do you have a website? Google Analytics is a powerful tool that can help you understand how your visitors interact with your website. This is a hands-on practical class designed to teach you how to access and use Google Analytics, how to configure your site to work with the tool, and how to interpret the data to make sound decisions about your website.
3/5-3/30  Online $195
LRN212.05  Eric Hendrickson

Mobile Marketing
NEW! 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 will exceed 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 mobile. 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.
3/5-3/30  Online $195
LRN212.08  Heather Dimitr

Twitter for Business
NEW! 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.
3/5-3/30  Online $195
LRN212.10  Suzanne Kart

Video Marketing
NEW! Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the ‘know, like, and trust’ factors with your audience. Discover how to use simple online video to quickly bond with your viewers, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or advanced technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your videos and to strategically use YouTube to market your business 24/7 - even while you sleep!
3/5-3/30  Online $195
LRN212.09  Erin Huggins

Media Buying Strategies
NEW! Discover the marketing planning process to clearly delineate the relationship 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.
3/5-3/30  Online $195
LRN212.07  Erin Pamell

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 and 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.
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.
3/5-3/30 Online $195
LPN212.12 Jennifer Selke

Computer Skills

Getting the Most Out of iOS
Whether you’re using an iPhone, iPad or iPod Touch, iOS has fundamentally changed how people interact with their devices and drastically increased their reliance on portables. In this workshop we will explore the native apps installed on iOS as well as a handful of the more popular apps available via the App Store. We will also explore the relationship between iTunes on a desktop/laptop and iOS devices. We will allow time for users to install apps, ask questions and share ideas.
1/17 Tu 6:00P-8:00P $29
TEC212.41 Andrew Morton

Social Security: Securing Home Network & Computers
Privacy and security are on the forefront of everyone's mind. One of the most important and vulnerable areas people often overlook is their home network of desktops and laptops. Anti-virus software often expires or the most recent definitions aren’t applied, and wireless networks are often left open allowing strangers to intrude on private networks. This course will address these issues by looking at a variety of free tools including anti-virus software, network security tools and more. We will also explore the basics of home networks and how to properly and securely lock down your network while still enjoying the benefits of wireless connectivity.
2/21 Tu 6:00P-8:00P $29
TEC212.42 Andrew Morton

Exploring E-Books
NEW! The popularity of E-Books is exploding! This class will focus on the various devices available on the market including the Kindle, Nook, iPad, and others. Learn how and where to download content, both paid and free, and explore some of the more advanced features of electronic text.
3/13 Tu 6:00P-8:00P $29
TEC212.43 Andrew Morton

Social Security: Using Facebook Safely & Securely
Explore the various ways of controlling the content that can be posted to Facebook, how it’s shared and with whom. We will also explore the various layers of privacy that Facebook offers as well as how to control what is and is not shared by installed Facebook apps. We will look closely at organizing your friends, how to create friend categories and more. Discover the relatively new Facebook Groups feature as well as tips for managing Facebook Pages for groups, businesses and organizations.
4/17 Tu 6:00P-8:00P $29
TEC212.40 Andrew Morton

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.
1/30 M 8:00A-12:00P $99
TEC212.05 Joyce Lillemor Bosichert
OR
4/16 M 8:00A-12:00P $99
TEC212.06 Joyce Lillemor Bosichert

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).
2/6 M 8:00A-3:00P $139
TEC212.16 Joyce Lillemor Bosichert
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—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.
3/14 W 8:00A-3:00P $139
TEC212.09 Joyce Lillemom 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.
2/27 M 8:00A-3:00P $139
TEC212.10 Joyce Lillemom 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 workbooks 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.
4/9-4/9 M 8:00A-3:00P $139
TEC212.01 Joyce Lillemom 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 WordArt, clip art, graphic objects, tables, and charts; view a slide show; and quickly create a presentation using the AutoContent Wizard.
4/4 W 8:00A-3:00P $139
TEC212.11 Joyce Lillemom 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.
3/21 W 8:00A-3:00P $139
TEC212.14 Joyce Lillemom 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.
4/30 M 8:00A-3:00P $139
TEC212.02 Joyce Lillemom 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.
2/13 M 8:00A-3:00P $139
TEC212.03 Joyce Lillemom Boschert

Introduction to Adobe Photoshop
NEW! 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.
3/12 M 8:00A-3:00P $139
TEC212.04 Joyce Lillemom 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.
3/9 M 8:00A-3:00P $139
TEC212.07 Joyce Lillemom 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.
4/3 M 8:00A-3:00P $139
TEC212.08 Joyce Lillemom Boschert
**Introduction to Microsoft Publisher**

Microsoft Office Publisher 2007 is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, and other documents for print, email and the web. In this course you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available within Publisher. Course fee includes workbook and materials.

3/19 M 8:00A-3:00P $139
TEC212.12 Joyce Lillemor 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.

2/29 W 8:00A-3:00P $129
TEC212.13 Joyce Lillemor 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.

4/23-4/25 M W 8:00A-3:00P $199
TEC212.15 Joyce Lillemor Boschert

**Using FileMaker Pro**

FileMaker Pro is a 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 taught. These concepts taught 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.

2/8 W 8:00A-3:00P $139
TEC212.17 Joyce Lillemor Boschert

**Culinary Arts Program-CAP 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.

1/10 Tu 6:00P-9:00P $89
CUL212.02 Tom Parfit

1/18 W 6:00P-9:00P $89
CUL212.05 Tom Parfit

2/28 Tu 6:00P-9:00P $89
CUL212.33 Tom Parfit

4/19 Th 6:00P-9:00P $89
CUL212.66 Tom Parfit

5/14 M 6:00P-9:00P $89
CUL212.84 Tom Parfit

6/15 F 1200P-3:00P $89
CUL212.107 Tom Parfit

**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. CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.

1/9-1/11 M W 6:00P-9:00P $179
CUL212.01 Glenn Pruden

4/24-4/25 Tu W 6:00P-9:00P $179
CUL212.70 Glenn Pruden
Chef’s Skills
One of the core course offerings, 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. CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
1/25-1/27 W F 6:00P-9:00P $179
CUL212.09 Scott Jonte
OR
5/15-5/22 Tu 6:00P-9:00P $179
CUL212.85 Scott Jonte

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 or 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! CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
1/31-2/2 Tu Th 6:00P-9:00P $179
CUL212.13 Glenn Pruden
OR
6/4-6/6 M W 6:00P-9:00P $179
CUL212.96 Glenn Pruden

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.
CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
2/7-2/9 Tu Th 6:00P-9:00P $189
CUL212.17 Tom Steele
OR
4/30-5/1 M Tu 6:00P-9:00P $189
CUL212.75 Tom Steele

Culinary Arts Program
The Culinary Arts Program (CAP) is an exciting hands-on series of food preparation classes designed for home cooks and industry aspirants with a variety of experience looking to expand their culinary knowledge.
CAP students learn skills and cooking techniques from local food experts. We’ll teach you everything from basic kitchen safety to the preparation of a multi-course meal. Plus you’ll have the opportunity to explore a variety of cuisine and food topics including regional specialties, ethnic cooking and more.

If you’re really serious about cooking, enroll in the CAP Certificate. It’s a 42-hour program that includes five core courses, four electives (topics change each semester), and a Final Review course.

Certificate Eligibility and Graduation
In order to receive the certificate, you must attend and successfully complete 42 hours of the program. Prior to completing your final class, Culinary Arts Review, you will be required to fill out the Graduation Application and pay the $75 fee. After completing the Culinary Arts Review, you will be eligible to graduate.
A CAP Graduation ceremony will be held to honor students. This reception is open to all graduates, plus a guest or two. Graduates receive a Culinary Arts Program Certificate. The ceremony is held each year in the month of June.

Did you know?
The Culinary Certificate takes only 14 evenings to complete.
Fish and Shellfish Identification, Prep & 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. CAP Core. Prerequisite: Tools of the Trade: Culinary Arts.
2/27-2/29 M W 6:00P-9:00P $189
CUL212.32 David Booth

More Chef’s Skills
One of the core course offerings, this two-evening class will explore basic, building-block cooking techniques including frying, soup-making, thickening, roasting, poaching, braising, sautéing and more. CAP Core. Prerequisite: Tools of the Trade: Culinary Arts. Note: 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.
5/7-5/9 M W 6:00P-9:00P $179
CUL212.80 David Booth

Vegetarian Workshop
This class is a comprehensive primer of vegetarian cooking. Utilizing fundamental cooking techniques, students will learn about food and work with such items as beans, grains, tofu and a variety of delicious vegetables.
6/8 F 12:00P-5:00P $179
CUL212.100 Tom Parfitt

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. Prerequisite: Tools of the Trade, successful completion of four core courses, and successful completion of 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
6/13 W 6:00P-9:00P $99
CUL212.105 Glenn Pruden
6/21 Th 6:00P-9:00P $99
CUL212.111 Glen Pruden

Culinary Arts Program - ELECTIVES
An Evening in the Eternal City
Roman meals are social occasions. Simple, fresh and seasonal ingredients dominate the dishes. The food is robust and unpretentious, like the people who have created it over the centuries. Take a holiday for the evening and eat like a modern Roman.
1/23 M 6:00P-9:00P $99
CUL212.08 Alexia Miles

Crescent City Seafood Classics
All-new menu! There’s way too much great food in New Orleans to cram into one class, so we’re offering this class again featuring a whole new menu. We’ll be preparing some classics from the Big Easy using the best seafood and meats available, vegetables typical of New Orleans cuisine and techniques that you’ll find in any Bayou kitchen. Gear up for Mardi Gras by cooking like a Cajun!
1/26 Th 6:00P-9:00P $99
CUL212.10 David Booth

Super Super Bowl Snacks
Just in time for the big game, we will bring the tailgate indoors and learn to prepare some favorite football snacks.
1/28 Sa 4:00P-7:00P $99
CUL212.11 Brian Kennon

Mid-Winter Italian Feast
Shrug off those winter doldrums with a classic Italian meal that is sure to warm the belly, heart and soul. This menu will consist of hearty, hot dishes needed to shake off the chill outside. Learn classic techniques for soups, pastas and braises while enjoying a fun evening with a friend or a gang of friends. You’ll go home feeling like you’ve just spent a great night at your favorite trattoria in Tuscany.
1/30 M 6:00P-9:00P $99
CUL212.12 David Booth

Favorite Restaurant Desserts
This class will give you hands-on experience re-creating some of America’s favorite restaurant-style desserts. We will focus on the main dessert components, as well as garnishing the plates in a beautiful way that is sure to impress your friends and family.
2/1 W 12:00P-3:00P $99
CUL212.14 Tom Parfitt

Check out our CAP class menus online!
Visit our online registration system, click on the class and see the planned menu(s).
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 sealing in moisture and showing off the natural flavors. In this class we will explore the wonderful world of roasting, hitting all four categories mentioned. After this class you will definitely feel comfortable cooking anything in your oven.

2/8 W 6:00P-9:00P $89
CUL212.18 David Booth

For the Love of Chocolate
Who doesn’t love chocolate?! Whatever the time of year, chocolate is a favorite part of many people’s diets. But chocolate isn’t only for desserts. Indulge in a chocolate spree, preparing and sampling some sinfully good tasting desserts, hors d’oeuvres and entrees featuring chocolate. Learn the history, folklore and dos and don’ts of chocolate preparation.

2/14 Tu 10:00A-1:00P $89
CUL212.21 Jan Carlton

Valentine’s Day Dinner: French Bistro
What could be more romantic than a Valentine’s Day dinner for two in a quaint little bistro on the banks of the Seine? If you can’t go there, do the next best thing. Bring your Valentine to our kitchen and prepare a fabulous French bistro-style meal while learning the techniques of a true culinary treasure.

2/14 Tu 6:00P-9:00P $89
CUL212.22 David Booth

Mardi Gras!
Learn about the history and cooking techniques common in Cajun and Creole cuisine. Discover some New Orleans-inspired dishes including jambalaya, etouffee, and gumbo.

2/15 W 6:00P-9:00P $89
CUL212.23 Kenyon, Brian

Soufflés
Soufflés may seem mysterious and difficult for the home cook. In this class you will learn techniques and tips to make soufflés easily at home. We will make both sweet and savory soufflés suitable for entertaining or great weeknight meals.

2/16 Th 6:00P-9:00P $89
CUL212.24 Miles, Alexia

Vietnam Pho and Clay Pot Cooking
Bold and vibrant, Asian cuisine is one of the hottest culinary trends going. You will prepare flavorful pho broth with chicken stock, lemongrass, star anise, spicy ginger and other ingredients to create wonderful bowls of pho noodles. Additionally, we’ll learn to prepare Southern-Style Vietnamese Catfish in Clay Pot, Jicama Rolls and Shrimp Spring Rolls with Dipping Sauce.

2/20 M 6:00P-9:00P $89
CUL212.27 Glenn Pruden

Great Seafood on a Budget
Many times, people who are planning a menu for a large group don’t think they can serve good seafood, or worse, they compromise quality for quantity. With the right recipe combinations, you can have the best of both worlds: seafood that tastes great and won’t break the bank. In this class you will not only get some great ideas on what to serve guests or even a hungry family, but you will also get advice on how to plan, purchase and create great seafood meals while sticking to your budget.

2/22 W 10:00A-1:00P $89
CUL212.29 David Booth

Italian Family Feast
Gathering family and friends around the table for Sunday Supper is almost a lost tradition that definitely should make a comeback! A relaxed day and a comforting meal to enjoy can do wonders to recharge everyone for the rushed weekdays ahead. Learn to make a fabulous family feast that is simple enough for weeknights, but special enough to be appreciated even more when time allows you to savor every bite.

2/22 W 6:00P-9:00P $89
CUL212.30 Sarah Mitchell

Fun-Do Fondue
Join in the fun with fondue! Whether for brunch, lunch, dinner or dessert, fondue cooking is a delightful dining experience for family or friends. Learn tips for making the fondue occasion memorable, but easy on the workload. Prepare and sample a traditional cheese fondue, as well as more unusual fare. How about a decadent chocolate fondue with rum to tantalize your taste buds? You’ll think fondue is indeed fun-do!

2/24 F 6:00P-9:00P $89
CUL212.31 Jan Carlton

CAP Certificate Course Requirements

Tools of the Trade: Culinary Arts
TOTAL Hours: 3

Core Courses
TOTAL Hours: 24 (select 4)
- Chef’s Skills (6 hours)
- More Chef’s Skills (6 hours)
- Herbs and Spices (6 hours)
- Meat Prep and Cookery (6 hours)
- Stocks and Sauces (6 hours)
- Fish and Shellfish Identification, Prep and Cookery (6 hours)
- Vegetarian Workshop (6 hours)

Electives
TOTAL Hours: 12 (select 4)
Choose four elective courses to learn more about specific cuisines or food topics. Most elective courses meet for one 3-hour session. To maximize benefit from the program, it is recommended that you complete Tools of the Trade prior to taking elective courses. Elective courses change each semester, so you will always find a new topic of interest!

Review: Culinary Arts
TOTAL Hours: 3
The Culinary Arts Review 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: Must have completed all required core and elective courses prior to taking this class. This is the final course in the certificate program.

TOTAL: 42 hours
French Crepes
In France, crepes are truly works of art. Crepes can be sweet or savory, are quite versatile at any meal, and can be a fabulous make-ahead dish. Come learn to make the perfect batter and create your own works of art!
3/1 Th 6:00P-9:00P $99
CUL212.34 Alexia Miles

Tapas and Small Plate Entertaining
Small plates of tempting treats that can be passed are central to the theme of Spanish tapas. In this course we will examine the idea of tapas and how it translates to America, and we'll make some of the more complex offerings one might find on a traditional Tapas menu. CAP Elective.
3/5 M 6:00P-9:00P $99
CUL212.36 David Booth

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.
3/13 Tu 6:00P-9:00P $99
CUL212.42 David Booth

Treasures of the Old Dominion
Chiefs working in Virginia have traditionally valued the bounty of the region. Multiple seasons with long streaks of temperate weather, bountiful oceans, and rich grazing land all combine to provide Virginia's chefs with a treasure trove from which to create meals. Join us for an evening of discovering some of the finest seasonal produce and freshest seafood and local meats, utilizing them to create dishes that are Virginia traditions and yet contemporary in style.
3/20 Tu 10:00A-1:00P $99
CUL212.46 David Booth

Korean Cuisine
Korean is becoming the hot new culinary influence, from food trucks in Los Angeles to Mom and Pop Korean barbeque joints. Come learn that there's a lot more to it than kimchi and spice. Korean food is easy, fast, fresh, and full of healthy flavors.
3/20 Tu 6:00P-9:00P $99
CUL212.47 Sarah Mitchell

South by Southwest Brunch
Combining two favorite cuisines into one favorite meal, southwestern flavors permeate popular southern brunch dishes in this class. Learn a bit about the food from both areas of the country and how to make it like your southern granny would (had she relocated to New Mexico!).
3/24 Sa 10:00A-1:00P $99
CUL212.51 Sarah Mitchell

Asian Snacks and Street Food
Snacking is a much-loved pastime in Southeast Asia, and the preparation of street foods is high art. In larger towns and cities, street foods are available at almost any hour of the day or night, and even in the rural areas there is seldom a time when a snack isn't to be had. In this class we've included recipes for some of the favorite savory snacks and street foods that will easily translate into the North American kitchen. Some are flavor bundles that guests can nibble as they sip drinks and wait to sit down for a meal, while others can be served as an appetizer course or a part of a meal.
3/26 M 6:00P-9:00P $99
CUL212.52 David Booth

Fresh Catch Virginia
Summer will soon be here and the time is right for eating fresh seafood! But what is fresh and what is local, and how do you tell the difference? Join Dave Booth and see what's being caught locally, how to find it and pick it out, and what to do with it once you have it. The best fish is fresh fish - and after this class you'll know how to both obtain and prepare it.
4/2 M 6:00P-9:00P $99
CUL212.56 David Booth

The Professional Plate
This class will focus on those things that separate good and great dishes. Students will explore flavor balance, the role of acidity, understanding how to salt, textural and color contrast, and eye-popping plating; all to culminate in the creation of gorgeous, delicious offerings worthy of the finest restaurants.
4/5 Th 12:00P-3:00P $99
CUL212.58 Martin Gravelly

Better Than Takeout
Why better? Because you made it yourself! You control the balance of flavors, you control the oil, you eat it fresh and hot while the vegetables are still crisp. You'll also practice your knife skills and get comfortable with wok cookery, wok selection and seasoning.
4/6 F 6:00P-9:00P $99
CUL212.59 Sarah Mitchell

Fresh Pasta Workshop
This course will give you hands-on experience in the craft of creating a variety of fresh, from-scratch pastas. You'll learn several different shapes, including ravioli, tortellini and linguini, as well as some delicious fillings and sauces to complete your pasta creations.
4/12 Th 12:00P-3:00P $99
CUL212.61 Tom Parfitt

Springtime in Paris
Come explore the world of the French bistro while creating a truly French menu that celebrates the birth of a new spring. This class will focus on the techniques that make the bistro more than just a casual restaurant and celebrate it for what it is - a culinary classic.
4/17 Tu 6:00P-9:00P $99
CUL212.64 David Booth
A Night in Venice
Many declare Italian cuisine to be Mediterranean cooking at its finest. This class will introduce you to the foods of Venice and the surrounding Veneto area. The cuisine of Venice is different from the rest of Italy - it is more than pasta, and rice reigns supreme. You’ll prepare risotto and polenta, as well as a variety of other dishes. Seafood and fish are a major part of Venetian cuisine and you will learn how to prepare them Venetian style. Find out about the food history and folklore of the area. Join us for a night of cooking in Venice and learn why Venetian cuisine is a culinary delight.
4/20 F 6:00P-9:00P $89
CUL212.67 Jan Carlton

Lecture: Dining with the Washingtons
What could dining with the Washingtons have been like? Have you ever wondered how the first First Family dined? Join the Library of Virginia and renowned Culinary Historian Nancy Carter Crump for a discussion of her acclaimed book on this very topic. Learn what formal and everyday dining was like at Mount Vernon while you sample the delectable foods served at George & Martha’s table.
4/23 M 6:00P-9:00P $59
CUL212.69 Nancy Carter Crump

Springtime Soups and Stews
Spring’s thaw and the reemergence of farmers’ markets from their winter hiatus provide us with a break from the limited ingredients available during the winter months. Cool days and long nights continue to remind us that summer is still a ways off, making spring the perfect time for a big pot of soup! Come explore the flavors of early spring and create exciting hearty soups and stews that utilize the flavors of spring, while warming us up for those last long weeks before it finally heats up for good.
4/26 Th 10:00A-1:00P $89
CUL212.71 David Booth

Kicked-Up Burgers, Sides & Beverages
Settle in for an evening of extraordinary burgers and sides with fun beer and wine pairings. There is something for everyone, from black bean and portobello burgers to burgers stuffed with chipotle goat cheese. These are not your everyday burgers and fries!
4/26 Th 6:00P-9:00P $89
CUL212.72 Sarah Mitchell

Savory Pastries
Cultures all around the world have their own versions of delicious, savory filled pastries. From the samosa of India to the empanadas of Spain, you’ll learn a variety of filled pastries and accompanying sauces. Starting with some simple dough techniques, you’ll learn how to make and shape these pastries, as well as how to create the delicious fillings for each type. These savory sensations are perfect for appetizers and entertaining, as well as adding variety to your dinner table fare.
4/27 F 6:00P-9:00P $89
CUL212.73 Tom Parfit

Dim Sum
Dim Sum, or Chinese tea snacks, started out as a small meal for travelers along the Silk Road. It has grown into a meal where family and friends gather to visit and enjoy good food. Learn how to blend traditional flavors, stuff and cook dumplings and practice those skills!
5/3 Th 6:00P-9:00P $89
CUL212.78 Sarah Mitchell

Springtime Party - Hors d’oeuvres and Appetizers
Are you serving the same old recipes? Try something different! Prepare and sample some new offerings for you to serve at your next party. Learn some short-cut recipes that you can make in a hurry. Make your appetizers, hors d’oeuvres and other party foods ones that your guests will remember!
5/4 F 6:00P-9:00P $89
CUL212.79 Jan Carlton

Mystery of the Q
Dry rub or mop? Low and slow or fast? Come master the smoke and become a BBQ Pit Master in this exciting and fun class. We will be making rubs and sauces for baby back ribs, pork butts, beef brisket and chicken. Oh, and did we mention beer?
5/16-5/18 W F 6:00P-9:00P $179
CUL212.86 Glenn Pruden

Late Spring at the Farmers Market
Join us to explore the types of fresh root vegetables, greens and other delicious produce typically available this time of year from local growers. You’ll prepare a delicious meal while we take some of the mystery out of these lesser-used culinary delights.
5/21 M 6:00P-9:00P $89
CUL212.89 David Booth

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 weeknight meals!
5/23 W 9:00A-12:00P $89
CUL212.90 Alexia Miles

Cooking for One or Two
Cooking for one or two can be frustrating. Most recipes are written for four, six or even eight servings. Learn how to cut existing recipes easily to serve only one or two. You think baking for one or two is non-existent? Think again! Prepare and taste some new recipes geared for single cooking and dining. Forget the take-out deli and fast food chains... eat like a king or queen!
6/1 F 12:00P-3:00P $89
CUL212.95 Jan Carlton

Cooking Science for Non-Scientists
The craft of cooking can be wonderfully enjoyed with a little knowledge about quality and proportions of ingredients along with some understanding of how cooking methods affect the texture, nutrition, appearance and taste of your food. Together, we will use the analytical method to evaluate cooking similar ingredients different ways. We will cook sous vide, roast pork medallions with a balsamic reduction, brine and rub baked chicken, steam and grill lemon nutmeg asparagus, and also make cherry chocolate cookies and cupcakes. Physical, chemical and biological principles associated with these and other cooking methods will be presented with delicious demonstrations.
6/5 Tu 6:00P-9:00P $89
CUL212.98 Tom Kames
Cuisine of Southwestern France
When many people think of French food, they think of Paris or possibly Provence. But, one of the top culinary regions of the world is in the southwest part of France. From truffles to foie gras, it all hails from this rural gastronomic paradise. We will create an authentic menu of specialties from this wonderful region.
6/7  Th  6:00P-9:00P  $89
CUL212.99  Alexia Miles

Seafood Pasta Dishes From Around the World
From the United States to Asia, Europe and Africa, cooks have combined regional pastas and rice with native seafood to create some of the most traditional and widely recognized dishes in the world. In this class, you will have a chance to explore not only these pastas and seafoods, but also the seasonings and techniques that make them unique to their region or country. These flavor combinations and authentic combinations are sure to be a hit with dinner guests, or offer a rich alternative to everyday meals.
6/11  M  6:00P-9:00P  $89
CUL212.101  David Booth

The Japanese Table
It's not sushi every night in Japan. Learn a menu for a more typical everyday Japanese meal. These dishes are always prepared with an emphasis on fresh seasonal ingredients, delicate flavorings and beautiful presentations to please the eye as well as the stomach!
6/12  Tu  6:00P-9:00P  $89
CUL212.103  Sarah Mitchell

Deconstructing Tofu
In this class, students will learn the differences between types of tofu, how it is made, and various techniques used in cooking and baking. Students will be given a brief history of tofu and how it is used in different parts of the world. After this overview, we will break the class into groups and have each group prepare part of a four-course meal. Each course will incorporate a different type of tofu as well as a different cooking method.
6/14  Th  6:00P-9:00P  $89
CUL212.106  Tom Parfitt

Specialties of Spain and Portugal
Geographically located side-by-side in Europe, the cuisines of Spain and Portugal are similar but distinct. You'll prepare and sample some of the specialties, such as the national dish of Spain, paella.
Enjoy tapas: a variety of appetizers to titillate the taste buds. Learn the origin of these pleasing food delicacies and join us around the table for an evening of delicious dining.
6/15  F  6:00P-9:00P  $89
CUL212.108  Jan Carlton

Curry around the World
With roots in India, curries are eaten around the globe. Come make and taste authentic recipes that you can easily make at home. You will learn to toast spices, and how to make curry blends and curry paste. We will make curries from Thailand, South Africa, Vietnam and India.
6/19  Tu  6:00P-9:00P  $89
CUL212.109  Alexia Miles

Culinary Arts Program - SERVSAFE

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 the class you will be given your ServSafe examination. If you successfully pass this test you will become a certified ServSafe manager.
3/2  F  9:00A-5:00P  $139
CUL212.35  Martin Gravely
5/8  Tu  9:00A-5:00P  $139
CUL212.81  Martin Gravely

Culinary Arts Program - YOUTH CLASSES

Kids & Parents: Baking
Attention kids (ages 5-15) and a parent: COOKING CAN BE FUN! Learn to prepare some of your favorite foods. Bring mom or dad and impress them as a junior chef. You will delight your taste buds and learn some of the basic rules and tools of the baking world. You will also get to enjoy everything prepared in class. Note: class fee is a per-person charge. Ages 5 and up.
1/21  Sa  10:00A-1:00P  $99
CUL212.07  Jan Carlton

Kids & Parents: Homemade Pastas
Homemade pasta is so much better than that from a box. Once you've made it yourself, you'll see it's really not difficult. It's actually quite fun to work the dough and crank it out with a pasta machine, especially when kids and parents are working together and having fun while they're at it. Ages 5 and up. Note: class fee is a per-person charge.
2/3  F  5:30P-8:30P  $99
CUL212.15  Sarah Mitchell

Kids Cookies and Cocoa
In this class, students will learn to make a variety of cookies ranging from thumbprints to bar cookies. Additionally, the students will make homemade cocoa. This course will combine hands-on participation with instructor demonstration. Ages 7-13.
2/18  Sa  10:00A-1:00P  $99
CUL212.26  Stephanie Charns

Kids Global Pocket Foods
In this class, students will work together to prepare a variety of interesting pocket foods from around the world. This course will combine hands-on participation with instructor demonstration. Ages 7-13.
3/17  Sa  10:00A-1:00P  $99
CUL212.45  Stephanie Charns
Kids and Parents: Farm-Fresh Fun Fare
Chef Stephanie provides hands-on learning and in-depth knowledge to young, aspiring chefs. In this class, she will present creative ways to use fresh fruits and vegetables from your garden or local farmers’ market. This course will combine hands-on participation with instructor demonstration. Fruits and vegetables on the menu include: asparagus, zucchini, strawberries, and peaches. Ages 5 and up. Note: class fee is a per-person charge.
4/21 Sa 10:00A-1:00P $59 CUL212.68 Stephanie Chams

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.
5/19 Sa 10:00A-1:00P $59 CUL212.88 Sarah Mitchell

Culinary Arts Program - BEVERAGES AND EXCURSIONS

Wine Blending Workshop
Join wine expert Thom Horsey for an evening of learning about the world’s great wine varieties and then using that new-found knowledge to create your very own blend. After blending, everyone’s new creation will be evaluated and discussed. 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. Hors d’oeuvres will be provided.
3/29 Th 6:00P-9:00P $89 CUL212.53 Thomas Horsey

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. Hors d’oeuvres will be provided.
2/17 F 6:00P-9:00P $89 CUL212.25 Thomas Horsey

Charcuterie Excursion
Join our culinary team on an excursion to two of our area’s finest producers of charcuterie products. The day will begin with a visit to Sausage Craft, an artisan sausage maker, where students will enjoy a tour and a hands-on demo led by owner Chris Mattera. The trip continues with a visit to Olli Salumeria for a tour and a look at the process of making high-quality hams and old-world style salamis. The excursion will be capped off by an early dinner at the Roosevelt, Richmond’s newest ‘gastro pub’ where Chef Lee Gregory will offer you selections that includes products seen on the tour that day as well as other locally sourced southern pub fare. Note: Transportation for this excursion will be on University passenger vans driven by approved drivers.
6/22 F 6:00P-9:00P $89 CUL212.112 Thomas Horsey

Ready, Set, Scallop
We will travel to Seaford, Virginia to visit The Seaford Scallop Company (a division of Seatrade International) to learn all about scallops, including fishing rules and regulations and closed areas for harvesting. We will also cover the biology of the scallop and talk about biomass and sustainability of the species. If we are lucky, there may be a fresh boat unloading product and we can take part in watching the haul come in. Either way, we will participate in a quality control inspection of fresh and frozen scallops and cover the differences between sizes and what constitutes a dry pack vs. a processed scallop. Afterward, we will head to Colonial Williamsburg to eat a wonderful lunch at Le Yaca, where we will have a prix fixe menu that, of course, will feature the wonderful bivalve we just learned about - so Get Ready, Get Set, Scallop! Note: Transportation for this excursion will be on University passenger vans driven by approved drivers.
5/2 W 6:00A-5:00P $99 CUL212.76 Brian Kannon

Wines of the Northwest U.S.
Come explore the numerous terrific wines of the great Northwest with wine aficionado Thom Horsey. Wines from Northern California, Oregon and Washington will be discussed and tasted. 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. Hors D’oeuvres will be provided.
3/30 F 12:30P-8:00P $109 CUL212.54 David Booth
**Shuckin’ and Pickin’ Excursion**
Travel to the Northern Neck region of Virginia to experience the lives of the watermen on the Chesapeake Bay. Learn about two of the Commonwealth’s most storied seafood products: the blue crab and the oyster. We will travel to Cowart Seafood in Lottsburg to see an oyster house and explore its operations. See and learn about new aquaculture techniques in place to help sustain the viability of oyster species. We will then travel to Little River Seafood in Reedville to learn all about the Chesapeake’s favorite crustacean. We will then enjoy a late lunch/early dinner at Tommy’s Restaurant in Reedville (a local favorite) before heading back. Note: Transportation for this excursion will be on University passenger vans driven by approved drivers.

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**WINE & DINE**

**Wine and Dine: Early St. Patrick’s Day Feast**
There’s a lot more to Irish cuisine than corned beef and cabbage. Come taste some of the true culinary classics from the Emerald Isle with Chef Dave Booth and Jeff Albright from Roanoke Valley Wine. Courses will be paired with wines that complement the selections, and dinners will be offered a chance to taste Irish beers as well. This evening of great food and fun will whet the palate for a truly magnificent St Patrick’s Day while widening your view of the great tastes of Ireland.

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**Wine and Dine: Spring has Sprung**
Join chef Martin Gravely and Harry Tatian of Country Vintner for a delicious evening of seasonal fare and matching wines. On the menu: White Pizza Bites with Spinach and Truffle Oil, Asparagus Veloute with Garlic Croutons and Creme Fraiche, Chicken Chesapeake Beurre Blanc (stuffed with Smithfield ham and lump crab) and Strawberry Shortcake.

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**Wine and Dine - Early Valentines**
Join chef and chocolatier Tom Parfitt and Harry Tatian from Country Vintner for a surf-and-turf menu that includes Seared Sea Scallops with Pancetta and Pink Peppercorn Beurre Blanc, Shrimp and Lobster Bisque, Petit Filet with Bleu Cheese Butter and Wild Mushroom Jus, Dark Cherry Cheesecake and Assorted Truffles.

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**Wine and Dine: Southern Seafood Dinner**
Join Chef/Instructor Tom Steele for a delicious evening of southern-inspired fare that includes lots of great seafood. House favorite beverages will also be paired. On the menu: Cocktail Black Bean Cakes with Chipotle Remoulade, Coconut Fried Shrimp with Honey-Dijon Glaze and Carmelized Tri-colored Bell Peppers, Sautéed Lump Crabmeat, Andouille Sausage and Leeks Vol au Vent with Pommegency Cream Veloute, Lightly Blackened Mahi with Red Onion Marmalade, Spoonbread and Country Greens, Dessert is Dirty Banana Cheesecake with Godiva Chocolate Drizzle.

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Cakes, Icings, Custards and Mousse
In this two-day core class you will learn how to make classic recipes such as angel food cake, high ratio cake, sponge cake and roulade. We will then focus on learning the basics behind different types of icings and glazes, such as Italian meringue butter cream and smooth chocolate ganache. In addition to cakes, you will learn standard methods for making stovetop and baked custards, including crème brûlée. Once you learn these techniques, it’s easy to create sauces, mousses, Bavarians and more. Note: Baking core classes can be taken in any order. BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.
3/6-3/7 Tu W 12:00P-3:00P $179
CUL212.38 Tom Parfitt

Yeast Breads - Basics of Bread Baking
In this two-night core class, you will be introduced to equipment, techniques and methods to create your own delicious bread. Learn to work with yeast and create doughs from different flours. We will make pan breads, hearth style and two-step (starter) breads. BPA Core. Prerequisite: Tools of the Trade: Baking and Pastry.
3/21-3/28 W 6:00P-9:30P $189
CUL212.48 Alexia Miles

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. BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.
4/3-4/4 Tu W 6:00P-9:00P $179
CUL212.57 Tom Parfitt

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 décor and ways to enhance the visual appeal for each of your creations. BPA core. Prerequisite: Tools of the Trade: Baking and Pastry.
5/29-5/30 Tu W 6:00P-9:00P $179
CUL212.33 Tom Parfitt

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: Baking and Pastry Tools of the Trade, successful completion of five core classes and successful completion of 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 the binder you received during Tools of the Trade, or by clicking on this link: http://spes.richmond.edu/personal/culinary/bpa-certificate.html
6/23 Sa 10:00A-2:00P $99
CUL212.113 Tom Parfitt
Baking and Pastry Arts Certificate
Course Requirements

Tools of the Trade: Baking & Pastry
TOTAL Hours: 3

Core Courses
TOTAL Hours: 30 (select 5)
Quickbreads, Tarts, Pies and Meringues
Cakes, Icings, Custards and Mousses
Brioche and Pate a Choux
Frozen and Plated Desserts
Yeast Breads–Basics of Bread Baking
Cake Decorating

Electives
TOTAL Hours: 12 (select 4)
Choose four elective courses to learn more about specific cuisines or food topics. Most elective courses meet for one 3-hour session. To maximize benefit from the program, it is recommended that you complete Tools of the Trade prior to taking elective courses. Elective courses change each semester, so you will always find a new topic of interest!

Review: Baking & Pastry
TOTAL Hours: 4
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 mandatory ingredients are so you will have time to plan your dish. BPA Core. Pre-Requisites: Baking and Pastry Tools of the Trade, successful completion of five core classes and successful completion of at least four elective courses. This is the final course in the certificate program.

TOTAL: 49 hours

Baking and Pastry Arts - ELECTIVES

Pastries and Other Delightful Goodies
There’s nothing like a flavorful pastry to satisfy one’s sweet requirements. In this class we’ll learn what makes a pastry ‘short’, some dos and don’ts in pastry making, and short-cut baking tips. Learn also some new twists on old favorites and how to try some new additions to your own recipes. Sugar, egg and fat substitutions will also be explored. Come sate your pastry cravings with some new ideas: the baking will be good!
3/12 M 6:00P-9:00P $89
CUL212.41 Jan Carlton

Italian Desserts
Italians are known for their love of food! In this class we will make some of Italy’s favorite sweet treats, the perfect conclusions to a wonderful meal!
3/16 F 6:00P-9:00P $89
CUL212.44 Tom Parfitt

Blowing, Pulling and Casting Sugar
This beginning sugar instruction class is led by Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston. Basic techniques for boiling and working with sugar will be taught, featuring demonstrations on how to blow and pull sugar; bubble sugar and casting sugar included. Come to see what it’s all about and enjoy a fun day with sugar!
3/31 Sa 10:00A-2:00P $89
CUL212.55 Regina Bankston

Classic French Desserts
In this class, we will make some of the classic pastry shop desserts that France is famous for. From classic cakes to elegant cookies and beautiful confections, there’s sure to be something for everyone!
4/10 Tu 6:00P-9:00P $89
CUL212.60 Tom Parfitt
Cakes and Classic Stringwork
Adorn your cakes with beautiful and elegant stringwork. Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston will show you how make gorgeous cakes using strings both with and without bridges, as well as Oriental stringwork. Advanced level sugar skills are recommended for this course but not required. Dummy cakes will be used. Join us in making elegant cakes!
5/2 W 5:30P-9:30P $89
CUL212.77 Regina Bankston

Deconstructing the Cookie
Thin and crisp or fat and cake-like: how do you like your cookies? If you change small details such as oven temperature, you can have very different results. Come and experiment and determine what makes the ‘best’ cookie while learning some fundamental baking truths.
5/10 Th 10:00A-1:00P $89
CUL212.83 Tom Parfitt

Cakes and Modeling
Pastry Chef/ICES Certified Master Sugar Artist Regina Bankston will show you all the secrets to making beautiful figures out of fondant, marzipan, gumpaste, and chocolate. A variety of techniques, including coloring, will be highlighted in this class. Advanced level sugar skills are recommended for this course but not required. Come join us for some amazing cake decorating!
5/24 Th 5:30P-9:30P $89
CUL212.92 Regina Bankston

Nutrition and Food Science Program - CORE

Basic Nutrition and Food Science
This course will give you an overview of the role nutrition plays in human health. You will learn about the six classes of nutrients: carbohydrates, proteins, fats, vitamins, minerals and water. The basic functions, food sources, and deficiency and toxicity symptoms of each nutrient will be covered. Common nutrition-related disorders in the US will be discussed, as well as basic food safety practices. A light, healthy dinner will be served. NFS certificate requirement and prerequisite to all program core classes.
Note: This is a lecture class.
1/17-1/19 Tu Th 6:00P-9:00P $159
CUL212.04 Paula Harrison

Preventative Nutrition and Weight Loss
This course will examine the role of weight control and food choices in preventing conditions such as high blood pressure, heart disease, cancer, diabetes, Alzheimer’s disease, and osteoporosis. Successful weight loss strategies will also be covered. Note: This is a lecture class.
2/6-2/13 M 6:00P-9:00P $159
CUL212.06 Paula Harrison

Special Diets
Several special diets will be examined, including those that help manage lactose intolerance, gluten intolerance, irritable bowel syndrome, diabetes, hypertension, high cholesterol, metabolic syndrome, arthritis, and food allergies. The vegan diet will be covered as well. Note: This is a lecture class.
3/6-3/8 Tu Th 9:00A-12:00P $159
CUL212.37 Paula Harrison

Food Labeling/Analysis & Menu Planning
This course will provide you with tools to help you plan healthy meals for yourself and others. You will learn the characteristics of a healthy diet, the latest Dietary Guidelines for Americans, and the ChooseMyPlate menu planning tool. You will also learn how to read a food label to make healthier food choices, and what to look for in an ingredients list.
Note: This is a lecture class.
4/16-4/18 M W 6:00P-9:00P $159
CUL212.63 Paula Harrison

Nutrition Through the Life Cycles
This course will focus on the changing nutrient needs that occur throughout a person’s lifetime. We will begin with the nutrient needs of pregnancy and lactation, and then look at the nutrient needs and concerns that arise during infancy, childhood, adolescence, middle adulthood, and older adulthood. Note: This is a lecture class.
6/5-6/12 Tu 12:00P-3:00P $159
CUL212.97 Paula Harrison

Review: Nutrition & Food Science
The nutrition review is your final project before obtaining your certificate. Students will complete a nutrition-related project and be evaluated by the instructor. Prerequisites: Must have completed all core and elective courses prior to taking this class. Prerequisites: Introduction to Basic Nutrition and Food Science, successful completion of three core courses, and successful completion of at least three 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: https://spex.richmond.edu/personal/culinary/certificate.html. Note: This is a lecture class.
6/20 W 6:00P-8:00P $69
CUL212.110 Paula Harrison

Save the date
The 2011-2012 Graduation Ceremonies for CAP, BPA & NFS Certificates will be held on June 28th, 2012

Check out our B&PA class menus online!
Visit our online registration system, click on the class and see the planned menu(s).
Nutrition and Food Science Certificate
Course Requirements

Introduction to Basic Nutrition & Food Science
TOTAL Hours: 6

Core Courses
TOTAL Hours: 18 (select 3)
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)

Electives
TOTAL Hours: 6
Choose 3 elective courses to learn more about specific nutrition topics. Most elective courses will meet for one 2-hour session. To maximize benefit from the program, it is recommended that you complete Introduction to Basic Nutrition & Food Science prior to taking elective courses. Elective courses may change from semester to semester, so keep an eye out for new and exciting topics.

Review: Nutrition and Food Science
TOTAL Hours: 2
The Nutrition Review is 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: Must have completed all core and elective courses prior to taking this class. This is the final course in the certificate program.
TOTAL: 32 hours

Nutrition and Food Science
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 core course, three additional core courses, three elective courses 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 class, The Nutrition Review, you will be required to fill out the Graduation Application and pay the $75 fee. After completing The Nutrition Review, you will be eligible to graduate

A NFS Graduation ceremony will be held to honor the students. This reception is open to all graduates plus a guest or two. The ceremony is held each year in June.
Nutrition and Food Science Program - ELECTIVES

Phytochemical and Functional Foods
This course will examine phytochemicals or plant compounds that are believed to promote health and lend protection against heart disease, cancer, and eye problems associated with aging. You will discover the specific health benefits of phytochemicals such as beta-carotene in carrots, lutein in spinach, lycopene in tomatoes, and allin in garlic. You also will learn how functional foods such as yogurt, flaxseed, and soy can improve your health. Note: This is a lecture class.
3/22   Th  10:00A-12:00P  $89
CUL212.49  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 ensure adequate intake of calories and nutrients. We also will look at some of the health benefits associated with a plant-based diet. Note: This is a lecture class.
4/28   Sa  10:00A-12:00P  $89
CUL212.74  Paula Harrison

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.
5/23   W  6:00P-8:00P  $89
CUL212.91  Paula Harrison

Techniques of Healthy Cooking
Moist heat cooking methods such as steaming, poaching and simmering have long been utilized by chefs to keep foods moistened and flavorful without compromising healthiness and nutrition. In this class, students will be offered a chance to explore how chefs use these techniques to make dishes that are not only delicious but also nutritious. Students will see that just because something tastes good doesn’t mean it has to be bad for you. Note: This is a hands on class.
5/31   Th  10:00A-1:00P  $89
CUL212.94  David Booth

With the introduction of the Nutrition & Food Science Program, and with the Food Service Management certificate launching in 2012, 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!

Save the date
Food Service Management certificate coming Fall 2012 semester.
Professional and Social Etiquette Courses
Join us this spring for our exciting program introducing professional and social etiquette and customs. It's specially 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 Saturday Courses are ideal for au pairs and any international students seeking to improve communication skills, and to feel more confident and prepared in social and business settings. Course fee includes books, materials, excursion fees, lunch and dinner during the session at UR. Register early, as space is limited. (Au pairs may earn up to 12 hours for successful completion of course requirements and attendance.)

2/25 Sa 10:00A-7:00P $89
CECP212.20 Gallaghers, Patricia
OR
3/24 Sa 10:00A-7:00P $89
CECP212.21 Gallaghers, Patricia

Professional and Social Etiquette Mini-Course
Our mini-course offers this same opportunity to learn important business and communication skills, and to increase your cultural awareness while here in the US, but in a compressed format. Topics include business manners, interviewing skills, resume and letter writing, dining etiquette, social customs, and other special topics. Course fee includes books, materials, and dinner at UR during the session. (Au pairs may earn up to six hours for successful completion of course requirements and attendance.)

5/19 Sa 3:00P-7:00P $55
CECP212.22 Gallaghers, Patricia

Patricia Gallgher has spent 31 years in financial services where customer courtesy is paramount. In addition, she completed the L’école des Exécutifs program. She serves as the Etiquette Chair for a local debutante society. In addition, she is committed to the University of Richmond, where she is an alumnae and chairs the Deans Advisory Council.

Cultural Enrichment
Advanced English and TOEFL Prep
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.)

1/16-3/8 M Th 7:00P-9:00P $365
CECP212.01 Deborah Westin Ph. D.

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 (e.g. 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 & public speaking.

Course fee of $320 includes 5 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.)

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. A variety of written and oral activities is planned for on-campus sessions, along with excursions in the Richmond area.

1/27-1/29
CECP212.13 Corinne Nguyen
OR
4/20-4/22
CECP212.14 Corinne Nguyen

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

2/10-2/12
CECP212.10 Corinne Nguyen, Donna Allen

Portraiture Art Weekend
Explore an exciting art weekend with us this spring! Special art media include graphite, charcoal, and watercolors. Create your own masterpieces using these tools, with a focus on Portraiture Art.

3/9-3/11
CECP212.11 Corinne Nguyen, Donna Allen

Cassatt Art Weekend
Well-known for her paintings depicting the intimate bonds existing between mothers and children, Mary Cassatt’s work in oil and pastel captures scenes from the domestic and informal moments of everyday life. Celebrate a devoted life! Students will explore specific drawing and watercolor techniques for painting their own representations of that special bond in order to complete two original pieces.

5/4-5/6
CECP212.12 Corinne Nguyen, Donna Allen
Exam Prep Classes

GRE® and LSAT Preparation Courses
If you are considering graduate school or law school, our test prep courses can help you realize your academic goals with preparation courses for the GRE and LSAT. Standardized test scores on exams like the GRE and LSAT exams are a major component of your graduate school application process. Standardized tests help determine your admission status and are used in awarding merit-based scholarships, grants, fellowships and assistantships. Our test prep program offers test preparation courses designed by a team of former standardized exam question writers and test preparation experts. Our experienced and professional instructors are highly trained and care about your success.

All test prep courses include:
• Extensive classroom instruction
• Experienced, expert instructors
• Preparation materials
• Comprehensive presentations and explanations
• Practice test-taking opportunities
• Actual questions from previous exams
• Access to our instructors beyond your classroom experience
• Flexible schedule options

GRE Prep Course
Course includes: 24 hours of classroom 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.
2/6-2/29 M W 6:00P-9:00P $999 EXAM212.05 Educational Testing Consultants
2/23-3/22 Tu Th 6:00P-9:00P $999 EXAM212.06 Educational Testing Consultants
3/18-4/29 Su 1:00P-5:00P $999 Educational Testing Consultants
4/29-5/24 Su Th 7:00P-9:00P $999 Educational Testing Consultants
5/5-6/16 Sa 8:30A-12:30P $999 Educational Testing Consultants

New! Online Course in 2012
Now you can benefit from the quality of the University of Richmond’s traditional classroom GRE and LSAT Prep Classes from the comfort and convenience of your home. These intensive online classes are delivered by a live instructor and provide you with all the interactivity of a classroom experience. Whether you are in Richmond, across the state, or across the globe, our live-online classes will help you prepare for this important exam.

LSAT Prep Course
Course includes: 30 hours of classroom 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.
1/10-2/7 Tu Th 6:00P-9:20P $999 EXAM212.02 Educational Testing Consultants
5/3-5/31 Tu Th 6:00P-9:20P $999 EXAM212.03 Testing Consultants, Educational

Returning for Spring 2012! Our Professional and Social Etiquette Courses offer a great opportunity for Au Pairs; join us! See page 28.
Weekend Enrichment Courses provide opportunities to focus on particular subjects, while our Personal Enrichment and Professional Development Courses offer students the flexibility to select from many other topics. (For Au pairs, recommended schedules may include: Weekend Course(s), Advanced English/TOEFL Prep, First Aid/CPR, combined with other Personal Enrichment and Professional Development Courses.)
For further details on the Cultural Enrichment Program, contact Mary C. Raymond at (804) 287-6302 or mraymond@richmond.edu.
S.T.E.P.S. to Success S.A.T.® Prep Classes

Looking for just the right combination of preparation for your next S.A.T®? Come join us this spring 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, as part of 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.

**WEEKEND WORKSHOPS**

Our uniquely designed and popular Weekend Workshops return this spring! Four 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...taking your prep to the next level!

Each Weekend Workshop is held on SATURDAY (9A-2P) and SUNDAY (1-5P). Tuition of $210 includes all books, materials, lunch on Saturday at UR, and refreshments on Sunday. Early registration is encouraged, as space is limited.

1/14-1/15  STEPS212.01
2/25-2/26  STEPS212.02
4/21-4/22  STEPS212.03
5/19-5/20  STEPS212.04

Returning this spring! ‘Paying for College’

*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:

- Sunday, January 15  3-5P
- Sunday, February 26  3-5P
- Sunday, April 22    3-5P
- Sunday, May 20     3-5P

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.
Film, Photography and Digital Arts

American Values and Sports Movies
Reflecting Americans’ love for sports of all kinds, US filmmakers have turned repeatedly to sports themes to convey messages much larger than the stories themselves. Though American sports movies make use of common vehicles to explore the fullness of American life and the nuances of human psychology, they tell us many different things about the values that are important to Americans. Sports movies overlap into other genres: drama, comedy, biopic, documentary, action/thriller, and even musical. They have become increasingly popular at the box office and have often received critical praise for their technical and narrative attributes.
1/24-3/13 Tu 6:30P-9:30P $199
FLM212.01 Paul Porterfield

Historic Photographs: Preserving Visual Legacies
Photographs - our visual time capsules - are in danger of fading before our eyes. In this class, students will identify different types of photographic prints and negatives from the 19th and 20th centuries. Deterioration characteristics and causes will be examined, and archival-quality storage and display requirements will be explained. Digitization of photographic collections will also be discussed.
2/28-3/24 Tu Sa 6:30P-8:30P $89
PHN212.01 Kathy Wirtala

Intermediate Photography Workshop
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.
3/15-4/19 Th 6:30P-8:30P 4269
PHN212.03 David Everette

Intermediate Photoshop & Photo Field Trips
This class is an intermediate course, so participants should already have a working knowledge of Photoshop tools. We will explore Camera Raw processing, layers, and photo manipulation. Students will be encouraged to shoot images in ‘raw’ format to maximize image quality. We’ll cover preparing images for printing, web usage, and other common purposes. Topics will include use of selection tools, creative filters, montages of images, and whatever else we can fit in. At least three field trips to the James River or other local destinations with specific assignments are planned, ideally a combination of sunrise or pre-sunset times.
3/13-4/24 Tu 6:30P-8:30P $289
PHN212.02 David Everette
OR
1/10-2/21 Tu 6:30P-8:30P $289
PHN212.04 David Everette

Photography: Taking It to the Next Level
What good is it to know when and where to catch a fantastic image with the best possible light, without knowing how to properly expose? Do you know which metering system is best for various subjects? Ever tried to blur water to get that cottony look? Do you know how to adjust f/stops and shutter speeds to make the blur happen? Do you know how to manipulate the depth of field to make sure everything you want is in focus? Without the basic understanding of photography, how your camera works and which bells and whistles are most important, you'll never get the photography you want. Stop doing what the camera tells you to do and start using all the features it has! Make the camera dance to your tune! You will leave this course with a better understanding of how to take a picture in the camera and not rely on making it in the computer. You will get the most out of this class if you have a digital or film SLR camera (not a requirement) and its manual.
2/7-3/20 Tu 6:30P-8:30P $239
PHN212.05 Bill and Linda Lane

Fit-N-Well

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!
1/10-4/12 Tu Th 5:15P-6:15P $200
FIP212.06 Karen Adams

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.
1/9-4/9 M 6:30P-7:30P $200
FIP212.07 Sherry Goode

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.
1/13-4/13 F 12:30P-1:30P $160
FIP212.76 Jonathan Shear

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 athlete-based, easy-to-follow cardio drills followed by strength training segments. Beginners and experienced exercisers alike benefit from this type of training.
1/10-4/12 Tu Th 7:00A-8:00A $200
FIP212.69 Sherry Goode
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
www.recreation.richmond.edu and click on Fitness Schedules.

Phone
289-8581

E-mail
shickers@richmond.edu

To view classes and register, go to http://activenet.active.com/thinkagain/ and create your FREE account. Call the School of Continuing Studies at 289-8133 with questions regarding registration.

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!

1/9/4/11 M W 5:15P-6:15P $200
FIP212.08 Karen Adams

Masters Swimming
Masters swimming is now going on at the Weinstein Center! Masters swimming is for anyone, at any swimming level of any age. If you are looking to share your love of the sport of swimming 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 swimming provides. Practices are between 2200-2800 yards, depending on your ability. Alternate workouts are given if you miss a practice!

1/9 - 4/13 M 6:7P $50
W 6:7:30A
F 12:30 – 1:30P
FIP212.13 Coach: Travis Stensby

Tennis I
Beginner/Advanced Beginner: for the new and returning tennis player. This class will focus on the basic strokes, court position 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.

3/12/4/11 M W 6:00P-7:00P $150
FIP212.20 Kevin Navin

Tennis II
Intermediate: this class is for more active recreational players with a solid understanding of the game who are looking for a fun workout and improving their game. 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: a player with a fairly consistent game with medium paced hitting ability who can start to direct the ball with variety and depth.

3/12/4/11 M W 7:00P-8:00P $150
FIP212.21 Kevin Navin

Special Note – Changes to Fitness Course Registration!

ALL fitness classes will be available for FREE for members of the Weinstein Center for Recreation and Wellness. No registration, no tuition remission and no payment necessary! This will allow participants to take as many classes as they like and try different classes whenever they choose! If it’s on the schedule you can take it. Feel free to mix it up and find classes that suit your needs! Complete class schedules will be posted on the website http://recreation.richmond.edu/. Personal Training and Massage Therapy will still be available at significantly discounted rates for members only.

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

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 a temporary ID card and will have access to the facility during class time.

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

Questions about fitness classes or personal training appointments?
Contact Seth Hickerson, 289-8581 or shickers@richmond.edu.
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 [http://recreation.richmond.edu/outdoor-adventure](http://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
- Pilates
- Group Exercise
- Yoga
- Indoor Cycling
- Body Pump

Contact Seth Hickerson at shickers@richmond.edu or (804) 289-8681 for additional information or visit our website [http://recreation.richmond.edu/fitness/certifications.html](http://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 [http://recreation.richmond.edu/facilities/events-and-rentals.html](http://recreation.richmond.edu/facilities/events-and-rentals.html)

The following facilities are available for rent:

- Gymnasium (1-3 courts)
- 2 Multipurpose Rooms
- 3 Intramural Fields
- Outdoor Sports Complex
- Racquetball/Squash Courts
- Indoor Swimming Pool
- Millhiser Gymnasium
- Richmond College Tennis Courts
History

Acadia National Park Dinner
Acadia is a land of granite peaks sculpted by glaciers, wind and the sea. Come and enjoy an evening exploring America’s first National Park east of the Mississippi and home to the tallest mountain on the Atlantic coast with William MacDonald, historian, photographer, and former Park Ranger.
4/27     F     6:30P-9:00P  $65
HIS212.09  William MacDonald

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.
3/3      Sa     1:00P-5:00P  $50
HIS212.05  Donna Shumate

Archaeology at Jamestown
Until just fifteen years ago, the site of the English settlement at Jamestown was thought to have been lost to erosion by the James River. Archaeology has not only revealed that the fort remains, but also added immensely to our knowledge of the settlers and the natives who greeted them. This course will examine the history of the Jamestown colony, early efforts at archeology, and the recent findings that continue to increase our knowledge.
3/13-4/3  Tu     7:00P-8:00P  $99
HIS212.08  Robert Dunkerly

Battle Flags and Broadsides: Sailors' Civil War
Virginia was the scene of some of the most heroic and historic battle actions carried out by the Union and Confederate sea services. This course explores the Civil War at sea and features a Saturday bus trip to the Mariners’ Museum.
4/2-4/28  M     7:00P-9:00P  $199
HIS212.02  John Mountcastle, 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.
1/23-2/1  M W     6:00P-8:30P  $69
HIS212.03  Donna Shumate

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.
2/6-2/15  M W     6:00P-8:30P  $69
HIS212.04  Donna Shumate

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!
1/24-2/28  Tu     5:30P-7:30P  $129
HIS212.06  Alyson Taylor-White

NEW! Greece: Off the Beaten Track Dinner & Lecture
Athens, Delphi, Olympia, and...and...and so much more! Join us as we explore one of the world’s great tourist magnets and visit some off-the track gems! Dinner will be based on authentic recipes and emphasize freshness, letting us enjoy one of the world’s favorite cuisines, along with a couple of interesting twists. Then it’s on to Greece itself! Former Fulbright Scholar Dr. Ken Ostrand will take us where few tourists go - into 3500-year-old cisterns and under stone walls, inside the Parthenon and into rarely-seen tombs, and into a monastery so isolated that the only entry was by basket pulled up by a rope. Doors will open at 6:15 pm and dinner begins promptly at 6:30 pm.
3/30     F     6:30P-9:00P  $65
HIS212.01  Ken Ostrand

Richmond during the World Wars
Join members of the Valentine Richmond History Center staff as you examine Richmond during the World Wars. The afternoon includes a PowerPoint presentation on Rosie the Riveter, and a gallery tour of the current exhibition, ‘I am well and war is hell’ by director of collections and curator, Suzanne Savery.
2/4      Sa     1:00P-3:30P  $45
HIS212.07  Staff

Mummies at the Smithsonian Bus Trip
Mummies! Love them or loathe them, the very topic brings up visions of death and immortality, the humane and the macabre. Join us at one of the world’s premier institutions to investigate this fascinating topic! Billed as the largest exhibition on mummies at the Smithsonian, we’ll be led on our expedition by Dr. Ken Ostrand, the leader of the first CT scanning of an Egyptian Mummy in America! He’ll give us a background presentation as we ride, discussing mumification both in Egypt and worldwide and making suggestions of what to look for. Then in we go to the exhibit, which includes not only the bodies themselves but also artifacts and insights into the religious, scientific and social aspects of mumification. After the exhibit there will be time to have lunch on your own and explore other museums along Washington’s Museum Mall before our return to the campus.
3/31-3/31  Sa     8:00A-6:00P  $159
HIS212.10  Ken Ostrand
IOP – Board Development Series

**Telling Your Organization's Story**
Successful development professionals know that fundraising is more than identifying wealthy individuals and asking them for money. It is more about the strategic sharing of passionate stories of need and the solutions an organization offers. This course is geared towards development officers who have shy fundraising board members, volunteers, and even CEOs. It offers tips and methods to identify and create the stories that will resonate with prospective donors, and how to train those who hate to ask for money in how storytelling helps the fundraising process.

2/23 Th 6:00P-8:00P $50
IOP212.19 Patricia Morris, MPA, CFRE

**IOP – Fundraising & Development Certificate**

**Fundraising for Small Nonprofits**
One of the biggest challenges in the one-person development shop is keeping all the balls in the air. In this class, we will focus on identifying which balls are the most important and why. We will help you build your case for support for the annual fund and any special projects you may have, define a volunteer- and staff-driven model for success, and write a development plan.

2/15-2/22 W 9:00A-12:00P $165
IOP212.2 Ruth Medlin Elett

**The CEO’s Role in Fundraising: Tips & Pitfalls**
Development directors yearn for the support and participation of their CEOs in fundraising, yet surprisingly few CEOs actually see it as one of their principal responsibilities. For those that do, and for those who want to understand more about fundraising as it relates to THEM, this class offers insights, tips and pitfalls for CEOs as they go about the job of fundraising with their development teams. Register one person from your organization and your CEO can come for FREE.

2/24 F 8:30A-12:30P $135
IOP212.18 Patricia Morris, MPA, CFRE

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**INSTITUTE ON PHILANTHROPY**

**AT THE UNIVERSITY OF RICHMOND**

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 their organization. Our classes are designed to assist an organization in improving its marketing efforts and increasing its fundraising capacity while staying true to its mission.

**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 the organization.

The Institute offers three concentrated programs for nonprofits: marketing; fundraising and development; 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 plans and more.

**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)
- 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
Big Game Hunting - Planned Giving in Dev. Office

Too often development officers try to incorporate planned giving into their efforts by viewing it as a separate tool to assist with fundraising. According to many seasoned practitioners, however, this is not the best approach. Joe Bull, 2005 Chair of the Board of Directors of the National Council on Planned Giving, suggests that planned giving is an ‘active process.’ Come hear about how Collegiate School implements this process and thereby consistently enjoys $1-3 million every year in deferred giving activity. How does pursuing planned gifts differ from raising outright/capital gifts? How does a small shop raise these gifts without a dedicated planned giving officer? What can a CEO do to help? What must a governing board do to promote success? Our study will also provide a working knowledge of each of the eight most common gifts in this area, including their main tax features.

3/13&3/20 Tu 9:00A-12:00P $165
IOP212.20 Stephen A. Hart, Esq.

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: A check-up, our organization’s vision, mission and strategic plan. What are the values of a pre-campaign assessment or feasibility study? Get Set: The five phases of a capital campaign, that ever important capital campaign written plan, and evaluating those suspects, prospects and donors. Go: Roles and responsibilities of the CEO, Board, volunteer leadership and staff, evaluating progress and adjusting the plan.

2/17 F 9A-4P $165
IOP112.16 Lisa Freeman

The Annual Fund

A well-run annual giving program not only provides critical funds to operate not-for-profit organizations but also serves as the platform for major gifts, capital campaigns, planned giving, and endowments. Operating an annual fund only through mailings and special events just scratches the surface. The best annual fund directors know their donors in detail, and they have a good development team of board members, CEO, and staff who know their roles and pull their weight in fundraising. They are strategic in the development of a plan that incorporates various communication channels, they analyze fundraising methods and set realistic goals, and they have a personalized component with some one-on-one aspect. This class will focus on identifying your annual fund strategies and identifying the techniques for success; assessing and communicating the annual fund case; building your constituency; maximizing relationships; and defining the role of the board, volunteers, and staff.

3/28 W 9:00A-4:00P $175
IOP212.21 Christopher Harmon, MBA

Advanced Annual Fund Techniques & Strategies

This is an advanced course in annual giving that covers the principles, philosophies, strategies, techniques and best practices associated with successful annual giving programs. We will expand on that base by utilizing a data-driven approach to strategically enhance acquisition of new donors, retention of current donors, and the prioritizing and re-acquisition of lapsed donors. We will look more in depth at traditional methods and techniques as well as recent and future trends in the industry to help your annual fund to succeed. We will also cover budget challenges and personnel issues as well as opportunities to combine and enhance your marketing messages for higher dollars and participation levels by donors. We will analyze and discuss your organization’s annual fund campaigns to develop goals, objectives, and strategic steps to address current problems and opportunities that will move your annual fund to the next level.

3/29 Th 9:00A-4:00P $175
IOP212.24 Christopher Harmon, MBA

Strategies for Successful Volunteer Leadership

Nonprofit organizations live and die because of volunteers. Leading volunteers is always challenging, but it can also be the most rewarding part of working in the nonprofit sector. This class will offer a viewpoint on the type of leadership skills necessary to administer a successful volunteer program. It will look at leadership from the staff and volunteer points of view and offer strategies to make your program more effective and gain support from your management and your community. Managing volunteers in fundraising will also be covered.

5/10-5/10 Th 6:00P-9:00P $85
IOP212.17 Patricia Morris, MFA, CFRE

Major Gifts

This course will cover the basics of Major Gifts. You will gain a basic understanding of the overall major gifts processes and their significance to your overall financial success. You will learn about the various components of developing a major gifts effort or program as well as how to plan for and successfully integrate this into your development program.

6/22 F 9:00A-4:00P $165
IOP212.16 Mary Ellen Stumpf, MA

Scholarships

“Once again, I found valuable insight into the philanthropic process, which I can immediately apply to my nonprofit. The University of Richmond’s generosity made my attendance possible.”

IOP student, Summer 2008

Scholarship funds are available to those who qualify. See our website (scs.richmond.edu/philanthropy) for an application. For general program information regarding the Institute on Philanthropy, contact Kathy Powers, Program Coordinator, at kpowers2@richmond.edu or (804) 287-1290.

“I cannot express how important this program and the experience and the people have been to me in realizing why I love the business of giving.”
Grant Writing classes

Introduction to Grantsmanship
Successful grantsmanship is more than grants writing - it's a comprehensive process of defining needs in a compelling way; determining best type of funding possibilities and strategies; researching and connecting with appropriate sources; writing and packaging the competitive, winning proposals; and managing grants and grantors after the award or the decline - while educating and engaging your boss and your board. In this six-hour workshop you will learn the fundamentals, organization and management strategies, grant trends and solutions, and new resources that position your organization for greater grantsmanship success.

1/27 & 2/3 F 9A-12P $175
OR 6/1 & 6/8 9A-12P $175
IOP212.15 Mary Ellen Stumpf, MA

Advanced Grant Writing
In this class you will learn to improve your grant writing skills and techniques. You will become familiar with research sites and sources to search more effectively for grant sources. This class will help you better understand the cultivation and stewardship of foundation proposals and leave you with some new techniques on writing more comprehensive and informed proposals. Participants should have some experience in grant writing. Bring a laptop to the class to assist with better understanding research. You are also welcome to bring a proposal that you are working on to discuss in class.

2/8 W 8:30A-12:30P $135
IOP212.4 Amy Nieson

Grants & Major Gift Research
This class will explore effective prospect research resources, methods, internet sites, and subscription databases to identify, refine, and qualify all funding sources including individuals, business and industry, private foundations, associations, and government sources. For added benefit, come prepared with general needs, as well as specific projects, programs and funding needs. The class will spend quality time in the computer lab navigating online, as well as studying other available resources.

5/14-5/14 M 9:00A-12:00P $90
IOP212.14 Mary Ellen Stumpf, MA

See NEW Grant Writing & Management Certificate on page 41.

IOP – Nonprofit Marketing Certificate

Direct Mail & 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 in segmenting your population, Post Office dos and don'ts, and information technologies that increase operational efficiencies. Note: Fulfills the core requirement for the Nonprofit Marketing Certificate or an elective requirement for the Fundraising & Development Certificate.

1/19 Th 8:00A-3:00P $175
IOPNM/Win12.2 Laura Doherty

Don't Blink! A New Media World
Communications professionals worldwide recognize that the Internet has forever changed how we manage public relations and communications strategies for our organizations. Learn how new media channels and recent consumer, generational and business trends are continuing to shape how we collect online communications tools and what nonprofit organizations need to know about the opportunities and challenges they face in an increasingly digital world. Topics covered include social networking, blogs and other new media. This class will be held in a computer lab. Note: Fulfills Core Nonprofit Marketing or any certificate Elective requirement.

4/3 Tu 9:00A-4:00P $170
IOP212.12 Dean Browell, PhD

Persuasive Writing for Nonprofits
Clear, compelling, and persuasive written products are essential for telling your nonprofit's story, and for attracting the support you need. This workshop will equip you with the tools to improve your organization's writing as you communicate with diverse audiences, from donors (existing and potential) to volunteers to the general public. We will discuss the realities of the writing process - especially 'writing by committee' - and learn how to apply tried-and-true tips for good writing, such as 'know your audience' and 'revise, revise...and revise again.' We will analyze both amazing and awful writing from other nonprofits, and carefully assess your own organization's products. A particular focus will be on preparing a mission statement for your organization in a format proven to be both effective in fundraising and inspiring to staff, boards, and volunteers. We will also consider challenges of new venues, such as electronic communications and social media.

4/18-4/25 W 9:00A-12:00P $170
IOP212.13 Marcy Horwitz
$ and Sense Series
Have you ever had a meeting with a donor take an unexpected turn? As you develop relationships with potential donors or steward your existing donors, you need to be nimble and think on your feet. Despite all of your preparation and scripting for your meetings, the unexpected is bound to happen. This interactive series of classes uses “improv” techniques to help you prepare and better react to the unexpected.

#1, Powered by Positive
This series begins with Powered by Positive. The positive position of acceptance is an important idea in improvisation. Accepting helps us establish, build and achieve success. Understanding this primary improv tool and applying it in an improvisational format can enhance our thinking process and motivate others to do the same. During this interactive class, students will learn how to use the basic rule of improve and how a simple “Yes, and...” can advance projects, plans and people. This class will examine the ideas of offerings, openness, and optimism (OH my!).
3/2 F 9:00A-12:00P
$85
IOP112.13 James Wasilewski

#2, Know Your Character
The series continues with Know Your Character. We all play different roles within our lives. As development professionals, the parts we play depend on those with whom we interact. To know your audience is to know your character; and to know their story is to know your role. Knowing your audience will create and develop awareness, trust and stronger relationships as you steward your donors. Through this high energy class, students will learn to identify interactive roles when relating to or working with prospective and current donors by incorporating elements of improvisation. This course will use improv exercises to help students determine the motives of donors.
3/9 F 9:00A-12:00P $85
IOP112.12 James Wasilewski

#3, The Development “Plot”
The final class in the series is Development “Plot”. There is a basic formula with essential elements to create the plot of a story or scene. Those same elements could be used to describe the stewardship path for a donor. This fast paced, fun class will use improvisational concepts - identify challenges, establish meaningful connections, and experience a transformational moment between you and your donor.
- Students will explore a unique perspective of cultivating a donor through an engaging, improvisational experience.
- The course will help students assess the needs for a “story” and increase retention of needed “elements” to complete the “plot”.
- You will learn how improvisation, development, and the formulaic plot help enrich visioning and problem-solving as you steward your donors.
3/16 F 9:00A-12:00P $85
IOP112.11 James Wasilewski

Making Sense of Online Marketing and Fundraising
Text-to-Give, your website, YouTube, search engine advertising, email messaging, Twitter, Facebook ... Learn how to maximize these tools to raise more money, without having them overwhelm you or your staff. We’ll explore hands-on approaches to creating campaigns that will be effective in today’s multi-channel world. You’ll leave with a customized twelve-month plan that can be implemented with your staff and current technology.
4/27-4/27 F 9:00A-4:00P $165
IOP212.22 Heather Fignar, MPA

Writing Power for Nonprofits: A Step-By-Step Guide
Do you struggle to convey your organization’s impact to donors, volunteers, the media and potential supporters? In Writing Power you’ll learn why these challenges exist and how to write your way out of them. This course will teach you how to better engage your target audiences with newsletter, annual appeal and social media content (Facebook, Twitter, blog posts), as well as with website copy, case statements and grant proposals. Participants are invited to submit one or two writing samples and to bring a writing project to class. The course will include group work, writing time and a personal meeting with the instructor to critique a piece of course-related writing. Note: one-hour break for lunch.
6/27-6/29 W F 9:00A-4:00P $175
IOP212.23 Stacy Hawkins Adams
"This course exceeded my expectations and I have a lot to go back to our board with and put them to work. She did not want to have her name published."

**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.

**Intensive Fundraising Institutes**

**Fundraising & Development Certificate**
1/8 - 1/14
$1650
IOP212.1FD

**Nonprofit Marketing Certificate**
1/15 - 1/21 or 7/22 - 7/28
$1650
IOP212.1MK

**NEW! Grant Writing & Management Certificate**
4/30 - 5/4
$1550
IOP212GW

**Planned Giving Institute**, TBD 2012

**Federal Grant Writing & Management**, TBD 2012

See detailed daily schedule at spcs.richmond.edu/philanthropy

**Work while you learn.**
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.

Interior Decorating

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)
2/4-2/25 Sa 10:00A-1:00P $139
INT212.05 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)
1/26 Th 6:00P-9:00P $59
INT212.02 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)
3/26-4/3 M Tu 6:00P-9:00P $139
INT212.16 Marilyn Creech

Writing a Successful Interior Dec Business Plan
Need to write a business plan but don't know where to start? This course will focus on helping you develop and write a business plan by taking you through case-study analyses of existing business plans, and the formulation of an industry or venture-specific business plan. Learn to utilize all the current resources such as the Internet and latest business information available. This course will help you refine your talents while identifying your target market and customer needs. (IDC - Core, AIDC - Core, PHSC - Elective)
2/29-4/4 W 6:00P-8:00P $169
INT212.98 Otis Jarvis
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)
3/3-3/24  Sa  2:00P-5:00P  $139
INT212.12  Marilyn Creech

Color Theory
Work with a Brewster color wheel and produce beautiful rooms for any interior. Start by examining rooms that have been produced by top decorators and train your eye to see what color theory has been used to get the stunning results. Discuss the psychological effects of individual colors. Study the warm and cool shades on the color wheel and produce award-winning palettes for your own rooms. Tints, values, shades, intensity, primary and secondary hues, and muting colors are taught in this course. Produce monochromatic, complementary, achromatic, neutral, direct, split and triad complement, double and alternate complement, and triad color schemes - all with the use of a color wheel. Work with boards, sheets and mixed acrylic paints. A $3 supply fee should be paid to the instructor on the first night of class. Students should bring colored pencils to class. (IDC - Core. CSC - Core)
2/4-2/25  Sa  2:00P-5:00P  $139
INT212.06  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)
2/4-2/25  Sa  6:00P-9:00P  $139
INT212.07  Marilyn Creech

Lighting Techniques for Your Home
Discover the different types of lighting and lighting practices used by interior decorators to provide homes with elegance, style and function. Pull together distinctive lighting elements in a room to impart harmony and produce an interesting unified effect. (IDC - Core, AIDC - Elective, PHSC - Elective)
3/1  Th  6:00P-9:00P  $59
INT212.10  Marilyn Creech

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)
2/28  Tu  6:00P-9:00P  $59
INT212.33  Elizabeth Hart

Introduction to Social Media - Interior Decorating
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. Find out 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, Jennifer Selke, is a nationally-known speaker, consultant and trainer on social networks and social media. (IDC - Elective. AIDC - Elective. PHSC - Elective).
2/6-2/27  online  $195
LRN212.94  Jennifer Selke

Marketing with Social Media - Interior Decorating
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, Suzanne Kart, is a director of marketing for a national association, who writes and speaks on the topic. (IDC - Elective. AIDC - Elective. PHSC - Elective).
3/5-3/30  online  $195
LRN212.96  Suzanne Kart

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

FYI
Career Development courses marked with a □ are online classes.
Integrating Social Media in Your Interior Decorating 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 then 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. (IDC - Elective, AIDC - Elective, PHSC - Elective).

4/2-4/27
LRN212.97
Jennifer Selke

$195

Advanced Website Strategies - Interior Decorating

NEW! You have a website, but why will your customers want to come back or buy something or take action? Do you really know who are selling to? Do you know what you want to say to them, 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 wish to say to your audience. Explore where and how to say it best! In one month you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors. (IDC - Elective, AIDC - Core, PHSC - Elective).

3/5-3/30
LRN212.92
Dan Belhassen

$195

Facebook for Interior Decorating Business

NEW! Find out what does on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all your marketing areas. This is an intermediate class, assuming you have started a Page on Facebook and have some basic knowledge of the platform. (IDC - Elective, AIDC - Elective, PHSC - Elective).

3/5-3/30
LRN212.93
Jennifer Selke

$245

Home Staging for the Richmond Area

NEW! The professional stager knows that it is important to learn the skills and techniques that are unique to staging homes for sale in the Richmond market. Staging techniques and optimal colors vary based on the area of the home. What produces quick sales in one area will not necessarily work in another. Learn how to expand your knowledge in staging homes for sale by learning the Richmond market. Increase your profits and produce satisfied clients that will return for your expertise for years to come! (PHSC - Core, ICD - Elective, AIDC - Elective).

1/23-1/31
INT212.01
M Tu 6:00P-9:00P
Marlyn Creech

$139

Calculating Fabric Yardage

NEW! Learn the industry standards for calculations of fabric yardage for slipcovers, upholstery, table linens, bedding, dressing tables, footstools, headboards and window treatments. You will also receive copies of all the calculations, with pictures and step-by-step instructions, to calculate each topic discussed in class. After completing this class, you will have complete confidence in calculating all fabric yardage! (IDC - Core, AIDC - Core).

1/29/21
Su 10:00A-1:00P
INT212.03
Marlyn Creech

$299

The Business of Antiques

NEW! Learn the difference between antiques and collectibles! Learn how to start your small business for selling antiques, how to keep records for tax purposes, how to buy and price antiques, and where to shop for them. Also learn what antique buyers in the Richmond area are looking for. (IDC - Elective, AIDC - Elective, PHSC - Elective).

2/2
INT212.04
M Th 6:00P-9:00P
Marlyn Creech

$69

The Business of Staging Rental Properties

NEW! Staging rental properties is very different from staging homes for sale. Learn how to obtain contracts for staging rental properties, how to avoid some common mistakes, how to write contracts for your rental properties, and how to grow a profitable business that will generate more income and increase your yearly portfolio. This class focuses on staging rental properties for the Richmond area and surrounding counties. (PHSC - Core, IDC - Elective, AIDC - Elective).

2/6-2/14
INT212.08
M Tu 6:00P-9:00P
Marlyn Creech

$139

Record Keeping for the Home Stager

NEW! 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).

2/27-3/6
INT212.09
M Tu 6:00P-9:00P
Marlyn Creech

$139

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).

3/3-3/24
INT212.11
Sa 10:00A-1:00P
Marlyn Creech

$139

FYI
Career Development courses marked with a □ are online classes.
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 budget 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 tax preparation. (IDC - Business Core)
3/3-3/24  Sa  6:00P-9:00P  $139
INT212.13  Marilyn Creech

Sewing: Pattern Making, Design and Fabrication
NEW! This beginner sewing class is for students who truly love beauty, texture and proportion in design. Learn to sketch, design and make patterns, and apply pattern markings. Explore the symbols and notches used on patterns, pattern layout and adjustment. You will sketch, design and make 3 patterns and then fabricate at least one of the designs from the patterns you have made! Your selection for fabrication in class will include fabric shower curtains and shower curtain valances; pillows; various window treatments; bed skirts; pillow shams; and slipcovers. (IDC - Elective. AIDC-Elective. PHSC - Elective. CSC-Elective)
3/4-3/25  Su  10:00A-9:00P  $299
INT212.14  Marilyn Creech

The Psychology of the Buyer and Seller
Learn how to analyze the various mindsets of buyers and sellers of properties, and what motivates their decisions. Explore body language, and how to motivate the parties to obtain sale results with a staged home. Case studies and examples will be discussed in detail. (PHSC - Core, IDC - Elective)
3/12-3/20  M Tu  6:00P-9:00P  $139
INT212.15  Marilyn Creech

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.

45
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.

Creating an Outdoor Room
This class will teach you how to make a wonderful outdoor living space on any budget. You will learn tricks of the trade to make your dreams a reality with outdoor living. Outdoor lighting and fabrics, conversation areas, and adding architectural interest to outdoor spaces will be explored. Outdoor kitchens and eating areas will also be discussed. You will leave this class with many options to create your perfect oasis for spring, summer and fall living! (IDC - Elective, AIDC - Elective)
4/5     Th     6:00P-9:00P  $59
INT212.17  Marilyn Creech

Color Forecasts for the 21st Century
NEW! In this class you will analyze color forecasts for the 21st century by color artists at Disney and Pantone. Learn how the economy affects color choices of designers. You will put together many colorful rooms on design boards based on the color forecasts. Students should bring colored pencils to class. (IDC - Elective, AIDC - Elective, CSC - Elective).
4/9-4/17  M Tu  6:00P-9:00P  $139
INT212.18  Marilyn Creech

Interested in Teaching?
If you are interested in teaching a non-credit course through the Think Again catalog on any topic or issue, please fill out the course proposal form at scs.richmond.edu/faculty-staff/proposal/index.html. Our students are always looking for ways to expand their skill set and pursue self-enrichment. Becoming a non-credit instructor is a rewarding way to help them achieve their goals while sharing your knowledge. If you have any questions please contact Stephanie Bowlin, Program Manager at sbowlin@richmond.edu.
Sewing: Make A Custom Duvet Cover
NEW! In this beginner sewing class you will learn how to make, measure and construct a duvet cover for a comforter. Learn the most common duvet cover closures, as well as how to measure, cut, sew and calculate yardage for your cover. Explore a variety of beautiful duvet cover designs and develop your own sketches. We will take a field trip to a local fabric store, where the instructor will assist you in making your selections. You will leave class with your own custom-made duvet cover! (IDC - Elective, AIDC - Elective, CSC - Elective).
4/22-4/29  Su  10:00A-9:00P  $199
INT212.19  Marilyn Crech

Networking for Business Success
NEW! Learning how to successfully network with business professionals can directly produce profits for your interior decorating business! Learn the dos and don'ts of networking in the Richmond area, as well as some valuable resources for expanding your contact list. (IDC - Elective, AIDC - Elective).
4/24  Tu  6:00P-9:00P  $59
INT212.20  Marilyn Crech

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.)
3/22  Th  6:00P-9:00P  $59
INT212.34  Elizabeth Hart

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 the 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.
Explore your passion for plants and design.

The Landscape Design Program focuses on horticulture, nursery and planting standards, and the creative process of landscape design. We offer two professional certificates.

Our **Landscape Horticulture, Plants and Practices Professional Certificate** 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.

The **Landscape Design Professional Certificate** 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.

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

Illustration by Jim Smither, watercolor of One Monument Avenue, Jim Smither,ASLA, www.smitherdesign.com. (please see workshop offering on drawing fundamentals on page 53)
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 professionals instructors are experts in their fields and share 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
- History of Garden Design
- Site Engineering
- Site Design I
- Planting Design I
- Comprehensive Project
- Introduction to Design
- Site Analysis
- Construction Methods & Materials
- Site Design II
- Planting Design II

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

**Landscape Horticulture Courses: CEUs: 12**
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 the Landscape Horticulture Courses is the first step in the process of receiving 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
**LDPC**

**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 to the use of color media.

1/17-3/6  Tu 6:00P-9:00P $389
LAN212.04 Andy Sisson, C.L.A.

**Introduction to Design**
Begin to create a vocabulary to describe and critique your designs and the work of other classmates. Develop an understanding of design tools available to the landscape designer through analysis of existing landscapes; explore design through media other than the landscape; and complete an introduction to study models, research techniques and writing. You will be expected to participate in group projects and review sessions. Prerequisite: Landscape Graphics.

3/14-5/2  W 6:00P-9:00P $389
LAN212.06 Robin Hanway, M.L.A.

**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.

5/14-7/2  M 6:00P-9:00P $389
LAN212.05 Steven Koprowski, B.L.A.

**Site Design II**
This course is a continuation of Site Design I. Students are expected to further develop visual communication skills learned in the prior course. Participation in graphics demonstrations and exercises, individual critiques, and group discussions of projects is required. Prerequisite: Site Design I

1/18-3/7  W 6:00P-9:00P $389
LAN212.08 Steve Prusik, M.L.A.

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**Planting Design I**
This studio course focuses on the use of plants as an important design element. Topics include plants in contemporary design, plant characteristics, cultural requirements, environmental factors, plant selection, the process of planting design, planting specifications, planting details, planting cost estimates and continued development of graphic skills. Prerequisites: Site Design II and Completion of required five LDPP Courses.

3/28-5/16  W 6:00P-9:00P $389
LAN212.12 Mac Drake, M.B.A.

**Planting Design II**
You will continue to develop the planting design skills introduced in Planting Design I with a series of intensive projects. Prerequisite: Planting Design I.

6/6-8/1  W 6:00P-9:00P $389
LAN212.13 Mac Drake, M.B.A.

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

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 cjamieson@richmond.edu for more details.
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 homeowners 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.

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

4-week Courses
- Perennials
- Native Plants and Ornamental Grasses
- 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
LHPP

Soils in Sustainable Landscaping
In this class you will discuss the science of soil. Understanding soil structure will help to maximize your plant’s growth, longevity and overall health. In an urban setting 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.

1/16-1/30 M 6:00P-9:00P $79
LAN212.16 Joel Koci, M.S.

Introduction to Plants
This class is an intensive survey course in plant science. You will receive a basic introduction and understanding of plant ecology, nomenclature, physiology, morphology and pathology. Learn the common groups of plants with a general focus on the structure and function of higher vascular plants. This course is suitable for anyone who has no previous experience or who has a limited background in horticulture or design work.

2/20-4/9 M 6:00P-9:00P $389
LAN212.03 Sheila Hayden, M.S.

Woody Plants for Early Spring
Learn identification characteristics and design applications of approximately 60 trees, shrubs, vines, and flowering plants through lectures and field study. Instructor focuses on aesthetic, functional, and cultural aspects of each plant. This Early Spring class will concentrate on woody plant materials that have strong architectural components, interesting bark characteristics and spring blooms. This class will also include a topic lecture on the importance of soils. There will be an optional walking lecture at Norfolk Botanical Gardens to discuss and study their extensive holly collection. Prerequisite: Introduction to Plants.

2/21-4/10 Tu 6:00P-9:00P $389
LAN212.09 Sheila Hayden, M.S.

Perennials for Designers
Perennial plants are important in landscape gardening for a layer of interest and color. In this class we will focus on important groups of both common and unusual perennial plants for sun and shade, as well as grasses, bulbs and ferns. The class will concentrate on perennial plants appropriate for the Mid-Atlantic region. Explore the design of perennial plants and their culture and garden planning. Course includes a field trip to a local perennial nursery.

5/16-6/20 M 6:00P-9:00P $240
LAN212.02 Candy Lindenzweig

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.

4/16-4/23 M 6:00P-9:00P $224
LAN212.23 Mac Drane, M.B.A.

Woody Plants for Late Spring
Students will learn identification characteristics and design applications of approximately 60 seasonal trees, shrubs, vines and flowering plants through lectures and field study. The instructor focuses on the aesthetic, functional and cultural aspects of each plant. Special focus will be given to viburnums and other flowering Spring shrubs. Information presented in each session adds to the ongoing education of planting design, ecology, pests and diseases, and maintenance. Specific topics will be discussed as they relate to the season. This course will include a field lecture on choosing and purchasing seasonal plants from a local nursery. Prerequisite: Introduction to Plants.

4/24-6/12 Tu 6:00P-9:00P $389
LAN212.10 Sheila Hayden, M.S.

Elective Workshops

Organic Vegetable Gardening Workshop
Explore the basics of organic vegetable gardening from local organic farmer Amy Hicks. Learn about organic soil amendments and organic pest control. Discover unique heirloom and standard hybrid vegetable varieties for your garden which perform well in our area. Class will cover planting practices, harvesting, and additional organic vegetable practices. This class is designed for the homeowner wanting to learn about organic vegetable gardening as well as landscape professionals who would like to learn more about organic vegetable gardening.

3/15-3/15 Th 5:30P-7:30P $25
LAN212.22 Amy Hicks, B.A.

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, and work will be conducted both in 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 communication abilities.

5/10-6/14 Th 6:00P-9:00P $249
LAN212.18 Jim Smither, ASLA

Discover the History of the Virginia Landscape
This course will cover the development of American landscape architecture from its Native American beginnings to the end of the nineteenth century. Focusing on the colonial and antebellum period of great gardens and landscape design, the student will learn about the terminology, styles, influences, and designers of American landscapes. This course will focus on the prehistoric and colonial period, circa 1500 to circa 1780 incorporating English, German, French, Spanish and Dutch influences. Students will learn about landscapes in the entire country with the spotlight on the northern and southern regions of the United States. In the end, students will be familiar with the various trends, materials, objects, and plants utilized in American landscape architecture.

3/15-4/5 Th 6:00P-9:00P $149
LAN212.15 Mathew Krogh

For complete class lists and schedules go to: www.lewisginter.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
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 persons who have a solid knowledge of the language. A more formal approach to the language will be taken. Emphasis is placed on the formation of correct speaking habits.

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

Immersion day courses/Immersion travel trips classes are designed for individuals and companies who want to be immersed in a language. Choose from a variety of trips: six, eight, or ten weeks.

Private/Small Group classes are designed for all-ready-formed groups seeking instruction.

Weekend Intensive classes are designed with a systematic approach to learning. Emphasis is placed on correct linguistic habits and an emphasis is placed on the ability to communicate effectively.

If you have interest in private/small group learning, please contact Christina Draper at cdraper@richmond.edu

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/similairities
2. The Alphabet/vowels/voice tone
3. Basic Grammar/cultural training
4. Weather, Time and Dates
5. The Work Environment
6. Colors and Body Parts
7. People and Occupations
8. Conjugating Verbs
9. The Warehouse/Industry Specific
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 Tumpike #128
Midlothian, Va. 23113-6500
Languages

American Sign Language - 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.

1/18-4/18 W 6:00P-8:00P $399
SIG212.01 Elaine Hernandez

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 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.

1/10-4/17 Tu 6:00P-8:00P $399
SIG212.02 Pat Trice

Awaken the Spanish Within - Level I
Learn Spanish in a fun and practical way! This course teaches participants a strong foundation of the language and is based on a patent-pending system of teaching called Voice Tonality technology that accelerates language retention by helping participants to speak with confidence. Cultural diversity training on the Hispanic culture is also incorporated into the course.

1/31-4/17 Tu 6:00P-8:00P $525
SPN212.01 Lisa Zajur

Beginning Chinese - Level I
China is a relevant and richly rewarding topic of study. It has one of the world’s oldest civilizations. Its culture, history, beautiful scenery, and business opportunities have attracted people from all over the world. This course introduces students to the world of China, focusing on Chinese language, culture, geography, and lifestyle. Designed for beginner-level students who are interested in learning Mandarin Chinese with a simplified character set. Pinyin will be used to facilitate the development of correct pronunciation. Students will also be introduced to basic grammar so that they can begin to understand the syntactic structure of the language.

2/1-4/18 W 7:30P-9:00P $289
CHN212.02 Guanghui Cao

Beginning French - Level I
This introductory course will cover basic French through contextual conversations and basic grammar exercises. Our motto will be ‘Learn so you can speak.’ French culture will be peppered throughout the class so you will have all the tools needed to communicate with no faux pas in any French speaking country.

1/25-5/9 W 6:30P-8:30P $289
FRH212.01 Francoise Mullen

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.

1/31-4/17 Tu 7:30P-9:00P $289
CHN212.01 Guanghui Cao

Interested in Teaching?
If you are interested in teaching a non-credit course through the Think Again catalog on any topic or issue, please fill out the course proposal form at scs.richmond.edu/faculty-staff/proposal/index.html. Our students are always looking for ways to expand their skill set and pursue self-enrichment. Becoming a non-credit instructor is a rewarding way to help them achieve their goals while sharing your knowledge.

Scholarship and financial aid information are on our website at http://spcs.richmond.edu/about/tuition/aid.html
Intermediate Italian: Readers & Speakers - Level III
This course is intended for Italian speakers who wish to practice and enhance their linguistic capabilities and cultural comprehension through a combination of conversations and readings. Each class meeting will have a cultural and grammatical theme.
1/24-3/13    Tu    7:00P-9:00P  $259
ITAL212.03  Sarah Skeen

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. Note: No class will be held on February 20th.
1/25-3/21    M W    7:00P-8:00P  $259
ITAL212.01  Sarah Skeen

Pre-Intermediate Italian - Level II
This course is intended as a continuation of Beginning Italian and a precursor to Intermediate Italian. Students will continue to build vocabulary and grammatical structures while actively practicing Italian conversations in a variety of situations.
1/25-3/21    M W    8:00P-9:00P  $269
ITAL212.02  Sarah Skeen

Shape Up Your Spanish - Level II
This class is designed for adults who have completed the Awaken the Spanish Within basic program or have a good foundation of Spanish and are looking to improve their skills and continue their journey into the Hispanic culture and language. The class will be taught in English for the first four class sessions, and then in Spanish for the final four. It will challenge you to ‘Shape up your Spanish’!
3/1-4/19    Th    6:00P-8:00P  $465
SPN12.02  Lisa Zajur

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.
2/2-3/22    Th    6:00P-8:00P  $269
SPN212.03  Mary Catherine Raymond

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Get away for less!

Book your personal and business travel on our travel website, www.ytbrtravel.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.ytbrtravel.com/scs
Learning and Leisure

File It! Don’t Pile It
Are you ready for tax season? Does all the paper in your life have you feeling out of control and overwhelmed? Do you wish you could regain control and set up a system that would allow you to successfully manage it all? Learn how to manage and efficiently store all of your paper!

2/1 W 12:00P-1:30P $85
LAL212.03 Kathy Jenkins
OR
3/8 Th 6:30P-8:00P $85
LAL212.04 Kathy Jenkins

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.

4/28 Sa 9:00A-3:00P $289
LAL212.05 Maya Payne Smart and Stacy Hawkins-Adams

Parenting with Love & 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 5-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.

2/8-3/7 W 12:00P-1:30P $139
LAL212.01 Kathy Jenkins

Massage Therapy Studies

Abdominal and Low Back Massage
NEW! Abdominal and low back massage is a course that focuses on the muscles of the abdomen, the pelvic girdle and low back. We will discuss the energetics of the Sacral and Solar Plexus Chakras which house these areas of the body. Indications and contraindications will be taught, as well as emotional holding patterns that occur in these areas. We will address and treat conditions such as sciatica, psoas conditions, sacrum conditions, and diaphragmatic issues, and a complete session protocol will be demonstrated. This course is approved by NCBTMB for 16 hours. Instructor Rene Shuford is the owner and director of Blue Ridge Healing Arts Academy and Wellness Center where her focus is Chakra Healing, Lymphatics work, LaStone Therapy, Deep Tissue Massage and rehabilitative tissue work.

2/11-2/12 Su Sa 9:30A-5:30P $299
CMT111.70 Rene Shuford

Ethics: Creating the Right Relationship in Altered
NEW! This ethics course is designed to integrate professional ethics with the energies of the body. Ethics are about creating the right relationship with ourselves, our clients and our businesses. This course focuses on growing and maintaining appropriate working relationships within our practice guidelines. The course content has been developed around the Chakra System and provides functional information for everyday ethics. This course is approved by NCBTMB for 6 hours. Instructor Rene Shuford is the owner and director of Blue Ridge Healing Arts Academy and Wellness Center where her focus is Chakra Healing, Lymphatics work, LaStone Therapy, Deep Tissue Massage and rehabilitative tissue work.

2/10 F 9:30A-4:30P $150
CMT112.20 Rene Shuford

Aromatherapy Self-Care & Touch with Oils Hand Massage
NEW! Aromatherapy’s two main attributes are the instant ability to relieve stress and the support of a healthy immune system. Join us to learn about true Aromatherapy, pure essential oils, how they work and safety precautions. Experience your own nose-brain connection as you learn ways to use them in your daily life so you may then help others. Some of the topics covered include sleep, stress and anxiety, aches and pains; colds and flu; and healthy travel. Then learn the Touch With Oils Hand Massage that can be incorporated into any therapeutic modality or used as a stand-alone treatment. This gentle technique shows the synergistic powers of touch and smell while balancing the autonomic nervous system and giving the mind and body a deep quiet rest. This course is approved by NCBTMB for 6 hours. Students should bring a pillow and towel for your lap for the hand massage exchange. Register for Integrate Aromatherapy into Your Practice on May 15 and save $10 on your combined registration! Instructor is Candace Newman, MAT, LMT, The Oil Lady. Visit her website at http://www.Oil-Lady.com.

3/31 Sa 9:00A-4:00P $199
CMT212.01 Candace Newman

Integrate Aromatherapy into Your Practice
NEW! Join us to learn about true Aromatherapy, pure essential oils and how to incorporate them into your practice as integrative therapy. Understand the sacred synergy that is created when Aromatherapy is added to another therapy modality. Experience how Aromatherapy works through the nose-brain connection and skin absorption, as you learn safe ways to use them in your practice. The entrainment that is created between smell, thought, memory and emotion affects the physical and nonphysical properties of our whole sense of well-being. This course is approved by NCBTMB for 6 hours. Register for Aromatherapy Self-Care &Touch With Oils Hand Massage on May 14 and save $10 on your combined registration! Instructor is Candace Newman, MAT, LMT, The Oil Lady. Visit her website at http://www.Oil-Lady.com.

4/1 Su 9:00A-4:00P $199
CMT212.02 Candace Newman
Certified Massage Therapy Program

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
- Massage Techniques and Practice
- Ethics and Business Management
- Anatomy, Physiology and Kinesiology
- Integrated Massage
- Charting (SOAP Method)
- 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.

We offer two options for completing our program:

Part-Time Student Program
- Classes meet Tuesday, Wednesday and Thursday from 6–10 PM.
- Saturday classes are held once a month from 9 AM–4 PM.
- This program takes 14 months to complete. The next starts January 2013.

Full-Time Student Program
- Classes meet Monday, Tuesday, Wednesday and Thursday from 9 AM–4 PM.
- Saturday classes are held once a month from 9 AM–4 PM.
- This program takes six months to complete and begins each January and July. The next session starts January 3 or July 2.

Students are also required to complete 30 massages in the Student Clinic, which will be open select Fridays and Saturdays throughout the year.

Information Sessions
Find out more about the Certified Massage Therapy Program at one of our information session. Come meet the director and the instructors for the program. Learn about massage therapy as a career, 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 Prenatal and Infant Massage, 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
Web: spcs.richmond.edu/massage-therapy, E-mail: spcs@richmond.edu
Whitney Lowe’s Orthopedic Massage Techn-Lower Body
NEW! Enhance, excel and empower your practice with Whitney Lowe’s Orthopedic Massage lower body training. Energize your practice and reap the benefits of establishing yourself as a highly trained professional, with specialized skills in the marketplace. Lowe’s system is used as either a basic foundation or as a whole in most varieties of orthopedic massage taught today. In this course you will: Expand your treatment success with innovation and creative strategies; Explore Lowe’s 4 critical components of Orthopedic Massage; Gain proven and cutting-edge techniques from across the field; Learn simple evaluation tests that will help you determine treatment; Get insights into common injuries from sports activities to work related pain; Benefit from a hands-on course focused on real clinical cases. This course covers low back, pelvis, thigh, knee, leg and foot. Learn how to treat low back pain, SI joint dysfunction, piriformis syndrome, other lower extremity nerve impingement conditions, iliotibial band friction syndrome, patellofemoral pain syndrome and other knee injuries, shin splints, plantar fasciitis, tarsal tunnel syndrome and more. Course includes a free online Introduction to Lowe’s Orthopedic Massage System, which provides 4 CEs. This course is approved by NCBTMB for 20 hours. Open to the general public - you do not have to be a massage therapist to participate.

3/3/3/4 Su Sa 9:00A-6:00P $340
CMT112.50 Whitney Lowe

Fijian Massage Posterior and Side Lying
NEW! Fijian massage is a method where therapists use nine different parts of their own feet to effectively massage clients who are lying on padded cushions on the floor. The main benefit of Fijian massage is that it saves the therapist’s hands, thereby increasing the number of injury-free hours worked per day. This can raise the number of clients seen per day plus add to your career longevity. In addition, it helps clients to recover faster from muscle injuries and most clients prefer the more gentle pressure with the heel of the foot being utilized instead of the elbow. All strokes can be done standing or sitting in a chair as the weight of your leg gauges the pressure. You do NOT walk on the client - you simply use one foot at a time while applying pressure. This course will cover the posterior and side lying positions of Fijian massage. In addition you will learn the history of the method; practice balance techniques; learn how to effectively massage clients with your feet; obtain marketing skills for Fijian massage; gain knowledge of the nine different parts of the foot for various strokes, pressure and positioning; experience messaging while standing, sitting in a chair or reclining on the floor; recognize the importance of foot care; and become skilled at deep therapeutic and lighter relaxation strokes. This course is approved by NCBTMB for 8 hours. This course is open to massage therapists and the general public! Instructor is Lolita Knight, CMT. Visit her website at http://www.fijianmassage.com. Lunch is included with the course fee.

5/5  Sa  9:00A-6:00P $219
CMT112.33 Lolita Knight

CoreStone-A Medical Approach to Stone Massage
NEW! CoreStone Massage Therapy blends the ancient art of stone massage with a uniquely designed stone tool that effortlessly facilitates deep muscle release. CoreStones ergonomic cylindrical shape is easy to grip and causes less strain on the massage therapists’ hands and wrists. The stones can be used lengthwise as a tool for myofascial release or turned on end to release trigger points. The stone covers a larger surface area than a thumb so the client can tolerate more pressure with less trauma to the tissue. After the initial tissue release, the therapist can get into the muscle with less effort, saving their thumbs and facilitating a deeper release. In this workshop you will master simple techniques that you will be able to incorporate safely and effectively into your massage practice; master easy temperature control for safe and appropriate use of hot or cold stone therapy; and learn easy care and maintenance of your stones to assure the highest standards of safety for your clients. This course is approved by NCBTMB for 16 hours.

7/14-7/15  Su Sa  9:00A-6:00P $450
CMT212.50 Dale Grust

Fijian Massage Anterior and Side Lying
NEW! Fijian massage is a method where therapists use nine different parts of their own feet to effectively massage clients who are lying on padded cushions on the floor. The main benefit of Fijian massage is that it saves the therapist's hands, thereby increasing the number of injury-free hours worked per day. This can raise the number of clients seen per day plus add to your career longevity. In addition, it helps clients to recover faster from muscle injuries and most clients prefer the more gentle pressure with the heel of the foot being utilized instead of the elbow. All strokes can be done standing or sitting in a chair as the weight of your leg gauges the pressure. You do NOT walk on the client - you simply use one foot at a time while applying pressure. This course will cover the anterior and side lying positions of Fijian massage. In addition you will learn the history of the method; practice balance techniques; learn how to effectively massage clients with your feet; obtain marketing skills for Fijian massage; gain knowledge of the nine different parts of the foot for various strokes, pressure and positioning; experience messaging while standing, sitting in a chair or reclining on the floor; recognize the importance of foot care; and become skilled at deep therapeutic and lighter relaxation strokes. This course is approved by NCBTMB for 8 hours. This course is open to massage therapists and the general public! Instructor is Lolita Knight, CMT. Visit her website at http://www.fijianmassage.com. Lunch is included with the course fee.

5/6  Su  9:00A-6:00P $219
CMT112.34 Lolita Knight

Scholarship and financial aid information are on our website at http://spcs.richmond.edu/about/tuition/aid.html
**Mind, Body and Spirit**

### Acquiring Assertiveness Skills

Nobody is one hundred percent assertive and sure about him/herself. Being assertive is a learning, dynamic process. Knowing how you react to the behavior of others and upcoming circumstances helps you better understand what you think and feel and how you tend to behave in certain circumstances. That will make it easier to understand how certain behavior affects other people. Being aware of your reactions helps you learn how to change where it is necessary and react accordingly without hurting yourself or others. To understand and improve their assertiveness, students will participate in discussions and role-playing.

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<td>2/6-2/9</td>
<td>M Tu W Th</td>
<td>5:30P-7:30P</td>
<td>Florence Powers</td>
<td>$99</td>
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### Building Confidence and Self-Esteem

Building confidence and self-esteem go together. If you are not confident, it is likely that your self-esteem is low or weak. Many people can appear confident, but inside it is another story. Having stronger self-esteem is life changing! Strong self-esteem can inspire you to go for what you want, be the person you want to be, and at the end of life say, ’I’d love to do it all again!’ This course will provide tools to understand and consider your well-being and establish mutual relations of life satisfaction and self-esteem. The instructor’s practical approach provides tips, strategies, tools and techniques that you can easily understand and apply, often for immediate benefits.

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<tr>
<td>1/23-1/26</td>
<td>M Tu W Th</td>
<td>5:30P-7:30P</td>
<td>Powers, Florence</td>
<td>$99</td>
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### 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.

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<td>1/12-1/13</td>
<td>Th F</td>
<td>10:00A-1:00P</td>
<td>Allison Carver</td>
<td>$175</td>
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Note: Will be held at Culinary Arts Center

### 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.

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<tr>
<td>3/31</td>
<td>Sa</td>
<td>9:00A-4:30P</td>
<td>Diana Seaman</td>
<td>$99</td>
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**Meditation I: Introduction to Meditation**

This course is designed for those who are new to meditation or 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.

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<tr>
<td>3/12-3/21</td>
<td>M W</td>
<td>7:00P-9:00P</td>
<td>Marc McGahee</td>
<td>$125</td>
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### 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. Prerequisites: Experience with meditation or completion of the Introduction to Meditation or an equivalent course.

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<td>4/9-4/16</td>
<td>M W</td>
<td>7:00P-9:00P</td>
<td>Marc McGahee</td>
<td>$99</td>
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### Qi Gong for Health and Relaxation

Learn to live happier and healthier through Qi Gong. Suitable for all levels, Sheng Zhen Qi Gong is a seated meditation comprising eight simple elements. These gentle movements along with their accompanying meditation and relaxed breathing will benefit the body, the mind, and the emotions.

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<tr>
<td>3/3</td>
<td>Sa</td>
<td>9:30A-1:30P</td>
<td>Diane Lowry</td>
<td>$129</td>
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### 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 key 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.

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<tr>
<td>2/21-2/28</td>
<td>Tu</td>
<td>6:30P-8:30P</td>
<td>Vickie Griffith</td>
<td>$79</td>
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### Trim Down for the Summer using 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.

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<td>4/5-4/12</td>
<td>Th</td>
<td>6:30P-8:30P</td>
<td>Vickie Griffith</td>
<td>$79</td>
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Personal Finance

Paying 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 the college’s 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.

1/15
FIN12.07 OR 2/26
FIN12.08 OR 4/22
FIN12.09 OR 5/20
FIN12.10 Su 3:00P-5:00P $35
Bob Davis
Bob Davis
Bob Davis
Bob Davis

Credit Worthiness
Does credit and personal finance intimidate you? If so, this class may help you better understand each of these things and live a more financially confident life. Establish your credit worthiness today.

2/29-3/28
FIN12.02 W 5:45P-7:45P $89
Michelle Carpenter

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.

2/6-2/8
FIN12.01 6:00P-8:30P $99
David Simpson

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.

3/8-3/15
FIN212.03 Th 9:30A-12:00P $40
David Koren
3/13-3/20
FIN212.04 Tu 12:30P-3:00P $40
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.

1/26-1/31
FIN212.05 Tu Th 6:30P-9:30P $40
David Koren
2/2-2/7
FIN212.06 Tu Th 6:30P-9:30P $40
David Koren

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.

2/6-3/30 Online $395
LRN212.29 Sally Klaus

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.

4/12-4/13 Th F 8:30A-4:00P $529
BUS212.87 Jeff Nash

F Y I
Career Development courses marked with a  are online classes.
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.

2/21-4/12 Tu Th 6:00P-8:30P $999
BUS212.40 Wedding Planner Institute

Preston Bailey Signature Wedding and Event Design

In Preston Bailey’s Signature Wedding & Event Design Certification course, you will receive all four of Preston Bailey’s books and will learn the step-by-step processes, formulas and techniques used by him to create and transform ordinary spaces into sumptuous, theatrical environments, translating a client’s vision into awe-inspiring reality. With the advent of new technologies in areas such as lighting, tent design, and image projection, clients are no longer held to the limits of their imagination; the impossible is now possible. From a tree that encompasses an entire ballroom to twenty-foot-tall floral peacock sculptures, anything you can dream we can create. Bailey is the author of the best-selling books Design for Entertaining, Fantasy Weddings, Inspirations and CELEBRATIONS. His passion for his work has led to many public speaking engagements and numerous television appearances on The Oprah Winfrey Show, Entertainment Tonight, Access Hollywood, Extra, The Early Show, and The Today Show. Course fee includes all books and materials for certification. This is an online, instructor-led course. You must have internet access to participate. Students will have six months to complete the certification once starting the program.

3/1-8/30 Online $1295
BUS212.44 Wedding Planner Institute

LEED Green Associate Exam Preparation

- Acquire the fundamental concepts of green building, then 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 anyone who wants to develop their knowledge in this area. You will examine case studies of LEED certified buildings, 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.

2/6-3/26 Online $695
LRN212.23 Kelly Gearhart

Business Research Certificate

- Discover the specific knowledge needed to succeed in researching and utilizing the appropriate data for your organization’s decision-making. Get the skills needed to communicate research results to a specific audience for maximum impact and effective decision-making. This course is for business professionals, entrepreneurs, and anyone who needs specific information about a business, as well as for those in business who need specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest. Each month features a different focus topic: Introduction to Business Research, Business Statistics, and Qualitative Business Research.

2/6-4/27 Online $495
LRN212.15 Mary Dereshivskey

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 reimbursement. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for a variety of national certification exams.

3/20-5/7 Tu Th 6:00P-9:30P $1799
MED212.01 Instructor TBA

Personal Fitness Trainer Certification

Come join this fun field and be a part of what ABC News states as the 4th hottest job in the US at a national average salary of $25 an hour! Whether needed for your career or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This course is formatted as a 60-hour program and is composed of 15 hours of lecture, 15 hours of practical training, and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. W.I.T.S., the instructional provider, is the only major certifying body in the country providing comprehensive practical training and internship components. This course is also approved through NCBTMB for 15 hours towards CMT recertification.

2/18-3/24 Sa 9:00A-4:00P $599
FIT212.03 World Instructor Training Institute
Pharmacy Technician Program
This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCH Exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. CEUs: 5.0
3/20-5/8 Tu Th 6:00P-9:30P $1099
MED212.02 Instructor TBA

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.
3/20-5/8 Tu Th 6:00P-9:30P $1099
MED212.03 Instructor TBA

Chartered Tax Professional
Today more than ever, people are relying on paid tax professionals to handle their income tax preparation and other business affairs. Many people with spare time available during tax season — including early retirees, homemakers, career changers, college students and others — are learning to meet this growing demand through the Chartered Tax Professional designation. After just one 10-week tax course, you can start earning income and continue to grow in the field by continuing your tax education. The Chartered Tax Professional designation consists of six courses, which can be completed online at your own pace. All materials are included, and you will receive ongoing instructor support from veteran tax professionals that work in the industry. This program is offered in partnership with The Income Tax School.

Designation requirements for Chartered Tax Professional (CTP)
Comprehensive Income Tax Preparation (Part I)
Comprehensive Income Tax Preparation (Part II)
The Comprehensive Course covers the basics of most individual income tax returns.
You can start earning income as a tax professional after completing these two courses!
Note: Parts I and II can be completed online, or taken together as a classroom-based course!
Advanced Individual Income Tax (Part I)
Advanced Individual Income Tax (Part II)
The Advanced courses expand the knowledge of an experience tax professional to allow for the preparation of more complicated individual income tax returns.
Small Business Income Tax (Part I)
Small Business Income Tax (Part II)
The Small Business Courses offer the experienced tax professional an introduction to business returns.
To become a CTP, you must successfully complete the series of six courses. In addition, you must meet the experience requirement of working at least two tax seasons (a minimum of 500 hours) as a tax preparer. Upon completion, you will be awarded a certificate and the designation of Chartered Tax Professional. The Income Tax School is certified by the State Council of Higher Education for Virginia.
For information and to register for Comprehensive Income Tax, Advanced Individual Income Tax, or Small Business Income Tax online courses, please visit http://scs.richmond.edu/professional/online/income-tax.html.

Comprehensive Income Tax Preparation
This 60-hour course will give you a solid foundation in individual income tax preparation, covering all of the standard returns. There are no entrance requirements. With this knowledge, you can earn extra money as a tax professional. This course focuses on the most common tax forms needed to fill out tax returns for yourself and the general public. You will acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Because 'practice makes perfect,' the course requires at least two tax returns prepared for most lessons, one to be done as an in-class project and the other to be completed individually and submitted to your instructor. The course will also include information and exercises on interview techniques.
2/6/4/11 M W 6:00P-9:00P $399
BUS212.68 Jim Maxwell
**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 Rhythm (Rumba, Cha Cha, Bolero and East Coast Swing). You may attend one night a week (the Tuesday session covers Rumba and Cha Cha while the Thursday session covers Bolero and East Coast Swing) or you may attend both Tuesday and Thursday nights to complete the full Rhythm semester. Attending this certification program will provide you with the dance skills, sales skills, and confidence necessary for a career in this growing industry. After completing all four semesters, you will be qualified to take the national certification exam. No prerequisites required! Course is held at Simply Ballroom, 3549 Courthouse Rd.

1/3-4/17 Tu 7:15P-9:15P $850
DAN212.01 Veronica Braun
OR
1/5-4/19 Th 7:15P-9:15P $850
DAN212.02 Veronica Braun

**Yoga Teacher Certification**

**NEW!** This program meets the Yoga Alliance requirements for the 200-hour Yoga Teacher Training Certification by incorporating 100 hours of techniques (Asana, Pranayama and Meditation), 35 hours of methods and practicum, 20 hours of Anatomy and Physiology, as well as 45 hours of philosophy, ethics, Ayurveda, and yogic lifestyle. The certification program consists of nine weekend training modules and a weekly yoga class. You will also learn the adaptation of classes to the special characteristics and needs of diverse populations (seniors, children, prenatal and deaf students). Classes meet one weekend a month (Saturday and Sunday from 9am - 4pm). In addition, students are required to attend yoga classes each week in the studio for a minimum total of 60 hours of instruction. The cost of these classes is included in your certification fee. After covering the theory and practice of Karuna Yoga, students will be required to develop their own teaching portfolio. Successful completion of all program hours qualifies you to register with Yoga Alliance at the 200-Hour Instructor Level. Note: Course is held at 4025 Yoga & Wellness Studio, 4025 MacArthur Avenue. For additional information please contact Helen@4025yoga.com.

2/25-10/14 Su Sa 9:00A-5:00P $3250
FIT212.01 4025 Yoga & Wellness Instructor

**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.

2/2-5  F Sa Su 8:00A-6:00P $1795
AHIT212.01 American Home Inspector Training Institute

5/18-5/20  F Sa Su 8:00A-6:00P $1795
AHIT212.02 American Home Inspector Training Institute
Indoor Environmental Technician Certification

NEW! The Indoor Environmental Technician program prepares you for the IET designation and includes the mold certification training that is required for the state of Virginia. This program is challenging and complex, and it will cover a variety of topics related to the industry including: environmental inspection and assessments; techniques and protocols; testing, sampling and remediation; mitigation; and abatements. The main environmental areas that this program will focus on are Radon Measurement; Mold Assessment, Sampling, Protocol Writing; Indoor Air Quality Assessment and Sampling; Allergen Testing; Bacteria and Virus Sampling; and Lead and Asbestos Identification. You will also learn how to market your services as an Indoor Environmental Technician.

4/9-4/13  M Tu W Th F  8:00A-5:00P  $1095
IET121.02  Environmental Solutions Association

Indoor Air Quality Certification

NEW! Did you know the EPA estimates 90% of our lives are spent in indoor environments? Did you also know that the estimated level of indoor air pollutants can be more than 1,000 times greater than the outside air? This program is designed to help you identify potential concerns in your clients’ residences or businesses. This is not only a profitable business but a rewarding one as well.

The national average for an IAQ consultation starts at $250 and grows higher as more sampling is needed. This course will teach you how to perform assessments, do sampling, and market your business as an Indoor Air Quality consultant.

3/8-3/9  Th F  8:00A-5:00P  $350
IAQ212.01  Environmental Solutions Association

Certificate in Financial Planning

The 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 Mondays and Wednesdays, starting February 6 and finishing in September.

Application

To register for the program, please contact Dalton Education at:
 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 live, Internet delivered instruction. In addition, at least 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 $5,200, plus books and materials.
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. Course will be held at Windy Hill Sports Complex, 16500 Midlothian Turnpike.

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Golf Made Fun and Easy - Saturdays
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. Course will be held at Windy Hill Sports Complex, 16500 Midlothian Turnpike.

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Golf Made Fun and Easy - Wednesdays
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. Course will be held at Windy Hill Sports Complex, 16500 Midlothian Turnpike.

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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. Course will be held at Windy Hill Sports Complex, 16500 Midlothian Turnpike.

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THE ODYSSEY
HIGH ROPE 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.

INTERESTED?
Contact mtomlin@richmond.edu or visit
http://recreation.richmond.edu/outdoor-adventure
for more information on group & individual programs.
Youth Programs

Karuna Kids Yoga - Ages 4-10
NEW! Karuna, meaning compassionate action toward oneself and others, is at the heart of our program. Through yoga poses, games, stories and songs, children will participate in the six modules: K = Kindness, A = Awareness, R = Respect, U = Understanding, N = Non-Violence, and A = Anatomy. In addition, children will engage in Karuna Missions, or special field trips, such as gardening, helping to clean local parks, and learning about recycling. This class is for ages 4 - 10. Courses meet at 4025 Yoga & Wellness Studio, 4025 MacArthur Avenue.
1/7-2/25 Sa 10:30A-11:45A $85
FIT212.02

Babysitter Training Basics
Get set for babysitting this spring! 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. Students should bring a lunch to class. (Ages 11-15; must be 11 by completion of course.)
3/24 Su 9:00A-4:30P $89
YTH212.01 Carolyn Wallace
OR
3/20-4/3 Tu 4:30P-6:30P $89
YTH212.02 Carolyn Wallace
(Note: This course meets for two sessions.)

First Aid and CPR
Designed for both child care providers and au pairs, this class teaches first aid and CPR for children and infants. Learn how to make educated decisions while caring for children in your host family homes and 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. Students should bring a lunch to class. (Ages 13 and up)
3/25 Su 9:00A-4:30P $89
YTH212.03 Carolyn Wallace

Study Skills for 2012!
This spring, give your kids the skills of organization, confidence and self-esteem! We are delighted to offer these new courses, specifically designed to introduce and reinforce important life skills to help your student in the year ahead.

Where’s My Homework?
NEW! How to Successfully Manage School Papers. 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? Then you need this class. Learn successful paper management techniques so you can reach your highest potential! Course includes materials valued at $20 for students to keep after completing the course. (Students should bring their backpack, binder(s), notebook(s) and any other papers associated with school.)
1/29 Su 2:00P-4:00P $55
YTH212.05 Kathy Jenkins

It’s Only A Matter of Time
NEW! Keys to Successful Time Management. Ever feel like there is not enough time for school, sports, family, friends, and Facebook? Planning and prioritizing is the key to being able to get done the things that you need and want to! Learn the skills to effectively use your planner for your life, not just school. Find out where you are wasting time and how to recapture it, so you can put it to good use. Finally, discover how to successfully plan for your next project, so that you aren’t stuck rushing through it the night before it’s due. (Students should bring their planner/agenda that is used at school. If none currently used, please contact our office for recommendations.)
2/5 Su 2:00P-4:00P $35
YTH212.06 Kathy Jenkins

Youth Etiquette Academy
NEW! Defining Excellence in Manners and Social Skills. The 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!
4/15-4/29 Su 2:00P-4:00P $79
YTH212.14 Patricia Gallagher

Venture over to page 22 for Kids Cooking Classes!
**Richmond Rovers!**

**NEW!** Introducing a fun and enriching three-day exploratory camp! Little Scholars presents a unique and fun-filled course with an array of activities. Students will rove through adventures that will engage their creative side and add some excitement to their spring break. Activities will include science, games, literature and more. This will be one 'staycation' they will not forget! Students should bring lunch/refreshment.

Instructor: Little Scholars
3/6-3/8  Tu W Th  9:00A-4:00P  $245
YTH212.19 Grades K-5
OR
3/6-3/8  Tu W Th  9:00A-4:00P  $245
YTH212.20 Grades 6-8
OR
4/10-4/12  Tu W Th  9:00A-4:00P  $245
YTH212.25 Grades K-5
OR
4/10-4/12  Tu W Th  9:00A-4:00P  $245
YTH212.24 Grades 6-8

**Art Immersion**

**NEW!** This exciting three-day art experience will be a blast! Students will have a multi-media hands-on experience in drawing, painting, clay sculptures, mosaics and much more. Their creativity will soar as they learn fundamental skills in these various media. Your young artists will also tour the campus art galleries and begin to develop an appreciation for how art has such a tremendous impact on their lives. Grades K-6. Students should bring lunch/refreshment.

3/6-3/8  Tu W Th  9:00A-4:00P  $245
YTH212.22 Artful Minds
OR
4/10-4/12  Tu W Th  9:00A-4:00P  $245
YTH212.23 Artful Minds

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**Introducing our newest additions to Youth Programming in 2012.**

This spring, we invite students in grades K-8 to join us for Spring Break Enrichment! These new three-day courses include exploratory sessions in science, games, literature, and art. Choose between Richmond Rovers or Art Immersion during the weeks of March 6-8 and April 10-12.

**Introduction to the Martial Arts**

*A New Approach to Teaching Ancient Values,* this beginner program is intended to provide a brief introduction to the Martial Arts. The class curriculum consists of basic hand & foot techniques, as well as a number of practical self-defense maneuvers, appropriate for elementary school age children. Emphasis is placed on the value system of the true martial arts, such as the importance of family and community, respect, self-control, and the avoidance of conflict. Weekly stories and discussions are used to highlight these desirable characteristics. Course fee includes: a martial arts uniform, all materials, a Certificate of Completion, and a white belt presentation upon conclusion. Family members are invited to attend the white belt presentation at the last class. Designed for grades K-5.

1/29-2/26  Su  1:30P-3:00P  $185
YTH212.11 Broken Wing Enterprises

**A Learning Journey: A Storybook Series with Characters Tate & Tini**

Journey with the twins Tate & Tini (teeny), through this series of five stories with a martial arts theme, as they learn important values like honesty, respect, responsibility, caring & accountability, and humility. Each participant will receive a boy or girl doll dressed in a martial arts uniform with a white belt. After a story is covered in class, each child will receive that storybook, and also earn a doll value belt corresponding to the storybook value. The completion of the journey awards them the doll black value belt. Course fee includes: all materials, storybooks, one doll, a doll stand, neck ribbon, piggy bank, and a Certificate of Completion. It’s a fun and unique opportunity of learning! Tate & Tini doll heads were designed by renowned Richmond sculptor Paul DiPasquale! (Family members are invited to attend the last class for a special reception and presentation.) Designed for grades K-5.

1/29-2/26  Su  3:00P-4:30P  $150
YTH212.12 Broken Wing Enterprises

**COMBO Course: Intro to the Martial Arts & Learning Journey**

Combine BOTH courses for a special five-week unique learning experience, at a special spring promotional tuition! Students stay straight through from 1:30 pm - 4:30 pm for the Combo Course. A light snack/refreshment will be provided to the children in the Combo Course between the Intro to Martial Arts and Learning Journey sessions.

1/29-2/26  Su  1:30P-4:30P  $260
YTH212.10 Broken Wing Enterprises
Explore your love of learning with the Osher Institute.

The Osher Lifelong Learning Institute combines intellectual stimulation and civic engagement with a vibrant community of like-minded students, age 50 and older.

We offer an extensive array of courses in the liberal arts in the fall, spring and summer semesters. The offerings are a combination of undergraduate credit courses for audit, special interest groups, mini-courses, community service projects, performing arts events and more.

There are no entrance requirements, no tests and no grades. In fact, no college background is needed at all—it's your love of learning that counts. Join the fun today!

For more information on this exciting program, contact us today:

Jane Dowrick, Osher Director
(804) 287-6344 or jdowrick@richmond.edu

Debra Guild, Osher Administrative Coordinator
(804) 287-6608 or dguild@richmond.edu

Osher Office
Special Programs Building (#31)
Room 100
**Trips and Tours**

International Horizons, Inc. is offering a variety of trips and tours to exotic locations around the world. Each trip is led by a specialist in the area to be visited and highlights a variety of interests including history, archaeology, architecture, local culture, and behind-the-scenes treasures. For itineraries or to register for a trip:

- Call International Horizons at (919) 989-1116
- E-mail: ih@internationalhorizons.com

All prices listed are subject to change.

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**Advance Egypt**

February 16 – March 4, 2012
Cost: Estimate $6000

Our fifth, last and best Advanced trip! We’ll start with a cruise of Lake Nasser created by the High Dam, then get glimpses of Edfu and Esna before settling in to Luxor! Led in part by University of Chicago specialists, we’ll ‘work’ behind the scenes at Luxor Temple, Medinet Habu visit the Valley of the Kings and a couple of surprises. If Egypt is your passion, you need to be along on our final Advanced trip—“The Last Hurrah!”

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**China**

April 17 – May 1 - 4, 2012
Cost: Main trip $4925 (single addl. $995)
Hong Kong add-on $695 (single addl. $225)

A last repeat of this incredible destination! Nearly everything we could squeeze into a visit to a country as large as the US—including the Great Wall, Xian’s terracotta Warriors, Yangzte River cruise and a few off-the-track things. Fascinating…amazing…amusing…eye-opening…all of these and more awaits you! Beijing and Shanghai, Hong Kong and Guilin, Datong and Xian—they’re all here, including some you’ve probably never heard of!

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**Northern Italy**

July 5 – 17, 2012

Join us as we go where few tourists go—into Italy’s Piedmont and Alpine regions! Along the way we’ll go back to Roman amphitheaters, Medieval squares, and hamlets where they still ring church bells to ward off evil spirits. Toss in ‘magic city’ Venice—just about perfect!

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**Tulip Barge**

April, 2013

Join our fifth annual ‘barge’ trip! Small IH-group size, (eleven cabins only, and we have them all) leisurely pace, home-cooked meals, wonderful Dutch towns, and right at the height of tulip season! Join us!

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**Galapagos**

Early November, 2013

Our final look at this unique time capsule! Walk among birds and sea lions unafraid of mankind. View the species that inspired Darwin, and investigate volcanic islands far from the mainland that allowed such a one-time-only evolution to occur.

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**Basic Egypt**

February 3 – 16, 2012
Cost $4900

Last CALL! If you’ve been holding off going to Egypt with Ken Ostrand and IH…the time is NOW! Our final trip to this ‘antique land’ is now on the docket! And, why not? Climate change is also hitting Egypt especially hard, and rapidly degrading the monuments, inscriptions and colored pictures! All the main monuments are here, along with a few real surprises!
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

January

NT Live: Collaborators
Monday, January 9 at 7:30 p.m.
Thursday, January 12 at 2:00 p.m.
Camp Concert Hall, Booker Hall of Music

The Grascals
Friday, January 13 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music
Garrick Ohlsson: Piano
Wednesday, January 18 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

River North Dance Chicago
Friday, January 20 at 7:30 p.m.
Saturday, January 21 at 7:30 p.m.
Alice Jeppson Theatre

Aquila Theatre Company: The Importance of Being Earnest
Thursday, January 26 at 7:30 p.m.
Alice Jeppson Theatre
Hot Club of San Francisco
Sunday, January 29 at 3:00 p.m.
Camp Concert Hall, Booker Hall of Music

February

Chuco Valdés and The Afro-Cuban Messengers
Wednesday, February 1 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

René Marie
Wednesday, February 8 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Arlo Guthrie
Sunday, February 12 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Shanghai Quartet with Stephen Prutsman, Piano
Wednesday, February 15 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

The All New Original Tribute to the Blues Brothers
Wednesday, February 22 at 7:30 p.m.
Carpenter Theatre, Richmond CenterStage

Shen Wei Dance Arts
Tuesday, February 28 at 7:30 p.m.
Wednesday, February 29 at 7:30 p.m.
Alice Jeppson Theatre

March

NT Live: The Comedy of Errors
Thursday, March 1 at 2:00 p.m.
Monday, March 5 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Cirque Mechanics: Boom Town
Saturday, March 3 at 2:00 p.m.
Saturday, March 3 at 7:30 p.m.
Alice Jeppson Theatre

Moscow Festival Ballet
Sunday, March 11 at 7:30 p.m.
Alice Jeppson Theatre

eighth blackbird
Wednesday, March 14 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Celtic Nights
Thursday, March 15 at 7:30 p.m.
Alice Jeppson Theatre

April

Steve Katz
Tuesday, April 3 at 7:30 p.m.
Wednesday, April 4 at 7:30 p.m.
Cousins Studio Theatre

The Australian Chamber Orchestra with Dawn Upshaw, Soprano
Tuesday, April 17 at 7:30 p.m.
Carpenter Theatre, Richmond CenterStage

Paula Poundstone
Saturday, April 21 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music

Béla Fleck & The Original Flecktones
Sunday, April 22 at 3:00 p.m.
Sunday, April 22 at 7:30 p.m.
Camp Concert Hall, Booker Hall of Music
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SPECIAL ACCOMMODATIONS
If you need special accommodations to attend a class, please notify the School of Professional and Continuing Studies Staff, 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 aravis@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: http://spcs.richmond.edu/certificates/ceus.html or call School of Professional and Continuing Studies at (804) 287-6676.

SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES STAFF
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Martin E. Gravely, Manager, Culinary Center
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Linda Tucker, Community Education Program Specialist

SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES INSTRUCTORS
You can find additional bio information of our instructors in the online version of the Think Again catalog at spcs.richmond.edu/schedules-catalogs/think-again

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 http://www.richmond.edu/administration/police.

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.

Non Credit Programs
Grand Isle: Essex, Vermont; St. Johnsbury, Vermont; Washington, New Hampshire; Hardwick, Vermont; Bennington, Vermont; Sanborn County, South Dakota; Shanghai, China; Tahiti

Staff, at (804) 289-8133 at least 15 days in advance.

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.
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
Tel.  City  State  Zip Code
Birth Date  Gender  Male  Female
E-mail Address
In Case of Emergency, Contact
Name  Phone

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.

Course Name  Course Start Date  CRN #  Fee  Discount  Total
Sample: Interior Design and Decorating  06/26/10  INT308.67  $99  n/a  $99

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

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

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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
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See pages 31 for registration information.

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