

# USC Aiken

## Continuing Education



External Programs,  
Continuing Education  
and Conferences

## Academy for Lifelong Learning & McGrath Computer Learning Center



**Winter/Spring 2020 Catalog**



**Karen Edgington**  
Executive Director

Welcome from USC Aiken and the Office of External Programs, Continuing Education, and Conferences!

This Spring, we are excited to offer you a dynamic selection of courses provided by our Continuing Education Department, the Academy for Lifelong Learning, and the McGrath Computer Learning Center. The recent consolidation of our educational resources allows us to maximize the opportunities we can provide our campus community and the CSRA region. This collaboration gives you a more diverse set of programs to choose from; programs that are presented by our accomplished USC Aiken faculty and experts from our community. Practical training seminars and workshops; an immense variety of online programs; exciting travel opportunities; engaging presentations; and insightful field experiences await you. Our program offering spans from specialized trainings to help advance your career, to classes that are just for FUN! Regardless of your interests or your business/technological savvy, we hope you will find a class that appeals to you. Browse through our new catalog and plan to register for our many online programs--or join us on campus for as many presentations and trainings, as possible. Here is to a GREAT New Year!

All the Best,  
Karen

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University of South Carolina Aiken  
Office of External Programs,  
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[www.usca.edu/epcec/continuing-education](http://www.usca.edu/epcec/continuing-education)

## Fine Arts



We offer a wide variety of classes for those interested in exploring their artistic abilities. Develop your skills in various mediums, learn to work with a live model, and receive feedback from a highly qualified art instructor. In addition, you can learn the various aspects of photography from choosing the right camera to perfecting your technique.

### About the Instructors



**Joseph Kameen**

Joseph Kameen is the instructor for the Art workshops for Continuing Education. Kameen joined the Department of Fine and Performing Arts in the Fall of 2018, as Assistant Professor of Art. Joseph received his B.F.A. in painting and sculpture from Boston University, and his M.F.A. in painting from Indiana University Bloomington. He features the human figure heavily in his drawings and paintings, which use narrative imagery to consider our everyday relationship with unanswerable questions. He has exhibited and curated nationally, including shows at The Painting Center and Janet Kurnatowski Gallery in New York.

John Antaki is the instructor for the photography workshops for Continuing Education. Antaki attended Clemson University. After working at the Vogtle Nuclear Power Plant in Georgia, John left the desk job to increase his skills in photography in 2017. John is now a wedding photographer and videographer. He also works with the Aiken and Augusta Magazine, does free-lance work for marketing companies, as well as local businesses and events. John is proficient with the photo and video editing programs Photoshop, Lightroom, and Premiere Pro. His work is in almost every issue of the Augusta Magazine as well as on his website [JohnAntaki.com](http://JohnAntaki.com), Instagram: [Antaki.son](https://www.instagram.com/Antaki.son) and Youtube: John Antaki.



**John Antaki**

## Fine Arts

### Art Workshops

Instructor: Joseph Kameen

#### Painting Studio

Painting Studio allows painters and those interested in painting to work in a spacious, communal environment. Attendees are free to work with any medium and subject matter, and will receive constructive commentary and criticism to help them achieve their goals. Those who have audited Advanced Painting in the past and wish to continue to do so should instead sign up for the Painting Studios.

**Dates & Location:** **Cost: \$75 per session**

Mondays, 12:00 - 2:30 p.m.  
Etherredge Center 141

Session I: January 13, 2020 - February 24, 2020  
Session II: March 2, 2020 - April 20, 2020



#### Figure Drawing

**\*Facilitated by Community Members**

The depiction of the body has preoccupied artists throughout history, both as a challenge and as a means for expression. Figure Drawing is a studio art course that will allow artists to focus on direct observation of live models. Model sessions will be open work-time, without lecture or instruction. Attendees may work in any medium they wish. The first 30 minutes of each session will be short gesture poses, followed by a 2-hour long pose.

**Dates & Location:** **Cost: \$40 per session**

Tuesdays, 12:30 - 3:00 p.m.  
Etherredge Center 141

Session I: January 14, 2020 - February 4, 2020  
Session II: February 11, 2020 - March 3, 2020  
Session III: March 17, 2020 - April 7, 2020  
Session IV: April 14, 2020 - May 5, 2020



To register visit

[www.usca.edu/epcec/continuing-education/fine-arts](http://www.usca.edu/epcec/continuing-education/fine-arts)  
or call (803) 641-3741

## Fine Arts

### Photography Workshops Instructor: John Antaki

#### Choosing A Camera and Lens

In this class you will go beyond Bestbuys camera recommendations and start to understand whether the camera or the photographer creates the photo. You will be informed on where to get credible camera reviews, what cameras are available on the market, and which camera fits your needs.

**Date and Location:**

January 8, 2020 from 2:30 to 4:30 p.m.  
Business and Education Bldg. 124

**Cost: \$50**

#### Photography Basics

Every camera's user interface is unique and takes time to learn but the basic/fundamental parameters of shutter speed, ISO, and Aperture are the same for each camera. Understanding these 3 things are essential to mastering photography and is applied 100% of the time.

**Date and Location:**

January 29, 2020 from 2:30 to 4:30 p.m.  
Business and Education Bldg. 124

**Cost: \$50**



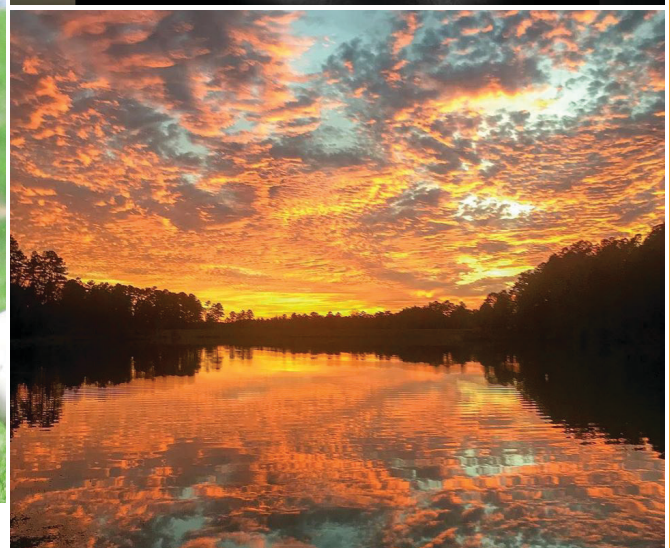
#### Real World Applications

This course is An advanced combination of Choosing A Camera and Lens and Photography Basics. You will learn how to correctly apply your new photography knowledge in real world situations

**Date and Location:**

February 19, 2020 from 2:30 to 4:30 p.m.  
Business and Education Bldg. 124

**Cost: \$50**



To register visit

[www.usca.edu/epcec/continuing-education/fine-arts](http://www.usca.edu/epcec/continuing-education/fine-arts)  
or call (803) 641-3741

# Conversational Spanish



Do you wish you could have a basic conversation in Spanish or are you planning a trip to a Spanish speaking country? This course will cover a variety of fundamental skills necessary to express oneself and hold a conversation in Spanish. Whether it's for business or for pleasure this course will have you on your way to speaking Spanish.

## This course will cover the following aspects of the language:

- pronunciation of vowels and consonants
- meeting and greeting one another
- masculine vs. feminine nouns
- adjectives with gender and number agreement
- present tense verb conjugations
- interrogative words
- simple present tense constructions
- the simple future construction
- the present progressive construction
- expressing wants and needs
- expressing likes and dislikes
- reflexive verbs
- some pertinent vocabulary
- the verb hay/haber
- tricks to answering questions (by using the question to answer the question)
- ser vs. estar
- telling time/talking about the weather
- the 3 basic past tenses – the preterit perfect, the preterit indefinite, and the preterit imperfect.

## About the Instructor

Dr. Ashton received his Ph.D. in Iberian Literatures and Cultures from The Ohio State University in 2009. His research interests include: Hispanic Soccer Literature and Films; The Spanish Avant-Guard; Surrealism; Psychoanalysis; Poetry; Film; la Generación X; Comparative Literature; Literary Theory; Literary Criticism, Translation; and History & Criticism. Professor Ashton has published articles and book chapters on these subjects in the United States and Spain, and he regularly presents his research at academic conferences both nationally and internationally. Professor Ashton studied both as an undergraduate and a graduate student at La Universidad de Alcalá, near Madrid, Spain. He has also lived in other areas of Spain, as well as in France, Mexico, and Ecuador, and over the past two decades he has traveled widely throughout the Spanish-speaking world. These international experiences have enhanced his linguistic and cultural background, which he regularly incorporates into his classroom pedagogy.



**Timothy Ashton**

## More Information and Registration

**Registration:** [usca.edu/epcec/continuing-education](http://usca.edu/epcec/continuing-education)  
or call (803) 641 - 3741

**Location:** Penland 216

**Dates:** Wednesdays, February 5, 12, 19, 26

**Time:** 2:00 - 4:00 p.m.

**Cost:** \$99; this includes all required materials

# The Academy for Lifelong Learning



## Who We Are

We are an organization of people from a variety of backgrounds. We share a common interest in continuing learning experiences and intellectual stimulation. There are no tests or grades. Members participate purely for the joy of sharing. We are sponsored by the University of South Carolina Aiken and are self-supporting. Our courses and activities are planned and implemented by our members. We design our own curriculum and employ instructors from USC Aiken faculty (current and retired), from our own membership, and from the community at large.

## Registration & Membership Fees

Membership for a semester is \$70 per person. The Membership fee allows you to take as many of the classes offered, on a space-available basis. The fee does not include books or materials (if required) for the classes or the cost of special events.

You can register at our open house January 7, 2020 at 9:00 a.m., online at [aikenlearning.org](http://aikenlearning.org), by mail, or call (803) 641 - 3741. You may also register in person in Business and Education Bldg. room 111 anytime after open house. The registration form can be found on page 19.

## Member Benefits\*

Academy members are eligible for special offers from the following places:

- USC Aiken Admissions Office (class auditing)
- Planetarium
- Library & Bookstore
- Wellness Center
- Natatorium
- Two Academy Guest Passes
- USC Aiken Athletic Events
- Campus Food Service

\*Additional terms and conditions may apply

## Mission Statement

The mission of the Academy for Lifelong Learning is to provide both structured and informal continuing education opportunities for mature individuals in the CSRA in conjunction with the University of South Carolina Aiken. These opportunities shall include classroom instruction as well as discussions with faculty, field trips, and social events.



*Academy for*  
**LIFELONG LEARNING**  
FELLOWSHIP • KNOWLEDGE • ADVENTURE

Visit us online at [aikenlearning.org](http://aikenlearning.org)

# The Academy for Lifelong Learning

## The Red Tide: A Thirty-Year Overview of Public Opinion in Aiken County

4 Mondays, January 13, 27, February 3, 10  
2:15 – 3:15 p.m.

Business & Education Bldg. 124

**Instructor:** Bob Botsch earned his B.S. in math and Physics at NC State in 1968. His interest in politics was stimulated when he was assigned to the White House Communications Agency after being drafted into the Army. After earning his Ph.D. in political science at the University of North Carolina, he taught for a year at Illinois State University before coming to USC Aiken in 1978. Over the next 37 years, he taught more than 15 different courses including public opinion and empirical research methods.

**Description:** This four-session course will cover a range of subjects pertaining to the measurement of public opinion in Aiken County. The first class will focus on the evolving challenges in measuring public opinion. The second class will look at partisanship, which has been and continues to be the single most important variable in structuring campaigns and elections. We will compare the changes in Aiken County with those in SC using both polling data and election data since WWII. The third class will cover some of the more interesting things in these surveys. For example, we will examine changes in views on gay marriage, how the college experience affects student ideological identifications, how southern self-identification affects citizen views, and support and opposition to the SC lottery. The final class will cover whatever variables members of the class want to examine, including surveys of their choice.

## French for Fun

4 Tuesdays, January 14, 21, 28, February 4  
9:00 – 10:00 a.m.

Business & Education Bldg. 102; Enrollment Limit: 15

**Instructor:** Maureen Sbordone lived in France for fifteen years and fell in love with the people and culture. She enjoys sharing her knowledge of the language with others. Maureen is a retired English teacher from New York. She recently moved to Aiken and spends her time now between teaching and riding her horse.

**Description:** This class is a repeat of the French for Fun course offered in Fall 2019. You will learn the basics enough to confidently use simple phrases and vocabulary in a variety of typical social and leisure settings, and understand and apply basic grammar in context. You will have the opportunity to learn about France, its culture, and traditions. No books, no tests or homework; handouts provided. Let's be French for an hour! French for Fun Part II will be offered in Fall 2020 for those students who would like to continue their study of French.

## More Four Arts

4 Tuesdays, January 14, 21, 28, February 4  
2:15 – 3:15 p.m.

Business & Education Bldg. 124

**Instructor:** Mike Lythgoe has taught for the Academy since 2004. He served as President of the Academy, and won the volunteer of the year award. He is a graduate of St. Louis University (B.S.), The University of Notre Dame (M.A.), and the Defense Intelligence School. In his retirement, he earned a Master of Fine Arts degree at Bennington College. He has published several books of poetry, including *Holy Week Poems*. He has lectured at the Morris Museum of Art in Augusta on poetry. He has published his poems in *The Petigru Review*, *Catfish Stew*, *The Caribbean Review*, *Kakalak*, *PermaFROST*, and *Windhover*.

**Description:** Poetry, Paintings & Music in four sessions. Week 1 will have music by Will Jones on guitar. Will is a member of SRP poets, a contributor to *Borderlines*, a songwriter, and singer. Week 2 will be "poets on painting." Week 3 we will have poetry readings by Ed Wilson and selections of SRP poets' original poems from a new chapbook *BorderLines*, edited by Mike Lythgoe. Week 4 will conclude with paintings and discussion with faculty at USC Aiken.

## Life, Art, and Stories of Dr. Seuss

2 Wednesdays, January 15, 22  
2:00 – 3:15 p.m.

Business & Education Bldg. 124

**Instructor:** Thomas Brandner spent 40 years as a school psychologist for the Aiken County School District. He has given presentations about Dr. Seuss to teachers, high school students, and children of all ages in SC and IL libraries and elementary schools. He enjoys reading Dr. Seuss with his grandson. Together they have read all 64 of the Dr. Seuss stories.

**Description:** Dr. Seuss lived a life of contradictions. Some of them were that he wrote "children's" stories that were really for adults and that he felt uncomfortable in the presence of children. Every publishing company that he sent his first story to (over 25) turned it down. Because he was not honored as a great artist for his paintings, he felt himself a failure. Two of his best-known stories were written to win bets. Many areas of his life will be explored. His best-known stories will be studied. Some of the students of the class will be given one story as a play.





# The Academy for Lifelong Learning



## Selection, Installation, Maintenance of Trees and Shrubs in the Home Landscape

1 Thursday, January 16

9:30 – 10:30 a.m.

Business & Education Bldg. 124

**Instructor:** Vicky Bertagnolli is a Consumer Horticulture Agent, Master Gardener Coordinator, Private Pesticide Applicator Training Coordinator, and local “bug geek” in Aiken County. She makes monthly appearances on SCETV’s gardening show, “Making It Grow.” Vicky holds a B.S. in Wildlife Sciences from Auburn University and an M.S. in Entomology from Auburn University. Prior to joining Clemson University as an Extension Agent in January 2008, Vicky spent seven years as the Research Technician for Auburn University’s Alabama Fire Ant Management Program and worked part-time for a small pest control company. Vicky’s areas of expertise are imported fire ants and their management, urban pest management using integrated pest management (IPM), School IPM, and insect identification.

**Description:** Participants will learn how to select high quality plant material, proper installation techniques, and how to maintain both new and established tree or shrub plantings.

**Note:** This session will not cover specific plants or provide plant lists.

## Backyard Birds

3 Thursdays, January 16, 23, 30

11:00 – 12:00 p.m.

Business & Education Bldg. 124

**Instructor:** Chuck Braun has been an avid birder for over fifty years in more than eighty countries and has seen more than 7,000 species. He has taught several Academy courses on local and world birds.

**Description:** Session 1 will discuss backyard birds and how to attract and identify them. Session 2 will discuss South Carolina birds as well as identifying birds you see while traveling and on vacation. Lastly, session 3 will conclude with ecotourism. More specifically, what happens on ecotours. Two tours will be compared, one to a country without a tourist program, and one to a country with a tourist program.

## Falun Dafa Cultivation and Meditation

5 Wednesdays, January 22, 29, February 5, 12, 19

1:00 – 2:00 p.m.

Business & Education Bldg. 116

**Instructor:** Dr. Frank Tian Xie is the John M. Olin Palmetto Chair Professor of Business and an Associate Professor of Marketing at USC Aiken. Dr. Xie currently teaches business analytics, international marketing, quantitative tools of business analysis (MBA level), advertising, marketing research, and sales management. Originally from China, Dr. Xie is an expert on Chinese affairs. Xie is the author of *Dragon’s Vault*, a book on Chinese business and economy. Dr. Xie has been an avid Falun Dafa practitioner for 19 years.

**Description:** This short course covers the basic concepts of cultivation and meditation culture from the East. The emphasis is to introduce Falun Dafa (aka Falun Gong), a meditation and self-cultivation practice from ancient China. Students will learn about the principles of the cultivation – Truthfulness, Compassion, Tolerance, its core teachings, and its five sets of exercises including sitting meditation in five class sessions.

## Exercise Is Medicine

4 Thursdays, January 23, 30, February 6, 13

9:00 – 10:00 a.m.

Business & Education Bldg. 124 Session 1, January 23

Business & Education Bldg. 147 Sessions 2 - 4

Enrollment Limit: 20

**Instructor:** Mila Padgett is currently the Director of Campus Recreation & Wellness at USC Aiken. She has a M.A. degree in Exercise Physiology and has been in the health and wellness field for over 25 years.

**Description:** This class is a repeat of the Fall 2019 Exercise is Medicine course. Exercise is a vital component in maintaining our physical and mental health as we age. This course will teach you about each of the exercise components and allow you participate in different classes each week to experience the Older Adult programs at the USC Aiken Wellness Center. For the last three classes, make sure to wear tennis shoes and comfortable clothing in order to exercise.

# The Academy for Lifelong Learning

## Genetically Modified Organisms (Gmos)

1 Friday, January 24

11:00 – 12:15 p.m.

Business & Education Bldg. 124

**Instructor:** Sarah Michele Harmon received a B.S. in Biology from USC Aiken and her MSPH and Ph.D. in Environmental Health Sciences from the Arnold School of Public Health at USC. She is currently a Professor in the Department of Biology and Geology at USC Aiken where she also serves as Director of the Environmental Restoration and Remediation Program. She is also the Co-director of USC Aiken's Center for Research Excellence. Research in Dr. Harmon's lab is centered on teaching undergraduates how to use indicator organisms to model the environmental risks posed by pollutants of interest. Current topics of study include constructed wetlands for stormwater remediation; bioremediation of oil sands process water; and microbial source tracking in the Horse Creek and Pretty Run watersheds in Aiken County, SC.

**Description:** These days we hear lots of warnings about GMOs. Products advertised as "GMO-free" seem to have become desirable in the marketplace. In this class, we will define what is meant by "GMO", explain how they are made and where you are most likely to find them. The class will conclude with a discussion on the future of GMOs in food, the controversy surrounding their use, and their true risks to the environment and our health.



## 2017 Nobel Prize in Literature: Kazuo Ishiguro

4 Mondays, January 27, February 3, 10, 17

9:30 - 10:30 a.m.

Business & Education Bldg. 116

**Instructor:** Dr. William Claxton is emeritus professor of English at USC Aiken.

**Description:** This course focuses on the work of Kazuo Ishiguro, the winner of the 2017 Nobel Prize in Literature. Ishiguro was born in Japan in 1954 and moved with his family to England when he was five. He has said that his Japanese heritage passed down by his parents and his life as a citizen of the United Kingdom have provided him with a unique perspective. We will discuss two works: *The Remains of the Day* (1989) on January 27 and February 3; and *Nocturnes: Five Stories of Music and Nightfall* (2009) on February 10 and February 17.

## History in Headstones: Man's Best Friends

3 Mondays, January 27, February 3, 10

1:00 - 2:00 p.m.

Business & Education Bldg. 124

**Instructor:** Jeanmarie Bronson is a member of the Augusta and Washington, GA Civil War Round Table, the Clearfield, PA Historical Society, the Lincoln Forum (Gettysburg), the National Association of Gravestone Studies and other historical organizations. Prior to her interest in the American Civil War, Jeanmarie studied the geography, society and symbolism in cemeteries, and the various lives that make up many areas of historical interest.

**Description:** History in Headstones looks at history through the lens of the headstone. This semester features pets, animal movie stars and war heroes. Meet the animal actors snubbed by the Academy but awarded stars on the Hollywood Walk of Fame. Find out which dog won the Purple Heart and then bit the American president who awarded it. Learn about the cat that ran for the Senate in Maine and came in third, the dog that traveled with the first explorers to the North Pole, where UGA's beloved mascots rest in peace, and the inspiring Depression-era thoroughbred largely forgotten until the early 21st century. Join us for a look at the lives, epitaphs, and symbolism of the final tributes to these loved ones.

# The Academy for Lifelong Learning



**Live From the Met Opera**  
**6 Tuesdays, January 28, February 4, 11, 18, 25,**  
**and March 3**  
**10:30 – 11:30 a.m**  
**Business & Education Bldg. 124**

**Instructor:** Dr. Maureen Simpson has performed in over two dozen operas in the United States and Europe, as well as numerous appearances with symphonies and choral societies. With more than 40 opera roles and performances on stage with artists such as Luciano Pavarotti, Jon Vickers, Joan Sutherland, Rita Hunter, James Morris, Diane Soviero and Louis Quillico, Dr. Simpson brings a wide range of experience. A graduate of Winthrop University, Dr. Simpson attended the Academy of Vocal Arts in Philadelphia, the American Institute of Musical Studies in Graz, Austria, and went on to receive graduate degrees from Indiana University-Bloomington and the University of South Carolina. She is currently Artistic Director of the Aiken Choral Society and former Director of Music at St. Mary Help of Christians Catholic Church.

**Description:** Once again Aiken's own resident diva soprano, Dr. Maureen Simpson, will discuss three operas which will be shown at the Regal Augusta Exchange Theater. Each of the three operas will be covered in two class sessions, thereby providing a more in-depth understanding. The classes will introduce historical and musical background, composer issues, performing problems, and plots. Dr. Simpson will provide both beginner and veteran operagoers with a deeper insight into each work. The operas scheduled for this season's telecasts and planned for discussion in this course are: *Agrippina* by Handel, *Der Fliegende Holländer* by Richard Wagner, and *Maria Stuarda* by Donizetti.

Information about the entire "Live From The Met" schedule of operas to be shown in high definition at the movie theater is available online at:  
[www.metoperafamily.org/metopera/liveinHD.aspx](http://www.metoperafamily.org/metopera/liveinHD.aspx)

## The Aiken Symphony Orchestra's 2019-2020 Season

**3 Sessions: Wednesday, January 29; Tuesday,  
March 3; Wednesday, April 15**  
**3:00 – 4:00 p.m**  
**Business & Education Bldg. 116**

**Instructor:** Dr. Donald Portnoy is universally recognized as one of America's dynamic and inspiring symphony orchestra conductors. He brings a unique awareness and appreciation to music for the audience and a refreshing sensitivity toward the musicians with whom he works. He has earned fame as a guest conductor with the major orchestras of Pittsburgh, Baltimore, Buffalo and with other major regional orchestras throughout the United States, Argentina, Brazil, China, England, France, Germany, Poland, Russia, Taiwan, South Korea, Italy, Romania and Switzerland.

**Description:** This course will focus on the Aiken Symphony Orchestra's 2019-2020 concert season. We will discuss all the programs and listen to short selections of music by the soloists and orchestra at rehearsals. Maestro Portnoy will explain how the selections are chosen and also provide biographical information on all of the composers and guest soloists.

**Pat Conroy**  
**1 Thursday, January 30**  
**1:00 – 3:00 p.m.**  
**Business & Education Bldg. 116**

**Instructor:** Jonathan Haupt is the executive director of the Pat Conroy Literary Center, the founding director of the annual Pat Conroy Literary Festival, and the former director of the University of South Carolina Press. He serves on the boards of the South Carolina Academy of Authors and the Friends of South Carolina Libraries and on the advisory board of the South Carolina Humanities and the affiliates steering committee of the American Writers Museum. Haupt's book reviews and author interviews have appeared in the *Charleston Post and Courier*, *Lowcountry Weekly*, *Fall Lines*, *Pink Magazine*, *Beaufort Lifestyle Magazine*, *Southern Writers Magazine*, and the Conroy Center's *Porch Talk* blog. He is co-editor, with Nicole Seitz, of the award-winning anthology, *Our Prince of Scribes: Writers Remember Pat Conroy*.

**Description:** Join Pat Conroy Literary Center's Executive Director, Jonathan Haupt, for a lively discussion of best-selling author Pat Conroy's reverence for the art of teaching and his own legacy as a teacher. We'll explore informative, inspirational profiles of representative teachers from Conroy's formative years as a student at Beaufort High School and profiles of Conroy's own students at BHS and on Daufuskie Island. Using photos, video and audio clips, and excerpts from published and unpublished writings by and about Conroy. This class will broaden our appreciation for the beloved writer's great love of teaching and of his adopted home in the low country.

# The Academy for Lifelong Learning

## Catalysts for Change: Three Centuries of Notable South Carolinians

4 Mondays, February 3, 10, 17, 24  
11:00 – 12:00 p.m.

Business & Education Bldg. 116

**Instructor:** **Alexia Jones Helsley**, a native of Kentucky, grew up in Beaufort, SC. Retired from the South Carolina Department of Archives and History, Helsley is an instructor in USC Aiken's History Department. She teaches World History Survey classes, the History of the Vikings, the Formation of Europe as well as the History of South Carolina and an Introduction to Public History. A Furman University graduate, she has her master's degree in Ancient and Medieval History from the University of South Carolina. Recipient of the South Carolina Governor's Archives Award, Helsley is a prolific writer and serves as chair of the South Carolina Old Exchange Commission.

**Description:** To paraphrase Acts 2:17, old men dream and young men see visions. Since its founding, men and women, black, white & Indian, old and young have dreamed and envisioned different futures. This four-week course will examine several of those individuals who lives have impacted the State of South for better or for worse. Join instructor Alexia Jones Helsley as she explores the familiar and lesser known change agents in South Carolina's long and diverse history.

## Banishing Belly Fat

1 Wednesday, February 5  
9:00 – 10:00 a.m.

Business & Education Bldg. 124

**Instructor:** **Patricia Read-Hunter Ed.M., Ph.D.** is a professional educator with a lifelong interest in nutrition and the anthropology of eating, which translated into success in losing 50 pounds. She is a Master Gardener and advocate for home-grown herbs and vegetables, and a world traveler who has visited over 100 countries. She has eaten almost as many bizarre things as the late Anthony Bourdain.

**Description:** The person who develops a means to selectively get rid of belly fat will become a billionaire. What do we know about belly fat - and fat in general? What can we and what should we do about it? How does dietary fat relate to body fat? Join me for a look at the research.



## Tales From the Signal Corps Museum

4 Wednesdays, February 5, 12, 19, 26  
10:30 – 11:30 a.m.

Business & Education Bldg. 116

**Instructor:** **Robert Anzuoni** graduated from Stonehill College with a B.A. in American Studies and received his M.A. in History and Archival Methods from University of Massachusetts Boston. He served as the Director of the 82nd Airborne Division Museum at Fort Bragg, NC, and is currently the Director of the Signal Corps Museum at Fort Gordon, GA. Anzuoni has been an adjunct history instructor at Fayetteville Technical Community College, Aiken Technical College, and USC Aiken for the past ten years. He is a veteran of the U.S. Army 82nd Airborne Division.

**Description:** This course is about the history of the U.S. Army Signal Corps and its unique contributions to our nation. The first session deals with Albert Myer, an Army Surgeon, who developed his method of communicating with the deaf into a visual communication system for the Army. The second session covers the other technical missions of the Signal corps throughout its history, including meteorology, photography, and aviation. The third session covers World War II when the Signal Corps was called upon to provide many specialized services including radio, fax, pigeon, radar, and v-mail communications, as well as intelligence, enemy equipment identification, photography, and motion pictures. The fourth session deals with the rapid development of new technology after WWII. Each class session will include demonstrations and exhibits/displays of equipment.

## Vertebrate Paleontology in South Carolina, with Special Reference to Aiken County

1 Wednesday, February 5  
2:00 – 3:00 p.m.

Business & Education Bldg. 124

**Instructor:** **Jim Knight** is the retired Director of Collections and Chief Curator of Natural History at the South Carolina State Museum, where he served for almost 24 years. He has worked on Vertebrate Paleontology and Herpetology on five continents and has published 60+ scientific papers on these subjects.

**Description:** A general overview of the vertebrate paleontology of South Carolina will be discussed. The vast majority of fossils are found on the coastal plain of the state, and include over 550 species of vertebrates. Discussions of marine incursions, giant snakes, and whales will be presented. A portion of the class time will be devoted to the known fossil deposits of Aiken County, and a discussion of the fossil sharks and rays of the Dry Branch Formation will be presented.

# The Academy for Lifelong Learning

## Character Dance – A Style of Ballet

4 Fridays, February 7, 14, 21, 28

10:30 – 11:45 a.m.

Business & Education Bldg. 116

**Instructors:** Professional dancers, **Joy and Jeffrey Engel**, trained in Russian Classical Ballet, met in a studio in New York City and honeymooned on an Equity Summer Stock Tour of "Carousel". Their performing careers included dancing in the United States, Canada and Europe. They have also choreographed productions and taught dance in various studios, schools and colleges. This is their seventh year sharing their experiences and insights about dance.

**Description:** This year the topic will be Character Dance, a style of ballet which draws on national or folk dances and is performed by trained ballet dancers. Character dances, as well as character roles for dancers to perform, are included in many classical ballets. Full-length character ballets are also part of the ballet repertoire. During each of the four classes, we will explore the character dance features of the ballet repertoire, and also see how dancers train in character class and perform character dances. As always, there will be discussions and many visuals with music which capture the flavor of the various cultures.

## Tea, the Beverage

1 Thursday, February 13

1:30 - 2:30 p.m.

Business & Education Bldg. 124

**Instructor:** **Dr. Linda Q. Wang** is an Associate Professor of Human Geography at USC Aiken. She received her B.A. from Xian Foreign Languages University (now Xian International Studies University) in China, and her M.A. and Ph.D. degrees from California State University-Northridge and the University of Wisconsin, Madison. She was a recipient of several grants for research, teaching and professional development including the University of South Carolina Production and Research Scholarship, Association of American Geographers General Research Grant, the Sasakawa Fellowship for Japanese cultural studies, and the Fulbright-Hays International Seminar Awards in South Africa, Oman and Jordan. Her research focuses on culture issues of Chinese Americans and cultural changes in China. She has published book chapters, journal articles, and encyclopedia entries on these subjects

**Description:** The lecture will serve as an introduction to tea as one of the world's most popular beverages. It will start with the current global production and consumption patterns of tea. Then it will move on to stories of tea's origin and the evolution of tea drinking in China. It will then turn to the diffusion of tea and shed a little light on how tea became the most popular beverage in Britain. The lecture will end with the varieties of tea resulting from the different methods of processing.



## Sensational Sky Stories

3 Mondays, February 17, 24, March 2

2:00 – 3:00 p.m Sessions 1 & 2

Ruth Patrick # 217

Session 3 on Monday, March 2 will meet from 7:30 – 8:30 p.m. in the Ruth Patrick Observatory

**Enrollment Limit: 30**

**Instructor:** **Dr. Gary Senn** is a Professor of science and technology education at the University of South Carolina Aiken. Dr. Senn is involved with the master of education program in educational technology and he devotes significant effort as the Director of the Ruth Patrick Science Education Center (RPSEC). In his association with RPSEC, he is also the Director of the Dupont Planetarium, Manager of the Bechtel Telescope housed in the RPSEC observatory, Director of the South Carolina Center for Excellence in Middle-level Interdisciplinary Strategies for Teaching (CE-MIST), and Director of the South Carolina Center of Excellence in Educational Technology.

**Description:** Saturn, a planet that rains diamonds. This session will explore the jewel of our solar system including, information about diamonds raining in Saturn's atmosphere. We will take an adventure to this planet to explore the rings, moons, gaseous sphere, and highlight some of the findings of the Cassini mission; which was powered by plutonium from SRS.

The heartbreaking news was released on August 24, 2006. Pluto was no longer a planet! What happened? We will uncover answers to this question and many more. The final session, observing the night sky on March 2, will be in the evening after dark in the RPSEC Observatory. We will have opportunity to observe a number of fascinating objects in the night sky including the first quarter Moon, Venus, Winter Triangle, Winter Hexagon (Heavenly G), Orion Nebula, Pleiades, and Hind's Crimson Star.

There is a rain or cloud date of March 4. We will announce the final decision on or before the morning of March 2. Please note that the elevator goes only to the third floor. There is a flight of stairs from the third floor to the roof to access the observatory housing the Bechtel Telescope.

# The Academy for Lifelong Learning

## Aiken Remembers the Titanic

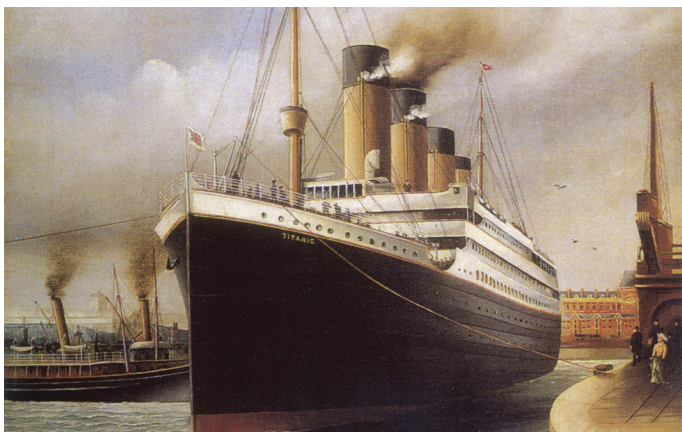
1 Wednesday, February 19

9:00 – 10:00 a.m.

Business & Education Bldg. 116

**Instructor:** David Tavernier is the author of two books on the lives, times, and local events involving certain Aiken winter colonists. He has been a featured speaker on the topic of Aiken's winter colony for the Aiken County Historical Society; the Aiken County Historical Museum's Winter Lecture Series; the Aiken Train Depot Museum; the Academy for Lifelong Learning, and numerous clubs and civic organizations in Aiken as well as other parts of the state. He is a founding board member of the Aiken Symphony Orchestra, and board member of the USC Aiken Academy for Lifelong Learning. He is a graduate of Florida Atlantic University and is married to Patrice Durban Tavernier, a third generation Aikenite.

**Description:** On the fateful night of April 14, 1912, Titanic, the greatest ship ever built, sank in the frigid waters of the North Atlantic. Aboard the ship were Aiken winter colonists John Jacob Astor IV, once called the richest man in the world; George Widener and his twenty-seven-year old son Harry; Philadelphia street-car millionaires; Col. Archibald Butt, Aide to President Taft; James Clinch Smith, of the eponymous Long Island town; and William Carter, a Pennsylvania coal mine millionaire who would survive the sinking, and later pay the high price of infamy. The lecture will include facts about Titanic, its passengers and their relationships, with an emphasis on Aiken's winter colonists who were lost in the sinking.



## Gardening on the Cheap

1 Friday, February 21

9:30 – 10:30 a.m.

Business & Education Bldg. 116

**Instructor:** Patricia Read-Hunter Ed.M. Ph.D., full biography on page 12.

**Description:** You can spend hundreds of dollars each month to have a beautiful garden - or you can minimize the cost and effort. This session led by a master gardener will look at such things as seed saving, propagation, lawn replacement, and water usage. A list of organizations that help you garden on the cheap will be provided.



## Plutonium and Our National Security

3 Thursdays, February 27, March 5, 12

2:00 – 3:00 p.m.

Business & Education Bldg. 124

**Instructor:** Dr. James C. Marra is a veteran in the nuclear industry. He began his nuclear career at the Savannah River National Laboratory (SRNL) as a Senior Engineer and progressed to the level of Advisory Engineer. He also spent time as a Senior Scientist for the U.S. Department of Energy's office of Environmental Management (DOE-EM). Dr. Marra has a B.S. degree in Ceramic Science and B.A. degree in Mathematics (Alfred University, Alfred, NY); a Master's degree in Materials Engineering (Worcester Polytechnic Institute, Worcester, MA); and a Ph.D. in Ceramic and Materials Engineering (Clemson University).

**Description:** Week 1 will discuss national security in today's world, featuring a presentation from Vice Admiral Charles Munns discussing the history of the U.S. nuclear deterrent, recent Nuclear Posture Review and recommendations, current world situation, modernization of the nuclear deterrent, etc. Week 2 will cover safe and secure plutonium storage and disposition. SRNS and/or SRNL representatives will discuss SRS materials storage infrastructure, the 3013/9977 development and safety assessments, 3013 surveillance program and past, current and future Pu disposition approaches. Week 3 will conclude with plutonium pits and pit production. SRNS representatives will provide an overview of past Pu pit production, current activities and future plans for the plutonium pit production.

## Combating Food Waste

1 Monday, March 2

11:00 – 12:00 p.m.

Business & Education Bldg. 124

**Instructor:** Patricia Read-Hunter Ed.M. Ph.D., full biography on page 12.

**Description:** Globally, 30-40% of food produced for humans is lost or wasted, while billions go hungry. As Americans, what can we and what should we do about it? Is there a technological solution, or do we have to change the way we consume? We'll discuss some easy solutions as well as longer-term ones. And no, dumpster-diving will not be part of the session.

# The Academy for Lifelong Learning

## We're Still Here - American Indians Today

3 Tuesdays, March 3, 10, 17

11:00 – 12:00 p.m.

Business & Education Bldg. 116

**Instructor:** Tiajuana King Cochnauer, a member of the Choctaw Nation of Oklahoma, has shared these topics regionally and internationally and is excited to share with her neighbors in Aiken. She is a Choctaw Nation registered artist and is a Certified Interpretive Guide (National Association for Interpretation). She served the USDA Forest Service as the national Acting Director of the Office of Tribal Relations, Washington, DC. She is the local chapter leader for her alma mater, the University of Oklahoma.

**Description:** Session 1 will discuss who American Indians are today, including an introduction to Federally Recognized Tribes, their relationship to the U.S. government, and definitions. Session 2 will cover facts and myths about American Indians. Session 3 will conclude with documenting tribal membership and recent political events that have been brought into the spotlight.

## History and Preservation of the Savannah River Site

4 Thursdays, March 5, 12, 19, 26

10:00 – 11:00 a.m. Business & Education Bldg. 124

**Instructor:** This course is a collaborative effort between Site employees and the Foundation, taught by **Art Osborne, P.J. Perea, Melissa Hanson, and Walt Joseph.** Art Osborne's career at SRS included managing assignments in quality assurance, working in engineering, SRNL lab operations, and organizational improvement. Osborne retired from SRS in 2001. P.J. Perea is the Director of Public Relations and Outreach for the University of Georgia Savannah River Ecology Laboratory (UGA SREL). Melissa Hanson, a native Aikenite, has worked for New South Associates at the Curation Facility on SRS since 2013. Melissa has been in the museum field for 10 years. Walt Joseph retired after over 39 years as an engineer and manager at SRS. He is co-founder and executive director of the SRS Heritage Foundation, the lead organization that developed the SRS Museum in downtown Aiken.

**Description:** The first session of the course will outline the history of the Savannah River Site (SRS) including the Cold War military buildup and the mission of SRS in that buildup. The second session will explore the history of the Savannah River Ecology Lab (SREL) and many of the interesting discoveries researchers have made in and around SRS. The third session will focus on the implementation of the Department of Energy's Cold War Historic Preservation Program at SRS. The fourth and final session will provide an optional private tour of the SRS Museum and discuss efforts to share the history of SRS to the general public – a partnership with the Curation Facility and the Aiken County Historical Museum. This course will occur on location at the SRS Museum – located in the former Dibble Memorial Library on Laurens Street.

## History Through Coins of the Bible and the Twelve Caesars

3 Wednesdays, March 11, 18, 25

9:30 – 10:30 a.m.

Business & Education Bldg. 124

**Instructor:** Wayne Damron is a numismatist and began his collecting career at age nine. He was the owner of a business located in Augusta, Georgia that dealt in precious metal and rare coins. He gives a variety of presentations on the subject of numismatics several times a month to private clubs, schools, church, and civic organizations in Georgia and South Carolina. He has given lectures on the subject for over twenty years to small groups, and those numbering over 300.

**Description:** A number of Biblical coins, their Biblical implications, and their impact on future coinage will be covered through presentations. Biblical passages will be referenced concerning several of these coins. Attendees will have the opportunity to hold many of these coins, some of which are 2,500 years old. The story of the Twelve Caesar's accomplishments in the Roman Empire and the impact it had on the world then, and today will be told through their coins. While the presentation emphasizes their positive aspects, some of the less positive aspects are covered as well.



# The Academy for Lifelong Learning

## Line Dancing for Beginners

6 Mondays, March 16, 23, 30, April 6, 13, 20  
11:00 – 12:00 p.m.  
Convocation Center

**Instructor:** Brenda Taylor is an active lifetime member and Past President of CSRA (Central Savannah River Area) Carolina Shag Club. She is also a Line Dance, Carolina Shag instructor, and member of SOS North Myrtle Beach, SC since the 1990's. Brenda has taught at Hotel Aiken (Polo Tavern), the Carnival SOS 7-Day Cruise in October of 2013, and the Palmetto Shag Club Memorial Day Weekend Event in Columbia, SC since 2014. A resident of Aiken and a 1970 graduate of Aiken High School, Brenda has been a business owner and registered cosmetologist in this area for 46 years and is now semi-retired.

**Description:** Back again by popular demand! Lessons will begin with basic steps, broken down and taught slowly for beginners. A new dance will be taught each week and dances learned in previous weeks will be reviewed. Both new dances and old favorites will be covered. Line dancing is a choreographed dance with a repeated sequence of steps in which a group of people dance in one or more lines or rows without regard for the gender of the individuals, all executing the steps at the same time. Unlike other types of dancing, no partner is required. Line dancing provides good exercise and is great "food" for the heart and brain as well as a wonderful way to meet new friends. Come out and join the fun!

## Line Dancing Advanced Class

6 Wednesdays, March 18, 25, April 1, 8, 15, 22  
11:00 – 12:00 p.m.  
Convocation Center

Instructor: Brenda Taylor

**Description:** This class is perfect for individuals who have completed the Line Dancing for Beginners classes in previous semesters. A new dance will be taught each week and dances learned on previous weeks will be reviewed. Line dancing provides good exercise and is great "food" for the heart and brain as well as a wonderful way to meet new friends. Come out and join the fun!



## Veterinary Medicine

1 Wednesday, March 18  
2:30 – 3:30 p.m.  
Business & Education Bldg. 116

**Instructor:** Charles Groover D.V.M. was born and raised in Fairfax, South Carolina. He is a 1994 graduate of Clemson University, and Ross University School of Veterinary Medicine in 1998; he completed clinical studies at Louisiana State University. He worked as a mixed animal practitioner (large and small animal medicine and surgery) in Greenville, Mississippi from 1998 to 2001, and later in Thomason, Georgia. He began his career in Aiken in 2004 as a small animal practitioner at Aiken Veterinary Clinic, a practice that he has owned since 2014.

**Description:** This course will cover the following: How relationships between owners and pets have changed dramatically over the years, your pet's health, diet and exercise, veterinarian approaches to disease and considerations including the owner's health and ability to carry out aftercare, and letting go considerations; putting pets to sleep (there is no formula).

## Great Decisions

8 Fridays, March 20, 27, April 3, 10, 17, 24, May 1, 8  
2:00 – 3:30 p.m.  
Business & Education Bldg. 102

**Instructor:** This is a discussion-based class and does not have an Instructor. An individual will be appointed to facilitate the discussion each week.

**Description:** Topics are chosen from the Foreign Policy Association Manual in this regular spring semester offering. The eight topics for Great Decisions 2020 are: Climate Change and the Global Order, India and Pakistan, Red Sea Security, Modern Slavery and Human Trafficking, U.S. Relations with the Northern Triangle, China's Road into Latin America, The Philippines and the U.S., and Artificial Intelligence and Data.

**Note:** Briefing books for the Great Decisions topics will be available for individual purchase from the Foreign Policy Association (FPA) in early January 2020 for \$32 plus shipping ([http://www.fpa.org/great\\_decisions](http://www.fpa.org/great_decisions)).



# The Academy for Lifelong Learning

## Honeybees - Answers to Questions You May Have About Their Care

4 Mondays, March 23, 30, April 6, 13  
1:00 – 2:00 p.m.

Business & Education Bldg. 124  
March 30 class will be held in B&E 144

**Instructor:** Ed Kvartek is a retired Industrial Hygienist who operates a small farm with his wife outside of Aiken. They have had colonies on the farm since its inception that were managed by an experienced beekeeper. When the beekeeper decided to devote more time to his family, Ed and Cathy took on the responsibility for the colonies. Ed completed the Aiken Beekeepers Association class, First Lessons In Beekeeping, and has managed to harvest honey from the hives for the last 3 years.

**Description:** Honeybee colonies are in farmers' fields, in backyard gardens, sometimes in the walls of houses, and even in the White House. The class will discuss the origin of the honeybee in the United States, the typical hive most individuals have come to recognize, as well as alternative hives, how the colony functions, how honey is produced and stored in the hive, the various stresses honeybees are experiencing, and how honey can be harvested for use. This short course will not address everything you need to manage a honeybee colony on your own but you should gain a better understanding of what a beekeeper typically does. There will be an optional field trip in April to visit the bee hives.



## Mindfulness Based Cognitive Therapy

4 Wednesdays, March 18, April 1, 8, 15  
1:00 – 2:15 p.m.

Business & Education Bldg. 124

**Instructor:** Doris Hammond Ph.D. has been an instructor since the beginning of the Academy. Her academic degrees are from the University of Cincinnati, Marshall University and the University of Georgia. She has been a professor of psychology and gerontology. In 1992, she started a private practice as a therapist here in Aiken. Hammond continues to practice part-time. Her most recent honor is the Earl Kauffman Award presented to her in April 2018 by the Academy of Lifelong Learning.

**Description:** Cognitive Behavior Therapy works with Mindfulness as a strong way of changing your thinking habits, enhancing your ability to live the life you want to live. Most of us do not realize the strength we have to change our thoughts in a positive way. To familiarize yourself with the types of skills you will be learning, visit [www.mbct.com](http://www.mbct.com). This will be a fun course that teaches you skills that will change your life.



## Victorians in the CSRA

1 Thursday, April 2

11:00 – 12:15 p.m.

Penland 106

**Instructors:** Lauren Virgo was born and raised in North Augusta, South Carolina. She attended Clemson University and received a B.A. degree in History with a minor in Fine Art and a M.A. in Art History and a Certificate in Museum Management from University of South Carolina. Virgo has worked professionally in the museum field for fourteen years. She joined the staff of the Aiken County Historical Museum as a Collections Manager in June of 2017. In December of 2018, she became the museum's Executive Director.

**Leah Walker** comes to us from the mountains of east Tennessee, hailing from a tiny little hamlet called Bulls Gap. Having been bitten by the history bug in Charleston as a child, she knew she had found her calling while attending a walking tour of the historic city. Leah completed a B.A. degree in Museum Studies at Tusculum College, the oldest continuously operating school in Tennessee, and later went on to East Tennessee State University where she attained a M.A. degree in Storytelling. After a turn with the National Park Service in Death Valley, she returned to her initial alma mater and the Museum Studies program and was the Site & Events Manager for seven years at the home of Tusculum's founder, Samuel Witherspoon Doak.

**Description:** From corsets to electricity, the Victorian era was a time of great change in our river area. In this session attendees will hear about the lives, technological and cultural advances, and fashion of the Victorian period in the CSRA.

## Imported Fire Ant: Biology and Management in the Home Landscape

2 Tuesdays, April 21, 28

9:30 – 10:45 a.m.

Business & Education Bldg. 124

**Instructor:** Vicky Bertagnolli, full biography on pg 9.

**Description:** Students will learn about the imported fire ant, *Solenopsis* spp., its biology, and how to effectively manage imported fire ant populations in the home landscape.

# The Academy for Lifelong Learning

## USC Aiken Nursing School Students Present Promoting Quality Health For The Elderly

**1 Monday, April 27**

**2:00 – 5:00 p.m.**

**Business & Education Bldg. 124; Enrollment limit: 20**

**Instructors:** Carolyn Sue-Ling and USC Aiken 3rd-year Nursing Students. Carolyn Sue-Ling is a native of North Carolina who discovered her love for teaching nursing in 1988. She was a clinical instructor at USC Aiken from 1989 until 1996. Sue-Ling holds a MSN as a nurse educator and a Ph.D. in nursing. In 2012, she returned to USC Aiken as an instructor of Nursing.

**Description:** This course is an opportunity to sit in on students' presentations of health promotion projects to communicate health issues and quality health associated with aging. The teaching project's objective is to cover the most recent research on a topic selected by each student group. The presentations are prepared for the public and for patients, not medical professionals. Each group presentation includes talks accompanied by PowerPoint-type slides, a pamphlet handout prepared by the presenters, engaging activities, and an opportunity for questions. This nursing course explores theories of human development and the achievement and maintenance of healthy lifestyles of elders.

Since this Academy course involves "sitting in" on a regular USC Aiken academic course session, it will be important to arrive on time. The academic course session lasts nearly 3 hours. However, there will be a brief break between presentations (these will provide an opportunity to leave for those unable to stay for all of the presentations).



## Trips and Events

### Thoroughbred Racing Hall Of Fame Tour "Home Of Aiken's Racing Champions"

**Thursday, February 20**

**10:00 a.m. – 12:00 p.m.**

**135 Dupree Pl. off Whiskey Road  
next to Hopelands Gardens; Enrollment Limit: 30**

**Instructor:** Lisa J. Hall has worked for the City of Aiken Parks, Recreation & Tourism Department for over thirty years. She took over supervision of the NAiken Thoroughbred Racing Hall of Fame and Museum in 2010. She holds a B.A. in education from the University of South Carolina Aiken. A lover of history and horses her entire life, Lisa grew up in Aiken, South Carolina, a community known for its love of all things equestrian. She volunteers with the Aiken Trials and the Aiken Steeplechase Association.

**Description:** The Aiken Thoroughbred Racing Hall of Fame and Museum celebrates the great tradition of racing and Aiken's vital role in it. Forty Champion Thoroughbreds have trained at the famed Aiken Training Track. The Hall of Fame immortalizes each in the Iselin's charming, old carriage house. The Hall of Fame features both flat racers and steeplechase horses, from 1942 through the present. Photos, trophies and other memorabilia highlight these outstanding horses. Lisa J. Hall, Museum Coordinator will be the speaker and also provide a tour of the facility.

### Earl F. Kauffman Recognition Day Luncheon

**Thursday, April 23**

**12:00 – 2:00 p.m.**

**Business & Education Bldg. 122**

**Description:** Dr. Earl Kauffman arrived in Aiken at the age of 82 and initiated a planning committee to develop and implement a program for the community's mature residents. In 1990, this committee created a mission statement for what was to become the Academy for Lifelong Learning at the University of South Carolina Aiken. The annual Earl F. Kauffman Recognition Day and Award is a luncheon hosted annually to celebrate the significant contribution made by Mr. Kauffman. It is made possible by an endowment fund established in 1990 by Dr. James Kauffman upon the death of his father, Earl.

Invitations (with required RSVP) will be mailed to Academy members in February. Members are asked to stay after the luncheon for the annual business meeting.

# The Academy for Lifelong Learning

## Registration Form Person 1

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Registration Opens: Tuesday, January 7, 2020 at 9:00 a.m. No early registrations accepted.

\*If you mail in your registration before the registration date, it will not be entered until January 7, 2020.

Registration Open House: Tuesday, January 7, 2020 at 9:00 a.m. in Business and Education Room #134.

Membership Fee: \$70 per semester.

Please check the box next to the short course(s) that you would like to attend.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Red Tide: Public Opinion       | <input type="checkbox"/> Pat Conroy              | <input type="checkbox"/> We're Still Here           |
| <input type="checkbox"/> French for Fun                 | <input type="checkbox"/> Catalyst for Change     | <input type="checkbox"/> SRS History                |
| <input type="checkbox"/> More Four Arts                 | <input type="checkbox"/> Banishing Belly Fat     | <input type="checkbox"/> History Through Coins      |
| <input type="checkbox"/> Dr. Seuss                      | <input type="checkbox"/> Signal Corps            | <input type="checkbox"/> Line Dancing for Beginners |
| <input type="checkbox"/> Trees and Shrubs               | <input type="checkbox"/> Vertebrate Paleontology | <input type="checkbox"/> Line Dancing Advanced      |
| <input type="checkbox"/> Backyard Birds                 | <input type="checkbox"/> Character Dance         | <input type="checkbox"/> Veterinary Medicine        |
| <input type="checkbox"/> Falun Dafa                     | <input type="checkbox"/> Tea the Beverage        | <input type="checkbox"/> Great Decisions            |
| <input type="checkbox"/> Exercise is Medicine           | <input type="checkbox"/> Sensational Sky Stories | <input type="checkbox"/> Honeybees                  |
| <input type="checkbox"/> Genetically Modified Organisms | <input type="checkbox"/> Aiken and the Titanic   | <input type="checkbox"/> Mindfulness                |
| <input type="checkbox"/> 2017 Noble Prize in Literature | <input type="checkbox"/> Gardening on the Cheap  | <input type="checkbox"/> Victorians in the CSRA     |
| <input type="checkbox"/> History in Headstones          | <input type="checkbox"/> Plutonium               | <input type="checkbox"/> Fire Ants                  |
| <input type="checkbox"/> Live from the Met              | <input type="checkbox"/> Combating Food Waste    | <input type="checkbox"/> Nursing Students           |
| <input type="checkbox"/> Aiken Symphony                 |  |   |

Please check the box next to the trip and/or event that you would like to attend.

- Thoroughbred Racing Hall  Kauffman Luncheon (additional RSVP will be required)

Register Online: [aikenlearning.org/Register.php](http://aikenlearning.org/Register.php)

Submit By Mail: USC Aiken Continuing Education  
471 University Parkway - Box 20  
Aiken, SC 29801

Submit In Person: USC Aiken Business & Education Building Room 111 (803-641-3741)

PAYMENT: You may pay by credit card or check. Please check the appropriate box:

- Enclosed check (Payable to USCA)

Check #: \_\_\_\_\_

- Enclosed credit card information (Visa, MasterCard, Discover or AmEx only)

Visa, MC, Disc, AmEx: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

# The Academy for Lifelong Learning

## Registration Form Person 2

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Registration Opens: Tuesday, January 7, 2020 at 9:00 a.m. No early registrations accepted.

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Membership Fee: \$70 per semester.

Please check the box next to the short course(s) that you would like to attend.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Red Tide: Public Opinion       | <input type="checkbox"/> Pat Conroy              | <input type="checkbox"/> We're Still Here           |
| <input type="checkbox"/> French for Fun                 | <input type="checkbox"/> Catalyst for Change     | <input type="checkbox"/> SRS History                |
| <input type="checkbox"/> More Four Arts                 | <input type="checkbox"/> Banishing Belly Fat     | <input type="checkbox"/> History Through Coins      |
| <input type="checkbox"/> Dr. Seuss                      | <input type="checkbox"/> Signal Corps            | <input type="checkbox"/> Line Dancing for Beginners |
| <input type="checkbox"/> Trees and Shrubs               | <input type="checkbox"/> Vertebrate Paleontology | <input type="checkbox"/> Line Dancing Advanced      |
| <input type="checkbox"/> Backyard Birds                 | <input type="checkbox"/> Character Dance         | <input type="checkbox"/> Veterinary Medicine        |
| <input type="checkbox"/> Falun Dafa                     | <input type="checkbox"/> Tea the Beverage        | <input type="checkbox"/> Great Decisions            |
| <input type="checkbox"/> Exercise is Medicine           | <input type="checkbox"/> Sensational Sky Stories | <input type="checkbox"/> Honeybees                  |
| <input type="checkbox"/> Genetically Modified Organisms | <input type="checkbox"/> Aiken and the Titanic   | <input type="checkbox"/> Mindfulness                |
| <input type="checkbox"/> 2017 Noble Prize in Literature | <input type="checkbox"/> Gardening on the Cheap  | <input type="checkbox"/> Victorians in the CSRA     |
| <input type="checkbox"/> History in Headstones          | <input type="checkbox"/> Plutonium               | <input type="checkbox"/> Fire Ants                  |
| <input type="checkbox"/> Live from the Met              | <input type="checkbox"/> Combating Food Waste    | <input type="checkbox"/> Nursing Students           |
| <input type="checkbox"/> Aiken Symphony                 |  |   |

Please check the box next to the trip and/or event that you would like to attend.

- Thoroughbred Racing Hall  Kauffman Luncheon (additional RSVP will be required)

Register Online: [aikenlearning.org/Register.php](http://aikenlearning.org/Register.php)

Submit By Mail: USC Aiken Continuing Education  
471 University Parkway - Box 20  
Aiken, SC 29801

Submit In Person: USC Aiken Business & Education Building Room 111 (803-641-3741)

PAYMENT: You may pay by credit card or check. Please check the appropriate box:

- Enclosed check (Payable to USCA)

Check #: \_\_\_\_\_

- Enclosed credit card information (Visa, MasterCard, Discover or AmEx only)

Visa, MC, Disc, AmEx: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

# McGrath Computer Learning Center



## About Us

Learn to use everyday technology (computers, tablets, smart phones, etc.) in courses designed for adults and taught by adults. We offer a variety of courses, at basic, intermediate and advanced levels, to adults who want to develop or increase their technical skills.

## Great Environment & Location

Our classroom has 8 PCs running the latest version of Windows and 5 Macs running the latest version of MacOS. We also teach iPads, Android tablets, iPhones, and Android phones. The McGrath Computer Learning Center is located on the USC Aiken campus in the one story brick building between the tennis courts and softball field.



## Join us for Open House & Registration

Meet our instructors and coaches, ask questions,  
and see our classroom.

Monday, January 6, 2020

11:00 a.m. to 1:00 p.m.

At

The McGrath Computer Learning Center

## Connect With Us!



[mcgrathclc.com](http://mcgrathclc.com)

[Facebook.com/mcgrathclc](https://www.facebook.com/mcgrathclc)

[Twitter.com/mcgrathclc](https://twitter.com/mcgrathclc)



# McGrath Computer Learning Center

## Basic Courses

### PC 101: First-Time Computer User \$50 - 8 hours/4 weeks

Are you a First-Time Computer User? Get over your fear; surprise your friends; become computer savvy. This course, using Microsoft WordPad and Windows 10, offers hands-on learning of mouse and keyboard functions. It covers the Desktop, the Taskbar, and the Windows 10 Opening Screen. Students are introduced to the Wordpad text editing program.

- 1 Mondays, January 20 – February 10, 2020  
9:00 - 11:00 a.m.
- or
- 2 Tuesdays, March 17 – April 7, 2020  
9:00 - 11:00 a.m.

### PC 102: Use Your PC More Effectively \$50 - 8 hours/4 weeks

For those who know a little about computers, and for students who have completed the PC 101 class. This class introduces students to more Microsoft Wordpad editing functions, managing files and folders and takes them on a tour of the Internet. The course also gives them an introduction to email and its features and shows them how to personalize their computers.

Mondays, February 17 – March 9, 2020  
9:00 - 11:00 am

### APPLE 201: Intro to Apple Computers \$50 - 8 hours/4 weeks

This class is for beginning users of Apple computers. Topics to be covered include: introduction to Apple computing, customizing your computer for your use, creating and managing files and folders, Safari and email. Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions.

Tuesdays, January 21 – February 11, 2020  
9:00 - 11:00 am



## Advanced Courses

### Basic Excel - 8 hours/4 weeks \$50 - 8 hours/4 weeks

Learn the basics of spreadsheet development using the Microsoft Excel 2010/2013 spreadsheet program for Windows. Class exercises will focus on useful applications such as tracking expenses, keeping records of personal finances and investments, preparing an address book, and more.

Mondays, January 20 – February 10, 2020  
12:30 - 2:30 pm

### Advanced Excel \$50 - 8 hours/4 weeks

Using Microsoft Excel 2010/2013 for Windows learn advanced Excel concepts, such as graphing and hiding data, pivot tables to more easily manipulate data, advanced and nested formulas and protecting your work with passwords. Other concepts that are useful at home and at work will be introduced. Basic Excel or equivalent knowledge is a prerequisite.

Mondays, February 17 – March 9, 2020  
12:30 - 2:30 pm

### Making the Most of your Words \$50 - 8 hours/4 weeks

Do you write letters, notices or reports – anything with text? Learn to make the most of your words with Microsoft Word for Windows. Format your documents any way you like – size, shape, color, style, pictures and graphics. Learn to save, organize and find your documents. This course focuses on the most used and useful features of Microsoft Word and makes you comfortable with this powerful program.

Tuesdays, January 21 – February 11, 2020  
12:30 - 2:30 pm



# McGrath Computer Learning Center

## Exploring Windows \$58 - 10 hours/5 weeks

Explore the newest version of Microsoft Windows. Content includes an overview, new features and apps, including the new Start menu, Edge browser and new ways to organize and track your work. Also included are personalizing Windows 10, managing and backing up your files, protecting your computer from malware, and recovering from hardware failures or software corruption.

1 Mondays, January 20 – February 17, 2020  
3:00 - 5:00 pm

or

2 Mondays, March 2-30, 2020  
3:00 - 5:00 pm

## Photoshop Elements \$50 - 8 hours/4 weeks

This course uses Adobe Photoshop Elements to introduce students to photo editing at its best. Do you take vacation photos, selfies, posed portraits, and special event photos? Go from so-so snapshots to amazing professional photos. Make quick photo edits. Add artistic touches like a pro. With this hands-on course, students will learn basic photo editing techniques in a Microsoft environment. See how Photoshop Elements works for you.

Wednesdays, January 22 – February 12, 2020  
9:00 - 11:00 am

## Exploring Facebook \$42 - 6 hours/3 weeks

Get your questions answered while exploring the options provided by a Facebook account in a Microsoft environment. The first lesson will cover posting, responding to posts and handling photos and videos. The second lesson will address finding friends, friend lists and unfriending. The third lesson is on protecting privacy and controlling what you share, by updating your account privacy settings. Students must already have a Facebook account and be able to sign in.

1 Thursdays, January 23 – February 6, 2020  
9:00-11:00 am

or

2 Thursdays, March 5-19, 2020  
9:00-11:00 am



## Short Courses

### Beginning Apple iPad/iPhone \$34 - 4 hours/2 days

This course will provide students with a basic understanding of the iPhone and iPad. Topics will include: orientation to your device(s), terminology, lock/home screens, control center, basic settings, privacy issues, apps, passwords and Siri. Students must bring their device(s) and have their Apple ID and Apple password with them.

1 Thursdays, January 23 and 30, 2020  
12:30 - 2:30 pm

or

2 Fridays, March 6 and 13, 2020  
1:00 - 3:00 pm

### Intermediate Apple iPad/iPhone \$34 - 4 hours/2 days

This course features an overview of some of the most useful apps that come with your iPad/iPhone. Learn to surf the web with the Safari app; how to communicate and sync with Contacts, Mail, Phone, Message and Facetime apps; how to use Notes, Calendar and Reminder apps for organization; and how to navigate with the Maps app. Students must bring their device(s) and have their Apple ID and Apple password with them. Beginning Apple iPad/iPhone course or equivalent knowledge is a prerequisite.

1 Thursdays, February 6 and 13, 2020  
12:30 - 2:30 pm

or

2 Fridays, March 20 and 27, 2020  
1:00 - 3:00 pm

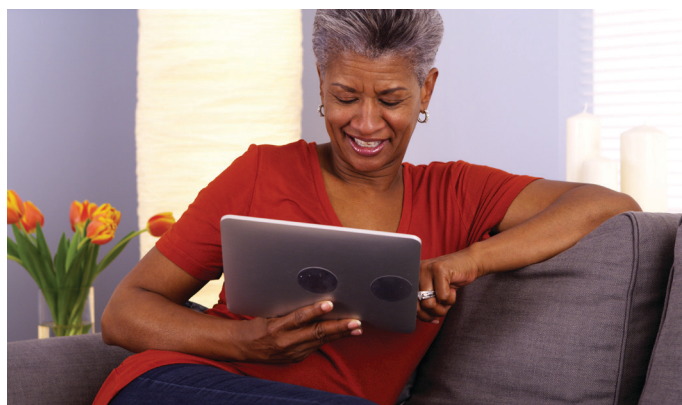
### iPhone/iPad Camera & Photo App \$34 - 4 hours/2 days

In this course, students will learn how to make the most of the camera and photo app on their iPhone or iPad. Learn to access and use the various camera controls and settings for photos and video and how to view them. Students will also learn how to use the photo app to edit photos and videos, create a custom album and share photos or videos. Students must bring their device(s) and have their Apple ID and Apple password with them. The Beginning Apple iPad/iPhone course or equivalent knowledge is a prerequisite for this course.

1 Thursdays, February 20 and 27, 2020  
9:00 - 11:00 am

or

2 Wednesdays, March 18 and 25, 2020  
9:00 - 11:00 am



# McGrath Computer Learning Center

## Use iCloud with your iPad/iPhone \$25 - 2 hours/1 day

Having trouble making sense of iCloud? In this course students will investigate syncing their iPad/iPhone to other devices and backing up their iPad/iPhone using iCloud. Also students will explore how iCloud treats photos, as well as comparing the use of iTunes to sync and back up iPad/iPhone to their PC or Mac. Students must bring their device(s) and have their Apple ID and Apple password with them. Beginning Apple iPad/iPhone or equivalent knowledge is a prerequisite for this course.

- 1 Wednesday, February 19, 2020: 9:00 - 11:00 a.m.
- or
- 2 Wednesday, March 4, 2020: 9:00 - 11:00 a.m.

## Introduction to Android Tablet/Smartphone \$25 - 2 hours/1 day

Do you have a new Android based tablet or smartphone, such as Samsung, LG or Nexus; and want to learn more about it? This course will provide students with a basic understanding of their device. Learn the screen gestures, customize the settings, understand applications, and use mail and surf the web. There will be time to work separately with other tablets and smartphones. Students will need their Google account and should bring their Google ID and password.

- 1 Wednesday, January 22, 2020  
12:30 - 2:30 p.m.
- or
- 2 Thursday, March 19, 2020  
12:30 - 2:30 p.m.

## Basic Photo Improvements Using a Mac \$25 - 2 hours/1 day

This course will teach students how to improve their photos on their Apple computer by using the Preview and Photo apps. Never take another bad picture! This course will focus on the rotating, cropping, editing light, colors, retouching and red-eye correction. Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions.

- 1 Wednesday February 26, 2020  
12:30 - 2:30 p.m.
- or
- 2 Wednesday March 4, 2020  
12:30 - 2:30 p.m.



## Exploring Amazon Fire Tablets \$25 - 2 hours/1 day

Learn to make the most of these versatile, yet inexpensive tablets. Amazon has packed many features into the various sizes of Fire tablets. Here are some of the possibilities that students can explore: access to entertainment such as books, movies, music and games; access and send emails; download apps for an endless variety of opportunities; surf the web; take pictures with the camera. Also, Amazon Fire Tablet owners have Alexa, the virtual assistant at their command. Students should bring their tablets with them to class.

- 1 Thursday, February 20, 2020  
12:30 - 2:30 p.m.
- or
- 2 Monday, March 23, 2020  
9:00 - 11:00 a.m.

## Transitioning from PC to Mac Computers \$25 - 2 hours/1 day

Moving from Microsoft to Mac can be tricky? Have you ever wondered why Apple computers do not have a "Save As" feature? Is it hard to find your files? Things may have seemed simpler on your old PC. This course is designed to help you get used to your new Mac and the Apple operating system. Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions.

Tuesday, February 18, 2020  
12:30 - 2:30 p.m.



# McGrath Computer Learning Center



## Mac Office Systems \$34 - 4 hours/2 days

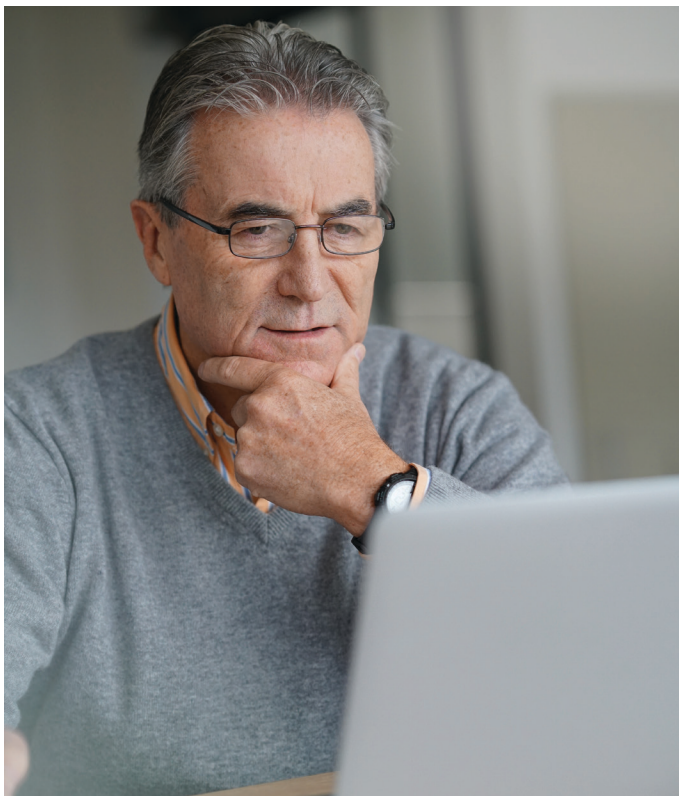
Why pay high prices for the MS Office (Word, Excel and PowerPoint) software? Use the free Apple system on your Apple computer. This course will give students an introduction to the Apple system, including the Pages, Numbers and Keynotes applications. Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions.

Tuesdays, February 25 and March 3, 2020  
12:30 - 2:30 p.m.

## PowerPoint Presentations \$25 - 2 hours/1 day

PowerPoint is Microsoft's software for preparing a custom slide presentation to guide a talk or presentation. In this workshop, using Windows 10, students will learn to create their first PowerPoint presentation, including learning to structure the presentation, make slides attractive and interesting, adding effects such as photos and sound – basically, blow your audience away.

Tuesday, February 25, 2020  
9:00 - 11:00 a.m.



## Pinterest Introduction \$25 - 2 hours/1 day

Looking for creative ideas? Good ideas start with Pinterest. This class will show you the power of Pinterest, in a Microsoft environment, to support your interests and hobbies. We will cover; how to expand on your ideas, how to create, share and follow boards, as well as, settings, and privacy issues.

Wednesday, February 5, 2020  
12:30 - 2:30 p.m.

## PC File Management \$25 - 2 hours/1 day

In this workshop students will learn how to find, save, copy, move, and delete files and folders, using Microsoft Windows File Explorer and the updated Microsoft Windows 10 operating system. Every program in your computer and every document you write are contained in "files." Managing files is one of the most important things to learn in order to use your computer effectively and hang on to your precious creations.

Wednesday, February 26, 2020  
9:00 - 11:00 a.m.

## Mac File Management \$25 - 2 hours/1 day

Getting lost using Finder? This class will review finder preferences to insure you can locate files easily. The class includes making new folders, possible use of colors, and using spotlight. Enrollment is limited to 10 students. McGrath has 5 Mac desktop computers that may be reserved by students on a first come basis. Students without a reserved computer should bring their own Mac laptops to practice the provided instructions

Wednesday, April 1, 2020  
9:00 - 11:00 a.m.

## Introduction to Digital Networks \$34 - 4 hours/2 days

This course is intended to introduce students to the capability of connecting their technology. Students will gain a basic, general knowledge of digital networks used to connect phones, computers, home automation and home security including alarm and cameras systems. This lecture based course, with limited hands on activity, will show you possibilities for your own home.

1 Thursdays, February 27 and March 5, 2020  
12:30 - 2:30 p.m.

or

2 Tuesdays, March 24 and March 31, 2020  
12:30 - 2:30 p.m.

# McGrath Computer Learning Center

## Computer Security \$25 - 2 hours/1 day

You've read about rogues hacking into commercial, government and financial computers. Why do you think your computer is any safer? It is a lot easier and a lot cheaper to prevent an intrusion than it is to clean up after your computer has been compromised. Learn about protecting your identity and Microsoft computer from viruses, worms, adware, spyware, and malware. Free security tools will be covered

Thursday, March 19, 2020  
3:00 - 5:00 p.m.

## Computer Back Up & Maintenance \$25 - 2 hours/1 day

Computers fail and files can be accidentally erased. In this course, students will learn to protect their files and data by using simple techniques for backing up their data and cloning their Microsoft Windows computer. In addition, students will learn to keep their hard drive clean and fast, install memory, replace CD/DVD drives and video cards, and much more.

Friday, March 27, 2020  
3:00 - 5:00 p.m.

## Phantastic Photos \$25 - 2 hours/1 day

Sign up! Sign in! Signature your own, original E-card to share with family, friends, felines, and fido's. Bring two original (related topic) photos on your flash drive to use as the theme of your E-card. Photo should be in RGB color hi-rez (300 dpi or higher). Also, bring a favorite quote for your E-card Greeting! Prerequisite is having taken the Photoshop Elements course or have a working knowledge of Photoshop.

Tuesday, March 10, 2020  
9:00 - 11:00 a.m.

## TV Streaming \$25 - 2 hours/1 day

Thinking about cutting the TV cable cord or taking down the satellite dish? This presentation gives you the options available to watch over the air television and other television channels without subscribing to a cable TV service. TV streaming services such as Hulu, YouTubeTV, and Sling will be discussed and compared. Smart TV technology and TV services such as Roku, Amazon Fire, Apple TV, Google Chromecast will be presented and discussed.

Tuesday, March 17, 2020  
12:30 - 2:30 p.m.

## Bonus - Open Lab Wednesdays, 3:00 - 5:00 p.m. January 22 - April 1, 2020

In addition to the courses that are offered, our coaches will help with any class work difficulties, making up missed classes and other computer related problems. Non-students can, if they wish, get advice on our courses and register for any openings in our classes. The best part is that this is an extra weekly practice class for free! Come visit us, ask your questions and see how computers and devices can enrich your life. You bring the problem; we'll help you to solve it!



## How to Enroll

**You can register online, by mail, or in person**

**Online:** Visit [mcgrathclc.com](http://mcgrathclc.com)

**Mail:** Fill out the registration form on page 27 or download the form from our website at [mcgrathclc.com](http://mcgrathclc.com) and mail to the following address:  
471 University Parkway  
Box 20  
Aiken, SC 29801

**In Person:** In room 111 of the Business & Education Building, on the USC Aiken campus or visit the McGrath classroom on Wednesdays, 3:00 - 5:00 pm, during the school term (January 22 - April 1, 2020).

For additional assistance,  
please call (803) 641-3741

# McGrath Computer Learning Center

## Registration Form Person 1

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Please check the box next to the course(s) that you would like to register attend. If there is more than one class date option, circle only one choice.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PC 101: First-Time Computer User<br>Option 1 or Option 2 \$50 | <input type="checkbox"/> Intermediate Apple iPad/iPhone<br>Option 1 or Option 2 \$34            | <input type="checkbox"/> Mac Office Systems \$25                                       |
| <input type="checkbox"/> PC 102: Use Your PC More Effectively \$50                     | <input type="checkbox"/> iPhone/iPad Camera & Photo App<br>Option 1 or Option 2 \$34            | <input type="checkbox"/> PowerPoint Presentations \$25                                 |
| <input type="checkbox"/> APPLE 201: Intro to Apple Computers \$50                      | <input type="checkbox"/> Use iCloud with your iPad/iPhone<br>Option 1 or Option 2 \$25          | <input type="checkbox"/> Pinterest Introduction \$25                                   |
| <input type="checkbox"/> Basic Excel \$50  | <input type="checkbox"/> Introduction to Andriod Tablet/Smartphone<br>Option 1 or Option 2 \$25 | <input type="checkbox"/> PC File Management \$25                                       |
| <input type="checkbox"/> Advanced Excel \$50   | <input type="checkbox"/> Basic Photo Improvements Using a Mac<br>Option 1 or Option 2 \$25      | <input type="checkbox"/> Mac File Management \$25                                      |
| <input type="checkbox"/> Making the Most of your Words \$50                            | <input type="checkbox"/> Exploring Amazon Fire Tablets<br>Option 1 or Option 2 \$25             | <input type="checkbox"/> Introduction to Digital Networks<br>Option 1 or Option 2 \$25 |
| <input type="checkbox"/> Exploring Windows 10<br>Option 1 or Option 2 \$58             | <input type="checkbox"/> Transitioning from PC to Mac Computers \$25                            | <input type="checkbox"/> Computer Security \$25  |
| <input type="checkbox"/> Photoshop Elements \$50                                       |   | <input type="checkbox"/> Computer Back Up & Maintenance \$25                           |
| <input type="checkbox"/> Exploring Facebook<br>Option 1 or Option 2 \$42               |   | <input type="checkbox"/> Phantastic Photos \$25  |
| <input type="checkbox"/> Beginning Apple iPad/iPhone<br>Option 1 or Option 2 \$34      |   | <input type="checkbox"/> TV Streaming \$25   |

For Apple Classes (check one): \_\_\_\_\_ I will bring my MAC laptop. \_\_\_\_\_ Please reserve a desktop MAC for me

Register Online: [www.mcgrathclc.com](http://www.mcgrathclc.com)

Submit By Mail: USC Aiken Continuing Education  
471 University Parkway - Box 20  
Aiken, SC 29801

Submit In Person: USC Aiken Business & Education Building Room 111 (803 -641-3741)

PAYMENT: You may pay by credit card or check. Please check the appropriate box:

Enclosed check (Payable to USCA)

Check #: \_\_\_\_\_ Total Enclosed: \_\_\_\_\_

Enclosed credit card information (Visa, MasterCard, Discover or AmEx only)

Visa, MC, Disc, AmEx: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Total Enclosed: \_\_\_\_\_

Refund Policy: Prior to the first day of class, requests for refunds will be honored (less a \$10 administrative fee). No refunds after classes begin.

# McGrath Computer Learning Center

## Registration Form Person 2

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Please check the box next to the course(s) that you would like to register attend. If there is more than one class date option, circle only one choice.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PC 101: First-Time Computer User<br>Option 1 or Option 2 \$50 | <input type="checkbox"/> Intermediate Apple iPad/iPhone<br>Option 1 or Option 2 \$34            | <input type="checkbox"/> Mac Office Systems \$25                                       |
| <input type="checkbox"/> PC 102: Use Your PC More Effectively \$50                     | <input type="checkbox"/> iPhone/iPad Camera & Photo App<br>Option 1 or Option 2 \$34            | <input type="checkbox"/> PowerPoint Presentations \$25                                 |
| <input type="checkbox"/> APPLE 201: Intro to Apple Computers \$50                      | <input type="checkbox"/> Use iCloud with your iPad/iPhone<br>Option 1 or Option 2 \$25          | <input type="checkbox"/> Pinterest Introduction \$25                                   |
| <input type="checkbox"/> Basic Excel \$50  | <input type="checkbox"/> Introduction to Andriod Tablet/Smartphone<br>Option 1 or Option 2 \$25 | <input type="checkbox"/> PC File Management \$25                                       |
| <input type="checkbox"/> Advanced Excel \$50   | <input type="checkbox"/> Basic Photo Improvements Using a Mac<br>Option 1 or Option 2 \$25      | <input type="checkbox"/> Mac File Management \$25                                      |
| <input type="checkbox"/> Making the Most of your Words \$50                            | <input type="checkbox"/> Exploring Amazon Fire Tablets<br>Option 1 or Option 2 \$25             | <input type="checkbox"/> Introduction to Digital Networks<br>Option 1 or Option 2 \$25 |
| <input type="checkbox"/> Exploring Windows 10<br>Option 1 or Option 2 \$58             | <input type="checkbox"/> Transitioning from PC to Mac Computers \$25                            | <input type="checkbox"/> Computer Security \$25  |
| <input type="checkbox"/> Photoshop Elements \$50                                       |   | <input type="checkbox"/> Computer Back Up & Maintenance \$25                           |
| <input type="checkbox"/> Exploring Facebook<br>Option 1 or Option 2 \$42               |   | <input type="checkbox"/> Phantastic Photos \$25  |
| <input type="checkbox"/> Beginning Apple iPad/iPhone<br>Option 1 or Option 2 \$34      |   | <input type="checkbox"/> TV Streaming \$25   |

For Apple Classes (check one): \_\_\_\_\_ I will bring my MAC laptop. \_\_\_\_\_ Please reserve a desktop MAC for me

Register Online: [www.mcgrathclc.com](http://www.mcgrathclc.com)

Submit By Mail: USC Aiken Continuing Education  
471 University Parkway - Box 20  
Aiken, SC 29801

Submit In Person: USC Aiken Business & Education Building Room 111 (803 -641-3741)

PAYMENT: You may pay by credit card or check. Please check the appropriate box:

Enclosed check (Payable to USCA)

Check #: \_\_\_\_\_ Total Enclosed: \_\_\_\_\_

Enclosed credit card information (Visa, MasterCard, Discover or AmEx only)

Visa, MC, Disc, AmEx: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Total Enclosed: \_\_\_\_\_

Refund Policy: Prior to the first day of class, requests for refunds will be honored (less a \$10 administrative fee). No refunds after classes begin.



In partnership with the American Society of Safety Professionals, ASSP, USC Aiken is now offering a Safety Management Certificate Program. All ASSP certificate programs are designed so professionals can take a series of courses related to certain occupational safety and health (OSH) topics or concepts, then master those areas and gain expertise. This certificate program provides you the continuing education units (CEUs) and training required to become a safety professional.



**Location:** Business and Education Bldg. 122  
**Registration:** visit [www.usca.edu/epcec/continuing-education/assp-safety-management](http://www.usca.edu/epcec/continuing-education/assp-safety-management)  
or call (803) 641-3741

Registration closes February 24, 2020

## Safety Management I 2.10 CEUs

Investing in safety management can provide numerous benefits for your organization, like building brand value and goodwill, reducing the costs of accidents and injuries, improving productivity, and building a more competent and engaged workforce.

**Cost: \$890; This includes all course materials, breakfast, and lunch.**

## Safety Management II: 1.40 CEUs

Build on what you learn in Safety Management I to take steps to implement a safety management system within your organization and practice techniques to measure its effectiveness. This course is also ideal if you are seeking to strengthen an existing safety management system.

**Cost: \$770; This includes all course materials, breakfast, and lunch.**

## Mandatory Courses (5.6 CEUs)\*

**Safety Management I:**

**March 23 - 25, 2020, 8:00 a.m. - 4:30 p.m.**

**Safety Management II:**

**March 26 - 27, 2020, 8:00 a.m. - 4:30 p.m.**

**Corporate Safety Management  
(Available soon)**

**\*Additional Elective Courses (1.4 CEUs) are required**



AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS



A certification in Project Management is the next step to advance in your career. With five days of intensive training, this detailed course will give you all the tools and insight to prepare you for the Project Management Professional Certification Exam.

Project management is applicable to all levels of management and all types of businesses and industries. These classes are offered by the Augusta-Aiken Chapter of the Project Management Institute, in partnership with USC Aiken.



## The Program Will Cover The Following:

Foundational Concept

Earned Value

Process Framework

Quality Management

Integration Management

Human Resources

Scope Management

Communications

Time Management

Risk Management

Project Network Diagnosis

Procurement Management

Cost Management

Stakeholder Management

**Registration:** [www.usca.edu/epcec/continuing-education/project-management-prep](http://www.usca.edu/epcec/continuing-education/project-management-prep)  
or call (803) 641-3741

**Location:** Business and Education Bldg. 124

**Dates:** March 13, 20, 27, and April 3, 2020

**Cost:** \$795; This includes all course materials, breakfast, and lunch

Registration closes on February 28, 2020





In partnership with established instructors from the community, these workshops are built to help you become more successful in not only your career but your personal life as well. For a more detailed description on these workshops, please visit [www.usca.edu/epcec/continuing-education](http://www.usca.edu/epcec/continuing-education) or call (803) 641 - 3741.

### **Perfecting Your Presentation: \$249**

Thursday, February 27, 2020 from 3:00 to 7:00 p.m.  
Business and Education Bldg. 124

### **Coaching Skills for Managers, Leaders, and Business Owners: \$249**

Thursday, March 26, 2020 from 3:00 to 7:00 p.m.  
Business and Education Bldg. 124

### **Sales Impact Workshop: \$249**

Thursday, April 23, 2020 from 3:00 to 7:00 p.m.  
Business and Education Bldg. 124

### **Instructor: Ray Popham**

Ray Popham is the Executive Director of The John Maxwell Team. Popham is certified to facilitate, speak, train and coach individuals and groups in the areas of leadership development, professional skills and personal growth.

Trained and mentored by John Maxwell and mentors of his world-class faculty, Popham is equipped with the tools, resources and experience to help you and your team improve your productivity, performance and profitability.

### **What To Do When Working Harder Isn't Working For You: \$129**

Tuesday, March 10, 2020 from 3:00 to 5:00 p.m.  
&  
Tuesday, March 17, 2020 from 3:00 to 5:00 p.m.  
Business and Education Bldg. 124

### **What's Your Purpose? What's Your Why? How Do You Fit In?: \$129**

Friday, April 17, 2020 from 3:00 to 5:00 p.m.  
&  
Friday, April 24, 2020 from 3:00 to 5:00 p.m.  
Business and Education Bldg. 124

### **Instructor: Deborah De Vita**

Deborah De Vita, President and Founder of E3 Life Coach, enjoyed a successful career in healthcare, starting as a Registered Nurse and culminating as Vice President/Chief Integration Officer with a 22-hospital health system in Ohio.

Deborah holds a Bachelor of Science Degree in Nursing from the University of Illinois and an MBA from Loyola University. She created E3 Life Coach to pursue her passion: inspiring and empowering individuals to ignite their ambitions and realize their full potential.

### **Understanding Personality Styles: \$99**

Tuesday, April 14, 2020 from 4:30 to 7:30 p.m.  
Business and Education Bldg. 116

### **Effective Communication: \$99**

Tuesday, April 21, 2020 from 4:30 to 7:30 p.m.  
Business and Education Bldg. 116

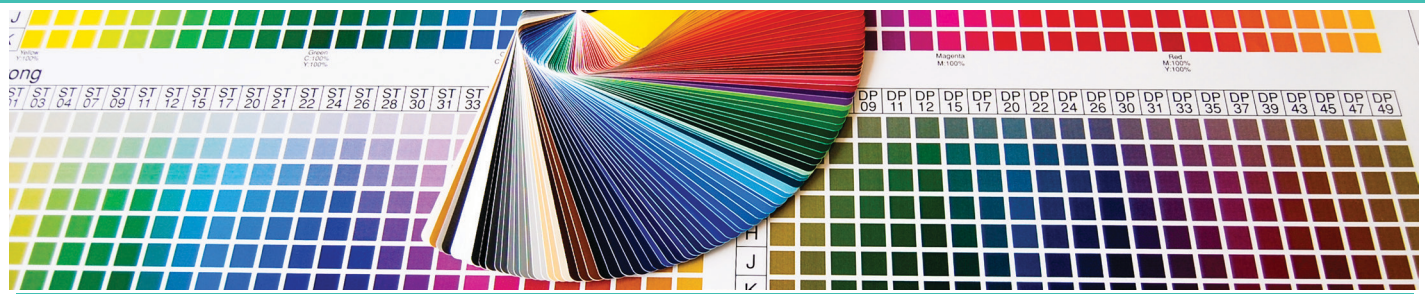
### **Network Like a Pro: \$99**

Tuesday, April 28, 2020 from 4:30 to 7:30 p.m.  
Business and Education Bldg. 116

### **Instructor: Eleanor Togneri**

Eleanor Togneri is a business consultant, corporate trainer, speaker, and Sales ExSellerator supported by 35 years of experience in the business world.

As a business consultant, she has the knowledge to create strategies and techniques to create success for your business and encourage you to be more strategic about your goals.



We offer online programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns and motivating you to succeed.

Register now at [careertraining.ed2go.com/usca](http://careertraining.ed2go.com/usca) or call (803) 641 - 3741.

**Digital Arts Certificate**

**\$3,295 - 360 Course Hours/12 months**

This course will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This course covers Adobe Photoshop, Illustrator and more.

**Adobe Certified Associate\***

**\$2,495 - 220 Course Hours/12 months**

The Adobe Certified Associate course is designed for students who want to learn Adobe software programs and prepare for the Adobe Certified Associate (ACA) exams.

**Digital Game Artist Certificate**

**\$2,595 - 600 Course Hours/18 months**

This course prepares students to become professional video game artists by training on core skills for jobs related to Digital Art, 3D Art, Modeling, Character Design, and Environmental Art Design.

**Certified Residential Interior Designer**

**\$1,995 - 120 Course Hours/6 months**

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

**Graphic Design with Photoshop**

**\$1,995 - 200 Course Hours/9 months**

Students will develop graphic design skills while learning the gold standard in photo editing and design software.

**Marketing Design Certificate**

**\$3,295 - 360 Course Hours/12 months**

This course focuses on design for marketing and business creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

**Multimedia Arts Certificate**

**\$3,295 - 360 Course Hours/12 months**

This course gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You'll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

**Video Game Design and Development**

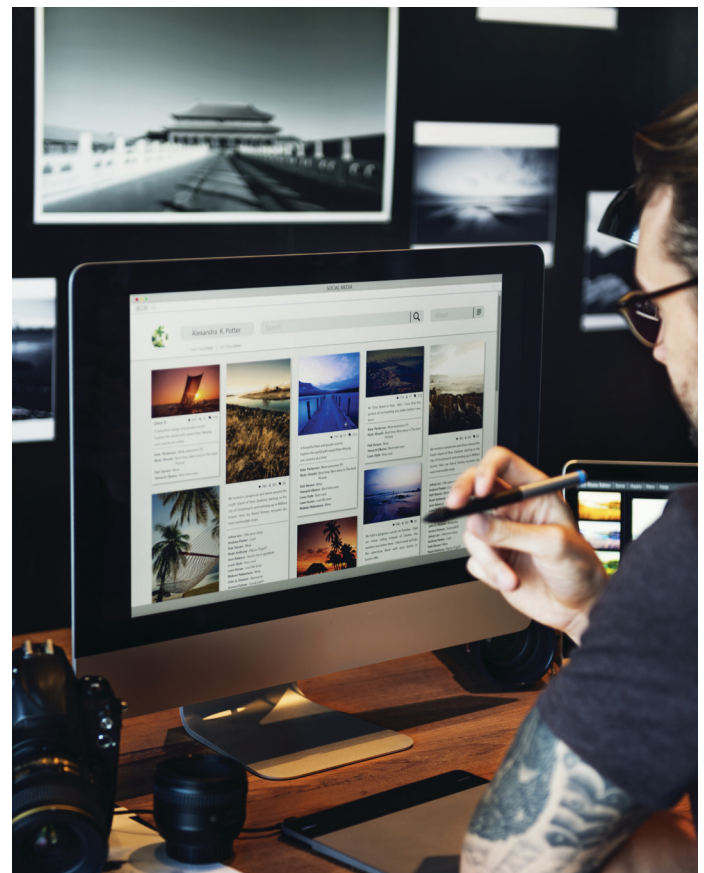
**\$1,995 - 500 Course Hours/12 months**

Using a comprehensive and analytical approach to game engine architectures, this course teaches you how to effectively design and develop games.

**Web Design Professional**

**\$2,995 - 384 Course Hours/12 months**

Upon completion, students can expect to have a solid grounding in the skills and knowledge needed to become a Web Designer.



\*Exam vouchers included



**Administrative Professional\***

**\$1,695 - 90 Course Hours/6 months**

The Administrative Professional course teaches the skills you need to become a successful administrative professional.

**Certified Administrative Professional with Microsoft Office Specialist 2016\***

**\$3,695 - 425 Course Hours/12 months**

This course teaches key skills for becoming an Administrative Professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

**Certified Bookkeeper**

**\$1,995 - 120 Course Hours/6 months**

This course helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

**Certified Green Supply Chain Professional**

**\$1,595 - 60 Course Hours/13 months**

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional course. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

**Certified Internal Auditor**

**\$695 - 300 Course Hours/18 months**

The Certified Internal Auditor Exam Review course is built around an adaptive learning platform that focuses your study to your weaker areas and reduces your overall study time.

**Certified Quality Improvement Associate**

**\$995 - 25 Course Hours/6 months**

Prepare for the CQIA exam from the convenience of your home or office. Identify knowledge gaps and target your studies from test results. Review and reinforce your learning as part of your exam preparation.

**Certified Six Sigma Black Belt**

**\$1,995 - 120 Course Hours/6 months**

This course prepares you for the ASQ Certified Six Sigma Black Belt Examination and also equips you to apply Six Sigma concepts and methods as a practitioner or consultant.

**Certified Six Sigma Green Belt\***

**\$1,895 - 120 Course Hours/6 months**

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge

**Court Interpreter (Spanish/English)**

**\$2,395 - 200 Course Hours/9 months**

This course teaches the skills needed to prepare you to sit for the Oral Component of any State Court Interpreting Certification exam



**Dental Office Manager**

**\$3,995 - 410 Course Hours/18 months**

Master the skills you need for a successful career as a dental assistant and obtain the skills to effectively manage a dentists office.

**Entrepreneurship: Start-Up and Business Owner Management**

**\$2,095 - 360 Course Hours/6 months**

This course covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. Ever thought about owning your own business, this course can help make that dream come true!

**Grant Writing + Non-Profit Management**

**\$3,795 - 510 Course Hours/12 months**

In this course, you will learn how to write a grant proposal, how to supervise employees, as well as the liabilities that non-profits encounter.

**Human Resources Professional**

**\$1,795 - 120 Course Hours/6 months**

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

\*Exam vouchers included

**Lean Six Sigma Black Belt\***

**\$1,695 - 75 Course Hours/6 months**

Learn the principles of Lean Six Sigma and prepare to take the Lean Six Sigma Black Belt certification exam.

**Management Training**

**\$2,295 - 360 Course Hours/6 months**

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! This course is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business management.

**Non-Profit Management**

**\$2,295 - 300 Course Hours/6 months**

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

**OMCA Content Marketing Associate\***

**\$1,495 - 70 Course Hours/6 months**

Learn the hottest role in digital marketing and prepare for the nationally recognized OMCA content marketing certification.

**OMCA Email Marketing Associate\***

**\$1,495 - 70 Course Hours/6 months**

Want to learn email marketing? Make the most of your company's email efforts and prepare for the OMCA certification exam.

**OMCA Mobile Marketing Associate\***

**\$1,595 - 105 Course Hours/6 months**

Prepare for the nationally recognized OMCA mobile marketing certification to start or improve your career in digital marketing.

**OMCA SEO Associate\***

**\$1,595 - 110 Course Hours/6 months**

Learn search optimization, one of the most talked about aspects of digital marketing. Train with industry experts and prepare for the OMCA certification exam.

**OMCA Social Media Associate\***

**\$1,595 - 110 Course Hours/6 months**

Prepare for the nationally recognized OMCA social media marketing certification to start or improve your career in digital marketing.

**OMCP Digital Analytics and Conversion Professional**

**\$1,795 - 200 Course Hours/9 months**

Learn how to further your career as an analytics and conversion focused digital marketer, make business decisions based on web numbers and prepare for the OMCP® certification exam.

**Professional Interpreter**

**\$995 - 40 Course Hours/6 months**

Master the skills and knowledge you need to begin a career as a professional interpreter.

**Professional Translator**

**\$2,395 - 100 Course Hours/9 months**

This course teaches the skills to become a professional translator into both languages English and Spanish and also prepare you to sit for the American Translators Association (ATA) certification exam.

**Purchasing and Supply Chain Management**

**\$2,295 - 300 Course Hours/6 months**

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you'll learn in this Online course.

**Records Management Certificate**

**\$1,595 - 180 Course Hours/6 months**

This comprehensive course will help you establish a successful records management program, including electronic, magnetic, and paper media.



\*Exam vouchers included

**Android App Developer****\$495 - 25 Course Hours/6 months**

Learn and master the necessary skill sets for professional Android application development by developing six trending applications during this course authorized by Google.

**AutoCAD 2018 Certified User\*****\$2,595 - 155 Course Hours/6 months**

Learn basic and advanced 2D functionality for AutoCAD 2018. You will also learn the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified User Exam.

**Autodesk Inventor\*****\$2,595 - 120 Course Hours/6 months**

Learn the fundamental skills required to create parametric solid models using Autodesk Inventor 2018. You will also have all the necessary tools to prepare for the Autodesk Inventor Certified User exam.

**Microsoft Office Specialist 2016(MOS) Certification Training****\$1,995 - 335 Course Hours/6 months**

This course teaches the skills needed to prepare you to sit for the Microsoft Office Specialist 2016 Certification exam.

**Microsoft PowerPoint 2016 Certification Training****\$595 - 60 Course Hours/6 months**

This Microsoft PowerPoint 2016 MOS Certification Training course prepares students to take the Microsoft Office Specialist PowerPoint 2016 Exam 77-729.

**Microsoft Word 2016 Certification Training\*****\$850 - 70 Course Hours/6 months**

This Microsoft Word 2016 MOS Certification Training course helps prepare students to take the following Microsoft Office 2016 MOS and Expert certification exams: 77-725 Microsoft Office Specialist Word 2016 and 77-726 Microsoft Office Specialist Word Expert 2016.

**Professional Bookkeeping with QuickBooks 2017****\$1,895 - 120 Course Hours/6 months**

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017, the leading financial software tool for small businesses.

**Salesforce Administrator****\$595 - 24 Course Hours/6 months**

Learn the core administrative features of Salesforce to tailor the system for your specific implementation and prepare for the Salesforce Administrator Certification Exam.

**CompTIA Linux+ and Unix Training\*****\$1,695 - 130 Course Hours/6 months**

Linux and UNIX products have become a leading infrastructure, both for large corporations as well as government entities. Having these credentials gives students tremendous marketability they can use to obtain positions in the IT field.

**Front-End Web Developer****\$1,995 - 160 Course Hours/6 months**

This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

**Java Programmer****\$995 - 100 Course Hours/6 months**

Learn Java programming in this online course that covers fundamental Java syntax elements and more advanced concepts.

\*Exam vouchers included

**Full Stack Software Developer****\$4,995 - 600 Course Hours/18 months**

This course teaches you to become an industry-ready full stack software developer. You will learn all of the skills required to create a website from scratch. You will bring data to life by creating visual dashboards of large amounts of data and demonstrate your front end design ability and work with databases. You will conduct document integration testing, deployment and virtualization.

**Mobile and Desktop Web Developer/  
Responsive Web Design****\$2,995 - 460 Course Hours/12 months**

Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the course, students will be able to build traditional and mobile websites.

**Oracle SQL and PL/SQL Developer + Java  
Programmer****\$2,595 - 375 Course Hours/12 months**

As the perfect starting point for those wanting to learn SQL and Java programming, this online course will teach you everything from the basics to advanced practices.

**Python Developer****\$995 - 155 Course Hours/6 months**

This course is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python.

**Salesforce: Power User****\$695 - 30 Course Hours/6 months**

With Salesforce being the most popular CRM in the world, having a strong base of knowledge in Sales Force not only enhances your marketability but also gives you skills that will allow you to be more efficient in day to day use of the software.

**UNIX Administration Basics****\$695 - 35 Course Hours/6 months**

The Unix Administration course covers the fundamental concepts of Unix including basic commands, file system structure, back-up compression and much more.

**Web Applications Developer****\$2,395 - 404 Course Hours/12 months**

Master the skills you need to create dynamic database-driven websites using the latest technologies.

**Biofuel Production Operations****\$2,595 - 400 Course Hours/12 months**

This course will give you the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

**Certified Indoor Air Quality Manager****\$795 - 16 Course Hours/6 months**

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager course is just for you.

**Certified Indoor Environmentalist Prep****\$895 - 32 Course Hours/6 months**

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? This course will help you take the next step in your career.

**Chemical Plant Operations****\$2,595 - 400 Course Hours/12 months**

Prepare for an entry-level position in a chemical plant with this course.

**Electrical Technician****\$1,995 - 120 Course Hours/12 months**

This course provides an intensive overview of skills necessary for electrical maintenance. You will learn math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly to work as an electrical technician.

**Engineering Technician****\$1,995 - 330 Course Hours/18 months**

The Engineering Technician course provides an intensive overview of skills necessary for this manufacturing role. You will learn math, inspection, safety, materials, machining, quality, grinding, electrical systems, automation, motor controls, additive manufacturing, assembly, design, and management to work as an Engineering Technician.

**Home Inspection Certificate****\$2,295 - 200 Course Hours/12 months**

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

\*Exam vouchers included



AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS

## Safety Management Certificate Program at USC Aiken

March 23 - 27, 2020

**Safety Management I**  
3 Days | 2.1 CEUs

Through examples, case studies and other resources, we provide a foundation of fundamental elements and techniques for an effective safety management system.

**Safety Management II**  
2 Days | 1.4 CEUs

Build on what you learn in Safety Management I to take steps to implement a safety management system within your organization and practice techniques to measure its effectiveness.

See page 29 for more information



\*Exam vouchers included

### HVAC/R Certified Technician\*

**\$2,895 - 162 Course Hours/12 months**

The HVAC/R Certified Technician course is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

### Maintenance Technician

**\$1,695 - 250 Course Hours/18 months**

This Maintenance Technician course allows you to identify the required knowledge and skills that provide a pathway to up skill and validated worker competences.

### Process Technician

**\$1,995 - 165 Course Hours/12 months**

Process Technician provides an intensive overview of skills necessary to become a process technician. This course will teach you math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining to work as a process technician.

### Quality Inspector

**\$1,995 - 100 Course Hours/12 months**

The Quality Inspector course provides an intensive overview of skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality, and management to be a Quality Inspector.

### Robotics Technician

**\$1,695 - 155 Course Hours/12 months**

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to up skill and validate workers competences.

### Tool and Die Maker

**\$1,995 - 160 Course Hours/12 months**

The Tool and Die Maker course provides an intensive overview of skills necessary for tool and die making. You will learn workholding, math, inspection, safety, machining, materials, quality, and grinding.

### Toolmaker

**\$1,695 - 160 Course Hours/12 months**

This course provides an intensive overview of skills necessary for toolmaking. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding, and stamping to work as a toolmaker.

### Welder Technician

**\$1,995 - 125 Course Hours/12 months**

This course is an accelerated training that allow you to identify the required knowledge and skills for each worker and provide a pathway to up skill and validate workers competences.



### **Activity Director**

**\$695 - 70 Course Hours/6 months**

This course is designed to give you the training and insight in working with the activity programs in nursing homes.

### **Administrative Dental Assistant**

**\$1,795 - 150 Course Hours/6 months**

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

### **CBCS Certified Medical Administrative Assistant with Medical Billing and Coding\***

**\$2,695 - 500 Course Hours/12 months**

The Certified Billing and Coding Specialist (CBCS) Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

### **CBCS Medical Billing and Coding\***

**\$2,195 - 340 Course Hours/12 months**

This nationally recognized course combines the Medical Billing and Coding course with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

### **Certified Electronic Health Records Specialist**

**\$1,795 - 134 Course Hours/6 months**

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

### **Certified Medical Administrative Assistant\***

**\$1,495 - 160 Course Hours/6 months**

This course teaches you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA).

### **Certified Medical Transcriptionist\***

**\$2,695 - 195 Course Hours/6 months**

Students in this course will learn how to properly transcribe and edit the medical notes of healthcare providers in order to document patient care.

### **Certified National Pharmaceutical Sales Representative**

**\$2,195 - 110 Course Hours/6 months**

Learn the skills necessary to become a certified pharmaceutical sales representative. The course covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

### **Certified Risk Adjustment Coder\***

**\$1,495 - 160 Course Hours/6 months**

You will learn principles of risk adjustment and accurate diagnosis coding.

### **Clinical Dental Assistant**

**\$1,995 - 240 Course Hours/6 months**

This course will provide you with the skills you need to become a dental assistant. After you've completed this course, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

**Fitness Business Management**

**\$2,595 - 200 Course Hours/6 months**

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative course.

**ICD-10 Medical Coding**

**\$1,795 - 200 Course Hours/6 months**

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

**Medical Interpreter (Spanish/English)**

**\$2,395 - 200 Course Hours/9 months**

This course teaches the skills needed to prepare you to work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the United States.

**Medical Office Manager (CPPM)\***

**\$3,995 - 555 Course Hours/18 months**

This course teaches the skills needed to prepare you for a career as a Medical Office Manager.

**Medical Terminology**

**\$795 - 60 Course Hours/6 months**

Get the education you need to get started in the medical field. This course will teach you proper medical terminology and spelling.

**NASM Certified Personal Trainer and Exam Preparation\***

**\$1,295 - 80 Course Hours/6 months**

This course will prepare you to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, which is one of the most respected certifications in the fitness industry.

**NCSF Sports Nutrition Specialist**

**\$595 - 70 Course Hours/6 months**

This course is designed to provide students with the necessary knowledge, skills, and abilities to successfully pass the NCSF Sport Nutrition Specialist (SNS) Exam and work safely and effectively as a Sport Nutrition Specialist.

**Optician Certification Training**

**\$1,895 - 150 Course Hours/6 months**

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

**Peer Support Specialist**

**\$595 - 40 Course Hours/3 months**

This course will introduce students to Peer Recovery Services which are provided by people who have personal, lived experience in recovery from addiction, mental illness, or co-occurring substance and mental disorders.

**Personal Training and Group Exercise Training for Older Adults**

**\$2,595 - 200 Course Hours/6 months**

Gain the knowledge you need to develop safe and effective exercise programs for older adults.

**Pharmacy Technician\***

**\$2,495 - 400 Course Hours/12 months**

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online course.

**Physical Therapy Aide**

**\$1,895 - 150 Course Hours/6 months**

Master the skills you need to begin a career as a physical therapy aide. You will learn the responsibilities of a PT aide, patient care, anatomy and medical terminology, and the legal and ethical regulations that affect healthcare providers.

**Professional Recovery Coach**

**\$1,695 - 60 Course Hours/6 months**

Addiction is a pervasive problem in our society and there are many approaches that have been developed to achieve sobriety and long-term recovery. In this course, students will learn the role of the Professional Recovery Coach and the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to ones joyful identity.

**Veterinary Assistant**

**\$1,995 - 225 Course Hours/6 months**

This course will prepare you to become a productive member of a veterinary team.



\*Exam vouchers included



**Certified Ethical Hacker\***

**\$2,895 - 100 Course Hours/6 months**

The Certified Ethical Hacker course is the core of the most desired information security training system any information security professional will ever want to be in.

**Certified Information Security Manager (CISM)**

**\$795 - 75 Course Hours/6 months**

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included.

**Certified Information Systems Auditor (CISA)**

**\$1,395 - 75 Course Hours/6 months**

The CISA certification is an internationally recognized IT certification for senior IT professionals needing to know security and auditing principles. This online CISA training includes the cost of the CISA certification exam.

**Certified Information Systems Security Professional (CISSP)**

**\$1,995 - 150 Course Hours/6 months**

This engaging, hands-on course covers the key areas of information security and helps prepare individuals for the CISSP exam.

**CompTIA A+ Certification Training\***

**\$1,995 - 290 Course Hours/6 months**

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology.

**CompTIA A+ with ITIL Foundation**

**\$2,095 - 390 Course Hours/9 months**

This course is perfect for students wanting to enter a career in Information Technology. You will learn CompTIA A+ and ITIL principles and prepare for certification.

**CompTIA Advanced Security Practitioner (CASP)\***

**\$995 - 75 Course Hours/6 months**

The CASP certification is one of the most valuable vendor-neutral certifications in the security field, allowing students to become proficient in a variety of technology areas, all while allowing them to stay independent of any one particular infrastructure.

**CompTIA Certification Training: A+, Network+, Security+\***

**\$3,995 - 480 Course Hours/12 months**

CompTIA Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

**CompTIA Cloud+ Certification Training\***

**\$1,695 - 75 Course Hours/6 months**

Cloud computing is how technology is done today, and ed2go's CompTIA Cloud+ certification training course teaches key skills while preparing students for the Cloud+ industry credential.

**CompTIA IT Fundamentals\***

**\$895 - 100 Course Hours/6 months**

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT) and its ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT.

\*Exam vouchers included



**CompTIA Linux+\*****\$1,295 - 95 Course Hours/6 months**

Learn the necessary skill-sets to perform maintenance tasks with the command line, install and configure a workstation, and be able to configure a basic network in Linux.

**CompTIA Network+ Certification Training\*****\$1,695 - 110 Course Hours/6 months**

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

**CompTIA Project+\*****\$1,495 - 100 Course Hours/6 months**

CompTIA Project+ is designed for business professionals who coordinate or manage small-to-medium-size projects, inside and outside of IT.

**CompTIA Security+ Certification Training\*****\$1,495 - 80 Course Hours/6 months**

CompTIA Security+ is the certification globally trusted to validate foundational, vendor-neutral IT security knowledge and skills.

**EXIN Cloud Computing****\$695 - 25 Course Hours/6 months**

In this EXIN Cloud Foundations course you will become proficient in all areas of cloud technology.

**Help Desk Analyst: Tier 1 Support Specialist****\$1,495 - 120 Course Hours/6 months**

Train for a challenging, rewarding career in technical support. This course will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

**Information Security Training****\$1,795 - 300 Course Hours/6 months**

This course includes 3 of the most valuable certifications in IT Security. These credentials command some of the most lucrative salaries available in the IT field.

**ITIL Foundation\*****\$795 - 20 Course Hours/3 months**

This online course is geared towards students who are new to ITIL and those with ITIL experience looking to achieve a globally recognized certification.

**ITIL Life-cycle Expert\*****\$1,995 - 150 Course Hours/12 months**

This course prepares you for the Life-cycle Expert certification exam and guarantees all the required number of credits for an ITIL Expert status.

**Management for IT Professionals****\$2,295 - 390 Course Hours/6 months**

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This course focuses on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success.

**Microsoft Certified Solutions Associate (MCSA): Server 2012\*****\$2,595 - 230 Course Hours/12 months**

This course prepares students to install, configure, and manage a Server 2012 network.

**Microsoft Certified Solutions Associate (MCSA): SQL Server 2012****\$1,995 - 360 Course Hours/12 months**

This course prepares students to administer, query, and implement data warehouses with SQL Server 2012.

**SSCP Systems Security Certified Practitioner****\$1,595 - 80 Course Hours/6 months**

This course is an ideal course for individuals interested in advancing their knowledge of information and systems security.

**VMware Certified Associate****\$2,195 - 40 Course Hours/6 months**

This foundational course prepares students to administer a vSphere infrastructure for an organization of any size and prepares students for the VMWare Certified Associate (VCA) 1V0-701 exam.



\*Exam vouchers included

The demand for trained legal professionals has never been higher. Major corporations, healthcare facilities, insurance companies, government agencies and law offices all employ our students. The U.S. Department of Labor projects an 18% rise for legal support personnel in the profession by 2026.



**100% ONLINE**

Registered students have 24/7 access while class is in session. Visit our website for detailed course information including available formats, syllabi, schedules and textbooks.

**FLEXIBLE FORMATS**

The Center for Legal Studies understands the constraints that face today’s adult students. Free time is scarce and busy people need options. Our curriculum is available in instructor-led online, and Independent Study (Digital & Text Only) Formats. Online students are able to log on anytime anywhere to complete weekly assignments, tests and quizzes.

**Paralegal Certificate Course  
14 weeks**

Online	Digital	Text
\$1,595	\$1,635	\$1,595

**Advanced Paralegal Certificate Course**

**\$2,400 / \$400 each**

Advanced Legal Research	Estate Planning
Alternative Dispute Resolution	Family Law
Bankruptcy Law	Immigration Law
Business Law	Intellectual Property Law
Constitutional Law	Real Property Law
Criminal Law	Victim Advocacy
Criminal Procedure	Water Law

\*Complete 6 topics to earn the Advanced Paralegal Certificate

**Other Courses**

Alternative Dispute Resolution	\$ 995
eDiscovery for Paralegals Certificate	\$ 995
GMAT or GRE Test Preparation	\$ 300
Intellectual Property Law for Engineers	\$ 995
Law School Preparation	\$ 300
Legal Investigation Certificate	\$ 995
Legal Nurse Consultant Training	\$ 1195
Legal Secretary Certificate	\$ 995
LSAT Test Preparation	\$ 300
Medical Professional Legal Consultant	\$ 1295
Software Essentials for the Law Office	\$ 995
Victim Advocacy Certificate	\$ 995

**2020 Schedule**

Session 1: January 13 - February 28	Session 4: June 29 - August 14
Session 2: March 9 - April 24	Session 5: August 24 - October 9
Session 3: May 4 - June 19	Session 6: October 19 - December 4

To register online visit  
[www.usca.edu/epcec/continuing-education](http://www.usca.edu/epcec/continuing-education)  
 or call (803) 641-3741



**THE CENTER FOR  
LEGAL STUDIES**

\*Exam vouchers included

## Equestrian Online



We offer a variety of horse-related classes, 26 to be exact. You may begin the course at any point in the month; take one course or several at a time. The completion deadline is one year from the start date of each individual course.

### Courses

**Understanding Equine Behavior  
Bits, Saddle Fitting and Hoof Balance\*  
The Business of Making Money  
with Horses\*  
Coat Color Genetics  
Competitive Lunge Line\*  
Conformation and Selection  
for Performance\*  
Dressage: Foundation for All  
Riding Disciplines\*  
Equine Massage\*  
Equine Photography\*  
Equine Reproduction\*  
Equine Safety and Rescue  
Fit to Ride  
Health and Disease Management  
Legal Aspects of Horse Management  
Nutrition for Maximum Performance  
Preparation for Competition\*  
Rev Up Your Dressage Scores\*  
Riding Instructor Role  
and Responsibilities\*  
Riding Instructor Teaching Techniques\*  
Showmanship in Hand\*  
Stable Management\*  
Stallion Management  
Train a Reiner  
Train for Trail Class\*  
Train for Western Riding\*  
Training Performance Horses\***

\*Requires Access to a horse



Choose the areas of study you are most interested in and gain confidence around your horses, equine facilities and anything equine. These courses will be the building blocks on which you can begin an equine career.

All courses are priced at \$275 each. Upon successful completion you will receive a Certificate from USC Aiken. After completing any six courses you will be granted a "Horse Smart" certificate from USC Aiken.

Once you have received the "Horse Smart" certificate, you may take as many other courses as you like for a discounted price of \$250 each. These course require internet access and the ability to upload videos.

To register, visit  
[www.usca.edu/epcec/continuing-education](http://www.usca.edu/epcec/continuing-education)  
or call (803) 641-3741

# Personal Enrichment Online



Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Prices range from \$25 - \$399. Register now at [www.ed2go.com/usca](http://www.ed2go.com/usca) or call (803) 641 - 3741.

## ARTS AND DESIGN

Creating WordPress Websites  
Designing Effective Websites  
Discover Digital Photography  
Drawing for the Absolute Beginner  
Get Started in Game Development  
Introduction to Digital Scrapbooking  
Introduction to Photoshop CC  
Introduction to Guitar  
Introduction to Illustrator CS6  
Introduction to InDesign CC  
Introduction to Interior Design  
Introduction to Lightroom CC  
Intermediate InDesign CC  
Intermediate Photoshop CC  
Intermediate WordPress Websites  
Music Made Easy  
Travel Photography

## BUSINESS

A to Z Grant Writing  
Accounting Fundamentals  
Accounting Fundamentals II  
Achieving Top Search Engine Positions  
Administrative Assistant Applications  
Computer Skills for the Workplace  
Creating a Successful Business Plan  
Distribution and Logistics Management  
Effective Business Writing  
Effective Selling  
Fundamentals of Supervision and Management  
Get Grants!  
Growing Plants for Fun and Profit  
High Performance Organization  
High Speed Project Management

Individual Excellence  
Interpersonal Communication  
Introduction to Business Analysis  
Introduction to Google Analytics  
Introduction to Nonprofit Management  
Introduction to Stock Options  
Keys to Successful Money Management  
Leadership  
Learn to Buy and Sell on eBay  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastering Public Speaking  
Mastery of Business Fundamentals  
Nonprofit Fundraising Essentials  
Personal Finance  
Professional Sales Skills  
Real Estate Investing  
Resume Writing Workshop  
Six Sigma: Total Quality Applications  
Skills for Making Great Decisions  
Small Business Marketing on a Shoestring  
Start and Operate Your Own Home-Based Business  
Start Your Own Arts & Crafts Business  
Start Your Own Edible Garden  
Start Your Own Gift Basket Business  
Start Your Own Online Business  
Start Your Own Small Business  
Starting a Consulting Practice  
Starting a Nonprofit  
Stocks, Bonds, and Investing: Oh, My!  
Supply Chain Management Fundamentals

Talent and Performance Management  
The Analysis and Valuation of Stocks  
Total Quality Fundamentals  
Understanding the Human Resources Function  
Using Social Media in Business  
Where Does All My Money Go?  
Writing Effective Grant Proposals  
12 Steps to a Successful Job Search



## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013 & 2016  
Intermediate Microsoft Access 2010, 2013, & 2016  
Intermediate Microsoft Excel 2010, 2013, & 2016  
Intermediate Oracle

# Personal Enrichment Online

Intermediate QuickBooks  
2013 - 2017  
Introduction to Adobe Acrobat X  
Introduction to Crystal Reports  
Introduction to Microsoft Access  
2010, 2013, & 2016  
Introduction to Microsoft Excel  
2007, 2010, 2013, 2016  
Introduction to Microsoft Outlook  
2010 & 2013  
Introduction to Microsoft PowerPoint  
2010, 2013, & 2016  
Introduction to Microsoft Project  
2010, 2013, & 2016  
Introduction to Microsoft Publisher  
2010 & 2013  
Introduction to Microsoft Word  
2007, 2010, 2013, & 2016  
Introduction to Oracle  
Introduction to PC Troubleshooting  
Introduction to QuickBooks  
2013 - 2017  
Introduction to Windows 10  
Introduction to Windows 8  
Keyboarding

## COMPUTER PROGRAMMING

Advanced CSS3 and HTML5  
Advanced Web Pages  
Blogging and Podcasting  
for Beginners  
Creating Mobile Apps with HTML5  
Creating Web Pages  
Intermediate C# Programming  
Intermediate CSS3 and HTML5  
Intermediate Java Programming  
Intermediate PHP and MySQL  
Intermediate SQL  
Intermediate Visual Basic  
Introduction to ASP.NET  
Introduction to C# Programming  
Introduction to C++ Programming  
Introduction to CSS3 and HTML5  
Introduction to Database  
Development  
Introduction to Java Programming  
Introduction to JavaScript  
Introduction to PHP and MySQL  
Introduction to Programming  
Introduction to Python 2.5  
Programming  
Introduction to Python 3  
Programming  
Introduction to SQL  
Introduction to Visual Basic  
Introduction to XML  
Mac, iPhone, and iPad Programming  
Responsive Web Design

## HEALTH AND FITNESS

Become a Physical Therapy Aide  
Become a Veterinary Assistant  
Become a Veterinary Assistant II:  
Canine Reproduction  
Become a Veterinary Assistant III:  
Practical Skills  
Become an Optical Assistant  
Certificate in Brain Health  
Certificate in Complementary and  
Integrative Health  
Certificate in End of Life Care  
Certificate in Energy Medicine  
Certificate in Food, Nutrition, and  
Health  
Certificate in Gerontology  
Certificate in Global Healing Systems  
Certificate in Healing Environments  
for Body, Mind, and Spirit  
Certificate in Healthy Aging  
Certificate in Holistic and Integrative  
Health: Foundations 1-3  
Certificate in Infectious Diseases and  
Infection Control  
Certificate in Integrative Mental  
Health  
Certificate in Legal and Ethical Issues  
in Healthcare  
Certificate in Meditation  
Certificate in Mindfulness  
Certificate in Music Therapy and  
Sound Healing  
Certificate in Nutrition, Chronic  
Disease, and Health Promotion  
Certificate in Pain Assessment  
and Management  
Certificate in Perinatal Issues  
Certificate in Spirituality, Health,  
and Healing  
Certificate in Starting Your Own  
Business in Health and Healing  
Certificate in Stress Management

## HOSPITALITY

Secrets of the Caterer  
Start a Pet Sitting Business  
Wow, What a Great Event

## INFORMATION TECHNOLOGY

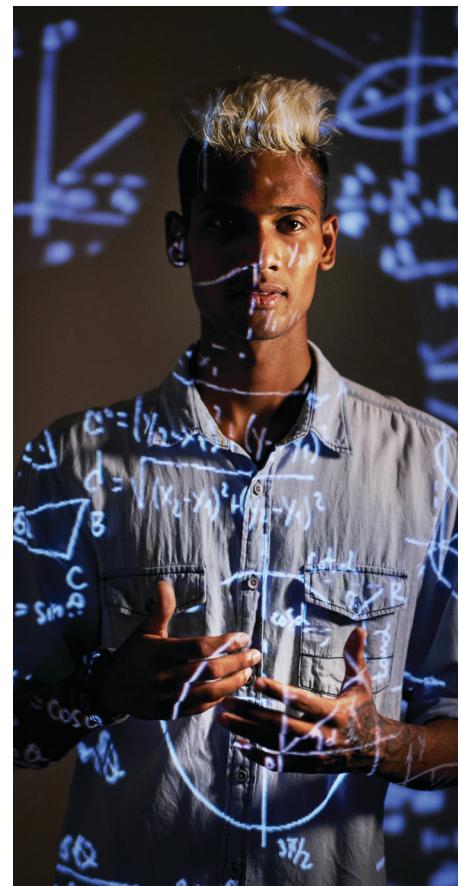
Advanced PC Security  
CompTIA Security+ Certification  
Prep  
Intermediate Networking  
Introduction to Networking  
Introduction to PC Security  
Understanding the Cloud  
Wireless Networking

## LANGUAGE

Beginning Conversational French  
Content-Based Instruction for  
Language Learners  
Conversational Japanese  
Discover Sign Language  
Easy English 1  
Easy English 2  
Easy English 3  
Get Funny!  
Grammar for ESL  
Instant Italian  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Spanish in the Classroom  
Speed Spanish  
Speed Spanish II  
Speed Spanish III

## MATH AND SCIENCE

Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Introduction to Algebra  
Introduction to Biology  
Introduction to Chemistry  
Introduction to Statistics  
Math Refresher



# Personal Enrichment Online

## TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Language in the K-12 Classroom  
An Introduction to Teaching English to Young Learners  
An Introduction to Teaching ESL/EFL  
Differentiating K-12 Assessments  
Empowering Students With Disabilities  
Enhancing Language Development in Childhood  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Homeschool With Success  
Integrating Technology in the Classroom  
Microsoft PowerPoint 2013 in the Classroom  
Solving Classroom Discipline Problems  
Spanish in the Classroom  
Survival Kit for New Teachers  
Teaching Adult Learners  
Teaching High School Students  
Teaching Preschool:  
A Year of Inspiring Lessons  
Teaching Science: Grades 4-6  
Teaching Smarter With SMART Boards  
Teaching Students With ADHD

Teaching Students With Autism: Strategies for Success  
Teaching Students With Learning Disabilities  
Teaching Writing: Grades 4-6  
Teaching Writing: Grades K-3  
The Creative Classroom

## WRITING

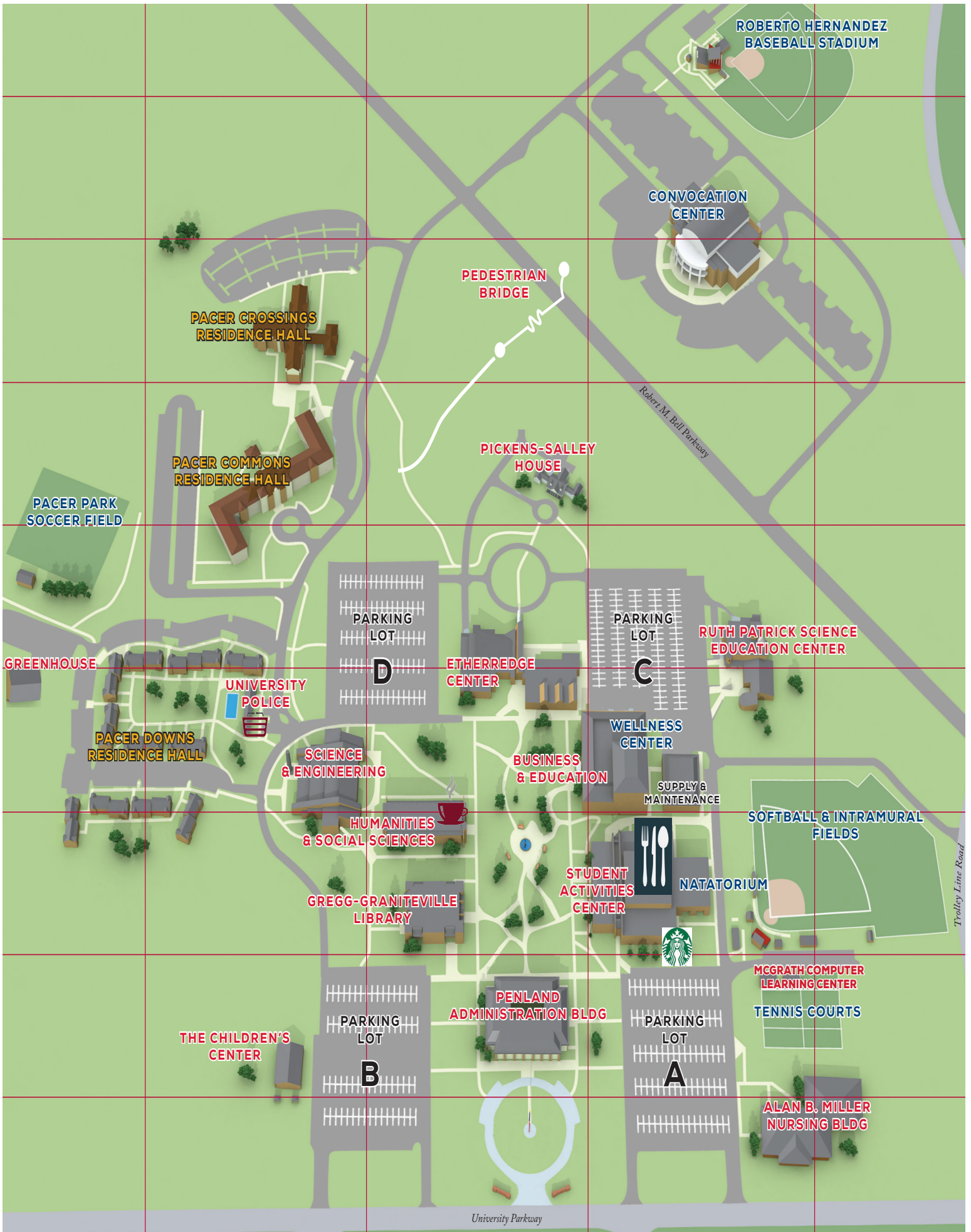
Advanced Fiction Writing  
Beginner's Guide to Getting Published  
Beginning Writer's Workshop  
Fundamentals of Technical Writing  
Grammar Refresher  
Grammar Refresher II  
How to Make Money From Your Writing  
Introduction to Internet Writing Markets  
Introduction to Journaling  
Introduction to Screen writing  
Mystery Writing  
Publish and Sell Your E-Books  
Research Methods for Writers  
Romance Writing  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Travel Writing  
Write and Publish Your Nonfiction Book  
Write Effective Web Content  
Write Fiction Like a Pro  
Write Your Life Story

Writeriffic: Creativity Training for Writers  
Writing Essentials  
Writing for Children  
Writing for ESL  
Writing the Fantasy Novel  
Writing Young Adult Fiction

## TEST PREP

Advanced CompTIA A+ Certification Prep  
Basic CompTIA A+ Certification Prep  
CompTIA Network+ Certification Prep  
GMAT Preparation  
GRE Preparation - Part 1 (Verbal and Analytical)  
GRE Preparation - Part 2 (Quantitative)  
Intermediate CompTIA A+ Certification Prep  
LPI Linux Essentials Exam Prep  
LSAT Preparation - Part 1  
LSAT Preparation - Part 2  
Praxis Core Preparation  
Prepare for the GED Math Test  
Prepare for the GED Test  
SAT/ACT Prep Course - Part 1  
SAT/ACT Prep Course - Part 2







External Programs,  
Continuing Education  
and Conferences

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