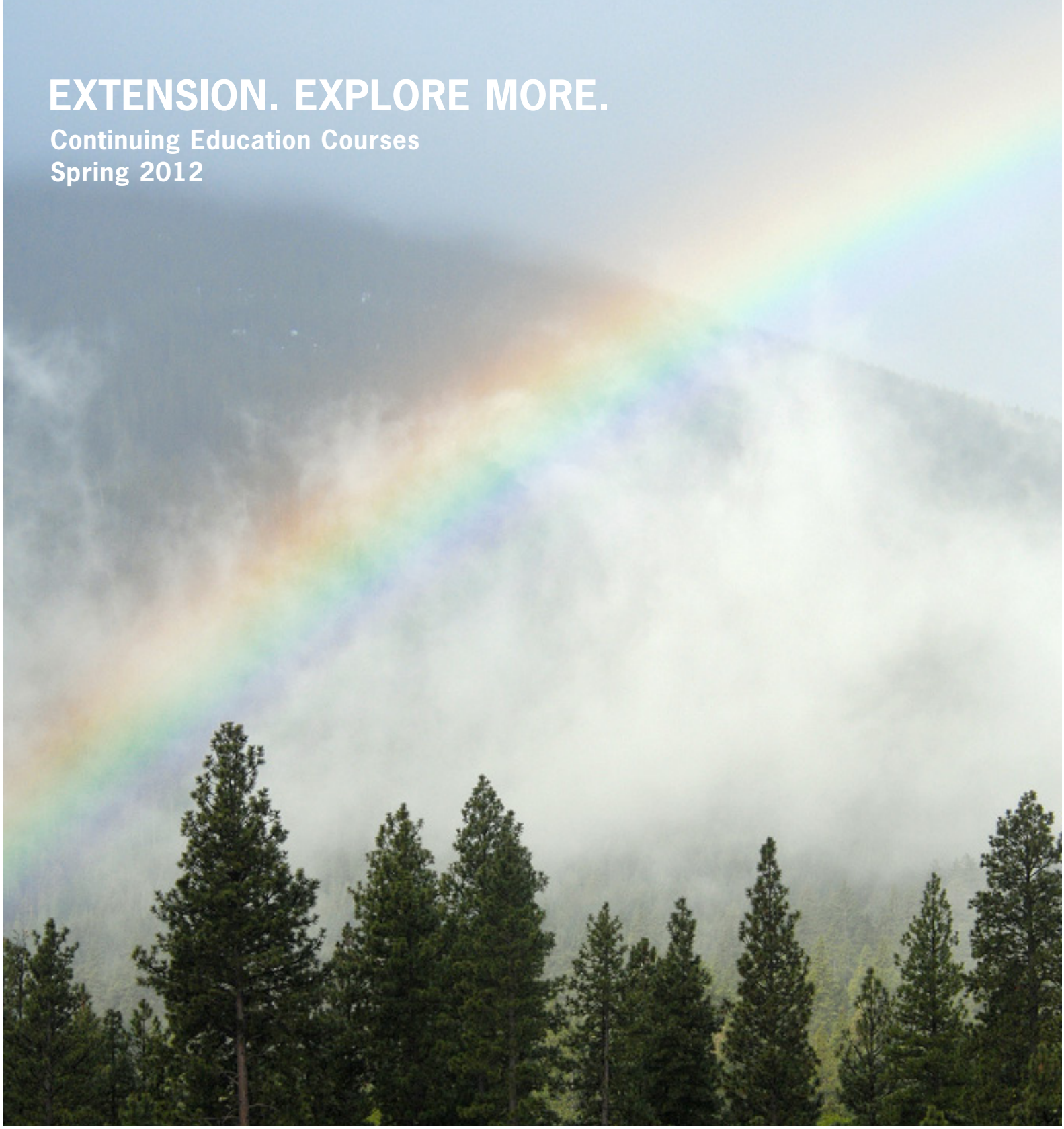


EXTENSION. EXPLORE MORE.

Continuing Education Courses
Spring 2012



SPRING COURSE LISTINGS Career, Enrichment, Yoga, Religion

ONLINE COURSES Professional Development

CERTIFICATES Alcohol and Drug Counseling, Human Resources, Religion, Yoga

LMU|LA
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University

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2012 SPRING COURSES

This handout reflects course information and schedule at the time of publication. Changes, cancellations and additions may occur. Please check the Online Course Catalog at <http://extension.lmu.edu> for updates and for any textbooks that may be required.

HOW TO ENROLL

Online: Select Courses or Certificates at <http://extension.lmu.edu>.

By Mail or Fax: Complete an enrollment form (available on the back of this handout, and on our Web site) mail or fax, together with your check, money order, or credit card details, to:

LMU Extension, Loyola Marymount University
1 LMU Drive, Suite 1863, Los Angeles, CA 90045

Fax: 310.338.2706

E-mail: extension@lmu.edu

By Phone: Call our friendly staff at 310.338.1971

In Person: Drop by our office in University Hall, Suite 1840. Office hours M-F 8:00 a.m.–5:00 p.m.

Non-Discrimination. Loyola Marymount University does not discriminate on the basis of race, religion, creed, color, national origin, sex, age, veteran status, marital status, sexual orientation, gender identity, alienage, citizenship status, disability or any other characteristic protected by state or federal law. Loyola Marymount University seeks compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973, which prohibit discrimination. Any student complaints of discrimination shall be handled and resolved pursuant to the University's Discriminatory Harassment and Complaint Process. This process provides for the filing, investigation and resolution of all student discrimination complaints. Copies of the Discriminatory Harassment and Complaint Process may be found on LMU's web site under "Student Codes + Policies" and in the LMU Community Standards booklet published by the Division of Student Affairs.

LMU EXTENSION ADMINISTRATION

David W. Burcham

President of Loyola Marymount University

Joseph B. Hellige

Senior Vice President
and Chief Academic Officer

Cherie Mills Schenck

Senior Director

Ben Hayes

Director of Special Programs

Robert Hurteau

Director, Center for Religion and Spirituality

Michael McNaught

Assistant Director,
Center for Religion and Spirituality

Patricia Ranftl

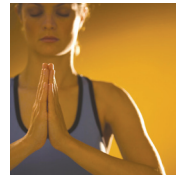
Academic Services Coordinator

Peggy Dobreer

Community Relations Coordinator

Louise Dobbs

Office Supervisor



Thank you for your interest in LMU Extension at Loyola Marymount University, Los Angeles. LMU Extension houses two primary outreach initiatives of LMU: Continuing Education and the Center for Religion and Spirituality. Both programs are adult learning programs for professionals and community members seeking to enhance their skills.

The Continuing Education courses and certificates respond to a variety of community interests and business training needs. LMU Extension serves more than 6,000 adults each year on campus, off-campus, and online.

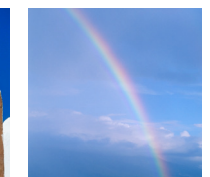
The Center for Religion and Spirituality (CRS) makes a vital contribution to the mission of Loyola Marymount University by expanding LMU's religious and educational outreach to a wider range of constituencies in Southern California and beyond. As a part of LMU Extension, CRS embodies LMU's commitment to serve the Roman Catholic Archdiocese of Los Angeles, other local churches, religious groups, and the general public through the development of diverse programs related to religion and spirituality, faith and justice.

This year, we have chosen to publish this downloadable handout instead of the traditional catalog. The handout is organized in three sections: On-campus, Online Certificates, and Online Courses. Several more courses and certificates can be found in our online catalog at <http://extension.lmu.edu>. If you have questions, please contact us at 310.338.1971 or e-mail extension@lmu.edu.

Sincerely

Cherie Mills Schenck, Ed.D.

Senior Director, LMU Extension



Alcohol and Drug Counseling

Basic Counseling in the Treatment of Addictions

Introduction to and training in basic individual counseling skills. Emphasis is placed on developing proficiency in skills and attitudes necessary for individual counseling.

Prerequisite: Introduction to Alcohol and Drug Counseling. Required Text(s) will be announced about three weeks before the start of the course.

Tuition: \$385, Day: T

1/17/2012 to 3/13/2012

7:15 PM to 9:45 PM

Foley Annex 175

Course #: DACX804.0181466

Case Management in the Treatment of Addictions

Introduction to and training in intake, assessment, diagnosis, and other aspects of case management. Emphasis is placed on developing proficiency in skills and attitudes necessary for effective case management. Skill development includes: treatment planning, referral, insurance and other aspects of case management. Emphasis is placed on developing proficiency in skills and attitudes necessary for effective case management. Required text book(s) will be announced about three weeks before the start of the course.

Tuition: \$690, Day: M

1/30/2012 to 5/7/2012

7:15 PM to 9:45 PM

St. Robert's 237

Course #: DACX802.0181465

Group Counseling Techniques

This course provides an introduction to the dynamics of group interaction. The individual's firsthand experience is emphasized as the group studies itself under supervision. The factors involved in problems of communication, affective responses, and personal growth will be highlighted. Group process will be examined as a means of changing behavior. Prerequisite: Introduction to Alcohol and Drug Counseling; Basic Counseling Skills in the Treatment of Addiction. Required text(s) will be announced approximately three weeks before the start of the course.

Tuition: \$385, Day: T

3/20/2012 to 5/15/2012

7:15 PM to 9:45 PM

Hilton 023

Course #: DACX807.0181467

Introduction To Alcohol & Drug Counseling

Examine the history of alcohol and other mood changing drugs in the US; the myths and stereotypes of alcohol/drug use; sociocultural factors that contribute to the use of drugs; and the patterns and progression of alcoholism. Required textbook(s) will be announced about three weeks before the start of the course.

Tuition: \$690, Day: T

2/7/2012 to 5/15/2012

7:15 PM to 9:45 PM

St. Robert's 237

Course #: DACX800.0181464

Professional and Personal Growth

An in-depth look at the areas of counselor burnout, personal growth, professional growth (including career planning, training,

education, time management), consultation, and impaired counselor resources.

Prerequisite: None. Required text(s) will be announced about three weeks before the start of the course.

Tuition: \$690, Day: Th

2/9/2012 to 5/24/2012

7:15 PM to 9:45 PM

St. Robert's 233

Course #: DACX809.0181468

Supervised Practicum

Course provides the student with opportunities to obtain career direction, review cases and obtain feedback. In addition to the 45 classroom hours, this segment requires 255 hours of practical experience performed at an agency. Student has one calendar year from the start of this class to complete their practical experience component. At the practical experience site the student receives direct supervision and must complete activities covering all of the 12 Core functions. For each core function there must be a minimum of 21 hours of activity performed at the site. (45 class room hours + 255 practical experience hours = 300 hours)
Prerequisite: All certificate courses must be completed with the exception of Professional and Personal Growth, which may be taken concurrently. Waiver, requested prior to enrollment, may be obtained on prerequisite.

Tuition: \$690, Day: W

2/8/2012 to 5/23/2012

7:15 PM to 9:45 PM

University Hall 1858

Course #: DACX810.0181469

Business & Professional

Human Resources Management Certificate Program

This comprehensive certificate course covers all major areas of HR Management: state and federal labor laws, recruitment and selection, performance management, compensation, employee relations, harassment, benefits, cost control, reporting, health/safety, and labor relations and collective bargaining. The classes are interactive and stimulating in this series of 12 sessions that is the only course required to earn the Certificate in HR Management from Loyola Marymount University. Open to all interested in advancing their career in human resources management. Required text: 2011 US Master Human Resources Guide, Donald W. Myers, DBA: Order by phone through Mary Kay Walter 888-314-5920, or via the web at <http://onlinestore.cch.com>

Tuition: \$650, Day: W

2/15/2012 to 5/2/2012

6:00 PM to 9:15 PM

University Hall 1866

Course #: INRX800.0180896

Labor Relations/Collective Bargaining Online

This course explores: the history of labor unions; collective bargaining process; National Labor Relations Act; employer & employee unfair labor practices, union-free environments; California unions; dispute settlements & arbitration provisions; the right to work statutes. Successful completion of the HRM Certificate course is a prerequisite for taking the Online Advanced HRM Certificate courses, unless approved by the instructor. Students must have access to a computer and

the Internet to participate in this course. All course activities are done at student's own pace and schedule. To access the course, please follow instructions on the LMU Blackboard link on the Extension home page. Required text: the latest edition of the US Master Human Resources Guide, Donald W. Myers, DBA: Order by phone (toll free) 1-800-248-3248, or via the web at <http://onlinestore.cch.com>
Tuition: \$175, Day: M
3/5/2012 to 4/9/2012
Internet Computer Required
Course #: INRX804.0381566

Performance Management Online

This course explores all aspects of performance management and principles; rewards & recognition programs; career planning; training & development; effective performance appraisal systems, including "360 degree" evaluation programs, proper feedback techniques, and how to avoid evaluator bias. Online format - enroll any time and go at your own pace.
Tuition: \$175, Day: M
1/16/2012 to 2/20/2012
Internet Computer Required
Course #: INRX841.0381281

Social Media for Small Business

This course helps the small business owner, develop a social media market plan and budget to improve profits and increase product and service awareness to your customers. Learn techniques in using social media technology to drive profitability. Social Media tools such as LinkedIn, Facebook, Twitter, YouTube, and Flickr will be studied. Other Internet Social Media sites will be evaluated to see if they are aligned

with your business offerings. Learn how to measure results from your marketing efforts and make fast changes to improve sales and brand awareness. By the end of the course, you will have a working and fully implemented social media plan and budget that can be measured and used to achieve your business objectives.

Tuition: \$395, Day: T
2/21/2012 to 3/27/2012
7:15 PM to 9:45 PM
St. Robert's 234
Course #: CNTX802.1181555

Languages

Advanced Modern Greek

Participants have the opportunity to refine their understanding of the language and enhance their verbal abilities. Modern Greek literature serves as the basis for discussion and composition. A reasonable command of Modern Greek is required for this course. Extension students audit LMU course MDGK 321.01. Required textbooks: Pocket Oxford Greek Dictionary; Greek Today (w/CD), Author: Bien; Greek Today Workbook, Author: Bien.

Tuition: \$250, Day: M
1/9/2012 to 4/30/2012
7:15 PM to 9:45 PM
St. Robert's 249
Course #: CNTX936.0380115

Elementary Modern Greek II

This course covers the fundamentals of grammar and syntax, oral expression, comprehension, and reading skills. Students acquire sufficient vocabulary to be able to understand and carry on basic conversation.

Open to all. Audit only.

Tuition: \$250, Day: TTh

1/10/2012 to 5/3/2012

1:35 PM to 2:50 PM

University Hall 3711

Course #: CNTX936.0580567

Elementary Modern Greek II

This course covers the fundamentals of grammar and syntax, oral expression, comprehension, and reading skills. Students acquire sufficient vocabulary to be able to understand and carry on basic conversation.

Open to all. Audit only.

Tuition: \$250, Day: TTh

1/10/2012 to 5/3/2012

7:15 PM to 8:30 PM

University Hall 3711

Course #: CNTX936.0881337

Intermediate Modern Greek II

This course is designed to review and complete the study of Modern Greek grammar and syntax. A combination of reading, listening comprehension, and class discussion will improve the students' grasp of the language and conversational skills. Open to all. Audit only.

Tuition: \$250, Day: Th

1/12/2012 to 5/3/2012

7:15 PM to 11/28/2011 8:30 PM

University Hall 1775

Course #: CNTX936.0781098

Music

Concert Choir

The large choral ensemble offers instruction in choral music with emphasis on vocal technique as well as the study and artistic

performance of quality repertoire representing a variety of style periods and musical genres. Previous choral experience and an audition are required for enrollment. Auditions will be held the week prior to class start. To schedule an audition, please call the choral office at 310-338-5154. Audit only. No class February 28 (spring break). Class culminates in the 47th Annual Spring Chorale, Friday Apr. 27th. The Choruses will be traveling/performing internationally (optional) in June to Munich, Salzburg and Vienna.

Tuition: \$50, Day: T

1/10/2012 to 5/1/2012

7:00 PM to 10:00 PM

Burns 125 (Murphy Recital Hall)

Course #: CNTX926.0180111

World Music Ensembles

World Music Ensembles at LMU are an opportunity to learn about musical traditions of Indonesia and West Africa through hands-on practice and performance. Our Indonesian instruments (known collectively as gamelan) come from Bali where they were commissioned from the work shop of a master craftsman. Our West African instruments were crafted by artisan-performers who represent four regional traditions within Ghana. In traditional settings, individuals of varying backgrounds and livelihoods come together to play and enjoy these musics. At LMU, students and members of the community enroll in World Music Ensembles for much the same reasons! The course is open to all. To audition for enrollment, please contact Paul Humphreys at pumphreys@lmu.edu.

Tuition: \$50, Day: MW

1/9/2012 to 5/2/2012

6:00 PM to 7:30 PM
Burns 125 (Murphy Recital Hall)
Course #: CNTX926.0380813

Literary Arts

Angels and Demons: Literary Stereotypes

A survey of the most persistent female stereotypes in literature - from antiquity to the present. Open to all. Audit only.

Tuition: \$300, Day: Th
1/12/2012 to 5/3/2012
4:30 PM to 7:00 PM
University Hall 1775
Course #: CNTX938.0381433

Creative Writing Workshop

Do you have the itch to write but don't know how to begin? Do you have stories from your life that need telling but don't know how to tell them? Have you been tempted to write fiction but don't have a clue how to dive in? With guidance from a teacher who understands how daunting it can be to face the blank page, in this 8-week course you will have an opportunity to explore writing memoir and fiction. Even if you're a more experienced writer, you'll hone your ability to create vivid images, compelling characters, and a strong point of view. Open to all. Required Text: *The Story and Its Writer* (Compact Eighth Edition) by Ann Charters.

Tuition: \$280, Day: Th
3/1/2012 to 4/26/2012
7:15 PM to 9:45 PM
University Hall 1878
Course #: CNTX811.0180713

Creative Writing: The Lyric Essay

Lyric Essays are, in a sense, liminal texts, embodying aspects of lyric poetry and essay. In this course, we will engage in discussions of innovative pieces and a series of directed assignments intended to stimulate fresh, unconventional work. Individuals interested in experimental writing are encouraged to participate. The course encourages rigorous discussion and facilitates writing.

Tuition: \$260, Day: W
3/14/2012 to 4/25/2012
7:15 PM to 9:45 PM
University Hall 1878
Course #: CNTX811.0281556

Practical Beauty Poetry Workshop

Picking up where THE MAIN EVENT Poetry Workshop left off, PRACTICAL BEAUTY is a generative workshop for writers who are serious about careers in poetry. How do we continue to stretch our creative muscles? How do we keep the enthusiasm up? How do we get it back when it's gone? What strange new forms will the future yield? These and other challenges to the 'life of poetry' will be examined while we continue to create new work.

Tuition: \$260, Day: T
2/7/2012 to 3/13/2012
7:15 PM to 9:45 PM
University Hall 1878
Course #: CNTX825.1581557

Screenwriting Workshop

This course is for learning how to develop material specifically for independent cinema. This is quality low and micro-budget work, the material that technology now allows independent filmmakers to produce

themselves. The focus will be on character and how to write narrative for the screen. How to write with the camera in mind, and with a shorter shooting schedule in mind. Learn to write, to save time and money, to realize your personal vision. Includes film aesthetics in the 21st century and an overview of the current state of cinema. Required texts: *The Transcendental Cinema*, Paul Schrader. The course will lay out the basic formats and technical vocabulary of screenwriting, explore the creation of narrative structure as it is applied in screenwriting, and how dialogue and image shape character in film. By course end students should have at least a portion of a rough first-draft.

Tuition: \$350, Day: T

2/21/2012 to 4/10/2012

7:15 PM to 9:45 PM

FAN 170

Course #: CNTX826.0381558

Studio Arts

Beginning & Advanced Jewelry Making

In this dual-level class, students learn fabrication, casting, dye forming, roller printing, faceted-stone setting and enameling. For advanced students designing is developed to a more sophisticated level. Enrollment limited to 16.

Tuition: \$275, Day: Sa

1/21/2012 to 3/24/2012

10:00 AM to 1:00 PM

Burns 134

Course #: PRNX806.0280276

Ceramics Workshop

This class handles design problems with ceramic materials incorporating wheel-thrown and hand-building techniques, development of a personal style and advanced firing techniques. Advanced ceramics ability necessary. Consent of instructor required: call 310.338.3053. Call early, space is limited.

Tuition: \$344, Day: F

1/13/2012 to 3/30/2012

11:00 AM to 2:30 PM

Burns 134

Course #: PRNX807.0180118

Teacher Development

Designing Modified Curricula for Transitional Kindergarten

The objective of this course is for teachers to become familiar with early learning standards and the development of young children in order to develop expectations of success based on a preschool to kindergarten continuum of learning. During this course, participants will design instructional units and lesson plans, and as a result, will be able to promote comprehensive school readiness using a modified curriculum approach, as per Transitional Kindergarten (TK) legislative mandates. Teachers will also gain knowledge and understanding of how to support TK students' learning and development through implementation of meaningful and effective instructional strategies that build on students' interest and experiences, provide social-emotional support, promote vocabulary learning and develop comprehension skills. Support for students who are English Language Learners/Dual Language Learners is

an integral part of this course. This is first of a series of three courses leading to the Teaching Transitional Kindergarten Certificate.

Tuition: \$475, Day: M

1/23/2012 to 3/19/2012

4:00 PM to 7:00 PM

Online

Course #: TKTX800.0181577

Enriched Affirming Learning for English Learners

Educators need to effectively engage students in powerful learning that encourages critical thinking and creates prepared citizens for the 21st century. Thus, learning environments must promote a sense of community, self-determination, trust and respect for English Learners. As a result of this course participants will be able to create or refine safe, affirming and enriched learning environments that allow for participatory and inclusive learning of linguistically and culturally diverse students. This is the second course in the Leadership for English Learner Achievement professional development certificate. The course consists of four in-class sessions or video telecasts, plus four online sessions, plus 12 hours of professional development time. NOTE: Courses may be taken out of order.

Tuition: \$395, Day: Th

1/19/2012 to 3/8/2012

4:00 PM to 7:00 PM

University Hall 2619 or Online

Course #: LELX801.0181370

Review of Spanish Linguistics and Bilingualism

The objective of this course is to review Spanish grammar in order to use it in everyday professional activities and as a tool

for reinforcing and refining teachers' ability to express themselves fully in Spanish. This course also emphasizes the similarities and differences between English and Spanish and refines teachers' skill in maximizing cross-linguistic resource sharing between languages. This course is first in a series of three courses to earn a Certificate in Teaching Academic Spanish in Grades Pre-K Through 12.

Tuition: \$395, Day: T

1/17/2012 to 3/13/2012

4:00 PM to 7:00 PM

Online

Course #: ASXX800.0181598

Religion & Spirituality

Buddhism and Jainism

In this graduate seminar we will learn the foundational history and theology of two important Asian religions: Buddhism and Jainism. Both originated in India. Buddhism has a long history in all countries of Asia, while Jainism has remained largely on the subcontinent. We will study the lives of the founders (Siddhartha Gautama for Buddhism and the 24 Tirthankaras for Jainism), the key doctrines (suffering, impermanence, no-self for Buddhism; the purification of the soul from karmic bondage for Jainism), historical developments and major sects, and contemporary communities of practice. Application is required to audit this course.

Tuition: \$380, Day: M

1/9/2012 to 4/30/2012

4:30 PM to 7:00 PM

University Hall 1218

Course #: CNTX969.0581441

Catholic Bible Institute I: Old Testament

This course is an introduction to the Old Testament and an overview of the following themes: Exodus, Covenant, Primeval History, Patriarchs, Prophets, Historical Writings, Deutero-canonical Writings, Exile and Rebuilding, Wisdom Literature and Hebrew theology. This is the first of three year-long (two semesters) courses for the Certificate Program in Bible Study Leadership, sponsored by the Office of Religious Education of the Archdiocese of Los Angeles and the Center for Religion and Spirituality at LMU. This course is for certificate students. Auditors are welcome to attend for enrichment; please enroll in RELX 951.02 To register, contact Sister Clare Melody at 213.6377358, or via e-mail at srcmelody@la-archdiocese.org
Tuition: \$40, Day: Sa
12/3/2011 to 12/8/2012
8:30 AM to 4:00 PM
Selected Locations
Course #: RELX951.0181575

Catholic Bible Institute III: Bible Study Methodology

The focus of this course is on developing skills for working with scripture in group situations at a parish level, with particular attention devoted to adult learning styles and skills. Participants demonstrate their leadership skills through a supervised presentation of a scripture program using the knowledge, skills, and tools acquired in the Bible Institute. This is the third of three year-long (two semesters) courses for the Certificate Program in Bible Study Leadership, sponsored by the Office of Religious Education of the Archdiocese of Los Angeles and the Center for Religion and Spirituality at LMU. This course is for certificate students. Auditors are welcome to

attend for enrichment; please enroll in RELX 953.02 To register, contact Sister Clare Melody at 213.6377358, or via e-mail at srcmelody@la-archdiocese.org
Tuition: \$40, Day: Sa
8:30 AM to 4:00 PM
Selected Locations
Course #: RELX953.01

Catholic Bible Institute IV: New Testament

This is the fourth semester of a five semester certificate program in Bible study ministry. Open only to those who have successfully completed RELX 956.03.
Tuition: \$195, Day: Sa
1/14/2012 to 5/12/2012
8:30 AM to 4:00 PM
Diocesan Pastoral Center San Bernardino, CA
Course #: RELX957.0381576

Christian Initiation II

This is the second of two courses that provide a thorough introduction to the complexity and richness of the Rite of Christian Initiation for Adults (RCIA), its history, and its theology. Participants in this program will have opportunities to develop and assess practical skills needed to assist those seeking baptism and full communion with the Catholic Church.
Day: Sa
1/28/2012 to 4/14/2012
9:00 AM to 4:30 PM
University Hall 1866
Course #: RELX911.0181571

COPIII: Northern California Cohort

The Cultural Orientation Program for International Ministers (COPIII) is a series of three 3-day workshops designed to support the ministry of priests and religious sisters and brothers whose native culture is not that

of the United States. COPIII gives priests and religious some opportunities for cultural dialogue in supportive, affirming contexts. They learn more about the church, society, and culture of the United States while also appreciating and affirming their own cultural heritage and values. The goal is to enable participants to become more critically aware of both their own cultures and the U.S. culture(s) they serve. The first workshop is in the Fall, with two more workshops next Spring. This program is open to priests and religious brothers and sisters serving in any U.S. (arch)diocese, especially those in Northern California and Nevada.

Tuition: \$500, Day: MTW
1/30/2012 to 2/1/2012
1:00 PM to 5:00 PM
Los Altos, CA 94022
Course #: RELX881.0380644

COPIII II: Southern California Cohort

The Cultural Orientation Program for International Ministers (COPIII) is a series of three 3-day workshops designed to support the ministry of priests and religious sisters and brothers whose native culture is not that of the United States. COPIII gives priests and religious some opportunities for cultural dialogue in supportive, affirming contexts. They learn more about the church, society, and culture of the United States while also appreciating and affirming their own cultural heritage and values. The goal is to enable participants to become more critically aware of both their own cultures and the U.S. culture(s) they serve. The first workshop is in the Fall, with two more workshops next Spring. This program is open to priests and religious brothers and sisters serving in any U.S. (arch)diocese, especially those in

Southern California and Arizona.
Tuition: \$500, Day: MTW
2/6/2012 to 2/8/2012
700 N. Sunnyside Ave. Sierra Madre, CA
Course #: RELX881.0180489

COPIII III: Northern California Cohort

The Cultural Orientation Program for International Ministers (COPIII) is a series of three 3-day workshops designed to support the ministry of priests and religious sisters and brothers whose native culture is not that of the United States. COPIII gives priests and religious some opportunities for cultural dialogue in supportive, affirming contexts. They learn more about the church, society, and culture of the United States while also appreciating and affirming their own cultural heritage and values. The goal is to enable participants to become more critically aware of both their own cultures and the U.S. culture(s) they serve. The first workshop is in the Fall, with two more workshops next Spring. This program is open to priests and religious brothers and sisters serving in any U.S. (arch)diocese, especially those in Northern California and Nevada.

Tuition: \$500, Day: MTW
4/16/2012 to 4/18/2012
Los Altos, CA 94022
Course #: RELX882.0380645

COPIII III: Southern California Cohort

The Cultural Orientation Program for International Ministers (COPIII) is a series of three 3-day workshops designed to support the ministry of priests and religious sisters and brothers whose native culture is not that of the United States. COPIII gives priests and religious some opportunities for cultural dialogue in supportive, affirming contexts.

They learn more about the church, society, and culture of the United States while also appreciating and affirming their own cultural heritage and values. The goal is to enable participants to become more critically aware of both their own cultures and the U.S. culture(s) they serve. The first workshop is in the Fall, with two more workshops next Spring. This program is open to priests and religious brothers and sisters serving in any U.S. (arch)diocese, especially those in Southern California and Arizona.

Tuition: \$500, Day: MTW
4/30/2012 to 5/2/2012

700 N. Sunnyside Ave. Sierra Madre, CA
Course #: RELX882.0180491

Early Christian World Pilgrimage

In the setting of a Christian Pilgrimage, traveling through western and central Turkey and visiting sites significant to Christian, Muslim, and Jewish scripture and history, this course will explore the history, theology, and spirituality of these faiths and their interaction through the ages, with a view toward present-day interfaith understanding. Participants will also experience present-day Turkey and gain an appreciation for its cultural and political importance in our world today. In addition to tours of historic sites and participation in religious and cultural events, the course will make good use of travel time on the bus for presentations and discussion. Registration is for Continuing Education Units only. You must register for the Pilgrimage separately at <http://www.ecwpilgrimage.net>. The cost is \$3,500, each person double occupancy, not including airfare to and from Istanbul. A \$300 deposit is required with your reservation, along with a photocopy of the information

(picture) page of your passport. A limited number of single-occupancy rooms are available at a \$750 additional cost.

Tuition: \$150, Day: MTWThFSaSu
4/8/2012 to 4/28/2012

Course #: RELX873.0181317

Foundations of Theological Ethics

The course will introduce students to the foundations of theological ethics. After a historical introduction dealing with different models of moral theological thinking, the course will look at the following: biblical roots of moral theology, the mediation of faith and moral reason and the relation between philosophical and theological ethics, the ecclesial dimension of Christian morality and the debate between deontological and teleological normative theories, fundamental moral option and action theory. Applications to contemporary issues in the fields of bioethics, social and sexual ethics, as well as pastoral theology will be used to exemplify the meaning and function of the foundational framework and the relation between theory and practice in moral theology. Application is required to audit this course.

Tuition: \$380, Day: M
1/9/2012 to 4/30/2012
7:15 PM to 9:45 PM

University Hall 1218

Course #: CNTX966.0381561

Greek Orthodox Tradition

This course covers the Greek Orthodox Christian faith as part of Eastern Orthodoxy. Students will learn the historical development from the time of Christ to the present with emphasis focused on the unbroken beliefs and dogma of the Greek Orthodox tradition. Audit only.

Tuition: \$300, Day: Th
1/12/2012 to 5/3/2012
7:15 PM to 9:45 PM
University Hall 3222
Course #: CNTX939.0280456

History of Christian Spirituality

"A Theologian is one who prays. One who prays is a theologian." This saying from the early Christian monk Evagrius of Pontus points to an important truth long supported by the Christian community: that theological reflection and knowledge must always be rooted in a deep experiential awareness of God. The history of Christian spirituality can be understood as a sustained effort to come to a fuller apprehension of this truth and its significance. This course will focus on the question of what it means to be alive in God within the Christian spiritual tradition and how responses to this question have changed and developed across distinct historical periods. We will engage in a close reading of several classic texts of Christian spirituality from different historical moments in an effort to understand how the Christian community conceived of and worked to facilitate a deep experience of what was commonly known as the "contemplative life." We will also consider how contemplative practice was understood to contribute to the life of the larger community, and to help with the work of healing a broken world. Application is required to audit this course.

Tuition: \$380, Day: T
1/10/2012 to 5/1/2012
7:15 PM to 9:45 PM
University Hall 4802
Course #: CNTX962.0681559

Introduction to Systematic Theology

This course explores major themes in Christian systematic and constructive theology, such as: revelation and faith, human being, sin and grace, God, Christ, Holy Spirit, and the church. Attention is given to the historical development of major Christian doctrines, as well as their contemporary significance, particularly in light of philosophical, cultural, ecumenical, interreligious, and pastoral concerns. Application is required to audit this course.

Tuition: \$380, Day: T
1/10/2012 to 5/1/2012
4:30 PM to 7:00 PM
University Hall 4802
Course #: CNTX963.0181560

Jewish/Christian Relations: History and Theology

This course will examine the history and theology of Jewish/Christian relations, with a focus on the depiction of Jews and Judaism in Christian theology, and the depiction of Christians and Christianity within Jewish theological reflection. Central to the course is the reading and study of primary sources throughout Jewish and Christian tradition that illustrates the long and often difficult history of the relationships between Jews and Christians. The course will study Jewish/Christian relations from the first through the twenty-first centuries. Application is required to audit this course.

Tuition: \$380, Day: W
1/11/2012 to 5/2/2012
4:30 PM to 7:00 PM
University Hall 2002
Course #: CNTX969.0781565

New Testament Greek

This course introduces the students to New Testament Greek and helps them comprehend the fundamentals of grammar and syntax. The students acquire sufficient vocabulary to be able to read and understand the New Testament and follow discussions in commentaries of the Bible. Open to all.

Tuition: \$250, Day: M

1/9/2012 to 4/30/2012

7:15 PM to 9:45 PM

University Hall 3786

Course #: CNTX850.0180425

Pastoral Leadership: Theory and Practice

Leaders in parish ministries, Catholic schools, campus ministries and non-profit settings know that effective leadership is harder to explain than it is to recognize. This course is designed to help lay and ordained leaders in schools, churches and non-profit organizations to probe the questions: What is a leader and what makes for good leadership? We probe these questions by considering still others: How can leadership theories from business, education, or politics inform us as we hone leadership practices? Where do these theories fall short in addressing the particular dynamics of religious leadership? What theological and formational factors impact leadership styles in churches, schools and communities of faith? In addition, the course will examine selected issues that challenge leaders in pastoral settings, including but not limited to: conflict management, right use of money, authority and leadership, overcoming sexism and clericalism in the ministry workplace.

Application is required to audit this course.

Tuition: \$380, Day: T

1/10/2012 to 5/1/2012

7:15 PM to 9:45 PM

University Hall 3230

Course #: CNTX968.2181564

Pastoral Liturgy II

The second of two courses for the certificate program in Pastoral Liturgy. This program is constructed to give students broad yet in-depth exposure to the theology and praxis of Catholic liturgy and sacramentality, including, but not limited to, ritual theory, scripture, music and art, history, liturgical practice, and ecclesiology. Through readings, written assignments and discussions reflecting the richness of liturgical topics, pastoral ministers and others interested in this program of study will become more effective liturgical and pastoral leaders within their own faith community. The program concludes with a final project, where participants will create a liturgical model of worship for a particular liturgical season, holy day or sacramental celebration for their community.

Enrollment closed. Day: Sa

1/7/2012 to 5/19/2012

8:00 AM to 3:00 PM

2811 E. Villa Real Drive Orange, CA 92863

Course #: PLXX801.0181568

Religious Education Congress: Three Days

In cooperation with the Office of Religious Education of the Archdiocese of Los Angeles, LMU Extension offers the opportunity to earn professional development (continuing education) credit for attending the Archdiocesan Religious Education Congress. Participants can earn credit for 15 hours over all three days of the Congress. Payment is for Continuing Education Units only. To receive credit, you must register for the Congress at <http://www.recongress.org>.

Tuition: \$90, Day: FSaSu
3/23/2012 to 3/25/2012
8:00 AM to 5:00 PM
Course #: RELX871.0180488

Religious Education Congress: Two Days

In cooperation with the Office of Religious Education of the Archdiocese of Los Angeles, LMU Extension offers the opportunity to earn professional development (continuing education) credit for attending the Religious Education Congress. Participants may earn credit for 10 hours over any two days of the Congress. Registration is for Continuing Education Units only. To receive credit, you must register for the Congress at <http://www.recongress.org>.

Tuition: \$60, Day: FSaSu
3/23/2012 to 3/25/2012
8:00 AM to 5:00 PM
Selected Locations
Course #: RELX870.0180487

Spiritual Formation for Pastoral Ministry

Union with God, personal awareness, and pastoral sensitivity form the heart of effective ministry. This course will focus on cultivating a holistic spirituality capable of balancing self-possession and self-transcendence, contemplation and action, work and leisure, self-care and care of others. A variety of spiritual disciplines will be explored and experienced, with special attention given to developing one's own personal spiritual practice. The course will include both theoretical and experiential learning. Application is required to audit this course.

Tuition: \$380, Day: M
1/9/2012 to 4/30/2012
7:15 PM to 9:45 PM

University Hall 3226
Course #: CNTX968.0181563

Cuidado Pastoral II

El programa de certificado en Cuidado Pastoral proporciona sugerencias prácticas y modelos tanto para el desarrollo de programas parroquiales como para el servicio directo a aquellos que sufren cuando se afrontan con sus desafíos personales. Es un programa de dos semestres, y el estudiante que termina los dos semestres exitosamente recibirá un certificado. Los participantes estudiarán los fundamentos teológicos y espirituales del discipulado que son base para el ministerio de cuidado pastoral, y aprenderán cómo ayudar a los demás a usar sus talentos como parte de una comunidad cristiana.

Enrollment Closed, Day: Sa
1/14/2012 to 5/12/2012
9:00 AM to 4:00 PM
2811 E. Villa Real Drive Orange, CA 92863
Course #: RELX831.0280931

Liturgia Pastoral II

Este programa da a los estudiantes una amplia pero profunda exposición a la teología y la praxis de la liturgia católica y la sacramentalidad. La clase incluye pero no está limitada a: la teoría del ritual, la escritura, la música y el arte, la historia, la práctica litúrgica, y la eclesiología. A través de lecturas, trabajos escritos y discusiones que reflejan la riqueza de temas litúrgicos, personas interesadas en este programa serán más eficaces como líderes pastorales y de liturgia adentro de sus propias comunidad de fe. El programa concluye con un proyecto final, donde los participantes crearán un modelo de veneración para un tiempo

litúrgico, día santo, o celebración sacramental adentro de su comunidad. Classes meet on the following Saturdays: January 7, February 18, March 31, April 21 and May 19.

Tuition: \$275, Day: Sa

1/7/2012 to 5/19/2012

8:00 AM to 3:00 PM

2811 E. Villa Real Drive Orange, CA 92863

Course #: PLXX801.0281569

Pastoral Studies in Spanish IV

This is the fourth semester of a two-year (four-semester) Certificate Program in Pastoral Studies in Spanish. Nuestros programas de certificación tienen los más destacados académicos y profesionales. Ellos incorporar tanto los estudios académicos tradicionales y los no tradicionales con la formación práctica. Cada programa es elaborado a medida que los estudiantes puedan actualizar sus habilidades y conocimientos, que crea avance en sus carreras, o ayuda con un cambio deseado en la profesión o ministerio.

Enrollment closed, Day: SaSu

1/14/2012 to 5/13/2012

St. Robert's 104

Course #: RELX934.0181574

Yoga Studies

Hatha Yoga Pradipika

This classic 15th Century text by Swami Swatmarama outlines, in very specific terms, how the vigorous physical practices of hatha yoga may be employed to bring about a profound spiritual transformation in the life of the practitioner. The effective means involves the arousal and skillful manipulation of internal subtle energies (prana and

kundalini) in order to effect profound states of consciousness, intended to culminate in deep wisdom and spiritual liberation. The 389 verses of the text are divided into four chapters which cover a broad range of practical instructions for serious yoga practice, including: restraints, observances, diet, asanas (postures), advanced purification techniques, pranayama (yogic breathing), energy locks and seals, and the culminating stages of nada yoga or absorption in interior sounds. This course will include some basic practice elements involving asana, pranayama, and stimulation of cakra centers through the chanting of Sanskrit seed syllables. This text is essential reading for yoga teachers who wish to have a more fully grounded understanding of the vital connection between the physical and spiritual dimensions of classical yoga.

Tuition: \$380, Day: Sa

2/11/2012 to 3/10/2012

12:00 PM to 5:00 PM

University Hall 1859

Course #: YGPX821.0180768

Prime of Life Yoga

This specialty course offers an overall lifestyle approach to Yoga that includes asana that is accommodating, covering everyday biomechanics, management of common aches and pains and weight reduction with Yoga, gait training, stress reduction and sleeping tips. A balanced presentation of an online course and a four-day intensive.

Tuition: \$875,

1/9/2012 to 3/25/2012

Internet Computer Required

Course #: PLYX800.0181115

Rig Veda - Online

The Rig Veda, composed more than three thousand years ago, contains the oldest record of the life and philosophy of Indo-European peoples. This course will examine the history and meaning of this text, and its impact on modern philosophy and spirituality.

Tuition: \$190,

1/9/2012 to 5/4/2012

Internet Computer Required

Course #: YGPX823.01

Samkhya Karika

The Samkhya Karika by Ishvarakrishna is the root text of the Samkhya system, which is regarded as one of the six "darshanas" or foundational perspectives of orthodox Hindu thought. Consisting of only seventy-five aphorisms, the Samkhya Karika outlines a basic metaphysical perspective that informs some of the core teachings of the Bhagavad Gita, Patanjali's Yoga Sutra, and the traditions of hatha yoga, tantra, and Kashmir Shaivism. In this course, we will thoroughly examine the concepts of purusha, prakriti (the three gunas), and the twenty-three other tattvas or metaphysical principles outlined by the system. Students will gain an enhanced understanding of the concept of moksha or spiritual liberation as understood in the Indic contemplative traditions.

Tuition: \$190, Day: Sa

2/11/2012 to 3/10/2012

9:00 AM to 11:30 AM

University Hall 1859

Course #: YGPX817.0181140

Tantra and the Fierce Goddess - Online

This course will explore many of the fierce and terrifying faces of Goddess in the Hindu

tradition within Shakta and Tantric myth, history, ritual, and devotional contexts. We will closely examine tantric influences on the Durga Puja, where Goddess in her ferocious as well as benevolent aspects is widely venerated each autumn.

Tuition: \$190,

1/9/2012 to 5/4/2012

Internet Computer Required

Course #: YGPX865.03

Yoga Therapy Rx (I) Certificate

This program is designed to train Yoga teachers to be Yoga therapists and apply classical applications of Yoga for use in clinical settings to help treat common ailments and conditions. The level I course will focus on the musculoskeletal system. Students will meet one weekend a month for one year and address principles of practice, anatomy for yoga teachers, the origin and treatment of common lower back, upper back, knee and hip problems. In addition the course will cover communication tools for working with doctors including reading reports and understanding terminology and clinical notes such as S.O.A.P notes. Participants who complete and pass the course will be equipped to work with various medical specialists, chiropractors, osteopaths and physical therapists.

Enrollment closed. Day: SaSu

1/7/2012 to 5/13/2012

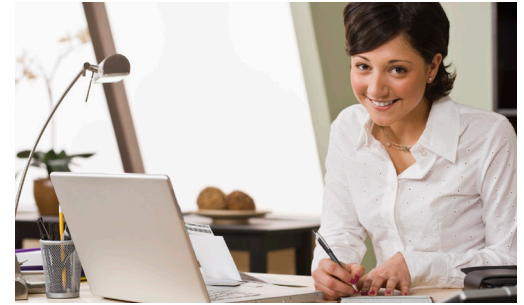
10:00 AM to 6:00 PM

University Hall 3222

Course #: YRTX811.0181335

ONLINE CERTIFICATES

LMU Extension, in partnership with Gatlin Education, is pleased to offer fully online professional development and workforce training certificates, designed to be completed within a three to six-month period. Full tuition payment is approved for some certificates for those receiving Workforce Investment Act Welfare-to-Work funding and other eligible grant funding through the Intrastate Training Resources and Information Network (I-TRAIN) Job Training and Education Information Network. For full information, please visit <http://extension.lmu.edu>, and select "certificates."



BUSINESS

Administrative Professional with Microsoft Office Specialist

This nationally recognized Administrative Professional with Microsoft Office Specialist online course and training program teaches the skills that students must acquire to be successful as an Administrative Professional using the Microsoft Office suite of programs. Students receive training on the most popular Microsoft Office 2007 programs including Word, Excel, Access, Power Point, and Outlook. \$2,495, OMSX800

Certified Alternative Dispute Resolution

ADR is the practice of seeking non-legal alternatives to resolving conflicts and disputes. Through this three-course program, you'll learn valuable mediation skills in addition to specialty skills that relate to specific areas of ADR, such as workplace alternative dispute resolution or eldercare alternative dispute resolution. \$3,295, OADX800

Certified Bookkeeper

Becoming a Certified Bookkeeper can increase your earning potential, enhance your professional status, and give you a decisive edge in any job market. This online program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam at any Prometric Test Center. The AIPB certification is the only national standard for bookkeepers. \$1,995, OCBX800

Certified Global Business Professional

The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional (CGBP) Credential provides a benchmark for competency in global commerce. This course prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance. \$2,745, GBPX800

Entrepreneurship: Start-up and Business Owner Management

Financial and accounting terms, communication skills, and the basics of running a business in accordance with legal requirements. \$2,295, EBMX800

Event Management and Design

Special Event Management and Special Event Design and Decoration for corporate events, weddings, parades, festivals, and more. \$1,995, EMDX800

Marketing Design

Fundamental technical and aesthetic skills required for design in a business environment. You'll learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop, Illustrator, and Microsoft PowerPoint. You'll prepare digital images, illustrations, and presentations, learning how to address the challenges of color, typography, composition, and visual identity design. \$5,995, MDCX800

Payroll Practice and Management

Learn about all facets of payroll, from the basics to the complexity of fringe benefits, taxation, and garnishments. If you're new to the field, you'll acquire solid skills and knowledge of payroll rules and regulations. If you have payroll experience, this program will refresh your skills, keep you up-to-date with regulations, and provide a thorough review for the Certified Payroll Professional test given by the American Payroll Association. \$1,695, OPMX800

Records Management

Basic overview of records management terminology, concepts, and procedures to successfully manage records in today's offices. Developing and following a comprehensive, legally sound records retention schedule, coding and filing according to the rules established by the Association of Records Managers and Administrators (ARMA). \$1,495, RMCX800

Technical Writing

Research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. \$1,645, OTWX800

INFORMATION TECHNOLOGY

AutoCAD 2009

AutoCAD 2009 is the leading program for computer aided design. More employers are using AutoCAD, and need workers skilled in AutoCAD, than any other CAD system. \$2,195, OACX800

Forensic Computer Examiner

This comprehensive online program prepares you for a career in this emerging field. You'll learn not only to thoroughly examine digital media, but also to clearly document, control, prepare, and present examination results that will stand up in a court of law. You'll be able to identify where and how data is stored and how to recover and interpret data and draw appropriate conclusions based on the data. Education on the ethics of computer forensics is also included. \$3,395, OFEX800

HEALTH CARE

Admin Medical Specialist + Medical Billing and Coding

Learn the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder. In addition, you will be taught every aspect of the Medical Receptionist/Front Desk position. This program also provides preparation for the Certified Coding Associate (CCA) national certification exam. \$2,595, OAMX800

Administrative Dental Assistant

Learn the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You'll learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant Online Program will prepare you for a new career working in a dental office. \$1,745, ODAX800

Emergency Management Training for First Responders

This multimedia-rich program addresses all phases of emergency management: the social and environmental processes that generate hazards, hazard and vulnerability analysis, hazard mitigation, emergency response, disaster recovery, and emergency planning. You'll gain a solid understanding of emergency management principles and practices. Emergency Management is one of the fastest growing professions. Learn the skills you need to break into this fastgrowing profession. \$2,195, OEMX800

Medical Billing and Coding

This course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers. Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam. \$1,995

Nutrition for Optimal Health, Wellness and Sports

Developing individualized nutritional programs. Topics include energy and nutrient needs for daily living, with emphasis on particular physical activities, common myths and fallacies concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations. The following national organizations and associations have approved this certificate for Continuing Education Credits/Units (CECs/CEUs): The American Senior Fitness Association, The Health and Fitness Professionals Association, The National Council on Strength and Fitness, The National Federation of Professional Trainers, and The National Strength Professional Association. \$2,595, NHWX800

Personal Fitness Trainer

This program is designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. The American College of Sports Medicine's Professional Education Committee certifies that Educational Fitness Solutions, Inc, who works with us to bring you this program, meets the criteria for official ACSM Approved Provider status from (2010-2013). Provider # 672784. \$2,295, OFTX800

Pharmacy Technician

Train to enter this rapidly growing field. A nationwide shortage of pharmacists and a growing consumer demand for prescription medications have made pharmacy technicians more important in today's pharmacy industry. \$2,195, OPTX800

ONLINE COURSES

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Most courses run for six weeks and you can complete them entirely from your home or office and at any time of the day or night. Most courses earn two semester hours of Professional Development Credit, and average tuition is \$135 per class. New course sessions begin each month. Please visit <http://www.ed2go.com/lmuextension>. Here is a sampling of the hundreds of courses offered:



BUSINESS

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Business Law for the Small Business Owner

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

LANGUAGES

Speed Spanish I II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Grammar for ESL

If English is your second language, this course will teach you the principles you need to succeed.

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

TEACHING

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Teaching Smarter With SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

PERSONAL ENRICHMENT

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Photoshop Elements I and II are now available!

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Introduction to Photoshop CS5

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

