

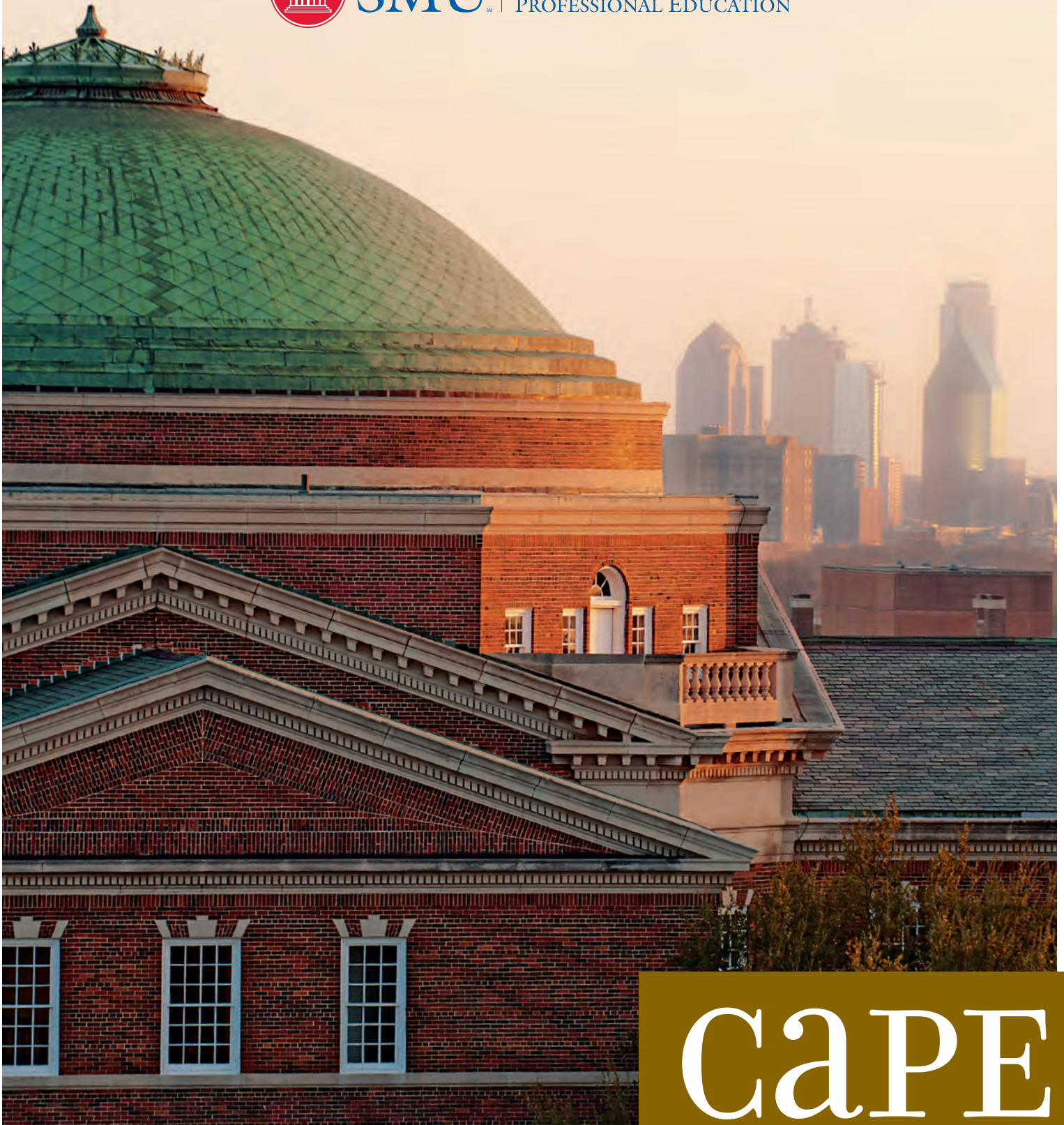
FALL 2012

# SMU Review: Test Prep Workshops



SMU

CONTINUING AND  
PROFESSIONAL EDUCATION



CAPE



SMU

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SMU CAPE STAFF (left to right):

Kate Livingston, *Executive Director of  
SMU Extended Learning*

Lindsey Lieberman, *Assistant Registrar*

Kimberly Rutigliano, *Director of CAPE*

Tracey Dreighton, *Associate Director*

Sarita Patel, *Enrollment Specialist*


## Connecting Campus and Community

There are lots of famous sayings about change, from quips about the weather in Texas to the only certainty in life being that of death and taxes. In light of the things happening at CAPE in 2012, perhaps the most fitting is the quote by Andy Warhol, **“They always say that time changes things, but you actually have to change them yourself.”**

Nearly 60 years of SMU history with “Informal Courses for Adults” has laid the groundwork for Continuing and Professional Education (CAPE) on our campus. In recent years, new professional development programs have been added, and CAPE has found even more ways to serve and engage the Dallas community through noncredit learning opportunities. This year, SMU is making strategic changes to ensure that as Dallas’ University, we continue reaching out and retaining strong contacts with former and future students in North Texas.

Organizationally, CAPE has found a new administrative home in the Office of the Provost. What that means to our students is that we now represent SMU as a whole with the goal of connecting the campus to the community. We have clarified and refined the mission of CAPE, changing this catalog specifically to reflect that fact. Operationally, we have changed leadership by naming a new Executive Director of Extended Learning and bringing in a new Director of CAPE, as you can see in the accompanying staff photo. Even more changes are coming, with our team expanding this fall and the possibility of a new office location next spring. These changes are indicative of growth in an organization that is as excited about our next half century as SMU is about the second century campaign.

We invite each of you to be change agents during this exciting time as well. As CAPE grows and expands, there is room in our portfolio of noncredit programs for new instructors and new course topics. Send us an email or “Like” us on Facebook, and share your ideas and suggestions as we look for even more ways to serve you and the Dallas community. We want to make sure you continue to have the opportunity to **LEARN SOMETHING NEW AT SMU.**



THE MISSION OF CAPE is to provide education and training to enhance careers and transform lives and organizations.

SMU CAPE engages our community through educational opportunities that offer quality, convenience, affordability and flexibility. Our unique, interdisciplinary course content serves as a gateway to higher education, allowing students to continue and guide their own learning.

SMU will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability or veteran status. SMU’s commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.



## SMU REVIEW: TEST PREPARATION WORKSHOPS

### PMP, PMI-RMP, PMI-ACP GMAT, GRE, LSAT, SAT, LMFT

Don't just learn about project management, be a professional in the field. SMU Review can help you become certified in PMP, PMI-RMP and PMI-ACP through our online exam prep courses and take your career to the next level.

#### **PMP® EXAM PREP COURSE**

This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including: exam-taking tips, 11 comprehensive module quizzes, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge, which will provide a report to help you determine your areas of weakness. This course also contains video segments of project management professionals who offer advice and best practices about how to become a more effective project manager.

PDU/Contact Hours: 35 | CEUs: 3.5 \$699

#### **PROJECT RISK MANAGEMENT: PMI-RMP® EXAM PREP**

This completely online and self-paced nine-module risk management course helps educate project managers in identifying and responding to project risk. This course provides a comprehensive preparation for the Project Management Institute's PMI-RMP® certification exam including: exercises, self-assessments, and case studies along with exam-taking tips and two full-length, 170-question practice exams covering the required four domains of risk management knowledge.

PDU/Contact Hours: 30 | CEUs: 3 \$599

#### **AGILE CERTIFIED PRACTITIONER (PMI-ACP)<sup>SM</sup> EXAM PREP**

This completely online and self-paced course is designed to prepare learners for the Project Management Institute's Agile Certified Practitioner (PMI-ACP<sup>SM</sup>) exam by exploring the methodologies, practices, tools and techniques that Agilists need to master to become proficient practitioners. Students will increase their knowledge of Agile concepts with interactive exercises, vocabulary games, flashcards and video segments from experienced Agile practitioners. Each student's understanding of key Agile concepts and principles will be tested in several comprehensive module quizzes as well as in two 120-question practice exams designed to mirror the PMI® certification exam process.

PDU/Contact Hours: 21 | CEUs: 2.1 \$499

If you want your application to be as competitive as possible, there's no better way to prepare than with SMU Review. Our courses combine hands-on and computer-based instruction to teach you comprehensive, proven test-taking strategies. Build your skills, reduce test-taking anxiety, and feel confident and prepared on test day. Our instructors know what it takes to succeed, so they can help you do your best. In addition to graduate school test preparation, SMU offers SAT Review Courses in the summer and on weekends during the academic year.

#### **GRADUATE MANAGEMENT ADMISSION TEST (GMAT) PREPARATION COURSE**

Participants receive a total of 24 hours of expert in-class instruction on the Quantitative, Verbal, Integrated Reasoning and Analytical Writing sections of the GMAT. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT, and prepares you for the questions most typically seen on the GMAT. You also will strengthen the critical reasoning skills tested on the Integrated Reasoning and Analytical Writing sections of the GMAT. We will help you improve your skills, confidence and score, and hopefully gain admission into the MBA program of your choice.

4 T, 4 TH, 6–9 P.M. 9/18–10/11 or

4 M, 4 W, 6–9 P.M. 10/22–11/14 \$999

#### **GRADUATE MANAGEMENT ADMISSION TEST (GMAT) PREPARATION COURSE**

The Live-Online GMAT Prep course is the same great program as the traditional GMAT Prep class, delivered online. Our virtual classroom provides you with the opportunity to interact in real-time with our expert instructors and provide the added benefit of watching class recordings at your convenience for up to 30 days after the course ends.

4 T, 4 TH, 6–9 P.M. 9/18–10/11 or

4 M, 4 W, 6–9 P.M. 10/29–11/28, skip 10/31, 11/21 \$999

[www.smu.edu/testprep](http://www.smu.edu/testprep)

## SMU REVIEW: TEST PREPARATION WORKSHOPS

### PMP, PMI-RMP, PMI-ACP GMAT, GRE, LSAT, SAT, LMFT

#### GRADUATE RECORD EXAM (GRE) PREPARATION COURSE

Gain the skills and confidence you need to score well on the GRE. Maximize your potential with 24 hours of in-classroom instruction covering each of the three main sections of the GRE General Test – Analytical Writing, Verbal Reasoning and Quantitative Reasoning. Sharpen your skills on actual GRE test questions and follow our proven study plan on your way to success.

4 T, 4 TH, 6–9 P.M. 10/23–11/15 \$999

#### GRADUATE RECORD EXAM (GRE) PREPARATION COURSE

The Live-Online GRE Prep course is instructor-led and meets at specified times. Our multi-session test preparation course is designed to help you increase your score by providing online instruction over the course of several weeks.

4 T, 4 TH, 6–9 P.M. 11/1–11/29, skip 11/22 \$999

#### LSAT GRADUATE EXAM PREPARATION COURSE

Master the skills needed to score well on the LSAT. Our intensive LSAT prep program includes 30 hours of classroom instruction from experienced test prep teaching professionals. The easy-to-follow program uses proven techniques to simplify the LSAT and questions and materials from actual LSAT tests, so that you know your preparation is as close to the real thing as possible. LSAT textbooks, study guides, diagnostic tests and expert instruction are all included.

5 T, 5 TH, 6–9 P.M. 8/28–9/27 or

5 T, 5 TH, 6–9 P.M. 10/18–11/27, skip 11/20, 11/22 \$999

#### LSAT GRADUATE EXAM PREPARATION COURSE

The Live-Online course is instructor-led and meets at specified times. The course gives: basic information about the test, an explanation of the various approaches to the LSAT questions, strategies/applications in working through the three basic types of questions on the exam, and ways to maximize your test score. Each class meeting is structured with lecture and demonstration in the first part of the class, followed by student application of the principles and discussion/work on specific question types.

4 SU, 4 T, 4 TH, 6–8:30 P.M. 9/6–10/2 or

5 T, 5 TH, 6–9 P.M. 10/23–11/27, skip 11/22 \$999

#### SAT EXAM PREP BLITZ

The SAT Blitz course offers students the opportunity to prepare for the SAT in a slightly condensed format close to the official SAT test dates. This once-per-week format allows participants to practice their new skills during the week, and provides opportunities for learning and interaction with our expert instructors.

4 SU, 1–5 P.M. 10/7–10/28 \$399

#### LMFT EXAM PREPARATION COURSE

Our interactive instruction covers all areas of the state examination. We include research and statistics, and cover theories in depth. At our reviews, you take a short diagnostic test before each chapter to reveal any areas that may require concentrated study.

1 F, 1–8 P.M. 11/2 and 1 SA, 8 A.M.–5 P.M. 11/3 \$499



### WORKSHOPS *for* MENTAL HEALTH PROFESSIONALS

#### REALITY CHECK: COMPLAINTS HAPPEN

1 F, 1–4 P.M. 9/14

#### SYMPTOMS AND TREATMENT OF BIPOLAR DISORDER

1 F, 9 A.M.–12 P.M. 10/26

#### NARRATIVE THERAPY: RE-AUTHORING STORIES THROUGH GUIDED JOURNALING

1 F, 9 A.M.–12 P.M. 11/9

#### BIBLIOTHERAPY

1 F, 9 A.M.–12 P.M. 11/16

Each course meets at SMU-in-Plano, qualifies for 3 CEUs and costs \$50. For more information, visit [www.smu.edu/counselingCE](http://www.smu.edu/counselingCE).



SMU IN PLANO

## CONTACT AND REGISTRATION INFORMATION

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WEB	<a href="http://www.smu.edu/cape">www.smu.edu/cape</a>
EMAIL	<a href="mailto:smuthink@smu.edu">smuthink@smu.edu</a>
PHONE	214-SMU-CAPE   214-768-2273
FAX	214-768-1071
MAIL	PO Box 750275   Dallas TX 75275-0275
IN PERSON	6116 North Central Expressway, Suite 1150, SMU Expressway Towers, Dallas, TX 75206

### GENERAL INFORMATION

- Classes are limited in size and spaces are assigned on a first-come, first-served basis. Please register early to secure a spot and avoid disappointment. Classes are subject to cancellation due to insufficient enrollment.
- Upon registration, you will receive a confirmation with detailed location and parking information.
- Credit cards and checks are accepted as tuition payment. Some classes require students to purchase additional text books or supplies, others do not.
- SMU Continuing and Professional Education (CAPE) reserves the right to substitute instructors, change course locations, cancel courses, adjust curricula or schedules, limit enrollment or refuse service.
- By participating in SMU CAPE, a participant agrees to abide by all University policies, including the SMU Student Code of Conduct and the SMU Code of Ethics. Failure to abide by these policies will result in participant dismissal.

### HOW TO ENROLL

- Enrollment is quick and easy online at [www.smu.edu/cape](http://www.smu.edu/cape). You may browse and register for classes by subject, instructor or location. MC/Visa/Discover/Diners Club are accepted.
- You may also print out a registration form from our website and submit it by mail or by fax with credit card information or a check payable to SMU.
- If you call or come by our office, a staff member will be happy to assist you with the registration process.
- Students must enroll before attending a course; instructors are unable to accept enrollment fees nor walk-in students who are not officially registered.

### SPECIAL DISCOUNTS

- Current or retired SMU staff and faculty, current SMU students and all SMU alumni are eligible for a 20% discount on most SMU CAPE courses. For more information, please visit [www.smu.edu/cape](http://www.smu.edu/cape).
- CAPE offers special rates for groups of 10 or more, as well as completely customizable programs in an array of content areas. For details on custom training and group discounts, please contact our office.

### CAMPUS DESIGNATION AND PARKING

- All courses meet on the main campus in Dallas unless otherwise noted. Parking on the SMU campus requires a permit. CAPE participants who are not affiliated with the University may purchase a CAPE parking permit or use visitor parking for an hourly fee.
- Courses noted with PLANO are held on SMU's Plano campus on Tennyson Parkway. Parking is free at SMU-in-Plano and no permit is required.
- A confirmation letter containing course location and a parking permit (Dallas campus) will be mailed/e-mailed to all enrolled students. Enrollees are encouraged to contact the office if confirmation is not received promptly.

### CANCELLATION, REFUNDS AND TRANSFERS

There are many reasons why a student might require a refund or transfer from a course. If the course you have enrolled in is not meeting your expectations or if you have a situation that prevents you from participating in the course for which you are registered, we will gladly assist you. At SMU CAPE, we understand that your time is valuable. It is our pledge to you that we will provide excellent customer service worthy of your expectations. Please visit [www.smu.edu/cape](http://www.smu.edu/cape) for full cancellation policy details.

## HELP US EXPAND CAPE!

Do you have a new course idea? Are you a prospective instructor? If you'd like to propose a course or teach a class, please submit a Course Definition Form and an Instructor Application Form available online. Proposals are accepted year round and will be considered for the next available academic term. We value your input and look forward to receiving your ideas and suggestions.

### *Cox School of Business*

Fully accredited by the prestigious AACSB, Cox embraces SMU's philosophy that learning is a lifelong process by offering several MBA options for working professionals, as well as Master of Science degrees in accounting, entrepreneurship, finance and management. The Professional MBA, designed for those with at least two years of significant work experience, allows students to customize their coursework and career path with a concentration, and is offered in both Dallas and Plano. The Executive MBA attracts students with an average of 15 years of work experience and provides a general management focus delivered on alternating Fridays and Saturdays over 21 months on the main campus. Both the PMBA and EMBA programs are ranked in the Top 20 by leading business publications and enable participants to deepen their business skills without sacrificing career momentum. Cox Executive Education also offers several graduate certificate programs and professional development courses throughout the year, as well as customized training to companies.

[www.cox.smu.edu/mba](http://www.cox.smu.edu/mba)

### *Dedman College of Humanities and Sciences*

Based in historic Dallas Hall, Dedman College is the heart of SMU and home to the humanities, social sciences, and natural and mathematical sciences – disciplines fundamental to the traditions of higher education. Dedman offers 30 graduate programs, 18 leading to a Master's degree and 12 to a Ph.D. degree, some of which schedule classes accessible to working professionals. The Godbey Lecture Series is an outreach program sponsored by Dedman to introduce the Dallas community to many of SMU's outstanding faculty and to the exciting scholarly research that takes place in the university.

[www.smu.edu/graduate](http://www.smu.edu/graduate)

### *Dedman School of Law*

Ranked among the premier schools in the U.S., Dedman School of Law offers a part-time evening program for those with full-time careers or other responsibilities seeking a J.D. degree with the same intellectual rigor as the full-time program. Students in the part-time program take the same required courses as full-time students, and courses are taught by the same distinguished faculty. Small classes and an intimate environment foster a commitment to the personal development of every law student. The curriculum is designed so that evening students can earn a law degree in four years, with flexibility to tailor an individual course of study. Graduates can apply their degrees toward a career in law, as well as leadership in other professions.

[www.law.smu.edu](http://www.law.smu.edu)

### *Lyle School of Engineering*

Lyle's Graduate Certificate Programs enable students to make a short-term commitment to a specialized area of study to enhance their professional career or continue beyond the certificate to pursue a Master's degree, applicable to real-world problems and innovative solutions. A weekend format as well as on-campus, on-location, and distance education offerings provide learning flexibility and allow students, including military personnel, to earn a certificate or degree from anywhere in the world. Led by industry-savvy instructors, certificates are available in 30 areas including Computer Science and Software; Engineering Management, Information and Systems; Environmental and Civil Engineering; and Mechanical Engineering.

[www.smu.edu/lyle/graduate/prospectivestudents/certificateprograms](http://www.smu.edu/lyle/graduate/prospectivestudents/certificateprograms)

### *Simmons School of Education and Human Development*

The Master of Liberal Studies (MLS) is an adventure for the intellectually curious who want to explore all aspects of the human experience while enhancing their critical thinking and leadership skills. Students have the opportunity to study what they are most passionate about and are able to self-design their degree with concentrations in areas such as Organizational Dynamics, Communications, Media and Technology, Human Rights and Social Justice, Creative Writing and more. Students can attend on a part-time or full-time basis, and take advantage of a tuition rate that is significantly reduced. Most courses are offered on the main campus, with some also available on the Plano and Taos campuses.

[www.smu.edu/mls](http://www.smu.edu/mls)

The Department of Dispute Resolution and Counseling resides on the Plano campus and offers a Masters of Arts degree in Dispute Resolution and a Master of Science degree in counseling. Both programs share a focus on the resolution of problems, whether by professional mediators or licensed therapists, and are tailored to accommodate the adult learner. New terms start every ten weeks and most classes are offered in the evenings, on weekends and occasionally as week-long formats, including unique opportunities for international travel. The department also offers graduate certificate programs, noncredit executive education seminars for organizations and professional continuing education workshops for mental health professionals.

[www.smu.edu/education/departments/disputeresolutioncounseling.asp](http://www.smu.edu/education/departments/disputeresolutioncounseling.asp)

