

TROY UNIVERSITY™

Continuing Education Center
Dothan Campus
January - April, 2012



334-983-0005

www.troy.edu

Inside. . .

Alabama Sales & Withholding Tax5
Auctioneering School7
Business Etiquette5
Computer Courses4
Decorating3
Education Workshops5
Grantwriting3
Healthcare Seminars3
Instant Piano7
Management Skills5
Online Learning6
OSHA7
Paralegal6
Real Estate6
Registration Information2
Registration Form7
Spring 2012 Calendar2
Technical Certifications4

Important Information

REGISTRATION DEADLINE

Please register early! Registration should be completed early to guarantee a space in the class. Late registrations may be accepted if the class is not full. Minimum enrollment levels are established for each course. When enrollment levels are not met, the course may be cancelled. Confirmation notices are not sent. You must mark your calendar with dates and times.

NON-CREDIT COURSE POLICY

Payment is due at the time of registration. Individuals may pay by cash, check or credit card. For company sponsored individuals, an invoice may be used. Invoice information must be determined at the time of registration.

ATTENDANCE POLICY:

Failure to attend a non-credit course does not constitute withdrawal. The office of Continuing Education must be notified directly of a cancellation at least three business days before the start date of a class in order to receive a full refund. Refunds will not be made once a class begins. Participant substitutions may be made.

CONTINUING EDUCATION UNITS

The Continuing Education Unit (CEU) is a nationally recognized method of quantifying time spent in the classroom during professional development and training activities. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has satisfactorily completed

significant non-credit educational and career enhancement experiences. One CEU is equal to ten contact hours of participation in an organized continuing education experience under qualified instruction. For more information about customized sources for your business, call the Continuing Education office.

REFUNDS/CANCELLATIONS

Continuing Education is self-supporting and costs are covered through student registration fees. In the event a course is cancelled by Continuing Education, the student will receive a full refund or may apply payment to a future course (within one year). The registrant will be notified of any changes in dates or times. It is important that you provide a valid telephone number. No refunds will be given once a course begins. Rates for courses are subject to change without notice. Check with the Continuing Education office for current fees.

MISPRINTS

The office of Continuing Education shall not be held responsible for misprints (typos) with regard to course fees, dates, etc. Schedules and instructors are subject to change. We appreciate your business and your patience.

INCLEMENT WEATHER POLICY

In the event of inclement weather, tune into your local radio or television stations for information about closings.

Spring 2012 Calendar

Friday, January 6.....	Campus Opens
Monday, January 16.....	Martin Luther King Holiday (Campus Closed)
Monday-Sunday, March 12-18.....	Spring Break
Monday-Friday, April 16-20.....	Heritage Week
Tuesday, April 17.....	Continuing Education OPEN HOUSE
May.....	Summer Term Begins

Grant Writing

From beginning to end, learn the processes of writing and getting a grant. This inspiring and educational course is being taught in three weekly sessions and will cover grant development, locating funding sources, writing tips, commonly made mistakes, budgeting and more. Learn the tools of the trade and get excited about possibilities for your organization! Even if you already know a little about grant writing, you will gain the latest information and insight into what it takes to get the grant you need. Materials are included in the course fee. Instruction is being offered through a collaboration between the Continuing Education Center, the Manual H. Johnson Center for Political Economy, the Center for International Business and Economic Development, and Enterprise Ozark Community College.

Wednesdays, February 8, 15, and 22
9:00 a.m. until 12 noon
Course Fee: \$129; CEUs: .9

Thrifty Inspirations

Decorating your space doesn't have to be expensive. Learn easy steps to decorate your home or office, and how to choose your decorating style. This seminar covers color coordinating, selection and arrangement of pictures, determining the focal point in a room, furniture arrangement, window treatments and more! Create a new look to any room in your home or office with these innovative ideas.

Thursday, March 22
3:00 p.m. - 5:00 p.m.

Fee: \$10 (payable to Mary & Mary Interiors)
No CEUs will be given for this course.

Healthcare Seminar

The Importance of Evidence Based Practice

Evidence based practice (EBP) is one of the latest buzzwords in the healthcare industry. This course will provide insight EBP by defining its role in nursing, identify ways to obtain literature, and barriers to its adoption. A historical overview of nursing research will be discussed. Also, insight into nursing roles in EBP will be given. Strategies to ensure ethical conduct when engaging in research will be discussed. This course will also identify methods of evidence appraisal and implementation.

Monday, April 23; 9:00 am until 4 pm

Instructor: Dr. Shellye Vardaman
School of Nursing, Troy University

CEUs: .6; Fee: \$65. Pre-registration is required.

Troy University, Dothan Campus, is an approved provider for nursing continuing education contact hours. ABNP0208 valid through August 14, 2013. Payment is expected at the time of registration.

Up-coming Counseling Seminars

Ethics for Counselors -This seminar will address the issues of the professional counselor. State codes of ethical conduct will be reviewed along with cases of ethical conflicts.

Tuesday, May 29, and Thursday, May 31, 9:00 am - 12 noon

Fee: \$89; CEUs: .6 (six contact hours)

Instructor: Dr. Virginia Mayer, Ed.D., LPC

The Fearful Adolescent -This course addresses the child/adolescent that appears to have fears that are unexplainable and impacts the normal functioning of that child/adolescent. Counselors will be able to identify potential sources of these fears, offer several interventions for the fear child/adolescent, and come away with some preventative measures that they can offer to the parents and families of the fearful child/adolescent.

Thursday, June 7, 9:00 am - 12 noon

Fee: \$55; CEUs: .3 (three contact hours)

Instructor: Dr. Virginia Mayer, Ed.D., LPC

Wedding Etiquette 101 - Your Most Asked Questions ANSWERED!

How do we ask for money instead of gifts? Should the Mother of the Bride wear the same color as the bridesmaids? Here's your crash course for wedding etiquette! Whether you are a new bride-to-be or an aspiring planner of your own, you will benefit from this fun 2-hour educational course. Join Kimberly Smith, owner and coordinator for Bri's Event Planning, in this interactive class where you will learn all about the do's and don'ts for weddings. Bri's Event Planning will be serving up their signature "Pink" punch along with light refreshments. This 2-hour course will take you from clueless to know-it-all, and there will be a Q & A during class for you to ask all those burning questions you want the answer to! So come join us for a fun, relaxed, learning environment!!!

Tuesday, January 10
7:00 - 9:00 p.m.

or Thursday, January 12
1:00 - 3:00 p.m.

Fee: \$39 (payable to instructor)
No CEUs will be given for this course.

EXCEL

Learn to create a spreadsheet, enter and format data, cut, copy, paste, work with formulas, create lists, sort, filter, get subtotals, create charts, pivot tables and much more in this powerful spreadsheet program. Materials included.

Level I - CIS046

Session A: Mon/Tue., January 23 & 24, 5:30-9:30 pm

Session B: Mon/Tue., March 26 & 27, 5:30-9:30 pm

Fee: \$90; CEU: .8

Level II - CIS075

Session A: Mon/Tue., February 6 & 7, 5:30-9:30 pm

Session B: Mon/Tue., April 9 & 10, 5:30-9:30 pm

Fee: \$90; CEU: .8

POWERPOINT

A complete presentation graphics program that creates professional presentations. Learn to outline, draw, use graphs and clip art to design overhead presentations and animated computer presentations. Participants must have experience working with Windows. Materials included.

CIS078

Session A: Mon/Tue., February 27 & 28, 5:30pm - 8:30 pm

Session B: Mon/Tue., April 23 & 24, 5:30pm - 8:30 pm

Fee: \$80; CEU: .6

MICROSOFT WORD

Learn word processing to create professional documents. Participants will learn how to create letters, reports, and bulletins using features such as clip art, spell check, and tables. Materials included.

CIS077

Mon/Tue., March 5, 6 and 12, 13, 5:30pm-8:30 pm

Fee: \$100; CEU: 1.2

QUICKBOOKS

An easy program for non-accounting people, this course covers the fundamentals of using QuickBooks to track the finances of a small business. You will learn how to manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. You will also learn to create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection. Book included.

CIS049

Wednesday, May 2; 8:00am-5:00 pm

Cost \$160; CEU: .8



TECHNICAL CERTIFICATION BOOT CAMPS

Courses involve intense exam prep instruction
by Dr. Shane Stonesifer

(MCT and MCSE NT/2000/2003; MCITS/MCITP Vista/Win 7/2008;
CCNP/CCDP; CIWI, CISSP; CEH; CompTIA A+, Network+, and Security+)

- ♦ CompTIA A+ Essentials Certification Exam Prep (\$495)
January 13-15
- ♦ CompTIA A+ Practical Application Exam Prep (\$495)
January 27-29
- ♦ CompTIA Security + Exam Prep (\$495)
February 10-12, April 20-22
- ♦ Network + Exam Prep (\$495)
February 24-26
- ♦ Windows 7 Exam Prep (\$495)
March 2-4
- ♦ CCNA Exam Prep (\$495)
March 30-April 1
- ♦ CISSP Exam Prep (\$495)
April 13-15
- ♦ Server 2008 Exam Prep scheduled as requested (\$495)

Special exam classes/dates arranged by contacting the Continuing Education Center at 334-983-0005.

Boot camp courses are designed for exam preparation for the latest version of the associated certification exam. Call for more information. Preregistration is required!

Class times are scheduled on a weekend format as follows:

Friday: 5:00pm - 9:00pm

Saturday: 9:00am - 6:00pm

Sunday: 1:00pm - 5:00pm

Are You An Expert?

Have you ever thought about sharing your knowledge by teaching a Community Education class? Do you have an idea for a personal or professional enrichment class or workshop? Are you an expert in arts and crafts, business and careers, fitness and health, foreign languages, living green, music, personal development or other areas that our community wants to learn about? To obtain a proposal form, visit the Continuing Education Office or go to http://dothan.troy.edu/continuing_ed/.

Continuing Education Center

dothan.troy.edu/continuing_ed

334-983-0005

Pre-registration is required for all courses

February Business Series

Take advantage of these weekly two-hour sessions to gain valuable insight into workplace business practices.

Generational Differences in the Workplace – addresses the impact of generational difference in perception, philosophy, and teamwork in the workplace along with methods to use these differences advantageously.

Thursday, February 2; 3:00 - 5:00 p.m.

Fee: \$39; CEU: .2; Instructor: Jim Smith

Preventing and Managing Conflict – addresses the need and methods for conflict prevention and understanding the source of conflict with methods to improve such behavior. The class focuses on the complaining employee and enhancing employee client relations.

Thursday, February 9; 3:00 - 5:00 p.m.

Fee: \$39; CEU: .2; Instructor: Jim Smith

Management and Leadership Skills - Learn the major principles in successfully building strong work teams, negotiating, and delegating. You will discover ways to lead employees to their full potential and enjoy their work in fulfilling this goal. Learn to deal with change and promote change as a positive.

Thursday, February 16; 3:00 - 5:00 p.m.

Fee: \$39; CEU: .2; Instructor: Jim Smith

Communications in the Workplace – Explores the methods of verbal and written communications in the workplace with an emphasis on perceptual differences and improving message content transmission to employees.

Thursday, February 23; 3:00 - 5:00 p.m.

Fee: \$39; CEU: .2; Instructor: Jim Smith

State of Alabama Sales & Withholding Tax Workshop

The Alabama Department of Revenue (ADOR) provides “New Business Workshops” for anyone starting or interested in learning about starting a business, in Alabama. Information is provided about taxes that are administered by the ADOR. This information includes Sales Tax, Income Tax (individual and corporate), and Property Tax information. Those attending will learn about the forms they are required to file, due dates and filing requirements of those forms, as well as the different tax numbers they may need or be required to have. This *free* workshop provides new business owners the opportunity to get this information before starting their business or as they are starting their business, which hopefully will alleviate problems they might have in not being aware of filing requirements with the ADOR.

Thursday, March 1, 3:00 or 6:00 p.m.

Adams Hall, Dothan Campus

Business Etiquette

Most of us think we know all we need to know about business etiquette until a problem arises! How can you intervene in a meeting and calm the storm? How do you deal with key decision-makers to make a more positive situation for you? Etiquette involves every aspect of your job from answering telephones to all the ways of correspondence to the manner in which you deal with a conflict. You will discover the behavior, manners, and protocol established by convention required in a business profession.

Thursday, March 8, 3:00 - 5:00 p.m.

Fee: \$39; CEU: .2; Instructor: Mary Davis

EDUCATION WORKSHOPS

Workshops taken through the Continuing Education Center award CEU/PLE credit only.

*To receive undergraduate or graduate credit, register through the Admissions Office in Malone Hall.
Classes meet 8:00 a.m.-5:15 p.m.*

DE-MYSTIFYING PHONICS

Taught by JoAnn McFarland

This session provides the pre-service teacher, in-service teacher, or interested parents with a workable knowledge of the sound-letter relationships of the English language, also known as phonics. To receive academic credit, students will be required to pass a test of phonics knowledge. This test may be used to complete the phonics requirement for RED 4481.

Friday, January 27

1 CEU/8.0 PLE = EDU126

Register before January 19 : \$55.00

Register after January 19: \$82.00

UNDERSTANDING WHY CHILDREN BEHAVE AS THEY DO

A Different Approach to Classroom Management

Taught by Dr. Elizabeth P. Fell

This session provides an insight into the reasons for children’s (Pre-K-12) behavior. The effects of organization and management will be examined. Common approaches, behavior modification, prevention, and intervention techniques will be discussed and tied to the “why” of children’s behaviors. The characteristics of effective teachers and their relationship to a positive environment will be presented to help educators and childcare providers better meet individual needs of children.

Saturday, February 4

1 CEU/8.0 PLE = EDU127

Register before January 25: \$55.00

Register after January 25: \$82.00

Business Startup

This *free* workshop will provide step-by-step guidance on how to start your business. You will learn how the Small Business Administration (SBA) loan programs work and how to apply for an SBA loan. You will learn how to prepare a business plan as you strategically plan for the direction of your business and obtain necessary working capital to get started. This workshop is also designed to teach you how to deal with the most valuable and volatile asset in your business – the human element. You will learn the strategies used by successful businesses as they manage and lead their workforce.

Session I: Wednesday, February 15; 9:30 – 11:30 a.m.

Session II: Wednesday, February 22; 9:30 - 11:30 a.m.

Paralegal Certification

As the need for legal services has increased, the demand for paralegals has risen. More paralegals are being hired by law firms, banks, government agencies, corporations, and real estate agents than ever before. This non-academic credit program is especially designed to prepare participants for a career in Paralegalism. The program curriculum consists of courses which combine instruction in substantive law with practical procedural skills and is designed to meet the educational needs of career oriented adults. To earn a Paralegal Certificate, a student is required to successfully complete a total of ten courses: three core courses and seven elective courses. A limited number of online courses are approved for the Paralegal Certificate. Students must contact the Continuing Education Office for instructions before taking an online course.

LAW006 Legal Research

With a focus on research, participants will learn how to find the legal authorities, such as statutes and cases, that apply to a legal problem. Computer research using West Law and Lexis-Nexis will be used during the course. Book required. LAW006 and LAW009 are required courses and should be taken consecutively.

Thursdays, January 19-March 8, 6:00-8:00 pm

Course Fee: \$139

Instructor: David Hogg; CEU: 1.6

LAW009 Legal Writing

Building on skills learned in Legal Research, participants will learn to apply legal authorities discovered during the research process to the facts of a case in written form using the style required by the courts. This course requires the book from LAW006 Legal Research and *The Bluebook: A Uniform System of Citation*, 19th edition.

Thursdays, March 22-May 10, 6:00-8:00 pm

Course Fee: \$139

Instructor: David Hogg; CEU: 1.6

LAW011 Wills, Trusts, and Estates

Procedures, techniques, and substantive law in the administration of an estate or trust will be introduced during this course. Subjects to be covered include probate, accumulation of assets, filing, inventory and payment of debts, federal estate tax and return, gift tax, state taxation of estates and trust, formal accounting, settlement by agreement and much more. Book required.

Mondays, January 23-March 12, 6:00-8:00 pm

Course Fee: \$139

Instructor: Rebecca McCorkel; CEU: 1.6

Introduction to Real Estate

You can start an exciting career in real estate! As a growing population creates a greater housing need, there is projected to be an abundance of opportunities for real estate professionals. The increase in market activity will create an increased need for qualified salespeople and brokers. Get your real estate license and enter a profession with career potential!

REQUIREMENTS FOR AN ALABAMA REAL ESTATE LICENSE:

- ♦ Be 19 or more years of age.
- ♦ Have a high school diploma or GED.
- ♦ Not have been convicted of a felony or a crime involving moral turpitude.
- ♦ Take and pass a 60-hours pre-license course.
- ♦ Pass state exam with a minimum score of 70%.

State exam must be taken within 12 months of successful completion of Introduction to Real Estate course.

Course Fee: \$325 (includes updated Alabama License Law book). Payment is expected at time of registration. Cancellations received at least 24 hours before class begins will receive a full refund. Once a course begins, refunds will not be issued. Books are to be purchased at the campus bookstore for an approximate cost of \$85. Students need to read the first three chapters of the text before class begins.

Course ID: BUS001

Session A: Mon. & Wed., January 23 - March 12, 5:30-9:30 pm

Session B: Mon. & Wed., April 2 - May 21, 5:30-9:30 pm

Instructor: Dwight Wells; CEU: 6.0

For more information regarding state requirements, visit the website of the Alabama Real Estate Commission at www.arec.alabama.gov or call 334-242-5544.

Online Learning

All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin each month. Visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as \$99

To get started:

1. Visit our online Instruction Center:
www.ed2go.com/troy
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a user name and password that will grant you access to the Classroom.
3. When your course begins, return to the online instruction center and click the **Classroom** link. To begin your studies, simply log in with the user name and password you selected during enrollment.

AUCTIONEER SCHOOL

Discover an exciting career as an auctioneer. The school consists of the required 85 hours of auction instruction plus direct application exercises covering a wide range of topics including:

- ♦ Auctioneering History and Ethics
- ♦ Auction and Commercial Law
- ♦ Uniform Commercial Code
- ♦ Clerking and Cashiering
- ♦ Advertising an Auction
- ♦ Site Preparation and Restoration



**Friday, January 20 - Sunday, January 29, 2012 or
Friday, July 20 - Sunday, July 29**

For the January course, register and pay the full tuition by January 10, 2012, and pay only \$895. After January 10, 2012 the regular rate is \$995. For the July course, register and pay the full tuition by July 20 for the reduced rate. Upon receipt of registration and payment, participants will receive pre-course materials which will include an agenda, chanting drills and a demo CD.

2012 Auctioneer Continuing Education Class

Alabama licensed auctioneers must earn six hours of continuing education.

Sunday, January 22 (pre-register by January 18, \$100) or
July 22 (pre-register by July 18, \$100)
Walk-ins will be charged \$150.

Class is held 8:00 am until 5:00 pm

Instant Piano for Hopelessly Busy People *by David Haynes*

If you yearn to experience the joy of playing piano but don't want years of weekly lessons, this short course is for you! In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life, learning chords, not notes. You'll learn all the chords needed to play any pop song, any style, any key, and a healthy dose of insider secrets on how to embellish songs. This is an absolute beginning class in chord piano techniques, and if you can find middle C and know the meaning of "Every Good Boy Does Fine," you already know enough to enroll. If not, send a SASE for a free pamphlet to Music Masters, 90 Molly Lane, Ringgold, GA 30736.

Monday, February 20; 6:00 pm - 9:30 pm
Course fee: \$55 with a separate materials fee of \$25 payable to the instructor

OSHA Approved Classes

OSHA 10-hr. Construction Course
OSHA 10-hr. General Industry Course
Will be scheduled on an as needed basis

registration

DOES NOT REQUIRE ADMISSION TO THE UNIVERSITY

Registration is easy!



Online: http://dothan.troy.edu/continuing_ed

In Person: Come to Adams Hall, Room 200

By Phone: 334-983-0005

By Fax: (334) 983-0009

By Mail: Continuing Education, P.O. Box 8368, Dothan, AL 36304

Name _____ SS # (last 4 digits) or Student ID # (for office use only) _____

Address _____ City _____ State _____ Zip _____

Home number _____ Work number _____ Email address _____

Course ID/Course Title _____ Date _____ Time _____ Cost _____

Course ID/Course Title _____ Date _____ Time _____ Cost _____

METHOD OF PAYMENT: _____ Cash (in person only) _____ Check (Payable to Troy University) _____ Invoice/PO (for Business Only)
_____ MasterCard _____ Visa _____ American Express _____ Discover

Credit Card Number _____ Expiration Date _____

Signature (if paying by credit card) _____

REGISTER EARLY TO AVOID CLASS CANCELLATIONS



Non-Profit
Organization
U.S. Postage
PAID
Permit No. 390
Dothan, AL 36302

Continuing Education Center
P. O. Box 8368
Dothan, AL 36304

www.troy.edu



January-April, 2012
Schedule of Classes

Join us for

Open House

Tuesday, April 17, 2012

Dothan Campus, Adams Hall, Room 200

Continuing Education

Whether you are looking for development opportunities or looking for a total career change, we can help you reach your goals. *University admission is not required.*