TROY UNIVERSITY™

Continuing Education Center

for Personal and Professional Development

Spring 2017

Professional Training
Business Consulting
Organizational Development
Executive Coaching
Personal Enrichment
Licensure/Certificate Programs

www.troy.edu/ce ♦ 334-983-0005

Continuing Education Center

501 University Drive
P.O. Box 8368
Dothan, AL 36304

Tel: 334.983.0005
Fax: 334.983.0009
Email: continuinged@troy.edu

www.troy.edu/ce

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Spring 2017 Schedule

Tuesday, January 3 . . . . . .Office Opens
Monday, January16 . . . . . .MLK Day (Campus Closed)
Friday, March 10 . . . . . .Administrative Leave Day (Campus Closed)
Monday, May 29 . . . . . .Memorial Day (Campus Closed)

Continuing Education classes operate throughout the year and not specifically in line with academic dates. For more information or questions on a class or seminar, call 334-983-0005.

TROY
TOBACCO-FREE

Important Information

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 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.

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.

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 in some cases.

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.

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 to be taken 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. View the full refund policy on the Continuing Education website at www.troy.edu. Rates for courses are subject to change without notice. Check with the Continuing Education office for current fees. Troy University reserves the right to cancel any classe, make instructor, and/or course substitutions without prior notice.

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.

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

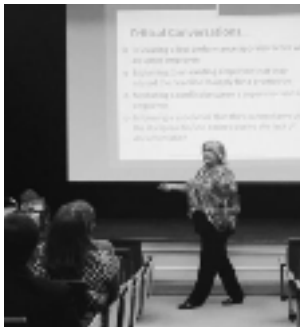
New!

Are you on our list?

Get the latest updates on classes, seminars, training and more with our monthly email blast! Just send your email to *continuinged@troy.edu* with the words **Email Blast** in the subject line and you will receive the next scheduled blast.

You can also call us at 334-983-0005 and request to be added to the email blast.

Professional, Personal and Customized Training



Troy University's Continuing Education offers a wide variety of training programs to build the skills and knowledge your employees need. Our team of consultants can offer training seminars in over 200 subjects or can customize any topic to meet the needs of your workforce. If you have a need for your organization to produce in a more efficient and effective way, grow in sales and service, or engage in the goals and direction of your mission, Troy's Continuing Education is for you. In addition, our team of experts can assist in developing business systems and tools such as

- performance management
- discipline systems
- classification and pay studies
- policies and procedures development
- job descriptions
- job analysis
- mentoring programs, and more

Visit our webpage at www.troy.edu/ce to see more opportunities for your organization!

Enrolling your employees in training courses at Troy University Continuing Education shows support in their professional development and strengthens organizational commitment.

❖ **Strategic Planning**

Our consultants will conduct strategic planning, organizational surveys, change management processes, business restructuring, branding and marketing, and organizational culture change. Executive and leadership coaching seminars and workshops are designed to build interpersonal skills, enhance performance or development in almost any area of your company, whether profit or non-profit. You can expect change with our executive coaching sessions.

❖ **Leadership Academy**

Take advantage of opportunities to create a leadership academy specific to your organization. In today's changing workforce, retirement of baby boomers and demanding requirements, leadership academies are the answer to the issues surrounding the growth of your business's success.

Geographic Information Systems (GIS) Certificate

GIS is a computer hardware and software system that is used to store, display, analyze, and map information. Geographers, planners, land developers, real estate agents, utility companies, and municipal officials all use these systems. In fact, modern planning cannot move forward without these systems and those trained to run them. Using the GIS, such topics as population distribution, traffic movement, land availability, real estate prices, environmental hazards, soil types, utility inventory, sustainability mapping, site suitability, flood zones, and many more, could be analyzed together to help the decision makers make an informed choice. The GIS online certificate is formatted into four sessions:

Session 1: Intro to GIS, January 17-February 12
Session 2: Intro to Remote Sensing, February 13-March 12
Session 3: Intro to Coordinate Systems, March 13-April 9
Session 4: Application of GIS, April 10-May 7

For more information, view the website at
www.troy.edu/ce or call 334-983-0005

SHRM® CERTIFICATION
SHRM-CP® AND SHRM-SCP®

This intensive online12-week Continuing Education program offered by Troy University is designed primarily for individuals seeking the most sought-after HR certification as a Professional in Human Resources (SHRM-CP™) or Senior Professional in Human Resources (SHRM-SCP™).

By taking our course, you'll benefit from:

- An experienced, certified instructor
- The SHRM Learning System, ranked the #1 certification prep tool
- A structured learning experience that keeps you on track
- Opportunities to network and learn from your peers

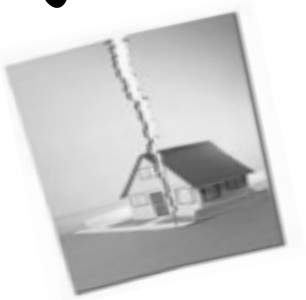
This course is offered in partnership with the Society for Human Resource Management (SHRM). The course investment includes all course materials but does not cover registration for the PHR or SPHR examinations.

Monday, February 6 through May 1, 2017
Deadline to Register: January 23, 2017
Go to www.troy.edu/ce for complete details.

Business / Professional

Seminar for Counselors & Social Workers

Family Violence



Thursday, February 16, 2017
8:00 am until 4:00 pm
(Six Contact Hours)
Fee: $65

Family Violence is an important issue in today's society. This seminar is designed to provide contact hours for counselors and social workers by presenting up to date information from professionals in our community.

Keynote Speaker:
Ray Little, LPC

Multiple sessions will include presentations on family violence in our community, reporting procedures for abuse, processing abuse, sexting and social media dangers.

For more information and to register, call the Continuing Education Center at 334-983-0005. The seminar will be held in Sony Auditorium, Everett Hall on the Dothan Campus. The fee includes all materials and lunch.

Pre-registration is required

Ethics for Counselors

Two 3-hour sessions
Friday, March 3 and 17
Dothan Campus, Adams Hall
9:00 am - 12 noon
Pre-register by calling 334-983-0005

Save the Date!

2nd Annual
Alabama Leadership Conference
Thursday, May 18, 2017
Montgomery Campus

Leadership Courses in Dothan and Montgomery
or at your Organization!

The Continuing Education Center can provide your business with professional development training, motivational keynotes, organizational consulting and executive coaching.

Let us develop a training program that exactly suits the needs of your business. No matter how many employees you have, we can help you give them the training they need.

Continuing Education at Troy can come to your organization! Contact us to discuss your company and your training needs.

State of Alabama Sales & Withholding Tax Workshops for 2017

The Alabama Department of Revenue (ADOR) provides *"New Business Workshops"* for anyone starting or interested in learning about starting a business in Alabama. 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 requirement 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.

Date: TBD
Adams Hall, Dothan Campus

To register, call 334-793-5803, ext. 0

Master Mentor Program

The Master Mentor Program is a certificate program preparing American Sign Language professionals to serve as mentors.

Mentors are experienced professionals and specialized educators who provide guidance, support, and direction to newly graduating and less experienced professional incumbents at all skill levels.

Mentors guide adult learners in a process of professional self-discovery, helping them make the transition from education programs to the working environment. Mentors can also provide support to working professionals to move to the next level or acquire a new skill. Participants must be a nationally certified interpreter for at least five years prior to entering the program.

Mentoring I - August 15-October 16, 2016
Mentoring II - October 17-December 18, 2016
Mentoring III - January 9-March 12, 2017
Mentoring IV - March 13-May 14, 2017

NxLeveL Business Planning Series For Start-ups

Move to the next level of success with the NxLeveL *Business Planning Series For Start-ups*. The 9-session course is designed for people who want to start a business and need the skills to test the feasibility of their business concept. Participants develop a business plan which acts as a blueprint for their start-up venture.

This course is $100* which includes all nine sessions, books, and materials.Seating is limited and reserved for the first 25 paid attendees.

To register for this program, call Judy Callin at (334) 674-2425 or email jcallin@troy.edu. For other TROY Small Business Development Center sponsored programs go to *http://asbdc.ecenterdirect.com/Conferences.action*.

January 19, 26
February 2, 9, 16 & 23
March 2, 9, & 16
5:30 p.m. - 8:30 p.m.

Accounting CPE

August, 2017
Dothan Campus
8 contact hours

Call 334-983-0005

CLEEP *Training*

Thursday and Friday, February 23-24, 2017

The Certified Law Enforcement Executive Program (CLEEP) is open to all active full-time police chiefs in Alabama who are members in good standing in the Alabama Association of Chiefs of Police (AACOP).

For more information and to view available classes and registration form, go to *www.jsu.edu/coned/cleep*.

Online Learning through ed2go

Learn at your own pace! Instructor-facilitated online courses run for six weeks. 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.

Courses available include -
General Business Skills, Computer courses,
Health & Wellness, Legal, Photography,
Management & Leadership,
Nonprofit Management, Fundraising,
and much, much more!

New course sessions begin each month. Visit the Online Instruction Center to see exact start dates and syllabus for the courses that interest you. *Courses Start as Low as $99*

Visit our webpage at www.troy.edu/ce
for a complete list of courses.

Does your organization have special training needs but don't know where to start?

Let us help!

Continuing Education Center 334-983-0005

Technical Certification Exam Preparation Courses

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+)

- Security+ Exam Prep, February 17-19, or April 14-16
- Network + Exam Prep, January 20-22
- Windows 7 Exam Prep, March 17-19
- A+ Exam Prep, May 5-7

Course Fee: $695
(exam is separate and will not be given during the weekend course)
Location: Troy University, Dothan Campus

***Preregistration is required*! 334-983-0005**

Courses are designed for exam preparation for the latest version of the associated certification exam. Call for more information. 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

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

More details are available at **www.troy.edu/ce.**

Cyber Security Certificate Program

The Cyber Security Certificate Program prepares participants with the basic skills needed to learn how to protect networks, secure electronic assets, prevent attacks, and ensure the privacy of your customers. Through this four-course online program you will learn the latest research and best practices from professional instructors. Hands-on lab exercises give you the opportunity to practice what you learn to apply your new skills and knowledge directly to your job. Course materials are condensed, relevant, and designed specifically to prepare entry-level computer technicians with information security expertise.

Who Should Enroll: IT professionals who manage small projects or large-scale business. Participants come from various job areas such as:

- Law Enforcement
- Hospitals
- General Business
- Education
- Banking
- Systems Analysts

Course Format: The Cyber Security Certificate Program is formatted into four sessions, four weeks each:

- Session 1 – Networking Basics, January 17-February 12
  Lab: Saturday, February 4
- Session 2 – Basics of Computer Securities & Application/OS Security, February 13-March 12
  Lab: Saturday, March 4
- Session 3 – Web Security, March 13-April 9
  Lab: Saturday, April 1
- Session 4 – Network Security, April 10-May 7
  Lab: Saturday, April 29

Save money - Register and pay for all four online courses: $2,000.
Register for one online course at a time: $750 per course.
The textbook is an additional cost and is not included

Computer Courses

Held on the Dothan Campus, computer lab

CIS046 Excel Level 1 - 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.
Session A: Mon. & Wed., February 27 & March 1, 5:30-8:30 pm
CEU:.6 (six contact hours) Fee: $79

CIS075 Excel Level 2 - For the advanced user, this course will go beyond the basics to learn about creating, editing, sorting, filtering, charts and more.
Session A: Mon. & Wed., March 20 & 22, 5:30-8:30 pm
CEU: 6 (six contact hours) Fee: $79

CIS078 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.
Session A: Tue. & Thu., April 18 & 20, 5:30-8:30 pm
CEU: .6 (six contact hours); Fee: $79

CIS077 MS Word - Learn word processing to create professional documents. Participants will learn how to create letters, reports, bulletins and more using features such as clip art, spell check, and tables. Materials included.
Sesson A: Mon. & Wed., January 30 & February 1, 5:30-8:30 pm
CEU: .6 (six contact hours) Fee: $79

CIS049 QuickBooks - an easy program for non-accounting people, this hands-on 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.
Session A: Wednesday, May 3
8:00 am - 5:00 pm
CEU: .8 (eight contact hours) Fee: $99

Certificate / License Programs

Insurance Pre-License Courses

Available in Alabama, South Carolina, Texas, and Georgia

Become an insurance professional in your state. The online courses are designed to help you master terms and definitions and will prepare you to sit for the state exam. Choose Life and Health or Property and Casualty and begin your career with confidence.

Professionally developed by experienced instructors, you will learn in a clear, easy to understand style that will help you remember every aspect of Life and Health or Property and Casualty insurance.

Everything you need to pass the state exam is here! These courses offer affordable online training that allows you to learn at your own pace. They are the most thorough pre-licensure courses offered on the market today.

Each self-paced course includes:

- Introductory videos
- Audio-guided presentations
- Flash cards
- Quizzes to keep you on track

Also available is Exam4Caster which is a unique exam simulation and diagnostic tool designed to address the challenges you face in seeking to qualify for a Producer's license.

Take advantage of all the prep tools available to pass the exam the first time and avoid having to pay the full cost of retaking the exam. Upon completion of the online course, students will receive a certificate of completion which can then be submitted to the state insurance regulatory office.

AUCTIONEER SCHOOL

Troy University's Continuing Education Center is proud to offer the oldest – and only – Auctioneer School in the State of Alabama.

Auctioneering is a part of history and can be a very rewarding profession. The goal of our auctioneer school is to train good auctioneers and to promote high standards of ethics among auctioneers. During the school, each participant will develop a style of auctioneering that will be unique.

The school consists of 85 hours of auction instruction, as required by the Alabama State Board of Auctioneers. Students from reciprocal states requiring more hours will attend additional hours. Direct application exercises covering a wide range of topics include:

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

Participants will learn and receive information on the many different auction types from experienced auctioneers. The school is instructed by licensed professionals with a focus on quality in the area of auctioneering law and business. The school is $975 per person. Register by June 29, 2016 and pay the discounted rate of $925.

July 13 - 21, 2017

(Georgia residents are required to attend 10 days)
Details will be on the website at www.troy.edu/ce.

Auctioneer Continuing Education Class

Alabama licensed auctioneers must earn six hours of continuing education. Students from reciprocal states requiring eight hours of CE instruction will attend an additional two hours. Pre-registration is required.

Dothan Campus: July 16, 2017
Montgomery Campus: TBD
8:00 a.m. until 5:00 p.m.
334-983-0005
$125 per person

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 a U.S. citizen, permanent resident alien or legally present in the U.S;
- Be at least 19 years old;
- Show proof of bona fide residency in any state in the U.S.;
- Show proof of high school graduation or GED;
- Not have been convicted of a felony or a crime involving moral turpitude;
- Not have had a real estate application or license rejected or revoked in any state within the past two years;
- After meeting the education and/or experience requirements, pass the licensing examination.

State exam must be taken within 6 months of successful completion of Introduction to Real Estate course. The course fee is $325 plus the cost of books.

Class will meet Mondays and Wednesdays
Date: January 25 - March 29
5:30 pm until 9:30 pm

Call 334-983-0005 to sign up!

Career Training

Career Training Online Programs - *Are you looking to start a new career or gain skills to advance in your existing one? You've come to the right place! You can start these career training online programs offered in partnership with Ed2Go anytime and work at a pace that suits your individual style. You'll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You'll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. Upon completing your program with a passing score, you will receive a certificate of completion.*

www.troy.edu/ce

NASM Certified Personal Trainer and Exam Preparation (Voucher Included)

This program includes exam preparation, all study materials, as well as the certification exam fee. You will learn the knowledge, skills, and abilities to become a successful NASM personal trainer. You will use a robust set of available resources (videos, presentations, readings, quizzes, activities) to master health and fitness topics, including nutrition, program design, human movement science, fitness assessments, among others.

Photography Suite

Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business. Course is 72 hours, at your own pace.

Grant Writing

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You'll learn how to format your proposals, how to write effectively, and how to get funded.

Medical Billing and Coding

You will learn to function as an important member of the healthcare team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD-10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical and regulatory concepts that are vital to this field.

Non-Profit Management

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

Paralegal

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Certified Bookkeeper

The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This program was created by the AIPB and is offered in partnership with major colleges, universities, and other accredited education providers.

Pharmacy Technician

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and may include a 40-100 hour externship.

Microsoft Office Specialist 2010 (MOS) Certification Training

Learn basic to advanced skills in Microsoft Office. The Microsoft Office Specialist program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Office 2010: Excel, Word, PowerPoint, Outlook, and Access. MOS certification is the globally recognized standard for validating expertise with the Microsoft Office suite.

Technical Writing

The Technical Writing Online Training Program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You will learn research methods, audience considerations, styles, drafting and revision techniques, how to work in a collaborative environment, and more. This course will also introduce you to a variety of media and formats. You will learn about standards for Web sites, e-mails, proposals, memos, and instructions.

Certificate / License Programs

Paralegal Certification

According to the Department of Labor, legal occupations will increase by about 131,000. This growth reflects continued demand for legal services from government, individuals, and businesses alike. Paralegals and legal assistants are expected to account for 46,900 new jobs as legal establishments attempt to reduce costs by assigning these workers more tasks that were once performed by lawyers. (www.bls.gov).

The Paralegal Certificate program at Troy University requires ten courses taught through the Dothan Campus by local attorneys. 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. Eight courses are taught in the classroom with two elective courses to be taken online. Students must have a high school diploma or GEE and possess computer and internet skills.

Program Requirements:
- 8 courses, each held one night per week for 8 weeks.
- 2 online elective courses through Ed2Go (www.troy.edu/ce).

Complete at your own pace:
- Take one or all courses offered each term.
- Complete in 12 to 36 months.

Certificate Requirements:
- Complete 10 courses within 36 months.
- 75% attendance (two excused absences).
- 70% minimum test grade on each course.
- 70% minimum on comprehensive exam taken upon completion of all 10 courses.

10 Required Courses for the Paralegal Certificate

- **Introduction to Paralegalism**
- **Legal Research***
- **Legal Writing***
- **Wills, Trusts & Estates**
- **Family Law**
- **Juvenile Law**
- **Depositions & Trial Preparation**
- **Ethics for Paralegals**

*Legal Research and Legal Writing must be taken back to back with the same instructor.

Elective courses are acceptable only through Troy University Continuing Education link to Ed2Go at www.troy.edu/ce. Courses include:
- *Employment Law Fundamentals*
- *Introduction to Criminal Law*
- *Workers' Compensation*
- *Real Estate Law*
- *Legal Nurse Consulting*

For each online class taken, the student must provide the Continuing Education office with a copy of the certificate and a copy of the final exam within two weeks of completing the course.

*Actual course dates, topics, and fees are subject to change, including the online courses.
Contact the Continuing Education office, 334-983-0005, to confirm courses, dates and fees.

Each course is $139* plus cost of books.

2017 COURSE SCHEDULE		
Thursdays	January 12 - March 2, 2017	LAW006: Legal Research
Mondays	January 23 - March 20, 2017 (skip March 6)	LAW011: Wills, Trusts, & Estates
Thursdays	March 16 - May 4, 2017	LAW009: Legal Writing
Mondays	April 24 - June 19, 2017 (skip May 29)	LAW010: Family Law
Tuesdays	May 9 - June 27, 2017	LAW042: Ethics for Paralegals
Mondays	September 11 - October 30, 2017	LAW004: Introduction to Paralegalism
Tuesdays	September 5 - October 24, 2017	LAW020: Juvenile Law
Thursdays	October 12 - December 7, 2017 (skip Nov. 23)	LAW044: Depositions and Trial Preparation

All on-site courses are located at the Dothan Campus and are taught by practicing attorneys.
For more information and to register contact The Continuing Education Center on the Dothan Campus 334-983-0005 or email continuinged@troy.edu.

To register online go to: www.troy.edu/ce

Personal Development

Teacher Workshops

This course fulfills the need for teachers to earn PLU hours.

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. A test of phonics knowledge may be given and used to complete the phonics requirement for RED 3310.

EDU 126; .6 CEU (6 PLUs), Fee: $45

Friday, February 3 , 9:00 a.m. – 4:00 p.m.

Foreign Language

CONVERSATIONAL CHINESE

Course focuses on basic Chinese vocabulary and simple daily life conversations. Students build their Chinese language skills via interesting class activities. Chinese culture is explored in the classroom using Chinese character writing, calligraphy, food and mannerisms. It is a fun and rich learning experience for all adults.
Course fee: $99.

Textbook: Conversational Chinese 301 (ISBN: 978-7-5619-1403-8) by Kang Yuhua & Lai Siping, Beijing Language and Culture University Press. Textbooks for each class is an additional cost of approximately $20.

For more information call 334-983-0005

Community Band

Sponsored by Troy University

Participants will have the opportunity to perform marches, light concert selections and novelty tunes in a community band setting. A concert will be performed at the end. The course is open to anyone who has his/her own instrument. No audition is necessary. The band will meet every Monday, January 23 - April 24.

Spring Concert:
Monday, April 10 in Sony Auditorium on the Dothan Campus
6:00 p.m.

For more information send an email to
holmesj@houstonacademy.com

"like" us on facebook

Instant Piano for Hopelessly Busy People

by Michael McMillan

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.

Course ID: CE212
Fee: $55, plus a materials fee of $25 to the instructor.

Dothan Campus
Tuesday, March 28
6:00 pm-9:00 pm

Introduction to Guitar

This online course will provide fun, informative lessons with hands-on exercises, audio and video recordings, and detailed illustrations. A new session starts each month and runs for six weeks.
For a syllabus and computer requirements for the course, go to www.ed2go.com/troy.

A new course begins every month.
Cost: $99

OOPS!

Sometimes excellent classes with super instructors are canceled because people wait to register.

Our programs need a minimum number enrolled before a class can run.

So, don't wait! Avoid disappointment by registering early!

334-983-0005

Long-range planning does not deal with future decisions, but with the future of present decisions. -- Peter Drucker

registration DOES NOT REQUIRE ADMISSION TO THE UNIVERSITY

Registration is easy!

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 (please print) _____

Address _____ City _____ State _____ Zip _____

Home number _____ Work number _____ Email address _____

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

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

☐ Male ☐ Female Birthdate_____/_____/_____ SS# (last 4 digits) or Student ID# (for office use only) _____

How Did You Hear About Us?

☐ **Printed Schedule** ☐ **Direct Mail** ☐ **Email** ☐ **Newspaper** ☐ **Referral** ☐ **Website**

METHOD OF PAYMENT:

☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
☐ Cash (in person only) ☐ Personal Check (payable to Troy University) ☐ Company Check (payable to Troy University)

Credit Card Number _____ Expiration Date _____

Signature (if paying by credit card) _____

REGISTER EARLY TO AVOID CLASS CANCELLATIONS

The Continuing Education Center is conveniently located at:
Troy University
501 University Drive, Dothan, AL 36303

Normal operating hours:
Monday - Thursday, 7:45 a.m. - 5:30 p.m.
Friday, 8:00 a.m. - 12 noon

For more registration information call 334.983.0005
or
email continuinged@troy.edu

Pre-registration is required for all courses

TROY UNIVERSITY

AMERICANS WITH DISABILITIES ACT: Students with disabilities, or those who suspect they have a disability must register with the Disability Services Coordinator in order to receive accommodations. Students currently registered with the Disability Services Office are required to present their Disability Services Accommodation Letter to each faculty member at the beginning of each term. Individuals needing special services should contact the Dean of Students at (334) 983-6556, ext. 1206.

CONTINUING EDUCATION CENTER
P.O. Box 8368
Dothan, AL 36304

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CONTINUING EDUCATION CENTER

334-983-0005 ♦ *www.troy.edu/ce*

Spring Schedule 2017

Get the latest updates on classes, seminars,
training and more with our monthly email blast!
Just email us at
continuinged@troy.edu with the words **Email Blast** in the subject line
and you will receive the next scheduled blast.

You can also call us at 334-983-0005 and request to be added to the email blast.