

# TROY UNIVERSITY™

Continuing Education Center  
*for Personal and Professional Development*



**Business/Professional  
Computers/Technology  
Certificates/License Programs  
Personal Development**

[www.troy.edu/ce](http://www.troy.edu/ce) ♦ 334-983-0005

# Continuing Education Center

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Dothan, AL 36304

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[www.troy.edu/ce](http://www.troy.edu/ce)

## 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 (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](http://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 class, 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.

### Choose Courses Online or in Class

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### Summer 2016 Schedule

Monday, May 30	Memorial Day (Campus Closed)
Monday, July 4	Independence Day (Campus Closed)
Monday, September 5	Labor 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.



**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](mailto: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

### ❖ 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.

Visit our webpage at [www.troy.edu/ce](http://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.*

## SHRM Learning System®



2016

This intensive online 12-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, August 15 through November 7, 2016**  
Go to [www.troy.edu/ce](http://www.troy.edu/ce) for complete details.

## 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, August 22-September 18
- Session 2: Intro to Remote Sensing, September 19-October 16
- Session 3: Intro to Coordinate Systems October 17-November 13
- Session 4: Application of GIS, November 14-December 11

For more information, view the website at [www.troy.edu/ce](http://www.troy.edu/ce) or call 334-983-0005

**SAVE THE DATE!**

Accounting CPE  
Friday, August 26, 2016  
Dothan Campus  
8 contact hours

Call 334-983-0005

**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.

**Social Media for  
Business Professionals:**

*A Three Part Seminar Series*

This seminar series will give professionals a better understanding of how to use the fast changing world of social media to communicate important messages to the public. Participants will be introduced to the basics of launching and managing a social media platform, and move on to the advanced skills of developing a long term content strategy of using software to monitor multiple social platforms.

- Part 1: The Basics of Social Media for Business
- Part 2: Taking Your Social Media Strategy to the Next Level
- Part 3: Developing Social Media Content that is Primed to "Go Viral"

Classes are \$45 each.

Save money - sign up for all three and pay \$99.

**Montgomery Campus: May 24, 31 & June 7  
6:00 pm-8:00 pm, Whitley Hall, Room 329**

**Dothan Campus: Dates pending**

**For more information on this course  
go to [www.troy.edu/ce](http://www.troy.edu/ce) or call  
334-983-0005**

**State of Alabama Sales & Withholding  
Tax Workshops for 2016**

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.

Thursday, June 9 (3:00pm only)  
Thursday, September 8  
Thursday, December 1  
3:00 p.m. or 6:00 p.m.  
Adams Hall, Dothan Campus

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



**Wiregrass Human Resource  
Management Association**

*17th Annual Forum and Vendor Fair  
September, 2016*

Troy University, Dothan Campus

For dates and more information go to [whrma.shrm.org](http://whrma.shrm.org).

**Healthcare Seminars**

*Seminars for counselors, social workers and other healthcare workers are in process of being planned.  
Please call or check the website for details.*

## 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](mailto:jcallin@troy.edu). For other TROY Small Business Development Center sponsored programs go to <http://asbdc.ecenterdirect.com/Conferences.action>.

**Tentative Date: January, 2017**  
**5:30 p.m. - 8:30 p.m.**

**Dothan Campus**

## **CLEEP returns to the Dothan Campus!**

Thursday and Friday, November 3-4, 2016

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 the brochure and registration form, go to [www.jsu.edu/coned/cleep](http://www.jsu.edu/coned/cleep).



## Online Learning through



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](http://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 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+)

- A+ Prac Applic Exam Prep, May 13, 14, 15
- Windows 7 Exam Prep, June 10, 11, 12
- Network + Exam Prep, June 24, 25, 26
- Security + Exam Prep, July 15, 16, 17

Course Fee: \$495 (exam fee is separate)

Location: Troy University, Dothan Campus

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

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

More details are available at [www.troy.edu/ce](http://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, August 22-September 18  
Lab: Saturday, September 10
- Session 2 – Basics of Computer Securities & Application/OS Security, September 19-October 16  
Lab: Saturday, October 8
- Session 3 – Web Security, October 17-November 13  
Lab: Saturday, November 5
- Session 4 – Network Security, November 14-December 11  
Lab: Saturday, December 3

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: Tue. & Thu., June 7 & 9, 9:00 am-12 noon or

Session B: Tue., June 21, 9:00 am-4:00 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.

Thu., July 21, 9:00 am-4:00 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.

Wed., June 8, 9:00 am-4:00 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.

Mon. & Wed., July 18 & 20, 9:00 am-12 noon

CEU: .6 (six contact hours) Fee: \$79

**CIS049 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.

Session A: Wednesday, May 4  
8:00 am - 5:00 pm

CEU: .8 (eight contact hours) Fee: \$99



## 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 14 - 22, 2016**

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

Class date: July 17, 2016  
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 12 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**

**May 4 - June 27, 2016**

**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](http://www.troy.edu/ce)

## 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.



## Certified Personal Trainer

This online program blends the best of academic and hands-on training, offering online instructor-facilitated education, four days of live practical training, and a required 30-hour internship that will give you real-life experience you can put on your résumé. When you successfully complete all course requirements and the necessary CPR/AED first aid training, you'll receive your nationally-recognized World Instructor Training School (W.I.T.S.) Personal Trainer Certification.

## 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.

## Nutrition for Optimal Health, Wellness and Sports

The Nutrition for Optimal Health, Wellness, and Sports Online Training Program will teach you about developing individualized nutritional programs for clients, patients, or yourself. The American College of Sports Medicine has certified this curriculum. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics, such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management.



## 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.

## 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.



## Secrets of Better Photography

Master your digital camera and learn the secrets behind outstanding photos! Whether you have a digital SLR, a point-and-shoot camera, or something in between, you'll learn how to use it the way you want. You'll see how to choose the best photographic equipment for you and how to compose images with style. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as they are broken down into simple concepts. Other areas covered include artificial lighting, freezing or blurring motion, portraiture, children's photography, pet photography, photojournalism, and digital editing options.

## 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.

## 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](http://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](http://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
- ♦ Family Law
- ♦ Legal Research\*
- ♦ Juvenile Law
- ♦ Legal Writing\*
- ♦ Depositions & Trial Preparation
- ♦ Wills, Trusts & Estates
- ♦ 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](http://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.

### 2016 COURSE SCHEDULE

Thursdays	January 7 - February 25	LAW006: Legal Research
Mondays	January 25 - March 21 (skip March 7)	LAW011: Wills, Trusts, & Estates
Thursdays	March 3 - April 28 (skip March 10)	LAW009: Legal Writing
Mondays	April 25 - June 20 (skip May 30)	LAW010: Family Law
Tuesdays	May 10 - June 28	LAW042: Ethics for Paralegals
Mondays	August 1 - September 26 (skip Sep. 5)	LAW004: Introduction to Paralegalism
Tuesdays	September 6 - October 25	LAW020: Juvenile Law
Thursdays	October 13 - December 8 (skip Nov. 24)	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](mailto:continuinged@troy.edu).**

**To register online go to: [www.troy.edu/ce](http://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, June 10, 9:00 a.m. – 4:00 p.m.

## Foreign Languages

### 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. Instructor: Mr. Yanbing Wang.*

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.

### CONVERSATIONAL SPANISH

This course takes the stress out of learning a new language. You will learn basic, practical information that you can use right away. Class begins in the Fall, 2016. Textbook not required.

For more information call 334-983-0005

## 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](http://www.ed2go.com/troy).

A new course begins every month.

Cost: \$99

## 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, June 21  
6:00 pm-9:00 pm

Phenix City Campus  
Tuesday, October 18  
6:00 pm-9:00 pm

Call 334-983-0005 to sign-up today!

## 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.

For more information send an email to [thejamesholmes@icloud.com](mailto:thejamesholmes@icloud.com)

Mondays, May 2-July 25  
Location: Houston Academy



## OOPS!

We canceled your class because we didn't know you were interested. 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

*Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.*

*-- Henry Ford*

# 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](mailto:continuinged@troy.edu)



Pre-registration is required for all courses

**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.



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[www.troy.edu/ce](http://www.troy.edu/ce)

## CONTINUING EDUCATION CENTER

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Develop your skills ..... reach your goals!

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Get the latest updates on classes, seminars,  
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Just send us your email to  
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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.

**TROY UNIVERSITY**<sup>™</sup>