

Continuing Education Center

Summer 2015 Schedule of Classes

TROY UNIVERSITY™

*Choose
Courses
Online
or in Class*



www.troy.edu/ce

Your Center for Personal and Professional Development

Table of Contents

Business / Professional3-5
 Ed2Go
 Healthcare Seminars
 Master Mentor Program
 NxLevel Training
 SHRM Learning System
 Social Media Security Professional
 Tax Workshop

Computers and Technology6
 Cyber-Security
 Excel
 Powerpoint
 Technical Bootcamps

Certificate / License Programs7-9
 Auctioneer
 Career Training
 Insurance Pre-Licensure - *New Course!*
 Paralegal
 Real Estate

Personal Development10
 Chinese
 Community Band
 Community Development Institute
 Genealogy
 Teacher Workshops

Registration Information11

CONTACT INFORMATION

Continuing Education Center
 501 University Drive
 P.O. Box 8368
 Dothan, Alabama 36304

Phone: (334) 983-0005; Fax: (334) 983-0009
 Email: continuinged@troy.edu
 Visit us online: www.troy.edu/ce

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 in some cases.

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. Troy University reserves the right to cancel any classes, 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. 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.

Summer 2015 Schedule

Monday, May 25Memorial Day (Campus Closed)
 Friday, July 3..... Independence Day (Campus Closed)
 Monday, September 7.....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 34-983-0005.



Tobacco Free Campus

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution. This new policy, effective since August 13, 2012, prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products. This policy applies to all Troy University employees, students, contractors, vendors, recruits and visitors.

Professional, Personal and Corporate 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, problem 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.

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

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

The SHRM Learning System® Course

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™).



Who should take this course?

Our Human Resource certification preparation course is designed primarily for individuals seeking a PHR or SPHR certification. For those not seeking certification, the SHRM Learning System course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

As an added advantage, we use the newly updated 2015 SHRM Learning System. It features up-to-date content and advanced tools that streamline study time, accelerate learning and build confidence for passing the CP or SCP exam.

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.

Friday, August 28 through November 20, 2015
Go to www.troy.edu/ce for complete details.

Healthcare Seminars

CEUs for Counselors

All counselors need to know and understand how to best help their clients in all situations. Armed with a good understanding of ethics as presented by The American Association of Counselors, you will be better able to guide your clients.

- ♦ Ethics I: Thursday, May 7, 9:00 am until 12 noon
- ♦ Ethics II: Thursday, May 21, 9:00 am until 12 noon

Each Ethics session is \$55 per person and awards three contact hours (.3 CEUs).

Instructed by Dr. Virginia Mayer

CEUs for Counselors and Social Workers

- ♦ Narcissism: An Overview of Symptoms and Possible Treatment, Friday, June 12, 9:00 am until 12 noon
- Narcissism and narcissistic personality disorder can be very destructive. This presentation brings some perspectives about identifying the symptoms, the impact, and some possible helps for both the client and those wounded by the narcissist. The seminar fee is \$55 per person and awards three contact hours (.3 CEUs). Instructed by Dr. Virginia Mayer.

Pre-register at 334-983-0005

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>.

Thursdays, July 16 - September 17, 2015
(Class will not meet September 10)
5:30 p.m. - 8:30 p.m.

Troy University Dothan Campus
Dothan, Alabama

*price covers the cost of materials and is subject to change

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. 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.

June 4, 3:00 p.m. or 6:00 p.m.

Adams Hall, 2nd floor, Dothan Campus

Call 334-983-0005 to sign up

COMMUNITY DEVELOPMENT INSTITUTE

The Southeast Community Development Institute (CDI) is designed to train those engaged, or wishing to engage, in community development. Techniques taught are beneficial to all in the community and revolve around management, leadership and basic community development principles (which include economic, workforce and leadership development).

Who will benefit from CDI? Community officials and volunteers associated with city, county, and state government, chambers of commerce, private and public sector economic development organizations, utility companies, main street organizations, workforce development professionals and financial institutions will find the institute a valuable learning tool for the development of individual and community leadership skills.

Fall, 2015

Troy University, Montgomery Campus
For more details, cost and registration go to
www.troy.edu/ce

All classes, unless otherwise indicated, take place on the Dothan Campus, 501 University Drive.

Registration is required for all courses.

Please register early. If we do not have sufficient enrollment several days before the class start date, we may cancel the class.

Those who are preregistered will be notified of any changes.

334-983-0005

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.

**For pricing and complete details, go to
www.troy.edu/ce**

Mentoring I - August 10 - October 11, 2015

The objective of level one is not for students to learn mentoring by learning what others know about it. After starting out with some grounding in the field, students work with a range of materials and experiences in order to develop their own deeper personal understanding of mentoring. The purpose of the survey is to help them produce their own maps for exploring their future work in the field.

Mentoring II - October 12 - December 13, 2015

The course begins with an exploration of current research into language reception, processing and production and the part played by language skills in the complex task of interpretation. Students focus on locating error patterns that novice interpreters display and then learn how to feed this perspective into assessment and skill development activities. During the course, students alternate in the roles of mentor and mentee as they practice assessment and interactive mentoring feedback skills with their peers in the on-line course environment. As they do so, they are asked to pay particular attention to the processes and possibilities of distance mentoring using chat rooms and on-line group discussion capabilities.

Mentoring III - January 4 - March 13, 2015

The course focuses strongly on the skill enhancement aspects of a mentor's work. Students are introduced to the theory and practice of meaning-based approaches to promoting interpreter development.

Mentoring IV - March 14 - May 15, 2015

The main focus for students in the course is to carry out their individual fieldwork projects successfully. In addition, students continue their exploration of portfolio as a mentoring tool, by compiling the mentorship component of their portfolios. Students are also expected to reflect on their overall progress in becoming master mentors as they apply their skills and insights to independent work.

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
for a complete list of courses.



Social Media Security Professional (SMSP)

Designed for individuals who must acquire knowledge and skills to anticipate attacks and guard sensitive information from social media hackers. In this online course you will learn to identify and mitigate social media security risks and you will leave with tools to quickly respond to security breaches. This online course prepares you for the Social Media Security Professional (SMSP) Certification. Certified SMSPs are the organization's first line of defense from social media security attacks.

***For complete information on this course
and more,
go to www.troy.edu/ce***

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+)

- ♦ Windows 7 Exam Prep, May 29, 30, 31
- ♦ Network + Exam Prep, June 26, 27, 28
- ♦ Security + Exam Prep, July 10, 11, 12

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

Location: Troy University, Dothan Campus, Everett Hall, Room 120

Preregistration is required! 334-983-0005

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.

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

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, August 24-September 20
Lab: Saturday, September 12
- Session 2 – Basics of Computer Securities & Application/OS Security, September 21-October 18
Lab: Saturday, October 10
- Session 3 – Web Security, October 19-November 15
Lab: Saturday, November 7
- Session 4 – Network Security, November 16-December 13
Lab: Saturday, December 5

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 in the tuition fee.

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. Choose between two 3-hour sessions or one 6-hour session.

Session A: Tuesday & Thursday, June 2 & 4
9:00 a.m. - 12:00 noon

Session B: Tuesday, June 30
9:00 a.m. - 4:00 p.m.

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. Choose between two 3-hour sessions or one 6-hour session.

Session A: Tuesday & Thursday, July 14 & 16
5:30 p.m. - 8:30 p.m.

Session B: Wednesday, July 15
9:00 a.m. - 4:00 p.m.

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. Choose between two 3-hour sessions or one 6-hour session.

Session A: Wednesday, June 3
9:00 a.m. - 4:00 p.m.

Session B: Tuesday & Thursday, July 14 & 16
9:00 a.m. - 12:00 noon

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. One summer session only.

Session A: Tuesday & Thursday, June 2 and 4
5:30 p.m. - 8:30 p.m.

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

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.

Thursday, July 16, 2:00 p.m. through

Friday, July 24, 2015, 12 noon

Course Fees: Tuition is \$975*. Save \$50 - Register and pay the full tuition by Wednesday, July 1, 2015 and pay \$925.

Registrations received at least 10 days prior to start date will be mailed pre-course materials. Those registering within 10 days of the course start date will need to make arrangements to pick up their materials in the Continuing Education Center. Register online at www.troy.edu/ce or call the Continuing Education office at (334) 983-0005.

*Course schedule and seminar fees are subject to change without notice. Contact the Continuing Education Center for current pricing.

2015 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.

Call 334-983-0005 to ensure your place in class.

Class date: Sunday, July 19, 2015

8:00 a.m. until 5:00 p.m.

www.troy.edu/ce

Seminar Fee: \$125

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

June 3 through July 22, 2015

5:30 pm until 9:30 pm



Alabama Life and Health Insurance Alabama Property and Casualty Insurance

Become an insurance professional in the state of Alabama. The online courses are approved by the Alabama Insurance Commissioner and will prepare you to sit for the State Exam. This is the best, most thorough online pre-licensure course offered on the market with introductory videos, audio-guided presentations, flash cards to reinforce knowledge, and quizzes for each chapter.

***For complete information on this course
and more, go to www.troy.edu/ce***

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

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).

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 GED 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.

*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.



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.

I am currently about halfway through the program and have been pleasantly surprised. The classes are excellent and the instructors are well versed in the subject matter of the classes they teach. The continuing education staff are always there to assist with questions about the classes, books, etc. I recommend this program to anyone interested in a great educational experience.

J.D. Skinner, Paralegal Student

2015 COURSE SCHEDULE

Thursdays	January 8 - February 26	Legal Research
Mondays	January 26 - March 16	Wills, Trusts, and Estates
Thursdays	March 5 - April 23	Legal Writing
Mondays	April 20 - June 15	Family Law
Tuesdays	May 12 - June 30	Ethics for Paralegals
Mondays	August 3 - September 28	Introduction to Paralegalism
Tuesdays	September 8 - October 27	Juvenile Law
Thursdays	October 1 - November 19	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

Chinese Classes

This program provides a unique opportunity for adults to learn Chinese language and culture. Courses focus 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. Instructor: Mr. Yanbing Wang.

Textbooks for each class is an additional cost of approximately \$20. Information on ordering the text will be available upon registration.

Classes begin in August, 2015

For more information and online registration, go to www.troy.edu/ce or call 334-983-0005

Introduction to Government Contracting

Are you looking for new markets for your products and/or services? Have you considered selling to the government? This program is designed to help you evaluate your company's potential as a government contractor. Among the topics covered are:

- ♦ How to research the government market
- ♦ How to register as a government contractor
- ♦ Special programs and certifications in government contracting
- ♦ How to market your products and services to the government

To register, go to <http://bit.ly/IntroToGovCon>.

For more information, contact Judy Callin at jcallin@troy.edu or call 334-674-2425.

Thursday, June 11, 2015
9:00 a.m. until 11:00 a.m.
Dothan Campus
501 University Drive

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 4481.

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

Friday, June 19, 9:00 a.m. – 4:00 p.m.

Genealogy Basics



Designed for the beginner genealogist, this course explains the fundamentals of researching one's ancestry. You will be guided through the process of collecting available family records and information, then working backward, from the known into the unknown.

Both printed and online sources will be explored. You will learn to document the sources consulted, record the information and organize the research in an orderly manner.

Classes will meet for 5 sessions:

Monday, June 22, 29, July 6, 13, & 20
 6:00 pm-8:00 pm., \$55 per person

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

Monday, May 4 - July 27
 Location: Houston Academy



A Man's mind stretched by a new idea can never go back to its original dimensions.
 -- Oliver Wendell Holmes

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





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

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

www.troy.edu/ce

CONTINUING EDUCATION CENTER

334-983-0005 ♦ www.troy.edu/ce

Develop your skills reach your goals!

Look inside for courses in professional development, business, computers and technology, certificate programs, language, online courses and more.

Call now to reserve your space!

TROY UNIVERSITY™