L.E.A.D.  LIFELONG EDUCATION AND DEVELOPMENT

Continuing Education and Outreach

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The Winter/Spring edition of Lifelong Education And Development (LEAD) coincides with a critical time for Continuing Education and Outreach (CE&O) students and clients. The further reopening of the economy and tight labor market have shown the importance of investing in employee skills. Individuals and organizations can take advantage of this unique time by separating themselves through training and credentials that can quickly advance careers and organizations alike.

The courses and conferences offered by CE&O are designed to build/improve skills that can mean the beginning of a new career for employees or new capabilities for employers. A wide range of individual courses, noncredit professional development, test preparation, and online certificate programs aligned with industry-recognized standards in accounting, human resource management, project management, technology and more are available throughout the year. Many opportunities are available on-demand allowing students to begin immediately. Courses are available online, at one of our four campuses, or at client facilities so that learning can always fit into your busy schedule.

Our team of professional trainers and consultants develop custom training, consulting, and coaching for clients every day. They take great pride in delivering training that provides real-world experience, knowledge and skills that can immediately be applied in life and in the workplace. If your organization is looking to take the next step in its development, we have the resources to help bring that to fruition.

We appreciate your interest in CE&O, and please remember to call on us the next time you are in need of training.

Sincerely,

Lee Vardaman, Ed.D., SHRM-SCP
Associate Provost-Academic Support

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Did you know...
our Facebook page is updated daily?
Keep up to date with the latest announcements and info:

facebook.com/troyuniversitycontinuinged

T: 334.983.0005 | F: 334.983.0009 | troy.edu/ce
Greetings and welcome to the Winter/Spring edition of the CE&O LEAD magazine! If you are familiar with Troy CE&O and this magazine, you’ll notice the headshot and signature in this article from the Director have changed. After 30+ years in training and consulting, Sharleen Smith announced her retirement from CE&O in July of this year. Sharleen came to Troy in 2014 and worked to grow CE&O into a thriving department. We are thankful for her vision and wisdom and look forward to continuing the growth that she began several years ago! With that said, I would like to take this opportunity to introduce myself!

I have worked in the Continuing Education and Outreach field since 2012, and in communications and hospitality prior to that time. It’s truly a privilege to help public, private and nonprofit organizations explore personal and professional development opportunities that Continuing Education and Outreach offers across the state and nation. I graduated from Auburn University with a Bachelor’s Degree in Communications, and earned my Executive MBA from Auburn University at Montgomery. I love serving the communities in which I live and work and volunteer with several local schools and non-profit organizations. I am thankful for the love and support of my husband and 2 children.

As the lifelong learner evolves and more information than ever is at our finger tips, I look forward to working hard with the Troy CE&O team, to anticipate the future and create professional development opportunities that will help individuals and organizations for years to come. In order to look to the future, we start by looking at the past. The past two years have presented numerous challenges. With that said, I want to share some research that our team has been working on!

Did you know that there are currently five generations in the workforce:
- Traditionalists – born 1927–to-1946
- Baby Boomers – born 1947-to-1964
- Generation X – born 1965-to-1980
- Generation Z – born 2001-to-2020

The advancement in technology between a Traditionalist and Gen Z is so great. These generations have had entirely different life experiences. What shapes them, motivates them, their worldviews, the way they communicate, are all different. As employers we have a responsibility to engage every employee, regardless of their generation. We must be flexible and accommodating, and seek out opportunities to learn from one another.

This results in different expectations when it comes to what the employee experience looks like and what it takes to retain each worker. Now, add in a pandemic and that picture shifts yet again as each generation experiences this life altering time differently. Again, as leaders, we must be flexible.

Remote work is now a reality for a greater number of workers than ever before and it’s been proven that this shift has not come at a detriment to productivity. People are saving more money and becoming more active in caring for their mental and physical health.

Troy CE&O trainers have done a good bit of research on shifts that leaders should make in this ever-changing world. We challenge you, as things continue to change, as we look back in order to move forward, create innovation in your workplace!

As we prepare ourselves, our staff and our organizations for 2022, allow Troy CE&O to assist in creating a flexible culture; a culture that is resourceful, optimistic, adventurous, etc…. Our trainers have prepared assessments that will assist you with self-awareness, and training programs that will help you build a culture of flexibility, with every generation that you work with.

I am grateful for the opportunity to serve Troy CE&O as the Director, and look forward to working with you and helping you and your team reach your full potential by matching you with the Continuing Education program that meets your needs.

Laura Chambliss
Director, Continuing Education and Outreach
REAL ESTATE – In-Class
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. Get your real estate license and enter a profession with career potential! The in-class course meets the State of Alabama’s requirement for 60 hours of training. The state exam must be taken within six months of successful completion of the course. Must be at least 19 years of age to enroll.

BUS 001 – Introduction to Real Estate
Dates and Times: Thursdays, January 20-March 17  5:30-9:30 pm
Saturdays, January 22, February 12, March 5  8:00-4:00 pm
Location: Dothan Campus, Malone Hall
Cost: $325 (plus the book cost)

REAL ESTATE – ONLINE
Real Estate online courses are self-paced so you can study on your own terms, whenever and wherever you like. There is no classroom time required. Choose from new license, post-license, upgrade license, continuing education hours, or exam prep courses.

APPRAISAL COURSES – ONLINE
Home appraisers determine the value of real estate property before it is sold, mortgaged, taxed, insured or developed. Choose from new license, continuing education, or upgrade license courses.

For more details on Real Estate courses and Appraisal courses go to troy.edu/ce

GIS is a computer hardware and software system that is used to store, display, analyze, and map information. Geographers, planners, and developers, real estate agents, utility companies, and municipal officials all use these systems. This ONLINE certificate program is formatted into four sessions. Cost: $2000 includes all four modules, or $750 per module

<table>
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<th>TITLE</th>
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<tbody>
<tr>
<td>Session 1 - Intro to GIS</td>
<td>January 18 – February 13</td>
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<td>Session 2 - Intro to Remote Sensing</td>
<td>February 14 –March 13</td>
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<tr>
<td>Session 3 - Intro to Coordinate Systems</td>
<td>March 14 – April 10</td>
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<tr>
<td>Session 4 - Application of GIS</td>
<td>April 11 – May 8</td>
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INSURANCE PRE-LICENSE COURSES
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!

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.

These courses offer affordable online training that meets state requirements and allows you to learn at your own pace. They are the most thorough pre-licensure courses available 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.

“I wanted to thank you for the material and the program offered by Troy. I took the P&C. licensing exam this morning and passed it (on the first try). Thank you for your assistance through the process.” —Connie

This course is approved in Alabama, South Carolina, Texas, and Georgia

T: 334.983.0005 | F: 334.983.0009 | troy.edu/ce 5
Project Management Professional
This course is designed to prepare individuals for the PMP Exam. The PMP is highly recommended for experienced project managers looking to advance their skills, career, and earning potential. Ensure you are prepared for the rigorous PMP exam! This program combines expert instruction with The CERTWISE Learning System for PMP Exam Preparation training materials. **This course is conducted ONLINE with four virtual sessions. January 29–April 23, 2022 (Registration Deadline January 17, 2022) Cost: $1887.**

<table>
<thead>
<tr>
<th>ON-LINE VIRTUAL SESSIONS – DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Saturday, January 29</td>
<td>9:00 am until 12 noon</td>
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<tr>
<td>Saturday, February 26</td>
<td>9:00 am until 12 noon</td>
</tr>
<tr>
<td>Saturday, March 26</td>
<td>9:00 am until 12 noon</td>
</tr>
<tr>
<td>Saturday, April 23</td>
<td>9:00 am until 12 noon</td>
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</tbody>
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SHRM Certification
This intensive program is designed 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). This course is offered in partnership with the Society for Human Resource Management (SHRM). Cost includes all course materials. **February 7–April 29, 2022. $1100 per person ($1,050 for SHRM Members)**

Auctioneer School
Continuing Education and Outreach with Troy University 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 this 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
- Uniform Commercial Code
- Contract Law
- Auction and Commercial Law
- Clerking and Cashiering
- Advertising
- Site Preparation and Restoration

School Dates: July 14 – 22, 2022. Cost $975. (Register by June 27 and pay $925.)

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 Sunday, July 17, 2022. 8:00 a.m. – 5:00 p.m. Cost $125.

Presentation Skills Certificate Program
Presentation skills are now a necessity for professionals in every field. In fact, to be a leader in business today, these skills are a must. Develop and enhance your speaking style with poise, power and confidence so you reach each audience member. No matter what the subject, effective presentation skills training helps you deliver your message effectively and with professionalism.

Classes are offered twice each year.
Call 334-983-0005 to reserve your seat for our next class, or bring this program to your organization.
The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. Troy CE&O has partnered with the CLS to offer the programs listed. It's the goal of both Troy CE&O and the CLS to provide students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

**Paralegal Certificate Course®** $1895
This course is designed to train students to work as paralegals, provide advanced legal workers with additional skills, and educate students about the American legal system. During the 14-week course, you will learn how you can be of assistance in the exciting field of law. This course will provide you with a working knowledge of legal authority: how it is used in the litigation process and how to locate it through legal research.

**Advanced Paralegal Certificate Course* $3300**
*15 Specialty Topic Courses $550 each
These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

**Legal Secretary Certificate Course** $995
This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office.

**Software Essentials for the Law Office** $995
This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software.

**Personal Injury for Paralegals** $995
In this fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. Review of the negligence theory of torts upon which many personal injury claims are based. You will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office.

**Alternative Dispute Resolution Certificate Course** $995
This course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This is a mediation course geared for all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions.

**Other available courses include:**
- Medical Professional Legal Consultant
- Legal Nurse Consultant Training Course
- Advanced Legal Research and Writing Certificate Course
- Employment Law Certificate Course
- Legal Investigation Certificate Course
- Victim Advocacy Certificate Course

All courses are designed to provide students with practical real-world skills they need to be job-ready. Courses are non-credit, continuing education. Above listed pricing reflects tuition only. Required books and materials are not included. All certificates of completion are issued by Troy University. Click or call for more information: legalstudies.com/vendor/troy or 800.522.7737

Have L.E.A.D. delivered to your doorstep, desktop, or mobile device - IT'S FREE!
**Computers and Technology**

**Technical Certification Exam Prep Courses $695.00/ea.**


Weekend Format: Friday, 5:00 pm-9:00 pm; Saturday, 9:00 am-5:30 pm (30 minutes lunch break); Sunday, 9:00am-1:00pm. Note: Exam fee is separate and will not be given during class.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Security+ Exam SYO-601 Prep</td>
<td>January 21, 22, 23</td>
<td>Dothan</td>
</tr>
<tr>
<td>Network+ Exam Prep</td>
<td>February 18, 19, 20</td>
<td>Dothan</td>
</tr>
<tr>
<td>Security+ Exam SYO-601 Prep</td>
<td>March 25, 26, 27</td>
<td>Dothan</td>
</tr>
<tr>
<td>A+ Exam 220-1001/1002 Prep</td>
<td>April 22, 23, 24</td>
<td>Dothan</td>
</tr>
<tr>
<td>Security+ Exam SYO-601 Prep</td>
<td>May 20, 21, 22</td>
<td>Dothan</td>
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**In-Person Computer Courses**

These courses will be held in-person on our Dothan Campus. Health and safety is our priority, and CE&O will implement all necessary precautions to deliver these courses efficiently and safely.

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>DATE</th>
<th>TIME</th>
<th>CREDIT</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>CIS 078</td>
<td>PowerPoint</td>
<td>Tuesday and Thursday, January 25 and 27</td>
<td>5:30 – 8:30 p.m.</td>
<td>.6 CEU</td>
<td>$79</td>
</tr>
<tr>
<td>CIS 046</td>
<td>Excel, Level I</td>
<td>Tuesday and Thursday, February 22 and 24</td>
<td>5:30 – 8:30 p.m.</td>
<td>.6 CEU</td>
<td>$79</td>
</tr>
<tr>
<td>CIS 075</td>
<td>Excel, Level II</td>
<td>Tuesday and Thursday, March 29 and 31</td>
<td>5:30 – 8:30 p.m.</td>
<td>.6 CEU</td>
<td>$79</td>
</tr>
<tr>
<td>CIS 077</td>
<td>MS Word</td>
<td>Monday and Wednesday, April 11 and 13</td>
<td>5:30 – 8:30 p.m.</td>
<td>.6 CEU</td>
<td>$79</td>
</tr>
<tr>
<td>CIS 049</td>
<td>QuickBooks</td>
<td>Wednesday, May 4</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>.8 CEU</td>
<td>$99</td>
</tr>
</tbody>
</table>

**Cyber Security Certificate Program Spring 2022**

Learn the skills needed to protect networks, secure electronic assets, prevent attacks, and ensure the privacy of your customers. These courses are for IT professionals who manage small projects or large-scale business in the fields of law enforcement, hospitals, banking, education, and more. Courses are conducted ONLINE with four optional in-class sessions held on the Troy Campus. Cost: $2000 for all four modules or $750 per module.

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<tr>
<th>TITLE</th>
<th>DATE</th>
<th>LAB</th>
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<tbody>
<tr>
<td>Session 1 - Networking Basics</td>
<td>January 18 – February 13</td>
<td>Lab Saturday, February 5</td>
</tr>
<tr>
<td>Session 2 - Basics of Computer Securities</td>
<td>February 14 – March 13</td>
<td>Lab Saturday, March 5</td>
</tr>
<tr>
<td>Session 3 - Web Security and Network Security</td>
<td>March 14 – April 10</td>
<td>Lab Saturday, April 2</td>
</tr>
<tr>
<td>Session 4 - Security Policies</td>
<td>April 11 – May 8</td>
<td>Lab Saturday, April 30</td>
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**Coming in Fall of 2022**

**Instant Piano for Hopelessly Busy People $55***

If you yearn to experience the joy of playing piano but don’t want years of weekly lessons, this short course is for you! Taught by Michael McMillan, 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. If you can find middle C and know the meaning of “Every Good Boy Does Fine,” you already know enough to enroll. **Plus $25 material fee to instructor.**

The next course is scheduled for the Fall of 2022. Contact us now to be notified of course dates.
Medical Billing and Coding (Voucher Included) $2,995.00

CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you’re seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary to help you better understand the contents of a patient’s medical record, as well as notes from practicing physicians. In addition, you’ll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program.

Online Course
Ed2go Catalog: troy.edu/continuingeducation/pdcertificates.html

Grant Writing $2,295.00

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.

Online Course
Ed2go Catalog: troy.edu/continuingeducation/pdcertificates.html

Pharmacy Technician (Voucher Included) $2,495.00

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 you with an instructor for one-on-one assistance. Upon successfully completing your program, you may qualify for a 40 to 100-hour externship. All materials are included in the cost of the program. Upon completion of this program, you will be prepared to sit for the National Certification Exam which is the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is also included with the program.

Online Course
Ed2go Catalog: troy.edu/continuingeducation/pdcertificates.html

Non-Profit Management $2,295.00

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.

Online Course
Ed2go Catalog: troy.edu/continuingeducation/pdcertificates.html

Certified Bookkeeper $1,995.00

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. All textbooks are included.

Online Course
Ed2go Catalog: troy.edu/continuingeducation/pdcertificates.html

Graphic Design for Visual Presentations $195.00

Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

Online Course
UGotClass Catalog: troy.edu/continuingeducation/locationonline.html
Nutrition for Optimal Health, Wellness, and Sports  $2,595.00
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.

Online Course  Ed2go Catalog: troy.edu/continuingeducation/pdicertificates.html

NASM Certified Personal Trainer & Exam Prep (Voucher Included) $1,295.00
The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares you for the NASM exam, to earn one of the most respected and in-demand certifications in the health and fitness industry. 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. This program includes exam preparation and all study materials, as well as the certification exam fee.

Online Course  Ed2go Catalog: troy.edu/continuingeducation/pdicertificates.html

Certificate in Customer Service $245.00
Learn to improve your customer service skills to enhance your career skill set, improve productivity and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

Online Course  UGotClass Catalog: troy.edu/continuingeducation/locationonline.html

Six Sigma Green Belt Certificate $495.00
Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN’s Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization.

Online Course  UGotClass Catalog: troy.edu/continuingeducation/locationonline.html

Digital Marketing Certificate $495.00
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Online Course  UGotClass Catalog: troy.edu/continuingeducation/locationonline.html

Entrepreneurship Certificate $495.00
Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.

Online Course  UGotClass Catalog: troy.edu/continuingeducation/locationonline.html

Social Media for Business Certificate $495.00
Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write and train others on social networks.

Online Course  UGotClass Catalog: troy.edu/continuingeducation/locationonline.html
Save the Date

2022 Administrative Professionals Conference

April 27, 2022

Who should attend: Business/office managers, executive assistants, administrative assistants and associates, customer service representatives, and assistants or clerks within any industry.

Reasons to attend: Opportunities to network, increase knowledge, advance proficiency, gain inspiration, have fun along the way!

Location: RSA Activity Center, Downtown Montgomery, AL (201 Dexter Avenue, Montgomery, AL)

Fee: In-person $129 per person

Visit our www.troy.edu/ce or call 334-983-0005 to register. Organizations requiring an invoice or purchase order must call for details.
Your time is important, and your employees’ time is expensive. So why waste either with canned training programs that don’t address your company’s unique needs and objectives? Continuing Education and Outreach can assist your need for professional development. Our expert speakers and trainers have over 150 combined years of experience with non-profit, public sector, private companies, and corporations. Training is available in a multitude of topics, and can be conducted at our campus locations, or we can come to your organization. Troy CE&O can provide resources to assist in developing new training initiatives or to maintain and support current efforts. When it comes to selecting a training provider, there are a number of reasons to choose Troy CE&O:

- **FULLY CUSTOMIZED**
  The training we deliver is never canned or copied and pasted from something else. We pride ourselves in developing and delivering training solutions that are unique to each of our clients.

- **ENVIRONMENT-SENSITIVE**
  We believe that effective training keeps the entire organization in mind. We strive to understand your culture and deliver training that feels like it is a part of your organization.

- **CONFIDENCE-DRIVEN**
  As humans, we are more ready to act on knowledge we are confident in. So, we develop programs that boost learner confidence in how to follow correct procedure and eliminate flawed perceptions and decision making.

- **ALL-INCLUSIVE**
  Our customized programs include all required training materials, including student guides, media presentations, hands-on learning activities, testing materials, and follow-up trainee assessment.

Beginning with an initial consultation, custom training programs are developed based on the needs and desired end goals of your organization. Training is scheduled at a time that is convenient for your employees, at a location that is most convenient for learning and for your team. Ensure that your employees are proficient with the latest industry technologies and best practices - and be assured that the training they receive meets the needs of your organization.

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MEET OUR TRAINERS

INTEGRITY
AUTHENTIC
PASSIONATE
DYNAMIC
MOTIVATING

WHAT OUR CLIENTS HAVE TO SAY

“Thank you for organizing your speakers. This was by far our best gathering yet and we’ve heard nothing but great feedback on the topic and speaker. Your help and support is invaluable! “

Katy Garren, Community Involvement Coordinator
The Town of Pike Road

“Our Professional Development Conference at Troy University was a great success because of you and the team at Continuing Education and Outreach.”

Jeremy Arthur, President and CEO
Chamber of Commerce Association of Alabama

“I attended a class with one of your trainers and I have to say that is probably the best class I have been to recently. It was very informative and the trainer was excellent. It was easy to ask questions and the answers related back to us, not just some corporate answer that we are typically given in any training classes.”

Client Course Participant

Sharleen Smith  Michael Jackson  Jane Goodson  Ashley Jemigan  Ronda Walker  Joel Hughes
VALUES-BASED LEADERSHIP

EXECUTIVE LEADERSHIP FORUM

PRESENTED BY THE AIR WAR COLLEGE, MAXWELL AIR FORCE BASE

March 31, 2022 – 8:00am
Troy University Montgomery Campus
Forum, followed by networking with panelists

RSVP to attend:
continuinged@troy.edu
or 334-983-0005

**The outreach program is named in honor of General Henry H. “Hap” Arnold, a pioneer airman who was taught to fly by the Wright brothers. He is the only person in history to achieve a 5-star rank in both the Army and the Air Force.

The Hap Arnold Outreach Program is designed to strengthen ties between the Air War College at Maxwell Air Force Base, and the community, and is hosted in partnership with Troy University’s Continuing Education and Outreach department.
Attendees will walk away with a greater understanding of United States military service, military culture and the challenges military leaders face.
My Career Advancement Account Scholarship — Helping Spouses Reach Career Goals

The My Career Advancement Account Scholarship is a workforce development program that provides up to $4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their My Career Advancement Account Scholarship funds at any academic institution approved for participation in the scholarship.

Fast facts

The My Career Advancement Account Scholarship provides a maximum tuition benefit of $4,000 with an annual fiscal year cap of $2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds $2,000 (up to the maximum education benefit of $4,000).

Who is eligible for the My Career Advancement Account Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are not eligible include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard
IN-PERSON PROFESSIONAL DEVELOPMENT SERIES

TROY UNIVERSITY RIVERFRONT CAMPUS, PHENIX CITY

JANUARY 19
Color Dynamics
Time: 10am – 1pm | Cost $79

MARCH 23
Presentation Skills
Time: 10am – 2pm | Cost $89

JUNE 8
Understanding Your Leadership
Time: 10am-1pm | Cost: $79

FOR MORE INFORMATION AND TO REGISTER, VISIT WWW.TROY.EDU/CE
Learn about the woman who led a movement.

More than sixty years ago, Rosa Parks’ simple act of bravery helped inspire and lead the Civil Rights Movement. Today, you can step back in time and experience the sights and sounds that forever changed our country. Troy University’s Rosa Parks Museum is a state-of-the-art, interactive facility that honors one of America’s most beloved women who helped lead by her actions. Plan your visit and learn all about the life and legacy of Rosa Parks.

For ticket information and hours, visit troy.edu/rosaparks or call 334-241-8615.
Earn your degree at any time, from anywhere, troy.edu/online

Online Undergraduate Degrees
A.S., General Education
B.S., Hospitality, Sport and Tourism Management, Tourism Management
B.S.B.A., Global Business (Accounting And Finance)
B.S., Human Services
B.S.B.A., Global Business (General Business)
B.S., Interdisciplinary Studies
B.S.B.A., Global Business (Human Resources Management)
B.S., Interpreter Training Program
B.S.B.A., Global Business (Management)
B.S., Nursing (RN Mobility)
B.S.B.A., Global Business (Marketing)
B.S., Occupational Education
B.S., Anthropology
B.S., Political Science, American Politics and Public Administration
B.S., Computer Science
B.S., Political Science, International Politics
B.S., Applied Computer Science
B.S., Psychology
B.S., Criminal Justice
B.A.S., Resource and Technology Management
B.S., English
B.S., Social Science
B.S., Geographic Information Sciences
B.S., Social Work
B.S., History, American/Latin American
B.S., Sociology
B.S., History, European/Asian/African

Post Bachelors
Ed.S., Counseling
M.S., Management, Leadership
Ed.S., Early Childhood Education (P-3)
M.S., Management, Project Management
Ed.S., Elementary Education (K-6) (Non-Thesis)
M.S., Management, Talent Development
Ed.S., Instructional Leadership and Administration
M.S., Nursing, Family Nurse Practitioner
Ed.S., School Counseling
M.S., Nursing – Healthcare Informatics and Administration
Ed.S., Teacher Leader (P-12)
M.S., Second Language Instruction (Non-Thesis)
M.B.A., General Management
M.S., Second Language Instruction (Thesis)
M.S., Social Science, Anthropology (Non-Thesis)
M.S., Social Science, Geography (Non-Thesis)
Analytics
M.S., Social Science, History (Non-Thesis)
M.S., Social Science, International Relations (Non-Thesis)
M.P.A., International Public Administration
M.S., Social Science, Psychology (Non-Thesis)
M.P.A., Nonprofit Management
M.S., Social Science, Sociology (Non-Thesis)
B.S., Hospitality, Sport and Tourism Management, Hospitality Management
College of Arts & Sciences
Master Programs

MS Biomedical Sciences
Thesis, Non thesis

MS Environmental & Biological Sciences
Thesis, Non thesis

MS Computer Science
Artificial Intelligence Concentration  Thesis, Non thesis
Bioinformatics Concentration  Thesis, Non thesis
Cyber Security Concentration  Thesis, Non thesis
Distributed Systems Concentration  Thesis, Non thesis
Software Development Concentration  Thesis, Non thesis

MS in Criminal Justice
Thesis, Non thesis

MS in International Relations
Global Studies Concentration  Thesis, Non thesis
National Security Affairs Concentration  Thesis, Non thesis
Regional Affairs Concentration  Thesis, Non thesis

Master of Public Administration
Non Thesis

MS in Social Science
Anthropology Concentration  Thesis, Non thesis
Geography Concentration  Thesis, Non thesis
Political Science Concentration  Thesis, Non thesis
Sociology Concentration  Thesis, Non thesis
COLLEGE OF EDUCATION

For more than a century, Troy University has continued to produce teachers, counselors, administrators and sign-language interpreters who have changed the lives of students around the globe. Today, TROY’s College of Education (COE) stresses the importance of learning through an academic experience that spans well beyond the classroom.

We are proud to offer flexible, affordable, accredited programs for busy working adults, along with a host of dedicated professional faculty members and staff committed to give you the support you need to succeed.

Adult Education
American Sign-Language
Applied Behavior Analysis
Counseling
Interpreter Training

Occupational Education
Psychology
Rehabilitation and Disability Studies
Global Leadership, Ph.D.
Educational Leadership and Teacher Leadership

For information about these and other education programs in the College of Education, contact us at www.troy.edu/education, or call (334)808-6218.
LOOKING FOR A CAREER IN PROFESSIONAL HEALTHCARE (PT/OT/AT/MD/PA/DA)?
THIS IS THE MAJOR FOR YOU!

Gaining a degree in Exercise Science within the Department of Kinesiology and Health Promotion will put you on the right track to continue your education in any of the professional healthcare fields. Our curriculum was designed to give you the education and experience to be a competitive candidate in any professional healthcare field. More information of how to start you on the right track can be found by emailing khp@troy.edu.

UNDERGRADUATE

BS Exercise Science
- Pre-Health
- Nutrition
- Wellness/Fitness

BS Health Promotion

BS Physical Education

GRADUATE

MS Athletic Training

MS Kinesiology
- Exercise Science
- Coaching (100% online)

MS Physical Education
- Traditional (100% online)
- Alt A
How To Register

4 EASY WAYS TO REGISTER!
MANY CLASSES HAVE LIMITED SEATING.
REGISTER EARLY!

ONLINE: Choose the registration link located on the course pages. Click the Search button to see the catalog of courses. Select the course(s) you want, then click the Next button at the top of the screen and proceed with the registration process. For assistance, call 334-983-0005.

PHONE: Call 334-983-0005. Payment may be made by VISA, MasterCard, Discover, or company purchase order. Individuals MUST PAY at the time they register.

FAX: the printed form to 334-983-0009. Payment may be made by VISA, MasterCard, Discover, or company purchase order.

MAIL: Complete the registration form found on our website and mail to: Troy University, Continuing Education, P.O. Box 8368, Dothan, AL 36304. Please enclose your check, money order, credit card number and expiration date, or company purchase order number.

Policies & Procedures

CONTINUING EDUCATION UNIT (CEU)
The (CEU) is a nationally recognized method of quantifying time spent in the classroom during professional development and training activities. The 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. Individuals requesting a re-print of their certificate may be charged a fee of $5.00.

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 our web site at www.troy.edu/ce. Rates for courses are subject to change without notice. Please 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.

SCHEDULE CHANGES
Course dates, fees, instructors, etc. are subject to change. Continuing Education and Outreach shall not be held responsible for changes.

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

AMERICANS WITH DISABILITIES ACT
Troy University’s Continuing Education and Outreach complies with the Americans With Disabilities Act (ADA) in our workshops, classes, programs, and conferences. Should you need special accommodations as defined by the ADA, please let us know when you register for the event you wish to attend.

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