Welcome to the Winter/Spring edition of Lifelong Education And Development (LEAD). As the new year unfolds, we hope you are able to take advantage of opportunities by improving your skills and the skills of others in your organization. Continuing Education and Outreach is for everyone, from lifelong learners and ambitious career professionals to employers seeking custom solutions to complex issues. Our programs are designed to help you take the next step, no matter what your goals may be.

When it comes to career advancement, investing in continuing education provides outstanding returns, better job security, and increased profitability for employees and employers alike. Our courses and conferences are designed to arm you with critical skills and knowledge that matter in today's diverse job market. We offer 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.

Additionally, our team of professional trainers and consultants develop custom training, consulting, and coaching for clients every day. Our team takes great pride in delivering training that provides real-world experience, knowledge and skills that can immediately be applied in life and in the workplace. Courses are available online, at one of our four campuses, or at client facilities so that learning can always fit into your busy schedule.

Thank you for your interest and please remember to call on us the next time you are in need of training.

Sincerely,

Lee Vardaman

Lee Vardaman, Ed.D., SHRM-SCP
Associate Provost-Academic Support
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LIFELONG EDUCATION AND DEVELOPMENT

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Is Your Organization A Success Or Only A Beginning?

Henry Ford said something that should capture our attention. In fact, it should capture our intentions.

**Coming together is a beginning;**
keeping together is progress;
working together is success.

**Coming together is a beginning.** This might include your executive team, divisions, specific offices or your onboarding process for the entire organization. Herein lies a key to being a success. Many people hear the term “onboarding.” Some have an onboarding process. Yet, few master onboarding of new employees. Brining on new employees, is more that telling them the rules, handing them a job description and introducing them to managers. An effective onboarding process, gives new staff the vision, values, corporate culture, expectations, and even the history of the organization. At best, in some programs, the Human Resource Director delivers the welcome. This is not enough regardless of the size of your organization. The president/director, vice presidents/assistant directors, and managers need to share their thoughts of the organization and welcome the new members. Personal connection is key to igniting passion and purpose from the beginning. Onboarding is one of your best times to inspire and begin the effort to retain employees.

**Keeping together is progress.** Whether job knowledge and skills, customer service, process/operations flow, employee procedures, interpersonal skills, team work, communications, or a sundry of other topics, this is what “keeping together” means. Every staff member, manager and leader needs to be knowledgeable and possess the abilities to function as one – proficiency, capability and productivity. Usually division occurs when one person (or more) lacks the ability to perform their job, creates conflict/mistrust or promotes a negative attitude. These factors produce a crack in the foundation of your success. You need help from outside your organization to come in and change the direction. Inhouse consultants, facilitators and trainers will be looked at with skepticism and the motives will be questioned. It is of maximum priority to keep your staff and managers as one – together. Now is the time to revisit the passion, purpose, vision and development needed to be a success. And remember, the supervisors, managers and executive team are not exempt from this decline and are rarely perfect in their skill levels of team building, coaching and counseling to bring out the best in others. However, they can be great managers if the proper development and facilitation are added.

**Working together is success.** If you come together and keep together, you are almost to the point of success. Now you must work together. Yes, work together with complete collaboration and vision. One of the most important, and least developed onboarding processes is to ensure that the overall vision are not just words on the strategic plan but in the hearts and minds of each employee. If we see the destination, we can agree on how to get there. And to “get there” we need to collaborate during times where our opinions differ, and emotions are at their peak. Competitive, passive, compromise do not work as conflict resolution strategies. Sure, they are perceived as agreement on the outside, but underneath the surface are the same conflictive feelings. Problem solving, conflict management and resolution, how to deal with negative emotions, communicating during volatile situations are not skills we are taught at home or in school. If we had them in an advanced degree, it is all theory. Leaders must set their employees and managers up for the win. When you are working together, you can have success.

Troy’s Continuing Education and Outreach is here to support you in making the win!

Sharleen Smith
*Director of Continuing Education and Outreach*

*See page 16 for a snapshot on ways Troy CE&O can assist you in coming together, keeping together, and working together.*
Business and Professional

Accounting CPE
Join Continuing Education and Outreach for a day of CPE accounting education on the beautiful Dothan Campus. The sessions will offer the latest issues in today’s accounting field and are instructed by top professionals. Lunch provided.

Sessions: 1  CEU: .8

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240</td>
<td>August</td>
<td>Dothan, Malone Hall, Harrison Room</td>
</tr>
</tbody>
</table>

Rates: Individual and group rates will be available.

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. 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. For more information go to: troy.edu/ce/gis-certificate.html.

Sessions: 4  CEU: 4

<table>
<thead>
<tr>
<th>SESSION</th>
<th>TITLE</th>
<th>COURSE ID</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>Intro to GIS</td>
<td>CE 350</td>
<td>January 14 - February 10</td>
<td>Online</td>
</tr>
<tr>
<td>Session 2</td>
<td>Intro to Remote Sensing</td>
<td></td>
<td>February 11 - March 10</td>
<td>Online</td>
</tr>
<tr>
<td>Session 3</td>
<td>Intro to Coordinate Systems</td>
<td></td>
<td>March 11 - April 7</td>
<td>Online</td>
</tr>
<tr>
<td>Session 4</td>
<td>Application of GIS</td>
<td></td>
<td>April 8 - May 5</td>
<td>Online</td>
</tr>
</tbody>
</table>

*Save by registering for all four modules for only $2,000; regularly $750 per module.

We have hundreds of in-demand Business and Professional Development Courses online at: ed2go.com/troy/

Master Mentor Program
This program is designed to prepare 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 incumbents at all skill levels. For more information go to: troy.edu/ce.

Sessions: 4  CEU: 4.5 CEU per course; 18.0 CEU total

<table>
<thead>
<tr>
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<th>LOCATION</th>
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<tbody>
<tr>
<td>CE-314</td>
<td>Begins Fall, 2019</td>
<td>Online</td>
</tr>
</tbody>
</table>

*Save by registering for all four modules for only $2,000; regularly $750 per module.
Project Management Professional

Our 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're prepared for the rigorous PMP exam with Troy University, Continuing Education. This intensive program combines expert instruction with The CERTWISE™ Learning System for PMP® Exam Preparation training materials. Our course will help you learn faster, retain more knowledge and stay on track for success on the PMP exam. This course is conducted **ONLINE** with four optional in-class sessions held on the Montgomery Campus. For more information go to: troy.edu/continuingeducation/pmpcert.html.

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>ONLINE</th>
<th>IN-CLASS SESSIONS</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>MGT 038</td>
<td>January 19 - April 13</td>
<td>January 19, 9:00 am until 12 noon</td>
<td>Montgomery</td>
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<tr>
<td></td>
<td></td>
<td>February 16, 9:00 am until 12 noon</td>
<td>Montgomery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 16, 9:00 am until 12 noon</td>
<td>Montgomery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 13, 9:00 am until 12 noon</td>
<td>Montgomery</td>
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SHRM® CERTIFICATION
SHRM-CP® AND SHRM-SCP®

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.

**In-Person**
January 17 – April 4 Thursdays
5:30 – 8:00 pm
Montgomery Campus
Rosa Parks Building, Room 327
$1250 per person

**On-Line**
January 28 – April 22
$1050 per person

Visit troy.edu/ce for updates and registration information.

Have our magazine delivered to your doorstep, desktop or mobile device... it’s FREE!
Computers and Technology

Microsoft Excel - Level 1

$79

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 program.

Sessions: 2   CEU: .6

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>ONLINE</th>
<th>IN-CLASS SESSIONS</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>CIS 046</td>
<td>Tuesday &amp; Thursday, February 26 &amp; 28 5:30 pm - 8:30 pm Dothan</td>
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</table>

Cyber Security

Learn the skills needed to protect networks, secure electronic assets, prevent attacks, and ensure the privacy of your customers. This course is for IT professionals who manage small projects or large-scale business in the areas of law enforcement, hospitals, banking, education and more.

This course is conducted ONLINE with four optional in-class sessions held on the Troy Campus.

Sessions: 4   CEU: 4.8

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>ONLINE</th>
<th>IN-CLASS SESSIONS</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>CIS 161</td>
<td>Networking Basics</td>
<td>January 14 - February 10</td>
<td>Saturday, February 2</td>
<td>Troy</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Basics of Computer Securities</td>
<td>February 11 - March 10</td>
<td>Saturday, March 2</td>
<td>Troy</td>
</tr>
<tr>
<td>CIS 163</td>
<td>Web Security</td>
<td>March 11 - April 7</td>
<td>Saturday, March 30</td>
<td>Troy</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Network Security</td>
<td>April 8 - May 5</td>
<td>Saturday, April 27</td>
<td>Troy</td>
</tr>
</tbody>
</table>

*Save by registering for all four modules for only $2,000; regularly $750 per module.

You’re invited to attend....

The Hap Arnold Lecture Series

presented by
Continuing Education and Outreach, Troy University
In partnership with The U.S. Air Force Air War College, Maxwell Air Force Base

March 26, 2019
5:30pm Presentation
6:30pm Networking Reception
Location: Troy University, Montgomery Campus, Gold Room

March 27, 2019
4:00pm Presentation
5:00pm Networking Reception
Location: Troy University, Troy, AL, Room 122 Hawkins Hall

Topic of Presentation: Values-Based Leadership in Changing Times

The Hap Arnold Lecture Series employs a traveling panel of four senior officer students selected for their military experience, academic accomplishments, and deep interest in national security issues. These officers share their personal views on a wide range of military and government policy topics and issues, but are not bound to champion official policies. The lecture series is named in honor of General Henry H. "Hap" Arnold, a pioneer airman who was taught to fly by the Wright brothers. The general commanded the Army Air Forces to victory over Germany and Japan in World War II. Three years after retiring in 1946, General Arnold was appointed the first "general of the Air Force," five-star rank, by the U.S. Congress.

"We must think in terms of tomorrow." — H.H. Arnold, Global Mission

There is no cost to attend the events. RSVP to attend one or both events lhchambliss@troy.edu
Microsoft Excel - Level 2  $79
For the advanced user, this course will go beyond the basics to learn about creating, editing, sorting, filtering, charts and more.

Sessions: 2    CEU: .6

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>DATE</th>
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<td>CIS 075</td>
<td>Tuesday &amp; Thursday, March 19 &amp; 21 5:30 pm – 8:30 pm</td>
<td>Dothan</td>
</tr>
</tbody>
</table>

Microsoft PowerPoint  $79
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.

Sessions: 2    CEU: .6

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>DATE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>CIS 078</td>
<td>Tuesday &amp; Thursday, April 9 &amp; 11 9:00 am-4:00 pm</td>
<td>Dothan</td>
</tr>
</tbody>
</table>

Microsoft Word  $79
Learn word processing to create professional documents. You will learn how to create letters, reports, bulletins, and more using features such as clip art, spell check, and tables.

Sessions: 2    CEU: .6

<table>
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<tr>
<th>COURSE ID</th>
<th>DATE</th>
<th>LOCATION</th>
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<tr>
<td>CIS 077</td>
<td>Tuesday &amp; Thursday, January 29 &amp; 31 5:30 pm-8:30 pm</td>
<td>Dothan</td>
</tr>
</tbody>
</table>

Microsoft Office Specialist 2013  $1,995.00
The Microsoft Office Specialist 2013 training program prepares you for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

Online Course

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

Quickbooks  $99
An easy program for non-accountants. 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 date backup/protections.

Sessions: 1    CEU: .8

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>DATE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>CIS 049</td>
<td>Wednesday, May 8 8:00 am - 5:00 pm</td>
<td>Dothan</td>
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</table>
Technical Certification Bootcamps

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.

Sessions: Weekend Format   CEU: 1.6

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107 A+ Exam 220-901-902 Prep</td>
<td>January 25, 26, 28</td>
<td>Dothan</td>
</tr>
<tr>
<td>CIS 123 Security+ Exam SYO-501 Prep</td>
<td>February 15, 16, 17</td>
<td>Dothan</td>
</tr>
<tr>
<td>CIS 128 Windows 10 Exam 70-697/698 Exam Prep</td>
<td>March 22, 23, 24</td>
<td>Dothan</td>
</tr>
<tr>
<td>CIS 123 Security+ Exam SYO-501 Prep</td>
<td>April 12, 13, 14</td>
<td>Dothan</td>
</tr>
<tr>
<td>CIS 121 Network+ Exam Prep</td>
<td>May 3, 4, 5</td>
<td>Dothan</td>
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</tbody>
</table>

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

Certificate and Licensing Programs

REAL ESTATE AND APPRAISAL COURSES

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 state exam must be taken within 6 months of successful completion of the Introduction to Real Estate Course. The course fee for the in-class course is $325 plus cost of books. The in-class course is held on the Dothan Campus and will meet Mondays and Wednesdays, January 30 - March 27, from 5:30 pm - 9:30 pm.

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.

REAL ESTATE APPRAISAL - ONLINE

Choose from new license, post-license, upgrade-license, continuing education hours, or exam prep courses, online and 24/7 access. Self-paced. 100% approved. For online appraisal courses, choose from new license, continuing education, or upgrade license courses. For details go to troy.edu/ce. Course begins when you register.
The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. Our goal is to provide students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

Paralegal Certificate Course® $1395
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* $2100
*15 Specialty Topic Courses $300 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 $729
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 $729
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 $729
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 $729
This is 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 courses 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 Law School Prep Course LSAT Standardized Test Prep Course

2019 Online Schedule BEGINS JANUARY

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
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, Georgia, and Indiana.

AUCTIONEER SCHOOL
$975.00
Troy University’s Continuing Education and Outreach 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
- Contract Law
- Uniform Commercial Code
- Clerking and Cashiering
- Advertising
- 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 law and business. Introductory materials will be sent upon registration.

July 18-26
Course ID: BUS 119A

“Great experience and very helpful in my Auctioneer career. Teachers are great!” —Bert L.

“The course was amazing and the staff professional.” —Mike T.

“Auctioneer School is an amazing experience. I highly recommend it.” —Karen C.

*Register by June 21, and Pay $925.
(Georgia residents must begin class July 11)

SAVE $50.00

AUCTIONEER CONTINUING EDUCATION CLASS
$125.00
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.

July 21, 2019
Course ID: BUS 119B

“My experience was very informative and the material was very helpful.” —Mike T.
Medical Billing and Coding

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/pdicertificates.html

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.

Online Course

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

Pharmacy Technician (Voucher Included)

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/pdicertificates.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/pdicertificates.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/pdicertificates.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 $1,295.00
The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares 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, all study materials, as well as the certification exam fee.
Online Course Ed2go Catalog: troy.edu/continuingeducation/pdicertificates.html

Certificate in Sales $495.00
Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.
Online Course UGotClass Catalog: troy.edu/continuingeducation/locationonline.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
Certificate in Self Publishing for Business $495.00
A publication or book can help you expand your business in a way no form of advertising can. Whether you are with a small or large organization this practical certificate is designed to help entrepreneurs, businesses, and organizations self-publish non-fiction to promote and enhance your core business goals such as customer retention and building your brand. Get unique insights into finding your niche and developing customer oriented information that build customer relationships. Find out about self-publishing print publications and books. Then discover how to go about creating, formatting and publishing an eBook. Finally acquire the keys to marketing your print hard copy publication, book or eBook. Most importantly, you will create a marketing plan so you can map out your marketing steps all the steps from start to finish.
Online Course UGotClass Catalog: troy.edu/continuingeducation/locationonline.html

Six Sigma Black Belt Certificate $495.00
Lean and Six Sigma is changing the way organizations operate. Leading the change are Six Sigma Black Belts. Black Belt training builds on the Green Belt certification and teaches candidates advanced problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After this challenging course, Six Sigma Black Belts serve their organizations as a trained specialist able to lead Six Sigma projects in their organizations.

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.

Digital Marketing Certificate $495.00
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site 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.

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.

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.
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.

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

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).

troy.edu/military
Let Continuing Education be your one stop for training!

We can assist in meeting your need for professional development. Our expert speakers have over 100 years combined experience with non-profit, public sector, private companies and corporations. If customized content is what you want, we deliver for you with our research and development team. Training is available in a multitude of topics. Here are a few of the most requested.

**Myers Briggs Type Inventory**
Our certified MBTI trainer will assist attendees in an understanding of self and others’ behavior and thought tendencies. Attendees will be introduced to the assessment and personal interpretation of attendees’ temperaments; core temperament preferences; temperament dynamics, customized recognition of and techniques for working with the diversity of temperaments within your team; and identification of dominant and inferior mental functions. If desired, we can customize content toward communication, problem solving, conflict, coaching, counseling, wellness, leadership and many other targeted areas. The seminar is conducted with discussion, group and individual activities.

**Healthy Communication and Conflict Dynamics**
During this training, your team, led by our master trainers, will look at what is involved with a situation when opinions differ, emotions run strong and the outcomes matter. How to talk things out in the right climate and how the interactions flow is key to teamwork and collaboration. Techniques used include balancing your focus, stating your side of the situation, purposing mutual goals and trust, inviting the other person to feel comfortable and safe in telling their side of the story, and how to create action based on these proven techniques. Most importantly, the process or phases of conflictive communication will be discussed in detail.

**Change Management**
Master trainers will assist in understanding the process of the “people” side of change. Whether the change initiative is strategy, technology, structure, or process, the key is the needed change in people’s behavior. This change is a psychological transition. Identifying the four types of organizational change, staff will understand the three transitions people go through in adjusting to and accepting any change effort. It will allow attendees to become self-aware of their own response to overall change during each transition. Leaders will learn how to assist employees during the change process as well as assist in leading change initiatives for a more effective organization.

**Customer Service and/or Hospitality**
We can customize this training for any level of the organization – leadership in the culture of a customer service organization, supervisors in managing service, and staff in the details of delivering customer service. With these different details in mind, you can choose from six specific staff level seminars including Overall Customer Service, Interactions In Customer Service, Interpersonal Relationships In Service Delivery, Responding To The Tough Customer, Keep Them Coming Back – The Customer Service Journey, and Discovering and Solving the Service Dilemma. We have an equal number of management and supervisory seminars related to these areas.

**Team Work**
Whether a half day class or a four-day retreat near a ropes course, team work training can bring any group together to function more deliberately and effectively. Team work does not occur while people are working so we recommend a time when the team can be together offsite. We examine the team elements for building a productive and winning team, team formation including the responsibilities of the team leaders and team members, team characteristics (with assessment), team dysfunctions, team leadership and more. Depending on the duration, this training can be a half day but at least one day is recommended.

**Leadership**
Whether you desire an Executive Leadership Retreat, a half day class in leadership to a larger group or a full day for your leadership team, we have the training for you. Any leadership topic can be customized to meet your exact needs when you choose from leadership characteristics, challenges in today’s environment, self-leadership, one-on-one leadership, team leadership, team dysfunctions, coaching and feedback, types of leadership, organizational leadership, leadership vision, leadership innovation, or any other topic falling into this important level of organizational direction. Depending on the duration of the training, we offer experiential activities, group discussions, and individual exercises.

troy.edu/ce
Accounting CPE Seminar
Join Continuing Education for a day of CPE accounting education on the beautiful Dothan Campus. Sessions will offer the latest issues in today’s accounting field and are instructed by top professionals. [troy.edu/continuingeducation/accounting-seminar.html](http://troy.edu/continuingeducation/accounting-seminar.html)

**SESSIONS: 4  CEU: .8**

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<th>START DATE</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>BUS 240</td>
<td>August</td>
<td>Dothan Campus</td>
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</table>

Individual and group rates available.

Teacher Workshop - De-Mystifying Phonics $45.00
Taught by JoAnn McFarland, this session provides the pre-service teacher, in-service teacher, or interested partners 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 requirements for RED 3310. Workshop awards six PLUs.

**Sessions: 1  CEU: .6**

<table>
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<tr>
<td>EDU 126</td>
<td>Friday, February 15, 9:00 am - 4:00 pm</td>
<td>Dothan Campus</td>
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Administrative Professionals Conference
April 24, 2019

Cruising Into Your Future
Visit troy.edu/ce for registration information.

Alabama Leadership Conference
May 2, 2019

Visit troy.edu/ce for conference updates and registration information.
The Hospitality Academy is targeted at managers and staff from hotels and other lodging, restaurants, bars, attractions and venues in Montgomery City and County. Anyone who serves the public in a hospitality role should attend. Good hospitality is what you make of it. The academy will provide training on topics specific to the needs of the service provider.

Topics range from managing the customer service function to changing the establishment’s culture, to being customer focused to setting accountability measures for staff performance, among other management techniques needed in the hospitality industry. Other topics include responding to the tough customer, effective and critical interactions, managing the touch points of service, and solving the service dilemma.

Two Academies to Choose From

Mondays, January 28 – March 11
8:00 am – 12:00 noon
Graduation on March 14, 2019

Or

Mondays, July 8 – August 12
8:00 am – 12:00 noon
Graduation on August 15, 2019

Training will take place on the Montgomery Campus. Participants who successfully complete the academy will receive a certificate in a graduation ceremony. Parking is available on campus.

Visit troy.edu/ce registration information.
Continuing Education and Outreach offers conference keynotes and conference management!

“Just Like Riding a Bicycle”
“Rest in Peace or Rest and Peace”
“Extreme Makeover”
“MAP”ping Out Priorities”
“Leadership from the Inside Out”
“Merry-Go-Round or Roller Coaster”
“Negatives for a Positive Attitude”
“Flying Without the Red Cape”
“Balancing Your Life While Walking on a Tightrope”
“The Four “Cs” of Leadership”
“Looking Up a Mountain – Coming Down a Molehill”
“Follow Your Yellow Brick Road”
“Thinking Out of the Box”
“Hokey Pokey Leadership”
“Your Life, Your Luggage”
“PAR for the Course”
“Would You Follow You?”
“Are You Feeding Your Employees M&Ms?”
“Adjusting Your Rearview Mirror for the Ride Ahead”

Let Us Manage Your Next Conference

From pre-conference planning and site selection, to speakers and entertainment, to onsite logistics and post-conference evaluation, we deliver the conference management services that will ensure your conference meets or exceeds expectations.

<table>
<thead>
<tr>
<th>PRE</th>
<th>ON SITE</th>
<th>POST</th>
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<tbody>
<tr>
<td>Planning</td>
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<td>Budgeting</td>
<td>Check-in</td>
<td>Debrief</td>
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<td>Theme</td>
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<td>Entertainment</td>
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<td>Website consulting</td>
<td>Administrative services</td>
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<td>Registration</td>
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Continuing Education and Outreach offers organizational development consulting!

Customer/Client/Employee Surveys
360 Degree Feedback
Change Management Consulting
Culture Change
Succession Planning
Strategic Planning
Sustainability Studies
Security/Risk Assessments
Decision Making Facilitation
Communication Strategies and Plan
Succession Planning
Policies and Procedures Development
Employee Orientation Development
Job Analysis/Job Descriptions
Mentoring Programs
Recruiting, Interview and Selection
Performance Management Systems
Classification and Pay Studies
Training Curriculum Development

Personal Development

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 apart 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.

Sessions: 1  CEU: .3

Luncheon or Dinner – We have Your Speaker!
Let Continuing Education and Outreach at TROY speak at your next lunch and learn event. Whether Chamber of Commerce, award event, or company summit, you can choose from over 250 topics. We have just the right speaker or trainer for your event.

Contact Laura Chambliss at lhchambliss@troy.edu.
## Master Programs – Non-Thesis

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<th>Category</th>
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<td>Biomedical Sciences</td>
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<td>Computer Science</td>
<td>Artificial Intelligence</td>
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<td>Computer Network &amp; Security</td>
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<td>Software Development</td>
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<td>Criminal Justice</td>
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<td>Environmental and Biological Sciences</td>
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<td>Biological Sciences</td>
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<td>Environmental Sciences</td>
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<td>Environmental Policy</td>
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<td>International Relations</td>
<td>Global Studies</td>
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<td>National Security Affairs</td>
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<td>Regional Affairs</td>
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<td>Master of Public Administration</td>
<td>National Security Affairs</td>
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<td>Nonprofit Management</td>
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<td>Public Health Administration</td>
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<td>Public Human Resources Management</td>
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<td>Public Management</td>
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<td>Social Science</td>
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### Master Programs – Certificates Only

- Biomedical Sciences

### Master Programs in Education

- Biology Education (6-12)
- Biology Education Alternative A Certification (6-12)
- General Science (6-12)
- General Science Alternative A (6-12)
- History Education (6-12)
- History Education Alternative A (6-12)
- Mathematics Education (6-12)
- Mathematics Education Alternative A (6-12)
- Social Science Education (6-12)
- Social Science Alternative A (6-12)

## Troy University Center for Public Service . . . Making Connections for a Stronger Alabama

Connections to Alabama state and local governments as well as nonprofit organizations is what drives the Troy University Center for Public Service. Excellence and execution distinguish the Center’s work with organizations focused on public service.

### Our Goal - A Stronger Alabama

Through partnerships, the Center for Public Service provides expertise in various areas, including:

- Human Resource Management
- Program Evaluation
- GIS and Computer Mapping
- Organizational Analysis
- Project Management
- Financial and Policy Analysis
- Conference Planning and Administration

For more information about the Troy University Center for Public Service, contact:
Thomas Vocino, Ph.D., Executive Director, (334) 241-8716, tvocino@troy.edu
Troy University
John M. Long School of Music

Vocal Jazz Invitational
March 20 - 21, 2019

Clarinet Day
March 30, 2019

M.I.C. Check
April 3 - 5, 2019

Troy Jazz Festival
April 6, 2019

Troy Choral Festival
November 9 - 11, 2018

Middle School Concert
Band Clinic
December 6 - 8, 2018

High School Concert
Band Clinic
January 31 - February 2, 2019

Guitar Festival
February 15, 2019

www.troy.edu
Alabama’s Small Business Development Center at Troy University

Growing the Southeast Alabama Economy, One Small Business at a Time

Alabama’s Small Business Development Center at Troy University (SBDC TROY) provides management and technical assistance to approximately 300 business owners and aspiring entrepreneurs each year throughout their Southeast Alabama ten county service area. The SBDC TROY, created in 1980, was an original member of Alabama’s Small Business Development Center Network (Alabama SBDC.) The Alabama SBDC makes up 10 of the more than 1,100 centers in America’s SBDC network located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa.

The SBDC TROY provides no fee face-to-face business consulting and low-cost training on business and strategic planning, capital access and loan packaging, market strategy, financial analysis, e-commerce and government contracting. Over the past five years, SBDC TROY delivered substantial consulting and training services that resulted in 679 jobs created and retained, 77 new business starts, approximately $206 million in government contract awards and more than $13 million in capital investment.

Each year the SBDC TROY highlights several client success stories. One of those success stories is Miranda Dunn, owner of GUILT, located in Dothan, Alabama. GUILT is a unique women’s clothing store featuring a wine bar that allows patrons to both sip and shop. The SBDC TROY assisted Miranda with developing an event to create awareness. She decided it would be a "Back to School Wine Down" shopping event resulting in many new customers for the store. Miranda told the SBDC TROY that having guidance in scheduling the event was exactly what she needed to create a buzz around her new store.

Another client success story is that of Jim McDonough and John Cappadoro, owners of Veterans Cleaning Solutions located in Enterprise, Alabama. John and Jim initially contacted the TROY SBDC for guidance in developing a business plan in 2010. It was recommended at that time they enroll in a nine-week business planning course sponsored by the TROY SBDC. Unfortunately, they did not. When the TROY SBDC met with them again in 2015, to help John and Jim complete a new business plan for additional financing, the advisor went over their financials and found that the company was actually on the brink of going out of business. Jim says, “Our lack of planning before going into business was showing up in all areas. We regret not participating in that 2010 class.” Fortunately, they caught their mistakes in time, restructured their business model and continue today with regular meetings with that same TROY SBDC advisor.

The SBDC TROY staff includes Judy Callin, Director; Betsy Baker, Senior Advisor; Harry Grier, Advisor; Janet Kervin, Advisor; and Brenda Marcum, Clerk III. The advisors have a broad range of education, background and business experience.

So, are you ready to begin your own success story? SBDC TROY is ready to assist you. Request a no cost appointment at http://www.asbdc.org/register or call 334-674-2425 for more information.
Most people don’t know it but educating and training adults is a major undertaking both in the US and internationally. More money, time, and resources are spent on adult education and training than in K-12 as well as traditional post-secondary education… combined! Think about it: CPR classes, SCUBA diving courses, drywall repair class at a local home improvement store, technical/vocational education, safety training at major manufacturers, and even Professional Military Education across the four branches of service – there is a LOT of education and training occurring for adults every day, 24 – 7 - 365!

The Bachelors of Science in Occupational Education: Numerous individuals have specialized occupational skills such as welding, cosmetology, and automotive maintenance. Additionally, many of these individuals have not earned a bachelor’s degree which would enhance their ability to gain employment in many areas to include the nation’s countless community and technical colleges. The BSOE provides a pathway for individuals with specialized skills to earn a bachelor’s degree designed to provide expertise in the design, delivery, and practice of instructional programs for adults in a variety of professional and technical vocations including online education, workforce development, continuing education, higher education, and military education.

The Master of Science in Adult Education: The Adult Education field, which has ties to virtually every sector of the workforce, has garnered greater attention due to the shift in employment and workforce training needs.

To do this, the MSADE program offers three concentrations:

**Curriculum and Design:** This concentration equips graduates with the ability to analyze, design, develop, implement, and evaluate curricula for the education and training of adults in diverse learning situations. Both theoretical and practical aspects of adult learning, the instructional design process, teaching strategies, and educational evaluation are explored to provide a comprehensive program useful in designing instruction at multiple levels including community, post-secondary, workplace, or government applications.

**Instructional Technology:** This concentration prepares graduates for the instructional technology profession whether as teachers, trainers, instructional designers/training specialists, instructional media specialists, and other human services professionals. A recent Internet search for instructional technology related jobs using the a single specialized Job Search Engine shows 4,095 current openings in Instructional Technology jobs in the United States.

**Leadership Studies:** Leadership Studies emphasizes the development of 21st century leadership. It focuses on developing leaders who are globally-minded, proficient in technology, and who can apply and generate knowledge from real-world situations. So, if you or someone you know is interested in Adult Education, Troy University offers programs that will meet your needs. For more information, call 334-241-8714 or send us an email at: departmentofldps@troy.edu.
Earn your degree at any time, from anywhere,

online.troy.edu

Online Undergraduate Programs
ACCELERATE - Dual Enrollment Online for High School Students
Accounting - Forensic Accounting
Accounting - Management Accounting
Anthropology
Applied Computer Science
Associate of Science in General Education - Applied Behavior Analysis
Associate of Science in General Education - Aviation Operations - Fixed Wing Training
Associate of Science in General Education - Aviation Operations - Rotary Wing Training
Associate of Science in General Education - Aviation Operations - Unmanned Aerial Systems Training
Associate of Science in General Education - Computer Science
Associate of Science in General Education - Criminal Justice
Associate of Science in General Education - Global General Business
Associate of Science in General Education - History
Associate of Science in General Education - Military Operations
Associate of Science in General Education - Political Science
Associate of Science in General Education - Psychology
Associate of Science in General Education - Recreation
Associate of Science in General Education - Social Science
Associate of Science in General Education - Sociology
Criminal Justice
Criminal Justice - Digital Forensics
Criminal Justice - Homeland Security
Cybersecurity Certificate
English
General Business - Global Business
History - American/Latin American
History - European/Asian/African

Online Graduate Programs
Adult Education - Curriculum and Instruction
Adult Education - Instructional Technology
Adult Education - Leadership Studies
Criminal Justice
Childhood Education (Grades P-3)
Early Childhood Education - Education Specialist (P-3)

Hospitality Management - Hospitality, Sport and Tourism Management
Human Resources Management - Human Services
Interpreter Training Program
Liberal Studies
Management - Global Business
Managerial Accounting - Global Business
Marketing - Global Business
Political Science - American Politics and Public Administration
Political Science - International Relations
Psychology
Resource and Technology Management - Resource and Technology Management
Social Science
Social Work
Sociology
Sport Management - Hospitality, Sport and Tourism Management
Tourism Management - Hospitality, Sport and Tourism Management
Hospitality Management - Hospitality, Sport and Tourism Management
Human Resources Management - Global Business
Human Services
Interpreter Training Program
Liberal Studies
Management - Global Business
Managerial Accounting - Global Business
Marketing - Global Business
Political Science - American Politics and Public Administration
Political Science - International Politics
Psychology
Resource and Technology Management
Resource and Technology Management - Aviation Ops - Unmanned Aerial Systems
Social Science
Social Work
Sociology
Sport Management - Hospitality, Sport and Tourism Management
Tourism Management - Hospitality, Sport and Tourism Management

Online Graduate Programs
Adult Education - Curriculum and Instruction Design
Adult Education - Instructional Technology
Adult Education - Leadership Studies
Criminal Justice
Childhood Education (Grades P-3)
Elementary Education (K-6)
Elementary Education (K-6) - Education Specialist
Environmental and Biological Sciences - Environmental Policy
Gifted Education (P-12)
History Education (6-12)
Human Resource Management
Instructional Leadership and Administration - Education Specialist (P-12)
International Relations - Global Studies
International Relations - National Security Affairs
International Relations - Regional Affairs
Management - Leadership (MSM)
Management - Project Management (MSM)
Management - Talent Development and Training (MSM)
MBA - General Management
MPA - Public Administration
Second Language Instruction
Social Science (Non-Thesis)
Social Science Education (Grades 6-12)
Sport & Fitness Management (Master's) - Sport Management
Sport Management (Ph.D)
Strategic Communication
Teacher Leader - Education Specialist
Capitalizing on the natural synergies among three related industry management disciplines, the School of Hospitality, sport and Tourism Management offers students an exceptional fundamental education, service learning opportunities and career preparations through industry experiences.

The School of Hospitality, Sport and tourism Management offers undergraduate and graduate degree options in both traditional and fully online formats.

**BS Program Concentrations:** Hospitality Management, Sport Management and Tourism Management

**MS Program in Sport Management**

**Ph.D. Program in Sport Management**

The goal of the Bachelor of Science in Hospitality, Sport and Tourism Management (HSTM) is to create an integrated academic learning environment for analyzing and resolving contemporary challenges of the hospitality, sport and tourism industries. Experiential learning opportunities are the cornerstone of Troy University’s HSTM program, and students have numerous possibilities to gain valuable career preparation experiences through coursework and industry relationships. HSTM faculty have extensive knowledge and practical experience in related industries and are dedicated to serve as both mentors and educators to support student achievement.

For further information, contact: Dr. Anthony Dixon, Director and Associate Professor, School of Hospitality, Sport and Tourism Management, HSTM@troy.edu, 334-670-3827, troy.edu/hstm

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**Doctor of Nursing Practice (DNP)**

The Doctor of Nursing Practice (DNP) is a terminal degree that prepares the graduate to provide the most advanced level of nursing care for individuals, families and communities. The outcomes for the program are consistent with the American Association of Colleges of Nursing’s (AACN) specifications for practice doctoral programs in nursing in accordance with The Essentials of Doctoral Education for Advanced Nursing Practice.

The DNP program educates the advanced specialty nurse for expert practice in leadership and clinical roles in a practice-focused doctoral program in nursing. TROY’s program enables nurses to become expert nurse leaders and collaborators in solving problems in health care systems. The program infuses the nursing community with qualified educators who can work with students in new practice settings, demonstrating evidence-based approaches to healthcare using strategic problem solving skills. The changing demands of the nation’s complex healthcare environment require the highest level of scientific knowledge and practice expertise to assure high quality patient outcomes.

Every course required for the DNP is available online, following on-campus orientation to prepare you for success. You will be assigned a faculty member who will be your mentor, a trusted teacher and supporter who will help you navigate your degree requirements.

If you are interested in a terminal degree in nursing practice, this program is designed just for you. Post-BSN and post-MSN options are available for you to pursue, and TROY’s DNP program offers two advanced clinical specialization tracks: Family Nurse Practitioner and Nurse Leader.

Application Deadlines • October 1st, March 1st, and June 1st

1-866-780-7823 - troy.edu/nursing
Capitalizing on the natural synergies among three related industry management disciplines, the School of Hospitality, Sport and Tourism Management offers students an exceptional fundamental education, service learning opportunities and career preparations through industry experiences.

The School of Hospitality, Sport and Tourism Management offers undergraduate and graduate degree options in both traditional and fully online formats.

**BS Program Concentrations:**
- Hospitality Management
- Sport Management
- Tourism Management

**MS Program in Sport Management**

**Ph.D. Program in Sport Management**

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- October 1st
- March 1st
- June 1st

**Troy Campus**
111 Adams Avenue, Troy, AL 36082

**Dothan Campus**
500 University Drive, Dothan, AL 36303

**Montgomery Campus**
231 Montgomery Street, Montgomery, AL 36103

**Phenix City, Riverfront Campus**
1510 Whitewater Avenue, Phenix City, AL 36867

All Roads Lead To Troy...
HOW TO REGISTER

WE HAVE FIVE EASY WAYS TO REGISTER:

ONLINE: Choose the registration link located on the course pages. Click on Select Courses. Choose the course(s) you want, then click submit at the bottom 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 adjacent registration form 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.

WALK IN: Register in person at 501 University Drive, Adams Hall, Room 200. Office Hours are: Monday-Thursday, 8:00 am to 5:30 pm; Friday, 8:00 am to 12 noon.

POLICIES AND 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
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.

“Leadership and learning are indispensable to each other.”

- John F. Kennedy

Register early to ensure your seat before classes are filled.
REGISTRATION FORM
L.E.A.D. - WINTER/SPRING 2019

Simply fill out the information below and send it in. Feel free to copy this form for additional registrations and if you have any questions, give us a call!

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

First Person (PLEASE PRINT CLEARLY)

Address

City State Zip

Home Phone Work Phone Email

First Course ID/Title

Date Time Cost

Additional Course ID/Title

Date Time Cost

Second Person

Address

City State Zip

Home Phone Work Phone Email

First Course ID/Title

Date Time Cost

Additional Course ID/Title

Date Time Cost

Birthdate ________ / ________ / ________ (for official use only)

HOW DID YOU FIND OUT ABOUT US?

- Direct Mail
- Email
- Newspaper/Magazine
- 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)

Purchase Order Number

Credit Card Number Expiration Date

Name on Credit Card

CSC/CVV (3-Digit Code)

Signature (if paying by credit card)

Continuing Education and Outreach administrative offices are located at:
501 University Drive
Adams Hall, Room 200
Dothan, AL 36303

Operating Hours:
Monday - Thursday, 7:45 am - 5:30 pm
Friday, 8:00 am - 12 noon

For more information:
T: 334.983.0005
E: continuinged@troy.edu

Pre-registration is required for all courses.
Payment MUST be made at time of registration.