

How can I learn to do *that*?

**Presenting the 2016 Winter/Spring courses
from UNA's Continuing Education and Outreach.
Learn something new—and have fun doing it!**



SPRING 2016

University of North Alabama Continuing Education and Outreach • 256-765-4862

IMPORTANT INFORMATION

REGISTRATION DEADLINE: Please register early! Cancellation decisions are made three days prior to start date. Minimum enrollment standards are established for each course, and if a course does not meet this level it will be canceled.

NON-CREDIT COURSE POLICIES: Payment is due at time of registration. For company-sponsored participants, registration(s) are confirmed when the authorization to bill the sponsoring company has been received by Continuing Education and Outreach. You will receive a confirmation by email after we receive your registration, Please read it carefully for any updated information.

ATTENDANCE POLICY: CANCELLATIONS AND WITHDRAWALS: Failure to attend a non-credit course does not constitute withdrawal. Continuing Education and Outreach must be notified directly; if withdrawal is made by the registrant at least three working days prior to the course's beginning, a complete refund will be made. Refunds are not available after this time. Participant substitution may be made at any time.

COURSE CANCELLATIONS: Non-credit courses are subject to cancellation if there is insufficient enrollment. Continuing Education and Outreach apologizes for any inconvenience this may cause you. In the event a course is canceled, a registrant has the option of applying the paid fees to another course or receiving a complete refund.

MISPRINTS: Continuing Education and Outreach shall not be held responsible for misprints (typos) with regard to course fees, dates, etc. We apologize for any inconvenience this may cause.

COURSE LOCATIONS: Most courses are held at UNA East Campus. Other courses have different locations as shown. Ample parking is available at UNA East Campus and in the parking deck across from Stevens Hall if your class meets on the main campus. We reserve the right to change the instructor, time, date, and room to better facilitate the program.

CLASSROOM ASSIGNMENTS: Classroom assignments will be in your confirmation letter. You will be notified of any classroom changes. If you have questions about classroom location, please call (256) 765-4862.

BOOKS AND SUPPLIES: Unless noted otherwise in the course description, books and supplies will be furnished by Continuing Education and Outreach.

CONTINUING EDUCATION UNITS: The Continuing Education Unit (CEU) is a nationally recognized method for noting non-credit Continuing Education participation. One CEU is awarded for each 10 hours of participation. Some programs carry other professional acknowledgments. Certificates of attendance listing the numbers of CEUs and other approved hours will be available.

CAMPUS POLICE: Campus police officers patrol the campus during the evening hours, You may reach the campus police by calling (256) 765-4357.

CHILDREN: Please let us know at registration if a student is under the age of 16. Some classes may require a parent in attendance. For safety reasons, unattended children are not allowed in the classroom.

PARKING POLICY: If you have registered for a course that meets on the UNA main campus, you will receive a visitor's parking permit for your vehicle. Please place it inside the passenger's side windshield on the day of class.

WEATHER: In case of inclement weather, classes may be postponed. Snow, ice, or power failure may force building and campus closing. Anytime UNA is closed, Continuing Education and Outreach is also closed. If you have any doubt, listen to radio or television announcements or call (256) 765-4862.

ARE YOU DISABLED? We are here to accommodate! Please call (256) 765-4862 at least two weeks in advance to guarantee that your continuing education experience is the best it can be. UNA is an equal opportunity/equal access institution.

UNIVERSITY CLOSINGS: UNA will be closed January 18, February 19, March 25, March 28-April 3, and May 30.

UNA EAST CAMPUS: Continuing Education and Outreach is located in the UNA East Campus Building, located at 1640 Tune Avenue, Florence, AL 35630. Parking and classroom access is located behind the building. **For campus map and directions, please visit www.una.edu, scroll to the bottom of the page, and select Maps/Directions, or call (256) 765-4862**

CONTACT INFORMATION

UNIVERSITY OF NORTH ALABAMA
Continuing Education and Outreach
1640 Tune Avenue
Florence, Alabama, 35630

Phone (256) 765-4862
Toll-Free: 1-800-825-5862, ext. 4862
Fax: (256) 765-4872

Visit us online: www.una.edu/continuing-studies

Office hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

OFFICE STAFF:

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256-765-4862

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REGISTRATION FORM

Name _____

Company Name (if applicable) _____

Job Title (if applicable) _____

Mailing Address _____ ☐ Home ☐ Business

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____

Fax _____ Cell phone _____

Email _____

Course no. _____ Course Name _____ Fee _____

Course no. _____ Course Name _____ Fee _____

Course no. _____ Course Name _____ Fee _____

Course no. _____ Course Name _____ Fee _____

Course no. _____ Course Name _____ Fee _____

REGISTRATION FEE OF \$2 PER ORDER: \$2.00

TOTAL: _____

Payment Method: ☐ Check (payable to UNA) ☐ Purchase Order ☐ Money Order

☐ Discover ☐ Mastercard ☐ Visa

Credit Card # _____ Expiration Date _____

Authorized Signature _____ Verification # _____

PLEASE MAKE AS MANY COPIES OF THIS FORM AS NEEDED

HOW TO REGISTER:

BY PHONE: Our registration office is open from 8 am to 4:30 pm, Monday through Friday. We accept Discover, Mastercard, and Visa. We also accept company purchase orders. **Call (256) 765-4862 or 1 (800) 825-5862, ext. 4862.**

IN PERSON: During office hours, come to our office in the UNA East Campus building (formerly Powell School), **1640 Tune Avenue, Florence.** Please have correct change.

FAX: Fax the registration form any time, day or night, to **(256) 765-4872.** All fax orders require a credit card number unless the course is being invoiced to your company.

ONLINE: Visit www.una.edu/continuing-studies and follow the links to the registration screen.

BY MAIL: Complete the registration form and mail with your check or credit card information (no cash, please), to **Continuing Education and Outreach, UNA Box 5036, University of North Alabama, Florence, AL 35632-0001**

CANCELLATIONS: If you must cancel, notify us three days in advance for a full refund. Later cancellations may receive credit toward future workshops if requested by the date of the seminar, less a cancellation fee. Participant substitution may be made anytime.

CONTINUING EDUCATION CALENDAR

JANUARY

INTRODUCTION TO INVESTING:

Saturday, January 23, 10 - 11 a.m.

FEBRUARY

HISTORY OF ESSENTIAL OILS

Monday, February 1 6 - 8:00 p.m.

INVESTING TECHNIQUES FOR THE NEW INVESTOR:

Five Mondays, February 1- 29 6:30 - 8:00 p.m.

BASIC FLORAL DESIGN: AN INTRODUCTION TO FLOWERS AND FORM:

Seven Mondays, February 1 - March 14 6 - 8:00 p.m.

LIVING A HEALTHY LIFESTYLE: PART I:

Tuesday, February 2 6 - 8:00 p.m.

SENTENCE STYLE: BUILDING EFFECTIVE PROSE LINE BY LINE:

Eight Tuesdays, February 2-March 22 6 - 8:00 p.m.

HISTORY OF THE SHOALS: FROM REBELS TO ROCK N' ROLL:

Six Thursdays, February 4 - March 10 6 - 8:00 p.m.

THE INS & OUTS OF DIGITAL SLR CAMERAS:

Saturday, February 6 9 a.m. - 12 p.m.

BEGINNER EAST COAST SWING: Part I:

Four Mondays, February 15 - March 7 6:00 - 7:00 p.m.

BEGINNER COUNTRY TWO STEP: Part I:

Four Mondays, February 15 - March 7 7:15 - 8:15 p.m.

POTTERY:

February 22, 23 & 29 and March 1, 7 & 21 6 - 9 p.m.

FISHING THE SHOALS 101:

Three Tuesdays, February 23 - March 8 7 - 9:00 p.m.

ADVANCED INVESTING SEMINARS:

February 23 6:30 pm - 8:00 pm

BASICS OF FURNITURE UPHOLSTERY:

Six Thursdays, February 25 - March 31 6:30 - 8:30 p.m.

MARCH

HOME STAGING & INTERIOR DESIGN:

Four Wednesdays, March 2-23 10:00 a.m. - 12:00 p.m.

UNDERSTANDING THE ANNUAL REPORT:

Saturday, March 5 10 a.m. - 12:00 p.m.

CATCH-UP STRATEGIES FOR LATE SAVERS:

Two Mondays, March 7 and 14 6:30 - 8 p.m.

SURVIVAL SPANISH:

Six Mondays, March 7 - April 11 6:00 - 8:00 p.m.

CAPTURE AND CRAFT BETTER VIDEOS WITH ARMOSA STUDIOS:

Tuesday, March 8 6 - 8 p.m.

BRIDGE FOR BEGINNERS:

Eight Tuesdays, March 8 - April 26 6 - 8:00 p.m.

TATTING:

Two Tuesdays and two Thursdays, March 8-17
2:30 - 4:30 p.m.

BEYOND BEGINNER BRIDGE:

Eight Thursdays, March 10 - April 28 6 - 8:00 p.m.

BEGINNING GUITAR: MAKING SENSE OF THE GUITAR!:

Two Mondays and two Thursdays, March 14 -24,
6:00 - 8:00 p.m.

BEGINNER EAST COAST SWING: Part II:

Four Mondays, March 14 - April 4 6:00 - 7:00 p.m.

BEGINNER COUNTRY TWO STEP: Part II:

Four Mondays, March 14 - April 4 7:15 - 8:15 p.m.

COUPONING 101: Monday, March 14 6 - 8:00 p.m.

CAPTURE AND CRAFT BETTER PHOTOGRAPHS WITH ARMOSA STUDIOS:

Tuesday, March 15 6 - 8 p.m.

YOGA I:

Six Tuesdays, March 22 - May 3 6 - 7:30 p.m.

USING OUR PAST TO FIND VICTORY IN OUR PRESENT:

Seven Tuesdays, March 29 - May 10 6 - 8:00 p.m.

APRIL

INTRODUCTION TO STAINED GLASS:

Saturday, April 2 9 a.m. - 5 p.m.

MAKING SENSE OF GUITAR CHORDS!:

Two Mondays and two Thursdays, April 4 - 14
6:00 - 8:00 p.m.

DRAWING & SKETCHING:

Four Mondays, April 4 - 25 6 - 9 p.m.

DIGITAL PHOTOGRAPHY ON LOCATION:

Four Mondays, April 4 - 25 5:30 - 8:30 p.m.

WHAT IS YOUR SOCIAL SECURITY STRATEGY?

Tuesday, April 5 7 - 8 p.m.

LIVING IN BALANCE: EDEN ENERGY MEDICINE FOR HEALTHY LIVING:

Tuesday, April 5 6:30 - 8:00 p.m.

THE INS & OUTS OF DIGITAL SLR CAMERAS

Saturday, April 9 9 a.m. - 12:00 p.m.

LIVING A HEALTHY LIFESTYLE: PART II:

Tuesday, April 12 6 - 8:00 p.m.

HERB GARDENING:

Wednesday, April 13 2:30 - 5:30 p.m.

FRENCH WINE AND FOOD PAIRINGS:

Sunday, April 17, 2 - 4 p.m.

SPANISH FOR MEDICAL PROFESSIONALS:

Six Mondays, April 18 - May 23 6:00 - 8:00 p.m.

GETTING OLDER WITH , STYLE & PIZAZZ:

Wednesday, April 20 6:30 - 8:00 p.m.

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE:

Monday, April 25 6:00 - 9:00 p.m.

INTRODUCTION TO STAINED GLASS:

Saturday, April 30 9 a.m. - 5 p.m.

MAY

ENERGY PSYCHOLOGY: EMOTIONAL FREEDOM TECHNIQUE:

Thursday, May 12 6:30 - 8 p.m.

WATERCOLOR WORKSHOP:

Four Mondays, May 2 - 23 6 - 9 p.m.

PRACTICAL SELF-DEFENSE FOR WOMEN & TEENS:

Two Fridays, May 6 and 13 6 - 9:00 p.m.

YOGA II:

Six Tuesdays, May 10 - June 14 6 - 7:30 p.m.

ADVANCED INVESTING SEMINARS

May 24 6:30 pm - 8:00 pm

STAINED GLASS CLINIC

Saturday, May 28 9 a.m. - 5 p.m.

JUNE

SUMMER YOUTH CAMP

JULY

HOT GLASS CLASS

Friday and Saturday, July 22 & 23 9 a.m. - 5 p.m.

AUGUST

FUSING KILN-FIRED PROJECTS

Friday and Saturday, August 19 & 20 9 a.m. - 5 p.m.

ARTS & CRAFTS

INTRODUCTION TO STAINED GLASS

Making stained glass is a creative and satisfying hobby, and learning

how is fun! Jody McFarland leads you through the process from start-to-finish, and **all supplies are included**. You'll work on an 8" x 8" piece, created using the traditional foil and solder method.

PRICE: \$99 **INSTRUCTOR:** Jody McFarland

DATE: Saturday, April 2, 9 a.m. - 5 p.m.

Course No. 16SPERS16401

OR: Saturday, April 30, 9 a.m. - 5 p.m.

Course No. 16SPERS16402

LOCATION: 528 Park Lane, Florence

STAINED GLASS CLINIC

For advanced stained glass students, learn how to design your own projects. Add "findings" to your project, use different foiling and soldering methods, and learn how to do repairs. You are encouraged to bring in your 'problem' projects for direction and guidance. Closed shoes are required for this class. **All materials and tools are included in class fee.**

PRICE: \$99 **INSTRUCTOR:** Jody McFarland

DATE: Saturday, May 28, 9 a.m. - 5 p.m.

Course No. 16SPERS16601

LOCATION: 528 Park Lane, Florence

HOT GLASS CLASS

Learn the art of torch-fired projects and how to make glass beads. An oxygen/propane torch will be provided for you to learn the techniques of glass bead making, using hard and soft glass. Because the beads are annealed in a kiln overnight, the completed projects can be picked up the following day. Closed shoes are required for this class. **All materials and tools are included in class fee.**

PRICE: \$198 **INSTRUCTOR:** Jody McFarland

DATE: Friday and Saturday, July 22 & 23,

9 a.m. - 5 p.m.

Course No. 16SUPERS16701

LOCATION: 528 Park Lane, Florence

FUSING KILN-FIRED PROJECTS

Learn the art of warm glass and the basics of fusing by working with the equipment and materials needed to fire your first project. Demonstrations include how to prepare, assemble, and fire projects with System 96 glass. Basics include kiln, shelf and mold preparation and how to program your kiln. You will prepare and assemble jewelry pieces, and the completed pieces can be picked up the next day. Closed shoes are required for this class. **All materials and tools are included in class fee.**

PRICE: \$198 **INSTRUCTOR:** Jody McFarland

DATE: Friday and Saturday, August 19 & 20

9 a.m. - 5 p.m.

Course No. 16SUPERS16801

LOCATION: 528 Park Lane, Florence

POTTERY

Come learn the art of pottery - no matter what your level of experience! Each student will go home with about 12 finished pots. This class is for ages 18 and up. Materials fee of \$45 is payable to the instructor on the first night of class.

PRICE: \$84 plus a \$45 materials fee

INSTRUCTORS: Jim & M.C. Jerkins

DATE: February 22, 23 & 29 and March 1, 7 & 21
6 - 9 p.m.

Course No. 16SPERS11802

LOCATION: UNA Art Building, Room 102



DRAWING & SKETCHING

Learn how to draw with ebony pencil, vine, and compressed charcoal and other media—using techniques including line and contour drawing, shading, cross hatching, highlighting, perspective and composition, to produce finished still life drawings. This class is taught at a beginning level, but you will enjoy the experience of seeing your work progress quickly. **A supply list will be given at registration.**

PRICE: \$74 **INSTRUCTOR:** Brenda Truitt

DATE: Four Mondays, April 4 - 25

6 - 9 p.m.

Course No. 16SPERS10301

LOCATION: UNA East Campus, Room 107

WATERCOLOR WORKSHOP

This class is perfect for both beginners or those with watercolor experience. You'll learn special effects with techniques such as: washes, wet on wet, splattering, stamping, lifting or scraping. You'll also study color in relation to the watercolor palette. Join local artist Brenda Truitt in this fun hands-on class! **A supply list will be given at registration.**

PRICE: \$74 **INSTRUCTOR:** Brenda Truitt

DATE: Four Mondays, May 2 - 23

6 - 9 p.m.

Course No. 16SPERS1043026

LOCATION: UNA East Campus, Room 107

TATTING

Tatting is a very portable handmade lace. The only supplies needed are thread and a shuttle. A series of Lark's Head knots with spaces between and from different sources make up this simple but elegant lace which may be used on heirloom clothing, for ornaments, or other useful but durable motifs. The instructor will collect a \$12 supply fee the first night of class.

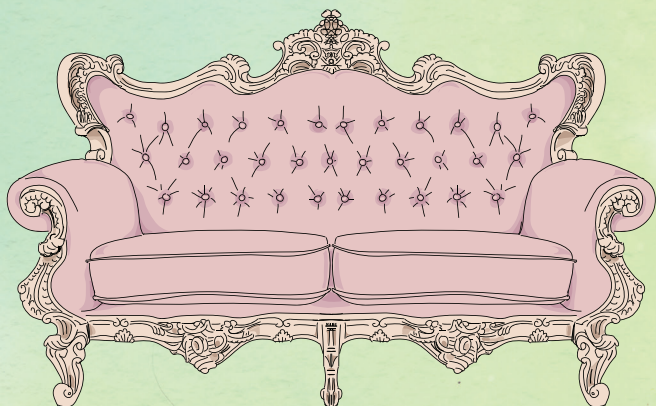
PRICE: \$49 + a \$12 supply fee

INSTRUCTOR: Marilyn Jones

DATE: Two Tuesdays and two Thursdays,
March 8-17
2:30 - 4:30 p.m.

Course No. 16SPBERS17401

LOCATION: UNA East Campus, Room 105



BASICS OF FURNITURE UPHOLSTERY

Got a small upholstery project? This class is best for small footstools, small ottomans, or a dining chair or two. (An armchair, wing-back chair or other more complicated project would require more information than this initial course will give.) Some larger projects may need to be finished at home after completion of the course. This course will require no sewing, though, there may be sewing demonstrations. Please bring your project, scissors and a staple puller. Instructor will give detailed supply list, depending on the project the student chooses, on the first night of class.

PRICE: \$89

INSTRUCTOR: Todd Gillreath

DATE: Six Thursdays, February 25 - March 31
6:30 - 8:30 p.m.

Course No. 16SPBERS16501

LOCATION: UNA East Campus, Room 107



HOME STAGING & BASICS OF INTERIOR DESIGN

Learn the art of
staging your home

to sell quickly and for top dollar! Interior decorator, home stager, and Realtor Judy Long Tomerlin will help you explore the basics of decorating your home, from wall colors, window treatment, floor covering, repairs, decluttering, furniture placement, art, and accessories. Use your existing furniture and accessories to create a new and fresh look! Please bring pictures of rooms in your home for use in the course.

PLEASE NOTE: There is a \$2 registration fee per order

PRICE: \$74

INSTRUCTOR: Judy Long Tomerlin

DATE: Four Wednesdays, March 2 - 23
10 a.m. - 12:00 p.m.

Course No. 16SPBERS10801

LOCATION: UNA East Campus, Room 105

BASIC FLORAL DESIGN:

AN INTRODUCTION TO FLOWERS AND FORM

This fun, information-intense, and hands-on course teaches the following techniques: tool usage; design sketching; a basic rose arrangement; and circular, radiating, horizontal, vertical, triangular, and one-sided designs. In addition, extensive floral/greenery identification, color psychology, design principles, and container choice and preparation will be discussed. A list of supplies will be given during the first class meeting. A comprehensive final exam is administered at the end of the course.

PRICE: \$84

INSTRUCTOR: Mickey J. Lollar

DATE: Seven Mondays, February 1 - March 14
6 - 8:00 p.m.

Course No. 16SPBERS12401

LOCATION: UNA East Campus, Room 107

FLORAL DESIGN CERTIFICATE

Looking for a new career? Just want to have fun learning new floral arranging techniques? These relaxed and fun classes focus on stimulating creativity and teaching skills such as pricing, buying, event consultation, wiring, picking, flower/greenery identification, characteristics, care, and handling, choosing containers, use of tools, color psychology, Western geometric designs, with Eastern supplementation (ex. Ikebana), selling techniques, starting a business and its management, and current trends. Completion earns a certificate which prepares you for employment in a floral agency—or simply take the classes for fun!

A certificate is awarded for those who successfully complete the five courses: Basic Floral Design, Design Potpourri, Special Occasion Arrangements, Holiday Decorations & Centerpieces and Wedding Arrangements. "Basic Floral Design: An Introduction to Flowers and Form" is a prerequisite; however, if you have previously taken a class by Linda Brown or Mary Lollar, it can count as the first class. Participants must attend 80% of each class and the instructor must approve your successful completion of projects. **Preliminary Tools Needed:** wire cutters, scissors, by-pass pruning shears, serrated knife, small hammer, awl, note pad/pen, and tool box. Note: You may "recycle" silk flowers from arrangements you already have rather than buying new ones. Additional fresh flower fees may be discussed and applicable as each course progresses.

SPECIAL INTEREST

COUPONING 101

Learn how to use coupons to save 50-85% off your grocery bill. This beginner class will teach you the basics of using coupons ethically. You will

learn details about: grocery store shopping, drug store shopping, properly stockpiling items, where to get coupons, store coupon policies, smart phone apps and coupon lingo.

PRICE: \$25

INSTRUCTOR: Bridget MacInnis

DATE: Monday, March 14
6 - 8:00 p.m.

Course No. 16SPBERS13001

LOCATION: UNA East Campus, Room 105

HISTORY OF THE SHOALS: FROM REBELS TO ROCK N' ROLL

This popular class spans from the Civil War to the development of Muscle Shoals music. Through Harry's talented presentations, our rich local heritage comes alive as you explore Civil War troop movements, major battles and personalities, the legends of Reconstruction, the founding of Florence, Sheffield and Muscle Shoals. Also covered: the turn of the century, the first and second canals, World War I developments, Henry Ford, the Twenties, the Great Depression, the coming of TVA, WWII and modern times. Three videos of early Florence and TVA will be featured. Taught by Harry Wallace, an expert in local history, this class has been offered for over 25 years and is a community favorite!

PRICE: \$74

INSTRUCTOR: Harry Wallace

DATE: Six Thursdays, February 4 - March 10
6 - 8:00 p.m.

Course No. 16SPBERS16901

LOCATION: UNA East Campus, Room 102

PRACTICAL SELF-DEFENSE FOR WOMEN & TEENS

Practical and effective self-defense and situation awareness for everyday situations. The course will include responses to various types of attacks, from verbal to grabs, chokes, punches and weapons. This is a hands-on class teaching lifesaving methods, techniques and, most importantly, mindset.

PRICE: \$69

INSTRUCTOR: Tom Jones

DATE: Two Fridays, May 6 and 13
6 - 9:00 p.m.

Course No. 16SPBERS11701

LOCATION: UNA East Campus, Room 103

FISHING THE SHOALS 101

This is not your ordinary fishing class! This class is for everyone. We will discuss all the major game fish that inhabit the Tennessee River, tackle, best baits/lures, where to fish, and how to catch. Fishing locations for both shoreline anglers and boaters will be covered. Whether you fish or regularly or have never fished before, there will be information beneficial to all.

Outline: Survey of the major game fish that anglers target in the Shoals area • Baits, equipment, and rigging methods to catch each type of fish • Discussion of fish behaviors and habitats • How to use electronics to help you locate fish and structure • Specific locations to catch fish for both boaters and shoreline anglers • Conservation and historical information about the waters of the Shoals • Round Table Discussion - Extensive question and answer sessions.

MEET YOUR INSTRUCTOR: Brian Barton is a lifelong resident of Muscle Shoals, a United States Coast Guard Master Captain, and has been fishing the Tennessee River since childhood. He spent 10 years as a commercial fisherman and mussel diver on Wilson and Pickwick Lakes. Brian currently serves as Operations Manager at the Muscle Shoals Water Treatment Plant and operates Brian Barton Outdoors, LLC, where he works as a fishing guide in his spare time. He's a member of War Eagle Boats and B'n'M Rods Pro Staff.

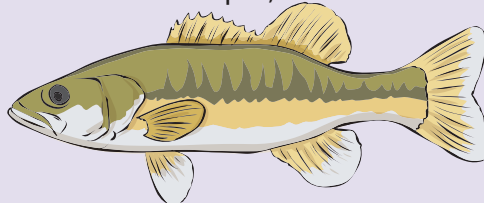
PRICE: \$79 adults, \$59 ages 18 and under

INSTRUCTOR: Brian Barton

DATE: Three Tuesdays, February 23 - March 8
7 - 9:00 p.m.

Course No. 16SPBERS17601

LOCATION: UNA East Campus, Room 102



HERB GARDENING

Herbs are easily grown and can be grown in a pot or even inside. Small amounts can add flavor to food. Tea that is naturally without caffeine can be easily made from herbs. We will discuss growing common herbs as well as using herbs in cooking and crafts. We will have an herbal tea tasting.

PRICE: \$34

INSTRUCTOR: Marilyn Jones

DATE: Wednesday, April 13
2:30 - 5:30 p.m.

Course No. 16SPBERS11201

LOCATION: UNA East Campus, Room 105

SENTENCE STYLE:

BUILDING EFFECTIVE PROSE LINE BY LINE

There is something that is taken for granted, but it's essential for success: the sentence. Though the topic may seem lackluster, Mr. Lollar utilizes 15 years of dynamic teaching experience to present proven strategies for creating the most effective sentences during the writing process, referencing the Masters to provide examples and supplementation. Topics include prepositions, adjectives, modification, rhythms, delaying, patterns, suspense, balance, etc. Participants are asked to bring a notebook and something to write with, as well as any prose projects that might be shared.

PRICE: \$84

INSTRUCTOR: Mickey J. Lollar

DATE: Eight Tuesdays, February 2-March 22
6 - 8:00 p.m.

Course No. 16SPBERS17001

LOCATION: UNA East Campus, Room 101

USING OUR PAST TO FIND VICTORY IN OUR PRESENT

After years of research, Japanese apprenticeship, and trials, Mickey J. Lollar offers this personal enrichment opportunity for self-confidence, balance, and self-defense, using a combination of psychology, English-language arts, history, education, and

religious/secular philosophy! Each discipline utilized in this course has been studied and taught by Mr. Lollar, resulting in comprehensive defensive and offensive strategies to conquer social challenges ranging from family disputes to business negotiations. Among many others, this course uses the teachings of Sun-Tzu, B.H. Liddell Hart, Frederick the Great, China's I Ching, Machiavelli, Freud, Miyamoto Musashi, Napoleon, Ovid, Cortes, Ha Tae-Hung, Shakespeare, Japan's Hagakure: The Book of the Samurai, Livy, Cleopatra VII, Peter Green, Herodotus, Makoto Sugawara, Frederick Douglass, Aesop, Francis Wellman, Zulu king Shaka, India's Bhagavad Gita, Alexander the Great, Goethe, Colonel T.N. Dupuy, Jay Haley, Carl Jung, Edgar Allen Poe, Catherine the Great, Pompey, F.D. Roosevelt, Tuthmosis III, Sir Francis Drake, Hobbes, Plutarch, Alexandre Dumas, Old and New Testament writers, and Mickey's Master, Sensei Victor Makoto. Whether your interests lie in the conquering of life's obstacles, the disciplines referenced, or a broad study of human nature, this course will prove enlightening for the general audience, as well as writers, teachers, business men and women, young adults and parents of young adults, History/Literature/Psychology/Theater/Education/Business/Sociology/Philosophy students and those who seek a balance of self-awareness and discipline. The course features informative discussions, Power-Point presentations, hand-outs, and case studies.

PRICE: \$84 **INSTRUCTOR:** Mickey J. Lollar

DATE: Seven Tuesdays, March 29 - May 10
6 - 8:00 p.m.

Course No. 16SPBERS17101

LOCATION: UNA East Campus, Room 101

MEET THE INSTRUCTOR: Your energetic instructor- Mickey J. Lollar- has a Bachelor of Arts in Education: English-Language Arts/Social Sciences/Music/Art History & Practice, a Master of Arts in Literary Theory, and is a graduate student in History: Heritage Resource Management & Archaeology. He instructs Creative Writing for the University of North Alabama and World History for the University of Alabama in Huntsville. As well, Mr. Lollar is a Zen Instructor, freelance writer, international lecturer, and Alabama Master Gardener. After 15 years in education and above all, Mickey wants to see all humans meet and exceed their goals.



CARDS & GAMES

BRIDGE FOR BEGINNERS

In this exciting course, you will learn to play the world's most popular card game. We start with the basics, no prior experience necessary. Our goal is to help you become a popular, social, winning bridge player. You will share pleasant evenings with others who have the same desire to learn the game of bridge. Welcome to the class ladies and gentlemen!

PRICE: \$79 **INSTRUCTOR:** J.W. Holmes

DATE: Eight Tuesdays, March 8 - April 26
6 - 8:00 p.m.

Course No. 16SPBERS10101

LOCATION: UNA East Campus, Room 105

BEYOND BEGINNER BRIDGE

You have learned the basics of bidding and playing the hands.

This is your opportunity to learn new conventions (cue) bids to better describe your hand. To also develop improved playing strategy. Join previous beginners and grow your skills together.

PRICE: \$79 **INSTRUCTOR:** J.W. Holmes

DATE: Eight Thursdays, March 10 - April 28
6 - 8:00 p.m.

Course No. 16SPBERS10201

LOCATION: UNA East Campus, Room 105

HEALTH & FITNESS

NEW!

LIVING A HEALTHY LIFESTYLE: PART I

There are so many options and so many choices, when it comes to creating a healthy lifestyle - but which is right for you?

Instructor Frankie Guerra will discuss diet, exercise, relaxation, and balance to help you sift through the clutter and design a course of action that meets your goals.

PRICE: \$39 **INSTRUCTOR:** Frankie Guerra

DATE: Tuesday, February 2
6 - 8:00 p.m.

Course No. 16SPBERS17901

LOCATION: UNA East Campus, Room 102

NEW!

LIVING A HEALTHY LIFESTYLE: PART II

Creating a balanced and healthy life is more than just a gym membership: it's a whole-life experience that will make you feel better and live longer. Instructor Frankie Guerra will discuss diet, exercise, relaxation, and balance to help you design a course of action that meets your goals.

PRICE: \$39 **INSTRUCTOR:** Frankie Guerra

DATE: Tuesday, April 12
6 - 8:00 p.m.

Course No. 16SPBERS17501

LOCATION: UNA East Campus, Room 102

HISTORY OF ESSENTIAL OILS

Essential oil use has risen within the last couple of years. Although their popularity has increased in such a short time, essential oils have been around for centuries. The history behind these oils dates back to biblical years. Join us as we learn about the history of the essential oils, which includes how they work, such as the science behind the oils. Not only this, but the directions for using the oils and which ailments each individual oil can be used to help.

PRICE: \$20 **INSTRUCTOR:** Lorinda Snoddy

DATE: Monday, February 1
6 - 8:00 p.m.

Course No. 16SPBERS18301

LOCATION: UNA East Campus, Room 105

ABOUT YOUR INSTRUCTOR: Lorinda Snoddy, MMP, LMT #1000 holds a Bachelor's degree in Marketing & a minor in Psychology from UNA. After work in business and customer service for 15 years, she was able to achieve a childhood dream by earning her certification in massage therapy at Decatur School of Massage Therapy. She became a licensed massage therapist in 2000 and Certified Medical Massage Practitioner in 2005. She was a water fitness instructor for 6 years and has been a wellness consultant with Juice Plus since 2006. She has been a member of the Northwest Alabama Massage Association since its inception and served as president of NAMA in 2004, 2007, 2008 & 2009. She is also a member of the Associated Bodyworkers and Massage Professionals, Better Business Bureau and the Shoals Chamber of Commerce. She was recognized by the Cambridge Who's Who and by The National Association of Professional Women in 2008.



YOGA I

An inspiring yoga class founded on flow, but safe and accessible for all levels. This flow class will also include some sustained postures that will help develop strength, flexibility and balance through an overall mind, body and breath connection. Please wear comfortable exercise clothing and practicing on an empty stomach works best. Please bring your own sticky mat. Class will not meet April 5.

PRICE: \$84 **INSTRUCTOR:** Bridget Gillis

DATE: Six Tuesdays, March 22 - May 3
6 - 7:30 p.m.

Course No. 16SPBERS11001

LOCATION: UNA East Campus, Room 103

YOGA II

This class is safe and accessible for all levels. We will include new more dynamic postures integrating twists into the movements. Please wear comfortable exercise clothing and practicing on an empty stomach works best. Please bring your own sticky mat.

PRICE: \$84 **INSTRUCTOR:** Bridget Gillis

DATE: Six Tuesdays, May 10 - June 14
6 - 7:30 p.m.

Course No. 16SPBERS11101

LOCATION: UNA East Campus, Room 103

LIVING IN BALANCE: EDEN ENERGY MEDICINE FOR HEALTHY LIVING

Come explore a self-care technique to thrive in life's stressful environments. Learning the Five Minute Daily Routine is like pressing a reset button, helping you to restore your body's natural energy flows. This routine will strengthen your immune system, making you less vulnerable and more resilient as it provides a general energy balancing, helps restore your vitality, grounds you, and stabilizes your energy fields, helps you feel better instantly, and develops positive habits in your energy system. This class is based on systems used in ancient cultures and civilizations that have survived over thousands of years and are updated by Eden Energy Medicine for our modern day world. Wear comfortable clothes and easy to remove shoes. The routine is so flexible it can be performed sitting and lying down as well as standing.

PRICE: \$49 **INSTRUCTOR:** Linda Isbell

DATE: Tuesday, April 5
6:30 - 8:00 p.m.

Course No. 16SPBERS11302

LOCATION: UNA East Campus, Room 103

GETTING OLDER WITH STYLE & PIZAZZ

Come learn about healthy aging—you might be surprised at what the latest research tells us about this important subject! We will share exciting information about this research, talk about what current healthy Octogenarians (specifically those past 100) are doing, teach some energy medicine movements to support healthy aging, and finish the class with a great guided imagery to enhance your journey.

PRICE: \$49 **INSTRUCTOR:** Linda Isbell

DATE: Wednesday, April 20

6:30 - 8:00 p.m.

Course No. 16SPBERS15102

LOCATION: UNA East Campus, Room 103

ENERGY PSYCHOLOGY: EMOTIONAL FREEDOM TECHNIQUE

This class will explore a unique tool using an ancient system (the meridian system from Traditional Chinese Medicine) in a brand new way. Whether you are experiencing a physical challenge or if you want to tackle and eliminate old beliefs that are holding you back, come and learn how to "tap your troubles away". EFT is a very easy and safe technique to learn and is a must-have for your personal tool box. You just might be amazed at the results you achieve in this class.

PRICE: \$49 **INSTRUCTOR:** Linda Isbell

DATE: Thursday, May 12

6:30 - 8:00 p.m.

Course No. 16SPBERS11402

LOCATION: UNA East Campus, Room 103

ABOUT YOUR INSTRUCTOR: Linda Isbell has an undergraduate degree from Saint Louis University majoring in Psychology and Communications. She was an administrative manager for two large corporations prior to beginning her second career in personal coaching. As a Wellness Coach for fifteen years, her certifications included Eden Energy Medicine, Hypnosis, EFT, Neuro-Linguistic Programming and Quantum Touch. She has also trained extensively in Energy Psychology and has taken trainings in Psych-K, Matrix Energetics, Access Consciousness, and Huna.

FOREIGN LANGUAGES

The following foreign languages are offered beginning January 13 and concluding May 13, 2016. Courses are held on Monday/Wednesday/Friday or Tuesday/Thursday depending on the course. Workbooks are required and may be purchased from the UNA Bookstore (not included in course cost). Price: \$249 per course. For more information or to register please call 256-765-4289.

Introductory & Intermediate French, Introductory & Intermediate German, Introductory & Intermediate Spanish and American Sign Language

Critical Languages:

Elementary & Intermediate Arabic, Elementary Chinese, Elementary & Intermediate Japanese, Introductory Latin, Elementary Portuguese, Elementary Russian and Elementary Swahili.

SURVIVAL SPANISH

Could you survive in a Spanish speaking country? Learn the most basic and useful phrases in the Spanish language for beginners. The format will emphasize a useful approach rather than a more technical approach. The focus will be on situations and lots of practice. You'll be engaged in basic dialogue to reinforce the language. This course is ideal for travelers, business people or anyone who wishes to use the Spanish language. Please bring an English/Spanish dictionary.

PRICE: \$99 **INSTRUCTOR:** Katie Logan
DATE: Six Mondays, March 7 - April 11
 6:00 - 8:00 p.m.
Course No. 16SPERS10501
LOCATION: UNA East Campus, Room 102

SPANISH FOR MEDICAL PROFESSIONALS

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your résumé can broaden your career horizons. But you're a busy person, and you don't have time to waste—so this course skips the "touristy" topics and focuses on the survival Spanish medical personnel really need to know in a medical setting. Starting with the basics of Spanish pronunciation, you'll move right into simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll get to the meat of the course as you discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment.

PRICE: \$99
INSTRUCTOR: Dr. Robert Adler
DATE: Six Mondays, April 18 - May 23
 6:00 - 8:00 p.m.
Course No. 16SPERS1063059
LOCATION: UNA East Campus, Room 102

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

If you yearn to experience

the joy of playing piano, but you don't want years of weekly lessons, this short course is for you. In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life, learning chords, not notes. You'll learn all the chords needed to play any song, any style, any key. And you'll get a healthy dose of insider secrets on how to embellish songs. This is an absolutely 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. If not, send a self-addressed stamped envelope for a helpful free pamphlet to Michael Miller, 120 Summer Lane, Covington, GA 30016. Then register with confidence! **Instructor will collect \$25 in class for a book and 68-minute practice CD.**

PRICE: \$59 **INSTRUCTOR:** Michael McMillan
DATE: Monday, April 25
 6:00 - 9:00 p.m.
Course No. 16SPERS15301
LOCATION: UNA East Campus, Room 101

PLEASE NOTE: There is a \$2 registration fee per order

BEGINNING GUITAR:

MAKING SENSE OF THE GUITAR!

If you have bought a guitar book and tried to learn the guitar yourself or you have taken lessons and it did not make sense, this class is for you. Participants will learn 3 simple patterns that will have them understanding the fret board in fifteen minutes. With this understanding of the fret board, you will be able to visualize the patterns of music in simple alphabetical order. After learning these 3 patterns, learning the notes is as simple as A, B, C... Participants will learn: • What to look for in buying a guitar, and why! • Understanding the hand, and how to get your fingers in the right position for a clear beautiful chord • Finger exercises, for greater finger dexterity and control • Tuning your guitar, (three methods) • The 3 simple patterns of the fret board • Understand the basic foundational music concepts, not memorizing lessons • Chords and finding the root note of the chord • The number system fundamentals • To play hundreds of songs with just a few chords • To play the melody line of a song • And much more...

Must bring a guitar (tables will be provided for sheet music, if you prefer a music stand, you may bring your own)

PRICE: \$84 **INSTRUCTOR:** Larry D. Miller
DATE: Two Mondays and two Thursdays,
 March 14 - March 24
 6:00 - 8:00 p.m.
Course No. 16SPERS13801

LOCATION: UNA East Campus, Room 108

MAKING SENSE OF GUITAR CHORDS!

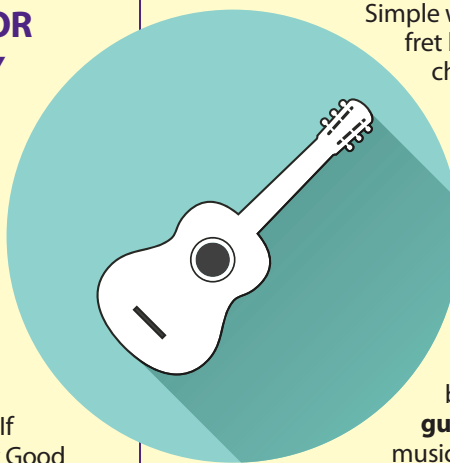
Have you bought a guitar chord book, and tried to make sense of all those chord names, or have you picked up a chord book or chord chart and find chords that look the same but have different names? This course will help the student understand chord structures and formulas and make sense of those strange chord names. Participants will learn: • Chord formulas and names • The 3 simple patterns for learning the fret board •

Simple ways to learn all the notes on the fret board • Finding the root note of a chord • Patterns of music "Steps and Half steps" and the number system fundamentals • Understanding bar chords • Circle of fifths • How to use a Capo to change keys • And much more.....Prerequisites: a) Students must know and be able to play most basic chords. A, B, C, D, E, F, G; A7, B7, C7, D7, E7, F7, G7; Am, Bm, Cm, Dm, Em, Fm, Gm. b) Basic music reading will be helpful but not necessary. **Must bring a guitar** (tables will be provided for sheet music, if you prefer a music stand, you may bring your own)

PRICE: \$84 **INSTRUCTOR:** Larry D. Miller
DATE: Two Mondays and two Thursdays,
 April 4 - April 14
 6:00 - 8:00 p.m.
Course No. 16SPERS13901

LOCATION: UNA East Campus, Room 108

ABOUT YOUR INSTRUCTOR: After "picking at the guitar" most of his life, Larry Miller started making a serious study of playing the guitar about 15 years ago. His love of finger style guitar and his frustration of trying to learn to play on his own led him in search of teachers to help make sense



of the guitar. During this time he has studied under Jerry Miller (Guitar Teacher in Decatur, Alabama), Mrs. Margarita de Quesada (Classical Teacher in Decatur, Alabama), Craig Dobbins (Acoustic Work Shop, www.craigdobbins.com/ Gadsden, Alabama), weekend seminar with John Knowles (Arranger and "right hand man" for Chet Atkins, www.johnknowles.com/) and with Scott Todd (guitarist for Lenny Le Blanc). Having struggled to learn to play the guitar himself, Larry has refined the fundamentals of learning into a non-intimidating learning system that is unique and easy to grasp for those struggling with learning to play the guitar. He has put together the knowledge of many teachers to help new students overcome common problems and obstacles to learning to play the guitar well. For the last four years, Larry has used his knowledge to teach students guitar and mandolin at Alabama Music in Florence, Alabama.

DANCE



BEGINNER EAST COAST SWING: Part I

East Coast Swing is a fun and easy first dance to learn for the new dancer. It's also one of the most commonly known dances in America. You can find East Coast Swing being danced to Big Band, Rock, Oldies, Jazz, Country and Rock-a-Billy music. This dance is a must for all occasions. Because of its popularity and fun energetic music, East Coast Swing should be a staple in your dance repertoire. A partner is not required, but is encouraged.

PRICE: \$44 - UNA students \$19

INSTRUCTORS: Suzy Robbins and Larry Crowell

DATE: Four Mondays, February 15 - March 7
6:00 - 7:00 p.m.

Course No. 16SPBERS17701

LOCATION: Kilby Gym

BEGINNER EAST COAST SWING: Part II

You have learned the basics and are now poised to learn a variety of fun and interesting steps, connection and moves. This class builds your repertoire while focusing on technique and partnering skills. A partner is not required, but is encouraged.

PRICE: \$44 - UNA students \$19

INSTRUCTORS: Suzy Robbins and Larry Crowell

DATE: Four Mondays, March 14 - April 4
6:00 - 7:00 p.m.

Course No. 16SPBERS17901

LOCATION: Kilby Gym

BEGINNER COUNTRY TWO STEP: Part I

The 2-Step is the most useful dance for those who love partner dancing. This class will get you dancing in no time at all! The basic step is easy and the turns are fun. Learn how to lead/follow the most popular steps of the Country 2-Step. A partner is not required, but is encouraged.

PRICE: \$44 - UNA students \$19

INSTRUCTORS: Suzy Robbins and Larry Crowell

DATE: Four Mondays, February 15 - March 7
7:15 - 8:15 p.m.

Course No. 16SPBERS15501

LOCATION: Kilby Gym

BEGINNER COUNTRY TWO STEP: Part II

You have learned the basics; now join us as we continue learning fun turns, wraps and weaves as we maneuver around the dance floor. A partner is not required, but is encouraged.

PRICE: \$44 - UNA students \$19

INSTRUCTORS: Suzy Robbins and Larry Crowell

DATE: Four Mondays, March 14 - April 4
7:15 - 8:15 p.m.

Course No. 16SPBERS18001

LOCATION: Kilby Gym

ABOUT YOUR INSTRUCTORS: A Florence resident and well known dance supporter, Suzy Spalding Robbins certified with Dance Vision International Dance Association (DVIDA) in July, 2014. She started USA Dance of North Alabama, now known as North Alabama Dance Club. She serves on the Board of USA Dance in Huntsville, Alabama. Suzy has competed in the USA Dance Southeastern Regional Dance Sport Championships at the Georgia World Congress Center in Atlanta and Volunteer State Dance Challenge in Nashville, Tn. She has also performed in the 2005, 2006 & 2012 KCDC Showcases in Huntsville, 2014 Marathon Showcase in Birmingham, and 2013 & 2014 at the USA Dance Showcase in Huntsville. Suzy has been teaching dance at UNA for 15 years. She has taught American Rhythm & American Smooth Ballroom Dance to Adults, students, UNA students, Summer Youth Dance Camps and on Cruise Ships. Suzy graduated at Samford University with a Doctorate in Pharmacy. She is a Fellow in the American Society of Consultant Pharmacists and served as President of NW Alabama Pharmacy Association for 15 years.

Larry Crowell has been teaching dance for over 12 years, beginning with ballroom in 2003. Larry has studied different styles of dance with various teachers and fellow students. He is interested in helping students learn how to have fun in dancing through understanding connection and communication. Larry is also the lead singer with the local group, The Hit Men, and has written numerous songs.

FOOD AND WINE

French Wine and Food Pairings

NEW!

Amy Collins is a passionate wine expert who wants everyone to Drink Better. She is certified by the American Sommelier Association and the Wine and Spirit Education Trust (WSET). She blogs about wine and food at Pig & Vine, where you can find weekly recommendations, guidance, and further insight into the vinous life. Amy also partners with The Carriage Wine & Market to bring the Shoals The Vine Club, a monthly wine club specializing in unique wines from small artisanal producers practicing organic, biodynamic and sustainable farming methods from all over the world. Join Amy and friends on Sunday, April 17, at The Carriage on Mobile Street for a delicious and informative pairing of three small plates prepared by Odette and three French wines. Limited to 20 people.

PRICE: \$40

INSTRUCTOR: Amy Collins

DATE: Sunday, April 17
2 - 4 p.m.

Course No. 16SPBERS17801

LOCATION: The Carriage, 121 E. Mobile Street, Florence

DIGITAL PHOTOGRAPHY

THE INS & OUTS OF DIGITAL SLR CAMERAS

If you are interested in buying and learning to use a digital SLR camera, this is the course you need. Why pay all that money on a nice camera if you're going to leave it on automatic? This course centers on learning the camera itself: Camera Settings-aperture, shutter speed, program, manual, zone modes, and metering modes; Lenses- normal zoom, wide angle, telephoto, macro, and fish-eye; Flashes- internal, external, fill flash, and ambient light; Filters- UV, Circular Polarizer, diffuser, and neutral density; Tripods, monopods, printers, and photo paper. **Items to bring to class: Digital SLR camera (if you have one), lenses, memory card, and camera manual.**

PRICE: \$79

INSTRUCTOR: Stephen Rickard

DATE: Saturday, February 6

9 a.m. - 12 p.m.

Course No. 16SPCOMP12401

OR

DATE: Saturday, April 9

9 a.m. - 12 p.m.

Course No. 16SPCOMP12402

LOCATION: UNA East Campus, Room 104

DIGITAL PHOTOGRAPHY ON LOCATION

Once you know the basics of changing settings on your digital SLR camera, you are ready to take the next step with this course. The main focus of this course will be developing a further understanding of how light affects exposure in photography. The first session will begin in the classroom while the other sessions will meet on location and will end in the classroom where you will view and work with your photographs on the computer. A special feature will be learning how to create pictures with HDR (High Dynamic Range). See www.stuckin-customs.com for examples of picture effects using this method. Session 1: Night Photography at Shoals Marriott and Downtown Florence; Session 2: Photography at the Railroad Bridge; Session 3: Photography at Wildwood Park; Session 4: Action Shots Photography – location to be announced. **Items to bring to class: Camera, Tripod, blank memory card for camera, card reader or cable to connect camera to the computer, flash drive (minimum 8 gig), an external flash (if you have one) and charged camera batteries.**

PRICE: \$159

INSTRUCTOR: Jerry Woolfolk

DATE: Four Mondays, April 4 - 25

5:30 - 8:30 p.m.

Course No. 16SPCOMP12601

LOCATION: UNA East Campus, Room 106

CAPTURE AND CRAFT BETTER VIDEOS WITH ARMOSA STUDIOS



Wes Wages is the director of Armosa Studios, a visual agency that has hand-crafted videos across the world, including local clients like UNA, Billy Reid, and Listerhill Credit Union. Wes will teach the practical skills you'll need to craft excellent videos for yourself and your business. Wes says, "If you can tell stories in an evocative, compelling way, the future is yours. Don't let a lack of experience hold you back from reaching for your dream; instead, share your story and see just how far your story can take you." In the class you'll learn the basics of using your iPhone and DSLR to record video. Audio, Lighting, Pre and Post Production will be covered as well as the tips and programs he's used for 10 years that make his videos unique! Learn by getting your hands on the gear so you can make smarter decisions about what you need.

PRICE: \$59

INSTRUCTOR: Wes Wages

DATE: Tuesday, March 8

6 - 8 p.m.

Course No. 16SPCOMP13801

LOCATION: UNA East Campus, Room 106



CAPTURE AND CRAFT BETTER PHOTOGRAPHS WITH ARMOSA STUDIOS



Tera Wages' passion for life defines her style as a photographer. A photo is so much more to her, she isn't just taking photos, she is experiencing life changing moments. Tera is the founder and lead photographer for Armosa Studios, a visual agency in Florence, AL.

Tera has traveled the globe sharing stories through her lens for hundreds of clients including magazines, weddings, and many businesses. In this class, Tera will teach you not only how to capture the moment with your camera but help you understand exactly how to use it. No matter if you're a beginner with an iPhone or a new mom that doesn't know how to use your new fancy camera - this class is for you.

PRICE: \$59

INSTRUCTOR: Tera Wages

DATE: Tuesday, March 15

6 - 8 p.m.

Course No. 16SPCOMP13901

LOCATION: UNA East Campus, Room 106

YOUTH CAMPS

One of the greatest traditions at the University of North Alabama is the Summer Youth Program, sponsored by Continuing Education for grades K - 12.

BLACK ROCKET CAMPS: App Attack, Make Your First 3D Video Game, Code Breakers, and Minecraft Modders

MUSIC CAMP: School of Rock - UNA Department of Entertainment Industry

KILBY COLLEGE - Kilby Laboratory School

Chefs in Training; Intro to Acting; Clay; Art Camp for Girls; Creative Writing; Etiquette; Sewing; Girls' Confidence Camp; Professional Development; Fun, Fit & Fantastic; Guitar; Mandolin; Art; ACT Math Prep; Self-Defense for Teens

For more information or to add your child to our mailing list to receive a brochure, please call Continuing Education at 256-765-4862.

UNA COLLEGE OF BUSINESS Summer Business Academy: Grades 9-11. Contact Jana Beaver at jbeaver@una.edu or call 256-765-4938.

FINANCIAL/INVESTING

INTRODUCTION TO INVESTING

Investing in a stock is not gambling UNLESS you don't use information readily available about the company you are buying into. Learn more about a simple evaluation technique that has been in place since the 1950's helping individuals to invest successfully in companies and how you can become a successful long-term investor.

PRICE: FREE

INSTRUCTORS: John Ingwersen and Cameron Kay

DATE: Saturday, January 23
10 - 11 a.m.

Course No. 16SPERS13201

LOCATION: UNA East Campus, Room 101

INVESTING TECHNIQUES FOR THE NEW INVESTOR

This course teaches investment terminology, sources of and how to use financial data, and financial calculations, and how to read Value Line. Learn how to do an analysis of a company's investment potential and document it on a Stock Selection Guide (SSG) based on actual data from 2008; and evaluate one company versus others using the Stock Comparison Guide (SCG) (three sessions). The BI Stock Selection Guide Handbook (\$15.00 value) is provided as part of the course. Participants will decide on an investment at the end of the course based on their analyses and then will see the results of holding the investment to the present.

PRICE: \$69

INSTRUCTOR: John Ingwersen

DATE: Five Mondays, February 1 - 29
6:30 - 8:00 p.m.

Course No. 16SPERS13301

LOCATION: UNA East Campus, Room 101

ADVANCED INVESTING SEMINARS

Prerequisite: Interest in investing.

CURRENT TOPICS: This seminar will focus on the most current of interest topics at the time of presentation including the Brightest Sectors for current and near future investing opportunities as well as other pertinent subjects presented by UNA Professor Kristy Van Rensselaer who has brought us several excellent seminars in the past few years.

PRICE: \$15 for individual dates or \$25 for all three

INSTRUCTOR: Kristy Van Rensselaer

DATE: Tuesday, February 23
6:30 - 8 p.m.

Course No. 16SPERS18101

LOCATION: UNA East Campus, Room 105

FROM AN ADVISOR'S PERSPECTIVE: Brad Beasley has worked with three Better Investing Clubs for the past 20 years. In this time he has seen the good, the bad, and the ugly. In this seminar, he will address some of the lessons learned.

PRICE: \$15 for individual dates or \$25 for all three

INSTRUCTOR: Brad Beasley

DATE: Tuesday, May 24
6:30 - 8 p.m.

Course No. 16SPERS18201

LOCATION: UNA East Campus, Room 102

THE INSTITUTE FOR LEARNING IN RETIREMENT

The Institute For Learning In Retirement (ILR) is a member led group that determines all activities from course planning to social events. Most discussion groups are led by members. The ILR is an organization of active mature men and women who seek continued intellectual and social stimulation. Regardless of your educational background or work experience, we invite you to try us out without committing to a membership! There are no tests, grades, or prerequisites!

Spring 2016 ILR COURSES:

- Outstanding People & Events in American History
- The Wisdom of History
- Great Books: Great Conversations IV & V
- The World Around Us
- Enjoying The Arts
- Cultural Heritage & Geography
- Memory and the Human Lifespan
- Some Art, Some Science

- Around Town – Field Trips & Movies
- People & Their Stories
- Comparative Religions
- Collecting and Appreciating Chinese Arts
- Three Roads In History

Join for a semester for only \$70!

Call us at 256-765-4862 today for more information.

TO BE DETERMINED:

PRICE: \$15 for individual dates or \$25 for all three

INSTRUCTOR: To be determined

DATE: Tuesday, October 25
6:30 - 8 p.m.
Course No. 8888

LOCATION: UNA East Campus, Room 102

UNDERSTANDING THE ANNUAL REPORT

Topic: Learn how to evaluate a company through their Annual Report. Learn how to find the "Red Flags" that exist even in cases of fraud. Understanding The Corporate Annual Report by Lyn M. Fraser and Aileen Ormiston, is the course text (separate purchase). We will look specifically at Enron and WorldCom. A preprogrammed Excel Spreadsheet which can be used for your Annual Report evaluation process is included and a copy of the text will be available for purchase at a discounted price (limited availability).

PRICE: \$29 **INSTRUCTORS:** John Ingwersen

DATE: Saturday, March 5
10 a.m. - 12:00 p.m.
Course No. 16SPERS17201

LOCATION: UNA East Campus, Room 102

CATCH-UP STRATEGIES FOR LATE SAVERS

Are you behind where you need to be for retirement? Learn techniques you need to catch up with the curve.

PRICE: \$29 **INSTRUCTORS:** John Ingwersen
DATE: Two Mondays, March 7 and 14
6:30 - 8 p.m.
Course No. 16SPERS17301

LOCATION: UNA East Campus, Room 102

WHAT IS YOUR SOCIAL SECURITY STRATEGY?

Social Security is fairly simple provided you worked long enough to earn the required number of quarters and were never married. However, when you add two-income couples and/or divorce into the mix-both historically high among baby boomers-the decisions become very complicated. The problem is, making the wrong choices can result in less income for the rest of your life. "Securing Social Security" walks you through common, but surprisingly complex situations including:

- How being married, divorced or widowed impacts your benefits
- How to give your Social Security check a potential boost
- How benefits for one spouse are affected based on when and how the other spouse files. This presentation will educate you on the many decisions involved in claiming Social Security, as well as their consequences and provide strategies to help maximize the benefits received. *Progress Financial Services does not engage in rendering legal, accounting, or tax services. If tax or legal advice is required, the services of a competent professional should be sought.*

PRICE: \$15

INSTRUCTOR: Joseph A. Gallagher, Jr., Senior VP,
Financial Advisor, Stearn Agee Financial Services,
Progress Bank

DATE: Tuesday, April 5
7 - 8 p.m.
Course No. 16SPERS14001

LOCATION: UNA East Campus, Room 102

PLEASE NOTE: There is a \$2 registration fee per order

Governmental Auditing and Accounting Seminars Led by J. Michael Inzina

Contact Lavonne Galin (256-627-3566) for more information or to bring this training to your organization (lgalin@una.edu).

ized seminar.
Certification may be extended for one year by completing a special-

Certification is effective for 24 months.

HOW TO MAINTAIN CERTIFICATION:

- Members-Home Study Course (10 hours)
- Community Planning in Alabama: A Primer for PC and BZA
- Meeting Management (6 hours)
- Basic Zoning and Subdivision Regulations (3.5 hours)
- Your Plan (3.5 hours)
- Comprehensive Planning: How to Prepare, Update, and Implement Boards of Adjustment (3.5 hours)
- Powers, Duties, and Responsibilities of Planning Commissions and

hours)
• The Legal Foundation for Planning and Zoning in Alabama (3.5

Following courses are required.

Certification involves completing a specific 30-hour program. **The**

an interest in serving on these boards.
Engineers, and anyone involved with local growth issues or who has
istrators, County Engineers, City & County Attorneys, Developers,
Building Staff, City Clerks, County Commissioners, County Admin-
of Adjustment Members, Mayors, City Council Members, Zoning &
Board
Who should attend: Local Planning Commission Members, Board

and AICP certified.
or board of adjustment member. Our instructors are practitioners
and knowledge necessary to be an effective planning commissioner
prescribed training designed to provide you with the essential skills
receiving and maintaining certification. The program has certain
(CAPZO) Program has been offered since 2000 with over 700 people
towns in Alabama. The Certified Alabama Planning & Zoning Official
gional Commissions. Classes are held throughout various cities and
the Alabama League of Municipalities, and Alabama Council of Re-
nationwide who offers certification for municipalities. Endorsed by
UNA Continuing Education and Outreach is one of two universities

The Certified Alabama Planning & Zoning Official Program (CAPZO)

Now in our 30th year of offering quality programming for CPAs, Finan-
cial Officers, Non-profit Agencies, City, County, and State Governments
• 8 GA&A CPE Hours credit each day. Also qualifies for Yellow Book - 8:15
am - 4:15 pm
2016 Schedule
• June 6 - 9 - Marriott Shoals Conference Center, Florence, AL
• June 13 - 16 - Florida State Board of Administration, Tallahassee, FL
• June 27 - 30 - Grand Hotel Marriott Resort, Point Clear, AL
• July 25 - 28 - Embassy Suites, Hoover, AL
• August 22 - 25 - Island House Hotel Conference Center, Orange Beach, AL
• September 6 - 9 - Gunterville State Park Resort, Gunterville, AL
• September 27 - 30 - Marriott Legends at Capitol Hill, Prattville, AL



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Contact: Mary-Marshall VanSant 256-765-4184
mmvansant@una.edu

BRANDING 101

Everyone talks about branding your business these days, but what, exactly, is that? Join us for four sessions designed for businesses who are just getting started and want to create a brand, or for established businesses who want to manage their brand. We've brought in the experts to lead you through this process—because if you don't take control and manage your brand, someone else will.

Week 1 (April 5) - Brand your Business

Everyone talks about Branding today, but do they know what a brand really is? More importantly, do they know how to successfully "brand" a product, a service, a corporation, organization or themselves. This course will define "brand" and provide a methodology for developing a successful brand regardless of what participants may want to brand.

PRICE: \$49 **INSTRUCTOR:** John Waters

DATE: Tuesday, April 5
6 - 8 p.m.

Course No. 16SPPD0101

LOCATION: UNA East Campus

ABOUT THE INSTRUCTOR: John Waters, Artist / Designer / Educator. John Waters is a creativity and innovation consultant, design strategist and educator. Currently he is an Associate Professor
4B | UNA Continuing Education Winter/Spring 2016

of Art with the University of North Alabama. The prior 8 years he was a Professor, and for 3 of those years, Chair of Graphic Design at the Savannah College of Art and Design. Prior to that he was President and Creative Director of Waters Design Associates, Inc. a marketing and communications design firm in New York City. Waters has helped many individuals and organizations increase their value through creative thinking. He and his clients have received countless design awards and his work has been reproduced in numerous magazines and books in the US and abroad. In February of 2013 he was selected by the readers of Graphic Design USA as one of the fifty most influential graphic designers of the past fifty years.

Week 2 (April 12) - Market Your Brand

Twenty years ago, "traditional" forms of marketing were radio, television, newspaper and outdoor. Today, there are so many more ways to spread the word! Marketing Communicator Allen Tomlinson, of No'Ala Studios, will lead you through your options and discuss the pros and cons of the leading ways to spread the word and support your brand.

PRICE: \$49

INSTRUCTOR: Allen Tomlinson

DATE: Tuesday, April 12
6 - 8 p.m.

Course No. 16SPPD0202

LOCATION: UNA East Campus

ABOUT THE INSTRUCTOR: Allen Tomlinson is the founder of No'Ala Studios, a marketing communications company based in the Shoals. The company has handled branding and marketing communications for a variety of local and national clients since 1990, and also publishes the popular local city magazine, *No'Ala*. Allen and his team have won countless awards for their creative products and have successfully helped hundreds of local companies and organizations determine and shape their brands.

Week 3 (April 19) - How to Use Social Media in Your Business

Learn the trick of the trade to better promote your business in the evolving world of social media.

PRICE: \$49

INSTRUCTOR: Jeremy Britton

DATE: Tuesday, April 19
6 - 8 p.m.

Course No. 16SPPD0303

LOCATION: UNA East Campus

ABOUT THE INSTRUCTOR: Originally from Seattle, Jeremy Britten is an award winning marketing and digital communications expert with 17+ years of experience currently directing digital marketing at the University of North Alabama. Jeremy specializes in social media strategy, digital marketing, content strategy, and web/graphic design.

Week 4 (April 26) - Search Engine Optimization

The internet brings the whole world to your door. How do you get the world's attention? The art of search engine optimization is the art of getting search engines to pay attention to you - necessary if you want to compete in the global marketplace.

PRICE: \$49

INSTRUCTOR: Tim Elam

DATE: Tuesday, April 26
6 - 8 p.m.

Course No. 16SPPD0303

LOCATION: UNA East Campus

ABOUT THE INSTRUCTOR: Tim has over 17 years of experience with internet marketing and search engine optimization. He created an e-commerce software solution with the primary focus of search engine optimization and user experience. His software has processed several million orders and has evolved from a simple shopping cart to a system that handles everything from warehouse management, inventory, reporting, purchasing, customer contact, and more. Tim is the Webmaster and CTO of BirthdayDirect.com and has helped make it one of the top websites for party supplies and decorations. Tim is also a well sought after speaker, who speaks on the subjects of search engine optimization and e-commerce development.



COMPUTERS

MICROSOFT EXCEL 2013: ESSENTIAL SKILLS

Join us in a skills based, hands-on course covering essential skills of Microsoft Excel 2013 that will get you started using Excel or will help improve your productivity using Excel. This course not only teaches the basics but it also covers many time-saving shortcuts, such as the fill handle and the format painter. To improve retention, sessions feature practice time in

class for participants to practice the topics they learn as they are covered.

Topics Covered Include:

- Spreadsheet terminology
- Selection techniques
- Moving and copying text and values
- Basic functions
- Inserting and deleting rows and columns
- Hiding and unhiding rows and columns
- Formatting text and values
- Creating and editing column, row and pie charts
- Inserting pictures and graphics
- Conditional formatting with graphics
- Printing active sheet(s), entire workbook and selection
- Setting and clearing print area
- Navigation techniques
- Entering and editing text and values
- Basic formulas
- Relative and absolute references
- Conditional Formatting
- Page setup options

PRICE: \$189 (includes textbook)

INSTRUCTOR: Diane Kutz, PMP, Microsoft Office Master

DATE: Four Thursdays, February 4 - 25
6 - 9 p.m.

Course No. 16SPCOMP13201

LOCATION: UNA East Campus, Room 106

MICROSOFT EXCEL 2013: IMPROVING PRODUCTIVITY

Join us in a skills-based, hands-on course that builds on the learning foundation established in the essential skills course to substantially increase your productivity and confidence using Microsoft Excel 2013. To improve retention, sessions feature practice time in class for participants to practice the topics they learn as they are covered.

Topics Covered Include:

- Freezing panes
- Automatic outlines to summarize data
- Using consolidate to combine data on multiple worksheets
- Automatically creating subtotals
- Creating, deleting, copying and moving worksheets within a workbook
- Copying and moving worksheets to other workbooks
- 3-D formulas – performing calculations referring to cells in other worksheets
- Setting print titles and page breaks

- 3-D formulas – performing calculations referring to cells in other workbooks
- Special and Custom Formatting options
- Workbooks themes and colors
- Creating, using and managing named cells and ranges
- Sorting and filtering data
- Using structured references to create formulas inside tables
- Adding hyperlinks inside worksheets
- Auditing features – tracking precedents, dependents and error checking
- Adding, editing, and deleting comments
- Viewing and printing comments
- Protecting worksheets from accidental changes
- Protecting workbook structure
- Encrypting your workbook and saving with a password
- Collaboration – sharing and merging workbooks
- Working with templates, including creating your own templates
- Customizing Excel toolbars
- Creating custom fill lists for use with “autofill”

PRICE: \$199 (includes textbook)

INSTRUCTOR: Diane Kutz, PMP, Microsoft Office Master

DATE: Four Thursdays, March 3 - 24
6 - 9 p.m.

Course No. 16SPCOMP13601

LOCATION: UNA East Campus, Room 106

MICROSOFT EXCEL 2013: ADVANCED TOPICS

Join us in a skills based, hands on course that takes your use of Microsoft Excel 2013 to another level. To improve retention, sessions feature practice time in class for participants to practice the topics they learn as they are covered.

Topics Covered Include:

- Logical functions
- Financial functions
- Date and time functions
- Lookups and data tables
- Advanced data management
- Advanced filtering
- Combination charts
- PivotTables and PivotCharts
- Exporting and importing text files
- Scenarios
- Running and recording a macro
- Accessibility considerations
- Conditional functions
- Text functions
- Array formulas
- Validating cell entries
- Chart formatting options
- Graphical objects
- PowerPivot
- Goal Seek
- Instant data analysis
- Working with VBA code
- Internationalization

PRICE: \$199 (includes textbook)

INSTRUCTOR: Diane Kutz, PMP, Microsoft Office Master

DATE: Four Thursdays, April 14 - May 5
6 - 9 p.m.

Course No. 16SPCOMP13701

LOCATION: UNA East Campus, Room 106

MICROSOFT EXCEL 2013: DATA ANALYSIS & PIVOT TABLES

Join us in a skills based, hands on, customized course that will greatly improve your ability to organize and summarize your data to allow you to easily analyze the data to make comparisons, detect patterns and relationships as well as discover trends. To improve retention, sessions feature practice time in class for participants to practice the topics they learn as they are covered.

Topics Covered Include:

- Outlining Data
- Automatically inserting different subtotals
- Creating and Modifying PivotTables
- Creating and Modifying PivotCharts

PRICE: \$79

INSTRUCTOR: Diane Kutz, PMP, Microsoft Office Master

DATE: Thursday, April 7
6 - 9 p.m.

Course No. 16SPCOMP13401

LOCATION: UNA East Campus, Room 106

ICLOUD 101

The cloud is where everything is today! We are storing more photos and documents in the cloud than ever before. As programs move your documents off-site and into "cloud" storage, do you understand what that means? How do you install the apps which get your documents into the cloud? How do you manage photos, documents, etc., across multiple devices? The "cloud" is the answer! We talk specifically about using iCloud with your Mac and iPad. We discuss how to use Microsoft's Skydrive, Google Drive, Evernote, and Amazon Cloud Storage in both school and business settings. This is a "bring your own device" class, so bring your iPad or tablet, laptop and smart-phone to class to get the most out of it. The instructor is a high school teacher with experience teaching students how to use cloud-based services. **Items to bring to class:** • iPad or tablet, laptop, and smartphone

PRICE: \$79

INSTRUCTOR: Jim Head

DATE: Monday, February 22
6 - 9 p.m.

Course No. 16SPCOMP11701

LOCATION: UNA East Campus, Room 106



The University of North Alabama is a certified testing center for the Microsoft Office Specialist credential.

This is a nationally recognized certification.

Exams are being offered for the Office 2013 family of products. Exam vouchers with one retake can be purchased for \$119; UNA Student Discount, \$109. Exams may be scheduled by calling 256-765-4773. The Microsoft Office Specialist (MOS) credential validates skills in using the 2013 Microsoft Office system meeting the demand for the most up-to-date skills on

the latest Microsoft technologies. Candidates who successfully complete the program by passing a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn the MOS credential.

Exams Available:

- Microsoft Office Word 2013 or Word 2013 Expert
- Microsoft Office Excel 2013 or Excel 2013 Expert
- Microsoft Office PowerPoint 2013
- Microsoft Office Outlook 2013
- Microsoft Office Access 2013

Microsoft Office 2013 Master

Demonstrate your master-level expertise with Microsoft Office programs. The Microsoft Office 2013 Master certification shows employers that you have more than a working knowledge of Office programs. It shows that you have the technical skills to efficiently use the full features of the 2013 Office system, making you valuable to organizations that want to reinforce their technology investments with accelerated productivity and improved organizational performance. To earn the Microsoft Office 2013 Master certification, you must pass the following MOS exams:

- Microsoft Office Word 2013 Expert
- Microsoft Office Excel 2013 Expert
- Microsoft Office PowerPoint 2013
- Microsoft Office Outlook 2013 or Access 2013



UNA SMALL BUSINESS DEVELOPMENT CENTER

The UNA Small Business Development Center provides free information, counseling, and assistance to persons in business or those planning to start a business. The SBDC, in addition to business counseling, provides the entrepreneur with loan packaging assistance, workforce training opportunities, government contracting assistance, and acts as a clearinghouse by referring clients to other existing business programs. The UNA-SBDC covers a nine-county service area (Colbert, Fayette, Franklin, Lamar, Lauderdale, Lawrence, Marion, Walker and Winston Counties) and is located at 148 Keller Hall on the UNA Campus. A resource library is available at the SBDC for use by the small business community. The UNA-SBDC is a member of the Alabama SBDC Network, and the program is funded by the U.S. Small Business Administration, Defense Logistic Agency, the state of Alabama, and the universities where Centers are located. For additional information about the services provided by the UNA-SBDC and current training schedules, contact the SBDC at (256) 765-4629.

ONLINE GIS ANALYST CERTIFICATE

The UNA Online GIS Analyst Certificate Program consists of five courses which can be completed within one year: Introduction to ArcGIS I: GIS Fundamentals, Introduction to ArcGIS II: Analysis & Editing, Using AutoCAD® Data in ArcGIS Desktop, Performing GIS Analysis Using ArcGIS & Introduction to Model Builder & Python for ArcGIS. A discounted rate is available if registering for the entire certificate program.

ONLINE INSTRUCTOR LED COURSES: Each course is interactive with the instructor during each lesson. It is like being in a traditional classroom without having to leave the comfort of your home or office.

Instructor: Tripp Corbin, MCP, CFM, GISP, ESRI Certified Desktop Professional, ESRI Certified Enterprise System Design Associate

***There is an exemption policy in place for Introduction To ArcGIS I and/or Introduction To ArcGIS II. Please call 256-765-4289 for details.*

INTRODUCTION TO ARCGIS I: GIS FUNDAMENTALS

Fall 2016

COURSE OVERVIEW: This 16 hour course provides the foundation for understanding GIS, what it can do, and how others are using it. Students learn the basic functions of a GIS, GIS Terminology, and why GIS is a powerful tool for data analysis, retrieval and visualization. In course exercises, students work with ArcMap, an application within ArcGIS Desktop, to visualize geographic data, create maps, query a GIS database, perform spatial analysis using common analysis tools, and solve geographic problems using a systematic approach. This course teaches the skills and knowledge needed to take other ArcGIS Desktop courses. Class will include quizzes for each lesson, a final exam and a final project which will make use of the skills learned.

PRICE: The registration fee is \$799 per student.

INTRODUCTION TO ARCGIS II: ANALYSIS & EDITING

Fall 2016

COURSE OVERVIEW: This 24 hour course builds on the skills learned in the Introduction to ArcGIS I course and teaches the range analysis and editing functionality available in the ArcGIS desktop. This hands-on course uses exercises to emphasize practice with ArcMap and ArcCatalog (the primary applications included with ArcGIS Desktop software) to perform common GIS tasks and workflows. The tools for creating and managing geographic data, displaying data on maps in different ways, and combining and analyzing data to discover patterns and relationships are highlighted. Class will include quizzes for each lesson, a final exam and a final project which will make use of the skills learned.

PRICE: The registration fee is \$1199 per student.

USING AUTOCAD® DATA IN ARCGIS DESKTOP

January 5 – 28, 2016

COURSE OVERVIEW: With the ever increasing need for design and GIS professionals to share data, it is critical that GIS users understand and are able to make use of data created with Autodesk's AutoCAD® or similar software. Using AutoCAD® Data in ArcGIS is a course created by eGIS Associates' experienced instructors that explains the various CAD data formats and how to integrate them into standard ESRI data formats such as shapefiles and geodatabases. Class will include quizzes for each lesson, a final exam and a final project which will make use of the skills learned.

PRICE: The registration fee is \$799 per student.

PERFORMING GIS ANALYSIS USING ARCGIS

February 16 – March 10, 2016

COURSE OVERVIEW: The power of GIS comes from the ability to link data and maps together so that multiple layers of information can be overlaid together. GIS users are able to perform various types of analysis based on spatial and attribute relationships using attribute queries, visualization techniques, spatial queries and geoprocessing tools. The results of such analysis can be used to answer a host of questions. Class will include quizzes for each lesson, a final exam and a final project which will make use of the skills learned.

PRICE: The registration fee is \$799 per student.

INTRODUCTION TO MODEL BUILDER & PYTHON FOR ARCGIS

March 29 – May 26, 2016

COURSE OVERVIEW: Geoprocessing is an essential aspect of GIS that provides the ability to analyze and process geographic data. Geoprocessing tools can be accessed in ArcGIS via ArcToolbox, Model Builder, or Python scripts. Model Builder and Python allow automation and documentation of analysis workflows and processes. ModelBuilder provides a graphical modeling framework for designing and implementing geoprocessing models that can include system tools, scripts, models, and data. This class discusses how ModelBuilder can be used to create advanced procedures and workflows. Models can then be converted to Python scripts. Python is the standard scripting language for ArcGIS. These scripts allow for even greater automation flexibility and integration with other software and processes. This class will cover basic concepts needed to create, modify and run Python Geoprocessing Scripts. Class will include quizzes for each lesson, a final exam and a final project which will make use of the skills learned.

PRICE: The registration fee is \$1799 per student.

For more information, please call Meghan Fike at 256-765-4289.



CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

TWO OPTIONS TO FIT YOUR SCHEDULE!

UNA HUMAN RESOURCE MANAGEMENT CERTIFICATE – ONLINE OPTION

This valuable certificate recognizes that you have completed a professional program in human resource management. When you have completed the required curriculum, you will receive a UNA certificate stating that you have successfully completed the program. For more information about each online course please visit www.flexclassroom.com/una

• REQUIRED COURSES •

- Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices
- Fundamentals Of Human Resource Management

• ELECTIVE COURSES •

Please visit www.flexclassroom.com/una to choose your elective hours. Elective hours must total 6 CEUs.

UNA HUMAN RESOURCE MANAGEMENT CERTIFICATE – TRADITIONAL OPTION

This valuable certificate recognizes that you have completed a professional program in human resource management. When you complete the required curriculum, you will receive a UNA certificate stating that you have successfully completed the 60 hour program.

• REQUIRED COURSE •

The SHRM® Learning System for SHRM-CP®/SHRM-SCP® Certification Preparation – 35 Hours (offered each Spring semester)

• ELECTIVE COURSES •

Electives must total 25 hours. Courses are offered during the day and evening hours. Electives are offered in the spring, summer, and fall. Brochures are mailed when information is available. Electives must be a UNA sponsored event.

For more information, contact Meghan Fike at 256-765-4289 or mmfike@una.edu

SHRM LEARNING SYSTEM® FOR SHRM-CP™/ SHRM-SCP™ CERTIFICATION PREPARATION – ONLINE

The Future Of HR Is SHRM Certified

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™). Ensure you're prepared with UNA's preparation course, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

PRICE: \$999; \$949 for SHRM® Members

February 15 - May 16, 2016

Course No. 16SPHR10101

Instructor: Dr. Sandra Sockwell, SHRM – SCP, SPHR

Course fees include the SHRM Learning System® for SHRMCP™/SHRM-SCP™ Certification Preparation print modules, online learning software, access to the Online Resource Center and a UNA Certificate of completion. Invest in yourself and your career by becoming SHRM-CP™/SHRM-SCP™ certified. Our preparation course will keep you on track and enhance learning and retention. When you complete this course, you'll be prepared to pass the SHRM-CP™ or SHRM-SCP™ exam and to meet the challenges demanded of today's global employers.

For complete details about SHRM's new credentials, visit SHRMcertification.org.

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Are you prepared to face today's HR challenges? Human resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today. SHRM, the leading global HR professional organization, has developed the SHRM Essentials of HR Management course which provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this program, offered in partnership with SHRM, through UNA Continuing Education, covers the key HR topics you need to know.

PRICE: \$699; \$649 for SHRM® Members

March 3 & 4, 2016

8:00 am - 4:30 pm

Course No. 16SPHR10201

Instructor: Matt Oglesby, SHRM – SCP, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL
Fee includes continental breakfast, textbook, online learning tools & certificate of attendance. Lunch is on your own.

UNA's 21st Annual North Alabama Human Resource Management Conference Summer 2016

Project Management

Skills-Based Certificate in Project Management

Project management skills and expertise are in high demand and a Skills-Based Certificate in Project Management from Continuing Education at the University of North Alabama is a great way to acquire and showcase the skills to keep your projects on task, on time and on budget. This certificate program is focused on helping you to gain the knowledge necessary to be successful in your project management endeavors, no matter what field you are working in as it is not field specific. The courses can be taken individually or if you complete all four courses, you can earn a 36 hour skills-based certificate in project management. These courses will be offered beginning Fall of 2016. Call Meghan Fike at 256-765-4289 for more information.

Courses Offered:

- Successful Project Management (16 hour course)
- Microsoft Office Project 2013 Basics – Building the Project Plan (8 hour course)
- Microsoft Office Project 2013 Advanced - Managing the Project Plan (8 hour course)
- Leadership and Team Building (4 hour course)

PHARMACY TECHNICIAN CERTIFICATE

This comprehensive program will prepare students to enter the pharmacy field and take the certification exam. Course content includes medical terminology specific to pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions and dispensing of prescriptions. Each course will meet for a total of 36 classroom hours.

PRICE: \$569 (includes textbook)

INSTRUCTOR: Tonya Schooley

DATE: Tuesday and Thursday evenings
February 23 - April 14
Class will not meet March 1, 15, 29, & April 12
6 - 9 p.m.
Course No. 16SPPT10101

LOCATION: UNA East Campus, Room 104

**For more information, please call Shelia Sisson
at 256-765-5987.**

CERTIFICATE IN BUSINESS ADMINISTRATION FUNDAMENTALS

**Earn The UNA 60 hour Certificate in
Business Administration Fundamentals!**

- Online & Self - Paced
- Offered in conjunction with The University of North Alabama's College of Business
- Competency based courses are designed to be tightly focused on skills and knowledge needed to compete successfully in today's volatile business environment
- Register anytime

The six available courses cover:

- Management Accounting Fundamentals
- Economic Fundamentals
- Financial Management Fundamentals
- Basic Quantitative Skills, including statistical applications
- Principles of Management
- Principles of Marketing

Choose the 4 you feel are the most useful for your professional development. The cost of each competency-based course is only \$300. Total cost of the "Certificate in Business Administration Fundamentals" program is \$1200.

**For more information, please call Meghan Fike
at 256-765-4289.**



PLEASE NOTE: There is a \$2 registration fee per order

• UNA Leadership Certificate

• UNA Public Safety Leadership and Management Certificate

Update or expand your leadership skills through the **UNA Leadership Certificate** or **UNA Public Safety Leadership and Management Certificate** program. By enhancing your professional knowledge, you are better prepared to meet the difficult challenges of today's economy. These affordable certificate programs provide specialized training that will equip leaders from all sectors of public service and private industry with the skills that empower leadership success and enhance team performance and development.

Attend five required and five elective courses to earn your certificate. These courses are designed in a way to further your professional development with little time away from your job. Each course is approximately three hours in length. Courses are held at UNA's East Campus in Florence, AL. Tuition is only \$75 per course.

Required Courses:

- Moral Intelligence and Ethics in Leadership
- Understanding Personality Types to Build Relationships
- Generational Differences in the Workplace
- Embracing Diversity in the Workplace
- Customer Relations

Courses can be taken individually if you are not interested in earning a certificate.

UNDERSTANDING PERSONALITY TYPES TO BUILD RELATIONSHIPS

Which personality type best describes you? Knowing your type can help you understand how you function in relationships and how you can use your strengths to build relationships.

Learning Objectives:

- Participants will understand the concept of 'personality types.'
- Participants will understand how our personality type influences the way we act, think, and communicate.

January 28, 2016 • Thursday • 9:00 a.m. – 12:00 Noon.

• Cost: \$75 • Course Number: 3001

THE POWER OF POSITIVE ATTITUDES

Positive thinking isn't just a soft and fluffy feel-good term. Positive thinking is critical for opening your mind to explore and build the skills that become so valuable in all areas of your life.

Learning Objectives:

- Participants will understand the power of having a positive attitude at work.
- Participants will know how to recognize negative attitudes and apply techniques to turn a negative attitude into a positive attitude.

January 28, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. •

Cost: \$75 • Course Number: 3002

GENERATIONAL DIFFERENCES IN THE WORKPLACE

Managers are increasingly dealing with generational differences in their work forces. Problems can arise from differing mindsets and communication styles of workers born in different eras.

Learning Objectives:

- Participants will gain an understanding of the four generations in the workplace, each with a different set of values, attitudes, work behaviors, and communication styles.
- Participants will take back practical tips and techniques for communicating generationally in the workplace.

February 18, 2016 • Thursday • 9:00 a.m. – 12:00 Noon. •

Cost: \$75 • Course Number: 3003

THE EMOTIONALLY INTELLIGENT LEADER

Over the last decade there has been a huge increase in evidence that emotional intelligence is an important factor in leadership. Numerous studies have shown a positive relationship between emotionally intelligent leadership and employee satisfaction, retention, and performance.

Learning Objectives:

- Participants will learn about and understand what Emotional Intelligence (EI) is.
- Participants will learn how to apply EI into everyday life situations.

February 18, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost:

\$75 • Course Number: 3004

STRESS MANAGEMENT

While stress is present in any job, it is much more pronounced in the field of law enforcement. Being exposed to danger, lengthy shift schedules, or lack of family time can all add up to stress.

Learning Objectives:

- Participants will discuss the various forms of stress in both their professional and personal lives.
- Participants will learn how to cope with stress in a more effective manner through the use of stress management techniques.

March 17, 2016 • Thursday • 9:00 a.m. – 12:00 Noon. • Cost:

\$75 • Course Number: 3005

BUILDING EFFECTIVE TEAMS: GUNG HO!

This team building process enables organizations to create an employee community that understands how their work is worthwhile, has control of achieving their goals, and celebrates their accomplishments.

Learning Objectives:

- Participants will understand the dynamics of building a team.
- Participants will understand the importance of having goals and values.

March 17, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75

• Course Number: 3006

MORAL INTELLIGENCE AND ETHICS IN LEADERSHIP

The best performing organizations have leaders who are able to promote moral intelligence throughout their organizations.

Learning Objectives:

- Participants will learn the basic concepts of Moral Intelligence and its importance in leadership.
- Participants will learn how to apply moral intelligence to their leadership styles.

April 28, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3007

EMPATHY IN LEADERSHIP: IT DOES MATTER!

Empathy is the ability to identify and understand another's situation, feelings and motives and is an important component of effective relationships.

Learning Objectives:

- Participants will learn and understand the role empathy plays in leadership and apply it to their work culture..
- Participants will learn to utilize their emotions in order to effectively incorporate empathy in their leadership style.

April 28, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3008

CONFLICT RESOLUTION SKILLS

Conflict is a normal part of a relationship. Learning to deal with conflict in a healthy way is crucial. By learning skills you need for successful conflict resolution, you can keep your personal and professional relationships strong and growing.

Learning Objectives:

- Participants will be able to understand the basic concept and causes of conflict.
- Participants will learn several techniques to handle conflict situations.

May 19, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3009

DELEGATION SKILLS FOR LEADERS

Effective delegation is crucial for management and leadership success. Good delegation saves you time and develops/motivates others.

Learning Objectives:

- Participants will learn the basic concepts and techniques of delegation and its importance in becoming an effective leader.
- Participants will be able to apply several delegation approaches in order to become a more efficient and effective leader.

May 19, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3010

EMBRACING DIVERSITY IN THE WORKPLACE

Managing diversity effectively is the key to leveraging the advantages and minimizing the disadvantages of diversity in the workplace.

Learning Objectives:

- Participants will learn several techniques to incorporate diversity into their workplace.
- Participants will be exposed to stereotyping, selective perception, pluralism and assimilation and how these concepts impact diversity.

June 23, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3011

IMPROVING EMPLOYEE PERFORMANCE THROUGH COACHING AND MENTORING

Coaching has received considerable attention in recent years as the responsibility for employees' learning and development and has been increasingly devolved to line managers. Supervisory coaching behavior is associated with employees' job satisfaction and performance.

PLEASE NOTE: There is a \$2 registration fee per order

Learning Objectives:

- Participants will be able to understand and utilize constructive methods to improve employee behavior.
- Participants will be able to develop a feedback model to improve employee performance.

June 23, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3012

TECHNOLOGY TOOLS FOR LEADERS

Learning Objectives:

- Participants will be able to prepare presentations using Prezi.
- Participants will be exposed to several current technologies being used, including those used for document-sharing, virtual team communication, productivity, and social media.

July 21, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3013

MOTIVATION TECHNIQUES FOR LEADERS

Employee motivation techniques are an essential knowledge to ensure that your employees are as efficient as they can be.

Learning Objectives:

- Participants will learn how to be a motivator of people.
- Participants will understand the importance of caring about people.

July 21, 2016 • Thursday • 1:00 p.m. – 4:00 pm • Cost: \$75 • Course Number: 3014

CUSTOMER RELATIONS

Any business benefits from good customer relations, whether a large corporation or a mom and pop shop. Customer relations, or customer service, refers to the way a business communicates and interacts with the public to gain and retain customers. It is necessary for a business to cultivate good customer relations to attract and keep a loyal base of customers.

Learning Objectives:

- Understanding and maintaining customer relationships.
- Maintaining a loyal customer base.
- Handling customer complaints promptly and effectively.

August 18, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3015

THE DARK SIDE OF LEADERSHIP

The phrase "The Dark Side of Leadership" has many definitions in today's workplace. In this workshop it is defined as "the inability of an individual in a leadership position of handling the power that comes with the position and the power they gain from their subordinates."

Learning Objectives:

- Participants will learn about the traits and qualities one should possess to be placed in a leadership position.
- Participants will learn how to be proactive in stopping various forms of psychological bullying due to misuse of power.

August 18, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3016

LEADING CHANGE

Leaders are the key drivers of change. They play a critical role in preparing people for it, and then leading them through it.

Learning Objectives:

- Participants will learn about the importance of change in both their professional and personal life.
- Participants will be exposed to the concepts of stereotyping and their impact upon change.

September 15, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3017

TRANSITIONING FROM EMPLOYEE TO SUPERVISOR

You are now a manager/supervisor. Adapting to your new role will take time. Much of your success will depend on the relationship you have with peers, employees, and company leaders.

Learning Objectives:

- Participants will gain a deeper understanding of their roles and responsibilities as a manager.
- Participants will learn the basics of employment law and understand their actions in applying them to the workplace.

September 15, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3018

SOCIAL NETWORKING TOOLS

Learning Objectives:

- Participants will have a better understanding of how social media has created a paradigm shift in the way we communicate and network.
- Participants will receive instruction on how to create an account, find contacts, network for personal or professional purposes, and create pages and groups.

October 20, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3019

THE IMPORTANCE OF ACCOUNTABILITY TO INCREASE EMPLOYEE PERFORMANCE

Establishing standards for measuring performance allows you to evaluate employee achievements and effectiveness and make necessary adjustments.

Learning Objectives:

- Participants will be able to apply techniques which will encourage greater accountability both individually and organizationally.
- Participants will be able to design Accountability Action Plans that will help create a culture of accountability in reaching performance goals.

October 20, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3020

SITUATIONAL LEADERSHIP: LEADERSHIP & THE ONE MINUTE MANAGER

Effective leadership is task-relevant, and the most successful leaders are those that adapt their leadership style to the maturity of the individual or group they are attempting to lead or influence.

Learning Objectives:

- Participants will be able to define leadership style and discuss the two dimensions of leadership style: directive and supportive behavior.
- Participants will be able to describe and discuss four different leadership styles: directing, coaching, supporting, and delegating.

November 17, 2016 • Thursday • 9:00 a.m. – 12:00 Noon • Cost: \$75 • Course Number: 3021

APPLIED LEADERSHIP SKILLS

This session will utilize real-world scenarios and group exercises to enable participants to apply the leadership tools learned in previous classes in this certification program. High participa-

tion and involvement of participants will make this an excellent learning experience.

Learning Objectives:

- Participants will be able to apply several leadership tools to real-world situations through group exercises and discussions.
- Participants will be able to discuss and apply the expectancy theory of motivation through the use of scenarios.

November 17, 2016 • Thursday • 1:00 p.m. – 4:00 p.m. • Cost: \$75 • Course Number: 3022

Instructors:

Dr. Dennis Balch is an Associate Professor of Management in the UNA College of Business, where he teaches strategic management. Leadership and strategic human resource development are two of his special interests. He brings more than 24 years of practical management experience into the classroom. From 1977 to 2001, he worked through both boom and bust years in the computer industry—as a technical writer, a programmer, a quality assurance manager, a software development manager, and a senior executive. Dr. Balch earned a B.A. degree at UNA in 1971, the M.A. in Literature at the University of Arizona in 1972, the Ph.D. in Literature at the University of Arizona in 1977, and the MBA at UNA in May 2007.

Dr. Jana Beaver is the Department Chair and Associate Professor in the Department of Management and Marketing in the College of Business at the University of North Alabama. Her teaching focus is on managerial communication. Before coming to UNA, she was a system technology coordinator for a school system, an entrepreneur with her husband in a small business, and a high school business teacher. Dr. Beaver received her Ph.D. from The University of Alabama in Instructional Leadership with emphasis in Technology.

Jerome Gafford is an Assistant Professor of Marketing and Director of the UNA Center for Professional Selling, part of the Management and Marketing Department at UNA. Mr. Gafford has over 20 years of experience in Marketing and Professional Sales. Prior to his arrival at UNA, he worked in both business to consumer and business to business environments in the telecommunications industry, transportation industry, and business operations. He is a native of Florence, AL and has been with UNA since 2007.

Dr. Dan Hallock is a Professor in the Department of Management and Marketing in the College of Business at the University of North Alabama. He holds a BBA and an MA from the University of Texas at Austin, an MBA from Louisiana Tech University, and a DBA from Memphis State University. He also holds the professional designations of CPA, CMA, and CPIM. Dr. Hallock has extensive work experience in industry and works with UNA's Continuing Studies and Outreach in developing and presenting customized leadership seminars. He is certified to administer and interpret the BarOn EQ-i Emotional Intelligence Instrument and has written eight papers on emotional intelligence.

Dr. Jeremy Stafford is an Associate Professor of Management in the College of Business at the University of North Alabama where he teaches HR management, Strategic HRM, and Organizational Behavior. Dr. Stafford's undergraduate and masters' degrees are in Psychology and Industrial/Organizational Psychology and HR management (respectively) and his doctorate is in Organizational Analysis and Change. Dr. Stafford has consulted with various local businesses on personnel management issues, and has recently published empirical articles in several peer reviewed journals covering topics related to personality and motivation in both higher education and work contexts.

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Contact Mary Marshall VanSant (mmvansant@una.edu - 256-765-4184) or Lavonne Gatlin (lgatlin@una.edu - 256-765-4787) to schedule an assessment in assisting your organization with training, plan development, and implementation.