



CONTINUING EDUCATION

FALL/WINTER 2016 COURSE CATALOG





CONTACT

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:

una.edu/continuing-education

Office hours:

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

OFFICE STAFF:

Information and registration:

256-765-4862

Anita Blacklidge

Business Manager

256.765.4537 | aablacklidge@una.edu

Sheila Sisson

Program Coordinator

256-765-5987 | sdsisson@una.edu

Meghan Fike

Program Coordinator

256-765-4289 | mmfike@una.edu

Lavonne Gatlin

Senior Program Coordinator

256-765-4787 | lgatlin@una.edu

Mary Marshall VanSant

Director

256-765-4184 | mmvansant@una.edu

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 September 5, October 7, November 23-27, & December 22, 2016-January 4, 2017.

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

REGISTRATION INFORMATION

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, Alabama. *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 una.edu/continuing-education and select **Course Catalog**.

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.

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



ARTS & CRAFTS

POTTERY

This is a hand building class for all levels of students. 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.

Course No. 16FAPERS11801

Oct. 3, 4, 10, 11, 25 & Nov. 1 | 6pm – 9pm

Price: \$84 • Instructors: Jim & M.C. Jerkins

Location: UNA Art Building, Room 102

KNITTING

Learn to knit or continue your skills with a snowman dishcloth. No previous experience needed to join the fun! We will focus on learning and perfecting the knit and purl stitch as well as following a pattern.

Course No. 16FAPERS16101

Nov. 3 – Nov. 17 • Three Thursdays • 2:30 pm – 4:30 pm

Price: \$59 • Instructor: Marilyn Jones

Location: UNA East Campus, Room 103

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 students will enjoy the experience of seeing their work progress quickly. A supply list will be given at registration.

Course No. 16FAPERS10301

Oct. 10 – Oct. 31 | Four Mondays | 6pm – 9pm

Price: \$74 | Instructor: Brenda Truitt

Location: UNA East Campus, Room 107

FUN WITH ACRYLICS

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 list of supplies will be given upon registration.

Course No. 16FAPERS14601

Nov. 14 – Dec. 5 | Four Mondays | 6:00 pm – 9:00 pm

Price: \$74 | Instructor: Brenda Truitt

Location: UNA East Campus, Room 107

QUILTING FOR THE HOLIDAYS

Learn to quilt or quilt a fun project as we applique for the holidays. No previous experience needed. Learn the basics of quilting as well as applique. Supply list available at registration.

Course No. 16FAPERS21001

Oct. 12 – Nov. 2 | Four Wednesdays | 2:30 pm – 5:30 pm

Price: \$84 | Instructor: Marilyn Jones

Location: UNA East Campus, Room 105

TATting A FLURRY!

A flurry of snowflakes is falling! Learn to Tat, brush up on your tatting or just learn new things. We will Tat up a flurry of snowflakes just in time for the holidays. Instructor will collect a \$12 supply fee the first night of class, or bring your shuttle and thread.

Course No. 16FAPERS20901

Oct. 13 – Oct. 27 | Three Thursdays | 2:30pm – 4:30pm

Price: \$59 | Instructor: Marilyn Jones

Location: UNA East Campus, Room 105

HAND SEWING

Develop and perfect your hand sewing skills. This class allows participants to work with master seamstress, Diane Hall, one of Alabama Chanin's longest-standing team members, for a six-week class where you will learn the basics of hand sewing and embroidery. Alabama Chanin is a local business that preserves the tradition of craft skills by working with local artisans. You will learn how to sew like the Alabama Chanin artisans and be provided with a basic introduction to the Alabama Chanin artisan program. Suited for beginner and advanced sewers alike, this class will include all necessary materials and will encourage an in-depth discussion of the physics of sewing, garment construction, applique, and other Alabama Chanin sewing techniques.

Course No. 16FAPERS20801

Oct. 4 - Nov. 8 | Six Tuesdays | 6pm - 8pm

Price: \$99 | Instructor: Diane Hall

Location: Alabama Chanin, 462 Lane Drive, Florence

ABOUT YOUR INSTRUCTOR: *Diane Hall has been sewing with Alabama Chanin since January 2002 and has a lifetime of experience, sewing for the public for 35 years before working for Alabama Chanin.*

INTERIOR DESIGN

HOME STAGING & BASICS OF INTERIOR DESIGN

In this class you will learn the art of staging your home to sell quickly and for top dollar. Join interior decorator, home stager and realtor, Judy Long Tomerlin as you explore the basics of decorating your home from wall colors, window treatment, floor covering, repairs, decluttering, furniture placement, art and accessories. You will acquire ways to use your existing furniture and accessories to create a new and fresh look. Please bring pictures of rooms in your home and we will use these to teach you how to stage your home to sell and/or to decorate your home, room by room.

Course No. 16FAPERS10801

Oct. 5 - Oct. 26 | Four Wednesdays 10am - 12pm

Price: \$74 | Instructor: Judy Long Tomerlin

Location: UNA East Campus, Room 105

FLORAL DESIGN

If you are looking for a new career or just want to have fun learning new floral arranging techniques, this highly informative five-course program is for you! The classes are designed to be relaxed, enjoyable, and focused on stimulating individual creativity, while comprehensively preparing participants for employment in a floral agency through a hybridization of artistic expression and technical skills. Information 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 are discussed throughout the certification process. The certificate is designed to prepare you for employment in a floral agency or you may simply take the classes for fun to build skills and techniques as your hobby. 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.

DESIGN POTPOURRI

Through the first half of the course, topics discussed will include a review, floral identification, autumnal arrangement, full topiary construction, and a seasonal grapevine wreath. Funeral designs for sprays, baskets, and saddles are covered in the last three sessions. Working with ribbons will also be discussed. **Participants need to bring a basic wooden-handled toilet plunger (original design; NOT the new black variety), container of Plaster-of-Paris (4 lbs. +) and a large PLASTIC margarine-type container to the first session. (Basic Floral Design is a prerequisite; there will be NO class meeting on Oct. 10)**

Course No. 16FAPERS12701

Oct. 4 - Nov. 22 | 7 Tuesdays | 6pm - 8pm

Price: \$79 | Instructor: Mary Lollar

Location: UNA East Campus, Room 107





MUSIC

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, in 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.

Course No. 16FAPERS15301

Oct. 24 | One Monday | 6pm – 9pm
Price: \$59 | Instructor: Michael McMillan
Location: UNA East Campus, Room 101

FUNDAMENTALS OF STRING INSTRUMENTS (GUITAR, MANDOLIN & BASS)

Participants will learn 3 simple patterns that will have them understanding the fret board of their instruments in fifteen minutes. With this, 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 string instrument 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 instrument, (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 • Bass players will learn to read the bass clef and simple bass movements • Playing parts with a band or group • Rhythm and timing • And much more... Must bring your instrument (tables will be provided for sheet music, if you prefer a music stand, you may bring your own). Instructor will collect \$15 materials fee in class.

Course No. 16FAPERS21201

Oct. 3 – Oct. 20 | Three Mon. & Three Thurs. | 6pm – 8pm
Price: \$99 | Instructor: Larry D. Miller
Location: UNA East Campus, Room 108

MAKING SENSE OF GUITAR & MANDOLIN CHORDS!

Have you bought a guitar/mandolin 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 way 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: 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. Basic music reading will be helpful but not necessary. Must bring your instrument (Tables will be provided for sheet music. If you prefer a music stand, you may bring your own). Instructor will collect \$15 materials fee in class.

Course No. 16FAPERS21301

Oct. 24 – Nov. 10 | Three Mon. & Three Thurs. | 6pm – 8pm
Price: \$99 | Instructor: Larry D. Miller
Location: UNA East Campus, Room 108

ABOUT YOUR INSTRUCTOR: *Larry Miller has been teaching students guitar and mandolin for the past four years at Alabama Music in Florence, Alabama. Having "picked at the guitar" for most of his life, he made serious study of playing the guitar 16 years ago. 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.*



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.

Course No. 16SUPERS17701

September 19 – October 10 • 4 Mondays
Price: \$44 • UNA Students \$19 • 6:00 - 7:00 pm
Location: Kilby Gym
Instructors: Suzy Robbins & Larry Crowell

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.

Course No. 16FAPERS17901

October 17 – November 7 • 4 Mondays
Price: \$44 • UNA Students \$19 • 6:00 - 7:00 pm
Location: Kilby Gym
Instructors: Suzy Robbins & Larry Crowell

BEGINNER WALTZ: Part I

Waltz is one of the most popular smooth dances in ballroom dancing. It is classic and timeless. Students will systematically learn all of the fundamental techniques needed to dance this elegant classic dance. You will also learn some cool dance combinations and turns that will surely get you well on your way to having a great time on the dance floor. The class will also include information on the responsibilities of both the lead and follow along with instruction on the proper way to negotiate a ballroom dance floor. Waltz is a perennial favorite dance world-wide. A partner is not required, but is encouraged.

Course No. 16SUPERS1423120

September 19 – October 10 • 4 Mondays
Price: \$44 • UNA Students \$19 • 7:15 - 8:15 pm
Location: Kilby Gym
Instructors: Suzy Robbins & Larry Crowell

BEGINNER WALTZ: Part II

You have some Waltz under your belt but want more moves and skills? As we continue learning this beautiful dance, we'll add some shiny new moves and build some sweet and satisfying new combos that you may not have thought of. A partner is not required, but is encouraged.

Course No. 16FAPERS14501

October 17 – November 7 • 4 Mondays
Price: \$44 • UNA Students \$19 • 7:15 - 8:15 pm
Location: Kilby Gym
Instructors: Suzy Robbins & Larry Crowell

BEGINNER WEST COAST SWING WORKSHOP

West Coast Swing is a very popular style of swing that can be danced to a very wide range of music. The look of West Coast Swing can range from soulful and funky to smooth and sleek, depending on the interpretation of the music style by the dancers. Its flexibility, both with style and music, are some of the reasons West Coast Swing is rapidly gaining in popularity across the country. It is characterized by its elastic look and slotted style. No knowledge of West Coast Swing required. This class is also perfect for seasoned dancers needing to clean up their basic lead and follow. A partner is not required, but is encouraged.

Course No. 16FAPERS21401

November 14 • 1 Monday
Price: \$20 per person & \$35 per couple • UNA Students \$10 per person & \$15 per couple
6:00 pm – 8:15 pm • Location: Kilby Gym
Instructors: Suzy Robbins & Larry Crowell

ABOUT YOUR INSTRUCTORS: Suzy Spalding Robbins is a certified instructor with Dance Vision International Dance Association (DIVDA). She founded USA Dance of North Alabama and 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 Nashville, Tennessee. Suzy has been teaching dance at UNA for 20 years.

Larry Crowell has been teaching dance for over 13 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 a musician and performs at local venues.



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.

Course No: 16FAPERS13001

Oct. 17 | One Monday | 6pm - 8pm

Price: \$25 | Instructor: Bridget MacInnis

Location: UNA East Campus, Room 101

HISTORY OF THE SHOALS: THE EARLY YEARS

This extraordinary course will entertain you as you learn of events and personalities that led to the development of the Shoals area. You will thoroughly enjoy this popular class as you view films, slides and have lively discussions. The class includes such topics as early Indian cultures; early settlers; the founding of Florence, Sheffield, Tusculumbia and Muscle Shoals; historic personalities including outlaws through the antebellum period. Two optional field trips are available. Taught by Harry Wallace, an expert in local history, this class has been offered for over 26 years and is a community favorite!

Course No. 16FAPERS12101

Oct. 6 – Nov. 10 | Six Thursdays 6pm – 8pm

Price: \$74 | Instructor: Harry Wallace

Location: UNA East Campus, Room 102

FISHING THE SHOALS 101

This is not your ordinary fishing class that focuses on ONE species of fish and how to catch them. This class is for everyone. We will discuss ALL the major game/nongame fish that inhabit the Tennessee River. There will be discussions of tackle, baits, and lures for catching each species of fish. Presentations will include photos of where to fish and how to catch them. Whether you fish or regularly or have never fished before, there will be information beneficial to all who attend.

Outline:

- Tackle, baits, lures, and locations for catching fish
- Specific locations to find fish for every season
- Discussion of fish behaviors and habitats
- Discussion of reproduction, habitats, and behaviors of fish
- Fishing locations for both boaters and shoreline anglers
- Basic use and operation of electronics
- Conservation and Historical information about the waters of the Shoals area
- Round table discussions - questions and answering periods

Course No. 16FAPERS17601

Oct. 10, 17, & 24 | Three Mondays | 7pm - 9pm

Price: \$79 Adults & \$59 for ages 18 and under

Instructor: Brian Barton

Location: UNA East Campus, Room 105

MEET YOUR INSTRUCTOR: *Brian Barton is a 50 year old lifelong resident of Muscle Shoals. He attended UNA where he earned his BS in Environmental Biology and Geography. Brian is a U.S. Coast Guard Master Captain who has been fishing the Tennessee River since childhood. He spent 10 years as a commercial fisherman and mussel diver on Wilson and Pickwick Lakes. This is where he gained much of his intimate knowledge of the Tennessee River and the fish that inhabit it. 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. Brian is an active member of SEOPA and works closely with out state tourism agencies.*





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!

Course No. 16SUPERS10101

Sept. 20 – Nov. 8 | Eight Tuesdays | 6pm – 8m
Price: \$79 | Instructor: J.W. Holmes
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.

Course No. 16SUPERS10201

Sept. 22 – Nov. 10 | Eight Thursdays | 6pm – 8pm
Price: \$79 | Instructor: J.W. Holmes
Location: UNA East Campus, Room 105

THE CHRISTIAN BIBLE AS HISTORY & LITERATURE

The Alabama State Department of Education recently adopted the curriculum for “The Bible in History and Literature,” allowing it to be taught in high schools around the state. Your course instructor, Mr. Mickey J. Lollar, was the first public school teacher to present the curriculum to an Alabama student body. Taking the course content and modifying it for an adult audience, without imposing the doctrine of any particular religious sect, Mr. Lollar will delve into the text of the Christian Bible and analyze portions in the context of its historical and literary significance. In addition to chronological Biblical history, course participants should expect to gain a deeper understanding of the important literary forms contained in the Bible; Biblical figures and symbols referred to in literature, art, and music; influence of the Bible on history, law, literature, American community life, and culture; Bible’s influence on America’s “Founding Fathers” in relation to their views on human rights; history, geography, religions, and politics of the Middle East; and importance of the Bible in world and national history. Accompanying the course will be energetic discussions, PowerPoint presentations, multiple hand-outs, and archaeological/ethnological items.

Course No. 16SUPERS21101

Sept. 20 – Nov. 22 | Ten Tuesdays | 6pm – 8pm
Price: \$99 | Instructor: Mickey J. Lollar
Location: UNA East Campus, Room 101

MEET YOUR INSTRUCTOR: *Mr. Mickey J. Lollar has a Master of Arts in Literary Theory and is a graduate student in History: Heritage Resource Management & Archaeology at the University of North Alabama. In addition to being a certified teacher of the Social Sciences, English-Language Arts, Art History and Practice, and Music, Mickey is a writer, international lecturer, university instructor, extensive traveler, and antiquities collector. More importantly, Mickey’s focus is consistently on educational quality, curriculum practicality, and post-course audience success, thus bringing course participants together with rich content, highly-energetic instruction and discussion, and enorous (and often times, epic!) visual aids.*



HEALTH & FITNESS

LIVING IN BALANCE: EDEN ENERGY MEDICINE FOR HEALTHY LIVING

Come explore a self-care technique to thrive in life's stressful environment. 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 ⌘ 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.

Course No. 16FAPERS11302

Sept. 28 | One Wednesday | 6:30pm – 8pm
Price: \$49 | Instructor: Linda Isbell
Location: UNA East Campus, Room 105

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. I will be sharing some exciting information about this research, talking about what current healthy Octogenarians (specifically those past 100) are doing, teaching some energy medicine movements to support healthy aging and finishing the class with a great guided imagery to enhance your journey.

Course No. 16FAPERS15101

Oct. 6 | One Thursday | 6:30pm – 8pm
Price: \$49 | Instructor: Linda Isbell
Location: UNA East Campus, Room 101

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.

Course No. 16FAPERS11401

Oct. 19 | One Wednesday | 6:30pm – 8pm
Price: \$49 | Instructor: Linda Isbell
Location: UNA East Campus, Room 101

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.



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:

"So You Want To Be A Star?" - 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; 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



FOREIGN LANGUAGES

The following foreign languages are offered beginning August 24 and concluding December 17, 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 Latin, Introductory & Intermediate Spanish and American Sign Language

Critical Languages:

Elementary Arabic, Elementary Chinese, Elementary & Intermediate Japanese, 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.

Course No. 16SUPERS10501

Sept. 26 – Oct. 31 | Six Mondays | 6pm – 8pm
Price: \$99 | Instructor: Carol Behel
Location: UNA East Campus, Room 104

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.

Course No. 16FAPERS1063059

Nov. 7 - Dec. 12 | Six Mondays 6pm – 8pm
Price: \$99 Instructor: Carol Behel
Location: UNA East Campus, Room 102



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.

Course No. 16SUPERS13201

Sept. 3 | One Saturday | 10am – 11am

Price: FREE

Instructor: John Ingwersen & Cameron Kay

Location: UNA East Campus, Room 101

MUTUAL FUND INVESTING TECHNIQUES FOR THE NEW INVESTOR

Most Mutual Funds underperform the market in general. How can you spot potential present and future poor performers as well as those that charge too much for their services (many times in hidden charges). Learn how to evaluate Mutual Funds using the BI Mutual Fund Checklist.

Course No. 16SUPERS15201

Sept. 12 - Sept. 19 • Two Mondays • 6:30pm – 8pm

Price: \$29 • Instructor: John Ingwersen

Location: UNA East Campus, Room 101

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!

Fall 2016 ILR COURSES:

- Outstanding People & Events in American History
- The Wisdom of History
- Great Books: Great Conversations V
- Potpourri
- Enjoying The Arts
- Cultural Heritage & Geography
- Memory and the Human Lifespan
- Science In Our Daily Lives
- Brown Bag Lunches
- Around Town – Field Trips & Movies
- People & Their Stories
- Religious Literacy 101
- Appreciating Antique Chinese Arts II

Join for a semester for only \$70!

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

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.

Course No. 16FAPERS14001

Oct. 18 • 7pm – 8pm • Price: \$15

Instructor: Joseph A. Gallagher, Jr.,

Senior Vice President – Financial Advisor

Sterne Agee Financial Services, Progress Bank

Location: UNA East Campus, Room 102

FINANCIAL WORKSHOP

We believe financial education is an important step in helping you achieve a better future. That is why our Financial Workshop: Your Source for Financial Education offers clear and practical investing education in a convenient and comfortable format. By attending our workshop, you'll gain a better understanding of the key principles of saving and investing and also learn specific strategies to help reach your long-term goals. Topics include: • Rules of the Road • Ready or Not? Preparing for the Unexpected • Stocks: The Nuts and Bolts • Focus on Fixed Income • An Investor's Tour of Mutual Funds • Retirement by Design • Tax-Free Investing • Preparing Your Estate Plan (Materials fee of \$5.00 is payable to Edward Jones on the first night of class.)

Course No. 16FAPERS21501

Oct. 3 – Nov. 7 | 6pm – 7pm • Six Mondays

Price: \$45

Instructor: Lee Clement

Location: UNA East Campus Room 102



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.

Course No. 16SUCOMP12401

Saturday, Sept. 17 | 9am - 12pm

OR

Course No. 16FACOMP12401

Saturday, Nov. 5 | 9am - 12pm

Price: \$79 | Instructor: Stephen Rickard

Location: UNA East Campus, Room 104

WELCOME TO DIGITAL PHOTOGRAPHY

This course begins with a discussion of digital cameras and their features - from Point and Shoot models to Digital SLRs. Working with digital photography files is then covered as we learn about memory cards, connecting your camera to the computer, as well as; viewing, copying, backing up, sharing and printing your photographs. You will then learn how to take your camera out of automatic mode as we explore scene modes and manual modes. Shutter speeds, aperture (fstop) settings, focus adjustments, exposure settings (exposure lock, exposure bracketing, exposure compensation), color temperature, white balance, depth of field, flash modes, and other features will be discussed and then practiced in our photo sessions.

Items to bring to class: • Digital camera (if you own one) • Manual for the camera • A blank memory card for your camera • Any cables (items) necessary to connect your camera to the computer.

Course No. 16SUCOMP12501

Price: \$159 | Instructor: Jerry Woolfolk

Sept. 13 - Oct. 4 | Four Tuesdays | 5:30pm - 8:30pm

Location: UNA East Campus, Room 106

SHOOTING BETTER PICTURES WITH YOUR IPHONE

If you have an iPhone and want to learn to take better pictures with it, this is the class for you! We will discuss using iPhones (and iPads) to control autofocus, how to use exposure lock, how to use the flash, how to use the high dynamic range (HDR) setting, and how to get better color in the photos you take. We will share our favorite photo apps and tricks that you can use to make your images "pop!" We will even talk about photo backup, storage in the cloud, sharing photo streams and much more in this class! If you have been scared or nervous about using your iPhone for photos, or how to get the best images possible, then relax and join us for this great course!

Course No. 16SUCOMP12801

Price: \$79 | Instructor: Jim Head

September 19 | One Monday | 6pm - 9pm

Location: UNA East Campus, Room 106

COMPUTER

ADOBE ILLUSTRATOR

Come explore the fundamentals of Illustrator! Get familiar with the Illustrator environment, and then learn how to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Explore how to apply color, gradients, transparency, and work with text and layers.

Course No. 16SUCOMP13001

Price: \$149 | Instructor: Jeremy Britten

Sept. 15 - Oct. 6 | Four Thursdays | 5:30 - 7:30 p.m.

Location: UNA Main Campus,

Communications Building, Room 116

ADOBE DREAMWEAVER

Discover how to design and build a website as you explore the features and functions in Dreamweaver. Learn to use Dreamweaver to develop powerful websites using templates and style sheets that are easy to build and even easier to update. Topics include text formatting, dynamic graphics, hyperlinks, templates, tables, frames, style sheets, and forms.

Course No. 16FACOMP13101

Oct. 13 - Nov. 3 | Four Thursdays | 5:30pm - 7:30pm

Price: \$149 | Instructor: Jeremy Britten

Location: UNA Main Campus,

Communications Building, Room 116

ADOBE INDESIGN

Explore the basic features of Adobe InDesign. Learn how to create documents, place text and graphics, and create custom color swatches. Work with master pages and multi-page documents, format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Discover how to print documents, create print presets, and package documents for commercial printing.

Course No. 16FACOMP12901

Price: \$149 | Instructor: Jeremy Britten

Nov. 10 - Dec. 8 | Four Thursdays | 5:30pm - 7:30pm

****This class will not meet on November 24****

Location: UNA Main Campus,

Communication Building, Room 116

ADOBE PHOTOSHOP CC

Photoshop CC is the last version of Adobe's premier photo-editing software package, bringing a few new tools and filters but concentrating on greater speed, efficiency and ease of use. Photoshop CC includes a lot of small enhancements that will generally make life much easier for those working on complex artwork. But the improvements are great, and this Photoshop CC class will reveal all! Auto-recovery, background saving and more features you have to see to believe! In CC, there's no waiting for the computer to catch up to your actions, either. You will want to bring your camera, cable, or card reader with some images on it to work with in Photoshop CC.

Items to bring to class: digital camera with memory card (if you own one), camera manual, any cables necessary to connect your camera to a computer.

Course No. 16FACOMP14301

Nov. 7 & 14 | Two Mondays | 6pm - 9pm

Price: \$129 | Instructor: Jim Head

Location: UNA Main Campus,

Communication Building, Room 116

PRACTICAL COMPUTER KNOWLEDGE

This class provides an overview of practical ways that you can use your computer to make your life a little easier. Topics include: common computer terms, mobile devices, operating systems, basic software, computer organization, basic computer maintenance, word processing, the internet, email, data backup, cloud storage, and password security. As the world becomes more dependent on computers it is nice to be able to stay up-to-speed with technology and use it to your advantage.

Course No. 16FACOMP14201

Price: \$159 | Instructor: Jacob Frye
Oct. 5 - 26 | Four Wednesdays | 3pm - 6pm
Location: UNA East Campus, Room 106

IPAD BASICS

The iPad is one of Apple's most popular products. In this two-night course, we'll learn about organizing your apps into folders, connecting to Wi-Fi networks, multitasking gestures, setting up and using email on your iPad, as well as printing options for the iPad. We'll also learn how to sync your iPad with iTunes and iCloud and customize your preferences. We talk about using the iPad with Apple TV and projectors. We talk about using iCloud, Skydrive, and Google Drive in school and business settings. The instructor is an experienced Mac user (30 years) and has been an iPad user from the day the device came out in 2010. **Please bring your iPad and update it to the latest version of the iOS operating system before coming to class.**

Course No. 16FACOMP11601

Price: \$129 | Instructor: Jim Head
October 3 & 10 | Two Mondays | 6pm - 9pm
Location: UNA East Campus, Room 106

INTRODUCTION TO SOLIDWORKS

This course covers beginning-level concepts and applications of Solid modeling. Emphasis will be placed on beginning level features, commands, and applications of SolidWorks software. Upon completion, students should be able to use SolidWorks functionality and its command procedures that will allow you to create real-world parts using a variety of manufacturing techniques. **Please bring a flash drive to class.**

Topics Covered

- The Solidworks Interface
- Planes and relations
- Sketch Entities
- Revolved parts
- Molded Parts
- Lofted Parts
- The hole wizard
- Patterns and mirror
- Sheet Metal Parts

Course No. 16SUCOMP13901

Sept. 13 - 22 | Two Tuesdays & Two Thursdays
5:30pm - 8:30pm
Price: \$179 | Instructor: Mike Hubka
Location: UNA Main Campus,
Science & Technology Building, Room SET 139

INTERMEDIATE SOLIDWORKS

This course builds on the commands and features introduced the Introduction course and covers intermediate level concepts and applications of Solid modeling. Upon completion, students should be able to use SolidWorks functionality and its command procedures that will allow you to create real-world parts using a variety of manufacturing techniques. **Please bring a flash drive to class.**

Topics Covered

- Creating springs and threads using the sweep command
- 3D sketches
- Advanced plane creation
- Changing model appearance
- Part Configurations
- Bringing models into drawings

Course No. 16FACOMP14001

Oct. 4 - 13 | Two Tuesdays & Two Thursdays
5:30pm - 8:30 pm
Price: \$179 | Instructor: Mike Hubka
Location: UNA Main Campus,
Science & Technology Building, Room SET 139

ADVANCED SOLIDWORKS

This course builds on the commands and features introduced the intermediate course and covers advanced level concepts and applications of Solid modeling. Upon completion, students should be able to use SolidWorks functionality and its command procedures that will allow you to create real-world assemblies and bills of materials.

Please bring a flash drive to class.

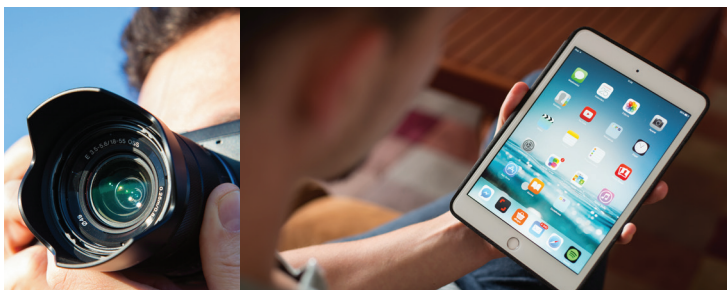
Topics Covered

- Creating Weldments
- Using the Design library
- Making Assemblies
- Bringing Assemblies into drawings
- Configurations in assemblies

Course No. 16FACOMP14101

Price: \$179 | Instructor: Mike Hubka
Oct. 25 - Nov. 3 | Two Tuesdays & Two Thursdays
5:30pm - 8:30pm
Location: UNA Main Campus,
Science & Technology Building, Room SET 139

ABOUT YOUR INSTRUCTOR: Mike Hubka has been teaching courses in SolidWorks, AutoCad, and Blueprint Reading for business and industry since 1998. Mike worked 22 years in the steel fabrication and machine design industry and 17 years as an instructor at Northwest-Shoals Community College. Mike is a graduate of Auburn University with a Bachelor of Science degree in Building Science.



UNA is a certified testing center for the Microsoft Office Specialist (MOS) credential. This is a nationally recognized certification.

Exams are being offered for the Office 2016 family of products. Exams may be scheduled by calling 256-765-4773. The Microsoft Office Specialist (MOS) credential validates skills in using the 2016 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 2016 or Word 2016 Expert
- Microsoft Office Excel 2016 or Excel 2016 Expert
- Microsoft Office PowerPoint 2016
- Microsoft Office Outlook 2016
- Microsoft Office Access 2016

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

Course No. 16SUCOMP13201

Four Wednesdays | Sept. 14 - Oct. 5 | 9am - 12pm

Price : \$189 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

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
- Setting print titles and page breaks
- 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
- 3-D formulas - performing calculations referring to cells in other workbooks
- Special and Custom Formatting options
- Cell styles
- Workbooks themes and colors
- Creating, using and managing named cells and ranges
- Sorting and filtering data
- Creating tables
- 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"

Course No. 16FACOMP13601

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Oct. 12 - Nov. 2 | Four Wednesdays | 9am - 12pm

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

Course No. 16FACOMP13701

Nov. 9 - Dec. 7 | Four Wednesdays | 9am - 12pm

No class meeting November 23

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

- Building the WBS in Microsoft Project 2013
- Modifying and Editing the WBS in Microsoft Project 2013
- Creating Task Dependencies
- Task Types and Scheduling
- Task Size and Manual Task Scheduling

Course No. 16SUPM10401

Sept. 12 - Oct. 10 | 5 Mondays | 8am - 12pm

Price: \$299 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

2. PROJECT MANAGEMENT ADVANCED - OPTIMIZING & EXECUTING A PROJECT PLAN

Topics covered include:

- Defining Resources in Microsoft Project 2013 and Assigning them to tasks
- Cost Planning
- Handling Project Constraints
- Identifying the Critical Path
- Adding Recurring Tasks and Using Task Calendars
- Managing Resource Workloads and Resolving Resource Overallocations
- Setting the Project Baseline
- Communicating the Project Plan
- Executing the Project
- Entering Actual Progress Information and Tracking Project Progress
- Variance Analysis
- Plan Revision and Scope Management
- Project Communication
- Tables, Filters, Views, and Groups in Microsoft Project 2013
- Defining and Using Custom Fields
- Communicating Project Information

PROJECT MANAGEMENT CERTIFICATE (45 HOUR CERTIFICATE)

Earn your 45 Hour UNA Project Management Certificate by completing the following three courses:

1. PROJECT MANAGEMENT BASICS - CREATING A PROJECT PLAN

Topics covered include:

- Introduction to Project Management and Project Management Methodologies
- Project Phases and the Project Life Cycle
- Project Stakeholders and Organizational Influences
- Project Processes
- Introduction to Microsoft Project 2013
- Ribbon Interface and Navigation
- Defining and Initiating a Project
- Defining and Verifying Scope
- Creating a New Project in MS Project 2013
- Working with Project Calendars
- Creating a Project Work Plan (WBS)
- Determining Logical Relationships between Tasks in the WBS
- Resource Planning and Acquisition
- Cost Estimating and Budgeting

Course No. 16FAPM10501

Oct. 17 - Nov. 14 | 5 Mondays | 8am - 12pm

Price: \$299 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

3. TEAM BUILDING - BUILDING A HIGH PERFORMING TEAM

This hands-on class will help participants understand the phases of team development as they progress through those stages together during the class.

Course No. 16FAPM10601

Dec. 5 - 12 | 2 Mondays | 9am - 11:30am

Price: \$99

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

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, plus a \$2 registration fee (per order). Courses can be taken individually if you are not interested in earning a certificate. Contact Lavonne Gatlin for more information. lgatlin@una.edu | phone: 256-765-4787

Additional courses begin February 2017. Call for a schedule or to be placed on our mail list.

TOPICS COVERED:

- The Power of Positive Attitudes
- Understanding Personality Types to Build Relationships
- The Emotionally Intelligent Leader
- Generational Difference in the Workplace
- Building Effective Teams: Gung Ho!
- Stress Management
- Empathy in Leadership: It Does Matter!
- Moral Intelligence and Ethics in Leadership
- Delegation Skills for Leaders
- Conflict Resolution Skills
- Customer Relations
- The Dark Side of Leadership

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 become familiar with paradigms and how they impact the acceptance of change.
- Participants will be exposed to the concepts of stereotyping and their impact upon change.

September 15, 2016 • Thursday • 9am – 12 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 appreciate the difference between being a manager and being an individual contributor.
- Participants will learn the basics of employment law and understand their actions in applying them to the workplace.
- Explore the importance of delegation as a key management skill and learn the steps to take for a successful delegation.

September 15, 2016 • Thursday • 1pm – 4pm
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 have a better understanding of the reasons why social networking is important and will be introduced to several popular social media sites, including Facebook, Twitter, LinkedIn, and others.
- 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 • 9am – 12 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 explain key performance measures in the organization and align employees daily work objectives with those measures.
- 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 • 1pm – 4pm
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.
- Participants will learn that there is not one best style of leadership.

November 17, 2016 • Thursday • 9am – 12 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 participation 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.
- Participants will be to learn and apply the most effective leadership skill to specific situations.

November 17, 2016 • Thursday • 1pm – 4pm • Cost: \$75
Course Number: 3022

INSTRUCTORS

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. 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.

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.



INTRO TO DATA MINING - HOW TO BETTER TARGET YOUR CUSTOMER

Tuesday, September 20

9:00 am – 4:00 pm

Location: UNA East Campus, Room 105

Price: \$500 (lunch included)

Course number: 16FACOMP1380

Instructor: Dr. Jason Imbrogno

Description: You will focus on what “big data” is, how it is used much differently from previous, traditional statistical methods, and how companies can use it for effective decision-making strategies, focusing specifically on areas of marketing. You will learn how to build and interpret the models, and then how to use specific software tools to make the “building” aspect much easier

BIO - Dr. Jason Imbrogno is an Assistant Professor of Economics at The University of North Alabama. He completed doctoral studies at the Tepper School of Business at Carnegie Mellon University. His previous work is broadly applicable in the areas of labor, healthcare, industry, and education. Outside academia, he gained experience working in marketing and “big data” analytics during an employment stint at PNC Bank.

CUSTOM TRAINING & CONSULTATION SERVICES

The future of your organization depends upon educated managers & leaders

UNA's Continuing Education offers educational courses that are designed to help your organization reach its full potential by developing practical knowledge and skills that can be readily applied in the workplace.

As your educational partner, UNA's Continuing Education brings the expertise of the University of North Alabama directly to your workplace. Course curriculum can be customized to fit your company's unique needs and conveniently delivered on-site or on campus.

Some of our areas of expertise include certificate programs and courses in supervision, management, customer service, information technology, and career development.

Why invest in the learning and development of your workforce?

- Strong organizations invest time and resources into employee training.
- Continuing education increases your employees' productivity and efficiency while preparing them for advancement.
- A trained workforce gives you a competitive advantage.
- Educational programs help improve employee retention and recruitment.
- Receive Certificates, Credentials, or CEUs.
- UNA's Custom Training is a cost-effective, targeted way to enhance employee skills in the areas needed to improve your organization's effective performance.
- A knowledgeable workforce fuels innovation and productivity.

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

STRATEGIC DOING PRACTITIONER TRAINING AND CERTIFICATION

November 2,3, & 4

8:30 am – 4:00 pm

Location: UNA East Campus, Room 105

Price: Practitioner Training: \$1,275

Practitioner Training & Certification: \$1,575

Course number: 16FASD10402 (training) **and** 16FASD10401 (certification)

Instructor: Janyce Fadden

Description: Take part in three days of engaged learning and join an active, national network of Strategic Doing practitioners. This course will help you design and implement agile strategies using Strategic Doing— an adaptable process that uses lean principles to rapidly build complex

Collaborations and leverage them to move toward measurable outcomes.

Expand your ability to lead collaborations

- explain this new approach to strategy
- discover what works and expand upon it
- design and lead Strategic Doing workshops
- create and guide sophisticated collaborations
- find new opportunities and quickly take action
- lead strategies without “command and control”

You can take this course as standalone endeavor or as a stepping stone toward certification. Certification in Strategic Doing involves classroom instruction as well as field work with coaching from Strategic Doing faculty.

BIO - Janyce Fadden is Executive-in-Residence for the College of Business at the University of North Alabama and her role includes implementing an innovation pipeline strategy and implementing business engagement projects. Currently using Strategic Doing, a flexible agile methodology, the Shoals area's Pathfinder Projects are building a digital economy and enhancing the region's competitiveness.

Fadden earned her Bachelor of Science degree in Engineering and Management from Clarkson University in Potsdam, New York, and her Master of Business Administration degree from Northern Illinois University. The Purdue Center for Regional Development certified her in Strategic Doing, a breakthrough process for doing more together.



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

SAVE THE DATE

UNA'S 21ST ANNUAL NORTH ALABAMA WORKERS' COMPENSATION CONFERENCE

OCTOBER 26, 2016

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

THE FUTURE OF HR IS SHRM CERTIFIED

OFFERED SPRING 2017

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.

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 SHRMc certification.org.

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

OFFERED SPRING 2017

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.

ONLINE COURSES

UNA LEGAL CERTIFICATE COURSES

Online sessions begin every eight weeks, year round. Online courses are available virtually anytime. Courses available in: • Paralegal Certificate Course • Advanced Paralegal Certificate Course • Legal Secretary Certificate Course • Legal Nurse Consultant Training Course • Legal Investigation Certificate Course • Alternate Dispute Resolution Certificate Course • Intellectual Property Law for Engineers Certificate Course • Advanced Legal Research & Writing Certificate Course • Victim Advocacy Certificate Course. For more information or to register, call The Center for Legal Studios at 1-800-522-7737, visit www.legalstudies.org, or call Shelia Sisson at 256-765-5987.

UNA TEST PREP COURSES

Most students must take standardized tests before gaining admission into their academic programs. These courses will help! Prep courses available for: • GMAT • SAT • LSAT • ACT • GRE • and more! For more information or to register, call The Center for Legal Studios at 1-800-522-7737, visit www.legalstudies.org, or call Shelia Sisson at 256-765-5987.

UNA PROTRAIN

Affordable, self-paced online certificate programs that can help you up your game. Courses available in the following categories: • Accounting and Finance • Business and Leadership • Career and Hospitality • Education and Personal Development • Green and Renewable Energy • Healthcare and Allied Health • Industrial and Skilled Trades • Legal and Criminal Justice • Multimedia and Graphic Design • Programming and Web Applications • Spanish in the Workplace • Technology and Computer Programs. To learn more, visit una.theknowledgebase.org or call Meghan Fike at 256-765-4289.

UNA EDUCATION 2 GO

UNA makes it easy to take high quality non-credit online courses no matter where you are located. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Best of all, you can access these 24/7 from anywhere you have an internet connection! Courses are available in: • Accounting & Finance • Business • College Readiness • Computer Applications • Design & Composition • Healthcare • Language & Arts • Law & Legal • Personal Development • Teaching & Education • Technology • Writing & Publishing. New courses introduced monthly! To learn more, visit www.ed2go.com/una or call Meghan Fike at 256-765-4289.

UNA UGOTCLASS

Boost your productivity and your organization's bottom line - get new skills - and do it all online! Courses are available in these popular categories: • Business • Business Communications • Career Skills • Health • Human Resources • Leadership • LEED Green Workplace • Management • New Media Marketing • Professional Development • Social Media for Business • Courses for Parents • Training and Education • Training for K-12 Teachers For a complete list of online courses and certificates, visit www.yougotclass.org/catalog.cfm/una or call Lavonne Gatlin at 256-765-4787.

UNA AMA SELF-STUDY COURSES

Fine-tune your skills or learn new ones with a flexible learning plan that fits your schedule, budget, and professional goals. More than 65 self-study programs, developed by business and education experts, provide the latest management practices and real-world solutions, complete with diagrams, charts, assessments, and other learning tools. This unique partnership between AMA and UNA makes quality management training more convenient, accessible, and affordable for today's managers. Courses are available in: • Accounting • Communication • Customer Service • Finance for Managers • Human Resources • Leadership • Management • Manufacturing / Operations • Manufacturing / Quality • Marketing • Negotiation Skills • Personal Development • Project Management • Purchasing • Strategic Planning • Supervision • Team Building • Time Management. For more information, visit www.flexclassroom.com/una or call Lavonne Gatlin at 256-765-4787.

LEARNING ARCGIS PRO 1: FUNDAMENTALS

ArcGIS Pro is Esri's newest desktop GIS application with powerful tools for visualizing, maintaining, and analyzing data. ArcGIS Pro makes use of the modern ribbon interface and 64-bit processing to increase the speed and efficiency of using GIS. It allows users to create amazing maps in both 2D and 3D quickly and easily. This 16 hour course will teach both existing ArcGIS for Desktop users and those new to GIS how they can use ArcGIS Pro to create 2D and 3D maps using ArcGIS Pro. Students will learn terminology associated with ArcGIS Pro and GIS in general. They will gain an understanding of ArcGIS Pro projects and how to manage them. Topics Covered:

- Introducing ArcGIS Pro
- Using the ArcGIS Pro Ribbon interface
- Creating and managing ArcGIS Pro projects
- Creating 2D and 3D maps
- Creating printable map layouts
- Editing spatial and tabular data

October 6 - 27 | Thursday Afternoons
12:30pm - 4:30pm CST | Price: \$799

LEARNING ARCGIS PRO 2: ANALYSIS, AUTOMATION & SHARING

ArcGIS Pro is Esri's newest desktop GIS application with powerful tools for visualizing, maintaining, and analyzing data. ArcGIS Pro makes use of the modern ribbon interface and 64-bit processing to increase the speed and efficiency of using GIS. It allows users to create amazing maps in both 2D and 3D quickly and easily. This 8 hour course will teach both existing ArcGIS for Desktop users and those new to GIS how they can use ArcGIS Pro to perform GIS analysis, automate processes using ModelBuilder and Python and share maps, projects, layouts and more with others. Topics Covered:

- Performing GIS Analysis using ArcGIS Pro Geoprocessing tools
- Standardizing workflows using Tasks
- Automating processes with ModelBuilder & Python
- Sharing maps, layouts, projects and processes

November 8 - 15 • Tuesday Afternoons
12:30pm - 4:30pm CST | Price: \$399

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.**

***There is a \$2.00 registration fee per order.**

INTRODUCTION TO ARCGIS I: GIS FUNDAMENTALS

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.

September 6 - 29, 2016

Tuesday and Thursday Evenings

6:00pm - 8:00pm CST | PRICE: \$799

INTRODUCTION TO ARCGIS II: ANALYSIS & EDITING

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.

October 18 - December 8, 2016

Tuesday and Thursday Evenings

6:00pm - 8:00pm CST | PRICE: \$1,199

***No Class Meeting on November 1, 3, 22, & 24**

USING AUTOCAD® DATA IN ARCGIS DESKTOP

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.

January 3 - 26, 2017 | Tuesday & Thursday Evenings

6:00pm - 8:00pm CST | PRICE: \$799

PERFORMING GIS ANALYSIS USING ARCGIS

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.

February 7 - March 2, 2017

Tuesday and Thursday Evenings

6:00pm - 8:00pm CST | PRICE: \$799

INTRODUCTION TO MODEL BUILDER & PYTHON FOR ARCGIS

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.

March 14 - May 11, 2017

Tuesday and Thursday Evenings

6:00pm - 8:00pm CST | PRICE: \$1,799

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



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FALL/WINTER 2016 BUSINESS CLASSES