

FALL 2017

continuing education



course CATALOG



CONTACT

University Of North Alabama
Continuing Education and Outreach
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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 4, October 13, November 22-24 & December 21, 2017 - January 3, 2018

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.

HOW TO REGISTER

BY PHONE:

Our registration office is open from 8:00 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 University of North Alabama Continuing Education and Outreach, UNA Box 5036, 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 | DESIGN

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 \$48 is payable to the instructor on the first night of class.

Course No. 17FAPERS11801

October 2, 3, 9, 10, 23 and November 6
Mondays & Tuesdays | 6:00pm – 9:00pm
Price: \$84 | Instructors: Jim & M.C. Jerkins
Location: M.C.'s Hallelujah Hands Studio,
1809 North Wood Avenue, Florence
For directions please call M.C. –
256-766-4455

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. 17FAPERS10301

October 2 - October 30
Four Mondays | 6:00pm - 9:00pm
Price: \$74 | Instructor: Brenda Truitt
Location: UNA East Campus, Room 107

FUN WITH ACRYLICS

This is a great class for beginners or the experienced with a background in acrylics. This class will help you begin to understand the real joy of painting. Whether you wish to paint on canvas or wood, this class will assist and guide you on the way to creating a piece of artwork for your own satisfaction. Join local artist Brenda Truitt for this fun filled class. A supply list will be given at registration.

Course No. 17FAPERS14601

November 6 - November 27
Four Mondays | 6:00pm – 9:00pm
Price: \$74 | Instructor: Brenda Truitt
Location: UNA East Campus, Room 107

SNOWMAN QUILT

A cute snowman quilt to use as a table topper or wall-hanging is a fun project as we head into cooler weather! Great for beginners! A fun project for the experienced quilter as well! Use embroidery for the snowmen or substitute fabric blocks. Supply list at registration.

Course No. 17FAPERS24501

October 11 – November 1
Four Wednesdays | 2:30pm – 5:30pm
Price: \$84 | Instructor: Marilyn Jones
Location: UNA East Campus, Room 105

TATTING

Tatting is a lace making technique that requires only a few supplies. This class is for the beginner wanting to learn the art of tatting and also experienced tatters wanting to refine their skills. Join us as we create tatted angels, just in time for the holidays. No experience necessary. \$12 supply fee for threads and shuttles, payable to the instructor on the first day of class.

Course No. 17FAPERS17401

October 24, 26 & November 2
One Tuesday & Two Thursdays
2:30pm – 4:30pm
Price: \$59 | Instructor: Marilyn Jones
Location: UNA East Campus, Room 105

HAIRPIN LACE CROCHET

Marilyn Jones takes the mystery out of crochet hairpin lace making. Learn how to use the hairpin lace loom and a crochet hook to craft unusual and beautiful crochet stitches in this fun class. Starting with a basic crochet stitch, you will expand your stitch combinations using the hairpin loom. Hairpin lace can be used for scarves. You'll love all the possibilities with these gorgeous lace techniques and will be thrilled to add these to your crochet repertoire. No crochet experience necessary. Supply list at registration.

Course No. 17FAPERS24601

November 8 – November 22
Three Wednesdays | 3:30pm – 5:30pm
Price: \$59 | Instructor: Marilyn Jones
Location: UNA East Campus, Room 104

CRICUT CUTTING MACHINE 101

Join Bridget as you open up your project possibilities! You'll begin with learning the different types of vinyl, their uses, the lingo associated with vinyl, images, fonts and Cricut software. You will discover how to use your Cricut Machine. And by the end of this class, you will be better able to upload images and fonts from both paid and free sites into Cricut Design Space. You will take home two completed projects, a monogrammed heat transfer tea towel and a decorative adhesive decal on a wooden disk. Prerequisites: 1) Basic knowledge of using your laptop 2) Download & install Cricut Design Space on laptop 3) Arrive 20 minutes early if you need assistance connecting to the internet. Supply list available upon registration or on website - www.una.edu/continuing-education

Course No. 17FAPERS24701

October 16 | One Monday | 6:00pm – 8:30pm
Price: \$50 | Instructor: Bridgett MacInnis
Location: UNA East Campus, Room 101

ARTS | CRAFTS | DESIGN

PATTERN ALTERATIONS & GARMENT FITTING

Develop the necessary skills needed for adjusting existing patterns including proper measuring techniques, fit, internal and external pattern alterations and customizing patterns in this comprehensive class. This class allows participants to work with Alabama Chanin's head patternmaker and technical designer Margaret May Huntley for a six-week class where you will learn about the proper tools and techniques used to achieve a properly fitted garment. You will learn basic techniques such as altering hemlines and necklines as well as more advanced techniques such as adjusting armholes and princess seams. Alabama Chanin has developed a wide range of patterns made specifically for hand-sewing with cotton jersey fabric. You will learn about the difference between Alabama Chanin patterns and commercial patterns and also how to apply what you've learned through the class to woven garment pattern alterations. Suited for beginner and advanced sewers alike, this class will include all necessary materials and will encourage an in-depth discussion of fit and ease, size adjustments and customizing garments for the best possible fit.

Course No. 17FAPERS24301

September 19 – October 24
Six Tuesdays | 6:00pm – 8:00pm
Price: \$174 | Instructor: Margaret Huntley
Location: Alabama Chanin, 462 Lane Drive, Florence

LEFT-BRAIN ENTREPRENEURSHIP: THE ALABAMA CHANNIN MODEL

September 26: History of the Company, Artisan Program History to today
October 3: Artisan paperwork, bidding process/discuss cottage industry model.
Q & A with an Artisan, speaking from their point of view.

Course No. 17FAPERS24101

October 10 & 17
Two Tuesdays | 6:00pm – 8:00pm
Price: \$99 | Instructors: Natalie Chanin & Anna Brasher
Location: Alabama Chanin, 462 Lane Drive, Florence

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. 17FAPERS10801

October 4 – October 25
Four Wednesdays | 10:00am – 12:00pm
Price: \$74 | Instructor: Judy Witt-Long
Location: UNA East Campus, Room 105

FLORAL DESIGN

DESIGN POTPOURRI

Learn creative ways to make autumnal arrangements, including topiaries and grapevine wreaths during the first half of the class. Funeral designs for sprays, baskets and saddles are covered in the last three sessions. Working with ribbons will also be discussed. A list of supplies will be given the first class meeting.

(Basic Floral Design is a prerequisite)

Course No. 17FAPERS12701

October 10 – November 14
Six Tuesdays | 4:00pm – 6:00pm
Price: \$79 | Instructor: Mary Lollar
Location: UNA East Campus, Room 107

HOLIDAY DECORATIONS & CENTERPIECES

This class provides techniques for creating both fresh and silk flower arrangements. Projects include traditional centerpieces, seasonal wreaths, novelties, table décor and coordinating home décor. Working with ribbons will also be discussed. A market determined fresh flower fee is payable to the instructor on the first night of class. (Basic Floral Design is a prerequisite.)

Course No. 17FAPERS12501

October 10 – November 28
Eight Tuesdays | 6:00pm – 8:00pm
Price: \$84 | Instructor: Mary Lollar
Location: UNA East Campus, Room 107

WILLIAMSBURG HOLIDAY DECORATIONS

Bring cheer this holiday season with your own stunning creations. In this short and fun class, you'll create an outside wreath, centerpiece, and swag using fresh materials in the traditional, Williamsburg fashion. You will have everyone wondering where you got the "magazine perfect" decorations. A list of supplies will be given upon registration.

Course No. 17FAPERS12601

November 21 – December 5
Three Tuesdays | 4:00pm – 6:00pm
Price: \$39 | Instructor: Mary Lollar
Location: UNA East Campus, Room 107

ABOUT YOUR INSTRUCTOR: Mrs. Mary Lollar has been instructing Floral Design for the University of North Alabama since 2011. She has been the Floral Designer for 40+ weddings and public/private events and commemorations for private clients and businesses. Mary's Instruction style bridges the science of design with practicality, while her relaxed classroom offers an optimal creative atmosphere.

MUSIC & DANCE

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 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 a beginner class in chord piano techniques. Instructor will collect \$25 in class for a book and 68-minute practice CD.

Course No. 17FAPERS15301

November 7

One Tuesday | 6:00pm – 9:00pm

Price: \$59 | Instructor: Michael McMillan

Location: UNA East Campus, Room 101

DANCE

BEGINNER WALTZ

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 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. This 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. 17FAPERS1423120

September 25 – October 16

Four Mondays | 6:00pm – 7:00pm

Price: \$44 • UNA Students \$19

Instructors: Suzy Robbins & Larry Crowell

Location: UNA Kilby Gym,
611 North Pine Street

BEGINNER CHA CHA

The Cha Cha is fast, fun, flirty and can be danced to a wide variety of music from Latin to oldies, Country to Top 40! This course will start from the ground up and show you footwork, timing, dance position and the core basic steps you need! You'll actually be able to go out, grab a friend or date (or anyone!) and dance! A partner is not required, but is encouraged.

Course No. 17FAPERS15401

September 25 – October 16

Four Mondays | 7:15pm – 8:15pm

Price: \$44 • UNA Students \$19

Location: UNA Kilby Gym,
611 North Pine Street

Instructors: Suzy Robbins & Larry Crowell

BEGINNER RUMBA

The Rumba is a great dance for beginners or as a starting point for those interested in learning any of the Latin dances. Suited to small or crowded dance floors, the Rumba's slow tempo makes it easier to learn unfamiliar footwork, body movements and spins at a comfortable pace and helps to build confidence on the dance floor. A partner is not required, but is encouraged.

Course No. 17FAPERS24401

October 23 – November 13

Four Mondays | 6:00pm – 7:00pm

Price: \$44 • UNA Students \$19

Location: UNA Kilby Gym,
611 North Pine Street

Instructors: Suzy Robbins & Larry Crowell

BEGINNER EAST COAST SWING

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. 17FAPERS17701

October 23 – November 13

Four Mondays | 7:15pm – 8:15pm

Price: \$44 • UNA Students \$19

Location: UNA Kilby Gym,
611 North Pine Street

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 21 years.

Larry Crowell has been teaching dance for over 14 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 INTERESTS

MODERN ETIQUETTE STANDARDS

Please join us for an energizing, positive and memorable manners class covering a variety of modern etiquette standards. As polishing the personal and professional realms should not be taken lightly, adults will spend time focusing on establishing and maintaining a brand, proving the necessity of etiquette in all areas of life. Highlights of topics include communication skills in person and print, image perception, dining confidence and customs of southern entertaining. This course is open to men and women of all backgrounds and ages promising a graceful experience led by Faith Landers Woods of Faith Woods Events, a Certified Etiquette, Image and Protocol Consultant. Faith was trained at the Protocol School of Washington and has multiple years of experience as an expert in her field.

Course No. 17FAPERS24801

October 2 – October 23

Four Mondays | 6:00pm – 8:00pm

Price: \$125

Instructor: Faith Landers Woods

Location: UNA East Campus, Room 105 (OR)

Course No. 17FAPERS24802

November 13 – December 4

Four Mondays | 6:00pm – 8:00pm

Price: \$125 | Instructor: Faith Landers Woods

Location: UNA East Campus, Room 105

ABOUT YOUR INSTRUCTOR: Faith Woods of Faith Woods Events is a local etiquette and event expert. She has six years of expertise and holds her certification and license from The Protocol School of Washington. She has a M.H.E.S. in Business Conflict Mediation and a B.A. in Southern American History, both from The University of Alabama. Owning her own consulting business, she travels throughout the state consulting with hotels, universities and hosting private events, weddings and beyond. As a lifelong native of the Shoals, she is dedicated to sharing her passion of southern entertaining and etiquette with all who will listen. Faith was featured in the Wedding Issue of No'Ala Magazine highlighting her etiquette camps for children as well as her consulting on her wedding etiquette do's and don'ts. She is married to Billy Woods of Muscle Shoals.

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: 17FAPERS13001

October 2

One Monday | 6:00pm – 8:00pm

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, Tuscumbia and Muscle Shoals; historic personalities including outlaws through the antebellum period. Two optional field trips are available.

Course No: 17FAPERS12101

October 5 – November 9

Six Thursdays | 6:00pm – 8:00pm

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.

Outline: • Tackle • Electronics/Maps/Sonar

• Fish Biology

• SPECIFIC locations for boaters and shoreline anglers

• Questions/Answer Periods

Course No: 17FAPERS17601

September 25 – October 9 | Three

Mondays | 7:00pm – 9:00pm

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

Instructor: Brian Barton

Location: UNA East Campus, Room 104

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 our state tourism agencies.

BASIC KNIFE SKILLS

In this hands-on cooking workshop you will learn basic knife skills and practice fundamental cuts – dice, julienne, brunoise and chiffonade. Chef Ray Nichols will also go over knife maintenance to keep your knives sharp and increase their lifespan. After you learn the basics, Chef Ray will create a meal that highlights the knife skills taught. If you were to take one cooking class in your life, this should be it! Please wear comfortable, closed-toe shoes and have long hair tied back. Workshop limited to 12 students.

Course No. 17SUPER520101

September 12

One Tuesday | 6:00pm – 8:00pm

Location: The Factory Café, 462 Lane Drive, Florence, AL

Price: \$69 | Instructor: Ray Nichols

SPECIAL INTERESTS

INTRODUCTION TO PASTA MAKING

Enjoy some quality time in the kitchen learning how to create fresh pasta from scratch. Chef Ray Nichols will teach you traditional Italian techniques in this hands-on pasta class. You will practice rolling out pasta, then cutting, hand forming and cooking it to make the perfect dough every time. Chef Ray will discuss various topics including fresh vs. dried pasta and rolled vs. extruded pasta. Before you sit down to dine, you will learn how to cook, dress and plate your meal. Please wear comfortable, closed-toe shoes and have long hair tied back. Workshop limited to 12 students.

Course No. 17FAPERS20402

December 5

One Tuesday | 6:00pm – 8:00pm

Location: The Factory Café, 462 Lane Drive, Florence, AL

Price: \$69 | Instructor: Ray Nichols

SAVE THE DATE!

DO YOU HAVE A PASSION FOR COOKING?

Explore the fun with summer culinary classes for everyone! The Culinary Program at UNA, Department of Human Environmental Sciences is now offering fun, hands on cooking classes to the public. Enjoy learning new food preparation techniques specializing in unique ethnic cuisines. Classes will be held in May, one session each, Tuesdays & Thursdays, 5:00 pm – 9:00 pm. Topics include: Tour De France; A Night on the Rhine; A Night in Tuscany; Mediterranean Flavor; Southern Cuisine; Turning Up the Heat; New England Cuisine and Louisiana Cuisine.

Please call Shelia Butler
256-765-5987, for more information
or to be added to the email list.

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. 17FAPERS10101

September 12 – October 31

Eight Tuesdays | 6:00pm – 8:00pm

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. 17FAPERS10201

September 14 – November 2

Eight Thursdays | 6:00pm – 8:00pm

Price: \$79 | Instructor: J.W. Holmes

Location: UNA East Campus, Room 107

HEALTH & FITNESS

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.

Course No. 17FAPERS11001

September 20 – October 25

Six Wednesdays | 6:00pm – 7:30pm

Price: \$84 | Instructor: Brooke Rose

Location: UNA Kilby Gym,
611 North Pine Street

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.

Course No. 17FAPERS11101

November 1 – December 13

Six Wednesdays | 6:00pm – 7:30pm

This class will not meet on November 22.

Price: \$84 | Instructor: Brooke Rose

Location: UNA Kilby Gym,
611 North Pine Street

SPECIAL INTERESTS

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.

Course No. 17FAPERS11302

October 5

One Thursday | 6:30pm – 8:00pm

Price: \$49 | Instructor: Linda Isbell

Location: UNA East Campus, Room 101

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. 17FAPERS15101

October 11

One Wednesday | 6:30pm – 8:00pm

Price: \$49 | Instructor: Linda Isbell

Location: UNA East Campus, Room 104

HORMONE BALANCE - THE ENERGY MEDICINE WAY

Hormones are chemical messengers that keep your body humming. They influence how you adapt to changes in your internal and external environment by responding to emotional and physical cues. Hormone balance is a tricky and complicated dance that happens "behind the scenes", but it is vitally important to how every cell in your body functions. Men and women both need hormone balancing because we produce the same basic hormones along with our gender related differences. Female hormones can be a bit trickier to keep in line, yet they respond beautifully to energy-moving techniques. Working with your energy systems directly affects hormone production and balance and is an important part of your self-care tool kit.

Course No. 17FAPERS22101

October 18

One Wednesday | 6:30pm – 8:00pm

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. 17FAPERS11401

October 23 | One Monday

6:30pm – 8:00pm

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.

FOREIGN LANGUAGES

The following foreign languages are offered beginning August 23 and concluding December 13, 2017. 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*

**Critical Languages: Elementary Arabic, Elementary Chinese, Elementary Japanese, Elementary Portuguese, Elementary Russian & Elementary Swahili.*

**All foreign language classes listed above are located on UNA's Main Campus.*

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. 17FAPERS10501

September 25 – October 30
Six Mondays | 6:00pm – 8:00pm
Price: \$99 | Instructor: Carol Behel
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 resume 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. 17FAPERS1063059

November 6 – December 11
Six Mondays | 6:00pm – 8:00pm
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. 17FAPERS13201

August 26
One Saturday | 10:00am – 11:00am
Price: FREE | Instructor: John Ingwersen & Cameron Kay
Location: UNA East Campus, Room 101

FINANCIAL/ INVESTING

MUTUAL FUND INVESTING TECHNIQUES FOR THE NEW INVESTOR

Learn how to evaluate Mutual Funds using the BI Mutual Fund checklist.

Course No. 17FAPERS15201

September 18 – September 25 | Two Mondays | 6:30pm – 8:00pm
Price: \$29 | Instructor: John Ingwersen
Location: UNA East Campus, Room 101

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. 17FAPERS14001

September 19
One Tuesday | 7:00pm – 8:00pm
Price: \$15
Instructor: Joseph A. Gallagher, Jr., Senior Vice President – Financial Advisor
Sterne Agee Financial Services, Progress Bank
Location: UNA East Campus, Room 101 (OR)

Course No. 17FAPERS14002

November 6
One Tuesday | 7:00pm – 8:00pm
Price: \$15



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.

Chefs in Training; Intro to Acting; Clay; Art Camp for Girls; Etiquette for All Ages; Sewing; Fun, Fit & Fantastic; Guitar; Art; Self-Defense for Teens; Art Camp for Boys

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



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 2017 ILR COURSES:

Outstanding People & Events in American History
The Wisdom of History | Great Books: Great Conversations
Waste Not, Want Not | Enjoying The Arts
Cultural Heritage & Geography | Health & Aging
Renewable Energy & Our Grandchildren: What Current Energy Trends In The US & Worldwide Could Mean To Them
Brown Bag Lunch Talks | Around Town – Field Trips
People & Their Stories | Interfaith Class
Introduction to Appreciating Antique Chinese Arts & Material Culture
How Color Affects You: What Science Reveals

Join for a semester for only \$70! Call us at 256-765-4862 today for more information.

PHOTOGRAPHY

COMPUTER

THE INS & OUTS OF DIGITAL SLR CAMERAS

If you are interested in learning to use a digital SLR camera, this is the course you need! Why pay all that money for a nice camera and leave it on automatic? This course centers on the camera and accessories: camera body and settings, lenses, flashes, filters, tripods, and printing. **ITEMS TO BRING TO CLASS:** Digital SLR camera (if you have one), lenses, external flashes, memory card, and camera manual.

Course No. 17SUCOMP12401

Saturday, Sept 16 | 9:00am – 12:00pm OR

Course No. 17FACOMP12401

Saturday, Nov. 18 | 9:00am – 12:00pm

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, color temperature, white balance, depth of field, flash modes, and other features will be discussed. **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. 17SUCOMP12501

Sept. 19 - Oct. 10

Four Tuesdays | 5:30pm – 8:30pm

Price: \$159 | Instructor: Jerry Woolfolk

Location: UNA East Campus, Room 106

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! 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. 17SUCOMP14301

Oct. 2 - 16

Three Mondays | 6:00pm – 9:00pm

Price: \$149 | Instructor: Jim Head

Location: UNA Main Campus,
Communications 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. 17SUCOMP14201

Sept. 16 – Oct. 7

Four Saturdays | 9:00am – 12:00pm

Price: \$159 | Instructor: Jacob Frye

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 realworld 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. 17SUCOMP13901

Sept. 26 – Oct. 5

Two Tuesdays & Two Thursdays

5:30pm – 8:30pm

Price: \$179 | Instructor: Mike Hubka

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.

COMPUTER



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 2016: ESSENTIAL SKILLS

Join us in a skills based, hands-on course covering the basic concepts and skills to start being productive with Microsoft Excel 2016. These skills include, creating, saving, sharing, and printing worksheets that contain various kinds of calculations, formatting and charts. Many shortcuts and productivity increasing tools are covered in this essential course. This course, and the two that come after it, map to the objectives of the Microsoft Office Core and Expert Exams for Excel 2016.

Course No. 17SUCOMP14501

Sept. 13 - Oct. 4

Four Wednesdays | 8:30am – 11:30am

Price : \$189 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

MICROSOFT EXCEL 2016: 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 improve your ability to use Excel 2016 to analyze and present complex, realistic data. You will learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. This course along with the essential skills and advanced topics courses map to the objectives of the Microsoft Office Core and Expert Exams for Excel 2016.

Course No. 17FACOMP14601

Oct. 11 – Nov. 1

Four Wednesdays | 8:30am - 11:30am

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

MICROSOFT EXCEL 2016: ADVANCED TOPICS

Join us in a skills based, hands on course that builds on the concepts and skills of the first two courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016. You will learn how to use lookup and decision-making functions, auditing and error-handling, array functions, data and text functions, importing and exporting, the PowerPivot Data Model, and what-if-analysis and macros. This course along with the essential skills and improving productivity courses map to the objectives of the Microsoft Office Core and Expert Exams for Excel 2016.

Course No. 17FACOMP14701

Nov. 8 – Dec. 6

Four Wednesdays | 8:30am – 11:30am

****This class will not meet on November 22**

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

PROJECT MANAGEMENT CERTIFICATE

Earn your 35 Hour UNA Project Management Certificate by completing the following three courses:

- PROJECT MANAGEMENT BASICS – CREATING A PROJECT PLAN
- PROJECT MANAGEMENT ADVANCED – OPTIMIZING & EXECUTING A PROJECT PLAN
- TEAM BUILDING – BUILDING A HIGH PERFORMING TEAM

****Online & classroom courses are scheduled to be offered during the Spring of 2018.**

BUSINESS

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. 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.

You can now attend instructor-led training classes and online classes, or take some of both to earn either certificate. Contact Lavonne Gatlin (256-765-4787) for more information. Fall 2017 instructor-led classes are listed below; Spring 2018 classes are under development.

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."

What You Will Learn:

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

Course No. 17SULEAD010926A

September 26

One Tuesday | 9:00am – 12:00pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

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.

What You Will Learn:

- importance of change in both your professional and personal life
- paradigms and how they impact the acceptance of change
- concepts of stereotyping and their impact upon change

Course No. 17SULEAD010926B

September 26

One Tuesday | 1:00pm – 4:00pm

Price: \$75 | Instructor: Sgt. Terry Parker

Location: UNA East Campus Room 101

ESTABLISHING A LEADERSHIP CULTURE

In this workshop, we will learn why culture is important in organizations, what leadership culture is and how this is the key culture of an organization, and how leaders and organizations created their own desired leadership culture.

Course No. 17FALEAD021024A

October 24

One Tuesday | 9:00am – 12:00pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

DECISION MAKING SKILLS

Decision-making is a key skill in the workplace, and is particularly important if you want to be an effective leader. Whether you're deciding which person to hire, which supplier to use, or which strategy to pursue, the ability to make a good decision with available information is vital. It would be easy if there were one formula you could use in any situation, but there isn't. Each decision presents its own challenges, and we all have different ways of approaching problems. In this class, you will benefit from learning how to make good decisions and the challenges associated with them in becoming more effective in your organization.

Course No. 17FALEAD020124B

October 24

One Tuesday | 1:00pm – 4:00pm

Price: \$75 | Instructor: Sgt. Terry Parker

Location: UNA East Campus Room 101

UNLOCK THE POWER OF YOUR MIND TO IGNITE YOUR LEADERSHIP SUCCESS

8:30-9:45 - Crafting a Personal Mission Statement - Use a personalized lifestyle assessment to ignite your goal-reaching potential

9:45-10:15 - Walk Away from any Conflict with a Win - No longer avoid confrontations: learn how to have difficult conversations with ease

10:15-10:30 - Break

10:30-11:00 - Daily Habits for Highest Achievers - The 5 habits you must incorporate

into your day for maximum results and resistance to burnout

11:00-11:15 - Break

11:15-11:45 - Making Decisions With Confidence - The problem with pro/con lists and using Tarvyda's Model

11:45-12:30 - Developing the Right Productivity for Your Personality - Learn about electronic tools, psychology-based methods, and workflow strategies to skyrocket your productivity

As an attendee of this course, you will learn how to:

- Craft a personal mission statement to enhance business and personal success
- Have difficult conversations with ease and lessen anxiety about confrontation
- Understand the 5 habits you must incorporate into your day for maximum results and resistance to burnout
- Make decisions more confidently by moving beyond a pro/con list
- Develop the right productivity strategies for your personality

Course No. 17FALEAD1115

November 15

One Wednesday | 8:30am – 12:30pm

Price: \$99 | Instructor: Celeste Coffman

Location: UNA East Campus Room 101

ABOUT YOUR INSTRUCTOR: Celeste Coffman is a Licensed Professional Counselor helping clients and organizations become empowered to live with purpose. She believes in the transformative power of daily habits to make lasting change. Her private practice, Thoughtful Journey Counseling, is located in downtown Florence. She can be found online: www.ThoughtfulJourneyCounseling.com

BUSINESS

QuickBooks On-Line®, Update - The Basics

Approved for 5 hours of A&A CPE. This seminar is designed to improve a participant's understanding of QuickBooks On-Line. It is directed toward improved operational control and profitability. Topics to be explored include: starting and navigating QBO, recording QBO transactions, reporting with QBO and expanding usage of QBO.

Pending Approval - Alabama HVAC Board
Course No. 17SUACCT10201

September 13

One Wednesday | 8:15am – 12:30pm

Price: \$79 | Instructor: Douglas A. Sledge, CPA, CGMA, CMA, MBA, Certified Intuit (QuickBooks®) ProAdvisor

Location: UNA East Campus, Room 105

PROJECT PLANNING FOR BUSINESS COMMUNICATIONS

Communications planning is similar to building the foundation of your dream home. It requires an investment, but if completed with care, all the other pieces easily fall into place. In this course, you will learn the model for systematic project planning. Every element builds on the last beginning with research and insights, moving through goals, objectives, strategies and tactics. We will then conclude with evaluation, budgets and timelines. This course will help you understand the planning model as a framework for thinking about strategic communication.

Course Number: 17FAPDO20101

October 12, 19, & 26

Three Thursdays | 6:00pm – 8:00pm

Price: \$99.00 | Instructor: Tosha-Paige Brewer

Location: UNA East Campus, 1640 Tule Ave. Florence, AL

Instructor: Tosha-Paige Brewer is the Marketing Project Manager for Listerhill Credit Union and is an alumna of the University of North Alabama. She attends Georgetown University as a graduate student working towards her Master's in Public Relations and Corporate Communications. She is in the process of receiving her Accreditation in Public Relations through the Public Relations Council of Alabama. Outside of work and school, she enjoys being part of Junior League of the Shoals, helping with Florence's Arts Alive Festival, and time on the river, or a hiking trail, with her dog and fiancé.

STRATEGIC DOING PRACTITIONER TRAINING & CERTIFICATION

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.

Course Number: 17FASD10401 (training & certification)

17FASD10401 (training only)

November 8, 9, & 10 | 9:00am – 4:30pm

Price: Practitioner Training: \$1,275

Practitioner Training & Certification \$1,575

Instructors: Janyce Fadden, Dr. Doug

Barrett, Mary Marshall VanSant

Location: UNA East Campus, Room 105



University of North Alabama Continuing Education & American Management Association Online Self-Study Certificate Programs

Certificate in Leadership

Certificate in Supervision

- Enhance your professional knowledge to better prepare you to meet the difficult challenges of today! 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.

- Take classes online through the University of North Alabama Continuing Education & American Management Association Online Self-Study Program
- Previous classes taken in our leadership program count as credit toward the certificate you are pursuing.
- Online courses are \$99 each and begin when you register; you have 12 months to complete each course; there is a \$2 registration fee per order, so save money by registering for all required certificate program classes at once.
- Other Online AMA/UNA Certificate Programs include:
 - o Certificate For The Administrative Assistant

- o Certificate in Finance and Accounting Management
- o Certificate in General Management
- o Certificate in Manufacturing Management
- o Certificate in Strategic Leadership
- o Certificate in Success Skills in the Workplace
- Classes can be taken even if you are not pursuing a certificate.

For more information and to learn more about which classes to pursue, contact Lavonne Gatlin at lgatlin@una.edu or call 256-765-4787 for more information. Some classes are required for earning your certificate.

PHARMACY TECH

BUSINESS

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.

Course No. 17FAPT10101

September 19 – November 14

Six Tuesdays & Thursdays

6:00pm – 9:00pm

Class will not meet September 26, October 10, 24, 31 & November 7.

Price: \$569 (includes textbook)

Instructor: Tonya Schooley

Location: UNA East Campus Room 104

For more information, please contact

Shelia Butler at 256-765-5987 or

sdsisson@una.edu

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).

HUMAN RESOURCES

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®/SHRMSCP® 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 22nd Annual
North Alabama Workers'
Compensation Conference
October 24, 2017

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

Offered Spring 2018

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 (SHRMCP™) and SHRM Senior Certified Professional (SHRMSCP™). 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.

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 RESOURCES

Offered Spring 2018

Newly Updated! 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 Human Resources 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.

GIS

ONLINE GIS ANALYST CERTIFICATE

The UNA Online GIS Analyst Certificate Program consists of six courses which can be completed within one year: Introduction to ArcGIS I: GIS Fundamentals, Introduction to ArcGIS II: Analysis & Editing, Introduction To ArcGIS Pro, 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, 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

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.

September 7 – October 3
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.

October 10 – November 16
Tuesday and Thursday Evenings,
6:00pm - 8:00pm CST | PRICE: \$1,199

INTRODUCTION TO ARCGIS PRO

This course introduces existing ArcGIS Desktop users to Esri's newest desktop GIS application, ArcGIS Pro. Students will learn how to access common functionality, create and manage projects and more. Topics covered include: Introducing ArcGIS Pro & Using the Ribbon Interface, Creating 2D & 3D Maps, Creating Layouts & Editing Data

December 5 - 14
Tuesday & Thursday Evenings
6:00pm – 8:00pm CST | PRICE: \$399

USING AUTOCAD® DATA IN ARCGIS DESKTOP

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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.

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