

# SPRING 2018

continuing education





## 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](http://una.edu/continuing-education)

**Office hours:**  
Monday - Friday  
8:00am - 4:30pm

## OFFICE STAFF

**Information and registration:**  
256-765-4862

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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.

**Individuals with Disabilities:** Please contact us at (256) 765-4862 for accommodations. We will need two weeks advance notification to guarantee accommodations for your continuing education classes. Failure to give advance notification might result in delayed accommodations. UNA is an equal opportunity/equal access institution.

**University Closings:** UNA will be closed January 15, February 16, March 26 – April 1, May 28 and July 4, 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](http://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](http://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. 18SPERS11801

February 19, 20, 26, 27 and March 5, 26  
Mondays & Tuesdays | 6:00pm – 9:00pm  
Price: \$84

Instructors: Jim & M.C. Jenkins

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. 18SPERS10301

February 26 – March 19  
Four Mondays | 6:00pm – 9:00pm  
Price: \$74 | Instructor: Brenda Truitt  
Location: UNA East Campus, Room 107

## WATERCOLOR WORKSHOP

This class is perfect for both beginners and 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. 18SPERS1043026

April 2 – April 23  
Four Mondays | 6:00pm – 9:00pm  
Price: \$74 | Instructor: Brenda Truitt  
Location: UNA East Campus, Room 107

## T-SHIRT QUILTING: WARM UP WITH YOUR LIFE STORY

Are the T-shirts you saved for their sentimental value starting to pile up? Making them into a T-shirt quilt is an incredible way to preserve memories of the marathons you've run, family reunions you've attended, theater productions you've appeared in and more. Join Marilyn and learn about the coziest way to share your life story. This course will cover everything you need to know to create a t-shirt quilt from start to finish. No matter how many t-shirts you have saved up or how much sewing experience you have you'll leave this course with the skills you need to create a lifelong keepsake. Supply list given at registration.

### Course No. 18SPERS25301

February 14 – March 7  
Four Wednesdays | 2:30pm – 5:30pm  
Price: \$84 | Instructor: Marilyn Jones  
Location: UNA East Campus, Room 105

## TATTING

Learn to tat! Brush up on your tatting! Tatting is a lace making technique that is seeing a revival. Come tat with us! Beginners are welcome as are those that already tat! \$12 supply fee to be paid to the instructor the first day of class, if you need supplies.

### Course No. 18SPERS17401

February 20 - February 27  
Two Tuesdays & One Thursday  
2:30pm – 4:30pm  
Price: \$59 | Instructor: Marilyn Jones  
Location: UNA East Campus, Room 105

## BUILD YOUR OWN TOTE: THE BASIC BAG

Totes are the perfect place to stow away your farmers' market finds, your library books, or your beachside accessories – they are also a lot of fun to make! Join Marilyn as you learn how to build your own versatile bag. Supply list at registration.

### Course No. 18SPERS25401

March 6 & 8  
One Tuesday & Thursday  
2:30pm – 4:30pm  
Price: \$49 | Instructor: Marilyn Jones  
Location: UNA East Campus, Room 104

## SIMPLE SEWING PROJECTS FOR BEGINNERS

Are you intimidated by your sewing machine? Don't be! Join Marilyn as she guides you through the basics of sewing, using simple projects such as a pillowcase and pajama pants! If you're a beginning sewer this class will give you clear, easy-to-follow ideas and inspiration for projects that tap into your creative spirit. Supply list at registration.

### Course No. 18SPERS25501

March 14 – April 4  
Four Wednesdays | 2:30pm – 5:30pm  
Price: \$84 | Instructor: Marilyn Jones  
Location: UNA East Campus, Room 105



# ARTS | CRAFTS | DESIGN

## 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](http://www.una.edu/continuing-education)

**Course No. 18SPBERS24701**

March 12

One Monday | 6:00pm – 8:30pm

Price: \$50 | Instructor: Bridgett MacInnis

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. 18SPBERS20801**

February 20 – March 27

Tuesdays | 6:00pm – 8:00pm

Price: \$174 | 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.

## FLORAL DESIGN

### BASIC FLORAL DESIGN: AN INTRODUCTION TO FLOWERS & FORM

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

**Course No. 18SPBERS12401**

February 6 - March 27

Eight Tuesdays | 4:00pm – 6:00pm

Price: \$84 | Instructor: Mary Lollar

Location: UNA East Campus, Room 107

## DESIGN POTPOURRI

Through the first half of the course, topics discussed will include a review, floral identification, spring arrangement, full topiary construction, and a seasonal grapevine wreath. Funeral designs for sprays, baskets, vases, and saddles are covered in the last 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)

**Course No. 18SPBERS12701**

February 6 - March 20

Seven Tuesdays | 6:00pm – 8:00pm

Price: \$79 | 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. 18SPPER515301**

March 19

One Monday | 6:00pm – 9:00pm

Price: \$59 | Instructor: Michael McMillan

Location: UNA East Campus, Room 101

## DANCE

### BEGINNER COUNTRY TWO STEP

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

**Course No. 18SPPER515501**

March 5 – March 26

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 WEST COAST SWING

Learn this amazing contemporary style of swing. It has been exploding in popularity worldwide as people discover its versatility and musicality via the thousands of YouTube clips and TV dance shows. The goal of this course is to teach you enough about West Coast Swing that you can dance an entire song with any familiar or unfamiliar dance partner using all of the fundamentals. A partner is not required, but is encouraged.

**Course No. 18SPPER51433121**

March 5 – March 26

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 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. 18SPPER517701**

April 2 – April 23

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 SHAG

This fun-filled beginner's class gets you up to speed with the fundamental steps in Carolina Shag dancing: basic eight-count, start, turn, pivot, lean and boogie walk, crossover and sugar foot. Learn why this dance has endured and is still a staple of the local dance scene. A partner is not required, but is encouraged.

**Course No. 18SPPER525601**

April 2 – April 23

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 22 years.

Larry Crowell has been teaching dance for over 15 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

## 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: 18SPERS13001**

April 9 | One Monday | 6:00pm – 8:00pm  
Price: \$25 | Instructor: Bridget MacInnis  
Location: UNA East Campus, Room 105

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

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

**Course No: 18SPERS16901**

February 8 – March 15  
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

Special guest speakers include DNR Conservation Officer, DNR Fisheries Biologist and Alabama Marine Police officer.

**Course No: 18SPERS17601**

February 26 – March 12  
Three Mondays | 7:00pm – 9:00pm  
Price: \$79 Adults &  
\$59 for ages 18 and under  
Instructor: Master Captain Brian Barton  
Location: UNA East Campus, Room 104

## MEET YOUR INSTRUCTOR:

Master Captain 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.

## 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. 18SPERS24801**

March 5 – March 26  
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.

## SCRIPT WRITING: A WORKSHOP FOR ALL WRITERS

Writing Instructor and former television script editor Mickey Lollar offers the community an in-depth course covering plotting, characterization, interweaving/building stories, pacing, tension between acts, importance of nuance/subtext, dialogue, theme, formatting, long-range projections, break-downs, treatments and more! Movie, television, video game and graphic novel script writers will learn the tricks of the trade, while authors across the literary spectrum will greatly benefit from this course's crafting techniques as well, from outlining to narration to editing.

**Course No: 18SPERS24901**

April 10 – May 29  
Eight Tuesdays | 5:00pm – 7:00pm  
Price: \$84 | Instructor: Mickey J. Lollar  
Location: UNA East Campus, Room 101



# SPECIAL INTERESTS

## CULINARY

### VIETNAMESE PHO AND BANH MI WORKSHOP

Sandwich and noodle lovers, this is your opportunity to learn Vietnamese cooking. Chef Ray Nichols will guide you through techniques and discuss key ingredients such as fish sauce, herbs and spices. Please wear comfortable, closed-toe shoes, and have long hair tied back. If you have dietary restrictions, please make a note at checkout. It is important that our team know in advance that they can make accommodations to best serve you. Workshop space is limited.

**Course No. 18SPPER25801**

January 30 | Tuesday | 6:00pm – 8:00pm  
Price: \$69.00 | Instructor: Ray Nichols  
Location: The Factory Café, 462 Lane Drive, Florence, AL

### FAT TUESDAY COOKING WORKSHOP

Celebrate Mardi Gras season with this hand-on cooking workshop with chef Ray Nichols. Chef Ray will teach you how to make classic Fat Tuesday dishes that you can recreate at home with friends and family. Please wear comfortable, closed-toe shoes, and have long hair tied back. If you have dietary restrictions, please make a note at checkout. It is important that our team know in advance that they can make accommodations to best serve you. Workshop space is limited

**Course No. 18SPPER25901**

February 6  
Tuesday | 6:00pm – 8:00pm  
Price: \$69.00 | Instructor: Ray Nichols  
Location: The Factory Café, 462 Lane Drive, Florence, AL

### DO YOU HAVE A PASSION FOR COOKING?

The UNA Culinary Arts Program, Department of Human Environmental Sciences and the Department of Continuing Education will be offering eight separate fun, hands on cooking classes to the public in May! Register for one or more, you choose! Enjoy learning new food preparation techniques specializing in unique ethnic cuisines. After preparing your fresh, unique meal the group will enjoy a wonderful dinner together with wine pairing. Don't pass up this opportunity for a stress free, dinner party and new cooking experience. The University of North Alabama will not be responsible for any injuries incurred while participating in these events.

Time: 5:00pm – 9:00pm

Location: UNA East Campus, Culinary Department (1640 Tune Avenue)

Instructors: Chef Johnson Ogun & Chef Lewis Yuille

Cost: \$70 each (or)

**Discount Packages:**

Purchase 4 – Total: \$260.

Purchase 8 – Total: \$500.

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

### TOUR DE FRANCE

Prepare and feast on a five course gourmet meal of French cuisine.

**Course No. 18SPPER23201**

May 1 | One Tuesday

### A NIGHT ON THE RHINE

Prepare and sample a variety of Munich munchies, recipes with a German Flare.

**Course No. 18SPPER23301**

May 3 | One Thursday

### A NIGHT IN TUSCANY

Prepare and sample a variety of sauces, homemade pasta and an Italian dessert.

**Course No. 18SPPER23401**

May 8 | One Tuesday

### MEDITERRANEAN FLAVOR

Prepare and sample Mediterranean cuisine. Start with salads and end with desserts.

**Course No. 18SPPER23501**

May 10 | One Thursday

### SOUTHERN CUISINE

This cuisine is a blend of three cultures (Native Americans, European and African cultures). The early settler cooks in the southern region learned to "make do" with the most common inexpensive foods. Join us and experience the cultural traditions and ingredients of the south while turning southern basic staples into elegant cuisine.

**Course No. 18SPPER23601**

May 15 | One Tuesday

### TURNING UP THE HEAT

Enhance your skills on the grill. We will create sauces, rubs and marinades. Flames will be turned up on a variety of meats.

**Course No. 18SPPER23701**

May 17 | One Thursday

### NEW ENGLAND CUISINE

Without the help of Native Americans, the pilgrims would have not likely survived when arriving in Massachusetts and settling in Virginia in the early 1600s. Just like the Native American knowledge about the indigenous foods in the area back then, come learn and prepare the abundant dishes and styles of cooking in various parts of the New England states with us.

**Course No. 18SPPER23801**

May 22 | One Tuesday

### LOUISIANA CUISINE

A blend of Cajun and Creole traditions define the cuisine of this region. Cajun foods features the rich and spicy flavors of southern Louisiana and Mississippi residents using the little amount of foods they had to feed large families. Sign-up for this class and explore the rich culture of African ingredients with a twist of French classic cooking techniques.

**Course No. 18SPPER23901**

May 24 | One Thursday

# SPECIAL INTERESTS

## 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. 18SPERS10101**

March 6 – April 24

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. 18SPERS10201**

March 8 – April 26

Eight Thursdays | 6:00pm – 8:00pm

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

Location: UNA East Campus, Room 105

## 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. 18SPERS11001**

February 21 – March 28

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. 18SPERS11101**

April 4 – May 9

Six Wednesdays | 6:00pm – 7:30pm

Price: \$84 | Instructor: Brooke Rose

Location: UNA Kilby Gym, 611 North  
Pine Street

## FOREIGN LANGUAGES

### SURVIVAL SPANISH FOR EVERYONE

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.

**Course No. 18SPERS10501**

February 5 – March 12

Six Mondays | 6:00pm – 8:00pm

Price: \$99 | Instructor: Carol Behel

Location: UNA East Campus, Room 102

### SURVIVAL SPANISH – PART II

This course is for anyone who has completed the Survival Spanish for Everyone course or anyone else who wishes to go further toward their mastery of the Spanish language. This course is ideal for travelers, business people or anyone who wishes to learn Spanish using a communicative approach and wants to engage in lots of oral practice.

**Course No. 18SPERS25701**

March 19 – April 23

Six Mondays | 6:00pm – 8:00pm

Price: \$99 | Instructor: Carol Behel

Location: UNA East Campus, Room 102

### MEET YOUR INSTRUCTOR:

Carol was born in Guatemala. She has been living in Florence, Alabama for 27 years. A native speaker of Spanish, she has always loved languages and cultures, so she earned her Bachelor's degree in Spanish and German from the University of North Alabama. She also earned her Master's degree in Spanish and her Educational Specialist degree in English as a Second Language/Bilingual Education from the University of Alabama. She has taught foreign languages for several years in various local schools, but most recently, she has been applying her foreign language skills teaching English to students for whom English is not their first language, translating documents, and interpreting oral communications. She loves teaching, traveling, cooking, and spending time with her husband and two grown children. She looks forward to sharing her love of the Spanish language and culture with others.

The following foreign languages are offered beginning January 10 and concluding May 11, 2018. 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.

Location: UNA Main Campus

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

### Critical Languages:

**Elementary Arabic, Elementary Chinese, Elementary Japanese, Introductory Korean, Elementary Portuguese, Elementary Russian & Elementary Swahili**

# 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. 18SPERS13201**

January 20

One Saturday | 10:00am – 11:00am

Price: FREE | Instructor: John Ingwersen & Cameron Kay

Location: UNA East Campus, Room 101

## INVESTING TECHNIQUES FOR THE NEW INVESTOR

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

**Course No. 18SPERS13301**

January 29 – February 26

Five Mondays | 6:30pm – 8:00pm

Price: \$69 | 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. 18SPERS14001**

March 19 | One Monday | 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 104

## UNDERSTANDING THE ANNUAL REPORT

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

**Course No. 18SPERS17201**

March 3

One Saturday | 10:00am – 12:00pm

Price: \$29 | Instructor: John Ingwersen

Location: UNA East Campus, Room 101

## CATCH-UP STRATEGIES FOR LATE SAVERS

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

**Course No. 18SPERS17301**

March 5 & 12

Two Mondays | 6:30pm – 8:00pm

Price: \$29 | Instructor: John Ingwersen

Location: UNA East Campus, Room 101

## ADVANCED INVESTING SEMINARS

Prerequisite: Interest in investing. Some experience.

Price: \$15 for individual dates or \$30 for all three

Location: UNA East Campus, Room 102

### TOPICS:

#### INSIDE THE FASHION INDUSTRY

Laura Fuchs is the Manager of Production with Billy Reid, International Headquarters located in Florence, AL, which sells to luxury boutiques worldwide, operates 13 retail shops domestically and has an e-commerce site. They have production facilities in Italy, New York and Los Angeles. Laura will highlight her experiences in the fashion industry over a number of years in Philadelphia and now in Florence.

**Course No. 18SPERS25001**

February 27

One Tuesday | 6:30pm – 8:00pm

Instructor: Laura Fuchs

#### SMALL BUSINESS DEVELOPMENT IN THE SHOALS

Phillip Marks is the Associate Director with the Small Business Development Center (SBDC) at the University of North Alabama. He will discuss the SBDC activities in Encouraging the development of small businesses in the area and the challenges they face in making a success of their business.

**Course No. 18SPERS25101**

May 22 | One Tuesday | 6:30pm – 8:00pm

Instructor: Phillip Marks

#### CURRENT INVESTOR TOPICS

Kristy Van Rensselaer is a Professor of Finance at the University of North Alabama, is well versed in and has utilized the Better Investing methodology with her classes in the past and is a frequent and valued contributor to our seminars. Kristy will focus on topics of current interest at the time of presentation.

**Course No. 18SPERS25201**

October 23

One Tuesday | 6:30pm – 8:00pm

Instructor: Kristy Van Rensselaer





## 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!

### Spring 2018 ILR COURSES:

- Outstanding People & Events in American History
- The Wisdom of History
- Great Books: Great Conversations
- Forensics
- Enjoying The Arts
- Bicentennial Conversations
- Health & Aging
- Food: A Cultural Culinary History
- Brown Bag Lunch Talks
- 'Round Town – Field Trips
- Potpourri
- Interfaith Class
- Prepping 101: What To Do When The World Comes To An End

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. 18SPCOMP12401**

Saturday, January 27 | 9:00am – 12:00pm  
OR

**Course No. 18SPCOMP12402**

Saturday, April 7 | 9:00am – 12:00pm  
Price: \$79 | Instructor: Stephen Rickard  
Location: UNA East Campus, Room 104

## DIGITAL PHOTOGRAPHY - ON LOCATION

Once you know the basics of changing settings on your digital SLR camera, you are ready to take the next step with this course. The main focus of this course will be developing a further understanding of how light affects exposure in photography. The first session will begin in the classroom while the other sessions will meet on location and will end in the classroom where you will view and work with your photographs on the computer.

**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, tripod, flash drive (minimum 8 gig), an external flash (if you have one), and charged camera batteries

**Course No. 18SPCOMP12601**

April 17 – May 8

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. 18SPCOMP14301**

February 26 – March 12  
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. 18SPCOMP14201**

Feb. 24 – March 17  
Four Saturdays | 9:00am – 12:00pm  
Price: \$159 | Instructor: Jacob Frye  
Location: UNA East Campus, Room 106

# 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

The following courses can be offered based on participant demand. For more information, please call Meghan Fike at 256-765-4289 or email [mmfike@una.edu](mailto:mmfike@una.edu).

Instructor: Diane Kutz, PMP, Microsoft Office Master

## 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.

## 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.

## 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.

## 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





# 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](http://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](http://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 SHRMCP®/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](mailto:mmfike@una.edu)

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

#### THE FUTURE OF HR IS SHRM CERTIFIED

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

#### Course No. 18SPHR10101

February 26 – May 25, 2018

Online • Class Meetings: March 3 & 17, April 7, May 5

8:30 am – 12:00 pm

Price: \$999 (\$949 for SHRM Members), price includes textbooks & online learning software

Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630

Instructors: Ashley Butler, SHRM-CP, Melissa Self, SHRM-CP, Yvonne Thomas, SHRM-CP &

Crystal Wilson, SHRM-CP

### SHRM® ESSENTIALS OF HUMAN RESOURCES

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.

#### Course No. 18SPHR10201

March 15 & 16, 2018

Thursday & Friday 8:00 am – 4:30 pm

Price: \$699 (\$649 for SHRM Members), price includes textbooks

Instructor: Matt Oglesby, SHRM-SCP, SPHR

Location: UNA East Campus, Room 101

## 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.

Fall 2018

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.

Fall 2018

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

Fall 2018

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

### 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.

January 9 – February 1

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.

February 13 – March 8

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.

March 20 – May 17

Tuesday and Thursday Evenings,  
6:00pm - 8:00pm CST  
PRICE: \$1,799

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

# BUSINESS

## 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).

## PHARMACY TECH

### 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. 18SPPT10101**

March 6 – April 12

Six Tuesdays & Thursdays

6:00pm – 9:00pm

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



## STRATEGIC DOING PRACTITIONER TRAINING AND 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: 18SPSDSD10401 (training & certification) and 18SPSD10402 (training only)**

April 18, 19 & 20 | 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



# LEADERSHIP

## 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. You will need to attend thirty hours of training 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. Instructors include Celeste Coffman, Dr. Dan Hallock, Sgt. Terry Parker, and Robert Pastula.

Courses can be taken individually if you are not interested in earning a certificate. Need these classes brought to your location? Contact Lavonne Gatlin [lgatlin@una.edu](mailto:lgatlin@una.edu) or phone 256-765-4787. Can't attend class? Ask about our online certificate programs!

### STRESS MANAGEMENT AND HELPING PROFESSIONALS

Law enforcement personnel, social workers, teachers, and other helping professionals spend much of their time putting the needs of others first. This leads to increased risk of burnout, job turnover and workplace errors. This seminar is open to members of any profession who want to improve their wellness.

What You Will Learn:

- Assess your current personal wellness habits
- Participate in stress-relieving relaxation exercises to promote wellness
- Learn to create a follow-up program for your own health and stress reduction

**Course No. 18SPLEAD0202**

February 2

One Friday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Celeste Coffman

Location: UNA East Campus Room 101

### AN UNDERSTANDING OF THE 8th HABIT OF HIGHLY EFFECTIVE PEOPLE

Have you ever wondered why you're here on this planet? The 8th Habit is about discovering your own voice and assisting others in finding theirs. This session will encourage participants to view relationships differently and assist in helping to understand why others think and feel as they do in today's workplace. True greatness comes from within, the secret is to be able to tap your own first and then encourage others to do the same.

What You Will Learn:

- Review the initial 7 Habits of Highly Effective People that leads to the 8th
- Steps to moving from being effective to achieving true happiness and fulfillment for yourself and others

**Course No. 18SPLEAD0208A**

February 8

One Thursday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

# LEADERSHIP

## THE VALUE OF DEVELOPING ADVOCATE EMPLOYEES

Creating an environment where your employees become strong advocates of the organization cannot be over emphasized. In essence, a more satisfied employee can become a more loyal employee which can lead to a lower turnover rate. They care about customer satisfaction which can lead to higher profits (or whatever your goals are) in any organization. A loyal employee is more committed to what an organization stands for and eventually may evolve into an "Advocate" employee. An advocate employee is one that becomes one of your best marketing tools. The development of advocate employees becomes even more important in this age of social media.

What You Will Learn:

- importance of creating an "Advocate" friendly environment
- importance of an organization showing loyalty to their employees
- steps to take to develop an advocate employee

**Course No. 18SPLEAD0208B**

February 8

One Thursday | 1:00 pm – 4:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## ANXIETY BASICS: UNDERSTANDING SYMPTOMS & OVERCOMING CHALLENGES

Anxiety disorders are the most common emotional health issue worldwide, with estimates that up to 1 in 5 people will experience anxiety in a given year. This seminar will teach participants how to identify anxiety symptoms in themselves and their loved ones, and learn how to overcome this common problem.

What You Will Learn:

- Discover the often hidden symptoms of anxiety
- Learn strategies for managing worry, fear, and panic
- Understand the treatment options for anxiety including counseling, medication, and self-help

**Course No. 18SPLEAD0309**

March 9 | One Friday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Celeste Coffman

Location: UNA East Campus Room 101

## SERVANT LEADERSHIP

Servant leadership is both a leadership philosophy and set of leadership behaviors. Most traditional leadership approaches are based more on "power over" rather than "power with" people. Servant leadership encourages the sharing of power with followers, puts the needs of others first and strives to develop the whole person and not just their work performance.

**Course No. 18SPLEAD0315A**

March 15

One Thursday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## 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. 18SPLEAD0315B**

March 15

One Thursday | 1:00 pm – 4:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## UNDERSTANDING PERSONALITY TYPES TO BUILD RELATIONSHIPS

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

What You Will Learn:

- the concept of 'personality types'
- how our personality type influences the way we act, think, and communicate
- recognize the personality type of others

**Course No. 18SPLEAD0419A**

April 19 | One Thursday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## UNDESTABLISHING A LEADERSHIP CULTURE

In this workshop, we will learn why culture is important in organizations, what leadership culture is and how leadership culture can be a critical success factor for any organization. Establishing a strong leadership culture can result in decreased employee turnover rates and increased consistency in how employees are treated.

**Course No. 18SPLEAD0419B**

April 19

One Thursday | 1:00 pm – 4:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## FUNDAMENTALS OF BUSINESS STRATEGY

The ability to develop a sound business strategy is the first step to becoming a successful organization. Being able to ask and address three basic questions: Where are we now? Where do we want to go? What do we need to do to get there? It is critical to becoming a more effective and efficient organization.

**Course No. 18SPLEAD0510A**

May 10

One Thursday | 9:00 am – 12:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

## 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.

What You Will Learn:

- define leadership style and discuss the two dimensions of leadership style: directive and supportive behavior
- describe and discuss four different leadership styles: directing, coaching, supporting, and delegating
- there is not one best style of leadership

**Course No. 18SPLEAD0510B**

May 10

One Thursday | 1:00 pm – 4:00 pm

Price: \$75 | Instructor: Dan Hallock

Location: UNA East Campus Room 101

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