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Continuing
Education

Workforce
Development

Lifelong Learning

SEPTEMBER – DECEMBER 2015



University of NORTH ALABAMA

Division of
Continuing Education

256-765-4862

AT-A-GLANCE

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 2015 ILR COURSES:

- Outstanding People & Events in American History
- The Shoals: Past, Present & Future
- The Skeptic's Guide to American History
- Great Books: Great Conversations IV
- The World Around Us – IFDC
- The Joy of Opera
- Enjoying The Arts
- Cultural Heritage & Geography
- Health in Aging
- Science In Our Daily Lives
- Around Town – Field Trips & Movies
- People & Their Stories

Join for a semester for only \$60! Call us at 256-765-4862 today for more information.

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.

For more information or to add your child to our mailing list to receive a brochure please call: 256-765-4862



PHARMACY TECHNICIAN CERTIFICATE

This comprehensive program will prepare students to enter the pharmacy field and to 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. 10101 • September 22 – November 12
Tuesday & Thursday evenings • Class will not meet on the following dates: September 29, October 13, 27 & November 10
6:00 pm - 9:00 pm • Cost: \$569 (includes textbook)
Instructor: Tonya Schooley • Location: UNA East Campus, Room 104

This certificate program is approved for tuition assistance through the Workforce Investment Act (WIA). For more information on WIA funding, please visit the Shoals Career Center located at 500 South Montgomery Avenue, Suite 102, Sheffield, AL for information on eligibility requirements.

Contact Shelia Sisson at 256-765-5987 (sdsisson@una.edu) for more information.

NEW COURSES!

new

- ***Shooting Better Pictures With Your iPhone***
- ***Google (Drive, Documents, Calendar)***
- ***Basics of Furniture Upholstery***
- ***Horror Writing Workshop***
- ***Getting Older With Style & Pizazz***
- ***Energy Psychology – Emotional Freedom Technique***
- ***Introduction to Stained Glass***
- ***Sew Ready: Machine Basics***
- ***All About Your New Apple Watch!***



Member of the Alabama
SBDC Network

"Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35630, Phone: 256-765-4668."

UNA's Division of Continuing Education is a member of the Learning Resources Network (LERN), the Alabama Association for Continuing Higher Education (AACHE), the Alabama Planning Institute, and the Shoals Chamber of Commerce.

"It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with the applicable federal and state constitutions, laws and valid regulations. The coordinators for non-discrimination policies are for students, the Vice President for Student Affairs, Room 203-207, Guillot University Center, or telephone 256-765-4223; for employees, the Assistant Vice President for Human Resources, Room 226, Bibb Graves Hall or telephone 256-765-4291."

Welcome to Continuing Education

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CONTACT INFORMATION

University of North Alabama
1640 Tune Avenue
Florence, Alabama 35630

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

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

Office Hours:
Monday - Friday • 8:00 am - 4:30 pm

OFFICE STAFF

Information & Registration
256-765-4862

Anita Blacklidge, Business Manager
256-765-4537
aablacklidge@una.edu

Shelia Sisson, Program Coordinator
256-765-5987
sdsisson@una.edu

Meghan Fike, Program Coordinator
256-765-4289
mmfike@una.edu

Lavonne Gatlin, Associate Director
256-765-4787
lgatlin@una.edu

Mary Marshall VanSant, Director
256-765-4184
mmvansant@una.edu

Registration Online @
www.una.edu/continuing-studies

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facebook.com/UNAContinuingEducation





INTRODUCTION TO STAINED GLASS

This class is designed to introduce you to the process of producing your first stained glass project. Instruction covers start to finish steps with tools, materials, and techniques in a working glass studio. All supplies are included in the fee to construct an 8" by 8" piece using the traditional foil and solder method. If you're looking for a new hobby or have design dreams, this class will provide the foundation for your start in the world of glass arts.

Course No. 16401 • October 3 • 1 Saturday • 8:30 am – 4:30 pm
Price: \$99 • Instructor: Jody McFarland
Location: 528 Park Lane, Florence

POTTERY

This is a hand building class for all levels of students. Each student will go home with about 12 finished pots. This class is for ages 18 and up. Materials fee of \$45 is payable to the instructor on the first night of class.

Course No. 11801 • October 5, 6, 12, 13, 26 & November 2.
6:00 pm – 9:00 pm • Price: \$79 • Instructor: Jim & M.C. Jenkins
Location: UNA Art Building, Room 102

DRAWING & SKETCHING

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

Course No. 10301 • September 21 – October 12 • 4 Mondays
6:00 – 9:00 pm • Price: \$69 • 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. 14601 • November 9 – December 7 • 4 Mondays
6:00 pm – 9:00 pm • Price: \$69 • Instructor: Brenda Truitt
Location: UNA East Campus, Room 107

SEW READY: MACHINE BASICS

Want to learn more about how your sewing machine works and its features? Bring your machine and fabric and make a pillowcase as you practice what you learn. *A supply list will be given at registration.*

Course No. 16001 • September 29 • 1 Tuesday • 1:30 pm - 4:30 pm
Price: \$39 • Instructor: Marilyn Jones
Location: UNA East Campus, Room 105

QUILTED CHRISTMAS STOCKING

Your Christmas stockings looking tired and worn? Update them as you learn sewing tips. Bring your sewing machine and fabrics to get started making stockings for yourself or gifts. No previous experience needed. A great class for any level. *A supply list will be given at registration.*

Course No. 15801 • October 1 – October 8 • 2 Thursdays
2:00 pm – 4:30 pm • Price: \$39
Instructor: Marilyn Jones • Location: UNA East Campus, Room 105

FOLDED FABRIC CHRISTMAS ORNAMENTS OR COASTERS

A fun way to update your ornaments or coasters. Minimal sewing required. Items may be finished with a sewing machine or by hand. Bring your fabrics and learn a new technique for yourself or an early start to Christmas gifts. *A supply list will be given at registration.*

Course No. 15901 • October 6 – October 13 • 2 Tuesdays
2:30 pm – 4:30 pm • Price: \$39
Instructor: Marilyn Jones • Location: UNA East Campus, Room 105

KNITTING 101

This is a hands-on class with small projects. We will use several dish cloth patterns to learn the basics of knitting. Dish cloths are quick and easy – a great way to learn to knit and have a useful project finished quickly. The class will include casting on stitches, the knit stitch and the purl stitch as well as binding off. We will learn how to follow a pattern and where to find patterns on the internet. You may choose to make an infinity scarf. For a beginning knitter or anyone looking for a refresher.

A supply list will be given at registration.

Course No. 16101 • October 7 – October 14 • 2 Wednesdays
3:00 pm – 5:30 pm • Price: \$59
Instructor: Marilyn Jones
Location: UNA East Campus, Room 105



BASICS OF FURNITURE UPHOLSTERY

Most would prefer to start small with a footstool, small ottoman or a dining chair (or two). An armchair, wing-back chair or other more complicated projects would require more information than this initial course would give and would take more than one class to complete. Some with larger projects may need to be finished at home after completion of the course. This course will require no sewing, though there is a possibility of demonstrations. Students will need to bring their project, scissors and a staple puller. Instructor will give detailed supply list depending on the project the student chooses, on the first night of class.

Course No. 16501 • October 8 – November 12 • 6 Thursdays
6:30 pm – 8:30 pm • Price: \$89
Instructor: Todd Gillreath • Location: UNA East Campus, Room 107

SMOCKED CHRISTMAS ORNAMENT

Learn the basics of smocking as we practice on a Christmas ornament. You will be on your way to making heirloom smocked dresses and other articles. Materials fee of \$10 is payable to the instructor.

Course No. 16201 • October 12 • 1 Monday
3:00 pm – 6:30 pm • Price: \$39
Instructor: Marilyn Jones • Location: UNA East Campus, Room 105

QUILTING BASICS

Have T-shirts you'd like made into a quilt or want to learn the basics of quilting? Bring fabric, T-shirts or blocks and we'll learn the basics of making a quilt from start to finish. If you have some quilting knowledge and have a pattern in mind you are welcome to bring that instead. No previous quilting or sewing experience required. Let's start making a quilt! *A supply list will be given at registration.*

Course No. 16301 • December 2 – December 16 • 3 Wednesdays
1:30 pm - 5:30 pm • Price: \$79 • Instructor: Marilyn Jones
Location: UNA East Campus, Room 105

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. 10801 • October 7 – October 28 • 4 Wednesdays
10:00 am – 12:00 pm • Price: \$69 • Instructor: Judy Long Tomerlin
Location: UNA East Campus, Room 105

FLORAL DESIGN

If you are looking for a new career or just want to have fun learning new floral arranging techniques, this highly informative five-course program is for you! The classes are designed to be relaxed, enjoyable, and focused on stimulating individual creativity, while comprehensively preparing participants for employment in a floral agency through a hybridization of artistic expression and technical skills. Information such as pricing; buying; event consultation; wiring; picking; flower/greenery identification, characteristics, care, and handling; choosing containers; use of tools; color psychology; Western geometric designs, with Eastern supplementation (ex. Ikebana); selling techniques; starting a business and its management; and current trends are discussed throughout the certification process. The certificate is designed to prepare you for employment in a floral agency or you may simply take the classes for fun to build skills and techniques as your hobby. A certificate is awarded for those who successfully complete the five courses: Basic Floral Design, Design Potpourri, Special Occasion Arrangements, Holiday Decorations & Centerpieces and Wedding Arrangements. "Basic Floral Design: An Introduction to Flowers and Form" is a prerequisite; however, if you have previously taken a class by Linda Brown or Mary Lollar, it can count as the first class. Participants must attend 80% of each class and the instructor must approve your successful completion of projects. Preliminary Tools Needed: wire cutters, scissors, by-pass pruning shears, serrated knife, small hammer, awl, note pad/pen, and tool box. Note: You may "recycle" silk flowers from arrangements you already have rather than buying new ones. Additional fresh flower fees may be discussed and applicable as each course progresses.

BASIC FLORAL DESIGN: AN INTRODUCTION TO FLOWERS AND 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, 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. Class will not meet on October 20 and November 10.

Course No. 12401 • October 6 – December 1 • 7 Tuesdays
6:00 pm – 8:00 pm • Price: \$79 • Instructor: Mickey J. Lollar
Location: UNA East Campus Room 107

SPECIAL INTEREST

COUPONING 101

Learn how to use coupons to save 50-85% off your grocery bill. This beginner class will teach you the basics of using coupons ethically. You will learn details about: grocery store shopping, drug store shopping, properly stockpiling items, where to get coupons, store coupon policies, smart phone apps and coupon lingo.

Course No: 13001 • September 21 • 1 Monday • 6:00 pm – 8:00 pm
Price: \$25 • Instructor: Bridget MacInnis
Location: UNA East Campus, Room 105

HISTORY OF THE SHOALS: THE EARLY YEARS

This extraordinary course will entertain you as you learn of events and personalities that lead 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. 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. 12101 • October 8 – November 12 • 6 Thursdays
6:00 pm – 8:00 pm • Price: \$69
Instructor: Harry Wallace • Location: UNA East Campus, Room 102

PRACTICAL SELF-DEFENSE FOR WOMEN & TEENS

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

Course No. 11701 • December 4 – December 11 • 2 Fridays
6:00 pm – 9:00 pm • Price: \$64 • Instructor: Tom Jones
Location: UNA East Campus, Room 103

BASS FISHING 101

Learn from professional bass fishing guide, Todd Witt. Come and simplify your fishing as you learn the secrets and fundamentals from a competent and experienced professional guide and tournament angler. You'll enjoy the fellowship with other anglers while learning the ins and outs of catching bass. This is open to fishers of all skill levels and ages. You'll even leave with some great lures from Strike King Lure Co!

Topics to be covered during this exciting seminar are:

- How to select the right tackle
- Lure selection, when and why?
- New trends in bass fishing and how to implement them to your advantage
- Bass behavior
- How to pattern fish
- How to read lake maps

Course No. 11901 • November 3 & 10 • 2 Tuesdays • 6:00 pm – 9:00 pm
Price: \$79 Adults & \$59 for kids 12 and under • Instructor: Todd Witt
Location: UNA East Campus, Room 102

MEET YOUR INSTRUCTOR: Todd Witt hails from Corinth, Mississippi. He is an experienced and respected United States Coast Guard Licensed Guide with 11 years of guiding and 18 years of tournament experience. Todd has had multiple open wins and high finishes on Pickwick Lake and regional trails. He is a two time Wal-Mart Bass Fishing League Regional Qualifier and does seminars and bass tank demonstrations while promoting for his many sponsors.

BASIC ANTIQUING

The course will contain an overview; what is a real antique? What and how are they made and where are they from? Regional and world buying/selling markets. Course specifics will include major classifications of collectible and what makes them valuable; Names of classic manufacturers and associated values. Building a Collection for estate enhancement, fun and resale for profit. The students in this course will have ample opportunity to ask questions, make observations and bring items for evaluation, all in the spirit of knowledge.

Course No. 14701 • September 22 – October 27 • 6 Tuesdays

6:00 pm – 8:00 pm • Price: \$74 • Instructor: John Scherz

Location: UNA East Campus, Room 101

ADVANCED ANTIQUING

This segment will address the real inherent value of a myriad vintage and antique collectibles. Student participation will be extremely valuable in helping one find that diamond in the rough! Specialized eclectic and valuable manufacturers will be showcased in the fields of pottery, porcelain, glass, silver and jade with the potential for toys, dolls, furniture and specialty items such as cash registers, music boxes, fishing tackle and other sundries. Special items will be discussed based upon class requests. This course segment will give the participant the ability to go and purchase the right items and for all the right reasons!

Course No. 14801 • November 3 – December 8 • 6 Tuesdays

6:00 pm – 8:00 pm • Price: \$74 • Instructor: John Scherz

Location: UNA East Campus, Room 101

THE FRANKINCENSE TRAIL OF THE MIDDLE EAST

Join your nomadic guide, Mickey Lollar, in packing a camel caravan and embarking on a journey along the historic Frankincense Trail. After discussing early human history, botany and economics, the trek begins in Oman. Along the way, through Yemen, Saudi Arabia and the "Holy Land", we will examine each area's geography and cultures. Upon conclusion, the Trail branches to the Saharan west and east, to the Byzantine Empire.

Course No. 14901 • October 19 – December 7 • 8 Mondays

6:00 pm – 8:00 pm • Price: \$84 • Instructor: Mickey Lollar

Location: UNA East Campus, Room 101

ABOUT YOUR INSTRUCTOR: Mr. Mickey J. Lollar has a Master of Arts in Literary Theory and is a graduate student in History: Heritage Resource Management & Archaeology. In addition to being a certified teacher of the Social Sciences, English-Language Arts, Art History and Practice, and Music, Mickey is a writer, international lecturer, university instructor, extensive traveler, and antiquities collector.

HORROR WRITING WORKSHOP

Originally, instructor Mickey J. Lollar, created this workshop series to supplement his popular "Mystery Novel 101" course, but has since adapted the material into three powerful, stand-alone nights! Mr. Lollar will briefly discuss the history of the horror genre and pull from sources such as The Castle of Otranto, The Monk, the works of Poe, The Picture of Dorian Gray, the works of Lovecraft and King, The October Country, Anne Rice's Vampire Chronicles and others, with the examination of Clive Barker's voice throughout the workshop series. All the course requires you to bring is something to write with, paper, and the most macabre recesses of your imagination...

Course No. 15001 • October 22 – November 12 • 3 Thursdays

(Class will not meet on October 29)

6:00 pm – 8:00 pm • Price: \$69 • Instructor: Mickey Lollar

Location: UNA East Campus, Room 101

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. 10101 • September 15 – November 3 • 8 Tuesdays

6:00 pm – 8:00 pm • Price: \$74 • 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. 10201 • September 17 - November 5 • 8 Thursdays

6:00 pm – 8:00 pm • Price: \$74 • Instructor: J.W. Holmes

Location: UNA East Campus, Room 105

Register Online @
www.una.edu/continuing-studies

Or By Calling:
256-765-4862

or 1-800-825-5862, ext. 4862

HEALTH & FITNESS

THERAPEUTIC MASSAGE FOR COUPLES & CAREGIVERS

Ahhhh...This feel-good class is a basic overview of Swedish massage techniques to help with headaches and the aches and pains due to the stress and tension of today's hectic lifestyles. Massage therapy is one of the fastest growing forms of alternative medicines. Of course this is a hands-on class! So you must register with a partner. Bring a mat or blanket and a pillow. Wear loose, comfortable clothing. Your body will thank you!

Course No. 10701 • October 22 – November 5 • 3 Thursdays
6:00 pm – 8:00 pm • Price: \$69 • Instructor: Lorinda Snoddy
Location: UNA East Campus, Room 103

ABOUT YOUR INSTRUCTOR: Lorinda Snoddy, MMP, LMT #1000 holds a Bachelor's degree in Marketing & minor in Psychology from the University of North Alabama. After working in the career of business and customer service for 15 years, in 1999 she was able to achieve her childhood dream by going back to school at Decatur School of Massage Therapy where she received her certification in massage therapy. She became a licensed massage therapist in 2000 and Certified Medical Massage Practitioner in 2005. She was a water fitness instructor for 6 years and has been a wellness consultant with Juice Plus since 2006. She had completed many hours of continuing education and volunteers in schools and communities. She has been a member of the Northwest Alabama Massage Association since its inception. She served as president of NAMA in 2004, 2007, 2008 & 2009. She also served as vice-president in 2003 & 2006 and treasurer 1 year. In addition, she built and services the web site for the group and helped with various projects. She is also a member of the Associated Bodyworkers and Massage Professionals, Better Business Bureau and the Shoals Chamber of Commerce. She was recognized by the Cambridge Who's Who and became a member in 2008 & 2012, 2013 and by The National Association of Professional Women in 2008.

YOGA I

An inspiring yoga class founded on flow, but safe and accessible for all levels. This flow class will also include some sustained postures that will help develop strength, flexibility and balance through an overall mind, body and breath connection. Please wear comfortable exercise clothing and practicing on an empty stomach works best. Please bring your own sticky mat.

Course No. 11001 • September 22 – October 27 • 6 Tuesdays
6:00 pm – 7:30 pm • Price: \$79 • Instructor: Bridget Gillis
Location: UNA East Campus, Room 103

YOGA II

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

Course No. 11101 • November 3 – December 8 • 6 Tuesdays
6:00 pm – 7:30 pm • Price: \$79 • Instructor: Bridget Gillis
Location: UNA East Campus, Room 103

LIVING IN BALANCE: EDEN ENERGY MEDICINE FOR HEALTHY LIVING

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

Course No. 11301 • September 15 • 1 Tuesday • 10:30 am – 12:00 pm (OR)

Course No. 11302 • September 15 • 1 Tuesday • 6:30 pm – 8:00 pm
Price: \$49 • Instructor: Linda Isbell
Location: UNA East Campus, Room 103

GETTING OLDER WITH STYLE & PIZAZZ

Come learn about healthy aging. You might be surprised at what the latest research tells us about this important subject. 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. 15101 • October 8 • 1 Thursday • 10:30 am – 12:00 pm (OR)
Course No. 15102 • October 8 • 1 Thursday • 6:30 pm – 8:00 pm
Price: \$49 • Instructor: Linda Isbell
Location: UNA East Campus, Room 103

ENERGY PSYCHOLOGY: EMOTIONAL FREEDOM TECHNIQUE

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

Course No. 11401 • October 21 • 1 Wednesday • 10:30 am – 12:00 pm (OR)
Course No. 11402 • October 21 • 1 Wednesday • 6:30 pm – 8:00 pm
Price: \$49 • Instructor: Linda Isbell
Location: UNA East Campus, Room 103

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

Register Now *Call 256-765-4862 or 1-800-825-5862, ext. 4862*

FOREIGN LANGUAGES

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. 10501 • September 21 – October 26 • 6 Mondays
6:00 pm – 8:00 pm • Price: \$99 • Instructor: Katie Logan
Location: UNA East Campus, Room 102

SPANISH FOR MEDICAL PROFESSIONALS

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

Course No. 3059 • November 2 – December 7 • 6 Mondays
6:00 pm – 8:00 pm • Price: \$99 • Instructor: Dr. Robert Adler
Location: UNA East Campus, Room 102

FOREIGN LANGUAGES

The following foreign languages are offered beginning August 19, 2015 and concluding December 11, 2015. Courses are held on Monday/ Wednesday/Friday or Tuesday/Thursday depending on the course. Workbooks are required and may be purchased from the UNA Bookstore (not included in course cost). Price: \$249 per course. For more information or to register please call 256-765-4289.

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

Critical Languages:

Elementary & Intermediate Arabic, Elementary & Intermediate Chinese, Elementary & Intermediate Japanese, Introductory Latin, Elementary Portuguese, Elementary Russian and 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. 13201 • September 5 • 1 Saturday • 10:00 am – 11:00 am
Price: FREE • Instructor: John Ingwersen & Cameron Kay
Location: UNA East Campus, Room 101

MUTUAL FUND INVESTING TECHNIQUES FOR THE NEW INVESTOR

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

Course No. 15201 • September 14 – September 21 • 2 Mondays
6:30 pm – 8:00 pm • Price: \$29
Instructor: John Ingwersen & Cameron Kay
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. 14001 • October 27 • 1 Tuesday • 7:00 pm – 8:00 pm • Price: \$15
Instructor: Joseph A. Gallagher, Jr., Senior Vice President – Financial Advisor, Sterne Agee Financial Services, Progress Bank
Location: UNA East Campus, Room 104

MUSIC

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

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

Course No. 15301 • November 17 • 1 Tuesday • 6:00 pm – 9:00 pm
Price: \$59 • Instructor: Michael McMillan
Location: UNA East Campus, Room 102

BEGINNING GUITAR: MAKING SENSE OF THE GUITAR!

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

**Course No. 13801 • October 5 - October 15 • 2 Mondays & 2 Thursdays
6:00 – 8:00 pm • Price: \$79 • Instructor: Larry D. Miller
Location: UNA East Campus, Room 108**

MAKING SENSE OF GUITAR CHORDS!

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

- Chord formulas and names
- The 3 simple patterns for learning the fret board
- Simple ways to learn all the notes on the fret board
- Finding the root note of a chord
- Patterns of music "Steps and Half steps" and the number system fundamentals
- Understanding bar chords
- Circle of fifths
- How to use a Capo to change keys
- And much more.....

Prerequisites: a) Students must know and be able to play most basic chords. A, B, C, D, E, F, G; A7, B7, C7, D7, E7, F7, G7; Am, Bm, Cm, Dm, Em, Fm, Gm. b) Basic music reading will be helpful but not necessary. Must bring a guitar (tables will be provided for sheet music, if you prefer a music stand, you may bring your own)

**Course No. 13901 • October 19 - October 29 • 2 Mondays & 2 Thursdays
6:00 pm – 8:00 pm • Price: \$79 • Instructor: Larry D. Miller
Location: UNA East Campus, Room 108**

ABOUT YOUR INSTRUCTOR: After "picking at the guitar" most of his life, Larry Miller started making a serious study of playing the guitar about 15 years ago. His love of finger style guitar and his frustration of trying to learn to play on his own led him in search of teachers to help make sense of the guitar. During this time he has studied under Jerry Miller (Guitar Teacher in Decatur Alabama), Mrs. Margarita de Quesada (Classical Teacher in Decatur, Alabama), Craig Dobbins (Acoustic Work Shop www.craigdobbins.com/ Gadsden, Alabama), weekend seminar with John Knowles (Arranger and "right hand man" for Chet Atkins www.johnknowles.com/) and with Scott Todd (guitarist for Lenny Le Blanc). Having struggled to learn to play the guitar himself, Larry has refined the fundamentals of learning into a non-intimidating learning system that is unique and easy to grasp for those struggling with learning to play the guitar. He has put together the knowledge of many teachers to help new students overcome common problems and obstacles to learning to play the guitar well. For the last four years, Larry has used his knowledge to teach students guitar and mandolin at Alabama Music in Florence, Alabama.

Register Online @
www.una.edu/continuing-studies

DANCE

All dance classes are held at UNA Kilby School Gym, 611 North Pine Street, Florence

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!

**Course No. 15401 • September 21 – October 12 • 4 Mondays
Price: \$39 / UNA Students \$19 • 6:00 - 7:00 pm**

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.

**Course No. 15501 • September 21 – October 12 • 4 Mondays
Price: \$39 / UNA Students \$19 • 7:15 - 8:15 pm**

MAMBO (SALSA)

This four week course is where it all begins for the beginner salsa dance enthusiast. No prior dance experience is expected or needed. In these dance classes the students will learn the fundamental principles of partnering, timing, basic foot work full and half turns, 'cross body lead' and useful salsa dance patterns. Mambo is popular now like it was in the 50's!

**Course No. 15601 • October 19 – November 9 • 4 Mondays
Price: \$39 / UNA Students \$19 • 6:00 – 7:00 pm**

WALTZ

Waltz is one of the most popular smooth dances in ballroom dancing. It is classic and timeless. If sweeping her off her feet and smoothly gliding across the dance floor appeals to you, (or being swept off your feet) then this travelling dance is definitely for you. You will get a good introduction for learning about fundamental lead and follow techniques and line of 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. Now, you still have to PRACTICE, so come to class ready to have fun with a positive attitude toward learning. Have a smile on your face and open your mind to something new and exciting! This includes you husbands or boyfriends who were talked into taking this class by a certain female.

**Course No. 15701 • October 19 – November 9 • 4 Mondays
Price: \$39 / UNA Students \$19 • 7:15 - 8:15 pm**

ABOUT YOUR INSTRUCTORS: A Florence resident and well known dance supporter, **Suzy Spalding Robbins**, certified with Dance Vision International Dance Association (DVIDA) in July, 2014. She started USA Dance of North Alabama, now known as North Alabama Dance Club. She serves on the Board of USA Dance in Huntsville, Alabama. Suzy has competed in the USA Dance Southeastern Regional Dance Sport Championships at the Georgia World Congress Center in Atlanta and Volunteer State Dance Challenge in Nashville, Tn. She has also performed in many showcases, 2005, 2006 & 2012 KCDC Showcases in Huntsville, 2014 Marathon Showcase in Birmingham, 2013 & 2014 at the USA Dance Showcase in Huntsville. It is a great honor to be DVIDA certified and no easy task to complete a certification under this association. Suzy has been teaching dance at UNA for 19 years, starting with line dance in 1996. Since then she has taught American Rhythm & American Smooth Ballroom Dance to Adults, students, UNA students, Summer Youth Dance Camps and on Cruise Ships. Suzy graduated at Samford University with a Doctorate in Pharmacy. She is a Fellow in the American Society of Consultant Pharmacists and served as President of NW Alabama Pharmacy Association for 15 years.

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

COMPUTER TRAINING



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

Exams are being offered for the Office 2013 family of products. Exam vouchers with one retake can be purchased for \$119; UNA Student Discount, \$109. Exams may be scheduled by calling 256-765-4773. The Microsoft Office Specialist (MOS) credential validates skills in using the 2013 Microsoft Office system meeting the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who successfully complete the program by passing a certification exam show that they can meet globally recognized performance standards.

Candidates must pass one certification exam in order to earn the MOS credential.

Exams Available:

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

Microsoft Office 2013 Master

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

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

MICROSOFT EXCEL 2013 ESSENTIAL SKILLS



This course teaches the basic functions and features of Microsoft Excel 2013. After an introduction to spreadsheet terminology and Excel's window components, you will learn how to use the Help system and navigate worksheets and workbooks. Then you will enter and edit text, values, formulas, and pictures, and save workbooks in various formats. You will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, you will create and modify charts, and learn how to manage large workbooks.

Course No. 15SUCOMP13201 • September 22 – October 13

12 Hour Course • 4 Tuesdays • 6:00 - 9:00 pm

Price: \$179 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

OR

Course No. 15SUCOMP13202 • September 23 – October 14

12 Hour Course • 4 Wednesdays • 9:00 am - 12:00 pm

Price: \$179 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

MICROSOFT EXCEL 2013 INTERMEDIATE



This course builds on the skills and concepts taught in Microsoft Excel 2013 Essential Skills. You will learn how to use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, themes, and backgrounds. You will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. You will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Course No. 15FACOMP13301 • October 27 – November 17

12 Hour Course • 4 Tuesdays • 6:00 – 9:00 pm

Price: \$189 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

OR

Course No. 15FACOMP13302 • October 28 – November 18

12 Hour Course • 4 Wednesdays • 9:00 am - 12:00 pm

Price: \$189 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

MICROSOFT EXCEL 2013 DATA ANALYSIS & PIVOT TABLES

PivotTables and PivotCharts are interactive tables that automatically extract, organize and summarize your data. This course will show you how to take an Excel workbook full of detailed data and summarize it easily in order to extract meaningful information for decision making using PivotTables and PivotCharts. Creating and manipulating PivotTables and PivotCharts allows you to easily analyze data to make comparisons, detect patterns and relationships, and discover trends.

Course No. 15FACOMP13401 • December 1 • 3 Hour Course • 1 Tuesday 6:00 - 9:00 pm • Price: \$69

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

OR

Course No. 15FACOMP13402 • December 2 • 3 Hour Course

1 Wednesday • 9:00 am - 12:00 pm • Price: \$69

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

GOOGLE (DRIVE, DOCUMENTS, CALENDAR)

You can store and access your files anywhere with Google Drive — on the web, on your hard drive, or on the go. Learn how to use Google Drive, Documents, and Calendar on your computer. Learn how your free 15 GB of storage with Drive works with your computer and mobile device to backup photos, share documents, and more. Create documents, spreadsheets, presentations, forms, and drawings with Google apps built into Google Drive. Keep any file of any type and share any file with just whom you want to share, or with a whole group of people. Learn how to create your own Google calendar and share with family and friends. Become a “Googlehead!”

Course No. 15SUCOMP11401 • September 14 • 3 Hour Course • 1 Monday 6:00 pm - 9:00 pm • Price: \$69 • Instructor: Jim Head
Location: UNA East Campus, Room 106 (Computer Lab)



ALL ABOUT YOUR NEW APPLE WATCH

Do you want to know some of the tips and tricks inside your new Apple Watch? Are you curious about Apple Watch and considering purchasing one? This course is for you! We will give you an overview of the Apple Watch, its features and capabilities, including how it works with your iPhone. Several tips and tricks will be demonstrated as well. **If you already have an Apple Watch be sure to bring it with your iPhone!**

Course No. 15SUCOMP13501 • September 21 • 3 Hour Course • 1 Monday 6:00 pm - 9:00 pm • Price: \$69 • Instructor: Jim Head
Location: UNA East Campus, Room 106 (Computer Lab)



IPAD BASICS

The iPad is one of Apple's most popular products. In this two-night course, we'll learn about organizing your apps into folders, connecting to Wi-Fi networks, multitasking gestures, setting up and using email on your iPad, as well as printing options for the iPad. We'll also learn how to sync your iPad with iTunes and iCloud and customize your preferences. We talk about using the iPad with Apple TV and projectors. We talk about using iCloud, Skydrive, and Google Drive in school and business settings. The instructor is an experienced Mac user (29 years) and has been an iPad user from the day the device came out in 2010. **Please bring your iPad and update it to the latest version of the iOS operating system before coming to class.**

Course No. 15FACOMP11601 • October 12 & 19 • 6 Hour Course 2 Mondays • 6:00 pm - 9:00 pm • Price: \$109 • Instructor: Jim Head
Location: UNA East Campus, Room 106 (Computer Lab)



ICLOUD 101

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

Course No. 15FACOMP11701 • November 2 • 3 Hour Course 1 Monday • 6:00 pm - 9:00 pm • Price: \$69 • Instructor: Jim Head
Location: UNA East Campus, Room 106 (Computer Lab)

PROJECT MANAGEMENT

CERTIFICATE IN PROJECT MANAGEMENT CONCEPTS

Earn your 36 Hour Certificate in Project Management Concepts by completing the three courses below! Call Meghan Fike at 256-765-4289 for more information.

SUCCESSFUL PROJECT MANAGEMENT

Project management has emerged as the premier solution to today's organizational challenges. Project managers deliver success by using a structured approach to project planning, scheduling, sourcing, decision making and control. Focusing on practical application, this course enables you to acquire the concepts and tools you need to plan, manage, and deliver project success.

Course Objective: Develop skills to plan and execute projects to ensure that they meet identified goals of time, cost, and scope.

Learning Objectives

- Set up the project management system
- Create the Work Breakdown Structure
- Master the keys to project management success: estimating and planning
- Develop techniques for controlling project time, cost, and scope
- Use tools for evaluating and reporting on project performance
- Manage relationships effectively and productively across the spectrum of project stakeholders

Course No. 15SUPM10101 • September 21 - October 12 • 4 Mondays 20 Hour Course • 8:30 am - 12:30 pm • Price: \$299 (Includes textbook)

(Outside assignments are required)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 105

MICROSOFT OFFICE PROJECT 2013 BASICS – BUILDING THE PROJECT PLAN

The focus of this course is on the basic commands and features of Microsoft Project 2013 used in creating the initial project plan. Students will learn how to create and modify task lists (WBS), establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Lastly, they will learn how to resolve resource conflicts. The course culminates with a basic project plan and a set baseline.

Course No. 15FAPM10201 • November 2 & 9 • 8 Hour Course 2 Mondays • 8:30 am - 12:30 pm • Price: \$159 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

MICROSOFT OFFICE PROJECT 2013 ADVANCED – MANAGING THE PROJECT PLAN

This course builds on the concepts and skills taught in the Basic course as the student learns about executing, monitoring and controlling the project plan in Microsoft Project. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, evaluate earned value, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2013 and how to integrate Project data with other Office applications.

Course No. 15FAPM10301 • November 30 – December 7 8 Hour Course • 2 Mondays • 8:30 am - 12:30 pm

Price: \$169 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

DIGITAL PHOTOGRAPHY

THE INS & OUTS OF DIGITAL SLR CAMERAS

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

Course No. 15SUCOMP12401 • September 26 • 3 Hour Course

1 Saturday • 9:00 am - 12:00 pm • Price: \$69 • Instructor: Stephen Rickard

Location: UNA East Campus, Room 104

OR

Course No. 15FACOMP12401 • November 14 • 3 Hour Course • 1 Saturday

9:00 am - 12:00 pm • Price: \$69 • Instructor: Stephen Rickard

Location: UNA East Campus, Room 104

WELCOME TO DIGITAL PHOTOGRAPHY

This course begins with a discussion of digital cameras and their features – from Point and Shoot models to Digital SLRs. Working with digital photography files is then covered as we learn about memory cards, connecting your camera to the computer, as well as; viewing, copying, backing up, sharing and printing your photographs. You will then learn how to take your camera out of automatic mode as we explore scene modes and manual modes. Shutter speeds, aperture (fstop) settings, focus adjustments, exposure settings (exposure lock, exposure bracketing, exposure compensation), color temperature, white balance, depth of field, flash modes, and other features will be discussed and then practiced in our photo sessions. **Items to bring to class: • Digital camera (if you own one) • Manual for the camera • A blank memory card for your camera • Any cables (items) necessary to connect your camera to the computer.**

Course No. 15FACOMP12501 • October 15 – November 5 • 12 Hour Course

4 Thursdays • 5:30 pm - 8:30 pm • Price: \$169 (includes textbook)

Instructor: Jerry Woolfolk • Location: UNA East Campus, Room 106 (Computer Lab)

DIGITAL PHOTOGRAPHY-ON LOCATION

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

Course No. 15SUCOMP12601 • September 17 – October 8 • 12 Hour Course

4 Thursdays • 5:30 pm - 8:30 pm • Price: \$149 • Instructor: Jerry Woolfolk

Location: UNA East Campus, Room 106 (Computer Lab)

SHOOTING BETTER PICTURES WITH YOUR IPHONE

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

Course No. 15FACOMP12801 • October 5 • 3 Hour Course • 1 Monday

6:00 pm - 9:00 pm • Price: \$69 • Instructor: Jim Head

Location: UNA East Campus, Room 106 (Computer Lab)

SANE PEOPLE FOR SIMPLE STATISTICS

SPSS is a Windows-based software program that helps anyone handle, manage, analyze and present data. SPSS is used in business, marketing, government and the sciences as these areas often handle massive amounts of data and need friendly software to help them actually use their data. Data and statistics need not strike fear in your heart. Dr. Craig Robertson has used SPSS since 1986, has taught SPSS to undergraduate and graduate students at the University of North Alabama across three separate academic programs and introduced math phobic students to statistics since 1994. His teaching style engages students in projects that reinforce concepts central to the statistics. Students will leave with the confidence to apply what they have learned.

INTRODUCTION TO THE SPSS SOFTWARE PACKAGE – COURSE 1

Learn the fundamentals of the SPSS software package and see how it makes data collection, coding and analysis much easier for you and those in your workplace.

Course No. 15SUCOMP12001 • September 17 – October 8

6 Hour Course • 4 Thursdays • 12:00 pm - 1:30 pm • Price: \$99

Instructor: Dr. Craig Robertson

Location: UNA East Campus, Room 106 (Computer Lab)

DESCRIPTIVE STATISTICS AND BIVARIATE ANALYSIS – COURSE 2

Building upon Course 1 skills, this course preserves your sanity while teaching you about frequency tables, measures of central tendency, measures of dispersion and extends this discussion into data recodes and analyses that allow you to examine relationships between two variables. Don't let this discussion scare you! Once you see how easy it is to use the SPSS drop-down selection methods you'll be ready to apply the techniques to your work!

Course No. 15FACOMP12101 • October 15 – November 5

6 Hour Course • 4 Thursdays • 12:00 pm - 1:30 pm • Price: \$99

Instructor: Dr. Craig Robertson

Location: UNA East Campus, Room 106 (Computer Lab)

MULTIVARIATE ANALYSIS – COURSE 3

Many times data analysts are asked to answer questions involving three or more variables (for example, 'What are effects of customer age, gender and self-reported hobbies on their recreational spending practices?' or 'How does the size of our salesforce, the educational level of our salesforce and the number of days each year they are away from home affect total sales?'). Staying sane while answering questions like these is much easier with SPSS and Courses 1 and 2 will prepare you to learn more about statistics at this level.

Course No. 15FACOMP12201 • November 12 – December 10

6 Hour Course • 4 Thursdays (*This course will not meet on November 26*) • 12:00 pm - 1:30 pm • Price: \$99

Instructor: Dr. Craig Robertson

Location: UNA East Campus, Room 106 (Computer Lab)

CERTIFICATE PROGRAMS

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

TWO OPTIONS TO FIT YOUR SCHEDULE!

UNA HUMAN RESOURCE MANAGEMENT CERTIFICATE – ONLINE OPTION

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

For more information about each online course please visit www.flexclassroom.com/una

• REQUIRED COURSES •

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

• ELECTIVE COURSES •

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

UNA HUMAN RESOURCE MANAGEMENT CERTIFICATE – TRADITIONAL OPTION

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

• REQUIRED COURSE •

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

• ELECTIVE COURSES •

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

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

Save The Date!

UNA'S 20TH ANNUAL NORTH ALABAMA WORKERS' COMPENSATION CONFERENCE

**WEDNESDAY, OCTOBER 28, 2015
Marriott Shoals Conference Center**

Join us this year for our
***20th Annual North Alabama
Workers' Compensation Conference***
where you will get up-to-date
information on workers'
compensation issues. Workers'
compensation professionals
will be on hand to answer your
questions and to provide you with
the training you need to
make your job easier.



Register Now **Call 256-765-4862 or 1-800-825-5862, ext. 4862**

CERTIFICATE IN BUSINESS ADMINISTRATION FUNDAMENTALS

Earn The UNA 60 hour Certificate in Business Administration Fundamentals!

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

The six available courses cover:

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

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

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

CUSTOM TRAINING & CONSULTATION SERVICES

The future of your organization depends on 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 readily be 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 employee's 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.

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

LEADERSHIP CERTIFICATES

UNA LEADERSHIP CERTIFICATE / UNA PUBLIC SAFETY LEADERSHIP AND MANAGEMENT CERTIFICATE

Update or expand your leadership skills through the UNA Leadership Certificate or UNA Public Safety Leadership and Management Certificate program.

- By enhancing your professional knowledge, you are better prepared to meet the difficult challenges of today's economy.
- These affordable certificate programs provide specialized training that will equip leaders from all sectors of public service and private industry with the skills that empower leadership success and enhance team performance and development.
- Attend five required and five elective courses to earn your certificate.
- These courses are designed in a way to further your professional development with little time away from your job.
- Each course is approximately three hours in length. Courses are held at UNA's East Campus in Florence, AL. Tuition is only \$69 each.
- Courses can be taken individually if you are not interested in earning a certificate.
- Required Courses:
 - The Power of Positive Attitudes
 - Understanding Personality Types to Build Relationships
 - The Emotionally Intelligent Leader
 - Generational Differences in the Workplace
 - Stress Management

Customer Relations • September 10 • 9 am – 12 pm

The Dark Side of Leadership • September 10 • 1 pm – 4 pm

Social Networking Tools • October 1 • 9 am – 12 pm

The Importance of Accountability to Increase Employee Performance
October 1 • 1 pm – 4 pm

Leading Change • October 22 • 9 am – 12 pm

Transitioning from Employee to Supervisor • October 22 • 1 pm – 4 pm

Situational Leadership: Leadership & the One Minute Manager •

November 12 • 9 am – 12 pm

Applied Leadership Skills • November 12 • 1 pm – 4 pm

The Power of Positive Attitudes • January 21, 2016 – 9 am – 12 pm

Understanding Personality Types to Build Relationships •

January 21, 2016 – 1 pm – 4 pm

The Emotionally Intelligent Leader • February 18, 2016 – 9 am – 12 pm

Generational Differences in the Workplace • February 18, 2016 – 1 pm – 4 pm

Building Effective Teams: Gung Ho! • March 17, 2016 – 9 am – 12 pm

Stress Management • March 17, 2016 – 1 pm – 4 pm

Empathy in Leadership: It does Matter! • April 21, 2016 – 9 am – 12 pm

Moral Intelligence and Ethics in Leadership • April 21, 2016 – 1 pm – 4 pm

Delegation Skills for Leaders • May 19, 2016 – 9 am – 12 pm

Conflict Resolution Skills • May 19, 2016 – 1 pm – 4 pm

Course descriptions and additional information can be found on our website at www.una.edu/continuing-studies, select Leadership Certificate under the Workplace heading or call 256-765-4787 Lavonne Gatlin (lgatlin@una.edu)

Register Now Call 256-765-4862 or 1-800-825-5862, ext. 4862

ONLINE GIS ANALYST CERTIFICATE

The UNA Online GIS Analyst Certificate Program consists of five courses which can be completed within one year: Introduction to ArcGIS I: GIS Fundamentals, Introduction to ArcGIS II: Analysis & Editing, Using AutoCAD® Data in ArcGIS Desktop, Performing GIS Analysis Using ArcGIS & Introduction to Model Builder & Python for ArcGIS. A discounted rate is available if registering for the entire certificate program. **ONLINE INSTRUCTOR LED COURSES:** Each course is interactive with the instructor during each lesson. It is like being in a traditional classroom without having to leave the comfort of your home or office.

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

INTRODUCTION TO ARCGIS I: GIS FUNDAMENTALS

September 15 – October 8, 2015

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

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

INTRODUCTION TO ARCGIS II: ANALYSIS & EDITING

October 27 – December 3, 2015

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

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

USING AUTOCAD® DATA IN ARCGIS DESKTOP

January 5 – 28, 2016

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

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

PERFORMING GIS ANALYSIS USING ARCGIS

February 16 – March 10, 2016

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

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

INTRODUCTION TO MODEL BUILDER & PYTHON FOR ARCGIS

March 29 – May 26, 2016

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

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

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



Register Online @
www.una.edu/continuing-studies

Or By Calling:
256-765-4862
or 1-800-825-5862, ext. 4862

UNA EDUCATION 2 GO ONLINE COURSES

UNA makes it easy for you to take high-quality, noncredit online courses no matter where you are located. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Through well-crafted lessons, expert online instruction, and interaction with fellow students, you'll gain valuable knowledge at your convenience. You'll have the flexibility to study at your own pace combined with enough structure and support to complete the course. The courses can be accessed 24/7 from anywhere with an Internet connection.

New sessions of each six-week online course start monthly, with two lessons released weekly (for a total of 12). Each high-quality course includes comprehensive lessons, quizzes, assignments, and a discussion area. Dedicated instructors facilitate every course; pacing learners, answering questions, giving feedback, and facilitating discussions. Courses start as low as \$119.

Courses are available in these popular categories:

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Health Care
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing

New courses are introduced monthly, so there is sure to be something that fits your needs.

To learn more, visit www.ed2go.com/una or call Meghan Fike at 256-765-4289.



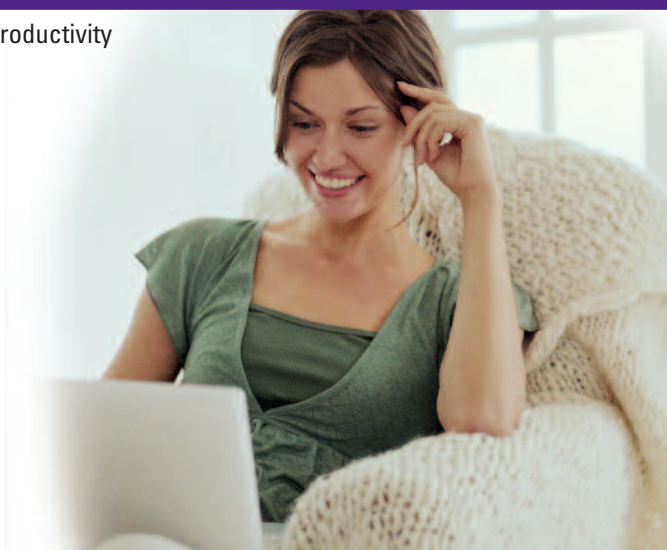
UNA UGOTCLASS ONLINE COURSES

Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line. Online learning is easy. It's fun! Participate anytime day or evening, from any computer.

Courses are available in these popular categories:

- Business
- Business Communication
- Career Skills
- Health
- Human Resources
- Leadership
- LEED Green Workplace
- Management
- New Media Marketing
- Professional Development
- Social Media for Business
- Courses for Parents
- Training and Education
- Training for K12 Teachers

For a complete listing of online courses and certificates, visit <http://www.yougotclass.org/catalog.cfm/una> or call Lavonne Gatlin at 256-765-4787 for additional information.



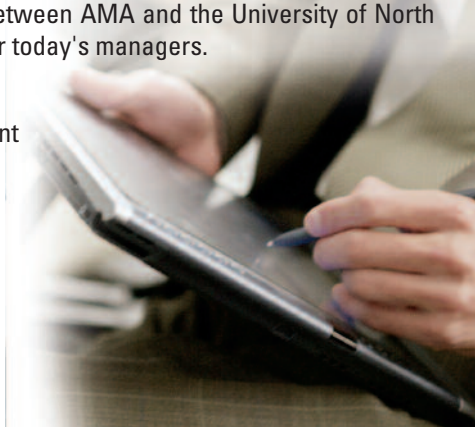
UNA AMA ONLINE SELF-STUDY COURSES

Fine-tune your current skills and learn new ones with a flexible learning plan that fits your schedule, your budget, and your professional goals. More than 65 Self-Study programs, developed by business and education experts, provide the latest management practices and real-world solutions-complete with diagrams, charts, assessments, and other learning tools. Join more than 300,000 professionals who have enriched their careers through AMA's University Program. This unique partnership between AMA and the University of North Alabama makes quality management training more convenient, accessible and affordable for today's managers.

Courses are available in the following categories:

- Accounting
- Communications
- Customer Service
- Finance for Managers
- Human Resources
- Leadership
- Management
- Manufacturing/Operations
- Manufacturing/Quality
- Marketing
- Negotiation Skills
- Personal Development
- Project Management
- Purchasing
- Strategic Planning
- Supervision
- Team Building
- Time Management

For more information on individual courses and program details visit www.flexclassroom.com/una or call Lavonne Gatlin at 256-765-4787.



UNA REAL ESTATE COURSES

Obtain or renew your Alabama real estate license. UNA Continuing Education has partnered with Career Webschool to offer prospective real estate agents an easy, cost-effective method of obtaining their Alabama Real Estate License. Existing real estate agents may obtain their Alabama Post Licensing, Broker Pre-License, or Continuing Education with ease as well.

All courses are approved by the Alabama Real Estate Commission.

Register anytime. Class begins at time of enrollment.

To learn more, visit

<http://www.careerwebschool.com/alabama/real-estate/?ernid=2488>

or call Lavonne Gatlin at 256-765-4787.



UNA LEGAL CERTIFICATE COURSES

Online sessions begin every eight weeks throughout the year. Online courses are available virtually anytime, in the comfort and privacy of your home or office or access from any computer with an Internet connection.

Courses are available in the following categories:

- Paralegal Certificate Course
- Advanced Paralegal Certificate Course
- Legal Secretary Certificate Course
- Legal Nurse Consultant Training Course
- Legal Investigation Certificate Course
- Alternative Dispute Resolution Certificate Course
- Intellectual Property Law For Engineers Certificate Course
- Advanced Legal Research & Writing Certificate Course
- Victim Advocacy Certificate Course

For more information or to register for the following legal courses, please call The Center for Legal Studies at 1-800-522-7737, visit www.legalstudies.com or call Shelia Sisson at 256-765-5987.

UNA TEST PREP COURSES

The vast majority of undergraduate and graduate colleges and universities require prospective students to take these standardized tests before gaining admission into their academic programs. These courses have been offered worldwide since 1980 and have prepared thousands of students to perform well on all portions of the newly formatted tests.

- GMAT
- SAT
- LSAT
- ACT
- GRE

For more information please call the Center for Legal Studies at 1-800-522-7737, visit www.legalstudies.com or call Shelia Sisson at 256-765-5987.

UNA PROTRAIN ONLINE COURSES

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? We have the solution! With online training you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today!

Courses are available in the following categories:

- Accounting & Finance
- Business & Leadership
- Career & Hospitality
- Education & Personal Development
- Green & Renewable Energy
- Healthcare & Allied Health
- Industrial & Skilled Trades
- Legal & Criminal Justice
- Multimedia & Graphic Design
- Programming & Web Applications
- Spanish In The Workplace
- Technology & Computer Programs

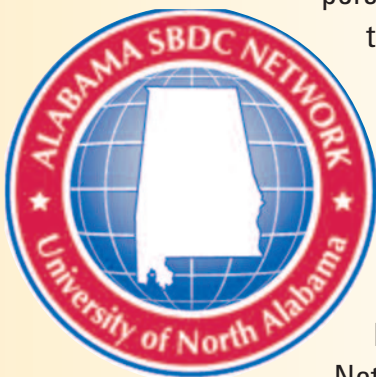
To learn more, visit <https://una.theknowledgebase.org> or call Meghan Fike at 256-765-4289.





UNA SMALL BUSINESS DEVELOPMENT CENTER

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



IMPORTANT INFORMATION

REGISTRATION DEADLINE

Please register early! Cancellation decisions are made three business days prior to the course start date. Minimum enrollment levels are established for each course. If a course does not meet this level, it will be cancelled.

NON-CREDIT COURSE POLICIES

Payment is due at the time of registration. For company sponsored individuals, registration(s) will be confirmed when the authorization to bill the sponsoring company has been received by the Division of Continuing Education. You will receive a confirmation by mail or 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. The Division of Continuing Education 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 will not be made 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. The Division of Continuing Education apologizes for any inconvenience this may cause you. In the event a course is cancelled, a registrant has the option of applying the fees paid to another course or receiving a complete refund.

MISPRINTS

The Division Continuing Education 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 Continuing Education programs are held at UNA East Campus. Other courses have different locations as shown. Ample parking space is available at UNA East Campus and in the parking deck which is conveniently located 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 by the Division of Continuing Education of any classroom changes. If you have questions about the location of your class, call 256-765-4862.

BOOKS AND SUPPLIES

Unless otherwise noted in the course description, books and supplies will be furnished by the Division of Continuing Education.

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 acknowledgements. Certificates of attendance listing the number 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

If a student is under the age of 16, please let us know at the time of registration. Some classes may require a parent in attendance. Unattended children are not allowed in classes due to safety reasons.

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 the 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, the Division of Continuing Education is also closed. If you have any doubt, listen to the radio and television announcements or call 256-765-4862.

ARE YOU DISABLED?

We are here to accommodate your needs! 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 in an equal opportunity/equal access institution.

UNIVERSITY CLOSINGS

UNA will be closed September 7, October 9, November 25 - 27, and December 18, 2015 - January 3, 2016.

UNA EAST CAMPUS

The Division of Continuing Education is located in the UNA East Campus Building. This building is located at 1640 Tule Ave., Florence, AL 35630. Parking and classroom access is located behind the building. **For campus maps and directions, please visit our website at www.una.edu, scroll to bottom of page and select Maps/Directions or call 256-765-4862.**

HOW TO REGISTER



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



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



FAX: Simply fax the attached 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: To register online, visit our website at www.una.edu/continuing-studies and follow the links to the registration screen.



MAIL: Complete the attached registration form and mail with your check or credit card information (no cash please) to The Division of Continuing Education, UNA Box 5036, University of North Alabama, Florence, Alabama 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 at any time.

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 _____

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.



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