



UNIVERSITY OF NORTH ALABAMA

**CONTINUING EDUCATION**

*SPRING 2017 COURSE CATALOG*





## CONTACT

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

**Phone**  
256.765.4862

**Toll-Free**  
1.800.825.5862 | ext. 4862

**Fax**  
(256) 765-4872

**Visit us online:**  
[una.edu/continuing-education](http://una.edu/continuing-education)

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

## 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.

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

**UNIVERSITY CLOSINGS:** UNA will be closed January 16, February 17, March 27-April 2, April 14, May 29, and July 4, 2017.

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

# REGISTRATION INFORMATION

## HOW TO REGISTER:

### BY PHONE:

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

### IN PERSON:

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

### FAX:

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

### ONLINE:

Visit [una.edu/continuing-education](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 Continuing Education and Outreach, UNA Box 5036, University of North Alabama, Florence, AL 35632-0001

### CANCELLATIONS:

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

## REGISTRATION FORM

Name \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Job Title (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_  Home  Business

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fax \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Course no. \_\_\_\_\_ Course Name \_\_\_\_\_ Fee \_\_\_\_\_

Course no. \_\_\_\_\_ Course Name \_\_\_\_\_ Fee \_\_\_\_\_

Course no. \_\_\_\_\_ Course Name \_\_\_\_\_ Fee \_\_\_\_\_

Course no. \_\_\_\_\_ Course Name \_\_\_\_\_ Fee \_\_\_\_\_

Course no. \_\_\_\_\_ Course Name \_\_\_\_\_ Fee \_\_\_\_\_

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

TOTAL: \_\_\_\_\_

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

Discover  Mastercard  Visa

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Verification # \_\_\_\_\_

PLEASE MAKE AS MANY COPIES OF THIS FORM AS NEEDED

**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. 17SPBERS11801**

Feb. 20, 21, 27, 28, Mar. 6 & 21 | Mon. & Tues | 6pm – 9pm  
 Price: \$84 | Instructors: Jim & M.C. Jerkins  
 Location: M.C.'s Hallelujah Hands Studio, 1809 North Wood Avenue, Florence  
 For directions please call M.C. – 256-766-4455

**DRAWING & SKETCHING**

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

**Course No. 17SPBERS10301**

Feb. 27 – Mar. 20 | Four Mondays | 6pm – 9pm  
 Price: \$74 | Instructor: Brenda Truitt  
 Location: UNA East Campus, Room 107

**WATERCOLOR WORKSHOP**

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

**Course No. 17SPBERS1043026**

Apr. 3 – 24 | Four Mondays | 6:00 pm – 9:00 pm  
 Price: \$74 | Instructor: Brenda Truitt  
 Location: UNA East Campus, Room 107

**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. 17SPBERS20801**

Feb. 21 – Mar. 28 | Six Tuesdays | 6pm – 8pm  
 Price: \$174 (cost includes supplies) | 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.*

**QUILTED SAMPLER**

Learn new quilting skills as we make a sampler quilt. Different blocks. Different techniques. Put them together for a delightful wall hanging or add blocks for a larger quilt. No experience needed. *Supply list available at registration.*

**Course No. 17SPBERS12201**

Mar. 1 – 22 | Four Wednesdays | 2:30 pm – 5:30 pm  
 Price: \$84 | Instructor: Marilyn Jones  
 Location: UNA East Campus, Room 105

**TATTING HEARTS**

Learn to tat or learn new things like working with beads and split rings as we tat hearts. Bring your shuttle and size 10 thread (size 20 is also good if you are familiar with tatting) or shuttle and thread available for \$12 fee. No experience necessary! Learn, brush up or expand your tatting with hearts!

**Course No. 17SPBERS21601**

Mar. 2 – Mar. 16 | Three Thursdays | 2:30 pm – 4:30 pm  
 Price: \$74 | Instructor: Marilyn Jones  
 Location: UNA East Campus, Room 107

**MUSIC****INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE**

If you yearn to experience the joy of playing piano, but you don't want years of weekly lessons, this short course is for you. In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life, learning chords, not notes. You'll learn all the chords needed to play any song, any style, in any key. And you'll get a healthy dose of insider secrets on how to embellish songs. This is an absolutely beginning class in chord piano techniques. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll. If not, send a self-addressed stamped envelope for a helpful free pamphlet to Michael McMillian, 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. 17SPBERS15301**

Feb. 28 | One Monday | 6pm – 9pm  
 Price: \$59 | Instructor: Michael McMillian  
 Location: UNA East Campus, Room 101



## 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 & 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.

#### Course No. 17SPBERS12401

Feb. 7 - Mar. 28 | 8 Tuesdays | 4pm - 6pm  
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, autumnal arrangement, full topiary construction, and a seasonal grapevine wreath. Funeral designs for sprays, baskets, and saddles are covered in the last three sessions. Working with ribbons will also be discussed. **Participants need to bring a basic wooden-handled toilet plunger (original design; NOT the new black variety), container of Plaster-of-Paris (4 lbs. +) and a large PLASTIC margarine-type container to the first session. (Basic Floral Design is a prerequisite; there will be NO class meeting on Oct. 10)**

#### Course No. 17SPBERS12701

Feb. 7 - Mar. 21 | 7 Tuesdays | 6pm - 8pm  
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.

## 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. 17SPBERS10801

Mar. 1 - 22 | Four Wednesdays 10am - 12pm  
Price: \$74 | Instructor: Judy Long Tomerlin  
Location: UNA East Campus, Room 105



**DANCE****COUNTRY TWO STEP: PART I**

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. 17SPBERS15501**

Feb. 13 – Mar. 6 | 4 Mondays | 6pm - 7pm

Price: \$44 | UNA Students \$19

Location: Kilby Gym

611 N. Pine Street, Florence

Instructors: Suzy Robbins & Larry Crowell

**COUNTRY TWO STEP: PART II**

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

**Course No. 17SPBERS18001**

Mar. 13 - Apr. 3 | 4 Mondays | 6pm - 7pm

Price: \$44 | UNA Students \$19

Location: Kilby Gym

611 N. Pine Street, Florence

Instructors: Suzy Robbins & Larry Crowell

**WEST COAST SWING: PART I**

West Coast Swing is a very popular style of swing that can be danced to a very wide range of music. The look of West Coast Swing can range from soulful and funky to smooth and sleek, depending on the interpretation of the music style by the dancers. Its flexibility, both with style and music, are some of the reasons West Coast Swing is rapidly gaining in popularity across the country. This class is also perfect for seasoned dancers needing to clean up their basic lead and follow. A partner is not required, but is encouraged.

**Course No. 17SPBERS21701**

Mar. 3 - Apr. 3 | 4 Mondays | 7:15pm - 8:15pm

Price: \$44 | UNA Students \$19

Location: Kilby Gym

611 N. Pine Street, Florence

Instructors: Suzy Robbins & Larry Crowell

**WEST COAST SWING: PART II**

Continue developing your West Coast Swing skills as we build on the fundamentals you've learned in part I! We'll cover technique, connection and patterns such as the outside whip, hand change side pass, sugar push, left side roll and more. A partner is not required, but is encouraged.

**Course No. 17SPBERS21801**

Mar. 13 – Apr. 3 | 4 Mondays | 7:15pm - 8:15pm

Price: \$44 | UNA Students \$19

Location: Kilby Gym

611 N. Pine Street, Florence

Instructors: Suzy Robbins & Larry Crowell



*ABOUT YOUR INSTRUCTORS: Suzy Spalding Robbins is a certified instructor with Dance Vision International Dance Association (DIVDA). She founded USA Dance of North Alabama and serves on the Board of USA Dance in Huntsville, Alabama. Suzy has competed in the USA Dance Southeastern Regional Dance Sport Championships at the Georgia World Congress Center in Nashville, Tennessee. Suzy has been teaching dance at UNA for 21 years.*

*Larry Crowell has been teaching dance for over 14 years, Beginning with ballroom in 2003. Larry has studied different styles of dance with various teachers and fellow students. He is interested in helping students learn how to have fun in dancing through understanding connection and communication. Larry is also a musician and performs at local venues.*

**SPECIAL 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: 17SPBERS13001**

Apr. 10 | One Monday | 6pm - 8pm

Price: \$25 | Instructor: Bridget MacInnis

Location: UNA East Campus, Room 101

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

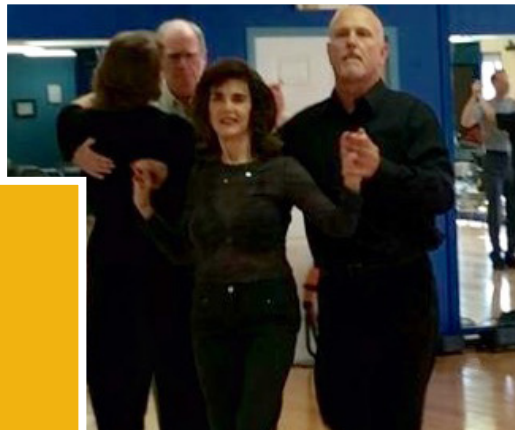
This popular class spans from the Civil War to the development of Muscle Shoals music. Through Harry's talented presentations, our rich local heritage comes alive as you explore Civil War troop movements, major battles and personalities, the legends of reconstruction, the founding of Florence, Sheffield, and Muscle Shoals. Also covered: the turn of the century, the first and second canals, World War I developments, Henry Ford, the Twenties, the Great Depression, the coming of TVA, WWII and modern times. Three videos of early Florence and TVA will be features. Taught by Harry Wallace, an expert in local history, this class has been offered for over 31 years and is a community favorite!

**Course No. 17SPBERS16901**

Feb. 2 – Mar. 9 | Six Thursdays | 6pm - 8pm

Price: \$74 | Instructor: Harry Wallace

Location: UNA East Campus, Room 102





### FISHING THE SHOALS 101

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

#### Course No. 17SPERS17601

Feb. 13 - 27 | Three Mondays | 7pm - 9pm  
Price: \$79 Adults & \$59 for ages 18 and under  
Instructor: Brian Barton  
Location: UNA East Campus, Room 105

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

### THE EASE OF WRITING, WORKSHOP II: "STRUCTURING YOUR NOVEL"

Participants will utilize nine lessons to organize their writing into enduring and dynamic plot structure, with weaknesses transformed into strengths. As an expansion of Mr. Lollar's "3-Act Beat Sheet," this course will leave the participants with a detailed summary of their entire story. As the course is completely dedicated to getting works published, the participants should expect thought-provoking exercises during each class session and come prepared with pens and a notebook. A folder, multiple hand-outs and PowerPoints will be provided.

#### Course No. 17SPERS22001

Apr. 3 - May 29 | 9 Mondays | 6pm - 8pm  
Price: \$94 | Instructor: Mickey Lollar  
Location: UNA East Campus, Room 101

*MEET YOUR INSTRUCTOR: Mickey J. Lollar has been instructing writing courses for the University of North Alabama since 2012. He is a certified middle and high school teacher and holds a Master of Arts: Theory of Literature. Mickey is also completing a Master of Arts: History- Cultural Resource Management and Archaeology at UNA. He enjoys traveling and offering language arts and historical lectures, workshops and courses across the United States and abroad.*

### THE EASE OF WRITING, WORKSHOP I: "OUTLINING YOUR NOVEL"

Participants will utilize eight lessons to transform their story notes, be they organized in a notebook or jotted down on sticky notes, into a personalized outline that serves not only as organization, but helps to identify plot holes and fosters the creative process. This course is ideal for someone who is just beginning a new story, but also for those polishing a final draft. As the course is completely dedicated to getting works publishing, the participants should expect through-provoking exercises during each class and come prepared with pens and a notebook. A folder, multiple hand-outs, and PowerPoints will be provided.

#### Course No. 17SPERS210901

Feb 6 - Mar. 27 | 8 Mondays | 6pm - 8pm  
Price: \$84 | Instructor: Mickey Lollar  
Location: UNA East Campus, Room 101



**WINTER SOUPS + BRAISED MEAT WORKSHOP**

On a chilly winter evening, there's nothing as comforting as a hot bowl of homemade soup. In this hands-on workshop, you will learn how to make a variety of soups and braise chicken, pork, and beef. You will leave with a full belly, and the techniques to take home these recipes to recreate them in your own kitchen. Please wear comfortable, closed-toe shoes. Cooking Workshops are limited to 12. Neither UNA or Alabama Chanin are responsible for injuries incurred completing this workshop.

**Course Number: 17SPPE10101**

February 9 & 23 | Two Thursdays | 6 pm - 8 pm

Price: \$149.00

Instructor: Zach Chanin

Location: The Factory, 462 Lane Drive Florence, AL

**SHRIMP + GRITS & SPRING SALADS WORKSHOP**

Description: The Shoals has always wanted to know chef Zach Chanin's secret to his creamy Shrimp + Grits, and now he is sharing it with you. Join us for this hands-on cooking workshop, you will learn the best spring salad recipes, using local produce, and the secret to Zach's Shrimp + Grits. Cooking Workshops are limited to 12. Please wear comfortable, closed-toe shoes. Neither UNA or Alabama Chanin are responsible for injuries incurred completing this workshop.

**Course Number: 17SPPE10102**

April 11 & 25 | Two Tuesdays | 6 pm - 8 pm

Price: \$149.00

Instructor: Zach Chanin

Location: The Factory, 462 Lane Drive Florence, AL

*MEET YOUR INSTRUCTOR: Zach Chanin leads Florence Alabama's The Factory Café after working in various kitchens in Chapel Hill, North Carolina, and other restaurants across the South like SpringHouse. Drawing inspiration from the books, recipes, and dishes by notables such as Bill Neal, and Craig Claiborne, Zach's passions lead him to open his own catering business, Magpie + RUTH in the Shoals area and eventually to the restaurant within Alabama Chanin's The Factory, The Factory Café. The theme of elevating classics resonates with Zach's cuisine as he takes simple dishes to the next level through sourcing the best available products and ingredients. His passions are best showcased in taking something as simple as a BLT or Pimiento cheese sandwich and making it unforgettable. In addition to regular service, Zach has cooked alongside some of the South's most celebrated chefs through Alabama Chanin's Friends of the Café dinner series which has hosted the likes of Adam Evans, Anne Quatrano, Rodney Scott, and Sean Brock.*

**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. 17SPBERS10101**

Mar. 7 - Apr. 25 | Eight Tuesdays | 6pm - 8pm

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. 17SPBERS10201**

Mar. 9 - Apr. 27 | Eight Thursdays | 6pm - 8pm

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

Location: UNA East Campus, Room 105

**HEALTH & FITNESS****YOGA 1**

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. 17SPBERS11001**

February 7 - March 14 | Six Tuesdays | 6:00pm - 7:30pm

Price: \$84 | Instructor: Brooke Rose

Location: UNA Kilby Gym, 611 North Pine Street

**YOGA 2**

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. (Class will not meet March 28, due to spring break.) Please bring your own sticky mat.

**Course No. 17SPBERS11101**

March 21 - May 2 | Six Tuesdays | 6:00pm - 7:30pm

Price: \$84 | Instructor: Brooke Rose

Location: UNA Kilby Gym, 611 North Pine Street

**SAVE THE DATE!****DO YOU HAVE A PASSION FOR COOKING?**

Explore the fun with summer culinary classes for everyone! The Culinary Program at UNA, Department of Human Environmental Sciences is now offering fun, hands-on cooking classes to the public. Enjoy learning new food preparation techniques specializing in unique ethnic cuisines. Classes will be held in June, one session each. Tuesdays & Thursdays, 5pm - 9pm. Topics include: Here's the Rub!; Summer in Sicily; South of the Border; Jamaica me Crazy; Wok on!; A Night in Paris; Thai Cuisine and Mediterranean Flavor.

For more information, please call Shelia Sission at 256.765.5987.





### CIRCUIT TRAINING WITH NO DOUBT FITNESS

Fitness is not about how much weight you lift, or the amount of weight you have lost, it's the ability to look at an obstacle that is physical or mental and challenge yourself to overcome it. NO Doubt fitness wants to help motivate and promote a lifestyle where you are the driver of your own life. A No Doubt lifestyle starts with you! Believe in yourself, do something that makes you feel valued and bring others with you. Class will include a 30-minute workout with a trainer, meal guide, body composition testing and a NO Doubt weight loss challenge.

#### Course Number: 17SPERS22501

Feb. 14 - Mar. 23 | Tues. & Thurs. | 12:15pm - 12:45pm  
Price: \$139 | Instructor: Frankie Guerra  
Location: UNA East Campus, Room 103

*ABOUT YOUR INSTRUCTOR: Frankie Guerra, gym owner and personal trainer, has a Bachelor's Degree from the University of North Alabama in Interdisciplinary studies with focus on business management and human performance. As a wellness professional for 8 years, his knowledge is complimented by nutritionist certification and is also a supplement expert. Frankie's expertise in wellness training extends not only to gyms, but corporate wellness programs, global online training and consulting. His focus is to promote a healthy lifestyle to make real life long changes.*

### 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. 17SPERS11302

Apr. 4 | One Tuesday | 6:30pm - 8pm  
Price: \$49 | Instructor: Linda Isbell  
Location: UNA East Campus, Room 101

### GETTING OLDER WITH STYLE & PIZAZZ

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

#### Course No. 17SPERS15101

Apr. 10 | One Monday | 6:30pm - 8pm  
Price: \$49 | Instructor: Linda Isbell  
Location: UNA East Campus, Room 104

### HORMONE BALANCE - THE ENERGY MEDICINE WAY

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

#### Course No. 17SPERS22101

April 20 | One Thursday | 6:30pm - 8pm  
Price: \$49 | Instructor: Linda Isbell  
Location: UNA East Campus, Room 101

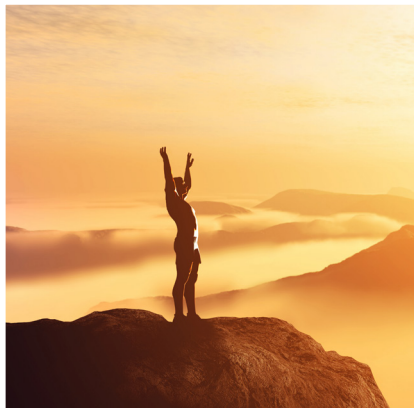
### ENERGY PSYCHOLOGY: EMOTIONAL FREEDOM TECHNIQUE

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

#### Course No. 17SPERS11401

Apr. 26 | One Wednesday | 6:30pm - 8pm  
Price: \$49 | Instructor: Linda Isbell  
Location: UNA East Campus, Room 101

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



## YOUTH CAMPS

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

### BLACK ROCKET CAMPS:

App Attack, Make Your First 3D Video Game, Code Breakers, and Minecraft Modders

### MUSIC CAMP:

"So You Want To Be A Star?" - UNA Department of Entertainment Industry

### KILBY COLLEGE

Kilby Laboratory School

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

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



## FOREIGN LANGUAGES

The following foreign languages are offered beginning January 11 and concluding May 12, 2017. Courses are held on Monday/Wednesday/Friday or Tuesday/Thursday depending on the course. Workbooks are required and may be purchased from the UNA Bookstore (not included in course cost). Price: \$249 per course. For more information or to register please call 256-765-4289.

*\*Introductory & Intermediate French, Introductory & Intermediate German, Introductory Latin, Introductory & Intermediate Spanish & American Sign Language(Part 2)*

*\*Critical Languages:*

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

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

## SURVIVAL SPANISH

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

### Course No. 17SPERS10501

Feb. 6 - Mar. 13 | Six Mondays | 6pm - 8pm

Price: \$99 | Instructor: Carol Behel

Location: UNA East Campus, Room 102

## SPANISH FOR MEDICAL PROFESSIONALS

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your 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. 17SPERS1063059

Mar. 27 - May 1 | Six Mondays 6pm - 8pm

Price: \$99 | Instructor: Carol Behel

Location: UNA East Campus, Room 102

## FINANCIAL | INVESTING

### INTRODUCTION TO INVESTING

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

#### Course No. 17SPERS13201

Jan. 21 | One Saturday | 10am - 11am

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). BI will make the digital version of the Stock Selection Handbook available in the member's My Downloads at no charge. The individual will have access to the e-book and PDF version of the Stock Selection Handbook. Participants will see the results of holding the investment to the present.

#### Course No. 17SPERS13301

Jan. 30 - Feb. 27 | Five Mondays | 6:30pm - 8:30pm

Price: \$69 | Instructors: John Ingwersen & Cameron Kay

Location: UNA East Campus, Room 104

### ADVANCED INVESTING SEMINARS

*Prerequisite: Interest in investing. Some experience.*  
*Topics: This year's seminars will be business owners who will address the challenges they face in their business - regulatory, competition, today's marketplace, etc.*

### THE INTERNATIONAL ENTREPRENEUR

Gary Bentley has developed a market for turtles in Japan and China.

#### Course No. 17SPERS22201

DATE: February 28 | 1 Tuesday | 6:30pm - 8:30pm

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

Instructor: Gary Bentley

Location: UNA East Campus, Room 102

### THE LOCAL ENTREPRENEUR

Randy Alred opened the Pie Factory in downtown Florence in 2013 and since that time It has become a popular destination for specialty pizzas.

#### Course No. 17SPERS22301

DATE: May 23 | 1 Tuesday | 6:30pm - 8:30pm

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

Instructor: Randy Alred

Location: UNA East Campus, Room 102

### THE MILLENNIAL ENTREPRENEUR

Mack Cornwell is a young entrepreneur who is currently operating a variety of successful internet based businesses throughout the southeast. He owns and manages an angel capital group that makes investments in start-ups. Following sale of his last company his "day job" is to travel around the county and listen to pitches very similar to the TV show Shark Tank. He will speak about the way in which millennials do business and how current business needs to adopt their style of business if they want to stay relevant.

#### Course No. 17SPERS22401

DATE: October 24 | One Tuesday | 6:30pm - 8:30pm

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

Instructor: Mack Cornwell

Location: UNA East Campus, Room 102

### 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. Fraser and Aileen Ormiston, is the course text (separate purchase). We will look specifically at Enron and WorldCom. A preprogrammed Excel spreadsheet which can be used for your annual report evaluation process is included and a copy of the text will be available for purchase at a discounted price (limited availability).

#### Course No. 17SPERS17201

DATE: March 4 | 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 cure.

#### Course No. 17SPERS17301

DATE: March 6 & 13 | Two Mondays | 6:30pm - 8:00pm

Price: \$29 | Instructor: John Ingwersen

Location: UNA East Campus, Room 101



**WHAT IS YOUR SOCIAL SECURITY STRATEGY?**

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

- How being married, divorced or widowed impacts your benefits
- How to give your Social Security check a potential boost
- How benefits for one spouse are affected based on when and how the other spouse files.

This presentation will educate you on the many decisions involved in claiming Social Security, as well as their consequences and provide strategies to help maximize the benefits received. Progress Financial Services does not engage in rendering legal, accounting, or tax services. If tax or legal advice is required, the services of a competent professional should be sought.

**Course No. 17SPERS14001**

Mar. 7 | One Tuesday | 7pm – 8pm

Price: \$15 | Instructor: Joseph A. Gallagher, Jr.,  
*Senior Vice President – Financial Advisor*  
*Sterne Agee Financial Services, Progress Bank*

Location: UNA East Campus, Room 102

**FINANCIAL WORKSHOP**

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

**Course No. 17SPERS21501**

Mar. 20 - Apr. 24 | Six Mondays | 6pm – 7pm

Price: \$45 | Instructor: Lee Clement

Location: UNA East Campus Room 102

**THE INSTITUTE FOR LEARNING IN RETIREMENT**

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

**Spring 2017 ILR COURSES:**

Outstanding People & Events in American History  
The Wisdom of History | Great Books: Great Conversations | (In)Security | Enjoying The Arts  
Cultural Heritage & Geography | Memory and the Human Lifespan | Science In Our Daily Lives  
Brown Bag Lunch Talks | Around Town - Field Trips | People & Their Stories | Film & Opera  
The Reformation at 500: 1517-2017 | Introduction to Appreciating Antique Chinese Arts & Material Culture

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

## DIGITAL PHOTOGRAPHY

### 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. 17SPCOMP12401

Saturday, Jan. 28 | 9am - 12pm **OR**

#### Course No. 17SPCOMP12402

Saturday, Apr. 8 | 9am - 12pm

Price: \$79 | Instructor: Stephen Rickard

Location: UNA East Campus, Room 104

### WELCOME TO DIGITAL PHOTOGRAPHY

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

#### Course No. 17SPCOMP12501

Feb. 28 - Mar. 21 | Four Tuesdays | 5:30pm - 8:30pm

Price: \$159 | Instructor: Jerry Woolfolk

Location: UNA East Campus, Room 106

### 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. 17SPCOMP12601

April 4 - 25 | Four Tuesdays | 5:30pm - 8:30pm

Price: \$159 | Instructor: Jerry Woolfolk

Location: UNA East Campus, Room 106

## COMPUTER

### ADOBE PHOTOSHOP

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. 17SPCOMP14301

Feb. 27 - Mar. 13 | Three Mondays | 6pm - 9 pm

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. 17SPCOMP14201

March 1 - 22 | Four Wednesdays | 3pm - 6pm

Price: \$159 | Instructor: Jacob Frye

Location: UNA East Campus, Room 106

### INTRODUCTION TO SOLIDWORKS

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

**Please bring a flash drive to class.**

Topics Covered

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

#### Course No. 17SPCOMP13901

Feb. 7 - 16 | Two Tuesdays & Two Thursdays

5:30pm - 8:30pm

Price: \$179 | Instructor: Mike Hubka

Location: UNA Main Campus,

Science & Technology Building, Room SET 139

**INTERMEDIATE SOLIDWORKS**

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

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

**Course No. 17SPCOMP14001**

Feb. 28 - Mar. 9 | Two Tuesdays & Two Thursdays  
5:30pm - 8:30 pm

Price: \$179 | Instructor: Mike Hubka

Location: UNA Main Campus,

Science & Technology Building, Room SET 139

**ADVANCED SOLIDWORKS**

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

**Please bring a flash drive to class.**

Topics Covered: • Creating Weldments • Using the Design library • Making Assemblies • Bringing Assemblies into drawings • Configurations in assemblies

**Course No. 17SPCOMP14101**

Mar. 14 - 23 | Two Tuesdays & Two Thursdays

Price: \$179 | Instructor: Mike Hubka

5:30pm - 8:30pm

Location: UNA Main Campus,

Science & Technology Building, Room SET 139

**INTRODUCTION TO AUTOCAD**

This course provides an introduction to basic Computer-Aided Design and Drafting (CADD) functions and techniques, using the AutoCAD application software. Topics include terminology, basic drawing commands, the use of layers, and dimensioning and placing text on drawings. The topics of producing softcopy and hardcopy of your drawing will also be discussed.

**Please bring a flash drive to class.**

**Course No. 17SPCOMP14401**

April 4 - 13 | Two Tuesdays & Two Thursdays

5:30pm - 8:30pm

Price: \$179 | Instructor: Mike Hubka

Location: UNA Main Campus,

Science & Technology Building, Room SET 139

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

**ONLINE COURSES****UNA LEGAL CERTIFICATE COURSES**

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

**UNA TEST PREP COURSES**

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

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**UNA EDUCATION 2 GO**

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

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

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Fine-tune your skills or learn new ones with a flexible learning plan that fits your schedule, budget, and professional goals. More than 65 self-study programs, developed by business and education experts, provide the latest management practices and real-world solutions, complete with diagrams, charts, assessments, and other learning tools. This unique partnership between AMA and UNA makes quality management training more convenient, accessible, and affordable for today's managers. Courses are available in:

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- Communication
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- Human Resources
- Leadership
- Management
- Manufacturing / Operations
- Manufacturing / Quality
- Marketing
- Negotiation Skills
- Personal Development
- Project Management
- Purchasing
- Strategic Planning
- Supervision
- Team Building
- Time Management.

For more information, visit [www.flexclassroom.com/una](http://www.flexclassroom.com/una) or call Lavonne Gatlin at 256-765-4787.



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

Exams are being offered for the Office 2016 family of products. Exams may be scheduled by calling 256-765-4773. The Microsoft Office Specialist (MOS) credential validates skills in using the 2016 Microsoft Office system meeting the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who successfully complete the program by passing a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn the MOS credential.

### Exams Available:

- Microsoft Office Word 2016 or Word 2016 Expert
- Microsoft Office Excel 2016 or Excel 2016 Expert
- Microsoft Office PowerPoint 2016
- Microsoft Office Outlook 2016
- Microsoft Office Access 2016

## MICROSOFT EXCEL 2016: ESSENTIAL SKILLS

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

### Course No. 17SPCOMP14501

Feb. 16 - Mar. 16 | Four Thursdays | 5:30pm - 8:30pm

*This class will not meet on March 2*

Price : \$189 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

## MICROSOFT EXCEL 2016: IMPROVING PRODUCTIVITY

Join us in a skills-based, hands-on course that builds on the learning foundation established in the essential skills course to substantially increase your productivity and improve your ability to use Excel 2016 to analyze and present complex, realistic data. You will learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other uses. This course along with the essential skills and advanced topics courses map to the objectives of the Microsoft Office Core and Expert Exams for Excel 2016.

### Course No. 17SPCOMP14601

Apr. 13 - May 11 | Four Thursdays | 5:30pm - 8:30pm

*This class will not meet on March 2*

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

## MICROSOFT EXCEL 2016: ADVANCED TOPICS

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

### Course No. 17SPCOMP14701

May 16 - May 25 | Two Tuesdays & Two Thursdays

5:30pm - 8:30pm

Price: \$199 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106



## PROJECT MANAGEMENT CERTIFICATE (45 HOUR CERTIFICATE)

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

### 1. PROJECT MANAGEMENT BASICS - CREATING A PROJECT PLAN

Topics covered include:

- Introduction to Project Management and Project Management Methodologies
- Project Phases and the Project Life Cycle
- Project Stakeholders and Organizational Influences
- Project Processes
- Introduction to Microsoft Project 2016
- Ribbon Interface and Navigation
- Defining and Initiating a Project
- Defining and Verifying Scope
- Creating a New Project in MS Project 2016
- Working with Project Calendars
- Creating a Project Work Plan (WBS)
- Determining Logical Relationships between Tasks in the WBS
- Resource Planning and Acquisition
- Cost Estimating and Budgeting
- Building the WBS in Microsoft Project 2016
- Modifying and Editing the WBS in Microsoft Project 2016
- Creating Task Dependencies
- Task Types and Scheduling
- Task Size and Manual Task Scheduling

#### Course No. 17SPPM10401

Feb. 16 - Mar. 16 | 5 Thursdays | 8am - 12pm

Price: \$299 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106



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

Topics covered include:

- Defining Resources in Microsoft Project 2016 and Assigning them to tasks
- Cost Planning
- Handling Project Constraints
- Identifying the Critical Path
- Adding Recurring Tasks and Using Task Calendars
- Managing Resource Workloads and Resolving Resource Overallocations
- Setting the Project Baseline
- Communicating the Project Plan
- Executing the Project
- Entering Actual Progress Information and Tracking Project Progress
- Variance Analysis
- Plan Revision and Scope Management
- Project Communication
- Tables, Filters, Views, and Groups in Microsoft Project 2016
- Defining and Using Custom Fields
- Communicating Project Information

#### Course No. 17SPPM10501

Apr. 6 - May 4 | 5 Thursdays | 8am - 12pm

Price: \$299 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106

### 3. TEAM BUILDING - BUILDING A HIGH PERFORMING TEAM

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

#### Course No. 17SPPM10601

May 11 - 18 | 2 Thursdays | 9am - 11:30am

Price: \$99

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106





## UNA LEADERSHIP CERTIFICATE UNA PUBLIC SAFETY LEADERSHIP AND MANAGEMENT CERTIFICATE

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

Attend five required and five elective courses to earn your certificate! These courses are designed in a way to further your professional development with little time away from your job. Each course is approximately three hours in length.

Price: \$75 per class, plus \$2 registration fee per order  
Instructors: Dr. Dan Hallock, Dr. Jana Beaver, Dr. Wes Davenport, Dr. Time Butler, Melissa Bailey, Sgt. Terry Parker, Robert Pastula  
Location: UNA's East Campus  
1640 Tule Avenue, Florence AL

### Required Courses:

**1. Understanding Personality Types to Build Relationships; 2. Generational Differences and Diversity in the Workplace; 3. The Emotionally Intelligent Leader; 4. Moral Intelligence and Ethics in Leadership; 5. Importance of Listening and Nonverbal Communication Skills**

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

### UNDERSTANDING PERSONALITY TYPES TO BUILD RELATIONSHIPS

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

What You Will Learn: 1. The concept of 'personality types'; 2. How our personality type influences the way we act, think, and communicate; 3. Recognize the personality type of others

#### Course No. 17SPLEAD1013001

February 9 | One Thursday | 9am - 12pm

### MORAL INTELLIGENCE & ETHICS IN LEADERSHIP

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

What You Will Learn: 1. Basic concepts of Moral Intelligence and its importance in leadership; 2. Complete a self-assessment to determine your moral intelligence level; 3. How to apply moral intelligence to your leadership styles

#### Course No. 17SPLEAD1073007

February 16 | One Thursday | 1pm - 4pm

### GENERATIONAL DIFFERENCE AND DIVERSITY IN THE WORKPLACE

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

How You Will Benefit: 1. Gain an understanding of the four generations in the workplace, each with a different set of values, attitudes, work behaviors, and communication styles; 2. Find out how co-workers in other generations approach work, then discover something new about themselves and their generation; 3. Take back practical tips and techniques for communicating generationally in the workplace

#### Course No. 17SPLEAD1333003

February 9 | One Thursday | 1pm - 4pm

### THE EMOTIONALLY INTELLIGENT LEADER

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

What You Will Learn: 1. What Emotional Intelligence (EI) is; 2. Discuss and understand the basic strengths and weaknesses of your individual EI score; 3. To apply EI into everyday life situations

#### Course No. 17SPLEAD1043004

February 16 | One Thursday | 9am - 12pm

### IMPORTANCE OF LISTENING & NONVERBAL COMMUNICATION SKILLS

Listening is the ability to accurately receive and interpret messages in the communication process. It is the key to all effective communication; without the ability to listen effectively, messages are easily misunderstood, therefore, communication breaks down and the sender of the message can easily become frustrated or irritated. If there is one communication skill you should aim to master then listening is it. However, it's important to recognize that our nonverbal communication - our facial expressions, gestures, eye contact, posture, and tone of voice—that speak the loudest. You will benefit in your personal and professional life to listen more effectively and brush up on your nonverbal communication skills.

#### Course No. 17SPLEAD1323030

March 16 | One Thursday | 9am - 12pm

### BUILDING EFFECTIVE TEAMS

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

What You Will Learn: 1. Dynamics of building a team; 2. Importance of having goals and values; 3. Importance of being in control of achieving goals

#### Course No. 17SPLEAD1063006

March 16 | One Thursday | 1pm - 4pm

**CONFLICT RESOLUTION SKILLS**

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

What You Will Learn: 1. The basic concept and causes of conflict; 2. Complete a self-assessment to determine your preferred conflict resolution approaches; 3. Several techniques to handle conflict situations; 4. Importance of being in control of achieving goals

**Course No. 17SPLEAD1093009**

March 23 | One Thursday | 9am - 12pm

**DECISION MAKING SKILLS**

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

**Course No. 17SPLEAD1333031**

March 23 | One Thursday | 1pm - 4pm

**TRANSITIONING FROM EMPLOYEE TO SUPERVISOR**

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

What You Will Learn: 1. Your roles and responsibilities as a manager; 2. The difference between being a manager and being an individual contributor; 3. The basics of employment law and understand their actions in applying them to the workplace; 4. The importance of delegation as a key management skill and learn the steps to take for a successful delegation

**Course No. 17SPLEAD1203018**

April 6 | One Thursday | 9am - 12pm

**ESTABLISHING A LEADERSHIP CULTURE**

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

**Course No. 17SPLEAD1333031**

April 6 | One Thursday | 1pm - 4pm

**FUNDAMENTALS OF BUSINESS STRATEGY**

Business problem solving is one of the key skills you must develop to improve your impact on the organization, and your understanding of corporate strategy plays a huge role in how your insights are (or aren't) acted upon.

**Course No. 17SPLEAD1343032**

April 13 | One Thursday | 9am - 12pm

**LEADING CHANGE**

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

What You Will Learn: 1. Importance of change in both your professional and personal life; 2. Paradigms and how they impact the acceptance of change; 3. Concepts of stereotyping and their impact upon change

**Course No. 17SPLEAD1193017**

April 13 | One Thursday | 1pm - 4pm

**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: 1. Define leadership style and discuss the two dimensions of leadership style: directive and supportive behavior; 2. Describe and discuss four different leadership styles: directing, coaching, supporting, and delegating; 3. There is not one best style of leadership

**Course No. 17SPLEAD1213021**

May 11 | One Thursday | 9am - 12pm

**MOTIVATION TECHNIQUES FOR LEADERS**

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

What You Will Learn: 1. How to be a motivator of people; 2. The importance of caring about people

**Course No. 17SPLEAD1143014**

May 11 | One Thursday | 1pm - 4pm

## IMPROVING EMPLOYEE PERFORMANCE THROUGH COACHING AND MENTORING

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

What You Will Learn: 1. Understand & utilize constructive methods to improve employee behavior; 2. Coaching strategies with employees; 3. Develop a feedback model to improve employee performance

### Course No. 17SPLEAD1123012

May 18 | One Thursday | 9am - 12pm

## THE IMPORTANCE OF ACCOUNTABILITY TO INCREASE EMPLOYEE PERFORMANCE

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

What You Will Learn: 1. Key performance measures in the organization and align employees daily work objectives with those measures; 2. Techniques which will encourage greater accountability both individually and organizationally; 3. Design Accountability Action Plans that will help create a culture of accountability in reaching performance goals

### Course No. 17SPLEAD1183020

May 18 | One Thursday | 1pm - 4pm

## 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: 1. Traits and qualities one should possess to be placed in a leadership position; 2. How to be proactive in stopping various forms of psychological bullying due to misuse of power.

### Course No. 17SULEAD1163016

June 8 | One Thursday | 9am - 12pm

## SOCIAL NETWORKING & TECHNOLOGY TOOLS FOR LEADERS

What You Will Learn: 1. Exposed to several current technologies being used, including those used for document-sharing, virtual team communication, productivity, and social media; 2. Understanding of the reasons why social networking is important and will be introduced to several popular social media sites, including Facebook, Twitter, LinkedIn, and others; 3. Instructions on how to create an account, find contacts, network for personal or professional purposes, and create pages and groups

### Course No. 17SULEAD1173019

June 8 | One Thursday | 1pm - 4pm

## BUILDING CUSTOMER RELATIONS

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

What You Will Learn: 1. About customer relationships; 2. Maintaining a loyal customer base; 3. Handling customer complaints promptly and effectively

### Course No. 17SULEAD1183015

June 15 | One Thursday | 9am - 12pm

## 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](mailto:mmvansant@una.edu) | 256-765-4184) or Lavonne Gatlin ([lgatlin@una.edu](mailto:lgatlin@una.edu) | 256-765-4787)*

## MILLENNIAL WORKFORCE ENGAGEMENT: AN EVIDENCE-BASED APPROACH

### Course Number: 17SPPD10101

February 15 | Wednesday | 11:30 am - 1:00 pm

Price: \$25.00/ lunch included

Location: UNA East Campus, Room 105

Instructor: Dr. Jeremy Stafford

Description: This 1.5-hour workshop will discuss the current research underlying significant industry trends and several key developments within the external and internal work environments with an emphasis on the workforce demographic transition from “Baby Boomers’ to “Millennials.” Issues such as understanding and meeting their unique expectations, examining common assumptions about Millennial workers and how an employer’s role has become more complex than any other time in history will be discussed. With the workforce now comprising a blend of multigenerational workers, we will also discuss several best practices for managing workforce turnover and complex multi-generational relationships, as well as the challenges of recruiting and retaining top talent.

*ABOUT YOUR INSTRUCTOR: Dr. Jeremy Stafford is a professor of Management at the University of North Alabama, holding degrees in Psychology, Industrial/Organizational Psychology & HR Management, and Organizational Analysis & Change. Dr. Stafford primarily teaches, provides training programs, and conducts research in the ‘soft skill’ aspects of personnel management and employee relations. One of the larger projects he is currently managing is a multi-phase study of the career development and leadership attitudes of Millennials in both the US and Denmark.*

## STRATEGIC DOING PRACTITIONER TRAINING AND CERTIFICATION

### Course number: 17SPSD10401 (training) **and** 17SPSD10401 (training & certification)

April 12, 13, 14 | 9 am - 4 pm

Price: Practitioner Training: \$1,275

Practitioner Training & Certification: \$1,575

Location: UNA East Campus, Room 105

Instructor: Janyce Fadden, Dr. John Barrett, Mary Marshall VanSant

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

Expand your ability to lead collaborations:

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

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



# 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 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](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. 17SPHR10101

Feb. 13 - May 15 | Online

Price: \$999 (\$949 for SHRM Members)

## SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

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

### Course No. 17SPHR10201

Mar. 16 & 17 | Thur. & Fri. | 8am - 4:30pm

Price: \$699 (\$679 for SHRM Members)

Instructor: Matt Oglesby, SHRM-SCP, SPHR

Location: UNA East Campus, Room 104

## PHARMACY TECHNICIAN CERTIFICATE PROGRAM

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. 17SPPT10101

Mar. 2 – Apr. 20 | Six Tuesdays & Thursdays | 6pm – 9pm

Class will not meet March 14, 28 & April 11

Price: \$569 (includes textbook)

Instructor: Tonya Schooley

Location: UNA East Campus Room 104

For more information, please contact Shelia Sisson at 256-765-5987 or sdsisson@una.edu

## MASSAGE & NEUROMUSCULAR THERAPY CERTIFICATE PROGRAM

One of the most flexible, rewarding careers available today! With demand on massage booming, massage therapists work in a variety of exciting locations. Our program will give you the knowledge and tools to be successful no matter where you work. This program will help prepare you to sit for the National Licensing Exam (MBLEx)\*. As a fully trained professional massage therapist, you can work for spas, resorts, clinics, pro sports teams, cruise lines, hospitals, fitness centers, or even start your own business. As a massage student, you will have the opportunity to study: Swedish, Event Sports, Deep Tissue, Chair, Geriatrics, Pre- and Perinatal Massage. You will be exposed to all types of other massage modalities. You will also study anatomy, physiology, massage fundamentals, business and success skills, and health and wellness. You'll get plenty of hands-on experience learning fundamental massage techniques. This course spans two full semesters.

\* This program does not offer college credit towards degree.

Payment plan options are available.

### Course No. 17FAMT10101

Classes begin Aug. 2017 | Mon – Thurs | 6pm – 9:30pm

Price: \$7,500

10 Month Program (2 Semesters)

Location: UNA East Campus, Room 103

For more information, please contact Shelia Sisson at 256-765-5987 or sdsisson@una.edu



## ONLINE GIS ANALYST CERTIFICATE

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

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

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

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

### INTRODUCTION TO ARCGIS I: GIS FUNDAMENTALS

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.

#### OFFERED FALL 2017

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.

#### OFFERED FALL 2017

Tuesday and Thursday Evenings,  
6:00pm - 8:00pm CST | PRICE: \$1,199

### 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 3 - 26, 2017 | Tuesday & Thursday Evenings  
6:00pm - 8:00pm CST | PRICE: \$799

### PERFORMING GIS ANALYSIS USING ARCGIS

The power of GIS comes from the ability to link data and maps together so that multiple layers of information can be overlaid together. GIS users are able to perform various types of analysis based on spatial and attribute relationships using attribute queries, visualization techniques, spatial queries and geoprocessing tools. The results of such analysis can be used to answer a host of questions.

February 7 - March 2, 2017  
Tuesday and Thursday Evenings  
6:00pm - 8:00pm CST | PRICE: \$799

### INTRODUCTION TO MODEL BUILDER & PYTHON FOR ARCGIS

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

March 14 - May 11, 2017  
Tuesday and Thursday Evenings,  
6:00pm - 8:00pm CST | PRICE: \$1,799

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



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