

# L.E.A.D.

Continuing Education and Outreach

LIFELONG  
EDUCATION  
AND DEVELOPMENT



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## Message from Associate Provost



With some uncertainty in the air regarding the economy and labor market, it is easy for people and organizations to make the mistake of limiting expenditures like training in an effort to conserve funds. That strategy may be the correct move for individuals and organizations in dire situations, but it is the wrong strategy for strong competitors seeking to capitalize on an opportunity. The opportunities outlined in the Summer/Fall edition of Lifelong Education And Development (LEAD) are what often separate bold competitors willing to bet on themselves and those with regret years down the road. New opportunities often require additional training for individuals and organizations alike, and thankfully, CE&O is well prepared to serve those needs in virtually every industry.

The courses and conferences offered by CE&O are designed to build/improve skills that can mean the beginning of a new career for employees or new capabilities for employers. A wide range of individual courses, noncredit professional development, test preparation, and online certificate programs aligned with industry-recognized standards in accounting, human resource management, project management, technology and more are available throughout the year. Many opportunities are available on-demand allowing students to begin immediately.

Additionally, our team of professional trainers and consultants develop custom training, consulting, and coaching for clients every day. Our team takes great pride in delivering training that provides real-world experience, knowledge and skills that can immediately be applied in life and in the workplace. Courses are available online, at one of our four campuses, or at client facilities so that learning can always fit into your busy schedule.

We appreciate your interest in CE&O, and please remember to call on us the next time you are in need of training.

Sincerely,

*Lee Vardaman*

Lee Vardaman, Ed.D., SHRM-SCP  
Associate Provost-Academic Support

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# L.E.A.D.

LIFELONG EDUCATION AND DEVELOPMENT

**L.E.A.D.**

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Continuing Education and Outreach

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Did you know...  
our Facebook page is updated daily?  
Keep up to date with the latest  
announcements and info:



[facebook.com/troyuniversitycontinuinged](https://facebook.com/troyuniversitycontinuinged)





Constant change is the norm. Organizations have adjusted as best they can, but when it comes to most teams, many need new ways to adjust quickly and build resilience. How? Troy CE&O recommends creating learning environment where your staff and teams can develop the soft skills they need to succeed as individuals, and the soft skills that will drive innovation and growth for your organization in the future.

### **What are Soft Skills**

Soft skills have often been referred to as people skills or emotional intelligence, but as we move into 2024 they are now being referred to as power skills or necessary skills, because of how essential and valuable they are to your workplace. Soft skills are in high demand, and many wonder if these are skills that can be taught. Fortunately, they can. Soft skills are arguably equally as important as technical skills.

Understanding what they are will help you identify yours or the ones you need to develop in the future, and why they are important to your organization.

### **Key Soft Skills:**

Communication, Time Management, Teamwork, Problem Solving, Customer Service, Presentation Skills, Social Skills (Networking), Organization, Conflict Resolution, Leadership

### **Why are Soft Skills important to your organization?**

Teaching soft skills to employees leads to increased job performance. Soft skills are often underrated, but employees with soft skills are more likely to be successful.

Research conducted with Fortune 500 CEOs found that 75% of long-term job success was due to soft skills. Long-term job success translates to employees who stick around and improve themselves along the way. The benefits to equipping your employees with soft skills are many; increased retention, improved engagement, and increased customer satisfaction, to name a few. Success in today's business environment is about communication, relationships and presenting your organization in a positive way to the public and future employees. Training is a powerful solution that allows leaders to enhance their skillset anytime, anywhere. Increase employee engagement, while preparing your employees to become new leaders in the future.

Troy CE&O specializes in soft skills training. Contact us today for information on classes in Basic Communication, Customer Service, Teambuilding, Time Management, Leadership and more! Our training options range from small to large group, in-person and virtual.

Laura Chambliss  
*Director, Continuing Education and Outreach*

# BRIEFCASE BASICS

Save the date for the upcoming Briefcase Basics seminars. Each will be hosted in the Whitley Hall Gold Room on the TROY Montgomery Campus

11:45 AM - 1:15 PM.

- October 2023
- February 2024
- April 2024

Sponsorship opportunities available:

## Cardinal Sponsor – \$1,000

- Series Event Sponsorship (all three luncheons)
- Logo and link on website, social media & emails

## Silver Sponsor – \$700

- Series Event Sponsorship (all three luncheons)

## T-Roy Sponsor – \$350

- Single Event Sponsorship (one luncheon)

## Each sponsor level includes:

- Six complimentary registrations for representatives from your organization
- Public recognition throughout the event

**EDUCATE THE MIND TO THINK, THE HEART TO FEEL, AND THE BODY TO ACT.**

– TROY Motto 1887

**CONNECT. DISCOVER. SHARE.**

For more information, contact Jessie Rosa at [jrosa@troy.edu](mailto:jrosa@troy.edu) or (334) 241-9569.

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Continuing Education  
& Outreach



# TRAINING

## NEED PROFESSIONAL DEVELOPMENT?



Your time is important, and your employees' time is expensive. So why waste either with canned training programs that don't address your company's unique needs and objectives? Continuing Education and Outreach can assist your need for professional development. Our expert speakers and trainers have over 150 combined years of experience with non-profit, public sector, private companies, and corporations. Training is available in a multitude of topics, and can be conducted at our campus locations, or we can come to your organization. Troy CE&O can provide resources to assist in developing new training initiatives or to maintain and support current efforts. When it comes to selecting a training provider, there are a number of reasons to choose Troy CE&O:



### FULLY CUSTOMIZED

The training we deliver is never canned or copied and pasted from something else. We pride ourselves in developing and delivering training solutions that are unique to each of our clients.



### ENVIRONMENT-SENSITIVE

We believe that effective training keeps the entire organization in mind. We strive to understand your culture and deliver training that feels like it is a part of your organization.



### CONFIDENCE-DRIVEN

As humans, we are more ready to act on knowledge we are confident in. So, we develop programs that boost learner confidence in how to follow correct procedure and eliminate flawed perceptions and decision making.



### ALL-INCLUSIVE

Our customized programs include all required training materials, including student guides, media presentations, hands-on learning activities, testing materials, and follow-up trainee assessment.

Beginning with an initial consultation, custom training programs are developed based on the needs and desired end goals of your organization. Training is scheduled at a time that is convenient for your employees, at a location that is most convenient for learning and for your team. Ensure that your employees are proficient with the latest industry technologies and best practices - and be assured that the training they receive meets the needs of your organization.

**Accelerate your business potential.**

Contact us for a free consultation today!

T: 334.983.0005 | E: [continuinged@troy.edu](mailto:continuinged@troy.edu)



You will like what you see!

[facebook.com/troyuniversitycontinuinged](https://facebook.com/troyuniversitycontinuinged)

Troy CE&O can conduct training on any of our campus locations around the state, or come to you!



# MEET OUR TRAINERS



Michael Jackson



Jane Goodson



Ashley Jernigan



Joel Hughes



Jessie Rosa

**INTEGRITY  
AUTHENTIC  
PASSIONATE  
DYNAMIC  
MOTIVATING**

## WHAT OUR CLIENTS HAVE TO SAY

*Leadership Academy Committee Chair*

*Thank you greatly for hosting Dothan's Leadership Class 40 opening retreat. There was so much more to take away from the Myers Briggs assessment than I would've ever thought! For a day that could have been very long, your energy kept it entertaining! I truly enjoyed it...something I think most of us did not expect. We appreciate the time taken to visit us and guide us through!*

*Kristen Murkerson, Office Assistant  
Wiregrass Wealth Management, LLC*

*We wanted an organized but still easy and pressure free way to touch base with our program participants during this strange and difficult time. We turned to the Continuing Education and Outreach team to see if they had any suggestions and they hit the nail on the head. Our call was exactly what we were hoping for. Our participants were able to connect with each other in a structured yet fun and relaxed environment.*

*Ashley Penhale,  
Director of Programs, Alabama State Bar*

*The Alabama Department of Transportation has been assisting with a Leadership Academy for our up and coming professionals since 2017.*

*This academy provides an excellent opportunity for ALDOT employees to grow in their leadership potential. Troy CE&O has supported this effort in many ways, including updating our current training materials, and partnering with our leadership team, to assist them with their presentations. The success of the ALDOT Leadership Academy is in no small part due to the expertise provided by the Troy Continuing Education and Outreach Office and the support they provide.*

*Kaye Chancellor Davis, P.E.  
Deputy Materials & Test Engineer*

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Continuing Education  
and Outreach

# Learn about the woman who led a movement.



On December 1, 1955, Rosa Parks' simple act of bravery helped inspire and lead the Civil Rights Movement. Today, visitors can step back in time and experience the sights and sounds that forever changed our country. Troy University's Rosa Parks Museum honors one of America's most beloved women who helped lead by her actions. Plan your visit and learn all about the life and legacy of Rosa Parks and the Montgomery Bus Boycott.

For ticket information and hours, visit [troy.edu/rosaparks](http://troy.edu/rosaparks) or call 334-241-8615.



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# YOU DREAM OF BEING A LEADER WE MAKE IT REAL



Kameisha Logan ('16)  
Attorney

We're teaching a new generation to Lead Change. TROY's top-ranked master's programs in the College of Arts & Sciences provide a hands-on, technologically advanced education that will help you take your leadership dreams to the next level — everything from Biomedical Sciences and Criminal Justice to International Relations and Social Science. Be part of a family of leaders with more than 173,000 alumni worldwide. It's your time to Lead Change.

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LEADCHANGE

# Certificate and Licensing Programs

## REAL ESTATE – In-Class

You can start an exciting career in real estate! As a growing population creates a greater housing need, there is projected to be an abundance of opportunities for real estate professionals. Get your real estate license and enter a profession with career potential! The in-class course meets the State of Alabama’s requirement for 60 hours of training. The state exam must be taken within six months of successful completion of the course. Must be at least 19 years of age to enroll.

## BUS 001 – Introduction to Real Estate

**Dates and Times:** Thursdays, May 18 - July 27 5:30-9:30 pm  
Saturdays, May 20 and June 10 8:00 a.m.-4:00 pm

**Location:** Dothan Campus, Malone Hall

**Cost:** \$325 (plus the book cost)



## REAL ESTATE – ONLINE

Real Estate online courses are self-paced so you can study on your own terms, whenever and wherever you like. There is no classroom time required. Choose from new license, post-license, upgrade license, continuing education hours, or exam prep courses.

For more details on Real Estate courses go to [troy.edu/ce](http://troy.edu/ce)

## Graphic Information Systems (GIS) Certificate Program Spring 2023

GIS is a computer hardware and software system that is used to store, display, analyze, and map information. Geographers, planners, and developers, real estate agents, utility companies, and municipal officials all use these systems. This ONLINE certificate program is formatted into four sessions. Cost: \$2000 includes all four modules, or \$750 per module

TITLE	DATE
Session 1 - Intro to GIS	August 21 – September 17
Session 2 - Intro to Remote Sensing	September 18 – October 15
Session 3 - Intro to Coordinate Systems	October 16 – November 12
Session 4 - Application of GIS	November 13 – December 10

## INSURANCE PRE-LICENSE COURSES

Become an insurance professional in your State. The online courses are designed to help you master terms and definitions and will prepare you to sit for the state exam. Choose Life and Health or Property and Casualty and begin your career with confidence. Professionally developed by experienced instructors, you will learn in a clear, easy to understand style that will help you remember every aspect of Life and Health or Property and Casualty insurance. Everything you need to pass the state exam is here!

Take advantage of all the prep tools available to pass the exam the first time and avoid having to pay the full cost of retaking the exam. Upon completion of the online course, students will receive a certificate of completion which can then be submitted to the state insurance regulatory office.

These courses offer affordable online training that meets state requirements and allows you to learn at your own pace. They are the most thorough pre-licensure courses available today.

Each self-paced course includes:

- Introductory videos
- Audio-guided presentations
- Flash cards
- Quizzes to keep you on track

Also available is Exam4Caster® which is a unique exam simulation and diagnostic tool designed to address the challenges you face in seeking to qualify for a Producer’s license. For more details on Insurance Pre-License Courses please call 334-983-0005 or go to [troy.edu/ce](http://troy.edu/ce)

*“I wanted to thank you for the material and the program offered by Troy. I took the P&C licensing exam this morning and passed it (on the first try). Thank you for your assistance through the process.” ---Connie*



*This course is approved in Alabama, South Carolina, Texas, and Georgia*

## Project Management Professional

This course is designed to prepare individuals for the PMP Exam. The PMP is highly recommended for experienced project managers looking to advance their skills, career, and earning potential. Ensure you are prepared for the rigorous PMP exam! This program combines expert instruction with The CERTWISE Learning System for PMP Exam Preparation training materials. **This course is conducted ONLINE with four virtual sessions. August 12 – November 4, 2023 (Registration Deadline August 1, 2023) Cost: \$1887.**

### ON-LINE VIRTUAL SESSIONS – DATE

### TIME

ON-LINE VIRTUAL SESSIONS – DATE	TIME
Saturday, August 12	9:00 am until 12 noon
Saturday, September 9	9:00 am until 12 noon
Saturday, October 7	9:00 am until 12 noon
Saturday, November 4	9:00 am until 12 noon

CERTWISE

THE LEARNING SYSTEM FOR  
**PMP EXAM PREPARATION**



## SHRM Certification

This intensive program is designed for individuals seeking the most sought-after HR certification as a Professional in Human Resources (SHRM-CP) or Senior Professional in Human Resources (SHRM-SCP). This course is offered in partnership with the Society for Human Resource Management (SHRM). Cost includes all course materials.

**August 28 – November 17, 2023. (Registration Deadline August 16, 2023) \$1100 per person (\$1,050 for SHRM Members)**



## Auctioneer School \$975

Continuing Education and Outreach with Troy University is proud to offer the oldest – and only – Auctioneer School in the State of Alabama. Auctioneering is a part of history and can be a very rewarding profession. The goal of this school is to train good auctioneers and to promote high standards of ethics among auctioneers. During the school, each participant will develop a style of auctioneering that will be unique.

The school consists of 85 hours of auction instruction, as required by the Alabama State Board of Auctioneers. Students from reciprocal states requiring more hours will attend additional hours. Direct application exercises covering a wide range of topics include:

- Auctioneering History and Ethics
- Auction and Commercial Law
- Contract Law
- Uniform Commercial Code
- Clerking and Cashiering
- Advertising
- Site Preparation and Restoration

**School Dates: July 13 – 21, 2023. Cost \$975. (Register by June 26 and pay \$925.)**



## Auctioneer Continuing Education Class

Alabama licensed auctioneers must earn six hours of continuing education. Students from reciprocal states requiring eight hours of CE instruction will attend an additional two hours. Pre-registration is required

**Sunday, July 16, 2023. 8:00 a.m. – 5:00 p.m. Cost \$125.**

# Personal Development



## INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE \$55

If you yearn to experience the joy of playing piano but don't want years of weekly lessons, this short course is for you! Taught by Michael McMillian, 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 pop song, any style, any key, and a healthy dose of insider secrets on how to embellish songs. This is an absolute 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. *\*Plus \$25 material fee to instructor.*

**Tuesday, September 19, 2023. 6:00 – 9:00 p.m. Dothan Campus.**



The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. Troy CE&O has partnered with the CLS to offer the programs listed. It's the goal of both Troy CE&O and the CLS to provide students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

**Paralegal Certificate Course<sup>®</sup> \$1895**

This course is designed to train students to work as paralegals, provide advanced legal workers with additional skills, and educate students about the American legal system. During the 14-week course, you will learn how you can be of assistance in the exciting field of law. This course will provide you with a working knowledge of legal authority: how it is used in the litigation process and how to locate it through legal research.

**Advanced Paralegal Certificate Course\* \$3300**

**\*15 Specialty Topic Courses \$550 each**

These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

All courses are designed to provide students with practical real-world skills they need to be job-ready. Courses are non-credit, continuing education. Above listed pricing reflects tuition only. Required books and materials are not included. All certificates of completion are issued by Troy University. Click or call for more information:

**[legalstudies.com/vendor/troy](http://legalstudies.com/vendor/troy) or 800.522.7737**

**Legal Secretary Certificate Course \$995**

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office.

**Software Essentials for the Law Office \$995**

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software.

**Personal Injury for Paralegals \$995**

In this fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. Review of the negligence theory of torts upon which many personal injury claims are based. You will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

**Alternative Dispute Resolution Certificate Course \$995**

This course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This is a mediation course geared for all professionals who are focused on "interest-based bargaining." This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions.

**Other available courses include:**

- Medical Professional Legal Consultant**
- Legal Nurse Consultant Training Course**
- Advanced Legal Research and Writing Certificate Course**
- Employment Law Certificate Course**
- Legal Investigation Certificate Course**
- Victim Advocacy Certificate Course**

**Have L.E.A.D. delivered to your doorstep, desktop, or mobile device - IT'S FREE!**

# Computers and Technology



## Technical Certification Exam Prep Courses - Choose 1 \$695.00/ea.

Exam preparation courses for the latest versions of Security+.  
Weekend Format: Saturday, 8:30 am – 5:30 pm; Sunday, 8:30 am – 5:30 pm.  
Note: Exam fee is separate and will not be given during class.

TITLE	DATE	LOCATION
Security+ Exam SYO-601 Prep	July 29 and 30	Dothan
Security+ Exam SYO-601 Prep	September 16 and 17	Dothan
Security+ Exam SYO-601 Prep	November 4 and 5	Dothan

## In-Person Computer Courses

These courses will be held in-person on our Dothan Campus. **Choose either Session A or B.**

COURSE ID	TITLE	DATE	TIME	CREDIT	COST
CIS 046	Excel, Level I	Session A: Wednesday, June 21	9:00 a.m. – 4:00 p.m..	.6 CEU	\$89
		Session B: Thursday, September 21	9:00 a.m. – 4:00 p.m..		
CIS 078	Power Point	Session A: Thursday, July 6	9:00 a.m. – 4:00 p.m..	.6 CEU	\$89
		Session B: Thursday, November 2	9:00 a.m. – 4:00 p.m..		
CIS 075	Excel, Level II	Session A: Wednesday, July 12	9:00 a.m. – 4:00 p.m..	.6 CEU	\$89
		Session B: Thursday, October 19	9:00 a.m. – 4:00 p.m..		
CIS 077	MS Word	Session A: Tuesday, July 18	9:00 a.m. – 4:00 p.m..	.6 CEU	\$89
		Session B: Wednesday, October 4	9:00 a.m. – 4:00 p.m..		
CIS 049	QuickBooks	Wednesday, November 8	8:00 a.m. – 5:00 p.m.	.8 CEU	\$99

## Cyber Security Certificate Program Spring 2023

Learn the skills needed to protect networks, secure electronic assets, prevent attacks, and ensure the privacy of your customers. These courses are for IT professionals who manage small projects or large-scale business in the fields of law enforcement, hospitals, banking, education, and more. Courses are conducted ONLINE with four optional in-class sessions held on the Troy Campus. Cost: \$2000 for all four modules or \$750 per module

TITLE	DATE	LAB
Session 1 - Networking Basics	August 21 – September 17	Lab Saturday, September 9
Session 2 - Basics of Computer Securities	September 18 – October 15	Lab Saturday, October 7
Session 3 - Web Security and Network Security	October 16 – November 12	Lab Saturday, November 4
Session 4 - Security Policies	November 13 – December 10	Lab Saturday, December 2

# Online Business

## Grant Writing

**\$2,295.00**

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining and maintaining grants. You'll learn how to format your proposals, how to write effectively and how to get funded.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)



## Non-Profit Manager

**\$2,095.00**

Learn the most important aspect of nonprofits – your mission and how to define that. You will also study governance and leadership issues, looking at the laws that regulate nonprofits and codes of conduct. From there, you will be looking at how best to manage your volunteer program. You will learn how to handle nonprofit finances and, critically, how to create a budget. This course will also teach you how to market and raise funds through fundraising and earned income.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)

# Online Business



## Certified Bookkeeper

**\$2,195.00**

The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This program was created by the AIPB and is offered in partnership with major colleges, universities and other accredited education providers. All textbooks are included.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)



## Graphic Design Software Essentials Certificate

**\$545.00**

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page – layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Access to the Adobe software tools required.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)



## Certificate in Customer Service

**\$245.00**

Learn to improve your customer service skills to enhance your career skill set, improve productivity and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)



## Six Sigma Green Belt Certificate

**\$495.00**

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)



## Digital Marketing Certificate

**\$495.00**

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)



## Entrepreneurship Certificate

**\$495.00**

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)



## Social Media for Business Certificate

**\$495.00**

Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write and train others on social networks.

Online Course

UGotClass Catalog: [troy.edu/continuingeducation/locationonline.html](http://troy.edu/continuingeducation/locationonline.html)

## Online Business



### Financial Analyst (Suite)

**\$395.00**

This series will increase your financial awareness and accountability while helping you build marketable skills. Learn the fundamentals of accounting and business with practical analytical skills that will serve you in your personal and professional life and powerful quantitative methods that will have you making better, more informed, and more effective decisions.

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)

## Online Healthcare

### Medical Billing and Coding (Voucher Included)

**\$2,995.00**

CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you'll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)



### Pharmacy Technician (Voucher Included)

**\$2,495.00**

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. This program pairs you with an instructor for one-on-one assistance. Upon successfully completing your program, you may qualify for a 40 to 100-hour externship. All materials are included in the cost of the program. Upon completion of this program, you will be prepared to sit for the National Certification Exam which is the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is also included with the program.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)



### Nutrition for Optimal Health, Wellness, and Sports

**\$2,595.00**

The Nutrition for Optimal Health, Wellness, and Sports Online Training Program will teach you about developing individualized nutritional programs for clients, patients, or yourself. The American College of Sports Medicine has certified this curriculum. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics, such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation and weight management.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)



### NASM Certified Personal Trainer & Exam Prep (Voucher Included)

**\$1,295.00**

The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares you for the NASM exam, to earn one of the most respected and in-demand certifications in the health and fitness industry. You will use a robust set of available resources (videos, presentations, readings, quizzes, activities) to master health and fitness topics, including nutrition, program design, human movement science, fitness assessments, among others. This program includes exam preparation and all study materials, as well as the certification exam fee.

Online Course

Ed2go Catalog: [troy.edu/continuingeducation/pdicertificates.html](http://troy.edu/continuingeducation/pdicertificates.html)

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and Outreach

# Online Computer Courses



## Certified AWS Solutions Architect

**\$1,995**

In this online training course, you will be taught the fundamental skills to architect your IT solutions on AWS. AWS Architect Associate is a course for system engineers and system developers that will cover how to optimize the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions.

This course can be used to prepare for the AWS Certified Solutions Architect – Associate exam. This course offers enrollment with a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)



## Certified Information Systems Security Professional (CISSP)

**\$1,995**

In today's online world, information security has become a critical part of virtually every organization—no matter the industry. The demand for information security professionals is expected to surge, as the forces of “good” and “bad” continue to battle for control and use of online information. You can join the side for “good” when you earn your Certified Information Systems Security Professional (CISSP) certification. Earning your CISSP is a must for cyber security professionals who want to get ahead in this important field.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)



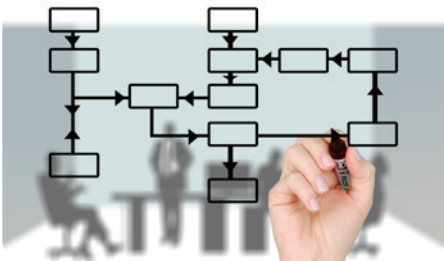
## Certified Information Systems Auditor (CISA)

**\$1,395**

With cyberattacks on the rise, more organizations are investing in data protection and building out their cybersecurity teams. As an IT professional, earning your CISA certification could be the first step to leading IT security at your organization. This online CISA training course will teach you how to identify and evaluate the five Certified Information Systems Auditor certification domains: auditing, governance, implementation, management, and protection.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)



## Lean Six Sigma Yellow Belt and Green Belt

**\$1,895**

Lean Training is a great way to learn and advance your understanding of Lean Six Sigma. If you're a quality improvement professional looking to earn your Lean Six Sigma certification, this online training course will prepare you for the Yellow Belt and Green Belt certification exams. Lean Six Sigma Yellow Belt training focuses on the origins of Lean Six Sigma and why organizations benefit from it. You will learn Lean Six Sigma roles, the 8 Wastes, the DMAIC improvement method, and main tools and techniques used in the five phases of DMAIC.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)



## Cisco Certified Network Associate (CCNA)

**\$2,495**

This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)



## ITIL 4 Foundation

**\$995**

As the most widely accepted approach to IT service management, earning your ITIL 4 certification is a vital step in your career as an IT management professional. This course covers key concepts of IT service management to prepare you for the ITIL 4 certification exam. You'll dive into service management, ITIL principles and the service value system (SVS). You will also gain an understanding of the ITIL 4 service management framework and how it adapts to modern technology. The voucher is prepaid access to sit for the ITIL 4 Foundation exam upon eligibility.

Online Course

Ed2go Catalog: [troym.edu/continuingeducation/pdicertificates.html](https://troym.edu/continuingeducation/pdicertificates.html)





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## Fact Sheet

### My Career Advancement Account Scholarship – Helping Spouses Reach Career Goals

The My Career Advancement Account Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their My Career Advancement Account Scholarship funds at any academic institution approved for participation in the scholarship.

#### Fast facts

**The My Career Advancement Account Scholarship provides a maximum tuition benefit of \$4,000** with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

#### Who is eligible for the My Career Advancement Account Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

#### Those who are *not eligible* include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard

[troy.edu/military](http://troy.edu/military)



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## Online Undergraduate Degrees

A.S., General Education  
B.S.B.A., Economics (Financial Economics)  
B.S.B.A., Global Business (Accounting And Finance)  
B.S.B.A., Global Business (General Business)  
B.S.B.A., Global Business (Human Resources Management)  
B.S.B.A., Global Business (Management)  
B.S.B.A., Global Business (Marketing)  
B.S., Anthropology - Accelerated Law  
B.S., Anthropology  
B.S., Computer Science  
B.S., Applied Computer Science  
B.S., Criminal Justice - Accelerated Law  
B.S., Criminal Justice  
B.S., Cyber Security  
B.S., English  
B.S., Geographic Information Sciences  
B.S., Graphic Design  
B.S., History, American/Latin American - Accelerated Law  
B.S., History, American/Latin American  
B.S., History, European/Asian/African - Accelerated Law  
B.S., History, European/Asian/African  
B.S., Hospitality, Sport and Tourism Management, Hospitality Management  
B.S., Hospitality, Sport and Tourism Management, Sport Management  
B.S., Hospitality, Sport and Tourism Management, Tourism Management  
B.S., Human Services  
B.S., Interdisciplinary Studies  
B.S., Interpreter Training Program  
B.S., Nursing (RN Mobility)  
B.S., Occupational Education  
B.S., Political Science, American Politics and Public Administration - Accelerated Law  
B.S., Political Science, American Politics and Public Administration  
B.S., Political Science, International Politics - Accelerated Law  
B.S., Political Science, International Politics

B.S., Psychology  
B.A.S., Resource and Technology Management  
B.S., Social Science - Accelerated Law  
B.S., Social Science  
B.S., Social Work  
B.S., Sociology - Accelerated Law  
B.S., Sociology

## Post Bachelors

Ed.S., Counseling  
Ed.S., Early Childhood Education (P-3)(Non-Thesis)  
Ed.S., Early Childhood Education (P-3)(Thesis)  
Ed.S., Elementary Education (K-6) (Non-Thesis)  
Ed.S., Elementary Education (K-6) (Thesis)  
Ed.S., Instructional Leadership and Administration (P-12)  
Ed.S., School Counseling  
Ed.S., Teacher Leader (P-12)  
M.B.A., General Business  
M.B.A., Music Industry  
M.P.A., Public Administration  
M.S.Ed., Collaborative/Special Education Teacher, K-6 Traditional  
M.S.Ed., Collaborative/Special Education Teacher, 6-12 Traditional  
M.S.Ed., Early Childhood Education (Grades P-3)  
M.S.Ed., Elementary Education (K-6)  
M.S.Ed., Gifted Education (P-12)  
M.S.Ed., Instructional Leadership and Administration (Grades P-12)  
M.S.Ed., Instructional Leadership and Administration (Reduced Hour Option)  
M.S.Ed., Interdisciplinary Education, Physical Education (P-12)  
M.S.Ed., Secondary Education, English/Language Arts (6-12)  
M.S.Ed., Secondary Education, History (6-12)  
M.S.Ed., Secondary Education, Math (6-12)  
M.S.Ed., Social Science Education (Grades 6-12)  
M.S., Adult Education, Curriculum and Instruction Design (Non-Thesis)  
M.S., Adult Education, Instructional Technology (Non-Thesis)  
M.S., Adult Education, Leadership in Workforce Development (Non-Thesis)  
M.S., Computer Science, Artificial Intelligence (Non-Thesis)



- M.S., Computer Science, Computer Network & Security (Non-Thesis)
- M.S., Computer Science, Cyber Security (Non-Thesis)
- M.S., Computer Science, Software Development (Non-Thesis)
- M.S., Computer Science, Video Game Design (Non-Thesis)
- M.S., Criminal Justice (Non-Thesis)
- M.S., Criminal Justice, Security Studies (Non-Thesis)
- M.S., Environmental and Biological Sciences, Environmental Policy (Non-Thesis)
- M.S., Human Resource Management
- M.S., International Relations, Global Studies
- M.S., International Relations, National Security Affairs
- M.S., International Relations, Regional Affairs
- M.S., Kinesiology (Non-Thesis)
- M.S., Kinesiology (Thesis)
- M.S., Management, Leadership
- M.S., Management, Project Management
- M.S., Management, Talent Development and Training
- M.S., Nursing, Family Nurse Practitioner
- M.S., Nursing – Healthcare Informatics and Nursing Leadership
- M.S., Second Language Instruction (Non-Thesis)
- M.S., Second Language Instruction (Thesis)
- M.S., Social Science, Anthropology (Non-Thesis)
- M.S., Social Science, Criminology (Non-Thesis)
- M.S., Social Science, Geography (Non-Thesis)
- M.S., Social Science, History (Non-Thesis)
- M.S., Social Science, Political Science (Non-Thesis)
- M.S., Social Science, Psychology (Non-Thesis)
- M.S., Social Science, Sociology (Non-Thesis)
- M.S., Sport Management (Non-Thesis)
- M.S., Sport Management (Thesis)
- M.S., Strategic Communication
- Master of Social Work, Direct Practice, Traditional (2 year)
- Master of Social Work, Direct Practice for BSW's (1 year)
- Master of Social Work, Organizational Leadership and Management, Traditional (2 year)
- Master of Social Work, Organizational Leadership and Management for BSW's (1 year)

## Post Masters Doctorate

- Ph.D., Global Leadership, Higher Education
- Ph.D., Global Leadership, Organizational Leadership
- Ph.D., Sport Management
- Doctor of Nursing Practice – Family Nurse Practitioner (Post-Baccalaureate)
- Doctor of Nursing Practice – Nursing Leadership (Post-Baccalaureate)
- Doctor of Nursing Practice (Post Masters)

## Certificate

- CERTIFICATE, Adult Education, Curriculum and Instruction Design (Certificate Only)
- CERTIFICATE, Adult Education, Instructional Technology (Certificate Only)
- CERTIFICATE, Adult Education, Leadership Studies (Certificate Only)
- CERTIFICATE Adult Education, Workforce Development (Certificate Only)
- CERTIFICATE, Family Nurse Practitioner (Certificate Only)
- CERTIFICATE, Healthcare Informatics And Nursing Leadership
- CERTIFICATE, Post MSN Nursing Education
- CERTIFICATE, Infant & Early Childhood Mental Health Counseling (Certificate Only)
- CERTIFICATE, Public Health Administration (Certificate Only)
- CERTIFICATE, Criminal Justice, Digital Forensics (Certificate Only)



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COMMUNICATION



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LEADERSHIP







PROFESSIONAL  
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# How To Register



## 4 EASY WAYS TO REGISTER! MANY CLASSES HAVE LIMITED SEATING. REGISTER EARLY!

-  **ONLINE:** Choose the registration link located on the course pages. Click the Search button to see the catalog of courses. Select the course(s) you want, then click the Next button at the top of the screen and proceed with the registration process. For assistance, call 334-983-0005.
-  **PHONE:** Call 334-983-0005. Payment may be made by VISA, MasterCard, Discover, or company purchase order. Individuals **MUST PAY** at the time they register.
-  **FAX:** the printed form to 334-983-0009. Payment may be made by VISA, MasterCard, Discover, or company purchase order.
-  **MAIL:** Complete the registration form found on our website and mail to: Troy University, Continuing Education, P.O. Box 8368, Dothan, AL 36304. Please enclose your check, money order, credit card number and expiration date, or company purchase order number.

## Policies & Procedures

### CONTINUING EDUCATION UNIT (CEU)

The (CEU) is a nationally recognized method of quantifying time spent in the classroom during professional development and training activities. The purpose of the CEU is to provide a record of the educational accomplishments of an individual who has satisfactorily completed significant non-credit educational and career enhancement experiences. One CEU is equal to ten contact hours of participation in an organized continuing education experience under qualified instruction. For more information about customized sources for your business, call the Continuing Education office.

### REGISTRATION DEADLINE

Please register early! Registration should be completed early to

guarantee a space in the class. Late registrations may be accepted if the class is not full. Minimum enrollment levels are established for each course. When enrollment levels are not met, the course may be cancelled. Confirmation notices are not sent. You must mark your calendar with dates and times.

### ATTENDANCE POLICY

Failure to attend a non-credit course does not constitute withdrawal. The office of Continuing Education must be notified directly of a cancellation at least three business days before the start date of a class in order to receive a full refund. Refunds will not be made once a class begins. Participant substitutions may be made in some cases.

### NON-CREDIT COURSE POLICY

Payment is due at the time of registration. Individuals may pay by cash, check or credit card. For company sponsored individuals, an invoice may be used. Invoice information must be determined at the time of registration. Individuals requesting a re-print of their certificate may be charged a fee of \$5.00.

### REFUNDS/CANCELLATIONS

Continuing Education is self-supporting and costs are covered through student registration fees. In the event a course is cancelled by Continuing Education, the student will receive a full refund or may apply payment to a future course to be taken within one year. The registrant will be notified of any changes in dates or times. It is important that you provide a valid telephone number. View the full refund policy on our web site at [www.troy.edu/ce](http://www.troy.edu/ce). Rates for courses are subject to change without notice. Please check with the Continuing Education office for current fees. Troy University reserves the right to cancel any class, make instructor, and/or course substitutions without prior notice.

### SCHEDULE CHANGES

Course dates, fees, instructors, etc. are subject to change. Continuing Education and Outreach shall not be held responsible for changes.

### INCLEMENT WEATHER POLICY

In the event of inclement weather, tune into your local radio or television stations for information about campus closings.

### AMERICANS WITH DISABILITIES ACT

Troy University's Continuing Education and Outreach complies with the Americans With Disabilities Act (ADA) in our workshops, classes, programs, and conferences. Should you need special accommodations as defined by the ADA, please let us know when you register for the event you wish to attend.



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