

# LEAD.

Continuing Education and Outreach

LIFELONG  
EDUCATION  
AND DEVELOPMENT



Employee Performance  
4. Relationship Management: Having The Tough Conversations  
*Several studies suggest that "interpersonal skills" will be the major determinant of leadership competence between 2020 and 2030.*

SESSIONS

- 5 Briefcase Basics
- 6 Customized Training
- 10 Real Estate Courses
- 13 Computer Courses
- 15 Medical Billing and Coding

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The Winter/Spring edition of Lifelong Education And Development (LEAD) arrives during a pivotal time for Continuing Education and Outreach (CE&O) students and clients. The continued push and pull of the labor market shows the importance of investing in quality employees and their skills. Both individuals and organizations can take advantage of this opportunity by separating themselves through training and credentials that can quickly advance careers and organizations.

Career targeted 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 myriad of CE&O professional development, test preparation, and online certificate programs/courses align with industry-recognized standards in accounting, human resource management, project management, technology and more. These offerings are available throughout the year, and many opportunities are available on-demand allowing students to begin immediately. Courses are available online, at one of our four campuses, or at client locations to facilitate learning that fits into your busy schedule.

Custom training, consulting, and coaching are available from our team of professional trainers and consultants. They take great pride in delivering training that provides real-world experience, knowledge and skills that can immediately be applied in life and in the workplace. If your organization is looking to take the next step in its development, we have the resources to help bring that to fruition.

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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**CLS**  
BY BARBRI





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# L.E.A.D.

LIFELONG EDUCATION AND DEVELOPMENT

**L.E.A.D.**  
is published by  
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Continuing Education and Outreach

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**In This Issue**

Message from Associate Provost .....2  
 Message from the Troy CE&O Director .....4  
 Customized Training .....6  
 Meet Our Trainers .....7  
 College of Arts & Sciences .....9  
 Center for Legal Studies .....12  
 MyCAA .....17  
 Earn Your Degree .....18  
 College of Education .....19  
 Hap Arnold Values-Based Leadership Forum / 2023 Administrative Professionals Conference .....20  
 School of Nursing .....21  
 Kinesiology & Health Promotion .....22

find your class at



**Certificate and License Programs**

Real Estate and Appraisal .....10  
 Insurance Pre-License Courses .....10  
 Graphic Information Systems (GIS) .....10  
 Project Management Professional (PMP) .....11  
 SHRM .....11  
 Auctioneer .....11  
 Presentation Skills .....11

**Computers and Technology**

IT Technical Certification Exam Prep .....13  
 MS Powerpoint .....13  
 Quickbooks .....13  
 Cyber Security Certificate .....13

**Online Programs**

Non-Profit Manager .....13  
 Certified Bookkeeper .....14  
 Certificate in Customer Service .....14  
 Six Sigma Green Belt Certificate .....14  
 Digital Marketing Certificate .....14  
 Entrepreneurship Certificate .....14  
 Social Media for Business Certificate .....14  
 Medical Billing and Coding (Voucher Included) .....15  
 Pharmacy Technician (Voucher Included) .....15  
 Nutrition for Optimal Health, Wellness, and Sports .....15  
 NASM Certified Personal Trainer & Exam Prep (Voucher Included) .....15

**Important Information**

How to Register .....23  
 Policies & Procedures .....23



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



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





The past few years have prompted a period of change for our organizations, and our employees. This change has come with both opportunities and challenges. Organizations have worked hard to take the lessons learned during and following the pandemic and combine those with our pre-pandemic operations, to make us more productive. How we get work done is evolving. Empathy, emotional intelligence, kindness, mindfulness, adaptability, self-motivation, resilience, collaboration, communication – all once coined “soft skills” have become crucial success factors, and are now being referred to as “necessary skills.”

Assessing soft skills is becoming an essential part of the hiring process. These necessary skills strengthen our skills and abilities, and teams with these skills will be equipped to adapt more quickly and easily as the future of our work continues to evolve.

There are many ways a lack of soft skills such as dependability, time management and critical thinking can derail an employee with solid technical skills. According to LinkedIn’s 2019 Global Talent Trends report, 89 percent of recruiters say when a hire doesn’t work out, it usually comes down to a lack of soft skills.

Employers providing soft skills training report positive impacts on their workforce, including higher productivity and improved results. As today’s skill shift accelerates, it is essential that organizations enhance and expand development initiatives for business longevity. Our primary focus at Troy CE&O is assisting individuals and organizations develop these necessary skills, by using a combination of self-assessments and feedback reports that will assist with prioritizing the necessary skills that their team members need to work on.

In that regard, we are excited to launch our Briefcase Basics Luncheon Series in 2023. Make plans to join us individually, or bring your team, to hear and learn from leaders in our area on how they have managed to navigate challenges in their organizations over the years, and the “necessary skills” they look for when growing their teams and organizations.

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 - let Troy CE&O customize training to meet your needs! We look forward to working with you in 2023!

Laura Chambliss  
*Director, Continuing Education and Outreach*



# BRIEFCASE BASICS

Hosted in the Whitley Hall Gold Room  
on the TROY Montgomery Campus  
11:45 AM - 1:15 PM

- January 26
- March 30
- May 17



Scan QR Code  
to register

Must register to attend  
Limited space available  
Individual Tickets: \$25  
Sponsorship opportunities available

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

- TROY Motto 1887



KAMEISHA LOGAN '16

# CONNECT. DISCOVER. SHARE.

**CONNECT** with attendees and grow your network with like-minded professionals who actively engage in ways to better themselves and workplace.

**DISCOVER** how leadership, in its different forms, has played a basic yet essential role in each of our featured guests' lives as they...

**SHARE** their experiences and professional success stories.

Event dates:

- Jan 26
- March 30
- May 17

DR. JACK HAWKINS, JR.



ERIC SLOAN (00' 05')



MONICA YOUNG



DR. DEE BENNETT (93' 94')



# 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



Ronda Walker



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*

*"I attended a class with one of your trainers and I have to say that is probably the best class I have been to recently. It was very informative and the trainer was excellent. It was easy to ask questions and the answers related back to us, not just some corporate answer that we are typically given in any training classes."*

*Client Course Participant*

*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.*

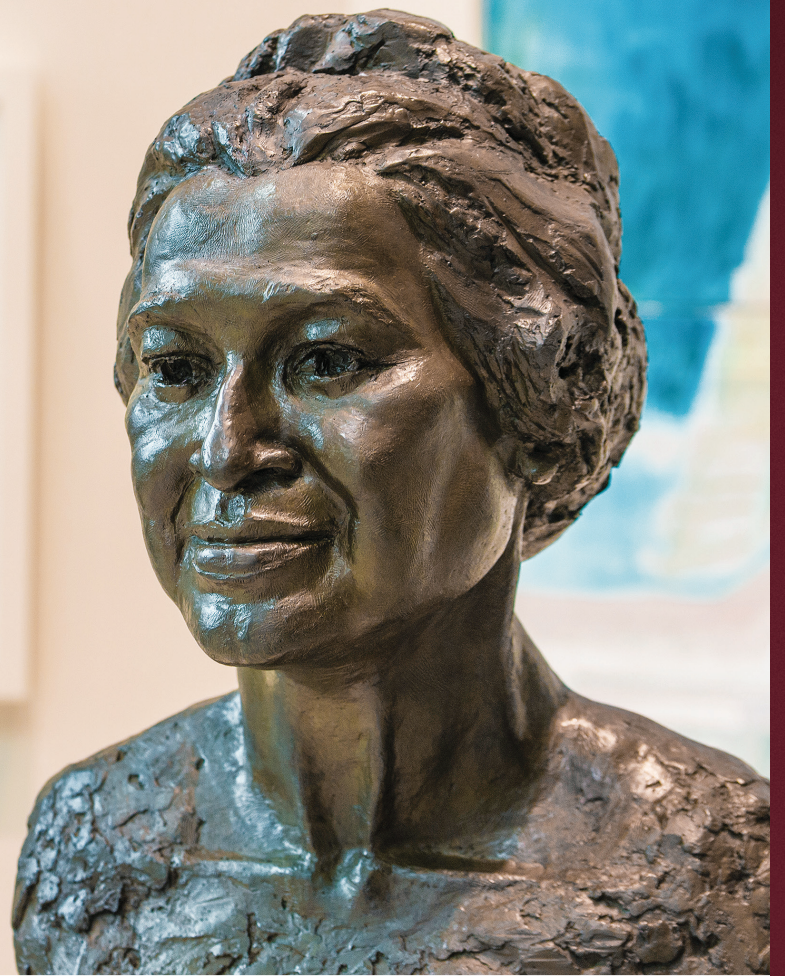
*Kaye Chancellor Davis, P.E.  
Deputy Materials & Test Engineer*

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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, January 26 - March 23 5:30-9:30 pm  
Saturdays, January 28, February 18, March 11 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.

## APPRAISAL COURSES – ONLINE

Home appraisers determine the value of real estate property before it is sold, mortgaged, taxed, insured or developed. Choose from new license, continuing education, or upgrade license courses.

For more details on Real Estate courses and Appraisal 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	January 17 – February 12
Session 2 - Intro to Remote Sensing	February 13 – March 12
Session 3 - Intro to Coordinate Systems	March 13 – April 9
Session 4 - Application of GIS	April 10 – May 7

## 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)



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

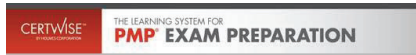


## Project Management Professional

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. January 28 – April 22, 2023 (Registration Deadline January 17, 2023) Cost: \$1887.**

### ON-LINE VIRTUAL SESSIONS – DATE

### TIME



ON-LINE VIRTUAL SESSIONS – DATE	TIME
Saturday, January 28	9:00 am until 12 noon
Saturday, February 25	9:00 am until 12 noon
Saturday, March 25	9:00 am until 12 noon
Saturday, April 22	9:00 am until 12 noon



## 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. **February 6 – April 28, 2023. (Registration Deadline January 25, 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.**

# Presentation Skills Certificate Program

Presentation skills are now a necessity for professionals in every field. In fact, to be a leader in business today, these skills are a must. Develop and enhance your speaking style with poise, power and confidence so you reach each audience member. No matter what the subject, effective presentation skills training helps you deliver your message effectively and with professionalism.

**Classes are offered twice each year.**

**Call 334-983-0005 to reserve your seat for our next class, or bring this program to your organization.**





**CLS** BY BARBRI

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	January 21 and 22	Dothan
Security+ Exam SYO-601 Prep	March 4 and 5	Dothan
Security+ Exam SYO-601 Prep	May 6 and 7	Dothan

## In-Person Computer Courses

These courses will be held in-person on our Dothan Campus.

COURSE ID	TITLE	DATE	TIME	CREDIT	COST
CIS 078	Power Point	Tuesday and Thursday, January 24 and 26	5:30 – 8:30 p.m.	.6 CEU	\$89
CIS 046	Excel, Level I	Tuesday and Thursday, February 21 and 23	5:30 – 8:30 p.m.	.6 CEU	\$89
CIS 075	Excel, Level II	Tuesday and Thursday, March 21 and 23	5:30 – 8:30 p.m.	.6 CEU	\$89
CIS 077	MS Word	Tuesday and Thursday, April 11 and 13	5:30 – 8:30 p.m.	.6 CEU	\$89
CIS 049	QuickBooks	Wednesday, May 3	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	January 17 – February 12	Lab Saturday, February 4
Session 2 - Basics of Computer Securities	February 13 – March 12	Lab Saturday, March 4
Session 3 - Web Security and Network Security	March 13 – April 9	Lab Saturday, April 1
Session 4 - Security Policies	April 10 – May 7	Lab Saturday, April 29

# 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 frontlines 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)



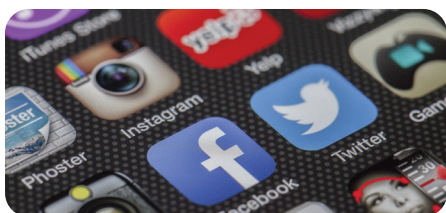
### Entrepreneurship Certificate

**\$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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Continuing Education  
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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.edu/continuingeducation/pdicertificates.html)



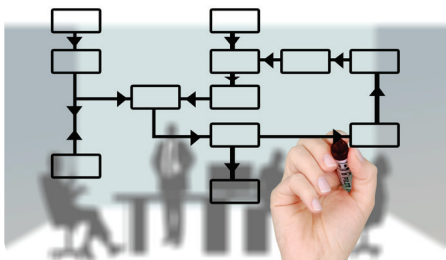
### Certified Information Systems Auditor (CISA)

**\$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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.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: [troy.edu/continuingeducation/pdicertificates.html](https://troy.edu/continuingeducation/pdicertificates.html)





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Account

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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., Hospitality, Sport and Tourism Management, Tourism Management
- B.S.B.A., Global Business (Accounting And Finance)
- B.S., Human Services
- B.S.B.A., Global Business (General Business)
- B.S., Interdisciplinary Studies
- B.S.B.A., Global Business (Human Resources Management)
- B.S., Interpreter Training Program
- B.S.B.A., Global Business (Management)
- B.S., Nursing (RN Mobility)
- B.S.B.A., Global Business (Marketing)
- B.S., Occupational Education
- B.S., Anthropology
- B.S., Political Science, American Politics and Public Administration
- B.S., Computer Science
- B.S., Political Science, International Politics
- B.S., Applied Computer Science
- B.S., Psychology
- B.S., Criminal Justice
- B.A.S., Resource and Technology Management
- B.S., English
- B.S., Social Science
- B.S., Geographic Information Sciences
- B.S., Social Work
- B.S., History, American/Latin American
- B.S., Sociology
- B.S., History, European/Asian/African

## Post Bachelors

- Ed.S., Counseling
- M.S., Management, Leadership
- Ed.S., Early Childhood Education (P-3)
- M.S., Management, Project Management
- Ed.S., Elementary Education (K-6) (Non-Thesis)
- M.S., Management, Talent Development and Training
- Ed.S., Instructional Leadership and Administration (P-12)
- M.S., Nursing, Family Nurse Practitioner
- Ed.S., School Counseling
- M.S., Nursing – Healthcare Informatics and Nursing Leadership
- Ed.S., Teacher Leader (P-12)
- M.S., Second Language Instruction (Non-Thesis)
- M.B.A., General Management
- M.S., Second Language Instruction (Thesis)
- M.B.A., Global Business, International Finance
- M.S., Social Science, Anthropology (Non-Thesis)
- M.B.A., Global Business, International Information Systems & Data
- M.S., Social Science, Geography (Non-Thesis)

## Analytics

- M.S., Social Science, History (Non-Thesis)
- M.B.A., Global Business, International Management
- M.S., Social Science, International Relations (Non-Thesis)
- M.P.A., International Public Administration
- M.S., Social Science, Psychology (Non-Thesis)
- M.P.A., Nonprofit Management
- M.S., Social Science, Sociology (Non-Thesis)
- B.S., Hospitality, Sport and Tourism Management, Hospitality Management





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*\*\*The outreach program is named in honor of General Henry H. "Hap" Arnold, a pioneer airman who was taught to fly by the Wright brothers. He is the only person in history to achieve a 5-star rank in both the Army and the Air Force.*

# VALUES-BASED LEADERSHIP EXECUTIVE LEADERSHIP FORUM

PRESENTED BY THE AIR WAR COLLEGE,  
MAXWELL AIR FORCE BASE

**April 14 – 8:00am**  
Troy University  
Montgomery Campus

**RSVP to attend:**  
continuinged@troy.edu  
or 334-983-0005



The Hap Arnold Outreach Program is designed to strengthen ties between the Air War College at Maxwell Air Force Base, and the community, and is hosted in partnership with Troy University's Continuing Education and Outreach department. Attendees will walk away with a greater understanding of United States military service, military culture and the challenges military leaders face.

# ACCELERATE YOURSELF

## 2023 ADMINISTRATIVE PROFESSIONALS CONFERENCE

**WHO SHOULD ATTEND:** Business/office managers, executive assistants, administrative assistants and associates, customer service representatives, and assistants or clerks within any industry.

**REASONS TO ATTEND:** Opportunities to network, increase knowledge, advance proficiency, gain inspiration, have fun along the way!

**LOCATION:** RSA Activity Center, Downtown Montgomery, AL  
(201 Dexter Avenue, Montgomery, AL)

**FEE:** In-Person \$139 per person

SAVE THE DATE

**04.26.23**

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Visit [troy.edu/ce](http://troy.edu/ce) for more information



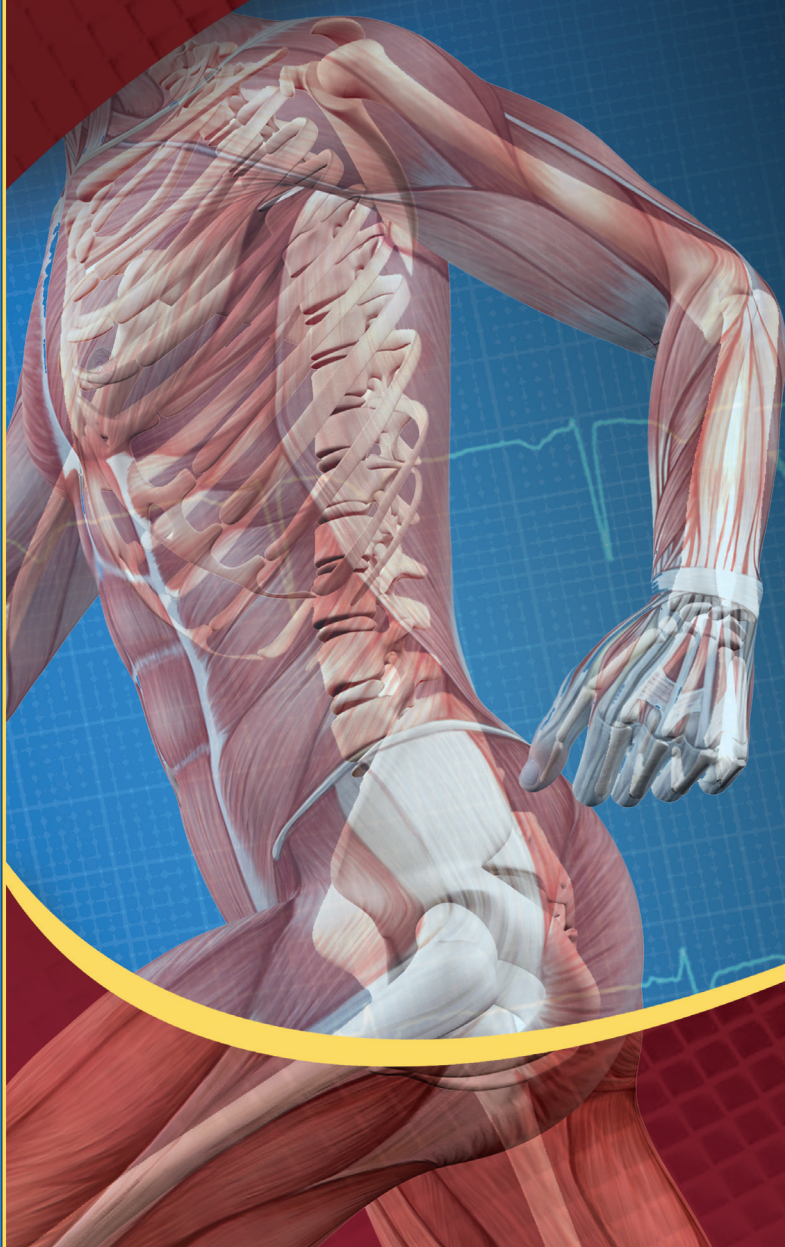
# LOOKING FOR A CAREER IN PROFESSIONAL HEALTHCARE? THIS IS THE MAJOR FOR YOU!

Gaining a degree in Exercise Science within the Department of Kinesiology and Health Promotion will put you on the right track to continue your education in any of the professional healthcare fields.

Our curriculum was designed to give you the education and experience to be a competitive candidate in any professional healthcare field.

More information of how to start you on the right track can be found by emailing

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### BS Exercise Science

- Pre-Health
- Nutrition
- Wellness/Fitness

### BS Health Promotion

### BS Physical Education

## GRADUATE

### MS Athletic Training

### MS Kinesiology

- Coaching (100% Online)
- Exercise Science

### MS Physical Education

- Traditional (100% Online)
- Alt A

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Department of  
**Kinesiology &  
Health Promotion**



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Latonda Paymon  
DNP, FNP-C ('92, '00, '03)

We're teaching a new generation to Lead Change. At TROY, we offer the Associate of Science in Nursing (ASN), Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs. Additionally, the School of Nursing offers the RN Mobility track for registered nurses who seek to complete the BSN degree. 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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## 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.

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.



## 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

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