NEVER. STOP. LEARNING.
AT ATHENS STATE UNIVERSITY

January - June 2018

Staff:
Kim Bell, Director
Wanda Campbell, Assistant Director
Regina Kyle, Outreach Coordinator
Nancy Croomes, Events Coordinator
Dana Waldrop, Operations Staff

All courses are held at 121 South Marion Street, Athens, AL 35611 unless otherwise stated.
PROFESSIONAL DEVELOPMENT

Introduction to Microsoft Excel
Athens State University – Waters Hall, Room N-105
**Date:** Thursday, March 8  
**Time:** 9:00 a.m. – 12:00 p.m.  
**Cost:** $55  
**Instructor:** Dr. Mike Haghighi, Associate Professor, Management Information Systems (Athens State University)

In this great introduction to Microsoft Excel, you will learn Excel formulas, functions, formatting, and how to understand your data using charts and graphs.

Intermediate Microsoft Excel
Athens State University – Waters Hall, Room N-105
**Date:** Thursday, March 29  
**Time:** 9:00 a.m. – 12:00 p.m.  
**Cost:** $55  
**Instructor:** Dr. Mike Haghighi, Associate Professor, Management Information Systems (Athens State University)

This intermediate class will cover Excel analysis through functions and the utilization of charts and graphs. The course will also focus on the correct interpretation of the results and how to accurately summarize the data.

Introduction to Microsoft Project
Athens State University – Waters Hall, Room S-105
**Date:** Tuesday, April 3 – Wednesday, April 4  
**Time:** 9:00 a.m. – 12:00 p.m.  
**Cost:** $79  
**Instructor:** Johnny Busby is a Systems Development Engineer with Amazon who has a rich background in project management and engineering for highly complex information technology systems. Johnny has successfully delivered large-scale government and commercial projects and is known for his in-depth technical expertise. Johnny has a proven record of providing practical, real-world instruction to hundreds of students in project management, office software, software programming, and mobile and web development technologies.

In this course, you will be introduced to the foundations for creating successful and well-understood project schedules in Microsoft Project 2016. You will be guided through the basics of Microsoft Project using proven techniques to create sustainable schedules at any level of complexity. Realistic exercises will challenge the participant while reinforcing learned skills and best practices. To achieve maximum value, students should already be familiar with Windows and Microsoft Office. This introductory course is divided over 2 half days to provide the optimum learning experience.
Leading with Your Strengths
Athens State University – Center for Lifelong Learning
Date: Thursday, January 11
Networking Lunch: 11:30 a.m. – 12:00 noon
Program Session: 12:00 noon – 1:00 p.m.
Cost: $49 (Lunch Included)
By learning how to identify and lead with natural strengths, this workshop focuses on uncovering hidden talents among managers and staff.

Understanding Why People Follow
Athens State University – Center for Lifelong Learning
Date: Thursday, February 8
Networking Lunch: 11:30 a.m. – 12:00 noon
Program Session: 12:00 noon – 1:00 p.m.
Cost: $49 (Lunch Included)
Data suggests that followers have four basic needs: Trust, Compassion, Stability, and Hope. This session introduces a panel of leaders from diverse industry sectors including government, education, and business to discuss the evolution of their individual leadership styles, and how they have worked to ensure the fulfillment of those four essential criteria among those they lead. A panel Q&A is also included.

Leadership That Lasts Beyond a Lifetime
Athens State University – Center for Lifelong Learning
Date: Thursday, April 12
Networking Lunch: 11:30 a.m. – 12:00 noon
Program Session: 12:00 noon – 1:00 p.m.
Cost: $49 (Lunch Included)
According to Tom Rath and Barry Conchie, authors of Strengths-Based Leadership: Great Leaders, Teams, and Why People Follow, “people must have a leader who cares about them or else there is almost no chance that they will be engaged in their work.” This session focuses on ways in which leaders can incorporate a compassionate and caring work ethic among team members. Topics such as the leadership legacy, developing a new generation of leaders, and mentoring others to serve (servant leadership) will also be addressed.

Watch for More Information!
3rd Annual Women’s Leadership Symposium:
Honoring Women Who Serve
Dynetics Solutions Complex, Main Conference Center (Huntsville, Alabama)
Date: Wednesday, April 11
Time: 9:00 a.m. – 2:00 p.m.
Cost: $85 (Lunch Included)
Communication Skills

**Athens State University – Center for Lifelong Learning**

**Date:** Friday, February 9  
**Time:** 9:00 a.m. – 12:00 noon  
**Cost:** $69  
**Instructor:** Dr. Yvette Rice, President, LLVE, LLC.

During your last meeting, was your body language speaking LOUDER than your Lips? A Leader’s communication skills are pivotal regarding their ability to create an engaging workplace environment that promotes teambuilding and teamwork. A person often responds to how you make them feel rather than to what the communicator has to say, and this session will you improve your communication skills.

Learn why communication is the soft skill every leader should master:
- Recognize the differences between good communication vs. articulate speech;
- Identify the culture you create based on the ways in which you communicate with others in the workplace;
- Learn to recognize the difference between truly listening and just waiting for your turn to speak.

---

Interpersonal Skills

**Alabama Center for the Arts (Decatur, Alabama)**

**Date:** Friday, February 23  
**Time:** 9:00 a.m. – 12:00 noon  
**Cost:** $69  
**Instructor:** Dr. Yvette Rice, President, LLVE, LLC.

Are you the only one excited to be a part of your team? As a leader, your interpersonal skills include the ability to work as part of your team, thus demonstrating servant leadership. In addition, your interpersonal skills involve possessing a positive attitude in a professional manner, while demonstrating professional work ethics and character. Remember, “people do what they see you do, not what you say.”

Learn key elements related to a leader’s interpersonal skills:
- The ability to build authentic relationships with/amongst your team;
- The aptitude needed to develop the leadership potential of those around you;
- How to adopt an attitude that will positively affect those around you during challenging situations;
- How to influence others from the heart and not just from head knowledge.
Problem Solving and Critical Thinking Skills

Athens State University – Center for Lifelong Learning

Date: Friday, March 9
Time: 9:00 a.m. – 12:00 noon
Cost: $69
Instructor: Dr. Yvette Rice, President, LLVE, LLC.

Are you truly navigating the direction of your organization, or are you waiting for others to make those critical decisions? “Problem solving and critical thinking involves being able to see the big picture, pull back to the present, and then analyze what is needed to reach a desired result in a timely manner” (Dr. Amanda Goodson). Problem solving also involves creativity, good judgement, and tact.

Key elements of development include:

- Defining problem solving;
- Defining critical thinking;
- Identifying your thinking style;
- Understanding the process of problem solving.

Adaptability Skills

Athens State University – Center for Lifelong Learning

Date: Friday, March 30
Time: 9:00 a.m. – 12:00 noon
Cost: $69
Instructor: Dr. Yvette Rice, President, LLVE, LLC.

How difficult is it for you to accept change? The inability of a leader to adapt to change or accept other innovative participants as part of the leadership team can be detrimental to an organization’s growth.

Key elements of development include:

- How to identify the four (4) distinct types of culture in a work environment;
- Understanding and embracing the six (6) dimensions of diversity: Age, Ethnicity and Race, Gender, (Dis-)Ability, Religion, and Sexual/Affectional Orientation;
- How to implement and embrace change.

Emotional Intelligence Skills

Alabama Center for the Arts (Decatur, Alabama)

Date: Friday, April 27
Time: 9:00 a.m. – 12:00 noon
Cost: $69
Instructor: Dr. Yvette Rice, President, LLVE, LLC.

Are your emotions standing in the way of your ability to effectively communicate to your team or make critical business decisions? Emotional intelligence is focused on one’s ability to keep emotions under control when elements and situations at hand are perhaps overwhelming.

Learn key elements related to emotional intelligence:

- Defining emotional intelligence;
- Components of emotional intelligence;
- The importance of flexibility.
Cyber Security

Threats and Vulnerabilities in Cybersecurity

CyberProtex Training Center (Madison, Alabama)

Date: Friday, April 20
Time: 9:00 a.m. – 3:00 p.m.
Cost: $180

This highly popular introductory workshop is a great place to start for understanding the basics of threats, vulnerabilities, and attacks. This workshop is designed to provide IT personnel, administrative staff, management, and other professionals an understanding of the vulnerabilities in information systems and to better prepare them to mitigate attacks. Topics include: network security concerns; network reconnaissance attacks; network access attacks; DoS and DDoS; malware attacks and viruses. This is a great course for non-technical and technical professionals!

CompTIA Security+ 5-Day Exam Preparation Boot Camp

CyberProtex Training Center (Madison, Alabama)

Dates: Monday March 5 – Friday March 9
Time: 8:30 a.m. – 4:30 p.m.
Cost: $1390

CompTIA(c) Security+ Certification covers the essentials in understanding best practices in Network Security and Risk Management. This comprehensive exam preparation course will prepare the participant to take the Security+ exam. This is a foundational course and six months to one year of experience is recommended.

All 6 modules of the CompTIA Security+ Body of knowledge are covered as well as test taking strategies for this exam:

1. Network security
2. Compliance and operational security
3. Threats and vulnerabilities
4. Application, data and host security
5. Access control and identity management
6. Cryptography

Course includes:
• Official CompTIA Security+ Study Book;
• Workbook (hard copy of slides and practical exercises for course);
• Log in information for CompTIA CertMaster online practice tests;
• CompTIA Security+ exam voucher to register and take at Pearson Vue test center;
• One retake is provided if needed;
• Access to online CyberProtex study guide, YouTube Videos, practice tests, and games.
Certificate in Children’s Advocacy Studies Training

3 courses – Traditional and Online-Learning Format – Continuing Education Units available.
Comprehensive Cost (All 3 Courses): $299. Individual pricing per course also available.

Curriculum Coordinator:
Dr. Quanda Stevenson, Associate Professor of Criminal Justice, Athens State University.

The CAST curriculum focuses on experimental, interdisciplinary, ethical, cultural, and legal content to provide professionals and students working with children knowledge to respond and prevent child maltreatment. The three workshops are Perspectives on Child Maltreatment and Child Advocacy, Global Child Advocacy Issues, and Professional and System Responses to Child Maltreatment. All three (3) courses must be completed to earn the CAST certification. Fee includes all course materials.

Perspectives on Child Maltreatment and Child Advocacy (Certificate Course 1 of 3)
Individual Workshop Fee: $159
This is the introductory course for child advocacy studies. This course covers the history, comparative perspectives, legal framework, responses to child maltreatment, the roles of workers in the field, and other pertinent issues pertaining to child maltreatment and child advocacy. The course will include a multidisciplinary approach to understanding child maltreatment and advocacy and will include a focus on controversies within the field. As such, the course is designed for students in criminal justice, education, social work, behavioral science, psychology, sociology, nursing, or other areas where knowledge of child maltreatment and advocating for children might be necessary.

Global Child Advocacy Issues (Certificate Course 2 of 3)
Individual Course Fee: $159
The purpose of this course is to prepare students to recognize the effects of child maltreatment and apply intervention strategies for children and their families. Multidisciplinary approaches to prevention, advocacy, and treatment of child maltreatment survivors will be presented and discussed. The course is designed for students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children will be necessary, and this course focuses on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student’s knowledge and skills in identifying, investigating, and prosecuting child maltreatment. The course is designed for students who are likely to pursue a profession in which they will be a mandated reporter and knowledge of child maltreatment and advocacy is critical.

Professional and System Responses to Child Maltreatment (Certificate Course 3 of 3)
Individual Course Fee: $199
The purpose of this course is to prepare students to recognize the effects of child maltreatment and apply interventions strategies for children and their families. Multidisciplinary approaches to prevention, advocacy and treatment of child maltreatment survivors will be presented and discussed. The course is designed for students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children will be necessary. This course focuses on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student’s knowledge and skills in identifying, investigating and prosecuting child maltreatment. The course is designed for students who are likely to pursue a profession in which they will be a mandated reporter and knowledge of child maltreatment and advocacy is critical.
ServSafe Training

Athens State University - Center for Lifelong Learning
Training Dates: January 8, February 12, March 12, April 9, May 14, June 11

Alabama Center for the Arts – Decatur, Alabama
Training Dates: January 22, February 26, March 26, April 23, June 25

Time: 8:00 a.m. – 5:00 p.m.
Cost: $175
Instructor: Benjamin Campbell

In the competitive field of foodservice, certifications help you stand out among a crowd of applicants. ServSafe Training helps foodservice professionals understand all the food safety risks faced in restaurant operations. Through this program you will master sanitation, pest management, flow of food, and so much more. Earn your ServSafe Food Protection Manager Certification using the new and updated 7th edition ServSafe Manager book and exam!

Proctored tests for Food Handler, Alcohol, and Allergens also available by appointment.

Yoga

Athens State University – Center for Lifelong Learning
Dates: Every Tuesday, Thursday, and Friday
January 9 – June 29 (excluding March 20, March 22, and March 23)
Time: 11:30 a.m. – 12:15 p.m.
Single Session Fee - $5 per session
Punch Cards Available: $25 – 5 sessions; $50 – 10 sessions.
Instructor: Dana Waldrop, Certified Level I Yoga Instructor

Have you always wanted to try yoga? This is your chance to get started! This is a Level One class connecting postures (asanas) with breath, while flowing from one posture to the next. The class includes standing and floor postures while elevating the heart rate to a moderate level—meaning that you will be breathing moderately but still able to speak. Depending on how you feel about your progress, the instructor will show ways to either increase and extend the pose or keep the pose at a beginner level. Please bring your own mat and wear comfortable clothing.

Freezer Meals Cooking Class

Athens State University – Sandridge Student Center
Dates: Monday January 29 – Wednesday January 31
Time: 5:00 p.m. – 7:00 p.m.
Cost: $155, includes all supplies
Instructor: Margaret Fite, Owner of Food Fite

As we hurry through our day, the last thing we want to do figure out what to cook for dinner. Preparing freezer meals cuts down on cooking time, shopping time, and saves money. No more burger stops! In this class, learn how to cook ahead and be ready for your next busy day. This fun class includes take-home freezer entrees, sides, and desserts!
Beginner Photography Workshops

Single Session Cost: $79
Bundle Cost (All 3 Sessions): $199
Class requirements-DSLR camera (with a charged battery) and memory card
Instructor: Regina Kyle, Professional Photographer

Getting to Know Your Camera
Athens State University – Center for Lifelong Learning
Date: Saturday, February 24
Time: 9:00 a.m. – 11:00 a.m.
Apertures, F-Stops, and Shutter Speeds?! Do these terms sound foreign when it comes to using your DSLR camera? If so, come learn how to use these manual modes to improve your photography.

Lighting and Composition
Athens State University – Center for Lifelong Learning
Date: Saturday, March 31
Time: 9:00 a.m. – 11:00 a.m.
Understanding light and composition is vital to taking beautiful pictures. In this class, we will talk about how natural light and other light sources can affect the photograph as a whole. Also in this class, we will be discussing terms such as “The Rule of Thirds” and “Blank Space” in photography. This class will include a 30-minute session outdoors, so please come dressed for the weather.

Photography Session and Light Editing Techniques
Athens State University – Center for Lifelong Learning
Date: Saturday, April 28
Time: 9:00 a.m. – 11:00 a.m.
This class includes a 1-hour photo session. The remainder of this class will be spent loading photos, critique, and light editing techniques.

Pottery: An Introduction to Wheel Throwing
Alabama Center for the Arts (Decatur, Alabama)
Dates: Monday evenings, April 23 – May 14
Time: 6:30 p.m. – 8:30 p.m.
Cost: $75 (includes supplies)
Instructor: Genia Malone, Art Instructor
Students will learn the basics of creating pottery on the potter’s wheel. You will learn how to center the clay on the wheel and make cylinders and bowls. No prior experience necessary, but come ready to make a mess! Register early as class size is limited.

Pottery: An Introduction to Hand Building
Alabama Center for the Arts (Decatur, Alabama)
Dates: Monday evenings, March 26-April 16
Time: 6:30 p.m. – 8:30 p.m.
Cost: $75 (includes supplies)
Instructor: Genia Malone, Art Instructor
Students will learn the basics of hand building pottery, including pinch pots, coiling, and using slabs. These basics will help you create ceramic pieces including bowls, mugs, votive holders, ornaments, and bowls made out of leaf impressions. Each student will take home at least three finished and glazed pieces. Register early as class size is limited.
Beginning Sign Language

Athens State University – Center for Lifelong Learning

Dates: Monday evenings, February 5 – March 12
Time: 6:00 p.m. – 7:00 p.m.
Cost: $99
Instructor: Cindy Smith

Sign language is a complex language, and by using your hands and different facial expressions, you can have a complete conversation with someone who is deaf or hearing-impaired. This class will begin with an introduction to the language by learning to sign and fingerspell. Before you know it, you will be signing phrases and expanding to complete sentences!

Family rates are available.

Intermediate Sign Language – Part I

Athens State University – Center for Lifelong Learning

Dates: Tuesday evenings, February 6 – March 13
Time: 6:00 p.m. – 7:00 p.m.
Cost: $99
Instructor: Cindy Smith

This is a continuation of the Beginning Sign Language class, and you will continue to develop your sign language skills. Topics will include sentence structure, receptive and expressive signing skills, and resources for continued learning.

Family rates are available.

Intermediate Sign Language – Part II

Athens State University
Center for Lifelong Learning

Date: Tuesday evenings, February 6 – March 13
Time: 7:15 p.m. – 8:15 p.m.
Cost: $99
Instructor: Cindy Smith

This course is a continuation of Intermediate Sign Language, Part I. In this segment, you will learn conversational skills, improve receptive skills, and increase vocabulary thematically. You will also be introduced to the Deaf Culture.

Family rates are available.
Swing Dance Classes!
Dance classes are a great way to meet people and a fun way to exercise while building confidence. Most importantly, you will have FUN! Join us for one or all of these popular “swing” classes!

West Coast Swing
Athens State University – Center for Lifelong Learning
**Dates:** Thursday evenings, February 1 – February 22
**Time:** 6:30 p.m. – 7:30 p.m.
**Cost:** $50 per person
**Instructor:** Tim Eum

During the 1920s—1940s, a new type of music, “Jazz,” swept the land. As a result, “swing” dancing was born! In the 1930s, the “Lindy Hop” and “Collegiate Shag” were popular. By the 1940s, there was the “Jitterbug” and the “Boogie-Woogie,” and in the 1950s, came “Rock and Roll.” There are many regional versions of swing dancing, including the “West Coast Swing.” Come dance with us!

East Coast Swing
Athens State University – Center for Lifelong Learning
**Dates:** Thursday evenings, March 1 – March 29 (excluding March 22)
**Time:** 6:30 p.m. – 7:30 p.m.
**Cost:** $50 per person
**Instructor:** Tim Eum

East Coast Swing evolved with the swing music of the 1940s and the rise of Arthur Murray studios. It is a simpler six-count variation of the “Lindy Hop.” It is popular for its simple nature and is usually danced to slow or medium-speed music. Come learn the basics of East Coast Swing!

Single Swing / Jive
Athens State University – Center for Lifelong Learning
**Dates:** Thursday evenings, April 5 – April 26
**Time:** 6:30 p.m. – 7:30 p.m.
**Cost:** $50 per person
**Instructor:** Tim Eum

Single Swing is a variation of “Jive,” danced to faster music. It is a variation of the Jitterbug popularized by Cab Calloway in the 1930s and is danced to popular rock and roll music. Come jive with us!
Certificate in Data Analysis

Online Learning

Start Date: Monday, February 5

Cost: $495

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Begin with getting a basic understanding of how to analyze data in a business setting, then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Social Media for Business Certificate

Online Learning

Start Date: Monday, February 5

Cost: $495

Get in on this exciting and growing way to communicate, market and serve your customers and clients for businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. 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. Three one-month courses.
Certificate in Customer Service

Online Learning

Start Date: Monday, February 5

Cost: $245

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. 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. Two one-month courses.

Supervisory & Leadership Certificate

Online Learning

Start Date: Monday, February 5

Cost: $395

As a supervisor, your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. In this class, get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. You will learn communication skills and techniques, along with how to get employee commitments, monitor and maintain employee progress, create and administer performance reviews, and more.

Certificate in Accounting and Finance for Non-Financial Managers

Online Learning

Start Date: Monday, February 5

Cost: $495

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Three one-month courses.
Digital Marketing Certificate
Online Learning
Start Date: February 5, 2018
Cost: $495
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. Three one month courses.

Management Certificate
Online Learning
Start Date: Monday, February 5
Cost: $595
Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.

Six Sigma Green Belt Certification
Online Learning: Self-Paced: Check registration website for specific session dates
Cost: $1775
The purpose of this course is to prepare students to be an ASQ Certified Six Sigma Green Belt (CSSGB) professional. Students will develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They will also develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean.
ONLINE LEARNING PROGRAMS

Mastering Computer Skills for the Workplace
Start Date: Monday, February 5
Cost: $195
Microsoft Office Suite is the most used software tool in the world. In this class, you will learn must-have skills to succeed in the workplace include the ability to create, edit, and manage presentations in Microsoft (MS) PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel.

Your Workplace, Your Employees & the Law
Start Date: Monday, March 5
Cost: $195
Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, and proven strategies for successfully managing employees and for complying with state and federal workplace laws.

Spanish for Healthcare
Online Learning: Self-Paced. Check registration website for specific session dates.
Cost: $165
Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients.

Spanish for Social Services
Online Learning: Self-Paced. Check registration website for specific session dates.
Cost: $165
Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries, and emergencies.
Professional in Human Resources (PHR) Exam Prep

Online Learning: Self-Paced. Check registration website for specific session dates.

Cost: $2450

Learn about the exciting world of today’s Human Resource Management and prepare for the PHR Exam throughout this online course. This HR management course weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. This course highlights important challenges facing managers and employees in today’s business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today’s most effective, unique approaches in dealing with HR issues. In addition, this course provides study materials to help prepare for the PHR Exam. The PHR Exam Study Guide will be utilized throughout the course to supplement the Human Resource Management textbook and provide review materials for exam prep. Upon completion of this course, students will have the skills necessary to serve as Human Resource Managers, as well as the preparation needed to sit for the PHR.

A+ Net+ Security+

Online Learning: Self-Paced. Check registration website for specific session dates.

Cost: $2545

This course prepares students to take the CompTIA A+ 220-901 & 220-902, N10-006: Network+, SY0-401: Security+ certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs.

CompTIA Security+

Online Learning: Self-Paced. Check registration website for specific session dates.

Cost: $950

Gain hands-on expertise in CompTIA Security+ certification exam by course and performance based labs. Performance based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. CompTIA Security+ is an entry-level, international, vendor-neutral credential designed for IT security professionals to identify risk, participate in risk mitigation activities, provide infrastructure, information, operational, and application security. CompTIA Security+ SY0-401 exam covers the application of security controls to maintain confidentiality, integrity, and availability; identification of appropriate technologies and products; troubleshooting security events and incidents, and many more. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs.
**Microsoft Office Suite 2013**  
*Online Learning: Self-Paced. Check registration website for specific session dates.*  
**Cost:** $1195  

---

**Project Management Professional Exam Prep with Organizational Leadership**  
*Online Learning: Self-Paced. Check registration website for specific session dates.*  
**Cost:** $2599  
This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute’s nationally recognized Project Management Professional (PMP) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam. This course bundle also includes the Organizational and Behavioral Leadership course.

---

**Business Writing for Busy Professionals**  
*Online Learning: Self-Paced. Check registration website for specific session dates.*  
**Cost:** $450  
You will learn strategies to write documents faster and better. You will learn how to customize your documents for a specific reader and to accomplish your writing purpose. You will discover ways to create documents when time is limited. You will also master models to organize and format letters, emails, and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered. One of the keys to success in any business is good communication skills and one of the most common ways to communicate in business is through writing. In the second half of the course, we look at the importance of grammar and tone to good writing and approaches to rewriting. We will also look at specific types of documents we might create.
YOUTH & CHILDREN

SUMMER CAMP!!!

ART LESSONS
MUSIC LESSONS
MUSIKGARTEN

Call (256) 233-8260 or visit our website at athens.edu/CLL for more information!

ACT Prep and Tutoring

Call (256) 233-8260 or visit our website at athens.edu/CLL for more information!
Chocolates and Flowers
Nashville, Tennessee
Date: Saturday, February 24
$95 per person (Lunch Included)
Treat your special someone and join us for a romantic day in Nashville. First stop is in the heart of Music City, Olive & Sinclair, the paramount bean-to-bar chocolate maker in the south. From there, we will head to the Cheekwood Botanical Gardens and Art Museum, home of remarkable art exhibits and exquisite gardens. There is limited seating, so register early.

Cornbread Festival
South Pittsburg, Tennessee
Date: Saturday, April 28
$75 per person
This Southern cuisine festival honors cornbread with the National Cornbread Cook-Off. Enjoy crafts, music, and a world of cornbread and main dish recipes. This visit will feature Lodge Manufacturing, and includes a tour of the foundry that makes world-class cast iron cookware. Lunch is on your own, there will be plenty to choose from! There is limited seating, so register early.

Helen Keller Festival
Tuscumbia, Alabama
Date: Friday, June 22
$75 per person
Join us as we visit Tuscumbia, Alabama—the birthplace of Helen Keller. On our journey, we will visit Ivy Green, which has many historical artifacts, including books from Helen Keller’s own collection. Then, we will participate in a walking tour of Tuscumbia, along with some time to shop at the Marketplace of the Festival—featuring artists and artisans, vendors, and more. Lunch is on your own. There is limited seating, so register early.
**CENTER FOR LIFELONG LEARNING REGISTRATION**

Registration is first come, first served. There are **FOUR ways to register** for classes:

<table>
<thead>
<tr>
<th>ONLINE</th>
<th>PHONE</th>
<th>WALK-IN</th>
<th>MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find your course on our web page and click on “REGISTER.”</td>
<td>256-233-8260 to use your credit card for your registration.</td>
<td>Visit us at 121 South Marion St Athens, AL</td>
<td>Center for Lifelong Learning Athens State University 300 North Beaty St Athens, AL 35611</td>
</tr>
</tbody>
</table>

Name ________________________________________________ Birthdate _________________________
Address ________________________________________________________________________________
City ________________________________________ State ________________ Zip __________________
Daytime Phone ____________________ Email ________________________________________________

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DATE</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**METHOD OF PAYMENT:**
Make checks payable to:  
*Center for Lifelong Learning*  
Cash  
Check  
VISA  
MC  
AMEX  
DISCOVER

Card # _______________________ Exp Date __________________
Card Holder Name _______________________________________
Card Holder Signature ____________________________________

No refunds after class starts.