

JANUARY 2022

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Office of Continuing Education and Outreach



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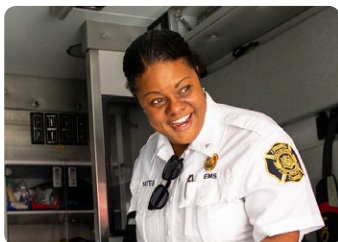
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# MAINSTREET

PERSONAL, PROFESSIONAL, AND WORKFORCE DEVELOPMENT | JANUARY 2022

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Jacksonville State University is pleased to announce **ChamberONE**, a new educational tool designed to help area chamber members maintain a competitive edge and grow their businesses. Available through participating Chambers of Commerce, **ChamberONE** offers a two-fold approach to learning.

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## They are trailblazers - movers, shakers, and go-getters. They are First-Generation Gamecocks!

Brave and determined, open to opportunities, and sources of pride around the family dinner table - they are first in their immediate families to attend college. While navigating higher education as a first-gen can be challenging, they believe that anything is possible, and that their futures are as bright as their determination to persevere and succeed!

During the week of Nov. 8th, JSU recognized its current first-generation students, alumni, and faculty and staff who were the first in their family to attend college. "Nearly one-third of our students are first-generation," said Keaton Glass, director of the First and Second Year Experience. "That's a very significant population and one that deserves to be recognized for overcoming what's called 'high education capital' - those simple things that students who have parents that attended college take for granted. Our celebration gave students the opportunity to meet people who have been where they are and have made it," Glass said.

JSU's celebration is an extension of a national campaign that designates Nov. 8 as the First-Generation College Celebration. Established by the Center for First-Generation Student Success, the date was selected to honor the anniversary of the signing of the Higher Education Act of 1965. JSU first hosted a small celebration in 2019 but, due to COVID-19, plans to grow the celebration were hindered in 2020.

"This year, everything really came together," Glass said. "This was the type of celebration our first-gen students deserve."

*Continued on next page...*

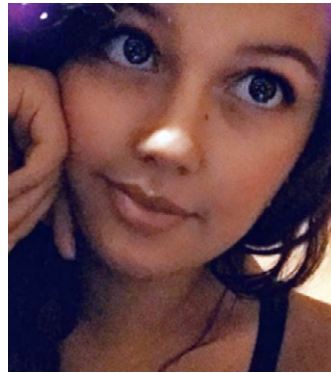




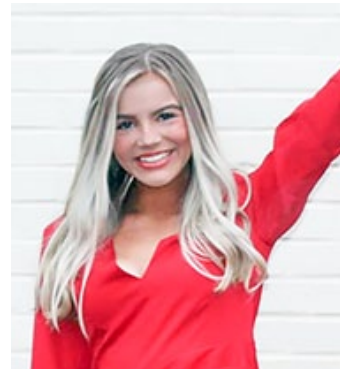
**Areli Pacheco Arenas**  
Early Childhood Development



**De'Onta Bush**  
Business Management



**Selena Soule-Weiser**  
Pre-Health Professional Biology



**Margaret Walton**  
Geography



**Madison Parker**  
Communication



**Kaley Myrick**  
Nursing



**Katelyn Mooney**  
Exercise Science and Wellness



**Madison Burell**  
Merchandising



**Leslie Pierce**  
English



**Jade Stephens**  
Elementary Education



**Leslie Santiago**  
Pre-Health Professional Biology



**Bless Vincent**  
Computer Information Systems



**Rachel Bonner**  
Pre-Health Professional Biology



**Emma Bagby**  
Early Childhood Elementary Education



**Alexis Roberts**  
Forensic Investigation



**Sydney Ransom**  
Elementary Education



**Melina Greenwood**  
Business Management with a concentration in Entrepreneurship



**Bonaë Barrs**  
English Language Arts Education



**Jillian Bradley**  
Double, Biology and Chemistry



**Jennifer Cook**  
Communication Broadcasting

# One-in-three of JSU's 2021 Freshman Class identify themselves as First-Gen Students



**Mikalyn Hutchins**  
Finance



**Timothy Haggerty**  
Music Education

## First-Generation Alumni

Read their stories: [jsu.edu/first-gen/first-gen-alumni.html](http://jsu.edu/first-gen/first-gen-alumni.html)



**Tyrone Smiley**  
BA-Communication; MPA-Public Administration  
Graduation: 2009/2012



**Kathy Marie Bell Pope**  
Political Science  
Graduation : 2013



**Ruth Swain Upton Moseley**  
Elementary Education  
Graduation : 1945



**Anthony Glen Caldwell**  
Bachelors & Masters in Emergency Management  
Graduation: 2020



**Donnie Ray**  
BS Biology  
Graduation: 1992



**Matthew Lee Whitehead**  
Music Education  
Graduation: 2017



**Connie Jane Tucker Long**  
Bachelor of Arts  
Graduation: 1978



**Stacey Bouldin Mikel**  
BSN  
Graduation: 2008



## JSU Ranked Among Best Colleges in the South

Jacksonville State has been named one of the top universities in the South by the global authority in education ranking, US News & World Report.

In the 2022 edition of Best Colleges, JSU was named one of the Top Public Schools in the South – coming in No. 38 among Southern universities that depend upon state funding. The university was also named a Best Regional University in the South. Regional universities are defined as those that offer a full range of undergraduate programs, some master’s programs and a few doctoral programs.

JSU was also named a Top Performer on Social Mobility – ranking No. 91 in the South out of all colleges. Social mobility measures the percentage of economically disadvantaged students who are able to advance socially by enrolling in college.

“It is an honor to be named among the Best Colleges in the South,” said Dr. Don C. Killingsworth, Jr., JSU president. “It is JSU’s mission to provide the people of Northeast Alabama the opportunity to better their lives and advance their careers through the transformational power of higher education.”

For the first time, US News ranked undergraduate nursing degree programs. JSU’s Bachelor of Science in Nursing was ranked No. 332 in the nation among accredited, four-year degree programs.

“While we have always known we have a stellar nursing program at JSU, we are thrilled to have the acknowledgement and national validation,” said Dr. Betsy Gulledge, JSU’s Chief Nursing Administrator. “Our nursing faculty and staff work tirelessly to ensure that JSU students have an impeccable educational program and access to top notch facilities, simulations and lab experiences. Even in this time of a global pandemic, our faculty and staff have ensured that

JSU nurses are well-prepared to be empowered and exemplary nurses who can care for anyone, anytime, anywhere.”

In March, US News released its 2022 ranking of Best Graduate Schools. JSU was ranked No. 46 for Best Online Master’s in Criminal Justice and No. 218 among Best Public Affairs Programs.

With a mission to assist aspiring entrepreneurs in turning ideas into businesses and providing the information necessary for business leaders to make critical decisions, the JSU SBDC has contributed to Alabama’s economic vitality since 1981.

The SBDC’s services are free and include one-on-one counseling and assistance in the following areas:

- Business startup considerations - Business Plan Outline
- Licensing information
- Recordkeeping and Taxes
- Insurance considerations
- Business structure
- Business plan formation and review
- Projection of cash flow and other financial statements
- Government procurement services

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**(256) 782-5271 | JSUSBDC.COM**







## JSU Nursing Students Assist in COVID Response

During the COVID pandemic, JSU Nursing focused upon making a difference in our local communities. As part of their clinical rotation, JSU nursing students in community health courses assisted Regional Medical Center in administering Regeneron® monoclonal antibodies. The RMC monoclonal antibody clinic was coordinated by Bridgette Magouirk, director of RMC Occupational Health. JSU nursing students were welcomed as Dr. Tammy Morrow and Ms. Allison Pearce supervised students at the clinic.

Monoclonal antibodies are laboratory-produced proteins that mimic the body's antibodies and have been instrumental in the fight against Covid-19. For people that have been exposed to Covid-19 and are at elevated risk of complications, these treatments can be lifesaving.

As part of JSU's outreach mission to be of service to the local community, faculty and students did not hesitate to assist in administering monoclonal antibodies at the RMC clinic. In return, the opportunity provided students with an educational experience that will serve them well in the future. Understanding community health strategies and the complexities of infectious disease management is a vital part of providing a world-class nursing education. Whether administering vaccines or providing assistance in treating those with Covid-19, JSU's School of Nursing lives up to their motto of "empowering exemplary nurses to care for anyone, anytime, anywhere".



### FAMILY NURSE PRACTITIONER PROGRAM

- ▶ A rewarding Nurse Practitioner career in high demand!
- ▶ Work with variety of populations, children to adults
- ▶ Make an impact in a variety of settings: outpatient clinics, specialty clinics, or long-term care

# College of Health Professions and Wellness Helps People Live the Healthiest Lives Possible

Improving the health of any community relies upon opportunities for health education and screening. This is often accomplished through community health fairs. Recently, the JSU Departments of Kinesiology, Nursing, and Respiratory Therapy have collaborated to conduct a comprehensive health fair at the Carver Community Center in Anniston. The fair was made possible through a grant from the Community Foundation of Northeast Alabama's Stringfellow Health Fund. Drs. Betsy Gullledge and Missy Duckett applied for the grant with a vision of improving health in the Calhoun County area.

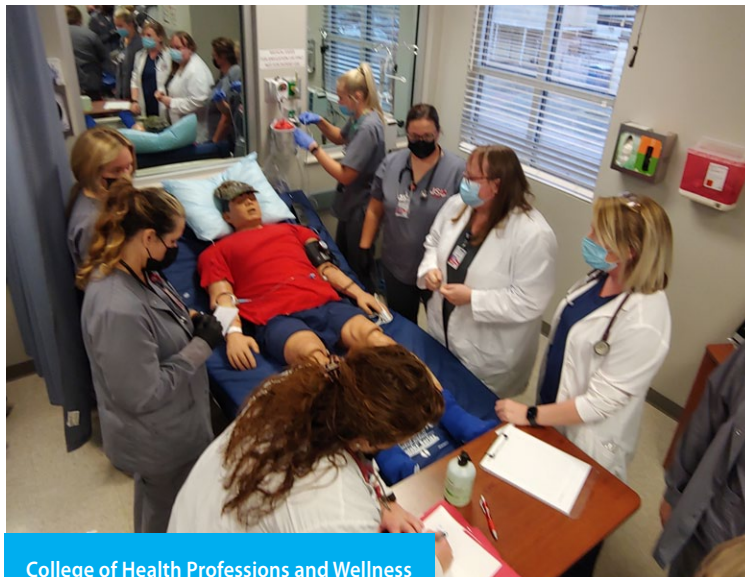
The services provided in the health fair included screenings for blood pressure, blood sugar, cholesterol, weight, and body mass index. Education related to smoking and vaping cessation was provided by the JSU Department of Respiratory Therapy. Information about the program "Exercise is Medicine" was offered by the JSU Kinesiology. These wide range of services were selected to address health issues commonly found in communities across Alabama.



College of Health Professions and Wellness

The goal of the School of Health Professions and Wellness is to make a positive impact on the health of those around us. Future health fairs will be planned in the coming months as the need for health education and screenings will continue and JSU wants to be part of making healthier lives, healthier populations. It is an important part of the College's mission. It is who we are!

## Interprofessional Education: A Collaborative Approach to Learning Healthcare



College of Health Professions and Wellness

Interprofessional Education or "IPE" is a learning strategy that incorporates students from two or more healthcare professions in scenarios that build collaborative practice. These learning events best mimic the reality of the complex 21st century healthcare system. The JSU College of Health Professions and Wellness is leading the way in these educational methods for their students.

Recently, the College of Health Professions and Wellness held an IPE experience at the JSU Simulation Center. The departments of Kinesiology, Nursing, and Respiratory Therapy collaborated to provide real-life settings that challenged students to learn healthcare with with a host of differing disciplines. Students studying respiratory therapy, nursing, athletic training, exercise science, and nurse practitioner programs participated as they managed patient simulators within the lab. Students from the JSU Drama Department were also involved as they performed in the roles of patients, making settings as realistic as possible.

The planning for this type of learning experience requires extensive attention to detail while developing educational goals. The IPE committee, chaired by Dr. Douglas Stephens, was formed to carefully research and design each scenario. In the committee planning, every healthcare discipline within the college was represented. It is JSU's goal to provide a world-class education for all healthcare students to prepare them for today's healthcare system.



*Top row, from left to right, are Lt. Charles William Davis, Lt. Grady E. McBride III and Capt. Donald Franklin McMillan. Bottom row, from left to right, are Capt. Jerry Wayne McNabb, Capt. Richard Charles Miller and Capt. Edward Davis Pierce.*

## JSU Honors Fallen Vietnam War Soldiers

More than 58,000 American soldiers, including 1,208 Alabamians, died during the Vietnam War. The Jacksonville State University Board of Trustees passed a resolution on Oct. 19 honoring the six fallen soldiers who were students or graduates of the university.

With a generous gift from Trustee Clarence W. Daugeette III, a 1974 business graduate of the university, six offices will be named in memory of the soldiers in Rowe Hall – home to the JSU ROTC program. All six soldiers were involved in ROTC on campus and went on to serve in the US Army.

The honorees include:

**Lt. Charles William Davis** – The Tallassee, Ala., native was a standout on the Gamecock football team and had planned to return to campus to finish his degree after the war. He served as a tank unit commander and died in the Dinh Tuong province of South Vietnam on October 6, 1967 at age 24. His commendations included the Bronze Star and Purple Heart. The “Lieutenant Charles William Davis Office” will be named in his honor.

**Lt. Grady E. McBride III** – The Gadsden, Ala., native graduated from JSU in 1968. He served as a petroleum products supply officer and died on June 5, 1970 at age 24 in the Binh Dinh province of South Vietnam. His commendations included the Purple Heart. The “Lieutenant Grady E. McBride III Office” will be named in his honor.

**Capt. Donald Franklin McMillan** – Native to Hopkinsville, Ky., Capt. McMillan graduated from JSU in 1961. He died in an unknown province of South Vietnam on April 2, 1966 at age 27. His commendations included the Purple Heart. The “Captain Donald Franklin McMillan Office” will be named in his honor.

**Capt. Jerry Wayne McNabb** – The Gadsden, Ala., native graduated from JSU in 1959. The helicopter pilot died in an unknown province in South Vietnam on June 27, 1966 at age 29. The “Captain Jerry W. McNabb Office Suite” will be named in his honor.

**Capt. Richard Charles Miller** – The Jacksonville, Ala., native graduated from JSU in 1965. He served as an infantry unit commander and died in the Quang Nam province of South Vietnam on September 3, 1969 at age 27. His commendations included the Silver Star and Bronze Star. The “Captain Richard Charles Miller Office” will be named in his honor.

**Capt. Edward Davis Pierce** – The Homewood, Ala., native graduated from JSU in 1962. He served as a tactical intelligence staff officer and died in the Long Khanh province in South Vietnam on March 13, 1966 at age 27. His commendations included the Bronze Star and Purple Heart. The “Captain Edward Davis Pierce Office” will be named in his honor.

“It has been 50 years since the Vietnam War, which affected all of our lives,” said Clarence W. Daugeette, III. “This was something that was very close to my heart, and I am proud we are able to honor the sacrifices of these soldiers who gave their lives for their country.”

Daugeette is also sponsoring the naming of the office suite in Rowe Hall in honor of his father, Col. Clarence William Daugeette, Jr. The late colonel served in the US Army for 40 years and was a decorated World War II veteran who earned a Purple Heart and Bronze Star. Awards to outstanding students are given in his name at the US Military Academy and JSU. He was a 1925 graduate of JSU and served on the Board of Trustees. The “Colonel Clarence William Daugeette Office Suite” in Rowe Hall will be named in his honor.



College of Arts and Humanities

## Live Theater Returning to the JSU Stage

Bring on the drama! After a nearly two-year hiatus brought on by the pandemic, JSU's Department of Theatre and Film will raise the curtain this week on a full season of live theater.

"We are extremely excited to get back on stage in front of audiences this year," said Randy Blades, head of the department.

A listing of the 2021-2022 drama season. The season will open on Oct. 22 with the Oscar Wilde classic, "The Importance of Being Earnest." Set at the turn of the 20th century, the romantic comedy skewers Victorian social manners with hilarious satire involving two friends, Jack and Algernon, who are both courting young women under false identities.

"We wanted our return to the stage to be joyous and celebratory," Blades said. "When this play was brought up last year, our students and faculty were very excited about the possibility. It is a wonderfully funny classic that has been enjoyed by audiences for over a hundred years."

Students in the cast have been rehearsing since early September, learning the mannerisms of the period and working on their proper English accents. "We even had a vocal coach who ran a dialect master class for our students in preparation for auditions," Blades said.

Performances will be held at the Ernest Stone Performing Arts Center on Oct. 22-25. All shows are at 7:30 p.m., except for the Sunday matinee at 2:30 p.m.

Following "The Importance of Being Earnest," the department will host the One Act Festival Showcase on Nov. 30 through Dec. 1. The 90-minute show will feature a variety of plays directed by JSU students

"Our annual One Act Festival and Student Showcase always holds a special place in my heart," Blades said. "Not only will there be a series of one-acts directed by students, but we also will have a display of production and design work that our students have worked on for the past year. This is always a fun celebration of the talent and hard work of our students, and we look forward to reviving it after a year off."

The season continues on Feb. 18 with a show sure to delight young audiences: "The Big Bad Bullysauros." When Mark the paleontologist learns that his niece, Natalie, is being harassed by a local bully, he tells her the story of Ryan Rex Jr. – a little dinosaur with a big bully problem of his own. With the help of his closest companions, Terry Pterodactyl and Bronnie Brontosaurus, Ryan and Natalie both learn a lesson about friendship and the importance of forgiveness.

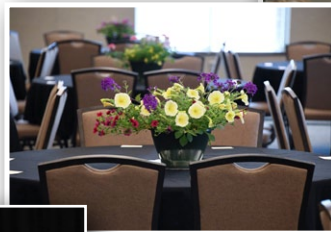
Produced in partnership with the drama honors fraternity, Alpha Psi Omega, "Bullysauros" will be fully directed and designed by JSU students. It will tour local elementary schools in addition to its one public performance on campus on Feb. 18.

Next up will be "Emilie: La Marquise du Chatelet Defends Her Life Tonight." This fast, funny and sexy production focuses on one of history's most intriguing women – 18th century scientific genius, Emilie du Châtelet – who was relegated to the margins until now. The production will run April 22-25.

The 2021-2022 season will conclude on April 30 with the inaugural JSU Student Film Festival, featuring student films created in classes throughout the year.

Season tickets, which include all five events, are \$45 for the general public and \$42 for JSU faculty, staff, students, military personnel and seniors over age 60. Individual tickets are available to each show as well. Purchase online at [www.jsutheatreilm.com](http://www.jsutheatreilm.com) or call 256-782-5648.

# MARK YOUR CALANDER 4.29.22



Join us for a day of learning, motivation and inspiration,  
good food, cool gifts and great fun!

APRIL 29, 2022 | OXFORD CIVIC CENTER

### Accounting Fundamentals

\$120

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
fun	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Nancy Koenig

### Accounting Fundamentals II

\$120

While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
af2	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Nancy Koenig

### Administrative Professionals Conference

\$149

This one-day conference features presentations covering a wide range of topics certain to be of interest to administrative professionals in our local area. Return to work re-energized and equipped with tools needed to excel in the ever changing workplace. Who Should Attend? Business/Office Managers, Executive Assistants, Administrative Assistants, Associates and Specialists, HR Coordinators, Meeting Planners, Customer Service Representatives, Office Assistants and Clerks; Anyone You Wish to Honor! *Lunch will be provided.*

**Early Bird Special and Group Rates Available.**

Registration Deadline: 4:30 PM, April 21, 2021.



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD01	1	4/29/2022	Friday : 8:00 AM to 4:30 PM	Oxford Civic Center	N/A

### American Heart Association Basic Life Support (BLS) For The Healthcare Provider

\$69

This course is designed to provide medical or nursing students in training, aides, medical or nursing assistants, police officers, paramedics, and all other healthcare professionals with the ability to recognize several life-threatening emergencies. Students will learn to provide CPR for adults, children, and infants, use an AED and relieve choking in a timely and effective manner.

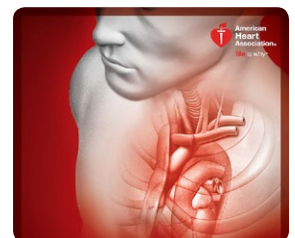


CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD02	1	01/11/22	Tuesday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes
22SPCPD03	1	03/10/22	Thursday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes

### Advanced Cardiovascular Life Support (ACLS) For the Healthcare Provider

\$175

Advanced Cardiovascular Life Support is an advanced course that builds on the foundation of Basic Life Support skills. This course takes healthcare provider training to the next level and stresses the importance of high-quality CPR, ACLS interventions, and effective team interaction and communication during resuscitation. This course is designed for paramedics, nurses, nursing students, and all others who are required to be ACLS certified.

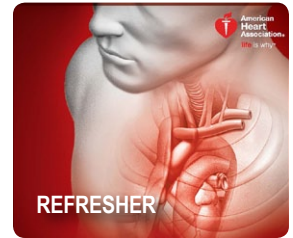


CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD04	1	02/15/22	Tuesday : 8:00 AM - 5:00 PM	JSU McClellan, Room 2107	Jordan Haynes

## Advanced Cardiovascular Life Support (ACLS) For the Healthcare Provider - REFRESHER

\$125

Advanced Cardiovascular Life Support is an advanced course that builds on the foundation of Basic Life Support skills. This course takes healthcare provider training to the next level and stresses the importance of high-quality CPR, ACLS interventions, and effective team interaction and communication during resuscitation. This course is designed for paramedics, nurses, nursing students, and all others who are required to be ACLS certified.



CODE	STARTS	ENDS	MEETS	LOCATION	INSTRUCTOR
22SPCPD05	1	04/05/22	Tuesday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes

## Critical Thinking

\$59

We live in a knowledge-based society, and the more critical you think, the better your knowledge will be. Critical thinking provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. Critical thinking will lead you to being a more rational and disciplined thinker. It will give you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. This class examines four benefits: being more persuasive, better communication, better problem solving, and increased emotional intelligence. *\*Snacks and beverages provided.*



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD07	1	02/11/22	Friday : 8:30 AM - 12:30 P	JSU McClellan, Room 2103	Christine Smart

## COMPUTER SKILLS FOR THE WORKPLACE

\$120

Employers seek and reward employees who have the ability to send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Candidates who already possess these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
csw	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Dave Paquin

## Creating Web Pages

\$120

Learn the basics of HTML as you design, create, and post your very own website. This course will help you plan the content, structure, and layout of your website, create neatly formatted text, build links, and add color, graphics, and tables, as well as understand no-cost web marketing strategies and SEO. Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
web	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Alan Simpson

Did you know?

We have 175 Business Courses ranging from Accounting to Marketing, Operations, and Soft Skills. Go to: [jsu.edu/ceo](http://jsu.edu/ceo) and click **Online Learning**.

### Fundamentals of Supervision and Management

\$120

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees and understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
qol	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Patricia Adesso

### H.O.P.E. WORKSHOP SERIES

\$59

#### Working with the Geriatric Population

This workshop is designed to provide nurses, social workers, counselors and other health care practitioners with resources, tools and information needed to enhance their work with the geriatric population.

*Lunch will be provided*



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCHOPE01	1	2/18/2022	Friday : 8:00 AM - 4:00 PM	JSU McClellan, Room 2107	S. Creech, M. Newton

### I'm a Supervisor, Now What?

\$59

This course is designated for newly appointed supervisors. It is designed to assist the employee transitioning from a peer relationship into a supervisory relationship, and understanding the basics of this new role. This course will identify the personal and professional transitional elements involved with moving into supervision, and identify critical factors of success for new supervisors, laying a foundation for the remaining core supervisory courses which delve into deeper detail in all areas. Participants will learn the four major roles of a supervisor and how supervision is carried out taking into consideration the workplace environment and the values of employees.

*\*Snacks and beverages provided.*

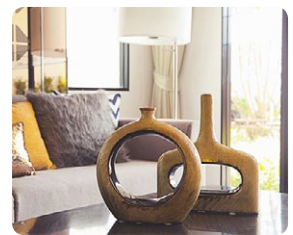


CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD06	1	1/21/2022	Friday : 8:30 AM - 12:30 PM	JSU McClellan, Room 2107	Christine Smart

### Introduction to Interior Design

\$120

Are you a creative person with an eye for design? If so, this course will show you how to transform ordinary living spaces into beautiful and functional rooms. This course delves into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. You will explore a range of careers in interior design and get insider tips for entering this exciting field. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
ind	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Sarah Smallwood

### Introduction to Microsoft Excel 2019/Office 365

\$127.50

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.



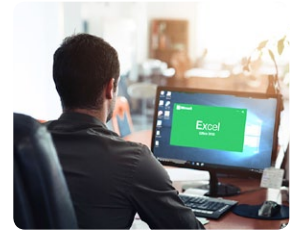
CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
ix9	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Chad Wambolt



## Intermediate to Microsoft Excel 2019/Office 365

**\$127.50**

Many businesses rely on spreadsheets to manage budgets, schedules, and tracking. Microsoft Excel is considered the industry standard for spreadsheets. If you use Excel regularly and want to learn more advanced functions in this powerful software, this course is for you. You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems.

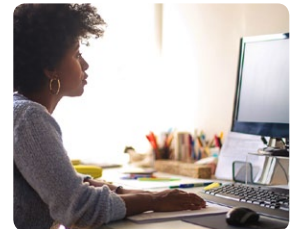


CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
nx9	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Chad Wambolt

## Introduction to QuickBooks Online

**\$120**

This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. Now that the cloud-based version is outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
qol	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Scott Paxton

## Leadership Essentials

**\$59**

This course explores the demands of leadership and the skills required to lead effectively. Participants of the course will take their leadership style and capability and apply that to the organizational dimensions of leading change and shaping corporate culture. You will also learn about practical tools and strategies to help you focus your energies and have more influence in the real world. This course will help you with the critical skills required to effectively lead others with leading versus managing, influencing others, creating high-performance teams, managing organizational change, and shaping corporate culture. *\*Snacks and beverages provided.*



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD08	1	2/25/2022	Friday : 8:30 AM - 12:30 PM	JSU McClellan, Room 2107	Christine Smart

## Managing Conflict

**\$59**

With constant demands from the marketplace to deliver more with less, almost everyone is finding that their daily work life includes some responsibility for dealing with conflict. This class will help you develop the ability to handle conflict in a more positive manner. You will identify and understand the sources of conflict as well as its positive and negative aspects. We will discuss how professionals are expected to resolve their own personal and immediate conflicts. There will also be a review on specific skills needed to act as a third party in helping others resolve their conflicts. *\*Snacks and beverages provided.*



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD09	1	3/11/2022	Friday : 8:30 AM - 12:30 PM	JSU McClellan, Room 2107	Christine Smart

## Microsoft Excel 2019 - Basic

**\$125**

After an introduction to spreadsheet terminology and Excel's window components, you will learn how to enter and edit text, values, and save workbooks. You will also learn about formulas and functions, ranges, absolute and relative references, and modify rows and columns. You will create and format column, line, and pie charts. Finally, you will organize and manage large amounts of data with freeze panes, sort, filter, and multiple worksheets. **\*\* This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\***



**\*\*All participants paying before January 10, 2022 will receive their booklet at class. Participants paying on or after January 10, 2022 will receive their booklets by mail.**

CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ01	1	2/23/22	Wednesday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz
22SPCCOMJ03	1	2/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

### Microsoft Excel 2019 - Intermediate

\$125

You will learn how to use formulas and functions such as IF variations, 3D formulas, linking, subtotals, and VLOOKUP, date and time calculations, text functions, and formula auditing tools, and the new Flash Fill and Quick Analysis features. You will also learn how to create conditional formatting. \*\*This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\*

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CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ02	1	02/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

### Microsoft Excel 2019 - Advanced

\$125

You will learn how to work with Excel Table features including sort, filter, and totals. Create PivotTables and Pivot Charts to quickly summarize large amounts of data. You will learn how to use data validation, remove duplicate records, and workbook protection to ensure data integrity. Finally, you will learn about running and recording macros to automate routine tasks. \*\* This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\*

\*\*All participants paying before March 1, 2022 will receive their booklet at class. Participants paying on or after March 1, 2022 will receive their booklets by mail.



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ04	1	03/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

### Project Management Fundamentals

\$120

If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll become an indispensable member of your project team by discovering and learning the critical concepts you need to plan, implement, control, and close any type of project.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
pmf	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Tony Swaim

### Real Estate Investing

\$105

Discover how to make money in real estate, even if you have little to start with. Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
pmf	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Josh Fuhrerm

### Stocks, Bonds, and Investing: Oh, My!

\$105

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here. This class will walk you through the fundamentals of investing and teach you about the stock markets, 401k plans, and retirement. It also addresses personal financial issues that are often ignored, but absolutely essential, to succeed as an investor. Provide yourself with the understanding and confidence to make your own investment decisions.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
sbi	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Matt Crabtree, CFP®

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### **Understanding the Human Resources Function**

Learn to handle basic human resource functions to ensure the best possible results.

### **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### **Marketing Your Business on the Internet**

E-commerce expert helps you develop an Internet marketing plan for your business.

### **Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success.

### **Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### **Introduction to Business Analysis**

Learn powerful techniques to improve your decision-making skills at work.

### **Performing Payroll in QuickBooks**

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

### **Introduction to QuickBooks**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

### **Designing Effective Websites**

Learn powerful graphic design techniques and build Websites that are both attractive and wickedly effective.

### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### **Effective Selling**

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

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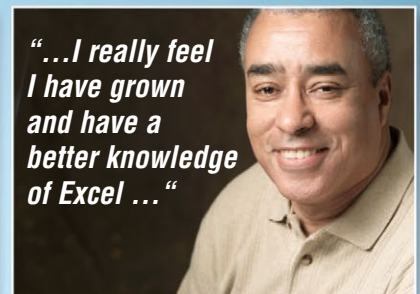
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### Intro to Microsoft Word

Learn how to create and modify documents in Word, the most popular word-processing program available.

### Intro to Microsoft Excel

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

### Intro to Microsoft PowerPoint

Learn to create impressive slide presentations filled with visually stimulating elements.

### Intro to Microsoft Access

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

### Intro to Microsoft Outlook

Learn the essentials of Microsoft Outlook 2013 from an expert instructor. Get up and running quickly with the most important aspects of the program.

### Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the web with the new Microsoft Edge browser..

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New course sessions begin monthly.

Please visit our Online Instruction

Center to see exact start dates for the courses that interest you.

**BASIC COMPTIA A+ CERTIFICATION PREP****\$135**

Time to roll up those sleeves and dive inside the personal computer. This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including micro-processors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
sbi	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Scott Jernigan

**COMPUTER SKILLS FOR THE WORKPLACE****\$120**

Employers seek and reward employees who have the ability to send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Candidates who already possess these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
csw	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Dave Paquin

**Microsoft Excel 2019 - Basic****\$125**

After an introduction to spreadsheet terminology and Excel's window components, you will learn how to enter and edit text, values, and save workbooks. You will also learn about formulas and functions, ranges, absolute and relative references, and modify rows and columns. You will create and format column, line, and pie charts. Finally, you will organize and manage large amounts of data with freeze panes, sort, filter, and multiple worksheets. \*\* This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\*

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CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ01	1	2/23/22	Wednesday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz
22SPCCOMJ03	1	2/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

**Microsoft Excel 2019 - Intermediate****\$125**

You will learn how to use formulas and functions such as IF variations, 3D formulas, linking, subtotals, and VLOOKUP, date and time calculations, text functions, and formula auditing tools, and the new Flash Fill and Quick Analysis features. You will also learn how to create conditional formatting. \*\*This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\*

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CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ02	1	02/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

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# COMPUTER

## Microsoft Excel 2019 - Advanced

**\$125**

You will learn how to work with Excel Table features including sort, filter, and totals. Create PivotTables and Pivot Charts to quickly summarize large amounts of data. You will learn how to use data validation, remove duplicate records, and workbook protection to ensure data integrity. Finally, you will learn about running and recording macros to automate routine tasks. \*\*This course is approved by the Alabama State Board of Public Accountancy for seven hours CPE.\*\*

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CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCCOMJ04	1	03/10/22	Thursday : 9:00 AM - 4:00 PM	JSU McClellan, Room 2102	Cathy Struntz

## Introduction to Microsoft Excel 2019/Office 365

**\$127.50**

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.

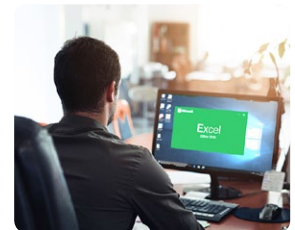


CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
ix9	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Chad Wambolt

## Intermediate to Microsoft Excel 2019/Office 365

**\$127.50**

Many businesses rely on spreadsheets to manage budgets, schedules, and tracking. Microsoft Excel is considered the industry standard for spreadsheets. If you use Excel regularly and want to learn more advanced functions in this powerful software, this course is for you. You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
nx9	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Chad Wambolt

## Introduction to Python 3 Programming

**\$120**

This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
py3	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Mike Orsega

## Introduction to SQL

**\$120**

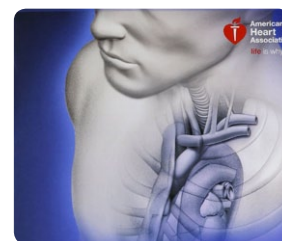
Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases. SQL (Structured Query Language) is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using a SQL Server Express, you'll learn several real-world applications for SQL so you can put this valuable skill set on your resume.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
sql	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Mava Wilson, Ph.D.

**American Heart Association****\$69****Basic Life Support (BLS) For The Healthcare Provider**

This course is designed to provide medical or nursing students in training, aides, medical or nursing assistants, police officers, paramedics, and all other healthcare professionals with the ability to recognize several life-threatening emergencies. Students will learn to provide CPR for adults, children, and infants, use an AED and relieve choking in a timely and effective manner.



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD02	1	01/11/22	Tuesday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes
22SPCPD03	1	03/10/22	Thursday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes

**Advanced Cardiovascular Life Support (ACLS) For the Healthcare Provider****\$175**

Advanced Cardiovascular Life Support is an advanced course that builds on the foundation of Basic Life Support skills. This course takes healthcare provider training to the next level and stresses the importance of high-quality CPR, ACLS interventions, and effective team interaction and communication during resuscitation. This course is designed for paramedics, nurses, nursing students, and all others who are required to be ACLS certified.



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD04	1	02/15/22	Tuesday : 8:00 AM - 5:00 PM	JSU McClellan, Room 2107	Jordan Haynes

**Advanced Cardiovascular Life Support (ACLS) For the Healthcare Provider - REFRESHER****\$125**

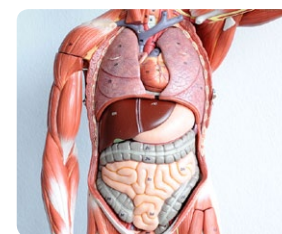
Advanced Cardiovascular Life Support is an advanced course that builds on the foundation of Basic Life Support skills. This course takes healthcare provider training to the next level and stresses the importance of high-quality CPR, ACLS interventions, and effective team interaction and communication during resuscitation. This course is designed for paramedics, nurses, nursing students, and all others who are required to be ACLS certified.



CODE	STARTS	ENDS	MEETS	LOCATION	INSTRUCTOR
22SPCPD05	1	04/05/22	Tuesday : 6:00 PM - 8:30 PM	JSU McClellan, Room 2107	Jordan Haynes

**Human Anatomy and Physiology****\$120**

This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next. You will learn how the circulatory and respiratory systems work together to provide oxygen and work together with the skin and kidneys to rid our bodies of waste. You will learn how our bodies fight off diseases, how our digestive system converts food into energy, how the endocrine system supplies the hormones we need, and more. By the end of this course, you will have a much greater appreciation of the marvelous complexity of the human body.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
hap	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Holly Trimble

**Medical Terminology: A Word Association Approach****\$120**

The Medical Terminology – A Word Association Approach course will teach you to understand medical terminology as it pertains to each body system. Using graphics and study tips you will not only learn definitions and root terms, but also their application in the medical world. Learning blocks are used to condense information and to help isolate what you need to know versus what is nice to know, and you will be provided with fun and unusual facts to help you remember the medical terminology in unique ways. You will have opportunities to see how medical terminology is used in the real world through case study assignments and will be provided with flashcards to help you study. The knowledge gained in this course will help you take the next step in your medical career or education.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
met	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Douglas Best

# HEALTHCARE

## Medical Terminology Series

\$200

If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You will learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage. Learn medical terminology related to all 11 of the body's organ systems and review different diagnostic and treatment procedures for each system. This 2-course series (Medical Terminology: A Word Association Approach and Medical Terminology II: A Focus on Human Disease) includes lessons and activities designed to help you understand and remember the medical terminology you learn.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
B8719	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Douglas Best

## Spanish for Medical Professionals

\$120

What do you do if a patient needs your help, but you can't understand them or a family member need reassurance? This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let's go!)



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
T9112	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Tara Bradley Williams



# LANGUAGE

## Discover Sign Language

\$105

Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language

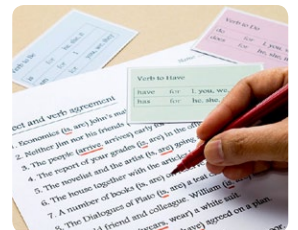


CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
dsl	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Erin Trimble

## Grammar Refresher

\$105

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and sentence construction. Practical hands-on exercises will teach you about phrases, clauses, problem words, common grammar mistakes, and much more. Take your writing and speaking to the next level of excellence!



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
grr	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Curt Simmons, B.A., M.Ed



## LANGUAGE

### Speed Spanish

\$120

Imagine yourself speaking, reading, and writing Spanish. With Speed Spanish, you can! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
sps	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Dan Mikels

### Speed Spanish II

\$120

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you've ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
sp2	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Dan Mikels

## CONFERENCES & WORKSHOPS

### Administrative Professionals Conference

\$149

This one-day conference features presentations covering a wide range of topics certain to be of interest to administrative professionals in our local area. Return to work re-energized and equipped with tools needed to excel in the ever changing workplace. Who Should Attend? Business/Office Managers, Executive Assistants, Administrative Assistants, Associates and Specialists, HR Coordinators, Meeting Planners, Customer Service Representatives, Office Assistants and Clerks; Anyone You Wish to Honor! *Lunch will be provided.*

**Early Bird Special and Group Rates Available.**

Registration Deadline: 4:30 PM, April 21, 2021.



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
22SPCPD01	1	4/29/2022	Friday : 8:00 AM to 4:30 PM	Oxford Civic Center	N/A

### H.O.P.E. WORKSHOP SERIES

\$59

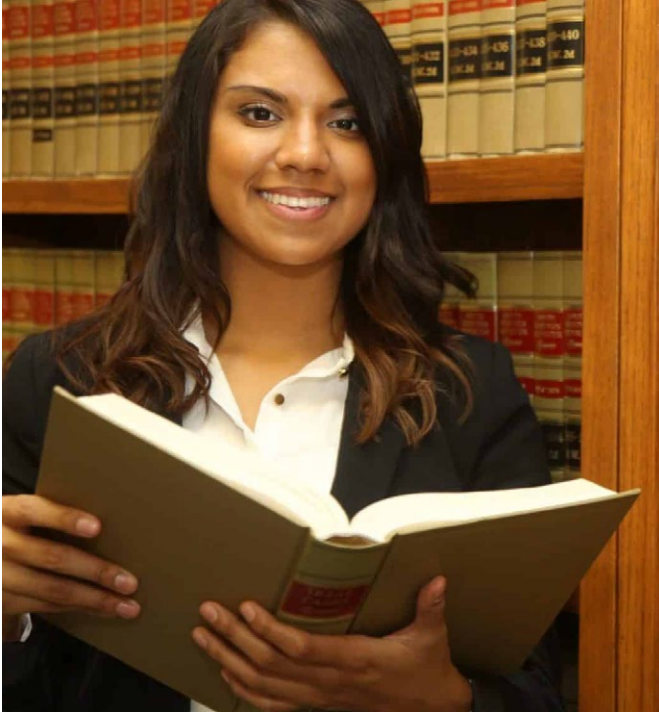
#### Ethical Considerations for Clinical Professionals

This course provides ethics and professional boundary information for mental health service providers. In addition to exploration of common ethical and boundary dilemmas, topics will include content targeted for those who work in the substance use disorder field or work with clients with use disorders. Examples of topics include: informed consent, professional boundaries, HIPAA, 42 CFR Part 2, and competency. This course provides content relevant for the treatment of adult and adolescent clients. *Lunch will be provided..*



CODE	SESSIONS	STARTS	MEETS	LOCATION	INSTRUCTOR
21FACHOPE03	1	11/12/2021	Friday, 8:00 AM to 4:00 PM	JSU McClellan, Room 2107	Zach Ludwig, LPC/MHSP

Have a question? We're here to help: 256.782.5918



**Paralegal Certificate Course** ©

The 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.

**Starting at: \$1,895**

**Advanced Paralegal Certificate Course**

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.

**Starting at: \$3,300 or \$500/topic**



**Legal Nurse Consultant Training**

Building on your medical education and possible clinical experience, this course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses.

**Starting at: \$1,195**

**Software Essentials for the Law Office**

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.

**Starting at: \$995**

**Legal Secretary Certificate Course**

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. The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. Our goal is to provide our students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives. New classes start every eight weeks.

**Starting at: \$995**

**OTHER AVAILABLE COURSES INCLUDE:**

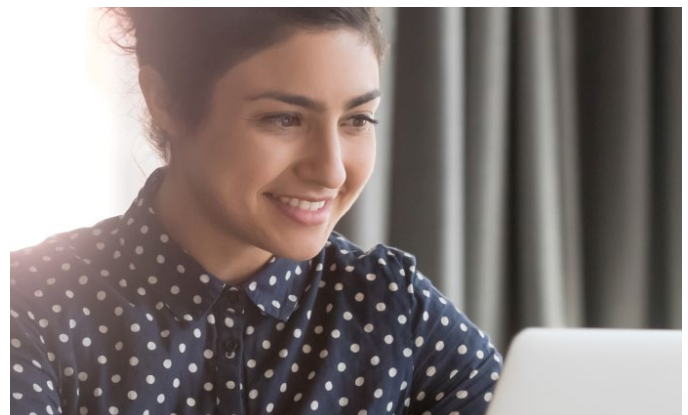
- Advanced Legal Research & Writing**
- Alternative Dispute Resolution**
- Intellectual Property Law for Engineers**
- Legal Investigation Certificate Course**
- Personal Injury for Paralegals**
- Victim Advocacy Certificate Course**

*For more information or to register:*

[legalstudies.com/vendor/jacksonville-state-u/](http://legalstudies.com/vendor/jacksonville-state-u/)

or

**1-800-522-7737**



# MORE ONLINE PROGRAMS



- Mobile Marketing
- Social Media for Business
- Online Teaching
- Video Marketing Certificate
- Certified Webinar Planner
- Supervisory & Leadership Certificate
- Dementia Care Specialist
- LEED Certifications
- Cyber Security for Managers
- Google Analytics
- Students with ASD (Autism Spectrum Disorder)

[yougotclass.org/catalog.cfm/jsu](http://yougotclass.org/catalog.cfm/jsu)

## JER Online

Workforce Certificates & Courses

JER Online offers over 1000+, affordable, non-credit courses and certificates!

Visit us online to view our catalog!

- Start anytime or on a fixed time schedule
- Access your course anytime from anywhere for fast completion
- JER Online offers discounted pricing for employee group enrollments
- As an extra added value and bonus, students will have one year access to their online courses, post course completion (applies to self-directed corporate developed courses only).

[coursecatalog.com/jacksonville](http://coursecatalog.com/jacksonville)



### Alabama Real Estate - New License

TITLE: Alabama Sales Pre-license

HOURS: 60

CODE: 501AL015001

FEE: \$350.00

The Alabama Sales Pre-license course has everything needed to satisfy Alabama's state education requirement for a real estate salesperson to qualify to take the state licensing exam.

This 60-hour real estate pre-license course is an affordable, hassle-free way to prepare you with the knowledge necessary to pass the state exam and begin a successful career in real estate.

**Highlights include real estate law, finance, ownership, contracts and the transfer and use of property.**

### Alabama Real Estate - Post Licensing

TITLE: Preparing to Use Your Real Estate License

HOURS: 30

CODE: 504AL011001

FEE: \$195.00

This course fulfills the requirement for real estate post license education for the state of Alabama. The focus of this 30-hour course is on foundation sales skills, including constructive exercises such as creating contracts, real estate listings, seller's net sheets, and qualifications of the buyer. This course provides an in-depth understanding of day-to-day actions completed by a real estate professional for the new real estate licensee. The state of Alabama requires all persons who pass the state exam to complete 30 hours of broker education and receive a grade of 70% or higher on the final exam. The final exam must be taken within six months of passing the state exam. **Please note that Rule 790-X-2.03(2) stipulates that applicants may not register for this course until after they have received their temporary license.**

### Alabama Real Estate - Upgrade License

TITLE: Alabama Broker Prelicense

HOURS: 60

CODE: 502AL026002

FEE: \$195.00

Advance your career. Gain more stability. Become an Alabama real estate broker today! This course includes 60 hours of instruction, and the exam needed to make your goal a reality and fulfill the Alabama education requirement for current Alabama agents seeking to become brokers. Subjects include license law for Alabama, real property valuation, commercial real estate, contracts, compiling documents, risk management, property management, and finance.

### Alabama Real Estate - Exam Prep

TITLE: National Exam Prep - The SMART Guide to Passing

HOURS: NA

CODE: 509AL013001

FEE: \$59.00

Be smart. Have confidence in yourself and your real estate knowledge. With over 20 years of experience in real estate education, we have applied our research, expertise, and experience in creating this exam prep course. It addresses the major testing formats and questions found in real estate state exam testing, including the ten crucial topics found on all testing service, and the majority of state exams. Additional highlights include (2) 100 question practice exams (one for salesperson and one for broker). All in all, our exam prep covers 1,000 questions on real estate content.

# WRITING & EDITING

## A to Z Grant Writing

\$120

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
gw1	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Dr. Beverly A. Browning

## Grant Writing Suite

\$312.50

This 3-course series will give you the skills you need for effective grant writing. Learn from an experienced grant writer how to best present information in grant proposals to raise needed funds. After developing a good grant writing foundation, you'll discover the steps you can take to become an in-demand grant writing consultant, including what services to offer, how to set fees, and how to find clients to start your own business.



Grant Writing Suite is comprised of the following 3 courses:

A to Z Grant Writing, Advanced Grant Proposal Writing, and Becoming a Grant Writing Consultant

CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
B8508	72 Hrs	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Beverly Browning, Linda Vallejo

## Effective Business Writing

\$120

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know how to create compelling written documents that draw readers in and keep them reading until your last, well-chosen word.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
ebw	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Ann Linquist

## Fundamentals of Technical Writing

\$120

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You will also learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically.

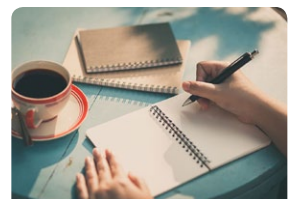


CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
tec	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Lynn Atkinson

## Writing Essentials

\$120

Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice if you speak English as a second language. With the knowledge and hands-on practice you gain from this course, you'll be able to express yourself clearly and persuasively in writing—both in your personal life and in the business world.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
wre	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Ann Linquist

Comprehensive online courses with assignments and final exams

Certificate of Completion awarded with a passing score

Monthly classes that run for six weeks

**Enroll Today!**



# Grant Writing Online Courses

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. **Any time of the day or night.**

Or choose our **Grant Writing Suite**. The bundle includes **A to Z Grant Writing**, **Advanced Grant Proposal Writing**, and **Becoming a Grant Writing Consultant**. **Get all 3 for \$312.50** (\$360 if purchased separately)

**SAVE  
\$47.50**

## A to Z Grant Writing

This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

## Become a Grant Writing Consultant

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life!

## Advanced Grant Proposal Writing

Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You'll learn what to do—and, more importantly, what not to do—on every part of your proposal. You'll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grantmakers, and you'll find out how to tailor your responses to information found in the peer review criteria. You'll also discover a number of significant finishing touches that can give your project the edge over others. You'll also learn the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

## More Grant Writing Courses

### Get Grants

**Writing Effective Grant Proposals**  
**Introduction to Nonprofit Management**  
**Starting a Nonprofit**  
**Marketing Your Nonprofit Research Methods for Writers**

### How to get started:

1. Visit our Online Instruction Center:
2. Click the **COURSES** link, choose the department and course title you are interested in, and select the **ENROLL NOW** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center, and click the **CLASSROOM** link. To begin your studies, simply log in with the username and password you selected during enrollment.

Visit our Online Instruction Center to **ENROLL TODAY!**

**jsu.edu/ceo and select Online Learning**

*or*

**(256) 782-5918 | (800) 634-7199**





# 2022 CERTIFIED LAW ENFORCEMENT EXECUTIVE PROGRAM

ALABAMA ASSOCIATION OF CHIEFS OF POLICE

Course Code	Conference/Course	Starts	Ends	Hours
22AACOP01	Building a Culture of Flexibility for Change Leadership	1/13/2022	1/13/2022	8
22AACOP02	Leadership Influence: Developing Your Emotional Intelligence (EI)	1/14/2022	1/14/2022	8
22AACOP04	New Chiefs' Development Seminar	4/6/2022	4/8/2022	24
22AACOP05	Operational Crisis Management and Incident Command	4/7/2022	4/7/2022	8
22AACOP06	Media Relations for Management	4/8/2022	4/8/2022	8

### Training Provided By

The University Partnership of  
Alabama for Continuing Education

Jacksonville State University | The University of North Alabama | Troy University





# ADVANCED CAREER TRAINING



## Medical Billing and Coding

CODE: GES1014

VOUCHER INCLUDED

HOURS: 370

FEE: \$2,995.00

### Overview

Whether you're just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

More than one million practicing physicians in the United States rely on medical billers and coders to receive payment for their services. Besides medical facilities, positions are available with health insurance companies, medical suppliers, consulting firms, and national medical coding and billing companies, so the opportunities are nearly endless!

Medical billers and coders are in high demand. This course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. You will study word parts and the structures and functions of the human body. Also presented are the disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

After successfully completing the course requirements, you should be well prepared to find your place in this rewarding healthcare career. You will receive a Certificate of Completion from the school through which you enrolled, and you will also receive a voucher for the professional certification that best aligns with your interests and career goals.

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

## CBCS Certified Medical Administrative Assistant w/Medical Billing and Coding

CODE: GES1015

VOUCHER INCLUDED

HOURS: 530

FEE: \$3,495.00

### Overview

This course will teach you how Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

This program offers valuable training in medical office management and legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance and third-party guidelines for filing insurance claims. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will learn how to code diagnoses, services, and procedures for all systems of the body.

Medical Terminology is the language of medicine. You will study word parts and the structures and functions of the human body. You will also study disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

You'll also have the option to complete the all-new Career Roadmap lesson for Medical Billing and Coding. This lesson will help you find, land, and keep a job in your new field. These job-finding and job-landing skills will serve you now and throughout the rest of your career.

Upon completing this course, you should be well prepared to find your place in this rewarding healthcare career. You will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher that covers the exam fee. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals related to medical billing and coding.

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)





## Freight Broker/Agent Training

CODE: GES703

HOURS: 180

FEE: \$1,895.00

### Overview

Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

Written by freight brokerage specialists, this freight broker course will provide you with the knowledge and resources needed to break into the shipping industry. From transportation law, contracts, and insurance, to setting up and running your own business, this is the best online freight broker training available.

### Job Opportunity and Resources

Brooke Transportation Training Solutions hosts a weekly event called Resource Friday, which includes a virtual option held one Friday a month, exclusively for their graduates. During this virtual option, all of our freight broker graduates have the opportunity to join in on a broker-agent resource day, to hear participating brokers give presentations regarding agent opportunities with their company. Brooke Transportation is the only training provider currently offering this excellent resource.

### What you will learn:

- The basics of freight brokering.
- How to use the documents and software common to the industry.
- All about transportation law, insurance, and agreements and contracts.
- How to set up and run your business, including recordkeeping, determining quotes, and negotiation and marketing techniques.



## Pharmacy Technician

CODE: GES117

HOURS: 400

**VOUCHER INCLUDED**

FEE: \$2,495.00

### Overview

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. For more information, view the "Details" section.

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 fee for this exam is also included with the program.

### What you will learn:

You will learn to function as a member of the pharmacy team by providing excellent customer service and distributing prescriptions.

- Understand the laws that govern pharmacy, whether federal or state-mandated
- Discuss the HIPAA requirements and their application to the pharmacy
- Interpret physician orders and prescriptions, and prepare and distribute medications
- Define medical and pharmaceutical terms and abbreviations
- Understand the pharmacology of medications in relation to the anatomy affected
- Perform pharmaceutical calculations
- Process insurance billing or collect payments
- Communicate successfully with patients and medical professionals



## Certified Clinical Medical Assistant (CCMA)

CODE: GES180

HOURS: 540

VOUCHER INCLUDED

FEE: \$2,495.00

### Overview

Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients.

In this course, you will learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties.

You will also learn medical terms and their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

You will be also able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam. However, please research your state's requirements by visiting your state's Medical Board site prior to enrolling to ensure this course is the right fit for you. Please note, this course does not qualify students to work as Medical Assistants in Washington state. Upon completion of the course, you will also have the opportunity to gain access to our Externship Starter Kit.

*Disclaimer: To qualify for the externship applications process, students must successfully complete the online course content and have account balances up to date (at a minimum). Going through the externship application process does not guarantee an externship. COVID may be affecting the externship process or site availability in your area. Students can begin researching the steps of the application process 2 weeks prior to completing courses.*

## Certified Phlebotomy Technician

CODE: GES1010

HOURS: 150

VOUCHER + LAB INCL.

FEE: \$2,295.00

### Overview

Phlebotomy technicians perform one of the most widely needed duties in healthcare settings - drawing blood from patients. This online course will train you to work as a phlebotomy technician and prepare you for the provisional Certified Phlebotomy Technician Specialist (CPTS) exam offered by the American Education Certification Association (AECA). After earning your provisional certification, you will have six months to complete the clinical skills requirements and convert to full certification. With full certification, you will be able to perform your duties as a phlebotomy technician in a variety of healthcare settings, including hospitals, diagnostic labs, nursing homes, dialysis centers, and more.

This course includes enrollment with an exam voucher option for either the Certified Phlebotomy Technician Certification Exam and Bloodborne Pathogen Prevention Exam, provided by the American Education Certification Association (AECA) or the Phlebotomy Technician (CPT) exam, provided by the National Healthcareer Association (NHA). The voucher is prepaid access to sit for the certifying exam upon eligibility. However, please research your state's requirements before enrollment to ensure this course is the right fit for you. This course is not suitable for students in California, Nevada, and Washington.

**Note:** This course offers enrollment with the Lab. The Lab includes the kit, training modules and requires an agreement signed and returned before the equipment is provided.

### What you will learn:

- Introduction to Phlebotomy & Infection Control
- Legal Issues in Healthcare and Introduction to Human Anatomy & Physiology
- Medical Terminology and Phlebotomy Equipment & Supplies
- Phlebotomy Procedures I & II
- Phlebotomy Fundamental Essentials



## Residential Electrician

CODE: GES789

HOURS: 144

FEE: \$2,495.00

### Overview

With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14% through the year 2024.

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.

By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice. Check with your state, county, or city for residential electrician licensing rules and whether this course's hours will be accepted towards licensing.

### What you will learn:

- ☑ Branch and feeder circuits with various types of cable and conduit
- ☑ Service of circuit breakers, lighting fixtures, receptacles, switches, paddle fans, and electric motors
- ☑ Identifying and fixing electrical problems on "service calls"
- ☑ Installation, maintenance, and troubleshooting photovoltaic renewable energy systems



## HVAC/R Technician

CODE: GES786

HOURS: 162

**VOUCHER INCLUDED**

FEE: \$2,895.00

### Overview

This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions. You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate.

You will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam. However, please research your state's requirements prior to enrollment.

### Certificate Exams

This course will provide the necessary information to pass the following entry-level certificate exams:

- ☑ HVAC Excellence ESCO Group: 17 Employment Ready Certificates
- ☑ NATE: Ready to Work Certificate
- ☑ EPA 608: Section 608 Universal Technician Certification

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam\* that includes:

- Employment Ready Certificate for Electrical
- Employment Ready Certificate for Air Conditioning
- EPA 608 Voucher

### What you will learn:

- ☑ Explain the concepts of heat transfer, BTU, temperature, heat content, sensible heat, latent heat, pressure, gas laws, and work, and describe how they apply to air conditioning and refrigeration systems
- ☑ The four basic components that make up the vapor-compression refrigeration cycle
- ☑ The four major system components and explain their functions in the refrigeration system
- ☑ Properly install an air-conditioning system and put it into operation
- ☑ Troubleshoot mechanical and electrical problems in an air-conditioning and heat pump systems



## Clinical Dental Assistant

CODE: GES121

HOURS: 240

FEE: \$1,995.00

### Overview

When you become a dental assistant, you'll enjoy a career that is not only fulfilling, but also rewarding. Caring dental assistants truly make a difference with clients, providing comfort and education. Plus, this field offers flexible hours and is expected to grow exponentially in the future. Dental assistant school is the first step you need to take, and this online Clinical Dental Assistant course will prepare you to become a productive and successful member of a dental hygienist team.

This online dental assisting course is the most comprehensive you'll find. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more.

Upon course completion—you will have the opportunity to apply for an externship, where you'll get real-life clinical assistant experience. You'll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. The exam or one or more of its components is necessary in states where registration is required for dental assistants.

**Clinical Dental Assistant Externship** - View qualifications and complete details on the registration page.

### What you will learn:

- The progression of dental disease and preventive techniques.
- Identification of teeth and their functions, as well as the anatomy of the head and neck.
- Sterilization and disinfection techniques and infection prevention.
- How to complete patient charting and take vital signs.
- How to set up trays for dental procedures.
- Processing quality radiographs.

## Certified Paralegal

CODE: GES2034

HOURS: 225

**VOUCHER INCLUDED**

FEE: \$2,495.00

### Overview

Paralegals play a vital role in the legal profession. These professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal.

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time.

### What you will learn:

- Learn the fundamentals of the U.S. legal system
- Master how to perform legal research and interviews
- Prepare yourself to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA)
- Understand the basics of litigation communication skills
- Soft skills for workplace effectiveness
- Learn necessary skills required to thrive within the legal industry



## Veterinary Assistant

CODE: GES118

HOURS: 225

FEE: \$1,995.00

### Overview

Do you love animals? Have you ever thought about a career as a veterinary assistant? This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

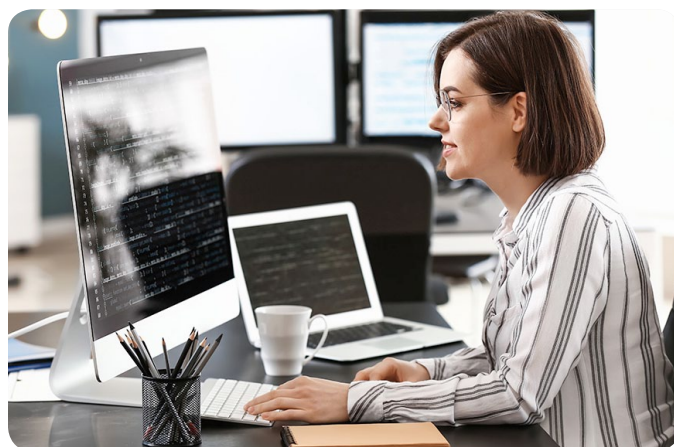
Are you looking for veterinary assistant schools near you? The course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market, in which you'll see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

*Disclaimer: To qualify for the externship applications process, students must successfully complete the online course content and have account balances up to date (at a minimum). Completing the externship application process does not guarantee an externship. COVID may be affecting the externship process or site availability in your area. Students can begin researching the steps of the application process 2 weeks prior to completing courses.*

### What you will learn:

- ☑ The anatomy and physiology of the major organ systems.
- ☑ How to handle records and communicate with clients and coworkers.
- ☑ How to restrain animals for procedures, take vital signs, and bathe them.
- ☑ All about nutrition, vaccinations, and administering medication.
- ☑ How to assist during surgery and dental procedures.
- ☑ Preparation of prescriptions and taking blood samples and radiographs.



## CompTIA Certification Training: A+, Network+, Security+

CODE: GES327

HOURS: 480

**VOUCHER INCLUDED**

FEE: \$3,995.00

### Overview

An important way you can demonstrate your knowledge and skillset to potential employers in information technology is through CompTIA certifications. The A+, Network+, and Security+ credentials are the best CompTIA certifications to have in order to jumpstart or advance your IT career. If you're interested in the often flexible and well-paid opportunities of IT and cyber security jobs, get started today with CompTIA certification training.

This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need.

Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA™ A+ Exams 220-1001 and 220-1002, CompTIA™ Network+ Exam N10-007, and CompTIA™ Security+ Exam SY0-601. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. *\*Note: Students enrolling in the course will need to sit for N10-007 by June 2022 due to the exam retirement.*

At the end of this CompTIA training, you'll also be proficient in basic cybersecurity concepts such as attack mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.

### What you will learn:

- ☑ Learn the fundamentals of IT
- ☑ Discover how to build and manage a data network
- ☑ Understand how to troubleshoot networking issues
- ☑ Learn about routing and switching, risk assessment, and data recovery
- ☑ Practice concepts that will enable you to prepare for CompTIA™ A+, Security+ and Network+ certifications



## Electrical Technician

CODE: GES773

HOURS: 120

FEE: \$1,995.00

### Overview

Electricity is quite possibly the most important source of power. Electricity powers your computer, drives the machines tools in a manufacturing shop, and lights the facilities in which people work. To maintain all this electrical equipment, electrical professionals must understand the fundamentals of electricity and the components used to generate, control, and store it. If you're looking for a stable career that is important in the everyday lives of people around you, this course could be just right for you.

The course provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician!

### What you will learn:

- Electrical Systems
- Troubleshooting
- Six Sigma, 5S, Lean, and TPM
- GD&T
- Production Floor Safety
- PLC Equipment and Communication
- Robot Maintenance and Installation

## Certified Residential Interior Designer

CODE: GES515

HOURS: 120

FEE: \$1,995.00

### Overview

If you love coming up with creative designs and interior decorating that will turn a house into a home—or add a unique touch to any space—and want to make those dreams a reality, this is the course for you. This residential interior design course is perfect for both aspiring and current designers who want to increase their education, career opportunities, and professional status in the interior design industry. Take the first step toward a fulfilling career in this creative industry today with this course.

When looking for interior design classes, you want to make sure you're getting the best education possible. This Certified Residential Interior Designer course will teach you the fundamentals and ethical practices involved in becoming a residential interior designer and provide you with invaluable insights on running your own design business and building your client base. Your interior design coursework will also include valuable documents and exercises to help you practice and develop your skills. By the end of the course, you will be able to use your design concepts in a portfolio to present to potential clients.

Upon the completion of the course curriculum, you'll be prepared to sit for the Residential Interior Designer Exam (R.I.D.E.) through the Designer Society of America (DSA). The R.I.D.E. exam is the final exam in the course and included with enrollment. Once you achieve certification, you can qualify for a free one-year DSA membership. The R.I.D.E. credential will increase your status with potential clients and make you a stronger candidate in the industry.

### What you will learn:

- What a residential interior designer does
- The major design styles and movements throughout history
- How to manipulate the basic elements involved in residential interior design projects
- The steps required to work as a residential interior designer and start your own design business
- How to create a design concept and floor plan



## HVAC/R Certified Technician

CODE: GES793

HOURS: 162

**VOUCHER INCLUDED**

FEE: \$2,895.00

### Overview

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities.

This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you.

### Certification Exams

By course completion, you will be fully prepared to sit for the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam.

Upon completion of this course, you will receive an HVAC Excellence ESCO Group Voucher Package that includes:

- Principals of Electrical and Refrigeration (Core)\* exam voucher
- Professional Technician exam voucher (Residential Air Conditioning recommended)
- EPA 608 exam voucher

\*To sit for the HVAC Excellence Core exam, you must provide two years of documented work experience. Exam proctor fees may apply.

Additionally, this course aligns with the following Professional Technician specialty areas (*vouchers are not included for the below exams*):

- Principals of Electrical and Refrigeration Theory
- Residential Air Conditioning
- Gas Heat
- Electric Heat
- Heat Pump Installer
- Heat Pump Service
- Light commercial Air Conditioning
- Light commercial Refrigeration



## Optician Certification Training

CODE: GES126

HOURS: 150

FEE: \$1,895.00

### Overview

No matter which area of opticianry you choose, you'll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population.

For instance, the incidence of myopia (nearsightedness) is growing rapidly. In fact, experts estimate that nearsightedness will increase by 50% over the next decade. It may be because we spend more time doing close work and less time outside. Other eye problems, such as presbyopia (the poor near vision that develops as we age), are also increasing as our population gets older.

In this course, you can gain the skills and knowledge you need to obtain an entry-level job as an optician in the states that recognize this certification. In addition, you'll prepare to take the Basic American Board of Opticianry (ABO) exams, which includes the NOCE (National Opticianry Competency Exam) and the CLRE (Contact Lens Registry Exam), which is required by many states to work as an optician or as a stepping-stone to career advancement.

*After successfully completing this course, you will possess the knowledge required to pass the American Board of Opticianry (ABO), National Opticianry Certification Exam (NOCE) exam, or Contact Lens Registry Exam (CLRE). However, we recommend researching your state's requirements prior to pursuing a career as an optician.*

### What you will learn:

- Learn how to understand and assign prescriptions to customers
- Develop an understanding of the human eye and how it functions
- Understand the different corrective eye care solutions available for patients
- Learn how various prisms and lenses work
- Prepare yourself to take the American Board of Opticianry (ABO) exam



## Human Resources Professional

CODE: GES419

HOURS: 120

FEE: \$1,795.00

### Overview

This program will prepare you to take the Professional in Human Resources (PHR) certification exam, with HRCI (Human Resource Certification Institute) as the certifying body. We will also cover much of the information you will find on the (SHRM Certified Professional certification) SHRM-CP exam as well as the new certification (Associate Professional Human Resources) aPHR exam offered by HRCI.

In order to qualify for the PHR Certification, you must meet the following eligibility requirements: have at least one year experience in a professional-level HR position with a Master's degree, or; have at least two years of experience in a professional-level HR position with a Bachelor's degree, or; have at least four years of experience in a professional-level HR position with a high school diploma.

### What you will learn:

- Comprehensive knowledge needed to sit for the PHR Certification Exam
- A broad overview of human resources practices
- Skills for handling recruitment, performance appraisals, and training processes
- Strategic decision making for compensation and job evaluation
- Foundational knowledge of U.S. laws and regulations regarding employment practices
- OSHA rules governing employee health and safety
- Strategies for implementing retention initiatives

## Certified Professional Life Coach

CODE: GES2023

HOURS: 40

**EXAM INCLUDED**

FEE: \$1,795.00

### Overview

The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federations (ICF). The ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals. You will learn ICF-recognized protocols and use these to build your own distinctive coaching style.

This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC Code of Ethics, ICF Core Competencies, and other recognized coaching concepts. Upon completion of the course's final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business.

### What you will learn:

- To guide people through a dynamic coaching process from start to finish.
- To set the foundation for coaching relationships using a formal coaching agreement.
- To apply the application of ethical practices and standards to your business.
- To develop your own personal coaching presence, style, and communication system.
- To help your clients clarify their purpose, goals, plans, and actions.
- it your style.
- To develop an Envisioning Possibilities statement for your practice client
- To develop a comprehensive business plan

For information on **Financial Assistance**  
and **Externship Programs**,  
visit our **Virtual Career Center**  
[careertraining.ed2go.com/jsu](http://careertraining.ed2go.com/jsu)





## Certified Clinical Medical Assistant (CCMA) + Cert. Electronic Records Specialist (CEHS)

CODE: GES182

VOUCHER INCLUDED

HOURS: 674

FEE: \$3,995.00

### Overview

This comprehensive National Healthcareer Association (NHA)-certified course bundle will train you for one of today's fastest growing careers. Upon completion, you will be eligible to sit for the NHA's CEHS and CCMA certification exams.

In the first course, you will learn how medical law, ethics, and HIPAA rules factor into a clinical medical assistant's work. In addition, you will be trained to use scheduling systems, facilitate patient check-in and check-out, assess medical record, administer injections, and more. You will also study body systems and their main functions, so you can assist with patient exams.

The second part of the bundle will train you in electronic health record (EHR) systems. You will learn how staff members and patients interact with EHR systems, what benefits these systems provide, and the steps to implementing an electronic health record system. This course offers enrollment with vouchers. The voucher is prepaid access to sit for the certifying exam upon eligibility.

You will be also able to take the CEHS and Certified Clinical Medical Assistant (CCMA) national certification exams offered by National Healthcareer Association (NHA). This course includes vouchers which covers the fee of the exams. However, please research your state's requirements by visiting your state's Medical Board site prior to enrolling to ensure this course is the right fit for you. Please note, this course does not qualify students to work as Medical Assistants in Washington state. Upon completion of the course, you will also have the opportunity to gain access to our Externship Starter Kit.

### What you will learn:

- ☑ Specializes skills needed to contribute to a healthcare team in an ambulatory setting
- ☑ Ethical behavior, therapeutic communication, patient privacy laws, medical terminology, and clinical procedures
- ☑ A broad overview of the electronic health records (EHR) systems
- ☑ Hands-on experience using real EHR software



## Certified Medical Administrative Assistant (CMAA)

CODE: GES147

VOUCHER INCLUDED

HOURS: 160

FEE: \$1,495.00

### Overview

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient.

Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims.

Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program.

This program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program

### What you will learn:

- ☑ Learn what is required to succeed as a Medical Administrative Assistant
- ☑ Master multitasking as it relates to scheduling appointments, processing insurance requests, maintaining records and corresponding with patients
- ☑ Learn best financial practices for a medical center
- ☑ Master the fundamentals of medical terminology and ethical best practices
- ☑ Understand the basics of working with medical documents, medical billing, and coding processes

### Beginning Ballroom Dancing - Smooth Styles

Single: \$69

Come with a partner and let Ken and Jenny Howell teach you the smooth moves of ballroom dancing. In Ballroom Smooth Styles, you will glide through the classic dance styles of the Waltz, Foxtrot and the Tango. You will be a star on the dance floor at that wedding, reunion, or next event on your schedule. Your feet won't know they had it in them and your friends will be in awe.

Please Note: Fee must be paid before the first class. Couples must register as two individuals.

CODE	SESSIONS	STARTS	MEETS	LOCATION
22SPCDANCE01	6	2/7/2022	Mondays : 7:00 PM - 8:30 PM	Auto Custom Carpets Studio



INSTRUCTOR

Ken & Jenny Howell

### Beginning Ballroom Dancing - Rhythm Styles

Single: \$69

Don't stop at Ballroom Dancing Smooth Styles; the party has just begun. It's time to shake things up a bit, put some rhythm in your step, and show off! Ballroom Rhythm Styles brings the fast-paced and exotic styles of Swing, the Cha-Cha, and Rumba. Ken and Jenny Howell will teach you the principles and proper technique to control, pivot, and move every part of your body for these dances. You thought you were a star after Ballroom I, but now everyone will envy your dance skills.

Please Note: Fee must be paid before the first class. Couples must register as two individuals.

CODE	SESSIONS	STARTS	MEETS	LOCATION
21FACDANCE02	6	03/21/22	Mondays : 7:00 PM - 8:30 PM	Auto Custom Carpets Studio



INSTRUCTOR

Ken & Jenny Howell

### Drawing for the Absolute Beginner

\$105

If you've always been interested in drawing but don't really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be! You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
drw	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Chad Walker



INSTRUCTOR

Chad Walker

### Mastering Public Speaking

\$120

You can become an effective public speaker! In this course, you will discover how to talk confidently and persuasively to both large audiences and small groups. You will also learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. You'll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!

CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
mps	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Curt Simmons, B.A., M.Ed



INSTRUCTOR

Curt Simmons, B.A., M.Ed

### Introduction to Screenwriting

\$120

There's never been a better time to start a career as a screenwriter. With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there is an ever-increasing demand for great scripts—and for people who can write them. This course will teach you everything you need to know to write a script that sells. Learn the fundamentals of stories—why audiences need them and what kinds of stories work time after time. Discover how to create characters audiences connect with and how to write dialogue that will bring them to life. In addition, you'll get an inside look into the business of selling your script and building your career as a writer. When you finish the course, you'll be ready to start writing your own script!

CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
isw	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	William Rabkin



INSTRUCTOR

William Rabkin

## Discover Digital Photography

\$105

Discover Digital Photography is designed for the novice photographer with no previous experience with digital cameras. This course will teach you all about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. If you have old slides, negatives, or prints, this course will also teach you how to scan those "old school" photo assets. After completing the course, you will understand how the process of composing photos has changed with the evolving capabilities of digital photography.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
dph	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Beverly Richards Schulz

## Secrets of Better Photography

\$105

Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing. Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer's eye and your photos.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
eph	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Beverly Richards Schulz

## Mastering Your Digital SLR Camera

\$105

Take control of your digital SLR camera and learn to take beautiful photos. You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, you will learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You will find out how to use these features to get the right exposure for every shot. Then turn your attention to flash photography, managing camera controls, photo files, and even working in manual mode. By the end of this course, you will be a DSLR master and will be able to take the photos you've always dreamed of.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
slr	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Curt Simmons, B.A., M.Ed

## Personal Finance

\$120

Do you have clear financial goals? Are you confident you will be able to retire someday? How can be sure you are making the right investments? Do you know how to change your credit report to reduce your expenses and increase your financial security? This course will prepare you for a lifetime of personal financial planning. The tools you will learn are easy to work into your regular routine and will help you gain control over your financial choices. You will learn to create a budget, borrow and invest wisely, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes. You will learn the essentials of household bookkeeping, recordkeeping requirements, and much more.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
pfn	6-Weeks	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Matt Crabtree, CFP®

## Stock Trading Suite

\$312.50

If you want to learn how to make money in the stock market wisely, this series will give you the tools you need for successful investments. Learn the fundamentals of investing by learning the ins and outs of the stock market, 401K plans, retirement planning, and personal financial goals. Once you've mastered the basics, you'll move on to techniques for valuing stocks, including how to read financial statements and conduct economic research and how to buy, sell, and profit with tools used by professional investors. Complete this 3-course series and learn to leverage your investment dollars in any type of market.



CODE	DURATION	NEW CLASSES START	LOCATION	INSTRUCTOR
B8564	72-Hrs	1/12/2022   2/09/2022   3/16/2022   4/13/2022	ONLINE	Matt Crabtree, CFP®

# Online@JSU

Today's college degree not only represents a substantial commitment of time and effort but also requires a significant financial investment. The quality and value of our online programs. Aside from delivery methods, there is no distinction between an online and a traditional degree and supportive faculty and accredited by the same regional and national agencies. If you're considering an online degree, we encourage you to compare ours with others offer in terms of value, convenience, and quality, and then determine if an online degree from JSU is the right fit for you.

## Applied Engineering

Master of Science in Manufacturing Systems Technology

## Business

Bachelor of Science in Management

Bachelor of Science in Marketing

Master of Business Administration

## Computer Science

Master of Science in Computer Systems/Software Design with a Concentration in Information Security/Assurance

Master of Science in Computer Systems and Software Design with a General Concentration

## Criminal Justice

Bachelor of Science in Criminal Justice

Master of Science in Criminal Justice

## Education

Educational Specialist Degree with a Concentration in Physical Education (Ed.S.)

Educational Specialist: Clinical Mental Health Counseling

Educational Specialist in Instructional Leadership

Educational Specialist in Library Media (P-12)

Educational Specialist in School Counseling

Educational Specialist in Teacher Leader

Master of Science in Education in Collaborative K-6; 6-12, Special Education

Master of Science in Education in Early Childhood Education (P-3)

Master of Science in Education in Early Childhood Special Education (P-3)

Master of Science in Education in Elementary Education (K-6)

Master of Science in Education in English Language Arts (6-12).

Master of Science in Education in General Social Studies (6-12).

Master of Science in Education in History (6-12)

Master of Science in Education in Instructional Leadership

Master of Science in Education in Library Media

Master of Science in Education in Physical Education with a Concentration in Human Performance

Master of Science in Education in Physical Education with a Concentration in Nutrition

Master of Science in Education in Physical Education with a Concentration in Teacher Education

Master of Science in Education in Reading Specialist (P-12)

Master of Science in Instructional Technology

Masters Certification in Instructional Leadership

## Emergency Management

Bachelor of Science in Emergency Management

Bachelor of Science in Emergency Management with a minor in Homeland Security

Bachelor of Science in Emergency Management with a minor in Public Safety Telecommunications

Graduate Certificate in Emergency Management

Master of Science in Emergency Management

Doctor of Science in Emergency Management





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u to check out our programs below, carefully compare them to what

## **English**

Teaching College Literature Graduate (Certificate and Microcredential)  
Teaching College Writing Graduate (Certificate and Microcredential)  
Master of Arts in English

## **Family and Consumer Sciences**

Bachelor of Science in Family & Consumer Sciences with a Concentration in Child Development  
Bachelor of Science in Family & Consumer Sciences with a Concentration in Human Sciences

## **History**

Master of Arts in History

## **Interdisciplinary Studies**

Bachelor of Arts in Integrated Studies  
Master of Arts in Integrated Studies

## **Kinesiology**

Master of Science in Sport Management

## **Nursing**

RN to BSN STEP Program in Nursing  
Graduate Certificate in Nursing Education  
Graduate Certificate in Emergency Preparedness Nursing Coordinator  
Master of Science in Nursing in Population Health  
Master of Science in Nursing - Population Health with a Concentration in Emergency Management  
Master of Science in Nursing - Population Health with a Concentration in Nursing Education  
BSN to Doctor of Nursing Practice (DNP) Nurse Practitioner Tracks  
Post-Master's Doctor of Nursing Practice (DNP)

## **Public Administration**

Master of Public Administration with a Concentration in Administrative Management  
Master of Public Administration with a Concentration in Criminal Justice  
Master of Public Administration with a Concentration in Education  
Master of Public Administration with a Concentration in Emergency Management

## **Respiratory Therapy**

RRT-BS Program

## **Sociology**

Bachelor of Arts or Bachelor of Science in Sociology

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## HOW TO REGISTER



**ONLINE:** Register anytime at [jsu.edu/ceo](http://jsu.edu/ceo)  
If registering for someone other than yourself, make sure to enter enrollee's name on the enrollment card. Once completed, you will receive enrollment confirmation by email.

**PHONE:** (256) 782-5918 or (800) 634-7199.  
We'll even complete your registration form for you!

**E-MAIL:** [ConEd.Help@jsu.edu](mailto:ConEd.Help@jsu.edu)  
Do NOT email your credit card information. Please include a phone number and we will contact you for payment.

**FAX:** (256) 782-5983

**MAIL:** Office of Continuing Education and Outreach  
JSU McClellan Center, 100 Gamecock Dr, Anniston, AL 36205

**WALK-IN:** 8:00 - 4:30, M-F. Follow directions on the adjacent page or call: (256) 782-5918.



Completed Registration Form required (*adjacent page*). You can also download a copy on our website, or contact us to receive a form by fax or email.

Pre-registration for all classes is required with payment made at the time of registration for individual enrollments.

Businesses and other organizations are invited to contact us to set up an account. A purchase order will be required at time of enrollment.

### BOOKS AND SUPPLIES

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

### CAMPUS POLICE

The University Police Department has a security officer in the building from 6:00 am – 10:00 pm. Reach JSU campus police at 256-782-5050. For emergencies at the McClellan campus, dial 911.

### CHILDREN

Children under sixteen are not allowed in adult classes without permission from the Director.

### CLASSROOM ASSIGNMENTS

Room assignments will be included in your confirmation letter. If time permits, you will be notified by our office of any classroom changes. If you have questions about the location of your class, contact us at 256-782-5918.

### PARKING POLICY

Parking at the McClellan campus is available in the lower parking lot across from the baseball field for students attending class during the day. Participants may park in the upper parking lot for evening classes. PLEASE NOTE: The front entrance will be locked at 4:30 pm. Students parking in the upper parking lot must enter the side door marked JSU Classroom Entrance.

### WEATHER

In the case of inclement weather, classes may be postponed. Snow, ice or power failure may force building and campus closing. Anytime Jacksonville State University is closed, the Office of Continuing Education and Outreach is also closed. Courses that meet outdoors may be affected by rain. If you have any doubt, listen to radio and television announcements or call the University Police Department at: 256-782-5050.

## POLICIES



### COURSE LOCATIONS

Most Continuing Education programs will be at the JSU McClellan Center, 100 Gamecock Drive, Anniston, Alabama. Other courses have different locations as shown. We reserve the right to change the instructor, time, date and room to better facilitate the program.

### DISABILITY ASSISTANCE

We are here to accommodate your needs. Please call 256-782-5918 at least one month in advance to guarantee that your educational experience is the best it can be.

### NON-CREDIT COURSE POLICIES

Payment is due at the time of registration. For company-sponsored individuals, registration(s) will be confirmed when the authorization to bill the sponsoring company has been received by our office. You will receive confirmation, by email, after we receive your registration. Please read confirmation carefully for updated information.

### COURSE CANCELLATIONS

Non-credit courses are subject to cancellation if there is insufficient enrollment. We apologize for any inconvenience caused by a cancellation. In the event of cancellation, the registrant will have the option of applying all fees paid to another course or receiving a full refund.

### ATTENDANCE POLICY

Failure to attend a non-credit course does not constitute withdrawal. Withdrawal requires that registrant contact us directly at least three working days prior to the course's beginning date at which time a complete refund will be made. Refunds will not be made after this time, however, enrollee substitution may be made at any time.

### MISPRINTS

The Office of Continuing Education and Outreach assumes no liability for errors, omissions or misprints (typos) with regard to courses, fees, dates, or other information contained herein. We apologize for any inconvenience in this matter.

### TAX DEDUCTION

Treasury regulations may permit an income tax deduction for educational and training exercises (registration fees, travel, meals, and lodging) taken to maintain and improve professional skills.

### COURSE TIMES

Course times listed in this catalog are CST/CDT. (*Central Standard Time or Central Daylight Time accordingly.*)



## DIRECTIONS

### Via AL 21: (Anniston/Jacksonville)

From the intersection of Hwy 21 (McClellan Blvd – Anniston Middle School) and Summerall Gate Rd (Lowe’s), turn on Summerall Gate Rd. - 1.8 mi

Continue past Rucker St on the right - next turn to the right will be the JSU parking lot.

### Via US 431: (Gadsden)

Travel US 431 South.

After crossing over Hwy 21 (McClellan Blvd) continue on US 431 South / Anniston Eastern Bypass approximately one mile.

After passing mile marker 232, turn left toward McClellan.

Turn right at the stop sign onto Summerall Gate Road.

Continue past Rucker St on the right - next turn to the right will be the JSU parking lot.

### Via I-20: (Atlanta/Birmingham)

Take I-20 Exit 188 (Anniston McClellan) onto Leon Smith Pkwy. Head north to Golden Springs Rd / Anniston Eastern Bypass. (431N)

Travel north (6.8 mi) and exit right on the (2<sup>ND</sup>) McClellan exit, just past mile marker 231.

Turn right at the stop sign onto Summerall Gate Road.

Continue past Rucker St on the right - next turn to the right will be the JSU parking lot.

*See Parking Policy on Page 48.*

## CONTACT INFORMATION

Andy Green, Director  
 Kelly Beegle, Program Associate  
 Jessica Burgess, Admin. Assistant  
 John Abbott, Marketing Specialist

Phone: (256) 782-5918  
 Toll Free: (800) 634-7199  
 Fax: (256) 782-5983  
 Email: [ConEd.Help@jsu.edu](mailto:ConEd.Help@jsu.edu)

8:00 am - 4:30 pm M-F  
*(closed 12:00 - 1:00 daily)*

# JACKSONVILLE STATE UNIVERSITY

OFFICE OF CONTINUING EDUCATION AND OUTREACH

JSU McClellan Center

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Jacksonville State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, educational specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jacksonville State University.

JSU does not discriminate on the basis of sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. Questions regarding Title IX and the implementing regulations should be referred to JSU's Title IX Coordinator, to the Assistant Secretary of Education for Civil Rights, or to both. For more information about the Title IX grievance procedure, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how JSU will respond to such complaints, please visit our Title IX website at [www.jsu.edu/titleix](http://www.jsu.edu/titleix) or contact our Title IX Coordinator: Jennifer Argo, Title IX Coordinator, Angle Hall, Suite 301-A, (256) 782-5769, [jlargo@jsu.edu](mailto:jlargo@jsu.edu) or [titleix@jsu.edu](mailto:titleix@jsu.edu)

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