

FALL 2009

UNIVERSITY OF SOUTH ALABAMA



Professional Training and Development

2001 Old Bay Front Drive • Mobile, Alabama 36615

(251) 431-6536 / Fax (251) 431-6408

Oct. 2009 - Mar. 2010 Computer Training

AutoCAD 2009 Fundamentals

Design, visualize and document your ideas with AutoCAD® 2009!

This introductory course provides a step-by-step method to learning AutoCAD. Students will begin by learning basic tools to create and edit drawings. AutoCAD is packed with 2D and 3D CAD functionality to help you shape, expand, and visualize. Increase your job potential by learning AutoCAD today.

Adobe InDesign CS3

Explore the creative possibilities for your visual communication pieces with Adobe InDesign CS3. With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS3 lets you work faster with Adobe Photoshop, Illustrator, Acrobat, InCopy, and Dreamweaver software.

InDesign Basic - Thurs., Jan. 7

#10ICW700AG

InDesign Advance - Mon., Mar. 15

#10ICW699AG

Each class meets from 8:30 a.m. to 5 p.m., each class \$229

See pg 4 for more computer classes and class schedule.



New and Improved Applications of Modern Shipbuilding Design Coming Soon

Embark on a new career into the innovative field of 3-D shipbuilding design. Designed by national members of the shipbuilding industry, this program will walk students through an introduction to the industry and courses in Design for Production, Piping, HVAC, Structural and Electrical. Dates for winter 2010 session coming soon. Be one of the first to receive this information. Call our office at 431-6536 to be added to mail list.

Send more and save! Save 10% off each registration when you send 3 or more employees to a single course.

Need Online Training Options for Your Employees?

The USA Center for Continuing Education is always expanding it's online course offerings to meet the ever-changing needs of our students. Currently, we have partnered with Gatlin Education Services, JER Online and Ed2Go to provide over 500 courses in areas of professional development and personal enrichment at prices for any budget.

See all our current online offerings at www.usacontinuinged.com/onlinelearning.html

Make the USA Center for Continuing Education THE training source for you and your employees!

Our courses are designed for the training needs of local business and industry. We offer affordable options to keep you and your employees apprised of the latest training for professional development. With instruction by leading researchers within the University of South Alabama, as well as nationally known presenters, the open enrollment courses in this issue are sure to re-energize your employees this fall.

If you are interested in offering training to your employees at your location, please contact us to see our full offerings available or to discuss the development of training tailored specifically to your needs.

Contact:
Shelley Stephens
(251) 431-6536
sastephens@usouthal.edu



The Meeting Compass

Brian Cain

Drive out waste and increase output by applying Operating Excellence & Lean Principles to your meetings. With a fresh take on planning, conducting, and monitoring meetings, you can gain instant visibility, accountability, and increase current knowledge management. Reduce time spent planning, conducting and following up on meeting tasks and decisions.

Designed for Managers, Directors, Business Owners, & Executives - Learn how you can take this tool back to your organization for a comprehensive deployment.

Leave the session knowing that you can apply the tools & techniques the same day with your next meeting already planned.

Brian Cain is the president of The KMW Group, LLC and specializes in supply chain and inventory management consulting services. His previous corporate experience led to his insightful approach to managing meetings.

Thursday, October 8
8:30 a.m. - 12:30 p.m., \$99
.4 CEUs, #09FMG020

Accelerating Your Success with Emotional Intelligence

Ernest Gwinn, III
Certified Life Coach

Emotional Intelligence (or EI) is defined as your awareness of your own emotions and those of others in the moment and the ability to use that information to manage yourself and relationships with others. EI consists of 24 components that you can use to attain success in your job, within your company and in your personal life. Through a historical review and a business case study you will identify 13 of the essential competencies possessed by well-known leaders. You'll also gain insight into what leading medical and scientific research is saying on emotional intelligence. Your seminar will begin with a business case for emotional intelligence and move to self-awareness and emotional control. Then you will explore how emotional intelligence affects your service and social awareness. Finally, you see how you can be a catalyst for change by successfully harnessing the potential of your emotional intelligence. Gain firsthand knowledge of this emerging area of communication.

Friday, October 2
9 a.m. - 4 p.m., \$119
0.6 CEU, #09FMG050

Creating Synergy with Hispanic Employees: Superior Supervisory Skills

Jeanne McPherson, Ph.D.

America's demographics are changing dramatically, with corresponding changes in the American workplace. By the year 2050, for example, Hispanics will number 96 million people, comprising 24 percent of the U.S. population (Carlos Conejo, Recruiting and Retaining Multicultural Employees, 2004). Traditional supervisory skills programs increasingly fail to meet the changing operational demands of a multi-cultural workforce, in particular, the growing Hispanic workforce. This seminar goes beyond diversity training to application-drawing on such areas of research as organizational culture and change, multicultural communication, management and supervision, and worker motivation. Participants will practice skills in the context of their own work challenges.

Who should take this seminar?

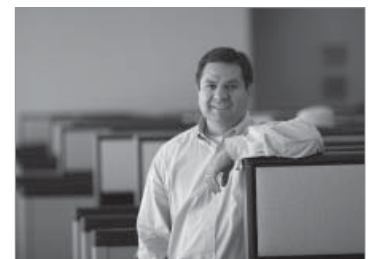
Individuals who supervise multicultural workers, particularly Hispanic workers; managers of multicultural supervisors; and individuals desiring to expand their multicultural supervisory skills.

Topics covered include:

- Dominant management strategies and why they can be ineffective in today's workplace
- Nuances between Anglo and Hispanic cultures that can cause misunderstanding/tensions
- Specific communication tools that help address the cultural gap
- Supervisory leadership in the changing American workplace
- Choices for motivating workers (it's not a "one size fits all")
- Performance management, including coaching Hispanic employees
- Not just ideals, but skills adapted to specific work situations

Jeanne McPherson, a former faculty member in the USA Communication Department, specializes in organizational communication. Her list of clients served include IBM, Owens Corning Fiberglass Technical Center, U.S. Department of Defense, and Xerox Publishing Group.

Tuesday and Wednesday,
October 13 -14, 9 a.m. - 4 p.m.
2 sessions, 1.2 CEU, \$299
#09FMG030



Getting Organized for Success: How to Manage Multiple Projects, Deadlines... Even People

Ron Jones

There are 10 golden rules for time management. Do you know what they are? If not, you need to be in this seminar! Things we label as "little" add up and can take us out of control of our day. Success and reduced stress come from knowing how to stay in control of the little things, identifying productivity killers, and better planning.

Every office has "that person" who is always on the ball and in control. How do they do it? Of course they won't tell you how they do it - that would weaken their competitive advantage. The interactive activities of this workshop will lead you through a self-reflection of what inhibits your success. And you'll leave with tried and true techniques that will have you juggling projects, deadlines and staff with minimal stress.

Ron Jones has over 10 years experience in customized training for Fortune 500 companies and healthcare facilities. He couples real-world experience, thought provoking techniques and humor to deliver high quality educational experiences.

Friday, October 23

9 a.m. - 4 p.m., 0.6 CEU

\$149, #09FMG060

Conflict and Stress Management for Women

Ron Jones

Dolly Parton once said, "I credit my success to two things, lookin' like a woman should, and thinkin' like a man." Throughout history many successful women have figured out a way to navigate through historically male-dominated environments while leaving a footprint for other women to follow to success.

Whether we want to admit or not, there are different styles of communication that occur between genders in the workplace. Just as women experience challenges and barriers in this environment, men also experience these from a different perspective. Because of our

gender differences, conflict between the two naturally occurs and understanding, not only the negative effects of conflict, but how to use it for positive outcomes is the key to managing your stress level in the workplace. At the end of this day, you'll be empowered with a new style of dealing with and responding to conflicts in workplace.

Topics will range from asking for assistance from your boss, avoiding micromanaging, to giving negative performance reviews. You'll also discover how humor can help make your day easier and reduce your stress!

Friday, November 13

9 a.m. - 4 p.m.

.6 CEU, \$149

#09FMG035



- Professional Engineers - Looking for PDHs

Maximizing Resources Effectively thru Digital Prototyping

Jon Selzer

In today's economy, engineers and designers can't afford to waste their and their client's time on designs that are inefficient. By using a CAD and digital prototyping approach, you can add valuable time and resources to your firm or company's bottom line. Companies using this approach have seen how they can not only improve the efficiency of employees but processes as well.

Engineers, engineering managers, IT managers and presidents alike will benefit from an increased awareness of the tools and benefits available through the use of digital prototyping and how it translates to a positive addition to your bottom line.

This workshop qualifies for 4.0 PDH units. Lunch provided at the end of the workshop.

Friday, October 16

8:30 a.m. - 12:30 p.m.

4.0 PDH/0.4 CEU

#09FMG025

Engineers - get added to our mail list for our upcoming 2010 PDH Series of seminars!

Supervisory Management Skills:

Supervisory Leadership Training for Supervisors and Managers

University of South Alabama
Mitchell College of Business
Management Faculty

- *Learn techniques to manage conflict in the workplace*
- *Develop your communicating and listening skills*
- *Understand legal issues affecting today's supervisors*

This Supervisory Management Skills course takes participants through seven areas of supervising and Management skills that will lead to more self-confidence in decisions made and in addressing employees in a number of situations. In addition, participants will discover how organizational citizenship behaviors (OCBs) affect productivity and management decisions; and how armed with the right skills supervisors and managers can use OCBs positively.

In this four-day seminar, supervisors have the opportunity to upgrade managerial skills critical to effective job performance. The payoff is a supervisor who understands the nature of management and has the skills to cope with the many challenges of supervision.



Increase your supervisory and management skills with expert instruction in these areas:

- The Supervisor as a Leader
- Effective Communication
- Empowering and Motivating Employees
- Coaching, Counseling and Appraising Employees
- Legal Aspects of Supervisory Management
- Effective Discipline
- Building and Maintaining an Effective Work Team

This workshop emphasizes "learning by doing" and includes a balance of lecture and discussion, group work with other participants, case studies and role plays. It is designed to maximize the "experience of idea-sharing" between participants.

Monday- Thursday
October 19-22
Mon. - Wed., 8 a.m. - 5 p.m.
Thurs., 8 a.m. - 12 p.m.
\$1,095, #09FMG205AG

**Register Early!
Only A Few
Spaces Left!**

Effective English Pronunciation through Speech Coaching

Mischa Woods

Pronunciation of English is the hardest part of learning the language for many international students and business professionals. Pronunciation errors in English can lead to embarrassing moments, and costly business mistakes. The key to success is using the muscles of the lips, tongue, cheeks and jaw to create the correct sounds.

Now you can get the same expert training in a fun, relaxed, group setting as you learn how to move your speech muscles to achieve an American accent. This program is based on scientifically tested methods of learning. Once the techniques work on a set of key words, your brain automatically uses them. So if you are ready to speak English with confidence, and be known for your ideas instead of your accent, this class is for you!

September 14 - October 14
Mondays and Wednesdays
from 6:00 - 7:30 PM
1.8 CEU, \$189

Mischa Woods has a Bachelor's degree in Speech and Hearing Science, and a Master's Degree in Speech Language Pathology. She has provided speech therapy to every age from toddlers to seniors, in schools, hospitals, and private homes or businesses. Mischa has also worked with international business executives in accent reduction and English pronunciation.

Accent Reduction and American Culture:

Personalized Coaching for International Executives

For international executives transferred to the gulf coast, learning to navigate the language and culture can be intimidating. With the help of a speech coach and culture liaison, you will learn how to speak in groups for both business and personal settings, make business presentations, and how to handle both American and southern cultural traditions.

This course can be tailored to your specific needs including learning outcomes and time commitment.

For more information on this course, please call us at
431-6536



Essentials of Project Management

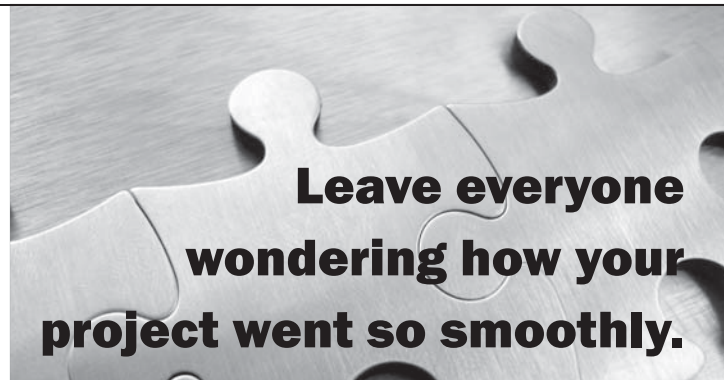
Real-world project management training you can use the next day.

In partnership with Boundless Flight, Inc., the University of South Alabama Center for Continuing Education and Conference Services is pleased to announce a two-day seminar to help you learn to manage projects using Microsoft Project 2007.

Project time lines have long been associated with manufacturing or industrial environments. However, today more than ever, the project management approach is being utilized by diverse organizations. From attorneys, to non profits, to healthcare and information technology environments, many people can benefit from a linear approach to project management combined with power of Microsoft Project.

Whether you are collaborating with individuals, departments or outside organizations, Microsoft Project gives you the power to effectively communicate the tasks of your project and assign action items to move toward successful project completion. You will learn how to define tasks within projects, assign resources, distinguish between critical and non-critical tasks, and much more.

This class is designed to help beginners and experienced users simultaneously through interaction and flexibility.



Instead of being overwhelmed with the level of detail your project involves, keep your project on track with the an understanding of project management essentials and a clear, concise road map developed with Microsoft Project.

The seminar is suitable as an introduction to project management as well as an update and refresher for those already managing projects with Microsoft Project.

Who should attend?
Anyone managing complex or multiple projects in professional services, manufacturing or industrial environments.

What will be covered?

- Resource Utilization
- Resource Capacity
- Estimating, Scheduling and Budgeting Tasks
- Configuration Options
- Starting a Project

Expert instruction by a certified Microsoft Trainer...

Boundless Flight has taught Microsoft Project skills to students from companies large and small, including Energizer, Rockwell Automation, General Electric Health Care, Cleveland Federal Reserve Bank, MCPc, Goodyear, New Products Innovation, and others.

Typical student comments are "The class was designed very well to simultaneously help beginners and experienced professionals"; "Enjoyed the class interaction and instructor flexibility"; "We discussed real-life projects and compared their objectives."

When:

Two sessions scheduled -

February 9-10
(10ICW585AG)

February 11-12
(10ICW585BG)

Both seminars will cover the same technical material and fundamentals of project management with hands-on use of Microsoft Project 2007.

Fee: \$995 for each session with a 10% discount for three or more people from the same organization. Substitutions can be made at any time before the seminar starts. A refund requires cancellation notification in writing at least 10 days in advance.

Each session is restricted to 15 students, so register early to reserve your seat in this powerful, interactive training.



Boundless Flight (www.boundless-flight.com), a software development/enterprise-level integration and consulting firm specializing in providing cost-effective solutions to clients, is a leader in Microsoft Project training, hosting and consulting. As a Microsoft Partner with Microsoft-certified trainers, Boundless Flight is uniquely positioned to offer quality, effective training.

Get connected to today's technology with USA's computer training!

Whether you're working in Microsoft Office 2003 or 2007, there's a class for your need!

With computer application training with USA, you'll gain the efficiency and knowledge to be an asset to yourself AND your employer!

All computer application courses meet from 8:30 a.m. to 5 p.m., with the exception of AutoCAD which meets 6-8 p.m., at the USA Brookley Campus in Building 2002, room 23. *Pre-registration is required.*

Registration fees for computer classes are as follows:

Microsoft Office 2003/2007
Includes: Word, Excel, Access, PowerPoint, Outlook, Publisher and Introduction to Computers, and XHTML/HTML

\$139 (includes text & FastCard®)

\$119 (in-class use of text & FastCard®)

Adobe Classes

Includes: Acrobat, InDesign, and Dreamweaver

\$229 (includes text & FastCard®)

\$219 (in-class use of text & FastCard®)

Easy to register:

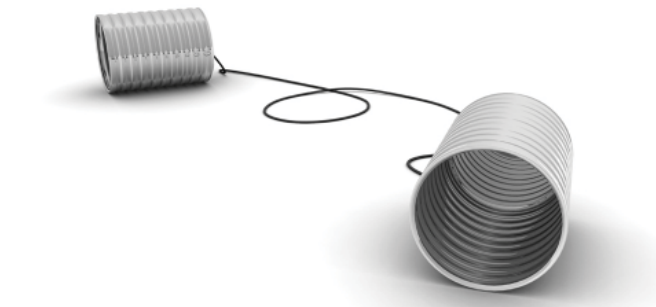
1. Call 431-6536

2. Fax 431-6408

3. Online at

www.usacontinuinged.com

See registration form for important refund and cancelation information.



Computer & Internet Fundamentals

Topics covered include:

- Parts, function of computer
- Maneuvering mouse, screen
- Access, search internet
- Sending emails

Word 2003/2007 Basic

Topics covered include:

- Creating, saving, editing
- Previewing and printing
- Tables
- Document formatting

Word 2003/2007 Intermediate

Topics covered include:

- Sections and columns
- Advanced table features
- Graphics, objects, clipart
- Templates

Word 2003/2007 Advanced

Topics covered include:

- Form letters
- Creating, protecting forms
- Macros
- XML features in Word

Outlook 2003/2007 Basic

Topics covered include:

- Manage, organize emails
- Address books
- Events, meeting invitations
- NetMeeting
- Folders

PowerPoint 2003/2007 Basic

Topics covered include:

- Creating, saving, editing presentations
- Text and text objects
- Graphics, clip art
- Slide show settings

Excel 2003 Basic

Topics covered include:

- Spreadsheet terminology
- Creating, editing formulas
- Absolute references
- Formatting worksheets, data
- Creating, editing charts

Excel 2003 Intermediate

Topics covered include:

- Working in large worksheets
- Using multiple worksheets
- Advanced formatting
- Creating, managing templates

Excel 2003 Advanced

Topics covered include:

- Advanced formulas
- Data forms
- PivotTables and PivotCharts
- Creating, managing templates

Excel 2007 Basic

Topics covered include:

- Simple functions of Excel
- Basic formatting techniques
- Creating, editing charts
- Managing large workbooks

Excel 2007 Intermediate

Topics covered include:

- Working in large worksheets
- Using multiple worksheets
- Advanced formatting
- Creating, managing templates

Access 2003/2007 Basic

Topics covered include:

- Designing, creating databases
- Working with fields and records
- Creating, using queries
- Forms and reports

Access 2003/2007 Intermediate

Topics covered include:

- Relational databases
- Complex queries
- Advanced reporting
- PivotTables and PivotCharts

Access 2003 Advanced

Topics covered include:

- Querying with SQL
- Writing SQL statements
- Crosstab, parameter, action queries
- Macros
- Synchronizing, encrypting databases

Publisher 2003/2007 Basic

Topics covered include:

- Create, edit publications
- Working with graphics
- Master pages and tables
- Cross-flow text boxes
- Create page spreads
- Preparing files for commercial printing

Support Your Class - Register Early!

October 2009 through March 2010 USA Computer Classes

To register, call (251) 431-6536 or online at www.usacontinuinged.com

October 2009	
01	
02	Outlook 2003 Basic 09FCW412AG
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04	
05	Office 2007: New Features 09FCW580AG
06	
07	XHTML/HTML 09FCW420AG
08	
09	Outlook 2007 Basic 09FCW565AG
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14	Word 2003 Basic 09FCW413AG
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16	PowerPoint 2003 Basic 09FCW418AG
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18	
19	Word 2007 Basic 09FCW504AG
20	
21	Excel 2003 Basic 09FCW407AG
22	
23	PowerPoint 2007: Sales Presentations 09FCW642AG
24	
25	
26	Access 2003 Advance 09FCW411AG
27	
28	Dreamweaver CS3 09FCW703AG
29	
30	Acrobat 8.0 Professional 09FCW706AG
31	

November 2009	
01	
02	Exel 2007 Basic 09FCW501AG
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04	Computer & Internet Fund. 09FCW105AG
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06	Access 2007 Basic 09FCW560AG
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09	Word 2007 Intermediate 09FCW505AG
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13	PowerPoint 2007 Basic 09FCW563AG
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16	Word 2003 Intermediate 09FCW414AG
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18	Excel 2003 Basic 09FCW407BG
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20	Access 2003 Basic 09FCW409AG
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23	Excel 2007 Intermediate 09FCW502AG
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30	Excel 2003 Intermediate 09FCW408AG

December 2009	
01	
02	Access 2003 Intermediate 09FCW409AG
03	Quickbooks Part I 09FCP604BG - \$219
04	Quickbooks I (Day 2) Save \$38, register for Part II
05	
06	
07	Excel 2003 Advanced 09FCW416AG
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09	Office 2007: New Features 09FCW580BG
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11	Access 2007 Intermediate 09FCW561AG
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14	Word 2003 Advanced 09FCW415AG
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16	Excel 2003 Basic 09FCW407CG
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18	Publisher 2007 Basic 09FCW780AG
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20	Publisher 2003 Basic 09FCW425AG
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January 2010	
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06	Word 2003 Basic 10ICW413AG
07	Adobe InDesign CS3 Basic 10I700AG
08	Access 2003 Basic 10ICW409AG
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11	Word 2007 Basic 10ICW504AG
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13	Excel 2003 Basic 10ICW407AG
14	Quickbooks Part II 10ICP602 - \$219
15	Quickbooks Part II (Day 2)
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20	Excel 2007 Basic 10ICW501AG
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22	Access 2003 Intermediate 10ICW410AG
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29	PowerPoint 2003 Basic 10ICW418AG
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February 2010	
01	XHTML/HTML 10ICW420AG
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03	Excel 2003 Basic 10ICW407BG
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05	Word 2003 Advanced 10ICW415AG
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09	Project Mgmt w/MS Project 2007 10ICW585AG
10	Project Mgmt w/MS Project 2007 - Day 2
11	Project Mgmt w/MS Project 2007 10ICW585BG
12	Project Mgmt w/MS Project 2007 - Day 2
13	
14	
15	
16	
17	
18	
19	PowerPoint 2007: Sales Presentations 10ICW642AG
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22	Dreamweaver CS3 10ICW703AG / AutoCAD Begins
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24	Access 2007 Basic 10ICW560AG
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26	Outlook 2007 Basic 10ICW565AG
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March 2010	
01	Publisher 2003 Basic 10ICW425AG
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03	Excel 2003 Basic 10ICW407CG
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05	Access 2007 Intermediate 10ICW561AG
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08	Computer & Internet Fund. 10ICW105AG
09	
10	Acrobat 8.0 Professional Basic 10ICW706AG
11	
12	Publisher 2007 Basic 10ICW780AG
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15	Adobe InDesign CS3 Advanced 10ICW699AG
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17	Excel 2003 Intermediate 10ICW408AG
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19	Outlook 2003 Basic 10ICW412AG
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22	Office 2007: New Features 10ICW580AG
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24	Excel 2007 Basic 10ICW501BG
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26	Excel 2003 Advanced 10ICW416AG
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28	
29	PowerPoint 2007 Basic 10ICW563AG
30	
31	Excel 2007 Intermediate 10ICW502AG



Registration Form

Name _____ Title _____

Firm _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Special Needs _____

Payment Information

 Credit Card (circle one) VISA MasterCard AMEX Discover

Card # _____ Expiration date: _____

Name Appearing on Card

Cardholder's signature

 Check P.O. # _____ *Corporate billing is available for registration fees over \$250 pending USACCE Business Office Authorization*

Please register me for the following course(s):

Course #	Course Name	Start Date	Registration Fee

For additional registrations, please copy this registration form. Individuals completing any course in this brochure will be awarded 1.0 General Continuing Education Units (CEUs) for each 10 contact hours of participation. If requesting CEUs for a specific organization, please inquire as to availability.

To register:

1. Call (251)431-6536
2. Fax this completed form to (251)431-6408
3. Online at www.usacontinuinged.com
4. By mail to USA Center for Continuing Education 2001 Old Bay Front Dr., Mobile, AL 36615

Cancellations, Refunds, and Inclement Weather

• Cancellation of classes must be done three days prior to first class meeting to receive a full refund**. No refunds will be given for registrations canceled less than three business days prior to first class meeting. The University of South Alabama reserves the right to cancel any course due to insufficient enrollment. Should your course be canceled, you may transfer to another class of equal price or receive a full refund. Course cancellations are made three business days prior to course start date.

**Cancellations of Supervisory Management Skills require 10 business days in writing, Applications of Modern Shipbuilding cancellations must be made 7 business days prior to start of class.

•The USA Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline at (251) 460-6999 or online at www.southalabama.edu.

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.



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