



Excellence Integrity Accountability Service Diversity

Continuing Education

Spring 2019 Non-Credit Courses



January – May 2019

Contact Us at (318) 670- 6000 or Continued@susla.edu

Register online: <http://www.susla.edu/page/continuing-education>



Southern University at Shreveport Department of Continuing Education offers lifelong learning opportunities for the community, businesses, organizations, and individuals interested in enhancing their quality of life through professional, cultural and other leisure learning enrichment opportunities which allow for personal growth and enjoyment.

Classes are offered during the day, evenings, and weekends and will be provided when a reasonable number of students are enrolled.

Non-credit courses are open to interested individuals without regard to the eligibility standards for admission to regular college-credit programs.

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Health and Wellness

Roaring Wellness **\$45**

Using Herbs & Simple Practices for Everyday Health

Do you feel sluggish or tired all the time?
Do you have blood pressure issues?
Do you have pain? Stress?

Herbs can help with all of that and more!

This course is designed to show you how incorporating herbs into your daily life can affect your wellness.

Explore simple zero cost practices to supplementing with herbs. You are sure to learn worthwhile information to improve the way you feel.

Instructor: Rachel Fletcher

Saturday, Feb. 16 and 23, 2019 * 10:00 a.m. - Noon

Saturday, March 2, 9, 23, and 30, 2019 * 10:00 a.m. - Noon

Saturday, May 4 and 11, 2019 * 10:00 a.m. - Noon

Metro Center, 610 Texas Street, Room 302



Creative Expressions

DECORATE YOUR CAKE LIKE A PRO **\$90**

Have you ever wondered how to create an extravagant cake design? Save some money and expand your creativity by learning how to decorate your cake like a pro. This course will reveal the secrets of a seasoned bakery owner and creative cake designer. Delisa Leonard of DTDs Sweetz can help you master basic frosting application, piping techniques, and cupcake decoration using. This course will build skills in four in-depth sessions. Cakes and cake decorating bags filled with the basics included.



Instructor: Delisa Hawk Leonard
Each Saturday, March 9, 16, 23, & 30, 2019 * 2 p.m. – 4 p.m.,
Metro Center, 610
Texas St, Room 302 *
Ages 17+

(You may bring your own pre-baked cake)

Pinterest Live: Valentine's Day Wreath \$100

Bring internet tutorials to life with this class. Learn how to make your own DIY Valentine's Day wreath. Supplies provided, however, you will need to bring a few items:

- Hot glue gun
- Extra glue sticks for glue gun
- Scissors

*Optional – bring something special for your wreath

Instructor: Katey Sepulvado
Saturday, Feb. 2, 2019
9:00 a.m. – noon * Ages 18 and up
Metro Center, 610 Texas Street, Room 302

The Author Within - Your Story \$90

This course is designed to help you tell your life story one paragraph and one memory at a time. This hands-on workshop will explore ways for you to share your most unforgettable memories with family, friends and/or the world. Come prepared to write! There is nothing like a writers' group to encourage you to put your life story on paper one memory at a time.

Instructor: Jennifer Green
Saturday, April 6, 2019 * Noon – 2 p.m.
Metro Center, 610 Texas Street, Room 321

Computer Training

Avoiding the computer won't help. We will.

EXCEL BASIC 2016 / OFFICE 365 \$79.00

Students will learn how to do more with their data, including adding graphics (such as SmartArt and PivotTables) and performing advanced data analysis. This course is a must-have for anyone who works with Excel on a daily basis.

Instructor: Jaswant Jass
Monday, Feb. 11, 18, & 25, 2019 * 6:30 - 8:30 p.m.
3050 MLK Jr. Dr., Room F107

WORD BASIC 2016 / Office 365 \$79.00

Students will learn basic word processing tasks, such as how to type, delete, and edit text. We will look at some of Word's essential features, including formatting tools, bullets and numbering, themes, and headers and footers.

Instructor: Jaswant Jass
Tuesday, Feb. 12, 19, & 26, 2019 * 6:30-8:30
3050 MLK Jr. Dr., Room F107



EXCEL INTERMEDIATE 2016 / OFFICE 365 \$89.00

Students will use Excel 2016 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. You will be able to create a presentable and professional looking document.

Instructor: Jaswant Jass
Monday, March 11 & 18, 2019 * 6:00-9:00 p.m.
Location: 3050 MLK Jr. Dr., Room F107

Intermediate Word 2016 / Office 365 \$89.00

Students will create complex documents in Microsoft Word 2016 by adding components such as customized lists, tables, charts, and graphics. Students will also create personalized Microsoft Word 2010/2013 efficiency tools.

Instructor: Jaswant Jass
Tuesday, March 12 & 19, 2018 * 6:00-9:00
Location: 3050 MLK Jr. Dr., Room F107

CompTIA A+ (EXAM: 220-901, 220-902) \$789.00

The CompTIA A+ Certification course validates the latest skills needed by today's computer support professionals. The A+ certification confirms a technician's ability to perform tasks such as installation, configuration, diagnosing preventive maintenance and basic networking. Having an A+ certification proves that you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.

This course helps students prepare for CompTIA Exam 220-901 and 220-902. Bring your flash drive with a minimum of 1GB space.

Instructor: Jaswant Jass
Each Saturday, Feb. 9 – March 30, 2019 * 8 a.m. – 1p.m.
3050 MLK Dr., Shreveport, LA Room F107

Professional Development

Getting It Done

Grant Development Essentials: Designing Fundable Projects \$45.00

Get a greater understanding of the essentials of grant writing preparation. The instructor will guide you in your quest to write a winning proposal. The workshop will focus on understanding the basic process of grant writing; knowing the steps in proposal/project development; and giving you the confidence to know that you can do it!

Instructor: Dr. Raymond Hicks
Tuesday, March 5, 2019 * 6:00–8:00 p.m.
Metro Center, 610 Texas St., Rm 321



Developing the Leader within You \$45.00

Learn how to build on the leadership skills you already have through this workshop. It will equip you to achieve positive changes in your life and the life of your organization through effective, visionary leadership.

Some of the topics covered are Maxwell’s Five Levels of Leadership, prioritizing, developing your people, defining and articulating a vision for your organization, character-driven concept, and much more.

Instructor: Dr. Raymond Hicks
Thursday, March 7, 2019 * 6:00–8:00 p.m.
Metro Center, 610 Texas St., Room 321

Up Your Speaking Game and Conquer Your Fear \$75

The better your public speaking, the greater your success in business and in life!

In fact, if you want to be an executive with your company, a salesperson, a trainer, or any other public-facing professional, this course is a good choice for those who want to get comfortable with public speaking.

Instructor: Jennifer Green
Saturday, April 6, 2019 * 10:00 a.m. – Noon
Metro Center, 610 Texas Street, Room 321

Strategic Planning: Achieving Organizational Outcomes \$45.00

Learn a comprehensive approach to strategic planning that will enable you to effectively address the near-and long-term needs of your management team. This intensive, practice-driven management training seminar uses interactive exercises and case studies to help you learn to think strategically and communicate effectively while working with various members of your team. You will also learn to build a solid foundation of project management knowledge, techniques, and tools in this hands-on workshop that covers the entire project lifecycle.

Instructor: Dr. Raymond Hicks
Tuesday, March 12, 2019 * 6:00–8:00 p.m.
Metro Center, 610 Texas Street, Room 321

Managing Conflict in the Workplace \$45.00

The workshop is designed for participants to be able to identify the factors that create conflict and learn how to apply resolutions.

Instructor: Dr. Raymond Hicks * Cost: \$45.00 Thursday, March 14, 2019 * 6:00–8:00 p.m. Metro Center, 610 Texas Street, Room 321



Diversity in the Workplace \$45.00

The workshop is designed to enhance participants' understanding of diversity and how to embrace differences for a more productive work environment.

Instructor: Dr. Raymond Hicks
Monday, March 11, 2019 * 6:00–8:00 p.m.
Metro Center, 610 Texas Street, Room 321

SUSLA is collaborating with Bossier Parish Community College and offering the following course:

Insurance Pre-Licensing Courses

Each class will take place on Friday & Saturday from 8a-6p, with the exception of the Life only class. The Life only class takes place during 1 weekend. Please, see the list below for the upcoming dates.

Life and Health	Fri/Sat	Jan 1-19	8a-6p	Tuition \$289
Property & Casualty	Fri/Sat	Feb 8-16	8a-6p	Tuition \$289
Life Insurance	Fri/Sat	March 15 & 16	8a-6p	Tuition \$229
Property & Casualty	Fri/Sat	April 4-13	8a-6p	Tuition \$289
Life Insurance	Fri/Sat	May 17 & 18	8a-6p	Tuition \$229

The class is offered live at BPCC and taught via compressed video at SUSLA Metro Campus, 610 Texas Street, Room 311.

Register through BPCC’s Continuing Education office

Business Lending Seminar

Learn what banks require in the lending process for a business loan. Offered in individual courses or a seminar series, participants will understand the lending process utilizing bank documents. Materials provided.

Instructor: Stephen Latson

Course I
Intro to Business Lending &
Communicating your Needs to the Lender \$100
Saturday, March 16th * 9:00 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

Course 2
Information I need to move Forward with my Loan Request &
The Underwriting Process - Pitfalls to Avoid \$100
Saturday, March 23rd * 9:00 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

Course 3
Loan Committee - Approve or Deny &
Closing and Fees \$100
Saturday, March 30th * 9:30 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

Course I
Intro to Business Lending &
Communicating your Needs to the Lender \$100
Saturday, April 6th * 9:00 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

Course 2
Information I need to move Forward with my Loan Request &
The Underwriting Process - Pitfalls to Avoid \$100
Saturday, April 13th * 9:00 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

Course 3
Loan Committee - Approve or Deny &
Closing and Fees \$100
Saturday, April 20th * 9:30 a.m. – Noon
Metro Center, 610 Texas Street, Suite 400, 4th Floor Conference Room

**Cost for Series \$270. A series consists of courses 1-3.
Course materials included.**

Tax Preparation

Becoming a Tax Professional & Owning a Tax Preparation Service \$199

Learn how to prepare tax with our tax preparation courses offered with an experienced tax preparation service business owner. You'll not only learn how to prepare taxes but how to build your own tax preparation business. For those looking to become a tax preparer or own a tax preparation service, our tax school programs can help you begin a rewarding tax career quicker than ever.

Tax Preparer continuing education course provides the perfect opportunity to meet the growing demand for qualified tax professionals.

Instructor: Charles Johnson
(Thursday Nights Only)
Feb. 7, 2019 – May 9, 2019 *
6:00 p.m. – 8:00 p.m.
Metro Campus 610 Texas St. 4th Floor
Conference Room



Legal

Wills, Successions, And Inheritance \$250.00 (per session)

- DRAFTING A WILL ➤ TESTATE vs INTESTATE SUCCESSIONS
- KNOWING YOUR INHERITANCE RIGHTS

PROTECT YOUR HEIRS AND PROPERTY BY DRAFTING A WILL!

The Purpose of this course is the help with drafting a personal will. Overall, students will learn the various types of wills and how to prepare and/or a draft a will.

A preliminary overview of the general laws of succession will proceed the session of will drafting; this will aid the participants in learning the significance and importance of executing a will. However, the primary focus of the course will deal with wills and will drafting, along with the rights of heirs (right to inherit from the deceased). The final project/activity will be the actual drafting of a will.

This is a four (4) week course. Course materials included.

Instructor: Attorney Brittany B. Arvie

Session I: Each Monday, Feb. 4, 11, 18, & 25, 2019 * 6:00-7:00 p.m.

Session II: Each Wednesday, Feb. 6, 13, 20, & 27, 2019 * 6:00-7:00 p.m.

Metro Center, 610 Texas St., Room 321



Louisiana Notary Public Exam Prep Course \$450.00

- The Pre-Assessment Deadline is February 28, 2019.
- The deadline for registration for the exam is March 7, 2019.
- **The exam will be administered on April 6, 2019**
- Must be 18 years of age or older



Lectures will review the laws relating to the preparation and drafting of legal documents as it relates to a notary public. It includes but is not limited to car titles, power of attorney, affidavits, donations and other related legal documents.

Book Requirements:

- Students must purchase the 2018 Louisiana Notary Public Examination Official Study Guide.
- **No Exceptions.**
- The cost of the study guide is approximately \$100.00.
- The current study guide can be obtained from the Louisiana Secretary of State's Office.
- Order the study guide online using a credit card.
- You can also complete an order form and pay by check, money order or credit card.

Order forms are accepted by mail or fax.

Make all checks payable to the Secretary of State.

The study guide will be sent via U.S. Mail within 48 hours of receiving the order.

Please visit their website at www.sos.la.gov/NotaryandCertifications.

Instructor: Attorney Courtney N. Harris

Each Tuesday February 5, 2019 - March 26, 2019 * 5:00 p.m. - 7:00 p.m.

Metro Center 610 Texas St. Room 302

Instructor-Led Online Course Bundles



Southern University at Shreveport

Instructor-Led Online Course Bundles

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

Features:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction Per Course
- Hundreds of courses to choose from
- Monthly start sessions

Complete any of these courses entirely from your home or office and at any time of the day or night.

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Microsoft Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

Basic Computer Skills Suite

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Project Management Suite

Learn the fundamentals of project management in this discounted suite of online courses.

HTML and CSS Series

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Computer Networking Suite

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

PMP Series

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam.

Microsoft Word 2016 Series

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

QuickBooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communications skills, to help you lean your team to success.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

To Enroll or learn more, visit or call us at:

ed2go.com/susla

(318) 670-9670

Not If, But How? FREE TRAINING



Youthbuild Shreveport (YBS) Wants To Help You!

At YBS, young people ages 16-24 work toward earning their high school equivalency diploma, learn job skills and serve their communities by building affordable housing and transforming their lives and roles in society.

Trainees will receive opportunities and experience in the following areas:

- ✓ Leadership; CPR/First Aid
- ✓ Hands-on Construction Training
- ✓ Construction Certifications (*OSHA 10, National Center for Construction, and Education & Research {NCCER}*)
- ✓ Occupational Skills Training
- ✓ Opportunity to Earn a SUSLA Scholarship
- ✓ And earn a Stipend while Working Towards Passing the High School Equivalency Test (HiSET)

If interested, apply in person or e-mail. For more information about Youth Build Shreveport, please feel free to contact: (318) 676-7850 or e-mail: ybshreveport.org

NEED YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA?



SUSLA is where you start ... Instructors will help prepare you to take the High School Equivalency Test (HiSET) - formerly called GED.

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

Tues. & Thurs.: 5:00 p.m. - 8:00 p.m.

Life Skills Classes Included in Training
For More Details Call: (318) 670-9696
Ages 16 to 70 + can apply



FREE -- FOR BUSINESS OWNERS!

Get information about the Incumbent Worker Training Program (IWTP)

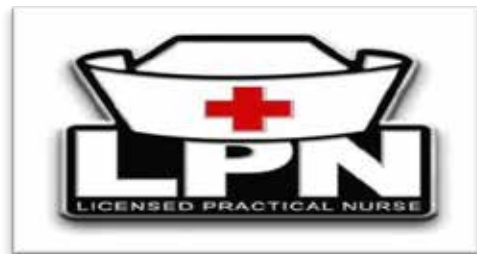
Training is free for your company employees. Design your own training curriculum that works best for your employees and your company that helps to increase productivity and profits. Call (318) 670-9670



Certified Nursing Assistant (CNA)

The CNA program is designed to provide the foundation for further preparation in nursing and lifelong learning. Students will acquire competencies in the provision of activities of daily living, bedside care, and basic nursing procedures. SUSLA wants to assist you in starting a rewarding career in the healthcare field.

For further information, please contact: SUSLA School of Nursing at: (318) 670-9641 or (318) 670-9556.



Begin a Great Career in the Nursing Profession as an LPN

Students earn a total of 1545 clock hours, which consists of both classroom instruction and clinical work. The LPN program is designed to be completed in only 14 months.

Don't miss your opportunity to begin your career in nursing at SUSLA.

Call today for more information: (318) 670-9531 or (318) 670-9534

Applications for all nursing programs may be picked up at SUSLA Metro Campus 610 Texas Street, 5th Floor Nursing Department



Career & Technical Education Programs: #COMEBESOUTHERN

Aviation Maintenance Technology!

APPLY TODAY!
WWW.SUSLA.EDU

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA
Excellence • Integrity • Accountability • Service • Diversity

Financial Aid Available to those who qualify.

IT'S NOT TOO LATE! START YOUR NEW CAREER NOW!

Over 100 Online Courses Available

318.670.6000

www.SUSLA.edu

- Dental Hygiene
 - Criminal Justice
 - Accounting
 - Aerospace Technology
 - Paramedic/EMT
 - Web Development
- & MORE!



Register online: <http://www.susla.edu/page/continuing-education>



INSTRUCTOR OPPORTUNITIES

If you have a hobby you would like to share, are a subject matter expert, and an energetic presenter, SUSLA welcomes new course proposals from you.

Submit your proposal to
Leslie McClellon, lmcclellon@susla.edu

Every Life Matters! HEALTHCARE

Start Your Career in 1 Year or Less
in One of the Following Majors

Certified Nursing Assistant • Dialysis Technology
Emergency Med Tech-Basic • Healthcare Access Associate
Phlebotomy • Sterile Processing Technology
Expanded Duty Dental Assistant

The SUSLA HCOP Program
Will Pay 90% of Tuition and Textbooks
See qualifications below

Program Registration include: Summer, Spring and Fall sessions @ Southern University at Shreveport

To Qualify Economically: Must meet federal income guidelines for household size.
To Qualify Academically: Must have a high school diploma or GED. Students with ACT Composite Score of 18 or below. 2.0 cumulative High School G.P.A. No more than one year past high school graduation.

For more information about HCOP, contact SUSLA Metro Intake Assistance Center at 318.670.9620.

SUSLA Spring 2019 Registration Form

Name (print) _____

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Cell phone _____

E-mail Address _____

Date _____

CE Courses and Camp(s)	Date(s)	Fee(s)

How did you learn about the course(s) for which you have registered? _____

Total Amount Enclosed: \$_____ (do not mail cash)

Method of Payment (check one) ___personal check ___money order

Register & Pay online: <http://www.susla.edu/page/continuing-education>

Register by Mail – Send Payments (check or money order) or To Register in Person:

Southern University at Shreveport
Department of Continuing Education, C/O
Cashier's Window
3050 Dr. Martin Luther King, Jr. Drive
Shreveport, LA 71107

Leonard Barnes Administration Building
Cashier's Window
3050 Dr. Martin Luther King, Jr. Drive
Shreveport, LA 71107

Payments by mail must be received prior to the start of class. Students are not officially enrolled until fees have been paid and recorded by the cashier.

- Credit card payments can be paid at Cashier's Window
- A 100% refund is available upon withdrawal from class at least two days prior to class beginning
- A 100% refund is available if the class is canceled by the University. Refunds cannot be made after the class(s) begins.
- All refunds require at least 30 days to process, and the refund will be mailed to the address on the registration form.

For more information contact: Department of Continuing Education 318.670.6000 or Continued@susla.edu

Southern University at Shreveport
3050 Dr. Martin Luther King Drive
Shreveport, LA 71107



Excellence Integrity Accountability Service Diversity

Continuing Education



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3050 Martin Luther King Dr. Shreveport, LA 71107

“Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class.”

Title IX Coordinator: Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9210
Section 504 Coordinator: Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367