



CONTINUING EDUCATION *Schedule* (FALL 2018)

Training Opportunities Available!

Ed2Go Online Courses
Nursing (CNA and LPN)
Computer Training
Grant Writing
and MORE!

Register Today!

(318) 670-9697

email: ce@susla.edu

Continuing Education Fall 2018

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The **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.

Not If, But How?



FREE TRAINING DEVELOPMENT

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)

Class Times:

Monday–Thursday: 8:30 a.m. until 12:30 p.m.
or Tuesday & Thursday: 5:00 p.m. until 8:00 p.m.



Life Skills Classes Included in Training

For More Details Call: (318) 670-9696

Ages 16 to 70 + can apply

YouthBuild SHREVEPORT (YBS) WANTS TO HELP YOU!



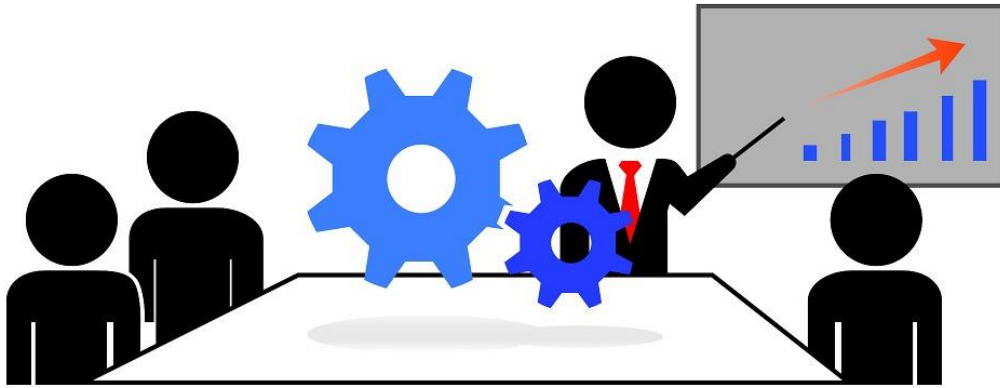
At **YBS**, young people ages 16-24 work toward earning their high school equivalency diploma, learn job skills and serve their communities by building affordable housing and transforming their lives and roles in society.

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: ybsshreveport.org



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.**

REGISTER NOW!

To Register and Pay for Courses On-line go to www.susla.edu

At home page scroll down to Quick Links
Click on Continuing Education Registration

INSTRUCTOR OPPORTUNITIES

If you have a hobby you would like to share, a subject matter expert, and an energetic presenter, SUSLA welcomes new course proposals. Submit your proposal to Larry Ferdinand, lferdinand@susla.edu

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

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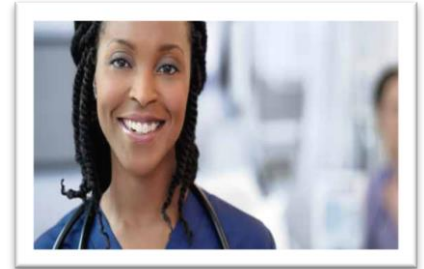
Every Life Matters! **HEALTHCARE**



Certified Nursing Assistant (CNA)

*Are you interested in learning
the Basics of Nursing and Enhancing Career Options?*

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**



Avoiding the computer won't help. We will.

COMPUTER TRAINING

EXCEL BASIC 2016 / OFFICE 365

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 * Cost: \$89.00
Each Mon., Sept. 10-24, 2018 6:30 until 8:30 p.m.
3050 MLK Jr. Dr., Room TBA

WORD BASIC 2016 / Office 365

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 * Cost: \$89.00
Each Tues., Sept. 11-25, 6:30-8:30 p.m.
3050 MLK Jr. Dr., Room TBA

EXCEL INTERMEDIATE 2016 / OFFICE 365

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 * Cost: \$99.00
Dates: Each Mon., Oct. 8 & 15, 2018 6:00-9:00 p.m.
Location: 3050 MLK Jr. Dr., Room TBA

INTERMEDIATE WORD 2016 / OFFICE 365

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 * Cost: \$99.00
Date: Tues., Oct. 9 & 16, 2018 6-9:00 p.m.
Location: 3050 MLK Jr. Dr., Room TBA

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

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 * Cost: \$799.00
Each Wed., Sept 5 – Dec. 12, 2018
3050 MLK Dr., Shreveport, LA
Room TBA



CISCO CCENT CERTIFICATION EXAM PREP



Prepare to pass the Cisco CCENT (100-101 ICND1) exam with confidence!

Have you taken Cisco networking courses, but nervous about taking the certification exam? If so, this course is developed just for you.

Weekly practice exams contain questions very similar to questions found on the **actual** CCENT certification exam. Participants will use Cisco network simulation software – Packet Tracer – to practice for **simulation** questions. Upon completion, participants should be prepared to pass the CCENT (100-101 ICND1) exam.

This class is intended for students who have completed

Cisco ICND1/ICND2 Courses or plan to recertify their CCENT. This class is not intended for students with limited background in networking.

Instructor: Sharon Golett
Class Format: Online w/One-time Face-to-Face Course Orientation
Orientation: Thur., Oct. 3, 2017, 6 – 8 p.m. - Metro Center, 610 Texas Street, Computer Lab
Dates: 6-weeks; Oct. 3 – Nov. 7, 2017
Cost: \$325.00 (includes Cisco Networking Academy account)

Knowledge with Purpose: **The Art of LAW**



NOTARY PUBLIC EXAM PREP

The next exam will be administered on December 15, 2018.

Lectures that will review the laws relating to the preparation and drafting of legal documents as it relates to a notary public including but not limited to car titles, the power of attorneys, 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 * Cost: \$450.00 per student. Must be 18 years of age or older. Each Tuesday’s from 5:30 pm until 8:00 pm * Sept. 4 – Nov. 6, 2018 * Metro Center, 610 Texas Street

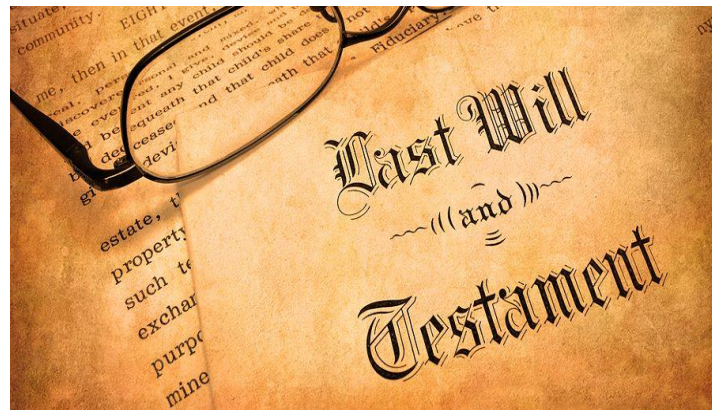
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**INSTRUCTOR OPPORTUNITIES**

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# WILLS, SUCCESSIONS, AND INHERITANCE

- 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 to help the student, at the conclusion, with drafting their personal will. Overall, students will learn the various types of wills and how to prepare and/or draft a will.

A preliminary overview of the general laws of succession will precede 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, offered at two different times. Course materials included.**

Instructor: Attorney Brittany B. Arvie \* Cost: \$250.00 (per session)

Session I: Each Tues., September 11 - October 2, 2018, 6:00-7:00 p.m. or

Session II: Each Thurs., September 13 - October 4, 2018, 2018, 6:00-7:00 p.m.

Metro Center, 610 Texas St., Room 321



**Department of Continuing Education**  
**318.670-9697**

# *Getting It Done:* **PROFESSIONAL IMPROVEMENT**



## **GRANT DEVELOPMENT ESSENTIALS: DESIGNING FUNDABLE PROJECTS**

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 \* Cost: \$45.00  
Tues., Oct. 2, 2018, 6:00–8:00 p.m.  
Metro Center, 610 Texas St., Rm 321

## **DEVELOPING THE LEADER WITHIN YOU**

Learn how to build upon the leadership skills you already possess through this workshop which will equip you to achieve positive change 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 \* Cost: \$45.00  
Thurs., Oct. 4, 2018, 6:00-8:30 p.m.  
Metro Center, 610 Texas St., Room 321



## **STRATEGIC PLANNING: ACHIEVING ORGANIZATIONAL OUTCOMES**

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 \* Cost: \$45.00  
Tues., Oct. 9, 2018  
6:00 - 8:00 p.m.  
Metro Center, 610 Texas  
Street, Room 321

## **Managing Conflict in the Workplace**



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  
Thur., Oct. 11, 6:00-8:00 p.m.  
Metro Center, 610 Texas Street, Room 321

## **Diversity in the Workplace**

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

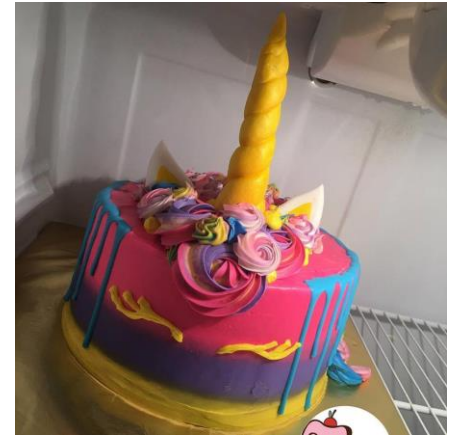
Instructor: Dr. Raymond Hicks \* Cost: \$45.00  
Mon, Oct. 8, 6:00-8:00 p.m.  
Metro Center, 610 Texas Street, Room 321



*With the utmost care and attention to every detail*  
**CREATIVE EXPRESSIONS**

**DECORATE YOUR CAKE LIKE A PRO**

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 \* Cost: \$90 \* Ages 17 to 99  
Every Saturday starting September 8th at 4 p.m.  
Exclude Sept. 22, Oct. 20, Nov. 24, and Dec. 29  
3050 MLK Dr. Gym complex Room 310



(You may bring your own pre-baked cake)

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Up Your Speaking Game and Conquer Your Fear



Talk the Talk: Public speaking is a highly sought-after skill.

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.

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

Instructor: Jennifer Green * Cost: \$90
Saturday, Oct 6 and 13, 2018, 10:00 a.m. – Noon
MLK Campus, Room A78

CREATIVE WRITING



THE AUTHOR WITHIN - Your Story...Fact or Fiction

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 * Cost: \$90
Saturday, Oct 6 and 13, 2018, 10:00 a.m. – Noon
MLK Campus, Room A78



ENROLL NOW

To Register and Pay On-line go to: www.susla.edu
At home page scroll down to Quick Links
Click on Continuing Education
Click on Registration

SUSLA Summer Registration Form

FALL 2018

Name (print) _____

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Cell phone _____

Fax _____ 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 credit card money order

To Register by Fax: Fax your registration form to (318) 670-6413. Students must mail payments or pay fees at the Cashier's Window at the address below. **Please be mindful that students are not officially enrolled until fees are paid.**

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
71107 Shreveport, LA 71107

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

NOTE: * Payments by mail must be received prior to the start of class

* Credit card payments must be paid at Cashier's Window or by the aforementioned on-line pay option

* A 100% refund is available upon withdrawal from class at least one day prior to class beginning and 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 318.670-9697

