Continuing U
Spring 2012

Personal & Career Enrichment

- Leadership Initiative
- Digital Voice Court Recording
- Intro to Screenwriting
- Basic Film Acting
- Java Programming
- Notary Preparation
- Test Preparation
- Intro to Screenwriting
- ACT | SHRM
- Zoom into Careers

Southeastern Extended Studies
**Frequently Asked Questions**

I would like to receive information about future courses. How do I sign up for the free e-newsletter?

When you register for a course, you will automatically receive our free e-newsletter informing you about upcoming events in our Extended Studies program called Continuing U. The courses are available to the community at large and does not require an extensive registration process. Also, anyone can sign up for the free e-newsletter by going to the web site (southeastern.edu/es) and entering a name and email address.

Does Southeastern offer any discounts on non-credit courses?

Persons 60 years or older can receive a 15% discount on regular non-credit courses. All active alumni receive a 10% discount on regular non-credit courses. Current alumni membership must be confirmed.

What if I cannot attend class and need to cancel my enrollment?

Our non-credit refund policy states that a full refund is given if a request (in writing) reaches the Division of Extended Studies prior to the first class meeting. Requests submitted after this time will receive a pro-rata refund. No refunds will be considered after the second class meeting. Instructor pay is determined by a percentage of students enrolled. Our instructors count on your participation and commitment to the course.

Why did my class get cancelled? Will I receive a refund?

The University reserves the right to cancel any class due to insufficient enrollment. Full refunds will be made to those students in a cancelled class.

What if there is severe weather?

In the event of severe weather, watch for updates on southeastern.edu or call 1.800.256.2771. Listen to local radio and television for updates on class cancellation.

I have a disability. How do I ask for accommodations?

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 203, Student Union. No accommodations will be granted without documentation from the Office of Disability Services. Please contact the Office of Disability Services at 985.549.2247 so that they may assist you with your questions.

**Discrimination Policy**

It is the policy of the University not to discriminate in its admission and recruitment of students.

**Where will my class be held at Southeastern?**

<table>
<thead>
<tr>
<th>800 West University Ave</th>
<th>St. Tammany Center</th>
<th>Livingston Literacy &amp; Technology Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLU 10858</td>
<td>21454 Koop Drive</td>
<td>9261 Florida Blvd</td>
</tr>
<tr>
<td>Hammond, LA 70402</td>
<td>Mandeville, LA 70471</td>
<td>Walker, LA 70785</td>
</tr>
</tbody>
</table>

Visit southeastern.edu/map/directions for detailed directions.

**Contact Us**

**Phone:** 985.549.2301  
**Toll Free** at 1.800.256.2771  
**Fax:** 985.549.5078

**Division of Extended Studies**  
800 West University Ave  
SLU 10858  
Hammond, LA 70402  

**E-mail:** extended.studies@southeastern.edu
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Your Leadership Impact: Emotional Intelligence via the Emotional & Social Competence Inventory

This component involves an assessment of each participant’s emotional and social competencies as measured by the Emotional and Social Competency Inventory developed by the Hay Group and Daniel Goleman. The ESCI is an online, 360-degree assessment tool that measures Emotional and Social Competencies particularly germane to leaders in organizations. A participant selects individuals to complete the survey regarding his perceived EI and completes it on himself. Participants receive a customized profile with the aggregated results of “others” responses as they are compared to self responses. Each participant develops an action plan to increase earmarked competencies resulting in organizational effectiveness. This class also includes the Pathfinder, an on-line development tool, for one year.

Instructor: Suzette Bryan, PhD, SPHR

Putting Your Best Foot Forward

Session 1: Presentations still panic you? Can’t remember important names? Having problems with getting employees to look and act professionally? Wondering how to present your business better to the public? Learn the techniques to overcome these issues and put your employees in the business of being in the success column.

Session 2: Participants will be retested to determine progress in ameliorating communication apprehension and will role play a variety of scenarios utilizing techniques taught in Session 1.

Instructor: Stephen Bellas & Sue Terrillion

Leading a Diverse Workforce & Managing Internationally

This course develops diversity awareness providing individuals the tools to work, communicate, and interact effectively across cultures and global teams. Innovative and effective training in areas such as: team-building, leadership development, cross-cultural communication, affirmative inquiry, and interpersonal and organizational communication skills helps individuals, small businesses, and corporations succeed in a multinational and international arena.

Instructor: Ann O’Connor & Shawndee Fluker

Leading the Millennials

Participants will learn about the characteristics of the Millennial workforce and effective strategies for integrating them into work teams with Generation X, Baby Boomers, and Traditionals. Topics covered include recruiting for the long term with realistic job previewing, capitalizing on Millennial tech savvy with e-training, and other tips for taking them from “backpack to boardroom.” Learn ways to develop this young talent pool and maximize the benefits for your organization. The class will feature interactive thought exercises, role-play and applied instruction in e-training course design.

Instructor: Carol M. Madere & Claire H. Procopio

Creating Value for Your Organization

Businesses typically exist to produce goods or services for their intended customers but often overlooked is the need to create long-lasting relationships with those customers so they return and also recommend the organization to others. In this session, instructors will provide tools that management may use to communicate their relationship goals to clients. Participants will explore communication technology and writing techniques that will draw readers on a continuous basis. In addition, session topics will explore the potential professional relationships that may develop between the customer and the service provider.

Instructor: Amber Narro & Joseph Burns, PhD

Leveraging Your Learning

This final course provides experiences that assist attendees in integrating the learning from all previous modules. Using the Emotional Intelligence framework introduced in the initial module, participants will develop action plans. This will include goals and objectives specifically designed to enhance application of principles in each individual’s professional life as they relate to each module successfully completed. Case studies, exercises, and role play may be utilized.

Instructor: Suzette Bryan, Amber Narro & Claire Procopio

Call 1.800.256.2771 for group or corporate rates
Business Writing
Bad business writing creates an unfavorable impression of your organization, fosters misunderstandings and wastes time. This interactive, fast-paced course will teach you formulas for success in writing emails, letters, proposals and reports. This course will equip you with the skills you need to write clear, concise and effective documents. By the end of the course, you’ll be able to: analyze your audience; gather data efficiently and select the most relevant information; use best practice in structuring your document; choose words that support your message. This course is recommended for business executives, managers, supervisors or any professional interested in improving their written communication skills.

WALKER
Course Code: HAMBW0123  Cost: $245
Instructor: Carol Madere
Location: Literacy & Technology
Materials: None
Meeting Details: 1 night/week for 4 weeks
Instruction Time: 8 hours
Session 1: Jan 23-Feb 13; Mon; 6 P.M.–8 P.M.
Registration Deadline: Jan 16
Call for deadline extension
Also see Public Relations Writing, Pg. 9

Project Management Fundamentals
The goal of Project Management is to prepare project managers and others planning on pursuing a career in project management with skills and tools to successfully plan, manage, and deliver project on time and within budget. The course is based on Project Management Institute’s Project Management Body of Knowledge and highlights the five project management process groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing). Course also includes a discussion on project management certification.

HAMMOND
Course Code: HAMPM0531  Cost: $695
Instructor: Trey Miller, MBA, PMP
Materials: Project Management book provided
Meeting Details: 2 days/week for 1 week
Instruction Time: 15 hours
Session 1: May 31 & Jun 1; Thu & Fri; 8 A.M.–4 P.M.
Registration Deadline: Apr 22
MANDEVILLE
Session 1: May 29 & 30; Tue & Wed; 8 A.M.–4 P.M.
Registration Deadline: Apr 24
WALKER
Session 1: Jun 4 & Jun 5; Tue & Thu; 8 A.M.–4 P.M.
Registration Deadline: May 28
Call for deadline extension

Robert’s Rule of Order
Robert’s Rules of Order govern the conduct of most meetings of clubs, associations, large or small corporations, and public bodies. Anyone belonging to (and particularly those who conduct meetings) civil clubs, private, social, and fraternal organizations, and public bodies will find useful tools in this program.

HAMMOND
Course Code: HAMRRO0206  Cost: $55
Instructor: Judge James Kuhn
Location: Hammond Campus
Materials: None
Meeting Details: 1 nights/week for 3 weeks
Instruction Time: 4.5 hours
Session 1: Feb 6, Feb 13, Feb 27; Mon; 6 P.M.–7:30 P.M.
Registration Deadline: Jan 30

WALKER
Course Code: LIVRRO0309  Cost: $50
Instructor: Judge James Kuhn
Location: Literacy & Technology Center
Meeting Details: 1 day/week for 3 weeks
Instruction Time: 4 hours
Session 1: Mar 9; Fri; 8 A.M.–12:00 P.M.
Registration Deadline: Mar 2
Call for deadline extension

Understanding Legal Documents
This course will touch on understanding legal documents such as: simple contracts, insurance policies, mortgage papers, divorce decrees, and wills. Students will have a much better understanding of the legal documents they are requested to sign.

HAMMOND
Course Code: HAMULD0312  Cost: $100
Instructor: Judge James Kuhn
Location: Hammond Campus
Materials: None
Meeting Details: 1 nights/week for 3 weeks
Instruction Time: 4.5 hours
Session 1: March 12, 19, & Apr 2; Mon; 6 P.M.–7:30 P.M.
Registration Deadline: Mar 5

WALKER
Course Code: LIVULD0416  Cost: $100
Instructor: Judge James Kuhn
Location: Literacy & Technology Center
Meeting Details: 1 night/week for 3 weeks
Instruction Time: 4.5 hours
Session 1: Apr 16, Apr 23, & May 7; Mon; 6 P.M.–7:30 P.M.
Registration Deadline: Apr 5
Call for deadline extension
Excel Learning Series: Introduction to Excel
This course is designed for individuals and students who have little or no experience with Microsoft Excel. Students will learn to create a file, enter data, create formulas, navigate spreadsheets, and understand the basic components of the Excel environment. Students will also learn to format, edit, and save documents. Students who successfully complete this course will receive a certificate of completion.

HAMMOND
Course Code: HAMELSI0313    Cost: $120
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: None
Meeting Details: 2 nights/week for 1 week.
Instruction Time: 6 hours
Session 1: Mar 13 & Mar 15; Tue & Thu; 5:30–8:30 P.M.
Registration Deadline: Mar 6

WALKER
Course Code: LIVELSI    Cost: $120
Instructor: Dawn Wallace
Location: Literacy & Technology Center
Materials: None
Meeting Details: 2 nights/week for 1 week
Instruction Time: 6 hours
Session 1: See selu.edu/es for more info

Intro to Computers
In this course, students will learn the basic skills needed to get started with personal computers and to work with the various features, tools and options available in Windows. Students will learn the basic components of a personal computer, how to customize Windows, simple editing techniques, and how to manage files and folders. In addition, students will explore system tools.

HAMMOND
Course Code: HAMITC    Cost: $90
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: Paper and pen
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Jan 31; Tue; 1 P.M.–5 P.M.
Registration Deadline: Jan 24

WALKER
Course Code: LIVELSI    Cost: $120
Instructor: Dawn Wallace
Location: Literacy & Technology Center
Materials: None
Meeting Details: 2 nights/week for 1 week
Instruction Time: 6 hours
Session 1: See selu.edu/es for more info

Excel Learning Series: Intermediate Excel
This course is designed for individuals and students who already have basic Microsoft Excel skills. All types of organizations have data that needs to be analyzed and managed. Students who successfully complete this course will receive a certificate of completion.

HAMMOND
Course Code: HAMELSIT0327    Cost: $120
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: None
Meeting Details: 2 nights/week for 1 week.
Instruction Time: 6 hours
Session 1: Mar 27 & Mar 29; Tue & Thu; 5:30–8:30 P.M.
Registration Deadline: Mar 20

WALKER
Course Code: LIVELSI    Cost: $120
Instructor: Dawn Wallace
Location: Literacy & Technology Center
Materials: None
Meeting Details: 2 nights/week for 1 week
Instruction Time: 6 hours
Session 1: See selu.edu/es for more info

Excel Learning Series: Advanced Excel
This course is designed for individuals and students who want to learn more advanced features of Microsoft Excel. Through this course, students will learn how to use advanced functions such as lookup tables, nested IF statements, how to import data from other sources, using functions to read and manipulate data in cells, and how to record Macros to automate spreadsheets. Students who successfully complete this course will receive a certificate of completion.

HAMMOND
Course Code: HAMELSI0327    Cost: $120
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: None
Meeting Details: 2 nights/week for 1 week.
Instruction Time: 6 hours
Session 1: Apr 17 & Apr 19; Tue & Thu; 5:30–8:30 P.M.
Registration Deadline: Apr 5

WALKER
Course Code: LIVELSI    Cost: $120
Instructor: Dawn Wallace
Location: Literacy & Technology Center
Materials: None
Meeting Details: 2 nights/week for 1 week
Instruction Time: 6 hours
Session 1: See selu.edu/es for more info

Computer+Technology
Intro to Computers for Seniors
This course is specially designed for Senior Citizens. In this course, you will be introduced to various forms of social media and learn how to take full advantage of all that these have to offer. You will explore Facebook, Twitter, and/or MySpace sites and learn how to enhance communication with family and friends through the Internet. Topics may also include video chatting with Skype and FaceTime as well as mobile communications like SMS and MMS. Emphasis will be on a measured and methodical approach to the material and real-world applications of the subject.

HAMMOND
Course Code: HAMITCS0301 Cost: $100
Instructor: Scott McDermott
Location: Hammond Campus
Materials: Paper and pen
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Mar 1; Thu; 1 P.M.–5 P.M.
Registration Deadline: Feb 23

MANDEVILLE
Course Code: STCITCS0301 Cost: $100
Instructor: Scott McDermott
Location: St. Tammany Center
Materials: Paper and pen
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Feb 28; Tue; 1 P.M.–5 P.M.
Registration Deadline: Feb 16
Call for deadline extension

Intro to the Internet
This course is specially designed for Senior Citizens. In this course, you will be introduced to Windows Explorer and learn how to take full advantage of all that the Internet has to offer. You will explore the interface and learn new ways to obtain information. In addition, you will be exposed to Internet terminology and visit some very interesting websites. Emphasis will be on a measured and methodical approach to the material.

HAMMOND
Course Code: STCII Cost: $90
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: None
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Feb 7; Tue; 1 P.M.–5 P.M.
Registration Deadline: Jan 31

MANDEVILLE
Session 1: Check selu.edu for more info
Call for deadline extension

Intro to the Internet for Senior Citizens
This course is specially designed for Senior Citizens. In this course, you will be introduced to Windows Explorer and learn how to take full advantage of all that the Internet has to offer. You will explore the interface and learn new ways to obtain information. In addition, you will be exposed to Internet terminology and visit some very interesting websites. Emphasis will be on a measured and methodical approach to the material.

HAMMOND
Course Code: HAMIISC Cost: $100
Instructor: Scott McDermott
Location: Hammond Campus
Materials: Pen and paper
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Mar 13; Tue; 1 P.M.–5 P.M.
Registration Deadline: Mar 6

MANDEVILLE
Session 1: Check selu.edu for more info
Call for deadline extension

Introduction to Social Media for Senior Citizens
This course is specially designed for Senior Citizens. In this course, you will be introduced to various forms of social media and learn how to take full advantage of all that these have to offer. You will explore the Facebook, Twitter, and/or MySpace sites and learn how to enhance communication with family and friends through the Internet. Topics may also include video chatting such as Skype and FaceTime as well as mobile communications like SMS and MMS. Emphasis will be on a measured and methodical approach to the material and real-world applications of the subject.

HAMMOND
Course Code: HAMISM0322 Cost: $100
Instructor: Scott McDermott
Location: Hammond Campus
Materials: Pen and paper
Meeting Details: 4 hour workshop
Instruction Time: 4 hours
Session 1: Mar 22; Thu; 1 P.M.–5 P.M.
Registration Deadline: Mar 15

MANDEVILLE
Course Code: STCISM0320 Cost: $100
Instructor: Scott McDermott
Location: St. Tammany Center
Computer + Technology (Cont’d)

Microsoft Word 2007—Beginner
Beginning Microsoft Word 2007 is for students with previous experience with this software. Upon successful completion of this four hour course, students will be able to: set up a document, modify a document, format text, format paragraphs, use Word tools, add tables and graphic objects to a document, set a master page, and enhance the accuracy of a document.

HAMMOND
Course Code: HAMMWB0228  Cost: $120
Instructor: Dawn Wallace
Location: Hammond Campus
Materials: None
Meeting Details: 2 nights/week for 1 week
Instruction Time: 4 hours
Session 1: Feb 28–Mar 1; Tue & Thu; 5:30 P.M.–8:30 P.M.
Registration Deadline: Feb 16
Call for deadline extension

Microsoft Project 2010
The goal of Microsoft Project 2010 is to prepare the student to build and modify a project schedule, which will assist them in managing their projects. In this instructor-led course, students will be led through the process of building and modifying a schedule using hands-on exercises. These exercises include: adding tasks, organizing these tasks in a work breakdown structure (WBS), sequencing (adding task relationship), creating and assigning resources, organizing project information, updating the schedule, and generating reports.

HAMMOND
Course Code: HAMMP0412  Cost: $299
Instructor: Trey Miller
Location: Hammond Campus
Materials: Book Provided
Meeting Details: 1 day workshop
Instruction Time: 7.5 hours
Session 1: Apr 24; Tue; 8 A.M.–4 P.M.
Registration Deadline: Apr 17
Call for deadline extension

Adobe Photoshop for Photography—Beginner
Upon successful completion of this course, students will be able to: set up a work space, use the Photoshop Browser, apply basic tools and filters, apply image adjustments (levels, contrast, color, etc), crop and rotate, create Vignettes, eliminate dust and scratches, correct red eye defects in images, perform image color correction, convert color images to grayscale and add spot colors to them, basic retouching, and use adjustment layers.

MANDEVILLE
Course Code: STCMP0412  Cost: $299
Instructor: Trey Miller
Location: St. Tammany Center
Materials: Book Provided
Meeting Details: 1 day workshop
Instruction Time: 7.5 hours
Session 1: Apr 23; Mon; 8 A.M.–4 P.M.
Registration Deadline: Apr 16
Call for deadline extension

Adobe Photoshop for Photography—Intermediate
Upon successful completion of this course, participants will be able to: create Color Profiles, use advanced Tools (Magic Wand, e.g.), retouch and restore, use advanced filters (Liquify, e.g.), use 3-D Text, and use multiple Adjustment Layers and Masks.

MANDEVILLE
Course Code: STCAPSB0314  Cost: $95
Instructor: Chuck Billiot
Location: St. Tammany Center
Materials: None
Meeting Details: 1 night workshop for 3 hours
Instruction Time: 3 hours
Session 1: Mar 14; Wed; 6 P.M.–9 P.M.
Registration Deadline: Mar 7
Call for deadline extension

Adobe Photoshop for Photography—Advanced
Upon successful completion of this course, participants will be able to: create a workflow, use advanced tools and filters, apply image adjustments (Levels, Contrast, Color, etc), crop and rotate, create Vignettes, eliminate dust and scratches, correct red eye defects in images, perform image color correction, convert color images to grayscale and add spot colors to them, basic retouching, and use adjustment layers.

MANDEVILLE
Course Code: STCAPSB0314  Cost: $95
Instructor: Chuck Billiot
Location: St. Tammany Center
Materials: None
Meeting Details: 1 night workshop for 3 hours
Instruction Time: 3 hours
Session 1: Mar 14; Wed; 6 P.M.–9 P.M.
Registration Deadline: Mar 7
Call for deadline extension

MANDEVILLE
Course Code: STCAPSB0314  Cost: $95
Instructor: Chuck Billiot
Location: St. Tammany Center
Materials: None
Meeting Details: 1 night workshop for 3 hours
Instruction Time: 3 hours
Session 1: Mar 14; Wed; 6 P.M.–9 P.M.
Registration Deadline: Mar 7
Call for deadline extension
### Digital Photography—Beginner

This class will cover the basics of digital photography and differences between point and shoot vs. SLR. The course will also cover equipment settings, resolution, zoom and white balance. Additionally, the student will learn print options, digital settings, loading images onto the computer and uploading images to various web sites. Learn techniques such as working with lighting, natural posing and framing. There are no prerequisites for this course.

**MANDEVILLE**

- **Course Code:** STCDPB0301  
  - **Cost:** $95
- **Instructor:** Chuck Billiot
- **Location:** St. Tammany Center
- **Materials:** None
- **Meeting Details:** 1 night workshop for 3 hours
- **Instruction Time:** 3 hours
- **Session 1:** Mar 21; Wed; 6 P.M.–9 P.M.
- **Registration Deadline:** Mar 15

### Digital Photography—Intermediate

This class will cover digital photography at an intermediate level. This class will build on the basics of composition, lighting, and posing. Students will learn camera operation and technical skills including how to adjust ISO, shutter speed, aperture (F-Stop) for different lighting conditions and how to shoot in manual mode with better results. In addition, the intermediate level class will answer questions such as: What is depth of field? How and when do I use a flash? Prerequisite: beginner level course or self-taught to be prepared for intermediate level.

**MANDEVILLE**

- **Course Code:** STCDPI0308  
  - **Cost:** $95
- **Instructor:** Chuck Billiot
- **Location:** St. Tammany Center
- **Materials:** None
- **Meeting Details:** 1 night workshop for 3 hours
- **Instruction Time:** 3 hours
- **Session 1:** Mar 1; Thu; 6 P.M.–9 P.M.
- **Registration Deadline:** Feb 23

### Autodesk Inventor 2010 Essentials

Participants will learn how to use this industry-standard, parametric software to create parts and assembly models, document their designs with drawing views, and automate the design process. Participants should have a working knowledge of basic mechanical design and Microsoft Windows. Participants will learn Inventor 2010 advanced features such as sketching, constraining and dimensioning, creating and editing sketching features and drawing views, creating and documenting assemblies, advanced part modeling techniques, iComponents and parameters, advanced assembly modeling, sheet metal design, and welded components.

**HAMMOND**

- **Course Code:** HAMIAI  
  - **Cost:** $450
- **Instructor:** Dr. Michael Beauvais
- **Location:** Anzalone Hall
- **Materials:** Book Included
- **Meeting Details:** 1 night/week for 5 weeks
- **Instruction Time:** 15 hours
- **Session 1:** Feb 2–Mar 1; Thu; 5 P.M.–9 P.M.
- **Registration Deadline:** Jan 25

### Basic Welding

Introduction to welding, including Oxy-Acetylene cutting, Oxy-Acetylene welding, and shielded metal arc welding, safety, setup, and hands-on welding of mild steel. Students must provide personal protective equipment, including safety glasses, welding shirt, jeans, leather shoes/boots, and welding gloves.

**HAMMOND**

- **Course Code:** HAMBW0311  
  - **Cost:** $350
- **Instructor:** Anthony D. Blakeney
- **Location:** Anzalone Hall
- **Materials:** Materials Provided
- **Meeting Details:** 2 nights/week for 5 weeks
- **Instruction Time:** 20 hours
- **Session 1:** TBD; Tue & Thu; 6 P.M.–8 P.M.
- **Registration Deadline:** Check selu.edu for more info

### Digital Voice Court Recording

This seven-month program is designed to prepare a student for the state licensing exam and for entry-level employment as a court reporter. Dictation, computer, and word processing skills are developed throughout the course. The course is a hands-on development plan with exposure to actual court reporting situations. Students will need a laptop computer with 1 gb. capacity.

**HAMMOND**

- **Course Code:** HAMDVR0131  
  - **Cost:** $2550
- **Instructor:** Susan Foil
- **Location:** Hammond Campus
- **Materials:** Visit our website for a detailed list of materials
**Skilled Trades (Cont’d)**

Total amount of material costs: $4,450.00.

**Meeting Details:** 3 hrs/week for 28 weeks  
**Instruction Time:** 84 hours

**Session 1:** Jan 31–Aug 31; Tue; 6 P.M.–9 P.M.  
**Registration Deadline:** Jan 24

**MANDEVILLE**  
**Course Code:** STCDVR0202  
**Cost:** $2550

**Instructor:** Sharon LeRoy  
**Location:** St. Tammany Center  
**Materials:** See Hammond listing above  
**Meeting Details:** 3 hrs/week for 28 weeks  
**Instruction Time:** 84 hours

**Session 1:** Feb 2–Aug 23; Thu; 6 P.M.–9 P.M.  
**Registration Deadline:** Jan 26

*Call for deadline extension*

**Intermediate Welding**  
Welding for people with basic knowledge of welding processes. Students will work in flat, horizontal, and vertical positions using SMAW and GMAW. Welds will be completed on plain carbon steel.

**HAMMOND**  
**Course Code:** HAMIMW  
**Cost:** $350

**Instructor:** Anthony D. Blakeney  
**Location:** Anzalone Hall  
**Materials:** Materials Provided  
**Meeting Details:** 2 nights/week for 5 weeks  
**Instruction Time:** 20 hours

**Session 1:** TBD; Tue & Thu; 6 P.M.–8 P.M.  
**Registration Deadline:** Check selu.edu for more info

*Call for deadline extension*

**Introduction to Metal Casting**  
Students will create sand molds and pour aluminum and brass castings.

**HAMMOND**  
**Course Code:** HAMIMC  
**Cost:** $325

**Instructor:** Anthony D. Blakeney  
**Location:** Anzalone Hall  
**Materials:** Materials Provided  
**Meeting Details:** 2 nights/week for 4 weeks  
**Instruction Time:** 12 hours

**Session 1:** TBD; Tue & Thu

*Registration Deadline:* Check selu.edu for more info

*Call for deadline extension*

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**Introduction to AutoCAD Drafting**  
*NEW!*

Prepare to enter this growing profession by learning the fundamental drafting and computer aided drafting (CAD) skills that can be applied to all types of drafting. This workshop is also appropriate for anyone wanting to learn basic CAD for their own personal interest. Learn the fundamentals of using AutoCAD 2011, the industry-standard software. The skills learned in this workshop are part of those needed to pass the Autodesk AutoCAD software certification exam. Book and class materials are included in the course fee. Students can earn 2.0 continuing education units (CEUs) for successfully completing this course.

**HAMMOND**  
**Course Code:** HAMIPD1111  
**Cost:** $250

**Instructor:** Michael Beauvais, PhD  
**Location:** Anzalone Hall 220  
**Materials:** AutoCAD 2011 and AutoCAD LT 2011  
**Meeting Details:** 1 night/week for 5 weeks  
**Instruction Time:** 20 hours

**Session 1:** Feb 1–Feb 29; Wed; 5 P.M.–9 P.M.

*Registration Deadline:* Jan 25

*Call for deadline extension*

**Introduction to Java, Part I**  
This is a non-credit, professional development course for entry level. This course will enable students to create programs to solve mathematical problems and real life situations. It will help students to learn the notion of object oriented programming using objects orient language.

**HAMMOND**  
**Course Code:** HAMJP13912  
**Cost:** $100

**Instructor:** Isshan Alkadi, PhD  
**Location:** Hammond Campus  
**Materials:** Java How to Program, 7th Ed.

**Meeting Details:** 1 night/week for 1 week  
**Instruction Time:** 2 hours

**Session 1:** Mar 8; Thu; 6 P.M.–8 P.M.

*Registration Deadline:* Mar 2

*Call for deadline extension*

**Introduction to Java, Part II**  

**HAMMOND**  
**Course Code:** HAMJP242012  
**Cost:** $200

**Registration Deadline:** Jan 24

*Call for deadline extension*
Instructor: Isshan Alkadi, PhD
Location: Hammond Campus
Materials: Java How to Program, 7th Ed.
Meeting Details: 1 night/week for 1 week
Instruction Time: 4 hours
Session 1: Apr 19; Thu; 5 P.M.–9 P.M.
Registration Deadline: Apr 13

ACT Test Preparation
This course is designed to assist high school students to develop the skills to improve their ACT scores. Mathematics and English will be emphasized.

HAMMOND
Course Code: HAMACT0312 Cost: $250
Instructor: Amy Gibson
Location: Fayard 218
Materials: $25 Book Cost
Meeting Details: 1 night/week for 5 weeks
Instruction Time: 10 hours
Session 1: Jan 12–Feb 9; Thu; 5 P.M.–7 P.M.
Registration Deadline: Jan 5
Session 2: Mar 8–Apr 12; Thu; 5 P.M.–7 P.M.
Registration Deadline: Mar 1
Session 3: May 10–Jun 7; Thu; 5 P.M.–7 P.M.
Registration Deadline: May 3

WALKER
Course Code: LIVACT0308 Cost: $250
Instructor: Amy Gibson
Location: Literacy & Technology Center
Materials: $25 Book Cost
Meeting Details: 1 night/week for 5 weeks
Instruction Time: 10 hours
Session 1: Mar 8–Apr 12; Thu; 5 P.M.–7 P.M.
Registration Deadline: May 3

Introduction to Screenwriting
This course will provide an introductory knowledge base for those interested in pursuing screenwriting. Students will learn professional formatting and techniques, as well as how and where to submit their written screenplays for professional production.

WALKER
Course Code: LIVJSW0312 Cost: $125
Instructor: James Winter
Location: Literacy & Technology Center
Materials: Recording cassette
Meeting Details: 1 night/week for 6 weeks
Instruction Time: 12 hours
Session 1: Mar 12–Apr 23; Mon, 6 P.M.–8 P.M.
Registration Deadline: Mar 9

Call for deadline extension

Writing for Public Relations & Marketing
This course is recommended for business executives, managers, supervisors or any professional interested in improving their public relations, skills. In these lean economic times, it’s very important for organizations to communicate effectively with all their audiences. The course equips participants with the essential skills for developing and writing public relations materials, specifically news releases, “pitch letters,” backgrounders, and fact sheets for both print and broadcast media.

HAMMOND
Course Code: HAMWPR Cost: $245
Instructor: Carol Madere
Location: Hammond Campus
Materials: Java How to Program, 7th Ed.
Meeting Details: 1 night/week for 4 weeks
Instruction Time: 8 hours
Session 1: Mar 5–26; Mon; 6 P.M.–8 P.M.
Registration Deadline: Feb 27
Call for deadline extension
Test Preparation (Cont’d)

Algebra Review
The purpose of this class is to offer students a refresher math class. Topics will include operations with real numbers (fractions, integers, decimals), solving linear equations, introduction to graphing, and multiplying polynomials. This is a great course for students who are struggling in math 092 or apprehensive about taking math courses as they advance towards their degree requirements.

HAMMOND
Course Code: HAMARV  Cost: $60
Instructor: Sarah Clifton
Location: Hammond Campus
Materials: Algebra Demystified—book can be purchased from Barnes and Noble
Meeting Details: 1 night/week for 3 weeks
Instruction Time: 6 hours
Session 1: Check selu.edu for more info
Call for deadline extension

Notarial Review
This course is designed to help prepare students for the notarial exam. The course topics include duties of a notary, contracts, judicial acts, donations, wills, miscellaneous acts, and more.

HAMMOND
Course Code: HAMNRV0207  Cost: $625
Instructor: Judge James Kuhn
Location: Garrett Hall
Materials: Once registered, students will receive information on books. $270 Book Cost.
Meeting Details: 1 night/week for 15 weeks
Instruction Time: 37.5 hours
Session 1: Feb 7-May 29; Tue; 6:30 P.M.–9 P.M.
Registration Deadline: Jan 31

MANDEVILLE
Course Code: STCNRV0207  Cost: $625
Instructor: Ronda Gabb
Location: St. Tammany Center
Materials: Once registered, students will receive information on books. $270 Book Cost.
Meeting Details: 1 night/week for 15 weeks
Instruction Time: 37.5 hours
Session 1: Feb 7-May 29; Tue; 6:30 P.M.–9 P.M.
Registration Deadline: Jan 31
Call for deadline extension

SHRM Learning System (PHR/SPHR Test Prep)
The SHRM Learning System course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by the HR Certification Institute:

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

This course provides features, such as: a comprehensive and current review of key human resource management concepts and trends based on the 2009 HR Certification Institute body of knowledge, interaction with an experienced instructor and your peers, six printed workbooks that cover topics tested on the PHR/SPHR certification exam, more than 1,600 test questions, an online resource center, and an interactive case study designed for SPHR candidates. Students can earn 3.5 continuing education units (CEUs) for completing this course. Check with your employer to see if you qualify for tuition reimbursement. This class is taught 12 hours online.

MANDEVILLE
Course Code: STCHSRML50512  Cost: $1095
Instructor: Fran Norwood, Ph.D., MBA, SPHR
Location: St. Tammany Center/Online
Materials: Book provided
Meeting Details: Part Online, 8 face-to-face meetings
Instruction Time: 35 hours
Session 1: Apr 20–Jun 15; Fri; 8:30 A.M.–12:30 P.M.
Registration Deadline: Apr 13
Call for deadline extension

IN PARTNERSHIP WITH
Society for Human Resource Management

Southeastern Louisiana University
PRIVATE LESSONS
Voice, piano, violin, viola, cello, double bass, guitar, percussion, woodwind & brass instruments

GROUP CLASSES
Music Theory
Beginning Piano Class
Elementary/High School Choir
Fiddling Group Class
Northlake Community Band

call: 985.549.5502 | e-mail: cms@selu.com | web: southeastern.edu/cms
**Personal Enrichment**

**Astrology**

“Sun Signs: 12 Keys to the Soul” **NEW!**

Philosophical look into the twelve zodiac cycles of nature, and how humans react to these annual cycles. Course will be taught from the book Sun Signs: Twelve Keys to the Soul. Information learned from this book will enhance every facet of life imaginable. This information will allow the student to better understand themselves and everyone around them, thus helping to create a more rewarding way of life.

ALL LOCATIONS

Course Code: HAMAST  
Cost: $60

Instructor: Angelo Michael Distefano

Location: All Locations

Materials: Sun Signs: 12 Keys to the Soul

Meeting Details: 2 hours per week for 4 weeks

Instruction Time: 8 hours

Session 1: Check selu.edu for more info

Call for deadline extension

**How to Write a Novel**

This course will cover the basics of writing novel-length fiction, including story structure, plotting, character development, dialogue, description, and point of view.

MANDEVILLE

Course Code: STCHWN0212  
Cost: $150

Instructor: Robin Wells

Location: St. Tammany Center

Materials: None

Meeting Details: 1 night/week for 5 weeks

Instruction Time: 5 hours

Session 1: Feb 28–Mar 27; Tue; 7 P.M.–8 P.M.

Registration Deadline: Feb 16

Call for deadline extension

**Beginning Harmonica**

This course for all ages puts you behind the “harp”, playing blues, rock and country style by the end of the session. Theory is kept to the essentials, with emphasis on practical techniques such as hand positioning, tongue-blocking and lip-pursing. Student will explore simple melodies, theory of blues, rock, and country styles. End with a class performance of basic blues. Students must purchase a major diatonic harmonica in the key of C. Preferred harp is the Lee Oscar brand or Hohner Special 20. They are available in music stores or online.

MANDEVILLE

Course Code: STCBH1011  
Cost: $60

Instructor: Tom Collins

Location: St. Tammany Center

Materials: Lee Oscar Major Diatonic, Key of C Harmonica

Meeting Details: 1 day/week for 3 weeks

Instruction Time: 9 hours

Session 1: Mar 6 & Mar 13; Tue; 6:00 P.M.–8 P.M.

Registration Deadline: Feb 28

Call for deadline extension

**Instant Piano for Busy People**

In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life; learning chords, not notes. You’ll learn all the chords needed to play any song, any style, any key. This is an absolutely beginning class in chord piano techniques. Instructor will collect $25 in class for a book and a 68 minute practice CD.

MANDEVILLE

Course Code: HAMIPBP0311  
Cost: $55

Instructor: David Haynes

Location: Fayard 232

Materials: $25 Book Cost

Meeting Details: 1 night class

Instruction Time: 3.5 hours

Session 1: Mar 1; Thu; 6:00 P.M.–9:30 P.M.

Registration Deadline: Feb 28

Call for deadline extension

**Basic Film Acting** **NEW!**

See yourself in lights! Louisiana has become the “premier location for film & television production in the U.S.”, according to lafilm.org. Don’t miss out on the opportunity to become part of the action. This course is designed to teach novice actors basic film audition techniques, on-set behavior, and how to find legitimate film acting work in Louisiana. It will also offer the opportunity to see yourself on film.

MANDEVILLE

Course Code: STCBFA0307  
Cost: $115

Instructor: James Winter and Chad Winters

Location: St. Tammany Center

Materials: Recording cassette for each student provided

Meeting Details: 1 night/week for 5 weeks

Instruction Time: 10 hours

Session 1: Mar 7–Apr 4; Wed; 6:00 P.M.–8 P.M.

Registration Deadline: Feb 29

Call for deadline extension

**Introduction to Stained Glass** **NEW!**

Enjoy creating your very own stained glass project. Students will learn the methods and tools required to complete a stained glass panel in copper foil or Tiffany style from Gene Duvic, a fifteen-year veteran of the art. All supplies and tools are provided. Students will take home their own creation. No experience required.

MANDEVILLE

Course Code: STCISG0911  
Cost: $150

Instructor: Gene Duvic

Location: St. Tammany Center

Materials: Materials provided

Meeting Details: 1 day/week for 3 weeks

Instruction Time: 9 hours
Session 1: Mar 6–Mar 20; Tue; 1 P.M.–4 P.M.
Registration Deadline: Feb 28

WALKER
Course Code: LIVISG1011 Cost: $150
Instructor: Gene Duvic
Location: Literacy & Technology Center
Materials: Materials provided
Meeting Details: 1 day/week for 3 weeks
Instruction Time: 9 hours
Session 1: Mar 7–Mar 21; Wed; 1 P.M.–4 P.M.
Registration Deadline: Feb 29

Guitar for Beginners
This course will teach chords, strumming patterns and note reading. Participants must be fourteen years and older and have own playable instrument.

HAMMOND
Course Code: HAMBG0130 Cost: $50
Instructor: Stan Hebert
Location: Pottle 124
Materials: Mel Bay Guitar Class Vol I w/ CD. $21.75 Cost
Meeting Details: 1 night/week for 6 weeks
Instruction Time: 6 hours
Session 1: Jan 30–Mar 12; Mon; 7 P.M.–8 P.M.
Registration Deadline: Jan 23

Zumba
Zumba infuses party fun into fitness. It is the latest in exercise trends! Zumba eliminates the “work” from “working out” by combining amazing, irresistible Latin and international music with dynamic, exciting, yet simple exercise moves, using its unique intermittent training format.

HAMMOND
Course Code: HAMZUM0911 Cost: $50
Instructor: Sarah Clifton
Location: Kinesiology Dance Studio
Materials: May want to bring water
Meeting Details: 1 night/week for 7 weeks
Instruction Time: 5.5 hours
Session 1: Check selu.edu for more info
Registration Deadline: Call for deadline extension

Call for deadline extension
WHAT IS ZOOM?
Southeastern Louisiana University is proud to offer a series of exciting high school career workshops. In our hands-on courses, participants explore a career and gain knowledge of the competencies required to succeed in their field of interest. These summer workshops will introduce students to career opportunities available in Louisiana and compatible higher education programs within Southeastern’s college curriculum.

CULINARY ARTS
Get a taste for a career in the Culinary Arts!
Do you see yourself preparing interesting and exotic foods on a network food show? Learn the proper ingredients for a career in the Culinary Arts. Workshop ingredients include recipe development, food preparation, and presentation with a dash of table setting techniques. By “zooming” into our custom kitchens, you will prepare and present your world class meal.

PHOTOGRAPHY
Do you want to capture every moment?
Your talents with a camera can lead you to a career in photography. Learn the art of capturing images that become impressions of your life. Zoom into Photography will enhance your skills in shooting, lighting, composition, posing, color management, and much more. Working with special effects in Adobe Photoshop, you will create your final showpiece.

ZOOM IN TODAY!
CAREERS

High School Career Workshops | Summer

INVENTING
Are you ready to create and design the next great idea?
Sketch your original invention into 3D using the new and powerful modeling software, Autodesk Inventor. Combine imagination and technology to develop, document, and produce solid models and drawings for your design. You’ve been “drafted” to create your prototype and deliver your animated presentation to a panel of experts.

THEATRE
Do you see your name in lights?
This four day theatre workshop is a hands-on approach covering all aspects of theatre from playwriting to acting, and the various aspects of design (scenic, costume, properties, etc). Students will have a chance to work in the 455-seat Vonnie Borden theatre while working with theatre professionals to give them a true taste of what goes into creating a live theatrical event. The workshop will culminate in a short public performance showcasing the students’ talents.

TELEVISION
Do you envision being part of a television or video broadcast team?
Take action and learn every aspect of television including writing, producing, anchoring, film editing, and camera operation. Discover your talent behind the camera, in front of the camera, or as a producer. Create your own original newscast with our Emmy Award-winning team at the Southeastern Channel.

June 18–21, 2012 | www.southeastern.edu/zoom | 800.256.2771
ACCELERATE YOUR SALES

This highly interactive course will guide participants through the entire sales process and incorporates the modern method of consultative/solution selling. Sandler Sales Training has over 40 years of experience, operates in over twenty countries, and has been selected by Entrepreneur Magazine as #1 in the Sales Training category 9 times in the past 12 years. Participants will return to work better equipped to develop presentations that meet your clients’ real needs, identify and influence decision makers and confidently discuss budget issues. They’ll also have the ability and confidence needed to establish and implement an effective prospecting plan to grow revenue by correctly contacting and acquiring new clients.

Some companies may be eligible to apply for SBET (Small Business Employee Training) grant funds that may pay up to $750 of the cost of this sales course.

WALKER
Course Code: TBA       Cost: $995
Instructor: Carl Herrick
Location: Literacy & Technology Center
Materials: Sandler Training Foundations
Meeting Details: 3 classes, 2 weeks apart
Instruction Time: 24 hours
Session 1: Check selu.edu for more info
Call for deadline extension

FOR MORE INFO:
800 West University Ave,
SLU 10858
Hammond, Louisiana 70402
Phone: 985.549.2301
Toll Free: 1.800.256.2771
Fax: 985.549.5078
www.southeastern.edu/es
extended.studies@southeastern.edu
Credit Courses

Sample of Courses Offered

MANDEVILLE
- General Biology I
- General Chemistry I
- American Literature
- Western Civilization to 1500
- American History to 1877
- Intro to Occupational Safety and Health
- American Politics
- General Psychology I
- Developmental Psychology
- Fresh Academic Success
- Elementary Spanish

WALKER
- General Biology I
- General Chemistry I
- Forensic Science
- Intro to Public Speaking
- Freshman Composition
- Western Civilization to 1500
- American History to 1877
- Nursing Care of the Childbearing Family
- Intro to Occupational Safety and Health
- System Safety Methodologies
- American Politics
- General Psychology I
- Human Anatomy & Physiology

SOUTHEASTERN CHANNEL Telecourses
- Survey of Chemistry
- Survey of Mass Communication
- Content Area Reading
- History of Louisiana
- Western Civilization to 1500
- Western Civilization since 1500
- American History to 1877
- American History since 1877
- Communication in Romantic Relationships

The Division of Extended Studies’ website provides a listing of all electronically delivered courses offered via the internet, compressed video, TV and the Southeastern Channel. Courses can be viewed via Live Webcast or Video on Demand at The Southeastern Channel. Courses that carry academic credit are offered through the appropriate academic department. Additional information may be acquired by contacting specific academic departments. For contact numbers, call 1.800.256.2771. Specific information concerning fees, admission requirements, etc. can be found on the Admissions website.

Note: A fee of $12 per credit hour will be charged for all electronically delivered courses.

Office of Admissions
SLU Box 10752
Hammond, LA 70402
1-800-222-SELU (7358)
admissions@southeastern.edu
southeastern.edu/admin/admissions
Specialized Business Training

Incumbent Worker Training Program
Southeastern Louisiana University, in partnership with the Louisiana Workforce Commission, provides training programs designed to benefit business and industry by providing customized training to existing employees in order to update skills, increase productivity, create new positions, and increase wages of the participants. The program can also be designed to prevent job loss caused by obsolete skills, technology changes, or national and global competition.
Southeastern is eager to partner with any business qualified for this program or in need of corporate or professional development training. Interested businesses should contact the Division of Extended Studies at 1.800.256.2771, 985.549.2301 or extended.studies@southeastern.edu to inquire about eligibility to participate in this program.

Small Business Employee Training Program
The Incumbent Worker Training Small Business Training Program (SBET), a partnership between Southeastern Louisiana University and the Louisiana Workforce Commission, is designed to benefit business and industry by assisting in skill development of existing employees through individual, standardized (off-the-shelf) training. Employers are reimbursed for tuition, required textbooks and manuals once the training has been completed. In addition to other criteria, Louisiana-based businesses with fewer than 50 employees that have been in business for at least three years are eligible for this program.
Training can consist of credit or non-credit courses offered at Southeastern.
For further details on how you can partner with Southeastern on your SBET corporate or professional development training needs, contact the Division of Extended Studies at 1.800.256.2771, 985.549.2301 or extended.studies@southeastern.edu. Our IWTP specialist can help guide you through the eligibility and application process.
Gatlin Education Services (100% Online)

Gatlin Education Services offers over 100 online certificate programs which are self-paced and designed by a team of professionals to provide the most effective Web-based learning experience possible. These programs can be completed within six months. The instructors are actively involved with the students by responding to any questions or concerns as well as encouraging and motivating them to succeed. Each program includes everything needed to succeed (books, lessons, quizzes and assignments). For more information, please contact Tom Dawsey at 1.800.256.2771.

eBusiness Certificate
This nationally recognized e-commerce on-line course and training program provides a comprehensive introduction to e-commerce methodologies and practices.

**Instruction time:** 200 hours  
**Cost:** $1995  
**Meeting Details:** Register at any time at www.southeastern.edu/es

Non-Profit Management
This nationally recognized non-profit management training course and on-line certificate program is for those who work with or desire to work in a non-profit organization or business environment. The Non-Profit Management Training Program is particularly well suited for anyone in the non-profit field who has recently assumed management responsibilities, anyone working in a non-profit organization, or anyone who wants a basic and introductory perspective on some of the unique issues facing management of a non-profit organization. This certificate program consists of 10 modules geared to provide the basic and essential information in a timely manner designed to fit busy work and family schedules. Students will examine the fundamental and introductory principles of non-profit management, the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

**Instruction time:** 300 hours  
**Cost:** $2095  
**Meeting Details:** Register at any time at www.southeastern.edu/es

Medical Terminology
The Medical Terminology Online Training Program will teach medical terms and their application. Students start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then they learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, they learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in their medical career or education.

**Instruction Time:** 60 hours  
**Cost:** $595  
**Meeting Details:** Register at any time at www.southeastern.edu/es

Advanced Coding for the Physician’s Office
Continuous changes in the medical billing and coding profession, as well as HIPAA changes, have created an incredible demand for people trained in coding. The Advanced Coding for the Physician’s Office Program is designed for students who have previous coding experience, a basic coding education, or who have completed the ed2go Administrative Medical Specialist (AMS) Program. CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding are covered in this program, along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, E & M guidelines, and much more. Students get important tips to increase accuracy in code selections and make the billing process smoother, resulting in quicker and better reimbursement.

This program will prepare students for the Certified Professional Coder (CPC) certification exam offered by the American Academy of Professional Coders (AAPC).

Upon registering, students are given an initial six months to complete the program. If more time is needed, a six-month extension may be requested at no additional charge.

**Instruction time:** 80 hours  
**Cost:** $1395  
**Meeting Details:** Register at any time at www.southeastern.edu/es

Oil Refinery Operations
This nationally recognized oil refinery operations training course and on-line program will prepare students for an entry-level career as an oil refinery operator. In the United States there are thousands of oil refineries. The facilities are operated by oil refinery operators. The operators are highly paid and enjoy a stable work environment. There is an ongoing need for entry-level personnel. Generally, oil refinery operators enter the workforce in entry-level positions and work their way up—sometimes to senior management positions.

Currently a large portion of the workforce is retiring—creating a critical shortage of technical workers for many years to come.

**Instruction time:** 400 hours  
**Cost:** $2595  
**Meeting Details:** Register at any time at www.southeastern.edu/es

Division of Extended Studies ▸ Spring 2012
Administrative Dental Assistant
This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You’ll learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant Online Program will prepare you for a new career working in a dental office.
Instruction time: 150 hours
Cost: $1595
Meeting Details: Register at any time at www.southeastern.edu/es

Pay Per Click Marketing
Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. Pay-per-click marketing specialists are in demand, and the Pay-Per-Click (PPC) Marketing Online Training Program will teach you how to be effective in this specialty. The program covers search-engine marketing, Internet advertising, Google’s AdWords program, keyword marketing, building ads, conducting research, and more.
Instruction time: 150 hours
Cost: $1495
Meeting Details: Register at any time at www.southeastern.edu/es

Grant Writing GES 207
If you want to learn the essentials of writing or acquiring grants for private, public, or government use, this program is perfect for you. You’ll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals. An experienced grant writer will show you how to create proposals that get funded.
Instruction time: 300 hours
Cost: $2095
Meeting Details: Register at any time at www.southeastern.edu/es

Game Art Certificate
Gain the skills and knowledge to get started as a digital artist in today’s fast-paced game development industry with the education you’ll get in this Game Art Online Training Program. The program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animating using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art. You’ll also benefit from mentoring and feedback from an industry-leading faculty of game art professionals.
Instruction time: 360 hours
Cost: $5595
Meeting Details: Register at any time at www.southeastern.edu/es
Registration Form
CONTINUING U PROGRAMS—DIVISION OF EXTENDED STUDIES

Name ____________________________________ Course __________________________________

Address __________________________________ City ______________________ State _____ Zip ______

☐ Primary Phone ___________________________ ☐ Alternate Phone ___________________________

☐ Primary Email ___________________________ ☐ Other Email _______________________________

Please indicate with a checkmark the best way to reach you in the event of a class change or cancellation.

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<th>COURSE TITLE</th>
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By signing this Registration Form, I agree that I understand the policy listed below. Registration may be mailed, faxed, or delivered to your nearest location, see back cover.

SIGNATURE: ___________________________ Date ______

Enrollment
Complete registration form and related paper work. Enrollment will be processed on a first come, first served basis. Unless notified otherwise, applicants are to assume that they are enrolled in the requested class. Please return applications and check or money order payable to Southeastern Louisiana University.

Refunds
A full refund is given if a request (in writing) reaches the Extended Studies Office prior to the first class meeting. Requests submitted after this time will receive a pro-rata refund. Refunds will not be considered after the second class meeting.

Cancelled Class
The University reserves the right to cancel any class due to insufficient enrollment. Full refunds will be made to those students in a cancelled class.

Severe Weather
In the event of severe weather, please listen to local radio and television for updates on class cancellations. You may also contact us at 1.800.256.2771.

Discounts
Persons 60 years or older can receive a 15% discount on regular non-credit classes. All active alumni receive a 10% discount on regular non-credit classes. Current alumni membership card must be presented.

Note
If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 203, Student Union. Accommodations will not be granted without documentation from the Office of Disability Services, 985.549.2247.
CONTINUING Learning for Today and Tomorrow

HAMMOND
Division of Extended Studies
800 West University Ave
SLU 10858
Hammond, Louisiana 70402
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Literacy and Technology Center
9261 Florida Blvd.
Walker, Louisiana 70785
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Fax: 225.665.3522
Web: southeastern.edu/livingston
E-mail: livingston@southeastern.edu