Voice Writing for Court Reporting
Introduction to Judo
Digital Photography
Makeup for Cinema
SHRM/PMP Prep Course
ACT Test Prep
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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 do 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 Southeastern 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?
800 West University Avenue
SLU 10858
Hammond, LA 70402

St. Tammany Center
21454 Koop Drive
Mandeville, LA 70471

Livingston Literacy & Technology Center
9261 Florida Boulevard
Walker, LA 70785

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

Contact Us
Division of Extended Studies
800 West University Avenue
SLU 10858
Hammond, LA 70402

Phone 985.549.2301
Toll Free @ 1.800.256.2771
Fax 985.549.5078
extended.studies@southeastern.edu
BEGINNING ACTING
Do you see yourself in the spotlight? This course is designed to teach novice actors basic film and stage audition and acting techniques, on-set behavior, and how to find legitimate film and stage acting work in Louisiana. Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Screenwriting and Makeup CEUs).

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. Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Basic Film Acting and Makeup CEUs).

MAKEUP FOR CINEMA
Want to create the next Angelina Jolie? Students in this course will learn to deliver the makeup needs for film and television productions and demonstrate a variety of makeup applications. Students completing the course will be able to discuss makeup design utilizing industry terminology, gain working knowledge of traditional techniques, and execute a variety of makeup designs for different media outlets. Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Basic Film Acting and Screenwriting CEUs).

See page 11 for session times and dates.
PROJECT MANAGEMENT FUNDAMENTALS

The goal of Project Management Fundamentals is to prepare project managers and others planning to pursue a career in project management with the skills and tools necessary to successfully plan, manage, and deliver projects on time and within budget. The course is based on the Project Management Institute’s Body of Knowledge, and highlights the five project management process groups (Initiating, Planning, Executing, Monitoring/Controlling, and Closing) and their interaction with the nine project management knowledge areas (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement). Areas of emphasis will include: creating a work breakdown structure (WBS), scheduling, estimating, Earned Value Management, and risk response planning. The course also includes a discussion on project management certification, lectures, exercises, and short quizzes.

Cost: $695
Materials: Project Management book provided

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<thead>
<tr>
<th>SECTION</th>
<th>DAYS &amp; TIMES</th>
<th>INSTRUCTOR</th>
<th>LOCATION</th>
<th>MEETING DATES</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>MW 9:00AM – 4:00PM</td>
<td>Trey Miller, MBA, PMP</td>
<td>Mandeville</td>
<td>10/22/2012 &amp; 10/24/2012</td>
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</tbody>
</table>

PROJECT MANAGEMENT PROFESSIONAL

The goal of Project Management Professional is to prepare project managers and others planning on pursuing a career in project management with test knowledge and tools to successfully pass the PMP Certification Exam. The course is based on Project Management Institute’s Project Management Body of Knowledge.

Cost: $740
Materials: Project Management Body of Knowledge (PMBOK)
Material Fee: $45 included in cost

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<td>1</td>
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<td>Trey Miller, MBA, PMP</td>
<td>Mandeville</td>
<td>11/5/2012 &amp; 11/7/2012</td>
</tr>
</tbody>
</table>

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.

Cost: $299
Materials: Book provided

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<td>1</td>
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<td>Trey Miller, MBA, PMP</td>
<td>Mandeville</td>
<td>10/15/2012</td>
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</table>

VOICE WRITING FOR COURT REPORTING

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.

Cost: $1550
Materials: Textbooks/Workbooks provided. Laptop computer with 1 GB capacity
Material Cost: $4450

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<tr>
<td>1</td>
<td>Th 6:00PM–9:00PM</td>
<td>Sharon LeRoy</td>
<td>Hammond</td>
<td>8/30/2012–5/9/2013</td>
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<tr>
<td>2</td>
<td>M 6:00PM–9:00PM</td>
<td>Susan Foil</td>
<td>Mandeville</td>
<td>8/27/2012–5/13/2013</td>
</tr>
</tbody>
</table>
COMPUTER & TECHNOLOGY

EXCEL LEARNING SERIES: INTRODUCTION TO EXCEL 2007

This course is designed for individuals who have little or no experience with Microsoft Excel. Excel is an important tool for almost any business environment. 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.

Cost: $120
Materials: None

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<th>SECTION</th>
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<td>Hammond</td>
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<td>2</td>
<td>TuTh 6:00PM–9:00PM</td>
<td>Scott McDermott</td>
<td>Mandeville</td>
<td>9/10/2012 &amp; 9/12/2012</td>
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</table>

EXCEL LEARNING SERIES: INTERMEDIATE EXCEL 2007

This course is designed for individuals who already have basic Microsoft Excel skills. All types of organizations have data that needs to be analyzed and managed. Through this course, students will learn how to use advanced formulas and functions, create and edit charts and graphs, use absolute cell references, create and sort tables, protect workbooks, and create Pivot Tables to summarize data. Students who successfully complete this course will receive a certificate of completion.

Cost: $120
Materials: None

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<th>SECTION</th>
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<td>2</td>
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<td>Scott McDermott</td>
<td>Mandeville</td>
<td>9/24/2012 &amp; 9/26/2012</td>
</tr>
</tbody>
</table>

EXCEL LEARNING SERIES: ADVANCED EXCEL 2007

This course is designed for individuals 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.

Cost: $120
Materials: None

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<th>SECTION</th>
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<td>TBD</td>
<td>Scott McDermott</td>
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</table>
MICROSOFT WORD LEARNING SERIES: INTRODUCTION 2007

This course is designed for individuals who have basic computer knowledge but would like to learn Microsoft Word. Students will learn to create, format, and modify Word documents. This includes using graphics and tables to enhance documents. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Intermediate and Advanced levels for total of 1.8 Maximum CEUs.

Cost: $120
Materials: Book provided

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<td>1</td>
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<td>Hammond</td>
<td>11/5/2012 &amp; 11/7/2012</td>
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<td>2</td>
<td>MW 6:00PM-9:00PM</td>
<td>Scott McDermott</td>
<td>Mandeville</td>
<td>10/1/2012 &amp; 10/3/2012</td>
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MICROSOFT WORD LEARNING SERIES: INTERMEDIATE 2007

This course is for individuals who have some knowledge of Microsoft Word 2007, but want to improve their proficiency. Students will learn to customize and automate Word elements, as well as create more complex documents such as lists, tables, charts and graphics. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Advanced levels for total of 1.8 Maximum CEUs.

Cost: $120
Materials: Book provided

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<td>11/12/2012 &amp; 11/15/2012</td>
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<tr>
<td>2</td>
<td>MW 6:00PM-9:00PM</td>
<td>Scott McDermott</td>
<td>Mandeville</td>
<td>10/8/2012 &amp; 10/15/2012</td>
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</tbody>
</table>

MICROSOFT WORD LEARNING SERIES: ADVANCED 2007

This course is for individuals who use Word 2007 and spreadsheets but need to work on more complex documents. Students will learn to create, manage, revise and distribute long documents and forms. This includes collaboration and secure documents. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Intermediate levels for total of 1.8 Maximum CEUs.

Cost: $120
Materials: Book provided

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<td>1</td>
<td>TBD</td>
<td>Scott McDermott</td>
<td>Mandeville</td>
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</table>
ADOBE PHOTOSHOP FOR PHOTOGRAPHY—BEGINNING

Upon successful completion of this course, students will be able to: set up a work space, use the Photoshop browser, explain basic tools and filters, make 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, basic retouching, apply basic filters, and use adjustment layers.

Cost: $150
Materials: None

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<th>MEETING DATES</th>
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<tbody>
<tr>
<td>1</td>
<td>W 6:00PM-9:00PM</td>
<td>Chuck Billiot</td>
<td>Mandeville</td>
<td>10/10/12–10/17/12</td>
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</table>

DEVELOPING DIGITAL VACATION MEMORIES NEW

Enjoy your vacation the old fashioned way, but share it with 21st century skills! Create a multimedia portfolio of your trip through easy to use technology tools. You will edit video, make a photo slideshow, create a virtual map of a single journey or an entire lifetime of excursions, design animated announcements, publish a CD, setup a web presence, connect with social media, and more. It’s time to “develop” those memories!

Cost: $120
Materials: Bring a flash drive

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<th>SECTION</th>
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<th>INSTRUCTOR</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>1</td>
<td>TuTh 5:00PM–7:30PM</td>
<td>Dr. Becky Parton</td>
<td>Hammond</td>
<td>9/6/12 - 9/27/12</td>
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</table>

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.

Cost: $95
Materials: Bring your digital camera if possible

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<tr>
<td>1</td>
<td>TBA</td>
<td>Lawrence Mauerman</td>
<td>Hammond</td>
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<tr>
<td>2</td>
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<td>Chuck Billiot</td>
<td>Mandeville</td>
<td>9/26/2012</td>
</tr>
<tr>
<td>3</td>
<td>TBA</td>
<td>Lawrence Mauerman</td>
<td>Walker</td>
<td>TBA</td>
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</table>

DIGITAL PHOTOGRAPHY—INTERMEDIATE

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.

Cost: $95
Materials: Bring your digital camera if possible

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<tr>
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<td>Chuck Billiot</td>
<td>Mandeville</td>
<td>10/3/2012</td>
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</table>
PRIVATE LESSONS
- Voice, piano, violin, viola, cello,
- double bass, guitar, percussion,
- woodwind & brass instruments

GROUP CLASSES
- Northlake Community Band
- Music Theory
- Beginning Piano Class
- Elementary/High School Fiddling
- Group Class
- Choir
SKILLED TRADES
INTRODUCTION TO WELDING

If you are interested in learning hands-on welding, this course will provide you with an introduction to safety and the setup of oxyfuel and SMAW (Shielded Metal Arc Welding) equipment. Students will work in the flat position using plain carbon steel. Also included will be an introduction to GMAW (Gas Metal Arc Welding).

Cost: $525
Materials: Students must provide personal protective equipment, including safety glasses, welding shirt, jeans, leather shoes/boots, and welding gloves.

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<tr>
<td>1</td>
<td>TuTh 6:00PM-9:00PM</td>
<td>Anthony Blakeney</td>
<td>Hammond</td>
<td>8/21/12–9/20/12</td>
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ART OF FREELANCING AND EARNING A LIVING

Earn a living while doing what you love. In our economy, many people are unemployed or under employed. Freelancing is a growing industry and takes many forms, including areas such as freelance writing, publicity, arts, jewelry, website design, housecleaning, or selling wares on the internet or at local markets. This course will cover administrative aspects of freelancing including time management, marketing tools, social media and promoting, blogs, and samples of freelance projects for profit as well as for fun.

Cost: $80
Materials: Included

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<td>Christa Chautin</td>
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BEGINNING ACTING

Do you see yourself in the spotlight? This course is designed to teach novice actors basic film and stage audition and acting techniques, on-set behavior, and how to find legitimate film and stage acting work in Louisiana. Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Screenwriting and Makeup CEUs).

Cost: $115
Materials: None

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<td>Jim Winter</td>
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MAKEUP FOR CINEMA

Want to create the next Angelina Jolie? Students in this course will learn and be able to deliver the makeup needs for film and television productions, and demonstrate a variety of makeup applications. Students completing the course will be able to discuss makeup design utilizing industry terminology, gain working knowledge of traditional techniques, and execute a variety of makeup designs for different media outlets. Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Basic Film Acting and Screenwriting CEUs).

Cost: $125
Materials: Makeup kit & mirror included

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<td>Tara Bennett</td>
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INTRODUCTION TO SCREENWRITING

This course will provide an introduction into the world of screenwriting. Students will learn professional formatting and techniques, as well as how and where to submit their written screenplays for professional production. 1 CEU maximum for 10 hours of class time (can be combined with Basic Film Acting and Makeup CEUs). Participants are eligible for one CEU maximum for 10 hours of class time (can be combined with Basic Film Acting and Makeup CEUs).

Cost: $115
Materials: None

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<td>TBA</td>
<td>Jim Winter</td>
<td>Walker</td>
<td>TBA</td>
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</table>
**TEST PREPARATION**

**ACT TEST PREP**

This course is designed to assist high school students in developing the skills to improve their ACT scores. Mathematics and English will be emphasized. Space is limited.

**Cost:** $250 *(Hammond & Walker)*

$275 *(Mandeville)* Includes textbook

**Materials:** None

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<td>Amy Gibson</td>
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<tr>
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<td>Hammond</td>
<td>11/5/2012–12/3/2012</td>
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<td>Walker</td>
<td>9/20/2012–10/25/2012</td>
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<tr>
<td>5</td>
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<td>Amy Gibson</td>
<td>Walker</td>
<td>11/1/2012–12/6/2012</td>
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<tr>
<td>6</td>
<td>4 Th, 1 Tu 5:00PM–7:00PM</td>
<td>Eugenie Martin &amp; Patricia Edmiston</td>
<td>Mandeville</td>
<td>8/27/2012–9/8/2012</td>
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<tr>
<td>7</td>
<td>4 Th, 1 Tu 5:00PM–7:00PM</td>
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<td>Mandeville</td>
<td>9/9/2012–10/25/2012</td>
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<tr>
<td>8</td>
<td>Th 5:00PM–7:00PM</td>
<td>Eugenie Martin &amp; Patricia Edmiston</td>
<td>Mandeville</td>
<td>11/1/2012–12/6/2012</td>
</tr>
</tbody>
</table>

**NOTARIAL PREPARATION COURSE**

This course is designed to help students successfully pass the statewide Louisiana Notarial Exam. However, it is also a great refresher course on civil law basics and sound notarial practice for commissioned notaries and attorneys as well. The course topics include: duties of a notary, contracts, judicial acts, donations and sale, wills, miscellaneous acts, and more.

**Cost:** $625

**Materials:** Will be sent info when registered

**Material Fee:** $270

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<th>INSTRUCTOR</th>
<th>LOCATION</th>
<th>MEETING DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tu 6:30 pm - 9:00 pm</td>
<td>Ronda Gabb</td>
<td>Mandeville</td>
<td>8/21/2012–11/27/2012</td>
</tr>
</tbody>
</table>

**SHRM LEARNING SYSTEM (PHR/SPHR TEST PREP)**

The SHRM (Society for Human Resource Management) 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, and 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 peers, six printed workbooks that cover topics tested on the PHR/SPHR (Senior Professional in Human Resources/Professional in Human Resources) certification exam, more than 1,600 test questions, an online resource center, and an interactive case study designed for SPHR candidates. And you can earn 3.5 continuing education units (CEUs) for completing this course. Check with your employer to see if you quality for tuition reimbursement. This class is taught 14 hrs. online and seven face-to-face meeting dates (21 hours). Total is 35 classroom hours.

**Cost:** $1100

**Materials:** Materials Included

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<tr>
<th>SECTION</th>
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<tbody>
<tr>
<td>1</td>
<td>W 5:30PM–8:30PM</td>
<td>Joseph M. Srofe, Sr., SPHR, PMP, CKM</td>
<td>Mandeville</td>
<td>10/3/2012–11/14/2012</td>
</tr>
</tbody>
</table>
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 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.
CAREERS

HIGH SCHOOL AND JUNIOR HIGH CAREER WORKSHOPS

SUMMER 2013

www.southeastern.edu/zoom /// 800.256.2771
WHAT IS ZOOM?

Southeastern Louisiana University is proud to offer a series of exciting junior high and high school career workshops. In our hands-on workshops, 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.

NOW OFFERING SUMMER WORKSHOPS IN:

- CRIMINAL JUSTICE
- CULINARY ARTS
- DIGITAL INNOVATION
- INVENTING
- NURSING
- PHOTOGRAPHY
- RADIO
- TELEVISION
- THEATRE
- WEB DESIGN

SAVE THE DATE!
JUNE 17–20, 2013
PERSONAL ENRICHMENT
ASTROLOGY & SYMBOLISM—THE SPIRITUAL ALPHABET  NEW

This class is a philosophical look into the twelve sun signs of humanity. A unique approach will be presented to analyzing the 12 zodiac cycles of nature and how humans react to these annual cycles. The course material will be taught in part from the book *Astrology & Symbolism—The Spiritual Alphabet*, a symbolic handbook written for those seeking spiritual knowledge. The Christian Astrologer series is some of the most in-depth work ever done on the subjects of astrology, spiritualism and symbolism. Information learned from this course will allow the student to better understand themselves and everyone around them, thus helping to create a truer and more rewarding way of life.

**Cost:** $75  
**Materials:** Book included

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<th>INSTRUCTOR</th>
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<th>MEETING DATES</th>
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<tbody>
<tr>
<td>1</td>
<td>Th 6:00PM–8:00PM</td>
<td>Angelo Michael Distefano</td>
<td>Hammond</td>
<td>10/11/2012-11/1/2012</td>
</tr>
</tbody>
</table>

**BASS FISHING FOR WOMEN  NEW**

You don’t need a boat to get “hooked on fishing!” It’s entirely possible that the only reason more females don’t fish is simply because they have never been taught. Fishing is a fun and very relaxing way to commune with nature. Could anything be more satisfying than catching, cleaning and cooking a meal that you provided personally? This fun, hands-on course will instruct students in the basic techniques and practices of fishing for Large-Mouth Bass. We will “tackle” everything from baiting your hook and using a spinning reel to cleaning and cooking your catch!

**Cost:** $75  
**Materials:** None

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<tr>
<td>1</td>
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<td>Barbara Casserleigh</td>
<td>Mandeville</td>
<td>10/17/2012 &amp; 10/24/2012</td>
</tr>
</tbody>
</table>

**BEGINNING HARMONICA**

This course puts you behind the “harp,” playing blues, rock and country 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, exploring simple melodies, theory of blues, rock, and country styles, with a class performance of basic blues. Harmonicas are available on the Internet or in music stores. Remember, cheaper harps are hard to play!

**Cost:** $60  
**Materials:** Lee Oscar Major Diatonic, Key of C Harmonica or Hohner

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<tr>
<td>1</td>
<td>TBA</td>
<td>Tom Collins</td>
<td>Mandeville</td>
<td>TBA</td>
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</tbody>
</table>

**FINANCIAL STRATEGIES FOR RETIREMENT**

With financial independence, retirement can be the most fulfilling time of your life. This class covers important money management concepts and issues that are important to people at or near retirement. Topics include how to reduce pressures on your retirement income, how to make appropriate health care decisions, especially who will provide care, where you will live and how you will pay for your health care. We will also explore some options that allow you to transfer assets to other generations of your family. A “hear it, see it, read it, write it” teaching method makes it easy for you to understand and remember this practical information. By condensing up-to-date financial information into three classroom sessions, the Financial Strategies for Successful Retirement Seminar gives you the answers you need. (May bring spouse at no extra charge.)

**Cost:** $49  
**Materials:** Financial Workbook

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<tr>
<td>1</td>
<td>Th 6:00PM–8:00PM</td>
<td>Brian Low</td>
<td>Hammond</td>
<td>9/13/2012-9/27/2012</td>
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</table>
## PERSONAL ENRICHMENT

### Guitar for Beginners
This course will teach chords, strumming patterns and note reading. Participants must be 14 years or older and have their own playable instrument.

**Cost:** $50  
**Materials:** Text announced in class  
**Material Fee:** $21.75 payable to instructor

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<tr>
<td>1</td>
<td>M 7:00PM–8:00PM</td>
<td>Stan Hebert</td>
<td>Hammond</td>
<td>9/10/2012–10/15/2012</td>
</tr>
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### 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.

**Cost:** $150  
**Materials:** None

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<tr>
<td>1</td>
<td>Tu 7:00PM–8:15PM</td>
<td>Robin Wells</td>
<td>Mandeville</td>
<td>9/4/2012–10/2/2012</td>
</tr>
</tbody>
</table>

### 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 by 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.

**Cost:** $55  
**Materials:** Book from instructor  
**Material Fee:** $25 payable to instructor

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<tbody>
<tr>
<td>1</td>
<td>W 5:30PM–9:00PM</td>
<td>David Haynes</td>
<td>Hammond</td>
<td>9/19/2012</td>
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</tbody>
</table>

### Introduction to Judo
The word Judo is an original Japanese word meaning "gentle (flexible) way," and indicates a way of life. It is more than a martial art; it is an integration of art, discipline, fitness activity, self-defense and sport. The basic and most important concept of Judo is, "By wisely utilizing the opponent’s power, a smaller person can defeat a larger person." In this course the basics of Judo technique and theory will be instructed. Related Japanese culture will also be introduced (as well as physics, if you are interested). The instructor is a third-degree black belt Judoist with over 40 years of experience, and a professor of physics. He is originally from Tokyo, Japan, and his degree has been awarded by Kodo-kan. Dr. Kano, the founder of Judo and Kodo-kan was also a scholar. There is no prerequisite for this course.

**Cost:** $60  
**Materials:** May bring uniform if owned (optional)

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<th>SECTION</th>
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<th>MEETING DATES</th>
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<tr>
<td>1</td>
<td>Tu 3:00PM–4:00PM</td>
<td>Dr. Sanichiro Yoshida</td>
<td>Hammond</td>
<td>9/4/2012–9/25/2012</td>
</tr>
<tr>
<td>2</td>
<td>Th 8:00PM–9:00PM</td>
<td>Dr. Sanichiro Yoshida</td>
<td>Hammond</td>
<td>9/6/2012–9/27/2012</td>
</tr>
</tbody>
</table>
INTRODUCTION TO STAINED GLASS

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 15-year veteran of the art. All supplies and tools are provided. Students will take home their own creation. No experience required.

Cost: $150

Materials: Materials provided

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<th>SECTION</th>
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<td>Gene Duvic</td>
<td>Mandeville</td>
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<td>2</td>
<td>W 6:00PM-9:00PM</td>
<td>Gene Duvic</td>
<td>Walker</td>
<td>10/31/2012-11/14/2012</td>
</tr>
</tbody>
</table>
HEALTHCARE & FITNESS

ADMINISTRATIVE DENTAL ASSISTANT
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING AND CODING + MEDICAL TERMINOLOGY
This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

ADVANCED CODING FOR THE PHYSICIAN’S OFFICE
Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

ADVANCED HOSPITAL CODING AND CCS PREP
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE
Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

ICD-10 MEDICAL CODING
Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

MEDICAL BILLING AND CODING
With the Medical Billing and Coding (MBC) program, you’ll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

MEDICAL TERMINOLOGY
Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

MEDICAL TRANSCRIPTION
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

MEDICAL TRANSCRIPTION + MEDICAL TERMINOLOGY
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

PHARMACY TECHNICIAN
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

REGISTER NOW!
http://www.gatlineducation.com/selu
BUSINESS & PROFESSIONAL

CERTIFIED BOOKKEEPER
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn the prestigious American Institute of Professional Bookkeepers (AIPB) certification.

CERTIFIED WEDDING PLANNER
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

EVENT MANAGEMENT AND DESIGN
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

GRANT WRITING
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

MICROSOFT OFFICE SPECIALIST 2007
The Microsoft Office Specialist (MOS) Online Training Program (formerly Microsoft Certified Application Specialist, or MCAS) is the only performance-based certification program approved by Microsoft to assess and validate computer skills using Microsoft Office 2007 Excel, Word, PowerPoint, Access, and Outlook, as well as the Windows Vista operating system. This program will teach you to master these programs while preparing you for certification.

PARALEGAL
The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

SIX SIGMA GREEN BELT
The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

TECHNICAL WRITING
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You’ll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

IT & SOFTWARE DEVELOPMENT
HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

SEARCH ENGINE OPTIMIZATION
The Search Engine Optimization Online Training Program will teach you how to increase a Web site’s traffic by improving its rankings with search engines.

WEBMASTER
The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.
MANAGEMENT & CORPORATE

MANAGEMENT TRAINING
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

NON-PROFIT MANAGEMENT
Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

PAYROLL PRACTICE AND MANAGEMENT
Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

PURCHASING AND SUPPLY CHAIN MANAGEMENT
Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.
**DISTANCE EDUCATION**

**MEDIA & DESIGN**

**GAME ART CERTIFICATE**
The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

**MARKETING DESIGN CERTIFICATE**
This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You’ll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

**VIDEO GAME DESIGN AND DEVELOPMENT**
Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

**WEB APPLICATIONS DEVELOPER**
Master the skills you need to create dynamic database-driven websites using the latest technologies.

**WEB DESIGN CERTIFICATE**
Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning Web sites.

**HOSPITALITY & SERVICE INDUSTRY**

**CERTIFIED GLOBAL BUSINESS PROFESSIONAL**
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

**SKILLED TRADES & INDUSTRIAL**

**CERTIFIED AUTO GLASS TECHNICIAN**
Master the skills you need to become a professional auto glass technician, and prepare for the National Glass Association’s Auto Glass Installer Certification Exam.

**HOME INSPECTION CERTIFICATE**
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

**HVAC TECHNICIAN**
The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

**NATURAL GAS PLANT OPERATIONS**
For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

**OIL REFINERY OPERATIONS**
Learn the skills you need to start work as an in-demand oil refinery operator.
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CLASS DESCRIPTION</th>
<th>DAY</th>
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<tbody>
<tr>
<td>BIOL 152</td>
<td>GENERAL BIOL LAB I</td>
<td>M</td>
<td>1:00 PM - 2:50 PM</td>
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<tr>
<td>BIOL 152</td>
<td>GENERAL BIOL LAB I</td>
<td>M</td>
<td>3:00 PM - 4:50 PM</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>GENERAL CHEMISTRY I</td>
<td>T</td>
<td>5:00 PM - 7:30 PM</td>
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<tr>
<td>CLAB 103</td>
<td>GENERAL CHEM LAB I</td>
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<td>INTRO PUBLIC SPEAKING</td>
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<td>EDL 662</td>
<td>SEMINAR III: HR &amp; SCH-COMM RE</td>
<td>M</td>
<td>5:00 PM - 7:45 PM</td>
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<td>EDL 662</td>
<td>SEMINAR III: HR &amp; SCH-COMM RE</td>
<td>TH</td>
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<td>GBIO 151</td>
<td>GENERAL BIOL I</td>
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<tr>
<td>HIST 201</td>
<td>AMERICAN HISTORY TO 1877</td>
<td>W</td>
<td>6:00 PM - 8:45 PM</td>
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<tr>
<td>HIST 202</td>
<td>AMERICAN HIST SINCE 1877</td>
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<td>6:00 PM - 8:45 PM</td>
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<td>POLI 201</td>
<td>AMERICAN POLITICS</td>
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<td>PSYC 101</td>
<td>GENERAL PSYCHOLOGY I</td>
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<td>6:00 PM - 8:45 PM</td>
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<td>PSYC 204</td>
<td>DEVELOPMENTAL PSYC</td>
<td>W</td>
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HOW MONEY WORKS PART I: FINANCIAL SUCCESS ON A TEACHER’S SALARY
Are you an educator or future educator ready to take control of your financial success? In part I of How Money Works, you will learn the relationship between time, savings and debt. Financial success on a teacher’s salary can happen if you take charge. How Money Works is a three-part series, which can be taken in any order. There are no technology requirements or prerequisites for this class. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Part II & III for 0.3 CEU.

HOW MONEY WORKS: PART II: BUDGETING ON A TEACHER’S SALARY
Are you an educator or future educator ready to take control of your budget? In part II of How Money Works, you will learn basic budgeting concepts including recommended allocations for budget categories, how to create a workable budget, the components of a budget, and tips for reducing everyday expenses. Budgeting on a teacher’s salary can happen if you take charge. How Money Works is a three-part series, which can be taken in any order. There are no technology requirements or prerequisites for this class. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Part I & III for 0.3 CEU.

HOW MONEY WORKS PART III: SAVING AND INVESTING ON A TEACHER’S SALARY
Are you an educator or future educator ready to take control of your savings and investments? In part III of How Money Works, you will learn basic investing concepts including the Rule of 72, the three Ds of investing, the benefits of an IRA, and advantages of a Mutual Fund. Saving and investing on a teacher’s salary can be successful if you take charge. How Money Works is a three-part series, which can be taken in any order. There are no technology requirements or prerequisites for this class. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Part I & II for 0.3 CEU.

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<td>Bernard, Reno</td>
<td>Hammond</td>
<td>9/10/2012</td>
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<td>Hammond</td>
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<td>10/17/2012</td>
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Southeastern Louisiana University
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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE #</th>
<th>LOCATION</th>
<th>START DATE</th>
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By signing this Registration Form, I agree that I understand the policy listed below. Registration may be mailed or faxed to the Post Office Box below.

SIGNATURE: __________________________ Date ______________________

Enrollment
Complete registration form and related paperwork. 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 or check the university’s main web page, southeastern.edu. 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.

Send To: Division of Extended Studies, 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
LEARNING FOR TODAY & TOMORROW

HAMMOND
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800 West University Ave
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MANDEVILLE
St. Tammany Center
21454 Koop Drive Suite 313A
Mandeville, Louisiana 70471
Phone: 985.893.6251
Fax: 985.893.6279
Web: southeastern.edu/stc
E-mail: sttammanycenter@southeastern.edu

WALKER
Literacy and Technology Center
9261 Florida Blvd.
Walker, Louisiana 70785
Phone: 225.665.3303
Fax: 225.665.3522
Web: southeastern.edu/livingston
E-mail: livingston@southeastern.edu