INTRODUCTION

A Message from Southeastern Louisiana University & Northshore Technical Community College

In order to bridge the training needs for our growing community, Southeastern Louisiana University and Northshore Technical Community College have combined our non-credit offerings in one convenient catalog.

Between our partner institutions, we have the training you need including:

- Entry level workforce certificates
- Professional development for team leaders
- Customized trainings for businesses
- Personal enrichment classes
- Teacher enrichment CEUs
- Short and full length online courses
- Youth workshops and summer programs
- Seminars that introduce two and four-year career option solutions

In this catalog, you will see a transformation in new trainings that meet the needs of our changing economy. Please check the non-credit websites below frequently, for both institutions, as we are continuously developing new courses based on input from our community. Our goal is to create a bridge that will move you forward on your career path. If we don’t have what you’re seeking, please call us. We may be able to personally assist you with a unique solution. Remember, it is never too late to learn.

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Business/Corporate Training
Workshops and sessions are available in leadership development, teamwork, conflict management, communication styles, critical thinking and problem-solving skills. Lay the foundation for creating and inspiring effective leaders within your team.

Report Writing for Law Enforcement Professionals
This is a one-day workshop for law enforcement professionals on the principles and details of writing accurate and thorough reports.

IT/CISCO Certification Prep
Cisco Certification Pre-Course is a two-part Instructor Led Technical Course offered to provide the necessary skills to configure, troubleshoot, and maintain CISCO routers and switches. This course prepares students to obtain the CCNA (Cisco Certified Network Associate), one of the most recognized industry-based certifications. This course is 30 weeks long and meets for 3 hours one evening per week. This course will be offered at multiple campus locations. Total hours: 90 clock hours. Students must have reliable internet access and a basic understanding of computers, as well as an interest in the field of networking. This course requires the purchase of additional supplemental textbooks.

Medical Coding for ICD-10
This ICD-10 PCS Coding course provides participants with an understanding of the history, organization, and implementation of the new code set required as of October 2015. Students will understand the ICD-10 medical coding guidelines and regulations, including compliance that will be needed to enhance their coding knowledge, skills, and abilities.

CPR
This course provides basic CPR Certification in Basic Life Support (BLS) and is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is open to the general public in addition to health care providers.

Mine Safety & Health Administration
MSHA: Part 46 New Miner (8 hrs), MSHA Part 46 Annual Refresher for Miners
8 hour training for miners engaged in shell dredging or employed at sand, gravel, surface stone, surface clay, colloidal phosphate, or surface limestone mines.
MSHA Part 48 New Miner Training
3 day course for metal/non-metal miners.
MSHA Part 48 Annual Refresher

CPR 30 MSHA
Includes first aid, CPR, and AED Training

MSHA Train the Trainer
3-day course certifying Mine Safety Trainers

MSHA Specialty Training
Special training in one of the following areas: Fire Safety, Fire Protection, Supervisor Training, and working at heights and electrical.

The courses listed on this page are Northshore Technical Community College courses.

Please contact Northshore Technical Community College at the Workforce Division with any inquiries at 985-549-3165.
To register: visit registration.xenegrade.com/northshore
Virtual or Primavera P6 Introduction
This course provides hands-on or online training for Primavera P6, leading participants through the entire project life cycle, from planning to execution. Students will gain experience building a new schedule, updating/monitoring the project schedule, and generating reports. Participants also gain a thorough background in the concepts of planning and scheduling.

Project Management Professional
See Test Prep, page 16.

Notarial Preparation
See Test Prep, page 16.

SHRM Essentials of HR Management
The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those just starting out in the human resource profession or those looking for an effective way to boost their employee management skills.

SHRM Learning System (PHR/SPHR Test Prep)

Quickbooks 2014 for Bookkeeping
** Can be customized for your business. See page 11.  
** CEUs can be combined with QuickBooks Levels I, II & III.
Introduction - This class introduces many benefits of using QuickBooks for career or business bookkeeping and accounting needs. QuickBooks software is used by more than 5 million businesses in the U.S. Participants can receive up to 0.6 CEUs.
Level One - This course is for anyone who presently owns a business or is contemplating opening one. You must have basic computer knowledge and some understanding of financial terms (checking accounts, revenues, expenses, etc.) Participants can receive up to 1.2 CEUs.
Level Two - Business owners currently using QuickBooks for financial accounting or experienced bookkeepers who use QuickBooks on a daily basis and want to increase their knowledge would benefit from this course. This class is also offered as the Level II course to QuickBooks Level I. Participants can receive up to 1.5 CEUs.
Level Three - This course is for experienced QuickBooks users interested in obtaining an Industry Based Certification for Intuit QuickBooks Certified User. Participants can receive up to 1.2 CEUs.

The courses listed on this page are Southeastern Louisiana University’s non-credit courses.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.  
To register: visit www.southeastern.edu/noncredit
**Winning Through Customer Service**  
(Certification Prep)  
See Customized Courses, page 11.

**Professional Development Program: Track I**  
*Can be customized for your business. See page 11*  
Individuals are usually promoted to supervisory and leadership positions because of their ability to perform assigned tasks in a safe, productive manner using the tools and equipment provided. When they are promoted to leadership positions, some do not perform up to management’s expectations because they were not given a new set of tools. Supervisors, foremen and team leaders are expected to plan, schedule, coach, counsel and discipline. They are also expected to perform safety and equipment inspections, conduct safety meetings and incident investigations. An integral part of their job involves analyzing and solving performance problems and being alert for the signs and symptoms of a troubled employee. This five-module program was designed specifically to address the fundamental skill sets needed to be an effective supervisor / team leader. Track II will address human relations issues faced by supervisors and team leaders.

**Professional Development Program: Track II**  
Supervisors and Team Leaders are expected to plan and schedule work activities; conduct on-the-job training; identify, analyze and respond to performance problems; recognize and respond to the signs and symptoms of troubled personnel; and prevent harassment in the work place. Track II includes five (5) four-hour modules on these topics. Many new supervisors simply mimic how their previous supervisor or team leader addressed such issues. Some will do well while others may fail miserably because they don’t know any other way to address the issues. The modules in Track II will build on effective communication, leadership and incident investigation skills learned in Track I.

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**Six Sigma Green Belt**  
See Customized Courses, page 11.

**Six Sigma Black Belt**  
See Customized Courses, page 11.

**Boosting Your Bottom Line**  
Learn how your business will enjoy a healthier bottom line because of stellar customer management. This course will increase the frontline staff members on-the-job performance through the exploration of the nine principles of customer management, as outlined in the business book, Customer Management: The kiisa Service Cycle. With innovative business models, case studies, and interactive activities, this course will foster an environment for participants to learn how to become invested in the art of customer service and management. The kiisa Service Cycle is a required text.
Microsoft Excel 2013 Learning Series

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

Intermediate - This course is designed for individuals who already have basic Microsoft Excel skills. All types of individuals, businesses, and 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.

Advanced - 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 look up 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.

Microsoft Word 2013 Learning Series

** Can be customized for your business. See page 11.

Introduction - This course is designed for individuals or students who have basic computer knowledge, but would like to learn Microsoft Word. Students will learn to create, format, and modify Word documents.

Intermediate - This course is for individuals who have some knowledge of Microsoft Word 2013 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.

Advanced - This course is for individuals who use Word 2013 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.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.
To register: visit www.southeastern.edu/noncredit
Catching Up with The Crowd: Intro to Computers
Do you find yourself behind the crowd when it comes to using computers? Do you become frustrated when people try to explain them to you in overly-technical terms? Participating in this course will help you understand the uses of computers from the mundane to the amazing. You will learn the major parts of the computer in down-to-earth terms, and you will have an opportunity to become familiar with using the computer in a low-pressure environment. You will also have an introduction to the most common software used for creating everyday documents from to-do lists to letters. Participants can receive up to 0.6 CEUs (Continuing Education Units) that can be combined with other Southeastern Louisiana University Non-Credit Programs computer classes.

Intrigue of Internet: Intro to Internet
You hear about it everyday, "The Internet" -- "The Web" -- "Online," but what exactly is the Internet and how can it help you? This course will give you an introduction to the magic of how the Internet works and the wonders of all the education and entertainment it can provide. Learn about some of the most common websites for news, shopping, and research. Also learn guidelines for protecting your financial information and protecting your family from inappropriate websites. Participants can receive up to 0.6 CEUs (Continuing Education Units) that can be combined with other Southeastern Louisiana University Non-Credit Programs computer classes.

Introduction to Social Media Marketing
Are you reluctant to incorporate social media into your business or personal brand? Are you a late adopter of Facebook, Twitter and other social media tools being used by your competitors? Do you think social media is just a waste of company time? If you answered yes to any of these questions, this course is for you! Social media is here to stay as a valuable, measurable and cost-effective part of your business marketing plan. Social media marketing can be overwhelming and damaging to your brand if implemented without a specific, thoughtful strategy. Social media can also boost your customers’ engagement and satisfaction. To be truly effective and efficient with your time and resources, you need a social media marketing plan to guide you through making the best decisions for you and/or your organization. *Prerequisite: Students should have a working knowledge of computers, the internet and email. Participants can receive up to 1 CEU.

Do-It-Yourself Desktop Publishing
See Digital Media, page 10.

Beginner’s Web Design
See Digital Media, page 10.
**Fluid Power Systems**

**4 CEUs total (2 for each part)**

**Part I** - This course focuses on the fundamentals and industrial applications of fluid power, including both pneumatic and hydraulic systems. Functional examination of components for industrial fluid power systems, including pumps, actuators, and valves, will be introduced. In addition to basic operations, this course will also focus on maintenance and trouble shooting, as well as related safety regulations and standards. Prerequisite: college algebra

**Part II** - This course focuses on advanced topics of fluid power, including both pneumatic and hydraulic systems. Simulated systems emphasizing design, construction, automation, and control will be used to develop problem solving skills. Prerequisite: Fluid Power Part I.

**Introduction to Microcontrollers**

This is an entry level programming course for adults and highschoolers that exclusively depends on hands-on projects. The course allows you to learn in a fun, supportive, and friendly atmosphere. You will learn how to write instructions to a microcontroller board using simple-to-learn C-language. You can make a light glow or faint, a motor spin in either direction, a robot move and avoid obstacles, and much more fun projects. The course is divided into sections that cover a sequence of skills. Each section is supplemented by simple projects that progressively increase in complexity. Each participant will be allocated a kit that includes all necessary components. Participants can receive up to 1 CEU.

**Programmable Logic Controllers**

This course is intended to teach highschoolers and adults PLCs as they became heavily incorporated into industry to organize the performance of machines and processes. The course will introduce you to one of the commercially available PLC modules through a series of different input-output configurations. You will learn how to read schematic diagrams and connect different types of inputs (sensors, switches, timers, counters, etc) and outputs (lights, motors, fans, valves, cylinders, pneumatic, vacuum, etc). Also, you will learn ladder logic and how to write a sequence of rungs to achieve certain functions. Participants can receive up to 1 CEU.

**Introduction to Welding**

Are you interested in working in one of the most needed fields in manufacturing today? From vehicles to bridges, buildings, aircrafts, rockets, robotics, and even NASCAR, everything has been improved by welding. This four-day workshop is an introductory hands-on approach to many welding and cutting processes. Students will cut and weld using Oxyfuel cutting, Oxyfuel welding, and Shielded Metal Arc Welding (SMAW). Students will learn safety, setup of equipment, selection of consumables, and welding in the flat and horizontal positions. Students will be tested using American Welding Society Structural Welding Standards. 1.2 Continuing Education Units (CEUs) available.

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*Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit*
NCCER Electrical
This course prepares you for Core, Level 1 and Level 2 NCCER Certification in the Electrical field. Earn industry recognized certification in National Center for Construction Education and Research. This course should be registered through Northshore Technical Community College at registration.xenegrade.com/northshore or call 985-549-3165.

AWS/NCCER Welding
This course is 630 clock hours and covers certification in the areas of: Core, Level 1 and Level 2 NCCER following AWS Curriculum, and students will learn the process of: Short-Arc (MIG), Flux-Core (GMAW), SMAW, and Heli-Arc (GTAW) Welding. To enroll in the payment plan, submit an initial payment of $100 to ensure a spot in this class. Once classes begin, you are agreeing to pay the full amount to NTCC. Students wishing to enroll in a payment plan must contact the Workforce Division at NTCCWorkforce@northshorecollege.edu or call (985) 549-3165 for payment plan details.

Visual Arts
Practice painting in any style! Free-style painting to relax, refresh, and be creative! Learn tips and techniques to painting in a relaxing, learning environment!

Please contact Northshore Technical Community College at the Workforce Division with any inquiries at 985-549-3165.
The following courses are Southeastern’s non-credit courses.

FILM & ENTERTAINMENT

Basic Film 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. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

Makeup for Cinema
Want to create the next star’s character? 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. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

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 written screenplays for professional production. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit
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, students will learn print options, digital settings, and loading images onto the computer. Learn techniques such as working with lighting, natural posing and framing. There are no prerequisites for this course.

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.

Adobe Photoshop for Photography
Upon successful completion of this course, students will be able to: set up a work space, use the Photoshop browser, use 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. Earn up to 0.6 CEUs.
Beginner’s Web Design
This is a series of three classes. In the first session, students will learn basic (X)HTML to begin the process of designing a web page. The second session will cover the basics of the web-authoring software, Adobe Dreamweaver, and the third session will cover the basics of Adobe Flash. After the completion of all three sessions, students will be able to create a web page using Dreamweaver and (X)HTML and also incorporate Flash animation into the web site. Participants can receive up to 1 CEU.

Do-It-Yourself Desktop Publishing
Do you or your business need to save money on designing and printing expensive invitations or promotional material? What if you just run out of time to have them designed and printed? You now have the ability to design, print, and publicize your business or special event without having to leave your home or office, and best of all, without having to spend hundreds of dollars! Participants can receive up to 0.6 CEUs.

Basic Video Production and Editing
This course will teach basic script development, camera and on-screen direction, and post-production editing for video and audio. The course will act as a hands-on workshop where students will shoot and edit a short 3-5 minute video in a small crew environment. No previous experience is required. Students are encouraged to bring their own cameras or filming equipment. The course will be taught in Southeastern’s state-of-the-art digital arts lab. 1.2 CEUs will be offered, based on attendance.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.
To register: visit www.southeastern.edu/noncredit
CUSTOMIZED COURSES

Governments, businesses, organizations, and individuals can request a customized course for groups of five or more. Any of our courses in this catalog can be customized, as well as many that are not currently offered. Below is a list of previous customized classes. We request a lead time of three weeks.

- Drawing for Beginners
- Autodesk Inventor 2010 Essentials
- Beginning Harmonica
- Boosting Your Bottom Line
- Business Writing Strategies
- Career Changes
- Digital Movie Making
- English as a Second Language
- Gas Metal Arc Welding
- Intermediate Welding
- Introduction to AutoCAD Drafting
- Introduction to Metal Casting
- Introduction to Stained Glass
- Introduction to Welding
- Introduction to Welding for the Non-Welder
- Leadership for Change
- Microsoft Excel Series
- Microsoft Word Series
- Painting for Beginners
- Prof Development for Supervisors & Managers
- Shielded Metal Arc Welding
- Six Sigma (also available online)
- Writing for PR Marketing
- Winning through Customer Experience

CUSTOMIZED BUSINESS TRAINING

INCUMBENT WORKER TRAINING PROGRAM - Southeastern Louisiana University and Northshore Technical Community College, in partnership with the Louisiana Workforce Commission, provide 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 Non-Credit Programs or Northshore Technical Community College 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 Non-Credit Programs at 985.549.2301 or noncredit@southeastern.edu. Our IWTP specialist can help guide you through the eligibility and application process.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.
To register: visit www.southeastern.edu/noncredit
BUSINESSES WE'VE WORKED WITH

Bercen Chemical
SHAW Sunland
E.S.T. Chamber of Commerce
Lowry-Dunham, Case & Vivien
Take 5 Oil
St. Tammany Parish Government
Regina Coeli
Lafarge
Champagne Beverages
Barrister
Continental Kennel Club
La Quinta Inn & Suites
How Money Works Part I
Are you an educator or future educator ready to take control of your financial success? Financial success on a teacher’s salary can happen if you take charge. This course will introduce students to major concepts necessary to make informed decisions regarding finances. There are no technology requirements or prerequisites for this class, and there is no charge to attend. CEUs earned: 0.1 Continuing Education Units for 1 hour.

How Money Works Part II
Saving and investing on a teacher’s salary can be successful if you take charge. This course will introduce educators and future educators to the major concepts necessary to make informed decisions regarding saving and investing. There are no technology requirements or prerequisites for this class, and there is no charge to attend. CEUs earned: 0.1 Continuing Education Units for 1 hour.

So You Want 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. Teachers can earn up to 0.6 CEUs.

The Novel: Critique, Revision, and Publishing
This course will provide hands-on experience in brainstorming; creating a plot that follows a traditional story arc; writing a scene in a consistent point of view while integrating the five fiction essentials; developing theme; and preparing to submit a completed work for publication. Students will self-evaluate and critique each others’ work according to specific criteria, with a goal of a 3 on a 1 to 5 scale. Teachers can receive up to 0.62 CEUs.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit
Vampires, Werewolves, Witches, & Wizards
Teachers taking the class for CEU’s will be required to take a short pre-test and post-test. This course is comprised of six sessions. Readings will include John Polidori’s *The Vampyre*, Clemence Housman’s *The Were-Wolf*, excerpts from the *Malleus Maleficarum*, and other works, all of which are available online free of charge. The course will also incorporate period art and excerpts from modern films, including *The Crucible*, *Dracula*, *Excalibur*, the Harry Potter series, *The Lord of the Rings*, *The Wolfman*, and more. Participants can receive up to 1.2 CEUs.

Victorians in Fiction, Film, & History
Teachers taking the class for CEU’s will be required to take a short pre-test and post-test. This course will include six sessions. Readings will be drawn from A.N. Wilson, *The Victorians and Byron Farwell*, *Queen Victoria’s Little Wars*, which can be purchased used (online) for less than $10 combined. The course also will incorporate period art and music and excerpts from modern films, including *The Charge of the Light Brigade*, *The Four Feathers*, *Khartoum*, *Mountains of the Moon*, *Mrs Brown*, *The Rising*, and more. Participants can receive up to 1.2 CEUs.

Utilizing the Stock Market Game
In this course, participants will learn how to incorporate the Stock Market Game and use the Teacher Support Center as a tool to teach financial literacy. Topics covered will include: basic stock market vocabulary; how to read a stock table and where to find “tips” to help students choose stocks. Participants will also learn how to link writing skills and personal finance education, using Investwrite as a tool, to meet Common Core Standards. Participants can receive up to .15 CEUs.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit
**Coming Soon to Southeastern**

**Intro to Nursing and Health Sciences**
This series will introduce you to the wide variety of health careers available at Southeastern Louisiana University. Not all health care paths are clinical in nature, and there are numerous options for students to find their health and wellness career. Each week you will be introduced to a different health specialization. Check our website frequently for more updates.

**Sessions will include:**
- Intro to Nursing - Basic to Advanced Practice
- Intro to Health Education and Promotion
- Intro to Athletic Training
- Intro to Kinesiology
- Intro to Health Care Management
- Intro to Social Work
- Intro to Speech Pathology
- Intro to Family Studies
- Intro to Counseling

**Introduction to Java - Part I**
This is a non-credit, professional development course for entry level. This course will enable participants to create programs in solving critical-thinking problems in business situations. It will introduce programming using Object Oriented Language. The software is open source.

*Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.*

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**Coming Soon to Northshore**

**Customer Service & Customized Training - For Business and Industry**
Businesses can select specific modules to address Customer Service, Conflict Resolution, Communication, Managing Change, and more! Individualized options to train your employees on “soft skills” that translate to successful business.

**Healthcare IT**
This course is designed for students seeking to gain entry into or learn more about the field of healthcare information systems. It covers the fundamentals of Healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. An in-depth and comprehensive view of HIT is provided by examining healthcare regulatory requirements and the functions of a healthcare organization, including its medical business operations, IT hardware, software, networking, and security. Students with a desire to enter this growing field will also receive the foundation necessary to help prepare them for the CompTIA HIT certificate exam.

**Conversational Spanish**
Learn the basic phrases, expressions, and sentences need for communication in scenarios such as restaurants, airports, streets, etc.) Call for details- (985) 549-3165.

*Please contact Northshore Technical Community College at the Workforce Division with any inquiries at 985-549-3165.*
Notarial Preparation Course
This course is designed to help students successfully pass the 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 sales, wills, miscellaneous acts, and more.

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.

Winning through Customer Service
Winning Through Customer Service trains sales, service, and administrative personnel to demonstrate professionalism, communicate effectively, assess customer behaviors, use a structured customer service transaction model, as well as handle difficult customer service situations. Participants will prepare for a nationally accredited certification test in customer service.

Quickbooks 2014 for Bookkeeping
See Business and Administration, page 02.

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 qualify for tuition reimbursement. This class is taught 14 hours online and seven face-to-face meeting dates (21 hours).

Voice Writing for Court Reporting
See Business and Administration, page 03.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit
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 valuable for 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. The course explores some options that allow you to transfer assets to other generations of your family. (May bring spouse at no extra charge.)

American Sign Language
American Sign Language is a fascinating language with its own grammar and usage. In six weeks we will discuss the History of American Sign Language, Deaf Culture, and common phrases and ways to use signs in your everyday life. If you work with children, have children of your own, or want to learn a new language with your friends to use in noisy areas, this class will be a benefit to you! Participants can earn up to 1.2 CEUs.

English as a Second Language
Designed for individuals who have little to no background in English, this course focuses on basic vocabulary, pronunciation, listening and writing skills. The course is designed to be fun with games, videos, songs, and other activities. If desired, students may complete the ELLIS basic level.

Vampires, Werewolves, Witches, & Wizards
See Teacher Enrichment, page 14.

The Victorians in Fiction, Film, and History
See Teacher Enrichment, page 14.

Investing Fundamentals and Strategies
The course begins with the fundamentals of investments including advantages and disadvantages of stocks, bonds and mutual funds. Use of investment strategies that consider risk management, asset allocation and maximizing tax-deferral are explored. Discover the advantages of IRAs, Roth IRAs, 401ks and other options to help meet your goals. Finally gain insight to the challenges that families may encounter as they pursue building retirement savings and strategies to protect wealth. Attendees will be offered a complementary written financial strategy. No prior financial planning or investment experience needed.

So You Want to Write a Novel

The Novel: Critique, Revision, and Publishing

Blues Guitar for Beginners
This course will teach chords, strumming patterns and note reading. Participants must be at least 18 years old or accompanied by an adult and have their own playable instrument.

Digital Photography
See Digital Media, page 09.

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit
PRIVATE LESSONS:

PIANO, VIOLIN, VIOLA, GUITAR, PERCUSSION, BASSOON, VOICE AND OTHER INSTRUMENTS

OPPORTUNITY FOR GROUP CLASSES, CHAMBER MUSIC ENSEMBLES AND THEORY CLASSES AVAILABLE

985-549-5502
cms@southeastern.edu
www.southeastern.edu/cms
Acting for Kids’ confidence
This program is a mixture of acting, drama and improvisation designed to create confidence and self-esteem within our children. This course was designed with many objectives in mind. The following is a list of some key objectives: create a sense of confidence and self-esteem, promote quick thinking and healthy interactions with others, encourage students to be leaders amongst their peers, provide a healthy outlet for creativity and energy, replace negative self-images with positive self-images, and prepare students for school projects, speeches, and even future job interviews.

ZOOM Summer Camp
See ZOOM ad, opposite page.

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

See page 6 for intro to microcontrollers, programmable logic controllers, and fluid power systems. (High schoolers and adults)

*Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301. To register: visit www.southeastern.edu/noncredit*
Zoom into Careers

June 2016

Locations include Hammond, Mandeville, and Walker

Junior High and High School Students (Rising 7th through 12th Grade)

Charlotte Lowry Collins
Director of Non-Credit Programs
Division of Auxiliary Services
Phone: 985-549-2301
Email: zoom@southeastern.edu
Website: southeastern.edu/zoom

Animation
Automotive Tech
Industrial Technology & Engineering
Creative Writing & Publishing
Criminal Justice
Culinary
Disaster Science & Emergency Management
Radio
Theatre
Photography

AND EVEN MORE TO COME!
Southeastern Louisiana University, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing effective web-based learning programs. Instructors/mentors are actively involved in the online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Most courses allow participants to learn at their own pace with up to six months available. Open registration and financial assistance are available! New classes added frequently. Please check our website for the most recent additions.

WE OFFER A WIDE VARIETY OF COURSES IN THESE CAREER PATHS:

- BUSINESS & PROFESSIONAL
- HEALTHCARE & FITNESS
- IT & SOFTWARE DEVELOPMENT
- MANAGEMENT & CORPORATION
- MEDIA & DESIGN
- SKILLED TRADES & INDUSTRIAL
- HOSPITALITY & SERVICE INDUSTRY

Please contact Southeastern Louisiana University at Non-Credit Programs with any inquiries at 985-549-2301.
To register: visit www.southeastern.edu/noncredit
**ONLINE COURSES**

**REGISTER ONLINE AT ED2GO.COM/**

**ONLINE SHORT TERM INSTRUCTOR LED LEARNING**

*Northshore Technical Community College*, in partnership with *ed2go*, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Our six-week instructor-led courses start at only $89. With over 300 course options available, take that first step across the bridge to success now! Monthly enrollment dates available to provide convenient opportunities to learn “on the go,” with Ed2go. **Register online at ed2go.com/ntc.**

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**Our most popular online courses:**

**Accounting Fundamentals**
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Introduction to Microsoft Excel 2013**
Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, Pivot-Tables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

**Medical Terminology: A Word Association Approach**
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Spanish for Medical Professionals**
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

**Speed Spanish**
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

**Introduction to SQL**
Gain a solid working knowledge of the most powerful and widely used database programming language.

**Many more available at**
www.ed2go.com/ntc

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*Please contact Northshore Technical Community College*  
*at the Workforce Division with any inquiries at 985-549-3165.*  
*To register: visit registration.xenegrade.com/northshore*
I would like to receive information about future courses. How do I sign up for the free e-newsletter?
Anyone can sign up for the free e-newsletter by going to the website (www.southeastern.edu/noncredit) and entering a name and email address. When you register for a course, you will automatically receive our free e-newsletter informing you about upcoming events in our program called Continuing U. It’s that easy!

Does Southeastern offer any discounts on non-credit courses?
Persons 60 years or older can receive a 10% 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. You may be eligible for only one of our discounts.

What if I cannot attend class and need to cancel my enrollment?
Our non-credit refund policy states that an optional transfer to an equivalent class or a full refund is given if a request (in writing) reaches Non-Credit Programs one business day (24 hours) prior to the first class meeting. No refunds will be considered after the first class meeting. Classes are held based on the number of students enrolled. Our instructors count on your participation and commitment to the course.

Why did my class get canceled? Will I receive a refund?
The university reserves the right to cancel any class due to insufficient enrollment. An optional transfer to an equivalent class or a full refund 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 www.southeastern.edu or call 1.800.222.7358. Listen to the local radio and television for updates on class cancelation.

I have a disability. How do I ask for accommodations?
If you are a qualified credit student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Mims Hall, room 117. 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 Southeastern Louisiana University not to discriminate in its admission and recruitment of students.

CLASSES ARE HELD AT THREE LOCATIONS:

**HAMMOND**
Southeastern Louisiana University
500 Western Avenue
Hammond, LA 70402
985-549-2000

**MANDEVILLE**
St. Tammany Center
21454 Koop Drive
Mandeville, LA 70471
985-893-6251

**WALKER**
Livingston Literacy Center
9261 Florida Boulevard
Walker, LA 70785
225-665-3303
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 - An optional transfer to an equivalent class or a full refund is given if a request (in writing) reaches the office of Non-Credit Programs one business day (24 hours) prior to the first class meeting. Refunds will not be considered after the first class meeting.

Cancelled Class - The university reserves the right to cancel any class due to insufficient enrollment. An optional transfer to an equivalent class or a full refund 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.

Discounts - Persons 60 years or older can receive a 10% 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.