



## CONTINUING EDUCATION

### SPRING 2020 NON-CREDIT PROGRAMS JANUARY-MAY 2020

CONTACT US: 318.670.9571

REGISTER ONLINE: [www.susla.edu/page/continuing-education](http://www.susla.edu/page/continuing-education)

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Registration Form

*Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.*

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

*Classes are offered during the day, evenings, and weekends and will be provided when a reasonable number of students are enrolled.  
Non-credit courses are open to interested individuals without regard to the eligibility standards for admission to regular college-credit programs*

## **INSTRUCTORS NEEDED:**

If you have a hobby that you would like to share, a subject matter expert, and an energetic presenter, SUSLA welcomes new course proposals. Submit your proposal to [jhorton@susla.edu](mailto:jhorton@susla.edu).

# SOUTHERN UNIVERSITY at SHREVEPORT



Expert Instructor

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

Hundreds of courses to choose from

Monthly start sessions

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

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

Prices start as low as: **\$89**

## INSTRUCTOR LED NON-CREDIT ONLINE COURSES

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

### Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

### Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

### Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

### Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

### Introduction to SQL

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

### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

### Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

### Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

**Enroll Now!**

**ed2go.com/susla**

**(318) 670-9571**

Over 300 online courses available

ed2go

Ed2Go offers payment plans, loans, and tuition assistance.  
Contact Ed2Go Customer Service at 1-877-221-5151 for more information.

## CREATIVE EXPRESSIONS

### The Basics of Cake Decorating: \$75

Participants in this course will get hands on instruction from a skilled and seasoned cake decorator. Participants will develop the skills necessary to make homemade buttercream; as well as, stack, torte, and frost a 2-layer cake. By the end of the course participants will have the skills to create a specifically themed cake from start to finish. Participants will also learn how to create themed cake toppers for a finishing touch. Additional supplies required: two 6" round cake layers (each class session), Wilton's 1M Frosting tip, six 16" disposable piping bags, and cake turntable (optional). Other materials will be supplied by the instructor.

Instructor: Melanie Albarado  
Sat, Mar 7-21 \* Noon-2 PM  
MS KICK, 1201 Milam Street  
Ages 17+

### Basic Floral Design: \$299

This class is suitable for the basic hobbyist or those who are interested in becoming a licensed florist by preparing you for the state floral exam. You will be provided with everything that you will need to know to easily create magnificent floral arrangements. Make several versions of bridal, corsage, funeral, party & holiday pieces. You will take home a beautiful arrangement after every class. Students will bring \$125 the first day of class for supply tool kit and flowers for the first two classes. Afterwards students are responsible for their own flowers and additional supplies. (Estimated cost of flowers ranges from \$200-\$350, depending on the season).

Instructor: Dr. Lori Bias-Clark  
Sat, Mar 21-May 2 \* 1 PM-4 PM  
336 Shootout Lane, Princeton, LA 71067  
Ages 16+

## EDUCATION

### Creating Classroom Centers: \$115

Participants in this course will get hands on instruction from a skilled and seasoned cake decorator. Participants will develop the skills necessary to make homemade buttercream; as well as, stack, torte, and frost a 2-layer cake. By the end of the course participants will have the skills to create a specifically themed cake from start to finish. Participants will also learn how to create themed cake toppers for a finishing touch. Additional supplies required: two 6" round cake layers (each class session), Wilton's 1M Frosting tip, six 16" disposable piping bags, and cake turntable (optional). Other materials will be supplied by the instructor.

Short on classroom space? You will get great ideas for storing your center and explore some alternatives to having a permanent spot for every center. You will master an easy, effective process for introducing centers and their materials to your students and develop strategies for what to do when things don't go quite as planned. The insights you will gain will show you how to adjust your centers routine for both your fastest learners and those who need more time.

Think centers can only be used for reading and language arts? Think again. You will discover effective ways to use centers to support math, science, and social studies instruction. You will also see how you can use technology - such as virtual bulletin boards, apps, and interactive white boards - in your center activities to help keep your students engaged. By the time you finish, you will have a wealth of resources and center ideas you can try out in your classroom immediately.

For more information:  
[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)  
(318) 670-9571



*Excellence • Integrity • Accountability • Service • Diversity*

*Your Opportunity Starts Now!*

## Teaching Students with Learning Disabilities: \$115

This course will teach you how to meet the diverse needs of students with disabilities in your classroom. With lessons developed by an experienced special educator, you will explore the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. In this course, you will discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments.

You will also discover fun games you can incorporate, tips for modifying your classroom, and many tested methods for bringing out the best behavior in your students. Whether you are in the classroom, studying for the Praxis Special Education exam, or preparing to work with students in a variety of settings, this course will help you to understand and empower your students with learning disabilities.

For more information:  
[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)  
(318) 670-9571

## HEALTH & WELLNESS

### Pole Fitness Beginner/Intermediate: \$120

Pole Fitness is a great way to build strength and confidence. SUSLA has partnered with Creative Expressions Fitness Studio to offer Pole Fitness. In this class you will learn a fun set of skills that includes: pole dancing, basic floor work, pole work and spins. This class also helps you build endurance, gain flexibility and conditions you for the next level in Pole Fitness.

Instructor: Shereka Thrash-Stephens  
Fri, Mar 27-May 22 \* 1 PM-2 PM  
3100 Knight Str., Ste 1, Shreveport, LA 71105  
Ages 18+

## LANGUAGE

### Discover Sign Language: \$115

Discover Sign Language teaches one how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way one will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't.

You will also gain an introduction to the world of the hearing-impaired culture and explore topics such as lip-reading, baby signs, and the career of interpreting. By the end of the course, when you meet a hearing-impaired person, you will be ready to sign!

A new session of each course starts monthly. Two lessons are released each week for the six-week duration of the course. You will have access to all the released lessons until the course ends.

For more information:  
[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)  
(318) 670-9571

### Speed Spanish: \$115

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This 6-week online course is designed for anyone who wants to learn Spanish pronto.

You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish.  
¡Qué Bueno!

A new session of each course starts monthly. Two lessons are released each week for the six-week duration of the course. You will have access to all the released lessons until the course ends.

For more information:  
[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)  
(318) 670-9571

## COMPUTER TRAINING

### Graphic Design Basics: \$90

Students will learn how to create graphic designs, such as business flyers, invitations, and business cards using computer and internet-based applications. Participants will also learn copying and pasting techniques and the use of JPG, PNG, and PDF formatting.

This course is essential for anyone who works with websites, social media, or desires to produce publishable graphics for their business or leisure.

Instructor: Shondolyn Sellers-Truman  
Mon, Mar 2-16 \* 6:30 PM–8:30 PM  
Metro Center, 610 Texas Street, Room 102B

### Amazon Web Services (AWS) Technical Essentials: \$645

This one day AWS Technical Essentials course is intended to introduce you to Amazon Web Services' products, solutions and services. It provides you with fundamentals to become more proficient in identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements and get started working on AWS.

#### Learning Outcomes:

At the end of this course the learner will be able to recognize terminology and concepts related to AWS platforms, navigate the AWS Management Console, demonstrate understanding of key concepts of AWS security measures and AWS Identity and Access Management (IAM).

Instructor: GRS  
Tues, Mar 17 \* 9 PM–5 PM  
Location TBD

### CompTIA Network+ Certification: \$2645

This 5-day, instructor-led course provides an introduction to network architecture, operations, security, troubleshooting, as well as industry standards, practices and theory. Attendees will discuss and study fundamental topics, terms and techniques used by networking professionals.

Upon completing this course, attendees will be familiar with tools and techniques that are necessary for a network tech.

This material and instruction will prepare attendees for the CompTIA Network+ N10-007 certification exam.

#### Prerequisites

It is recommended for CompTIA Network+ candidates to have the following: CompTIA A+ certification or equivalent knowledge, though CompTIA A+ certification is not required. Have at least 9 to 12 months of work experience in IT networking.

Instructor: GRS  
Mon-Fri, Mar 30-Apr 3 \* 8:30 AM–4:30 PM  
Location TBD

### Intro to Quickbooks 2019: \$129

Introduction to QuickBooks 2019 is designed for those now to QuickBooks or those wanting a refresher with the latest version. In this 6-week online course, you will learn how QuickBooks makes it easy to setup a chart of accounts, create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate report.

For more information:  
[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)  
(318) 670-9571

## CompTIA Security+ Certification: \$2857

The course material and instruction will prepare attendees for CompTIA Security+ SY0-501 exam.

The CompTIA Security+ certification signifies that a technician is familiar with fundamental ways to manage vulnerabilities and security incidents found in network infrastructures. To pass the exam, students will need to own a broad-based knowledge of network security, applications, and operating systems. During this instructor-led, live virtual course, attendees will discuss and review fundamental topics, terms and techniques used by networking professionals with responsibilities for network security, access control, identity management and cryptography. The course material and instruction will prepare attendees for CompTIA Security+ certification.

This material and instruction will prepare attendees for the CompTIA Network+ N10-007 certification exam.

### Prerequisites

- Recommended two years of experience in IT Administration with a security focus.
- Recommended but not required the CompTIA Network+ Certification

### Additional Information

Security+ is compliant with ISO 17024 standards and approved by the US DoD to meet directive 8140/8570.01-M requirements.

Instructor: GRS

Mon-Fri, Apr 13-17 \* 8:30 AM–4:30 PM

Location TBD

## Intro to Microsoft Word 2019/Office 365: \$129

This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

For more information:

[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)

(318) 670-9571

## GSuite: \$1500

A Google Cloud certification in G Suite signals to employers that you possess the digital skills to work collaboratively and productively in a professional environment. By earning the G Suite certification, you prove your ability to complete common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files. You demonstrate that you can communicate effectively with email and online meeting solutions. 1. Using Drive 2. Using Gmail 3. Using Hangout Meets 4. Working in Docs 5. Working in Sheets 6. Working in Slides. Tuition includes certification exam and all material.

Instructor: Shanace Robinson/Katina Lewis

TBD

3000 MLK JR. Drive, Room TBD

## Intro to Microsoft Excel 2019/Office 365: \$129

If you want to learn the 2019 version of Microsoft Excel, this course is for you. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you're done, you will know how to use this vital Office 2009 tool.

For more information:

[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)

(318) 670-9571

## Microsoft Azure Administration: \$2100

This course teaches IT Professionals how to manage their Azure subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution.

This course is for Azure Administrators. Azure Administrators manage the cloud services that span storage, networking, and compute cloud capabilities, with a deep understanding of each service across the full IT lifecycle. They take end-user requests for new cloud applications and make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor and adjust as appropriate. This role requires communicating and coordinating with vendors. Azure Administrators use the Azure Portal and as they become more proficient, they use PowerShell and the Command Line Interface.

### Prerequisites

The student should have an understanding of on-premises virtualization technologies, network configuration, Active Directory concepts, resilience and disaster recovery.

Instructor: GRS

Mon-Fri, Mar 2-6 \* 8:30 AM–5 PM

Location TBD

## Intro to Adobe Photoshop: \$115

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence.

For more information:

[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA)

(318) 670-9571

## Systems Operations on AWS: \$2025

This course prepares the student for the associate AWS SysOps Admin certification exam. System Operations on AWS is designed to teach those in a Systems Administrator or Developer Operations (DevOps) role how to create automatable and repeatable deployments of networks and systems on the AWS platform. The course covers the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout the industry for configuring and deploying systems

### Prerequisites

- Attended the AWS Technical Essentials course
- Background in either software development or systems administration
- Some experience with maintaining operating systems at the command line (shell scripting in Linux environments, cmd or PowerShell in Windows)
- Basic knowledge of networking protocols (TCP/IP, HTTP)

Instructor: GRS

Mon-Fri, TBD

Location TBD

# LEGAL

## Wills, Successions, and Inheritance : \$250

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

### PROTECT YOUR HEIRS AND PROPERTY BY DRAFTING A WILL!

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

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

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

Instructor: Attorney Brittany B. Arvie  
Mon & Wed, April 6-29 \* 6 PM -7 PM  
TBD  
Ages 18+

## Certified Paralegal: \$2495 (voucher included)

In this course, you will learn about the U.S. legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness.

Your training will prepare you to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA). Through our partnership with NALA, Certified Paralegal students have full access to their legal library. Upon completion and fulfillment of eligibility requirements, you will receive a prepaid voucher for the NALA CP exam.

Prerequisite: There are no prerequisites to take this course. However, a high school diploma, GED or HiSet is need to start a career as a paralegal. We also recommend that you have basic computer skills, including proficiency in the MS Office suite and fundamental keyboarding skills.

In order to meet the eligibility requirements to sit for the NALA Certified Paralegal exam, you must hold a bachelor's degree in any field or have seven years of experience as a legal assistant under the supervision of a member of the Bar. We encourage you to review exam requirements prior to enrolling in this course.

For more information:

[www.Careertraining.Ed2Go.com/SUSLA/](http://www.Careertraining.Ed2Go.com/SUSLA/)  
(318) 670-9571

## LSAT Preparation Part 1: \$109

Congratulations! If you're in search of LSAT prep courses, you must be considering law school, and a career in law is always rewarding. No matter what type of law you want to practice, you want to ensure you get a great education at the school of your dreams. LSAT Preparation - Part 1 will begin to teach you the tips and tricks to help you ace this important test—and will also provide some helpful hints for surviving the rest of law school.

The first step on the path to an excellent LSAT score is to sign up for a thorough and comprehensive LSAT exam prep. This course offers the best virtual LSAT training you can get and is taught entirely online. As a law student, you are very busy—and this course fits into your schedule, on your terms.

LSAT Preparation - Part 1 provides an overview of law school entrance procedures as well as what you can expect from a career in law. You'll also gain some useful law school survival techniques. In addition, the course provides an intensive review of analytical reasoning questions and the writing sample required in the admissions process.

For more information:

[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA/)  
(318) 670-9571

## LSAT Preparation Part 2: \$109

Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning.

Continuation from Part 1 You will also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

For more information:

[www.Ed2Go.com/SUSLA](http://www.Ed2Go.com/SUSLA/)  
(318) 670-9571

## HOSPITALITY

### ServSafe Food Safety: \$199

Louisiana Health Departments require that at least one person within each food service establishment be certified in food safety. This nationally recognized course offers training to individuals who are employed by, manage or own food service operations in the hospitality industry. Fee includes textbook, answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded the nationally-recognized ServSafe® certificate. 4 sessions to choose from.

Instructor: MS KICK instructors  
Session B: Sat, Mar 7 \* 9 AM–3 PM  
Session C: Sat, April 4 \* 9 AM–3 PM  
Session D: Sat, May 2 \* 9 AM–3 PM  
MS KICK Incubator

## PROFESSIONAL DEVELOPMENT

### Social Media Branding 101: \$89

This course will teach you how to market your business using simple and effective online marketing strategies. You will learn how to choose the best platforms for your business, best content practices, how to increase brand awareness, along with other knowledge and skills needed to grow your business online.

Instructor: Kalli Kombs  
Tues, Apr 7-28 \* 6 PM–8 PM  
TBD

### Freight Broke/Agent Training: \$1895

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. From licensing and operations, to sales and marketing you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a recent Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, this program will provide you with the knowledge and resources needed to break into the shipping industry.

For more information:  
[www.Careertraining.Ed2Go.com/SUSLA/](http://www.Careertraining.Ed2Go.com/SUSLA/)  
(318) 670-9571

## Hybrid/Blended Certified Personal Trainer: \$749

Get all of the information needed to start an exciting fitness career & become a Certified Personal Trainer. We do what a written test alone cannot do for you to become successful Certified Personal Trainer. Our unique employer internship walks many of our graduates into better paying jobs! This challenging course is for candidates wanting CONVINIENT ONLINE information with in-depth instruction and hands-on practical labs on video to understand how it all comes together.

Your key bonus option is to experience & master the essential career hands on skills at a local fitness center near you as part of this collegiate program. This is a very special feature that only W.I.T.S. offers. Unique variety of options to guide your success in the W.I.T.S. online hybrid/blended program: Mentored online self-paced lessons for optimal learning. Included in all packages. Online interactive video lectures, practical video labs, discussion bards, quizzes. Bonus to attend an instructor led LIVE practical skills lab review at a fitness center near you college site. Exam vouchers included to earn Level 1 Certified Personal Trainer.

You can work right after passing the CPT exams! You must be 18 years of age and have proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30 hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

Required Textbook:  
7th edition of the *Fitness Professional's Handbook* with web resources (ISBN-13: 9781492523376) or the e-book version (ISBN-13:9781492535935) is available to order online at [www.witseducation.com](http://www.witseducation.com) or by calling W.I.T.S. at 1-888-330-9487.

Students may utilize the PayPal "Bill Me Later" option.  
For more information:  
[www.witseducation.com/fit/store-shop/bill-me-later-course-registration/](http://www.witseducation.com/fit/store-shop/bill-me-later-course-registration/)

Instructor: W.I.T.S.  
Sat, March 21-May 2\* 10 AM–1 PM  
Online

## Grant Development Essentials: Designing Fundable Projects: \$49

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

Instructor: Dr. Raymond Hicks  
Tue, Feb 18 \* 6 PM–8 PM  
TBD  
Ages 17+

## Developing the Leader Within You: \$49

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

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

Instructor: Dr. Raymond Hicks  
Tue, March 17 \* 6 PM–8 PM  
TBD  
Ages 17+

## **Certified Six Sigma Green Belt: \$1895**

The Six Sigma methodology is a data-driven approach to removing defects and improving processes in any business. Wherever you are on your career path, earning your Six Sigma Green Belt certification will allow you to stay a step ahead. This Six Sigma training course will teach you process improvement from start to finish and prepare you for the Six Sigma Green Belt certification offered through the American Society for Quality (ASQ).

This course teaches the framework of the ASQ Six Sigma Green Belt Body of Knowledge and how to apply key process improvement methods and concepts in various settings, including manufacturing, service, and not-for-profit organizations. It allows you to test and apply the framework through quizzes, engaging exercises, fun games, and case studies. This unique course design provides on-the-job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. It's one of the best online courses for Six Sigma certification prep. The fee for the Certified Six Sigma Green Belt certification exam is included in the course.

For more information:

[www.Careertraining.Ed2Go.com/SUSLA/](http://www.Careertraining.Ed2Go.com/SUSLA/)  
(318) 670-9571

## **Strategic Planning: Achieving Organizational Outcomes: \$49**

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence.

Instructor: Dr. Raymond Hicks  
Thur, April 16 \* 6 PM–8 PM  
TBD  
Ages 17+

## **Managing Conflict in the Workplace: \$49**

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

Instructor: Dr. Raymond Hicks  
Tue, May 5 \* 6 PM–8 PM  
TBD  
Ages 17+

## **Diversity in the Workplace: \$49**

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

Instructor: Dr. Raymond Hicks  
Thur, May 21 \* 6 PM–8 PM  
TBD  
Ages 17+

## **HVAC/R Certified Technician: \$2895 (voucher included)**

It's no secret that skilled HVAC/R technicians are in high demand. But those with HVAC Excellence or NATE certifications have greater earning potential and more opportunities for career advancement.

If you already have one-to-two years of industry experience, this course will prepare you for the next step in your career — advanced certification.

Through hands-on simulations and in-depth course material, you will strengthen your understanding of HVAC/R service, repair, and maintenance. You will also learn about sustainable technology, environmental challenges, and their solutions, industry advancements, and develop customer-facing professional skills.

By course completion, you will have the formal training and specialized knowledge, in addition to your work experience, you will be prepared to sit for the NATE Core and Specialty exams, the HVAC Excellence Core and Professional Technician Exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exam. Proctor fees may apply, which are not included

**Prerequisite:** This course is designed for working HVAC/R technicians with one-to-two years of industry experience. In addition, you should have a high school diploma, GED, or HiSet. If you do not have the required work experience to take the NATE or HVAC Excellence certification exams, or need to prepare for ready to Work certificates, we recommend our HVAC/R Technician course.

For more information:  
[www.Careertraining.Ed2Go.com/SUSLA/](http://www.Careertraining.Ed2Go.com/SUSLA/)  
(318) 670-9571

# HEALTHCARE

## Certified Nursing Assistant (CNA)

The CNA program is designed to provide the foundation for further preparation in nursing and lifelong learning. Students will acquire competencies in the provision of activities of daily living, bedside care, and basic nursing procedures. Students successfully completing the classroom, skills laboratory, and clinical competencies will be eligible to write the Final Competency Examination. Successful writers will earn a certificate of Completion and will hold the credential "Certified Nursing Assistant". Students will be admitted to the CNA program in two admission cycles during the spring and fall semesters, and one cycle in the summer semester. The course will be taught over a 7 ½ week period. Students seeking admission must submit an application to the program no later than 30 days prior to the start of each session. SUSLA wants to assist you in starting a rewarding career in the healthcare field.

**Session A:** Jan 9-March 4

**Session B:** Mar 6-May 6

Lecture: Wed & Thur, 3 PM–5 PM

Labs: Mon & Tues, 7 AM-1 PM

Metro Center, 610 Texas Street

Ages 17+

Tuition: \$1,200

For more information:

SUSLA School of Nursing

(318) 670-9641 or (318) 670-9556

## Begin a Great Career in the Nursing Profession as an LPN

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

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

SUSLA. Call today for more information:

(318) 670-9531 or (318) 670-9534

Applications for all nursing programs may be picked up at:

SUSLA Metro Campus

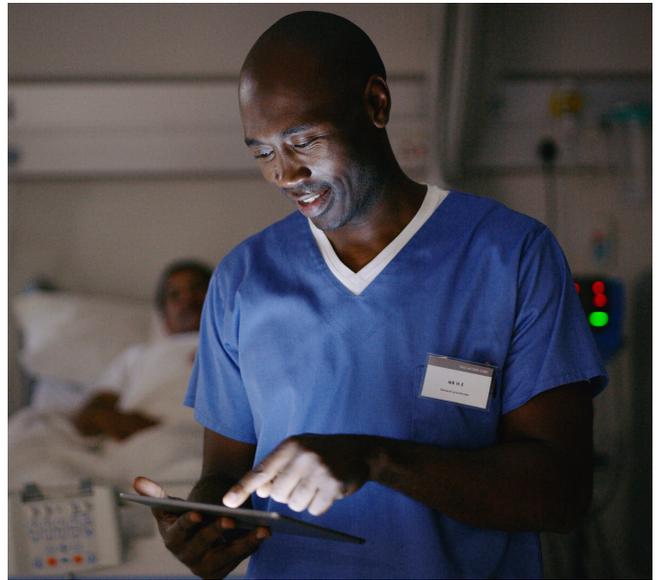
610 Texas Street, 5th Floor Nursing Department

Shreveport, LA 71101

For more information:

SUSLA School of Nursing

(318) 670-9641 or (318) 670-9556



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Instructors will help prepare you to take the High School Equivalency Test (HiSET) – formerly called GED.

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# SUSLA SPRING 2020 REGISTRATION FORM

NAME (PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

COURSE TITLE(S)	DATE(S) & TIME(S)	FEE(S)

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

Total Amount Enclosed: \_\_\_\_\_ (do not mail cash)

Method of Payment: \_\_\_\_\_ personal check \_\_\_\_\_ credit card \_\_\_\_\_ money order

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

Register by Mail – Send Payments (check or money order) or To Register in Person:  
 Southern University at Shreveport Leonard Barnes Administration Building  
 Department of Continuing Education, Cashier's Window  
 C/O Cashier's Window 3050 Dr. Martin Luther King, Jr. Drive  
 3050 Dr. Martin Luther King, Jr. Drive Shreveport, LA 71107 Shreveport, LA 71107

- Payments by mail must be received prior to the start of class
- Credit card payments must be paid at Cashier's Window or by the aforementioned on-line pay option
- A 90% refund is available upon withdrawal from class at least three days prior to class beginning
- A 100% refund is available if the class is canceled by the University. Refunds cannot be made after the class(s) begins.
- All refunds require at least 30 days to process, and the refund will be mailed to the address on the registration form.

For more information contact: Department of Continuing Education 318.670.9571 or [jhorton@susla.edu](mailto:jhorton@susla.edu).

CONTINUING EDUCATION  
610 TEXAS STREET, SUITE 400  
SHREVEPORT, LA 71101



ARE YOU FOLLOWING US ON SOCIAL MEDIA?



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

Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208

318.670.9201. Section 504 Coordinator:

Jerushka Ellis, Health & Physical Education Complex, Room 314, 318.670.9367.