

savvy, smart, tuned-in



Professional Development
Winter 2010

**Continuing
Education**

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Winter 2010

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PROFESSIONAL DEVELOPMENT

ACCOUNTING

Accounting Essentials - Small Business Owners

This course provides a foundation to small business entrepreneurs interested in understanding the basics of financial statements. In addition to gaining the general accounting knowledge necessary to make informed day-to-day business decisions, an attendee will develop a basic accounting vocabulary essential in dealing with CPAs. Topics covered include: financial statements, general uses of financial statements, balance sheet vs. income statements, and an introduction to the basic accounting equation.

Info: Thurs 5:30 - 9:30 PM Feb 11 \$99

Bookkeeper Essentials I

This course covers all the basics of bookkeeping from recording transactions to producing year-end financial statements. This essentials program aims to enable candidates to assess their competence and understanding in carrying out a range of day-to-day bookkeeping routines and activities using a manual bookkeeping system. The activities in this course will include routine bookkeeping tasks and the production of financial statements. This is a prerequisite to the Certified Bookkeepers program, unless given special permission by the instructor. Textbook not included in the fee. (Approx. cost is \$20)

Info: Wed 5:30 - 9:30 PM Jan 27 - Feb 10 \$199

Bookkeeper Essentials II

This course includes basic payroll and benefits, as well as preparing books for year's end. Students will find out about the key adjustments needed to record depreciation on fixed assets, bank reconciliations, and calculation of interest payments and income. To complete the closing process, activities will also include testing for accuracy and prepping the books for a new accounting cycle. This course is a prerequisite to the Certified Bookkeepers program, unless given special permission by the instructor. The Bookkeeper Essentials Program I is a prerequisite for this class. (Textbook - same as for Essentials I).

Info: Mon 5:30 - 9:30 PM Mar 15 - 29 \$199

The Certified Payroll Professional Program Series/ PayTrain Fundamentals

In cooperation with the American Payroll Association, UL Lafayette presents the PayTrain College & University program for payroll professionals. PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully pass the FPC and CPP exams. Topics covered in PayTrain Fundamentals include: payroll fundamentals, fundamentals of payroll operations, paycheck fundamentals, payroll benefits basics, tax reporting, payroll accounting, and professional administration. Materials included.

Info: Wed 5:30 - 8:30 PM Feb 24 - Apr 28 \$825

SALES & MARKETING



Growing Your Business with Email, Twitter & Facebook

Are your current marketing strategies continuing to bring in new customers? Wish you knew how to tap into the world of digital marketing? Social Media tools are quickly becoming a business communication standard. Join us for a workshop uncovering ways to connect to consumers using Twitter, Facebook and Email. Learn the do's and don'ts, the how and why, and prepare a marketing plan with specific, proven strategies that you can implement right away! Instructed by Paul Chaney, Internet Marketing Director for a local web-based design company and author of [The Digital Handshake](#).

Info: Tues 8 AM - 12 PM Feb 9 \$75

Building Relationships in Successful Sales

No one questions that making friends is a good thing. In this workshop, participants are going to discover that the business of business is making friends, and the business of all sales professionals is making friends and building relationships. Strategic friendships will make or break any business, no matter how big and no matter what kind of market.

Info: Fri 8 AM - 5 PM Jan 22 \$250

Selling Smarter

It's no secret that selling has changed in recent years. We are all working harder, with more responsibilities. High pressure selling is no longer effective. Customers want involvement. They want to be recognized and listened to. And they don't want you to forget them once the sale is made. Two key objectives of this one-day workshop are to help employees feel more comfortable and skilled in selling to their customers and to help them identify and address some of their customer service challenges.

Info: Thurs 8 AM - 5 PM Feb 11 \$250

CRM: An Introduction to Customer Relationship Management

As with many significant undertakings, undergoing a CRM review (even simply considering its implementation) requires learners to analyze technical and complicated systems. This one-day workshop sorts through a myriad of information and brings you the basics you need to make a decision about the need for CRM, its benefits, and how to coordinate the base requirements for a CRM undertaking.

Info: Mon 8 AM - 5 PM Mar 1 \$250

MANAGEMENT

Essential Skills of Leadership

Role Model, Counselor, Supporter, Guide...do these words ring a bell? Being a Leader involves being a role model, sometimes a counselor or supporter, and always a guide. Leadership is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organization. This workshop will help you become a better Leader in all senses of the word.

Info: Fri 8 AM - 12 PM Feb 5 \$125

Hiring for Success: Behavioral Interviewing Techniques

This workshop concentrates on: pre-interview preparation; developing questions and their value; the interview techniques that get specific, behavior-based examples of past performance; and the strategies that follow through on this process. This workshop takes the behavioral interview even further with a discussion of communication techniques and the use of other types of interview questions. By taking this class you will get the benefits of: learning how to recognize the costs incurred by an organization when a wrong hiring decision is made; developing a fair and consistent interviewing process for selecting employees; preparing better job advertisements while using a variety of markets; being able to develop a job analysis and position profile, and reference checks.

Info: Mon 8 AM - 5 PM Jan 25 \$250

Team Building: Developing High Performance Teams

Your success as a manager can often depend on how well your team operates. How are their problem-solving skills? Are they enthusiastic and motivated to do their best? Do they work well together? There have been hundreds of studies demonstrating that human beings function better and learn better in groups. If you want to develop your team leadership skills and unleash the talent of your individual team members, this workshop is a practical look at current leadership practices that work.

Info: Mon 8 AM - 5 PM Feb 22 \$250

ABC's of Supervision

This one-day workshop is designed to help you overcome many of the supervisory problems you will encounter as a boss, whether you are a team leader, a project manager, or a unit coordinator. Dealing with the many problems a supervisor encounters isn't easy, but it doesn't have to lead to discouragement.

Info: Fri 8 AM - 5 PM Jan 29 \$250

Conflict Management

So long as people are individuals there will be the potential for conflict. Since you can't prevent conflict, the most important thing is to learn how to handle or manage it in productive ways. What is critical for resolving conflict is developing an understanding of, and a trust in, shared goals. It requires openness, discipline, and creativity. Showing respect for other people and not blaming them enables people to work for mutual benefit. These are the skills that you will develop in this workshop.

Info: Fri 8 AM - 5 PM Feb 26 \$250

Presentation Survival School

In this workshop, you will master the skills that will make you a better speaker and presenter. By taking this class you will get the benefits of: learning how to identify ways to gain rapport with your audience, learn techniques to reduce nervousness and fear, recognize how visual aids can create impact and attention, develop techniques to create a professional presence, learn different ways to prepare and organize information, and prepare, practice, and present a short presentation.

Info: Mon 8 AM - 5 PM Feb 8 \$85

Lean 101 – Lean Enterprise

Are you ready to boost productivity and reduce waste? Following the “train and do” approach, each student will be assigned a position in a fictitious company. Facilitators will teach lean principles first, followed by the students putting them into practice during four simulation rounds. You'll learn principles such as workplace organization, standardized work, visual controls, flow, and continuous improvement, and how to put them into practice. The facilitators will track the income statements from each round to measure how the bottom line is affected. By the end of the event, students will have experienced that by eliminating non-value added activities, real improvements can be achieved. You will leave “WOWED” by the increase in profits, and dramatic reductions in product lead time, inventory, and floor space. This course is delivered by the Manufacturing Extension Partnership of Louisiana, in conjunction with the Center for Lean Excellence.

Info: Tues 8:30 AM - 12:30 PM Mar 2 \$150

GENERAL BUSINESS

Customer Service

Have you ever encountered an unpleasant customer and not known what to do? Do you worry that you are not assertive enough with demanding people? Do you struggle to solve problems? Do you know who your customers are? Do you have individual and organizational goals to strive for? This one-day workshop will help you in all of these areas, and more!

Info: Fri 8 AM - 5 PM Mar 26 \$250

Active Listening for Busy Professionals

In this course you will be able to evaluate your own listening skills and determine methods to enhance your listening experiences. Learn how to hear the message, understand the message, and judge the message influence on interpersonal communication. We will practice effective listening skills by “acting like a good listener” and applying the “Three C's” of active listening: Connect, Consider and Confirm.

Info: Tues 10 AM - 12 PM Mar 30 \$31

Time Management

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. This workshop will help you get a grip on your office space, organize your work flow, learn how to use your planner effectively, and delegate some of your work to other people. You will also learn how to organize and prioritize yourself for greater workplace efficiency. The workshop is full of ideas for organizing your work area and your paperwork and working on the “right” things. Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

Info: Mon 8 AM - 12 PM Mar 8 \$125

Communication Strategies

This workshop is designed to help you improve your interactions with other people in your workplace or at home. It gives participants the opportunity to improve the critical communication skills of listening, asking questions and being aware of nonverbal messages. This workshop can also help participants who are struggling to find that middle ground between being too aggressive and too passive, and how to counter the manipulative tactics of difficult people. Participants also learn more about the elements of our communication with others that help us reveal appropriate information about ourselves, and how to get a handle on how to better manage ourselves for a professional image.

Info: Mon 8 AM - 5 PM Mar 15 \$250

HEALTHCARE

Introduction to the ICD-10-CM Coding System

This practical introduction to the ICD-10-CM coding system will help to prepare your physician's office for ICD-10-CM implementation which will be effective on October 1, 2013. The instructors will present an overview of the coding system and a comparison to the existing ICD-9-CM coding system. In addition, the various body systems will be examined and the new coding guidelines explained. This course is geared for physician office personnel.

Info: Tues 3 - 5 PM Feb 23 \$64

NEW Introduction to the ICD-10-CM and ICD-10-PCS Coding Systems

This practical introduction to the ICD-10-CM and ICD-10-PCS coding system will help to prepare your hospital for ICD-10-CM and ICD-10-PCS implementation which will be effective on October 1, 2013. The instructors will present an overview of the coding system and a comparison to the existing ICD-9-CM coding system. In addition, the various body systems will be examined and the new coding guidelines explained. The ICD-10-PCS system will be explored and the mechanics of the new procedural coding system explained. This course is geared for hospital personnel.

Info: Tues 3 - 6 PM Feb 2 \$89

PROJECT MANAGEMENT

Project Management Fundamentals

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, this two-day workshop will familiarize you with the most common terms and the most current thinking about projects.

Info: Fri 9 AM - 4 PM Mar 5 & 12 \$399

Earn the Project Management Essentials Certificate by Completing Project Management Fundamentals, MS Project Fundamentals, and MS Project Intermediate

Advanced Project Management

It's easy to forget the “manager” part of your “project manager” title amongst all the activity during a project. However, it is crucial that you hone your management skills as they are an important part of your success as a project manager. There are also some advanced project management techniques that you can master to help bring your projects to the next level. These are the two areas that we will focus on in this one-day workshop. This workshop presumes that you have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks, and executing a project.

Info: Fri 8 AM - 5 PM Mar 19 \$250
Project Management Fundamentals must be taken prior to registering for this course.



Call 337-482-6386 for a free catalog or visit www.ce.louisiana.edu to see a complete list of classes.

Cinema & Animation

Acting for the Camera I
Introduction to Maya
Intro to Game Development

Career & Certificate Programs

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NEW! Human Anatomy & Medical Terminology
Work at Home as a Medical Transcriptionist
Professional Medical Transcription Essentials
Online Medical Transcription
Phlebotomy Technician
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EKG Technician
Pharmacy Technician
Pharmacy Compounding & Sterile Prep
Veterinary Technician
Chiropractic Assistant
Ophthalmic Assistant
Dental Assisting
Medical Assistant

Arts & Crafts

Drawing
Figure Drawing
Basics of Acrylic
Beginning Sewing Instruction
Sewing Intermediate
Knitting 411
Drawing In Color: An Intro to Painting
Perspective Drawing

Dance

Cajun Dance for Beginners
Belly Dancing
Variety-Let's Dance
Line Dancing
Beginning Ballroom Dance
Latin Dance
Tap for the Absolute Beginner
Hip Hop Dance & Exercise
Nice N Easy Night Club
Two-Step

Green Thumb

Basic Floristry
Louisiana Landscapes-Plants and Design

Healthier Living

Kick & Punch Cardio
Reiki - Level I
Reiki - Level II
T'ai Chi Meditation
Beginning T'ai Chi
Advanced Yang Style T'ai Chi (Part One)
Advanced Yang Style T'ai Chi (Part Two)
Pilates
Pilates for Seniors
Insight Meditation
Zumba for Beginners
Yoga Stretch

Lagniappe

Piano for Beginners
Guitar for Beginners
NEW! Responsible Pet Owner
NEW! Equine and Farm Animals
Dog Obedience
Pictures, Places & Perceptions
Learning to Fly
Psychic or Medium?
NEW! Movie/Video Editing 101
Pediatric CPR & First Aid
NEW! Relatively Speaking
Interior Design
NEW! Home Buying 101
NEW! Confronting Your Fear of Weather
NEW! The Practically Mystical Course of Life

Languages

Survival Spanish
Beginner Sign Language
Conversational Italian
Basic European French

Money Matters

Investing 101
Stock Trading

Photography

Digital Photography-Level I
Digital Photography-Level II
Intermediate Photography
Intermediate Photography II

Sports & Games

Tennis for Beginners
Intermediate Tennis
Judo
Tae Kwon Do

Wining & Dining

Hands on Sushi
Perfect Petit Fours
Cake Decorating-Level I
Cookie Bouquet
Wines of the World
NEW! Healthy Cooking

Writing

Mass Market Novel I
Creative Writing
Recipe for the Perfect Cookbook
Screenwriting I

Youth

Study Skills - Grades 3rd - 8th
ACT Workshop
Intensive ACT Preparation
Keyboarding for Youth
Pre-School Tap/Ballet/Tumbling
Creative Cupcakes
Tae Kwon Do
NEW! Fun with Acrylics
NEW! Still Life

HUMAN RESOURCES

SHRM-Essentials for Human Resource Management Certificate Program

The SHRM Essentials of Human Resource Management Certificate Program is a premier introductory course offering a broad overview of the human resource function. If you are new to human resources or simply want to strengthen your employee management skills, this program is for you. This cost effective course covers real life HR issues and today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. Learn practical techniques for effectively handling daily HR challenges. SHRM materials for the course included.

Option 1: Tues & Thurs 6 - 8:30 PM
Feb 23 - Mar 11 \$440

Option 2: Sat & Sun 8:30 AM - 5 PM Mar 13 & 14
\$440

SHRM-Learning System

Are you preparing for the PHR/SPHR certification exam? The SHRM Learning System is designed primarily as a certification preparation course for the Human Resource Certification Institute (HRCI) examinations. The course outline consists of six training modules including: Strategic Management, Workforce Planning and Employment, Human Resources Development, Compensation and Benefits, Employee and Labor Relations, and Occupational Health, Safety and Security. SHRM Materials for the course included. Examination fee at the testing center is not included. Participants must have 2 years exempt level human resource experience to sit for the PHR/SPHR examination.

Info: Mon 5:30 - 8:30 PM Feb 1 - Apr 26 \$925
No class 2/15.

PURCHASING & INVENTORY

The Purchasing Certificate Program

This course covers the basics of purchasing administration including: law, accounting, negotiations, and inventory control. Participants will develop knowledge of what forms are commonly used by the purchasing function. Students will be introduced to contract law and become acquainted with the principles of evaluating the stability of a supplier. In addition, the principles of negotiating, different types of negotiating techniques and the relationship between inventory management and purchasing management will be discussed. Participants will receive the Purchasing and Supply Managers Guide to the C.P.M. textbook as part of the tuition. Examination fee for the CPM not included.

Info: Mon 5:30 - 8:30 PM Mar 8 - Apr 5 \$495

WRITING

Grammar Crash Course

Need a refresher but too busy to take the full course? Learn the basics in just 3 sessions. Eliminate embarrassing mistakes, improve your punctuation and proofreading ability and learn all you need to know to write better letters, memos, and e-mail messages.

Info: Tues, Wed & Fri 10 AM - 12 PM Mar 23-26
\$59

Basic Grant Writing

The objective of this workshop is to teach participants the skills and strategies involved in writing successful grants. The participants will learn to use professional technical writing strategies and how to apply a nine-step process: Brainstorming, Research, Planning, Drafting, Consulting, Revising, Submitting, Presenting, and Reporting. Participants will have the opportunity to work on actual grant applications and become familiar with grant and professional writing terminology.

Info: Tues & Thurs 4:30 - 8:30 PM Mar 9 & 11
\$159

COMPUTERS & TECHNOLOGY

GETTING STARTED



ULunch

Learn while ULunch! We've designed a series of topics that are packed with "must know" skills and valuable information that get right to the point. Each session is 60 minutes in length and includes 45 minutes of instruction plus 10 to 15 minutes of Q & A. There are two ways to ULunch - participate in our live classroom session and let us take care of lunch or stay at your desk and access the session online through our webinar! Register today and reap the benefits that One Power Hour can make!

***A boxed lunch will be provided to all participants registered for the live session. Menu selections will be offered in your class ticket shortly after registration.

Fee per session - \$35

Mail Merge

Save loads of time by using mail merge to create labels, envelopes, email messages, faxes and directories. We'll show you how easy and efficient this process is and how it can totally simplify your mass mailings and distributions. Taught using MS Word 2007.

Live Session - Fri 11 AM - 12 PM Jan 29
Webinar - Fri 11 AM - 12 PM Feb 5

Basic Keyboarding

Want to brush-up your rusty typing skills now that you're using the computer? Or, are you a new learner of this invaluable skill? In this course you'll develop proper keyboarding technique with time devoted to speed and accuracy building, as well as practice with letters, memos, tables, reports, administrative communications, and business forms.

Info: Mon, Tues & Wed 5:30 - 7:30 PM
Jan 25 - Feb 3 \$125

PC for the Beginner

Do you find yourself saying I am so computer illiterate? This course will introduce you to a computer from how to turn it on, to using the keyboard and mouse to navigate, to developing skills needed to comfortably maneuver in your computer's environment. We will play games and explore computer accessories. Get answers to all of your questions in a stress-free, relaxed environment.

Option 1: Wed 8 AM - 12 PM Jan 13 \$75

Option 2: Tues & Thurs 5:30 - 7:30 PM
Jan 19 & 21 \$75

Option 3: Mon 1 - 5 PM Feb 1 \$75

Option 4: Mon 8 AM - 12 PM Mar 1 \$75

Introduction to the Internet

The information age is upon us and we have your ticket to ride the World Wide Web. You will create an email address and manage an email account. You will explore various websites and become comfortable with a dialog of Internet terms such as "Google it".

Option 1: Wed 1 - 5 PM Jan 13 \$75
Option 2: Tues 8 AM - 12 PM Feb 2 \$75
Option 3: Mon 1 - 5 PM Mar 1 \$75

Introduction to Computers for Seniors

This course acquaints senior citizens with computer terminology and essential concepts with special emphasis on topics of interest for seniors. Presented in a non-intimidating environment, this class provides a pleasant and positive learning experience for students 60 and older.

Info: Mon 8 AM - 12 PM Feb 1 \$59

MS Outlook

Learn the "Ins & Outs" of calendaring, email, personal information management, note taking, tasking and journaling. Detailed instruction on the use of categories, contacts, labels, multiple email accounts, rules, faxing, and reminders will also be covered. Once you have the basics mastered, the course covers the integration of these tools creating an easy system for organizing your daily personal or business matters.

Version 2003

Info: Tues 8 AM - 5 PM Feb 9 \$189

Version 2007

Option 1: Mon 8 AM - 5 PM Jan 25 \$189

Option 2: Mon & Tues 8 AM - 12 PM Mar 1 & 2 \$189

MS PowerPoint

Learn to create slides using text, clip art, digital photos and work with slide layouts and views. Explore slide transitions as well as use the slide master. Discover how to use custom animation, audio, organizational charts, speaker notes and custom handouts in your presentations.

Version 2003

Info: Thurs 8 AM - 5 PM Jan 21 \$189

Version 2007

Option 1: Thurs 8 AM - 5 PM Feb 18 \$189

Option 2: Wed & Thurs 1 - 5 PM Mar 3 & 4 \$189

MS Windows Vista & XP

Discover how to create FILES, FOLDERS & SHORTCUTS to manage your files. Learn about the control panel, keyboard tips, desktop preferences and much more!

Vista:

Info: Wed 8 AM - 5 PM Feb 3 \$189

XP:

Info: Tues 8 AM - 5 PM Mar 2 \$189



MS Windows 7

Learn basic skills to get started with computers and work with the various features, tools, and options available in the Windows 7 operating system. In this course, you will familiarize yourself with the Windows 7 environment, customize Windows 7, and manage folders and files. You will also work with simple tools such as WordPad, the Snipping and Paint tools, and the calculator. We'll also browse the Internet using Internet Explorer 8.

Option 1: Tues 8 AM - 5 PM Jan 19 \$189

Option 2: Wed & Thurs 5 - 9 PM Feb 10 & 11 \$189

WORKER TRAINING PROGRAM

MICROSOFT WORD

MS Word Fundamentals

Learn to create a document using autotext, cut, copy and paste with many keyboard shortcuts. We will explore using bullets and numbering, tabs, graphics and tables to enhance documents. From font and character effects to line spacing, paragraph alignment and headers/footers, this class will teach you to make documents look professional.

Version 2003

Info: Thurs 8 AM - 5 PM Feb 4 \$189

Version 2007

Option 1: Wed 8 AM - 5 PM Jan 20 \$189
Option 2: Wed & Thurs 8 AM - 12 PM Mar 3 & 4 \$189

MS Word Intermediate

This course covers topics such as working with formatting styles and document templates. You'll perform with ease the mail merge process to create letters and labels. Learn to apply columns in a document as well as insert footnotes or endnotes and a table of contents. Previous Word experience such as our Word Fundamentals course is recommended.

Version 2003

Info: Wed 8 AM - 5 PM Feb 17 \$189

Version 2007

Option 1: Mon 8 AM - 5 PM Feb 22 \$189
Option 2: Wed 8 AM - 5 PM Mar 10 \$189

MS Word Advanced

Learn to create a table of contents and index, headers and footers, custom page numbers, footnotes, and watermarks. You will explore styles and working in outline view. Develop your own forms, track changes, customize your toolbars, and modify menus. Previous Word experience is required.

Version 2003

Info: Wed 8 AM - 5 PM Mar 24 \$189

Version 2007

Info: Tues 8 AM - 5 PM Mar 30 \$189

MICROSOFT EXCEL

MS Excel Fundamentals

Get a firm understanding of basic spreadsheet concepts to perform calculations and manage data lists. We will cover entering, editing, and basic formatting of cells, text, formulas, and functions. Learn about cell ranges and references as well as simple formulas and functions using autofill. We will explore the chart and graph functions in Excel and proper printing guidelines.

Version 2003

Option 1: Mon 8 AM - 5 PM Jan 25 \$189
Option 2: Mon & Wed 8 AM - 12 PM Feb 8 & 10 \$189

Version 2007

Option 1: Mon 8 AM - 5 PM Jan 25 \$189
Option 2: Mon & Wed 1 - 5 PM Feb 8 & 10 \$189
Option 3: Tues & Thurs 5 - 9 PM Feb 23 & 25 \$189
Option 4: Wed 8 AM - 5 PM Mar 17 \$189

MS Excel Intermediate

This course covers worksheet protection, data validation and using the auditing toolbar. Explore inserting subtotals and using data outlines. You will manage multiple worksheets using formulas and explore data consolidation and linking. Create IF functions and nested IF functions to display data as well as insert comments in cells. Previous Excel experience such as our Excel Fundamentals course is recommended.

Version 2003

Info: Mon & Wed 8 AM - 12 PM Feb 22 & 24 \$189

Version 2007

Option 1: Wed 8 AM - 5 PM Jan 27 \$189
Option 2: Mon & Wed 1 - 5 PM Feb 22 & 24 \$189
Option 3: Mon 8 AM - 5 PM Mar 22 \$189

MS Excel Advanced

Benefit from database functions in Excel by using filtering and sorting tools, data form entry, and the VLookup function. You will create a pivot table and chart as well as explore scenarios and goal seeking. Design a macro and create command buttons to execute. Previous Excel experience is required.

Version 2003

Info: Mon 8 AM - 3 PM Mar 29 \$145

Version 2007

Info: Wed 8 AM - 3 PM Mar 31 \$145

DATABASE & MANAGEMENT

MS Access Fundamentals

This course introduces you to the functionality of a database. You will create Tables, Forms, Queries and Reports. You will be working with multiple tables and explore the relationship process as well as importing Excel worksheets into Access. We will cover using toolbox objects such as command buttons and drop-down combo boxes. Students should be familiar with Windows, but no database experience is required.

Version 2003

Info: Tues & Thurs 8 AM - 3 PM Mar 23 & 25 \$268

Version 2007

Info: Tues & Thurs 8 AM - 3 PM Jan 26 & 28 \$268

Crystal Reports Fundamentals

Learn to build basic lists and group reports that will work with any database. We'll give you step by step, hands on instruction with grouping report data, building formulas, formatting reports, creating pie charts and distributing your data. Students should have taken our Access Fundamentals course or have equivalent database experience.

Info: Tues & Thurs 8 AM - 3 PM Feb 23 & 25 \$248

Book fee of \$99 is required at registration.

Crystal Reports Intermediate

Now that we've covered the basics, we'll move into more customization with our reports. This intermediate class covers creating running totals, building cross-tabs, adding sub reports, creating drill-downs, SQL statements, charting, reporting on Excel data, working with prompts, and enhancing report functionality.

Info: Tues & Thurs 8 AM - 3 PM Mar 16 & 18 \$248

Book fee of \$99 is required at registration.

SQL: Fundamentals of Querying

This course will help you use Structured Query Language (SQL) as a tool to implement logic and define instructions. Topics include: executing a simple query, performing a conditional search, working with functions including date calculations, using data with aggregate functions, and manipulating string values, organizing data and retrieving data from tables, comparing the results of two queries, retrieving information using joins, and finally, presenting your results and generating an XML report.

Info: Fri 1 - 5 PM Jan 29 & Feb 5 \$225

Book is included in the fee.

SQL: Advanced Querying

In this course, you will create advanced SQL queries to manipulate and index tables. Topics include: advanced querying using subqueries (unknown values, grouped data and multiple level subqueries), manipulating table data and the table structure, working with views and aliases, indexing data, and creating and managing transactions.

Info: Fri 1 - 5 PM Feb 19 & 26 \$225

Book is included in the fee.

MS Project 2007 Fundamentals

In this course you will be shown how to use the fundamentals of Microsoft Project software for project planning. Lessons include starting a project, managing tasks (milestones, deadlines and constraints), adding and assigning resources and costs, viewing project database, analyzing the project, tracking project progress and generating reports.

Info: Sat 8 AM - 5 PM Mar 13 \$189

Book fee of \$20 is required at registration.

MS Project 2007 Intermediate

Learn how to Import/Export project plan data with other applications such as Excel and Word. Update a project plan by managing Task Progress Information, saving an Interim Project Plan, and creating custom tables. Explore the benefits of creating, modifying, and printing custom reports. Create a Project Plan Template, a Master Project Plan, make custom views available to other project plans, and share resources making it easier to reuse Project Plan Information.

Info: Sat 8 AM - 5 PM Mar 20 \$189

Book fee of \$20 is required at registration.

ACCOUNTING SOFTWARE

QuickBooks Pro

In this introductory course you will set up simple bookkeeping for creating invoices, accounts payable, accounts receivable, and payroll. You will produce reports for financial statements including balance sheets, profit and loss statements, and basic check summaries and reconciliation. Updated tax tables are used for producing correct tax schedules for tax records and payments.

Option 1: Mon 8 AM - 5 PM Feb 1 \$189

Option 2: Mon & Wed 6 - 8 PM Mar 1 - 10 \$189

Option 3: Fri 8 AM - 5 PM Mar 5 \$189

Must have a working knowledge of the bookkeeping cycle and process.

DESIGN & GRAPHICS

Adobe Photoshop Elements

This is a creative program for the amateur photographer, hobbyist, or business graphics user. We will cover working with digital photo files, retouching and repairing photos, and enhancing digital images. Students should be able to open and close programs in a Windows environment, click and drag, and manage files and folders.

Info: Sat 8 AM - 3 PM Feb 20 \$145

Book is included in the fee.

MS Publisher 2007

Create professional printed and multimedia publications easily. You will design newsletters, business cards, flyers, and greeting cards, as well as expand your creativity with additional customization by importing graphics.

Info: Thurs 8 AM - 3 PM Jan 14 \$145

Adobe Photoshop CS3 - Level I

This introductory course is perfect for the beginner graphic artist or designer. We begin with learning core tools and cover the basics of file size and format, the manipulation of photos and creation of art. Topics include an introduction to the Photoshop interface, painting, retouching and enhancing images, layers, modes, color space, compression, file types, cloning, patterns, gradients, masks and filters. Prerequisites: Experience with the Windows or Macintosh operating systems.

Option 1: Tues & Thurs 6 - 8 PM Feb 23 - Mar 9 \$295

Option 2: Tues & Thurs 12 PM - 5 PM Mar 9 & 11 \$295

Book is included in the fee.

Adobe Illustrator CS3 - Level I

You'll get the latest on what's new in Illustrator like control panel enhancements, document startup profiles, drawing enhancements, the eraser tool, live color, layers and panel enhancements and the crop tool. We also cover all the basics such as: selecting and aligning; creating shapes by drawing, using shape tools, pencil tools and live trace; transforming objects by reflecting, rotating, distorting and shearing; blending shapes and colors; working with scatter, calligraphic and pattern brushes; and working with symbols. Prerequisites: Experience with the Windows or Macintosh operating systems.

Info: Tues & Thurs 6 - 8 PM Jan 26 - Feb 9
\$295
Book is included in the fee.

Adobe InDesign - Level I

This introductory course is perfect for beginners to master the key features of Adobe InDesign. You will learn the basic tools of the program and key features, including gradient feathering, inner shadows, and glows. Main topics include working with frames, importing and editing text and working with typography. Also covered are transparency controls, which allow you to independently add transparency to an object's fill and stroke, numerous productivity enhancements, find/change features, and new table and cell styles.

Info: Tues & Thurs 6 - 8 PM Mar 16 - 30 \$295
Book is included in the fee.

Adobe Acrobat: Managing PDF Files and Interactive Forms

In this course, you will use Adobe Acrobat to make your information more portable, accessible, and useful to meet the needs of your target audience. Utilize Adobe Acrobat to manage, combine, collect and edit PDF files. Learn how you can retrieve the information from PDFs and extract them into other applications. Manage your PDF files by creating collections and use Stamps to declare PDF documents as FINAL or COPY. This course is designed for anyone who will use Acrobat 8.0 Standard/Professional to work with PDF files. Prerequisites: Minimal experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Info: Mon 8 AM - 5 PM Mar 8 \$189
Book is included in the fee.

WEB DESIGN

Web Design with XHTML, HTML, and CSS: Level 1

You will examine the basics of foundational web technology and create your own functional web pages using markup languages such as Hypertext Markup Language (HTML), Extensible Hypertext Markup Language (XHTML), and Cascading Style Sheets (CSS). You will create and design web pages with text, graphics, and data tables. You will then link these pages to enable navigation between these web pages. Students who want to learn web design for their personal use or for business related purposes will benefit equally.

Info: Sat 8 AM - 5 PM Feb 27 \$189
Book fee of \$40 is required at registration.

Web Design Using SharePoint Designer or Expression Web: Level 1

In this course, you will go from Web Editing 101 to uploading and managing your website. Learn how to work with basic web pages, reference tools and edit text. You will gain a basic understanding of HTML as well as adding web elements like hypertext and interactive buttons to personalize and give your site a more professional look.

Info: Wed 8 AM - 5 PM Mar 10 \$189

Web Design Using SharePoint Designer or Expression Web: Level 2

In this course, you will use dynamic web templates, pre-defined tags, and continue to work with basic HTML as well as add/format the pictures and clipart that you choose for your web page. Explore hyperlinks and hotspots to give your site diversity and learn how to keep your web site consistent using master pages and text styles. Additionally, you will add web components and interactive buttons to your site to give it the professional look you've always wanted.

Info: Fri 8 AM - 5 PM Mar 12 \$189

Adobe Dreamweaver - CS4 Level 1

Upon completion of this course, you'll be able to: customize the Dreamweaver environment and workspace, create a website, add design elements to web pages, work with links, as well as work with frames and upload a website.

Info: Tues & Thurs 12 PM - 5 PM Feb 9 & 11
\$295
Book is included in the fee.

AUTOCAD

AutoCAD 2D - Level I (Beginning Techniques)

Anyone interested in learning AutoCAD is invited. No prior drafting experience is necessary, but must have basic Windows and mouse skills. Each class teaches commands and techniques used in any version of AutoCAD. You will be introduced to AutoCAD file management and display manipulation. As you become familiar with drawing and editing, basic commands are introduced by way of practical exercises and drafting techniques. Relative coordinates, ortho/tracking and object snap techniques are thoroughly explained and demonstrated. Other topics include: open, save, new, save as, zoom, window, view, pan, line, circle, erase, list, onsnap, snap, and offset.

Info: Mon & Thurs 6:30 - 8:30 PM Jan 25 & 28
\$97

AutoCAD 2D - Level II (Intermediate Techniques)

Prerequisite - AutoCAD Level I. Continuing with hands-on practice, this class further develops techniques for accurate design and drawing. Topics are: existing geometric construction, limits, selection, sets, powermove and copy, array, scale referencing, and rotate.

Info: Mon & Thurs 6:30 - 8:30 PM Feb 1 & 4 \$97

AutoCAD 2D - Level III (Text Annotation)

Prerequisite - AutoCAD Level II. This class will provide you with an in-depth study of applying text in the AutoCAD drawing. Text creation, manipulation, editing and useful application of text styles unravel the confusion and misapplication often encountered with the text editor.

Info: Mon & Thurs 6:30 - 8:30 PM Feb 8 & 11 \$97

AutoCAD 2D - Level IV (Dimension Techniques)

Prerequisite Level III. Learn the correct use of dimensions, dimension style and dimension variables that speed up drawing dimensioning and editing. Practical exercises will simplify and explain the process of creating, updating, saving and applying dimensions. The uses of metric and alternate dimensions are also covered.

Info: Mon & Thurs 6:30 - 8:30 PM Feb 22 & 25
\$97

AutoCAD 2D - Level V (Drawing Object Management)

Prerequisite Level IV. Learn such productive practices as layering, object properties, prototyping, and templates. Understanding layers and object properties prepares you to effectively use blocks and cross-references.

Info: Mon & Thurs 6:30 - 8:30 PM Mar 1 & 4
\$97

AutoCAD 2D - Level VI (Blocks & WBlocks)

Prerequisite AutoCAD Level V. Thorough explanations of symbol creation enable the design of powerful and productive symbol libraries. This class will provide practical exercises in blocking and wblocking. Proper use of block, wblock, purge, and object/property renaming enable you to streamline the drawing database.

Info: Mon & Thurs 6:30 - 8:30 PM Mar 8 & 11
\$97

AutoCAD 2D - Level VII (Attributes & Cross References)

Prerequisite AutoCAD Level VI. Further study in this class includes complete training and exercise in the correct use of block attributes and cross references. Learn to use cross-references to stop recreating details and drawing files. Learn advanced applications of block and drawing files via attributed definitions to improve the CAD drawing intelligence and usefulness. Prevent duplicating your efforts and losing man-hours.

Info: Mon & Thurs 6:30 - 8:30 PM Mar 15 & 18 \$97

AutoCAD 2D Level VIII (Paper Space & Model space)

Prerequisite AutoCAD Level VII. Take AutoCAD beyond the electronic T-square. Multiple floating viewpoints enable multiple scale plots and more productive drawing production. This class of applied procedures and techniques gives you advanced knowledge of these must know concepts. Learn to use cross-references along with Paper Space and see some real productivity.

Info: Mon & Thurs 6:30 - 8:30 PM Mar 22 & 25
\$97

AutoCAD Fast Track Levels 1 - 6

Designed for the busy professional or student who needs to learn AutoCAD in a hurry. Our Fast Track course will take you from Beginning Techniques to Paper and Model Space in a flash. No prior drafting experience is necessary, but you must have basic Windows and mouse skills.

Info: Fri, Sat & Sun 8 AM - 5 PM Feb 26 - 28
\$582

AutoCAD Fast Track Levels 7 & 8

Prerequisite AutoCAD Fast Track Levels 1 - 6.

Info: Fri 8 AM - 5 PM Mar 5 \$194

IT PROFESSIONAL

Network+ Fundamentals

This course is intended for entry-level computer support professionals with basic knowledge of computer hardware, software, and operating systems, who wish to increase their understanding of networking concepts and skills to prepare for a career in network support or administration, or to prepare for the CompTIA Network+ (2009 Objectives) exam. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks, and learn information and skills that will be helpful as you prepare for your career in networking or for the CompTIA Network+ certification examination. Network experience is helpful but not required; A+ certification or the equivalent skills and knowledge is helpful but not required.

Info: Fri 1 - 5 PM Mar 19 & 26
Sat & Sun 8 AM - 5 PM Mar 20, 21, 27 & 28
\$1800
Book fee of \$65 is required at registration.

TRAINING GRANTS AVAILABLE

We are a primary training provider for the Louisiana Incumbent Worker Training Program (IWTP) and are listed as a training provider under the Small Business Employee Training Program (SBET). These programs make available state funding to companies who are interested in providing training to their employees. In order to qualify a company is required to have been in business for at least three years and contributing to the Unemployment Insurance (UI) System. For further information please contact Elaine Livers, livers@louisiana.edu or Nora B. Frederick, nora@louisiana.edu at 337-482-6391.

5 EASY WAYS TO REGISTER

ONLINE

Register online 24 hours a day, 7 days a week if paying with a credit card. Just go to -

www.ce.louisiana.edu

PHONE-IN

Register by telephone if paying with Visa, MasterCard, or Discover card.

Register by calling:

(337) 482-6386

WALK-IN

Register in person by coming to the **CONTINUING EDUCATION CENTER AT 1606 JOHNSTON STREET, LAFAYETTE, LA**. Tuition may be paid by cash, check, money order, VISA, MasterCard, Discover card, or with a company purchase order number for invoicing.

OFFICE HOURS ARE

**MONDAY - THURSDAY 7:30 A.M. - 5 P.M. AND
FRIDAY 7:30 A.M. - 12:30 P.M.**

FAX-IN

Register 24 hours a day, 7 days a week by sending a facsimile copy of the completed registration form to **(337) 482-6392**.

FAX registrations may be paid for by credit card or company invoicing with purchase order. Please provide our office with the appropriate invoicing address for your company.

MAIL-IN

Register by completing the registration form and sending it and your payment to

**UL LAFAYETTE CONTINUING EDUCATION PROGRAMS, P.O. BOX 42411,
LAFAYETTE, LA 70504-2411.**

Mailed registrations should be received no later than one week before the class begins.

REGISTRATION FORM

Winter 2010

Last Name _____ First Name _____

Parent's Name (if under 18) _____

Confirmation Address _____

City _____ State _____ Zip Code _____

Date of Birth _____

Phone/Home _____ Work/Cell _____ Fax _____

E-mail Address _____

Would you like to receive course updates via email? yes no

COURSE NO.	COURSE TITLE	DATE(S)
_____	_____	_____
_____	_____	_____
_____	_____	_____

PAYMENT (check one):

Check (payable to UL Lafayette) Money Order (payable to UL Lafayette) Cash (in person only)

Visa MasterCard Discover

Account # _____ Expiration Date _____ MM _____ YY

CardHolder Name _____ The Last 3 or 4 Digits
of the Security code _____

Authorizing Signature X _____ Authorizing Amount _____

Approved Company Invoicing

Purchase Order # _____

Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

Mail To: UL Lafayette Continuing Education

P. O. Box 42411 ♦ Lafayette, LA 70504 ♦ Phone: (337)482-6386 ♦ Fax: (337)482-6392

This form may be photocopied for multiple registrations.

GENERAL REGISTRATION

INFORMATION DISCOUNTS

Discounts are given to UL Lafayette Alumni Association members (\$5 off any course). Also, persons 60 years of age or older may, in some cases, take courses at a \$5 reduction. Only one discount can be applied per course.

TAX DEDUCTIBLES & CREDIT

Tax Deduction for Educational expenses (Treasury Regulation No. 1162-5) permits an income tax deduction for educational expenses. The Lifetime Learning Tax Credit applies to paid course fees depending on gross income. Please contact your tax advisor for more information.

PERSONS WITH DISABILITIES

UL Lafayette seeks to accommodate all persons with disabilities for this program. If you have a disability that may require accommodations, please notify this office in writing 14 days in advance to make arrangements.

CONFIRMATION OF REGISTRATION

Upon receipt of registration, we will process your information and formally register you in the course(s). Approximately one week prior to the start of the class, a confirmation letter with a map and your parking permit will be emailed or mailed to you at the address you specified on your registration form. If you do not receive confirmation of your class, please call our office at (337) 482-6386.

REFUND & CANCELLATION POLICY

Registration fees are refunded when the class for which enrollment was submitted is full, or the class is cancelled by our office. Each registration received, either by mail or by phone is immediately processed. Enrollment is limited; therefore, registrations are non-refundable unless cancelled at least 24 hours before the first day of class. (Please leave a voice-mail message if calling after hours.) A \$5.00 processing fee may be deducted from the refund. Please note: Failure to attend class does not constitute a request to

cancel your enrollment. A "no-show" is obligated for the full tuition. The University reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors or class locations in unforeseen circumstances. All courses require minimum enrollment. Classes with insufficient enrollment may be cancelled; students will be notified approximately 36 hours before the class is scheduled to begin and tuition refunds will be processed. Refunds should be received within 30 - 45 days.

THE DEPARTMENT

The Continuing Education Department of UL Lafayette strives to meet the various educational interests and needs of Acadiana, Louisiana, and the nation. The programs are geared to those who believe learning is a lifelong process, and to be successful learning and retraining is demanded. Programs developed through Continuing Education are fundamental for personal growth, and essential for career advancement, business development and industry specialization. The department maintains a flexible approach in its offerings to meet the ever changing demands of society. Programs for youth to classes for senior citizens, our courses are available to all ages for learning new skills and increasing knowledge.

THE FACILITY

The Continuing Education Center is located at 1606 Johnston Street, conveniently positioned right next to the UL Lafayette campus. This facility has allowed us to expand and improve our operations by providing additional classrooms and enhanced computer laboratories. In addition to utilizing the center, we hold some classes in other specialized laboratories throughout the campus. These laboratories allow for more indepth, hands-on training when needed.

PARKING

Parking is available for course participants free of charge. A map and parking permit will be mailed to participants with their confirmation letter.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) will be earned by course participants who successfully complete most Continuing Education courses. CEUs have been developed to provide a quantitative means of recognizing participation in non-academic educational activities.

ENROLLMENT

Pre-registration is required due to limited class sizes. Registrations will be confirmed by email, a letter or a telephone call. This bulletin represents a bona fide effort at an accurate description of the facilities, curricula and course offerings of Continuing Education in effect at the time of publication. It is not a contract, or an offer to contract, which may be accepted by enrolling in the University. The University reserves the right to make changes in the arrangement described herein without notice.

NEW WINTER 2010 COURSES

Growing Your Business with Email, Twitter & Facebook
Introduction to the ICD-10-CM Coding System
Introduction to the ICD-10-CM and ICD-10-PCS Coding Systems
Windows 7
Adobe Dreamweaver CS4 – Level 1
ULunch – One Hour Webinars and Live Sessions on Excel, Mail Merge, PowerPoint, and Expert Witness training

Register online Now !
www.ce.louisiana.edu Or call 482-6386!

CLASSES FILL QUICKLY!



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