Continuing Education

BUSINESS, INDUSTRY & TECHNOLOGY TRAINING SERVICES

TRAINING AT A HIGHER LEVEL

FALL 2009

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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.

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.

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

COMPUTERS & TECHNOLOGY

GETTING STARTED

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-Wed 5:30-7:30 pm Sept 21-30 $120

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 1-5 pm Sept 16 $70
Option 2: Fri 8-12 pm Oct 5 $70
Option 3: Tue & Thur 5:30-7:30 pm Oct 6 & 7 $70
Option 4: Mon 8-12 pm Nov 2 $70
Option 5: Tue 8-12 pm Dec 1 $70

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”.

Info: Mon-Wed 5:30-7:30 pm Sept 21-30 $120

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 nonintimidating environment, this course provides a pleasant and positive learning experience for students 60 and older.

Info: Fri 8-12 pm Sept 18 $59

HOME & SMALL BUSINESS COMPUTER NETWORKING
Learn to setup and use a small network in your home or small business. This course will cover hardware needed and actual setup of equipment. Modems, hubs, routers, cable and connectors will be addressed. With demonstrations and exercises participants will then learn to share Internet, files and printers through the network.

Info: Thur 8 am-12 pm Sept 17 $70

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

XP
Option 1: Tue 8 am-5 pm Sept 22 $160
Option 2: Mon & Tue 8 am-12 pm Oct 5 & 6 $160
Option 3: Tue & Thur 8 am-12 pm Nov 3 & 5 $160

VISTA
Option 1: Mon 8 am-5 pm Sept 21 $160
Option 2: Mon & Tue 1-5 pm Oct 5 & 6 $160
Option 3: Tue & Thur 1-5 pm Nov 3 & 5 $160
Option 4: Tue & Wed 5-9 pm Nov 3 & 4 $160
Option 5: Tue & Thur 1-5 pm Dec 1 & 3 $160

MICROSOFT 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: Mon 8 am-5 pm Nov 23 $160

Version 2007
Option 1: Tue & Wed 5-9 pm Sept 29 & 30 $160
Option 2: Thur 8 am-5 pm Oct 6 $160
Option 3: Thur & Fri 8 am-5 pm Dec 3 & 4 $160

MICROSOFT 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
Option 1: Mon & Tue 8 am-12 noon Oct 19 & 20 $160
Option 2: Thur 8 am-5 pm Nov 19 $160
Option 3: Mon & Tue 1-5 pm Dec 7 & 8 $160

Version 2007
Option 1: Fri 8 am-5 pm Sept 25 $160
Option 2: Mon & Tue 5-9 pm Oct 19 & 20 $160
Option 3: Fri 8 am-5 pm Nov 20 $160
Option 4: Mon & Tue 8 am-12 pm Dec 7 & 8 $160

MICROSOFT WORD

MICROSOFT 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
Option 1: Thur 8 am-5 pm Sept 24 $160
Option 2: Mon 8 am-5 pm Oct 12 $160
Option 3: Mon & Tues 8 am-12 pm Nov 9 & 10 $160
Microsoft 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
Option 1: Thu & Fri 8am-12pm Oct 15 & 16 $160
Option 2: Wed 8am-5pm Nov 4 $160

MICROSOFT 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 & Thur 1-5pm Dec 9 & 10 $160

Version 2007
Info: Tue 8am-5pm Dec 15 $160

MICROSOFT 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
Option 1: Fri 8am-5pm Oct 23 $160
Option 2: Wed 8am-5pm Nov 11 $160

Version 2007
Option 1: Wed 8am-5pm Oct 14 $160
Option 2: Wed 8am-5pm Nov 18 $160
Option 3: Fri 8am-5pm Dec 11 $160

MICROSOFT 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: Tue 8am-3pm Nov 24 $120

Version 2007
Info: Mon 8am-3pm Dec 14 $120

DATABASE & MANAGEMENT

MICROSOFT VISIO 2007
Create professional looking diagrams and charts! We will start with the basics of creating charts and diagrams, introduce basic editing commands and explain the major file types that are used in Visio. Then you will move on to techniques for managing and laying out your drawings. Visio also provides templates for specific chart or diagram types. These templates can help you create a diagram quickly and easily.

Info: Fri 8am-3pm Nov 6 $120

MICROSOFT SHAREPOINT SERVICES
Experience how MS SharePoint Services can be an effective tool for collaboration in your organization or business. Learn to build and manage your own SharePoint portal site with design and control permissions. Get hands on instruction on how to create lists and libraries to store information, link resources and content, and add discussion boards, wikis and blogs. You’ll set-up documents and meeting workspaces for easy collaboration along with shared calendars, contacts and data from Microsoft Office programs. In addition, you’ll practice customizing webparts with themes and borders and applying style sheets.

Info: Tue 8am-5pm Sept 15 $189
Book is included in the fee.

MICROSOFT 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
Option 1: Mon & Wed 8am-3pm Oct 19 & 21 $240
Option 2: Tue & Wed 5:30pm-8:30pm Dec 1 & 9 $240

Option 2007
Info: Tue & Thur 8am-3pm Sept 29 & Oct 1 $240

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: Tue & Thur 8am-3pm Oct 27 & 29 $240
Book is required at a cost of $99.

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 1-5pm Oct 9 & 16 $200
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 1-5pm Nov 6 & 13 $200
Book is included in the fee.

Microsoft 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 8am-5pm Nov 14 $160
Book is required at a cost of $20.

Microsoft 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 re use Project Plan Information.

Info: Sat 8am-5pm Nov 21 $160
Book is required at a cost of $20.

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 8am-5pm Sep 28 $160
Option 2: Mon & Wed 6-8pm Sept 28-Oct 7 $160
Option 3: Mon & Wed 6-8pm Nov 9-18 $160
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 close programs in a Windows environment, click and drag, and manage files and folders.

Info: Sat 8am-3pm Dec 5 $130
Book is included in the fee.

Microsoft 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: Mon 8am-3pm Sept 14 $120

Book is included in the fee.
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 and 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.

Info: Tue & Thu 6-8 pm Oct 13-27 $289
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: Tue & Thu 6-8 pm Sept 22-Oct 6 $289
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: Tue & Thu 6-8 pm Nov 3-17 $289
Book is included in the fee.

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 Oct 17 $160
Book is required at a cost of $40.

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 hyperlinks. Prerequisites: Experience with the Windows or Macintosh operating systems.

Info: Mon 8 am-5 pm Oct 26 $160

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 buttons 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: Mon 8 am-5 pm Nov 30 $160

ADOBE FLASH CS3: LEVEL 1
Create web pages and web page components that contain text, graphics, and animation, and will display correctly in almost every browser on most computing platforms. This hands-on course will allow you to explore the types of applications you can build, how the user interface can be used, and how to create Flash movies. You’ll create and manipulate graphics, add text and Flash components, animate graphics using different techniques, and add interactivity using buttons. This course also gives you experience working with movie clips, adding audio to a movie, and adding video for creating amazing dynamic animations.

Info: Sat 8 am-5 pm Sept 19 & 26 $230
Book is required at a cost of $45.

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 using Stamps to declare PDF documents as FINAL or COPY. This course is designed for anyone who needs to learn 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: Thur 8 am-5 pm Oct 22 $160

MICROSOFT INFOPATH
This course can help you customize business forms that are used and distributed on a regular basis, including expense reports, time cards, surveys, or insurance forms. Learn step-by-step how to design, fill out, edit, and format your forms. You’ll also discover how to work with data, including importing and publishing, form templates, form programmability, uploading, databases, and advanced controls.

Info: Fri 8 am-3 pm Sept 25 $120

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 drafting 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 & Thur 6:30-8:30 pm Sept 21 & 24 $84

AUTOCAD 2D - LEVEL II (INTERMEDIATE TECHNIQUES)
Prerequisite - AutoCAD Level I. Continuing with hands-on practice, this class further develops techniques for accurate design and drafting. Topics are: existing geometric construction, limits, selection, sets, powermove and copy, array, scale referencing, and rotate.

Info: Mon & Thur 6:30-8:30 pm Sept 28 & Oct 1 $84

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 & Thur 6:30-8:30 pm Oct 5 & 8 $84

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 & Thur 6:30-8:30 pm Oct 12 & 15 $84

Microsoft INFOPATH
This course can help you customize business forms that are used and distributed on a regular basis, including expense reports, time cards, surveys, or insurance forms. Learn step-by-step how to design, fill out, edit, and format your forms. You’ll also discover how to work with data, including importing and publishing, form templates, form programmability, uploading, databases, and advanced controls.

Info: Fri 8 am-3 pm Sept 25 $120

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 & Thur 6:30-8:30 pm Oct 19 & 22 $84

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, wbblock, purge, and object/property renaming enable you to streamline the drawing database.

Info: Mon & Thur 6:30-8:30 pm Oct 26 & 29 $84

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 & Thur 6:30-8:30 pm Nov 2 & 5 $84

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 & Thur 6:30-8:30 pm Nov 9 & 12 $84

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 Oct 9-11 $504

AUTOCAD FAST TRACK LEVELS 7 & 8
Prerequisite AutoCAD Fast Track Levels 1 - 6.

Info: Fri 8 am-5 pm Oct 16 $168
Worker Training Program

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 Dec 4 & 11
Sat & Sun 8 am-5 pm Dec 5, 6, 12 & 13 $1800
Book required - fee is $65.

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 CPA’s. Topics covered include: financial statements, general uses of financial statements, balance sheet vs. income statements, and an introduction to the basic accounting equation.

Info: Mon 5:30-9:30 pm Oct 5 $99

CERTIFIED BOOKKEEPER’S PROGRAM
Become a certified bookkeeper by enrolling in this nationally recognized course. You can increase your earning potential, enhance your standing as a professional and give yourself an edge in even the most competitive job market. This course focuses on preparing you for the national Certified Bookkeeper examination by helping you truly master the skills and knowledge required for certification, which includes adjusting entries (accruals and deferrals), basic book and tax depreciation, basic payroll, recording and costing out merchandise inventory and internal controls and fraud prevention. Textbook fees are included in the tuition. Examination fees not included.

Info: $899
Tue 6-9 pm Sept 15, 22 & 29 Oct 13, 20, 27
Nov 3 & 17
Thurs 6-9 pm Sept 17, 24 Oct 1, 15, 22, 29
Nov 5 & 19
Fri 8 am-5 pm Sept 15 Oct 9 & Nov 13

THE CERTIFIED PAYROLL PROFESSIONAL PROGRAM /
PAYTRAIN MASTERY
PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Enrollees receive live classroom instruction, textbooks, and access to interactive online games and applications to reinforce topics learned.

Please note: The PayTrain Fundamentals course is a prerequisite, unless exemption has been given. The final exam for this class will be on Wed Dec 2.

Info: Tue 5:30-8:30 pm Sept 15-Dec 2 $925

RESOLUTION: MEDIATION THROUGH PEER REVIEW
Have you ever been in a workplace situation where a supervisor has made a decision that you didn’t agree with? Did you wish that you could ask someone else what they thought of the decision, whether they would have done the same thing? The Peer Review process offers employees just that chance, using a formalized process. In this one-day workshop, you will cover all aspects of the process, from initiating the process, to choosing a facilitator and panel members, to having a hearing and making a decision.

Info: Thur 8 am-5 pm Oct 8 $250

PROBLEM SOLVING AND DECISION MAKING
As an individual, facts and knowledge can only go so far. Solving tough problems requires the ability to define the true problem, analyze the possible causes, create options, select the most feasible option, and then implement it. This one-day workshop will help individuals enhance their efforts to find sustainable solutions and learn new ways to approach problem-solving to reach win-win decisions.

Info: Thur 8am-5 pm Oct 15 $250

HUMAN RESOURCES

EMPLOYMENT LAW
This course is designed to offer supervisory employees and managers information and practical advice to enable them to lead, manage, direct and coordinate and to understand, analyze and apply all within the bounds of federal and state laws. Issues to be covered include Louisiana’s at-will employment law, federal and state discrimination laws, wage/hour requirements, and federal medical and military leave provisions. In addition, participants will learn the how-to’s of disciplining and terminating employees, investigating complaints of discrimination or harassment, and ensuring a safe/productive workplace for all employees.

Info: Mon 8am-12 pm Oct 19 $125

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.

Info: Tue-Thu 6-8:30 pm Sept 22-Oct 8 $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 Sept 14-Nov 30 $925

THE CERTIFIED TRAINER PROGRAM
This workshop is designed for a trainer who wants to develop training programs that are meaningful, practical and will benefit both trainees and the organizations they work for. If you are thinking about becoming a trainer, or have started doing some training already and want to know more about what will help you to become an excellent trainer, this certification workshop will help. Participants need not have any experience in Training or Presentation skills.

Info: Thur 8am-5 pm Oct 1-15 $749
The Certified 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. You will be introduced to contract law. You'll become acquainted with the principles of evaluating the stability of a supplier. In addition, we'll cover the principles of negotiating and different types of negotiating techniques. Finally, we will discuss the relationship between inventory management and purchasing management. 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 is not included.

Info: Mon 5:30-8:30 pm Oct 5-Nov 2 $495

The Professional Sales Certificate Program

Are your sales representatives equipped with the skills they need to close the deal? In today's competitive market, one way to differentiate your product is through the people who sell it. This three-day series will provide your sales people the tools required for sales and sales leadership success. This certificate program is achieved when the participant successfully completes all three sales programs: Building Relationships in Successful Sales, Selling Smarter and the CRM: Introduction to Customer Relationship Management course.

Info: Mon 8 am-5 pm Oct 5-19 $649

Sales

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: Mon 8 am-5 pm Oct 5 $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: Mon 8 am-5 pm Oct 12 $250

CRM: An Introduction to Customer Relationship Management

As with many significant undertakings, undertaking 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: Sun 8 am-5 pm Oct 19 $250

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: Tues 10 am-12 noon Oct 6 $31

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 actually 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: Tues 8 am-5 pm Nov 10 $250

Safety & Environmental

Certified Environmental Scientist

The CES workshop and certification exam are for non-engineers. This workshop and exam establishes a person's understanding of the basic principles of environmental science, including: chemistry, physics, earth science, biology, meteorology, zoology and environmental health. Certification is registered through the National Registry of Environmental Professionals. The workshop is 8 hours and the exam is 2 hours. Upon passing the exam you will be certified as an Environmental Scientist.

Option 1: Mon-Thurs 6-8:30 pm Sept 21-24 $795
Option 2: Mon-Thurs 6-8:30 pm Dec 7-10 $795

Business Ethics for the Office

Help define your ethical framework to make solving those ethical dilemmas easier. Look at some tools that you can use when you're faced with an ethical decision, as well as some techniques you can use so you don't get stuck in an ethical quandary. Best of all, we'll look at a lot of case studies so that you can practice making decisions in a safe environment.

Info: Fri 8 am-5 pm Nov 13 $250

Purchasing & Inventory

Inventory Management: The Nuts and Bolts

The costs of maintaining excessive inventory usually far outweigh the true cost of not being able to quickly deliver a particular item to a customer. A balance must be struck between inventory levels and turnover. Good inventory managers know what moves at what rate. They carefully plan re-order levels to ensure that the chances of running out are minimized while the turnover rate is maximized.

Info: Mon 5:30-8:30 pm Nov 9-23 $250
FOOD SAFETY CERTIFICATION
In 2001, the Louisiana Legislature passed Act 506 stating all food service establishments are required to have either the owner or a designated employee certified in food safety. This seminar provides accurate, detailed information for all levels of food service employees including those who handle, receive, clean, store, prepare, and serve food. This course will use a ServSafe® study packet, which covers a review of sanitary food preparation. The ServSafe® certification exam is given during the final hour of the course. This certification is valid for five (5) years.
Info: Sat 8 am - 5 pm Oct 24 $160

WRITING

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: Tue & Thur 4:30-8:30 pm Sept 22 & 24 $159

GRANT PROPOSAL WRITING
Make things happen. Learn how to write any type of proposal, including a winning grant proposal, business plan, or book proposal (and more) using technical writing strategies and techniques. Acquire the skills that benefit non-profit grant seekers and for-profit businesses, as well as individuals.
Info: Tue & Thur 4:30-8:30 pm Oct 13-15 $179

GRAMMAR CRASH COURSE
Need a refresher but too busy to take the full course? Learn the basics in just 2 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 noon Sept 22-25 $59

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 4241, LAFAYETTE, LA 70504-2411. Mailed registrations should be received no later than one week before the class begins.

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 DEDUCTABLES & CREDIT
Tax Deduction for Educational expenses (Treasury Regulation No. 1162-S) 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.
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.

REGISTER ONLINE NOW!
www.ce.louisiana.edu
OR CALL 482-6386!
CLASSES FILL QUICKLY!