



May 19, 2020

ADDENDUM NO. 1

PROPOSAL FOR FURNISHING ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, SUPERVISION, ETC. NECESSARY TO PROVIDE CATALOG PRINTING AND MAIL SERVICE AS NEEDED FOR THE CONTINUING EDUCATION DEPARTMENT LOCATED AT THE UNIVERSITY OF LOUISIANA AT LAFAYETTE, LAFAYETTE, LOUISIANA BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2021 WITH THE OPTION TO RENEW FOR UP TO FOUR (4) ADDITIONAL TWELVE (12) MONTH PERIODS.

Due June 9, 2020 2:00 PM Solicitation No. 21007

The following is to be made part of the original specifications as though issued at the same time and shall be incorporated integrally therewith.

Item No. 1 Responses to supplier questions:

Supplier Questions	Department Response
Question 1: What grade 45# gloss stock is this being produced on #3, #4 or #5, as it makes a big difference in the cost?	Grade 5 (G5)
Question 2: Page 3 of 16 Paragraph 9 - Prices are to be quoted in unit/package specified (e.g. each, 1 2/box, etc), or may be rejected. Does the full 134,000 mail or does some get shipped and to what address – if so, how many per /ctn and does this deliver dock to dock or is inside delivery required? Not sure how this pertains to this bid request.	Approximately 500 individual pieces (catalogs) that are not solo or share-mailed to the specified zip codes are delivered directly to the UL Lafayette Continuing Education Office located at 1606 Johnston Street, Lafayette, LA 70503. This amount is subject to change. Inside delivery is required.
Question 3: What is the turn time for this project – how long do you have for the design work and proofing?	We need at least one full week for proofing after receiving a draft that we like.
Question 4: Is there a standard layout that just requires the input of furnished digital files or is it a complete redesign for each issue?	Complete redesign for each issue.
Question 5: What type of files are submitted?	Png and/or jpg files for logos. Additional creative files are the responsibility of the vendor.
Question 6: Could you send us the last issues files so we have an accurate idea of what is needed to provide our most competitive price. Is there an online digital catalog we can review?	The digital copy of the last issue is attached to this addendum. If you have trouble accessing, it can be emailed to you at your request. Please email your request to bids@louisiana.edu .
Question 7: Since we would not be on campus is any of the insurance listed under section II - IV pages 10 of 16 –13 of 16 apply to this project. We provide hardcopy proofs for approval before printing any order.	Insurance requirements is not applicable to this bid.
Question 8: Page 8 of 16 <i>All UL Lafayette logs are to be printed in two (2) colors PMS 193 red and black. Files are to be furnished by the UL Lafayette Continuing Education Department . – I am not sure how this pertains to this bid request. Is this another printing piece and if so what are the specifications as the printing of the catalog on page 9 of 16 says it is 4 color process throughout?</i>	We are okay with converting pantone color, if that is what you are asking. We do print the University logo on the front and back cover and occasionally on the inside page(s).



Purchasing Office

P.O. Box 40197 • Lafayette, LA 70504-0197

Office: (337) 482-5396

Fax: (337) 482-5059

Supplier Questions - continued	Department Response
Question 9: The zip codes shown on the bid request: Solo 70503 = 14,100; 70508 = 21,001 Total 35,101 - Shared (need further clarification as to what Shared means)- 70506 = 20,774	Shared means that our catalog would be packaged and mailed with other advertisements to share the cost.

For questions related to bidding these projects, please contact the UL Lafayette Purchasing Department at bids@louisiana.edu or 337.482.2955.

ACKNOWLEDGEMENT: If you have already submitted your bid, and this Addendum creates a need to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered PRIOR to bid opening date and time, either by mail in a sealed envelope or by email. Bid revisions received after bid opening cannot be considered, whereupon the bidder must either honor or withdraw its original bid. If you have already submitted your bid and this addendum does not cause you to revise your bid, acknowledge receipt of this addendum by signing below and returning it to the Purchasing Department prior to bid opening.

Marie C. Frank, MPA, CPPB
Assistant Vice President for Administration & Finance
University of Louisiana at Lafayette
Department of Purchasing

Firm Name: _____ **Signature:** _____

MOST POPULAR FOR KIDS THIS SUMMER:

- **DISSECTING: FROG & SHARK (AGES 6 – 13)**
- **DISSECTING: PIGLET & SPARROW (AGES 6 – 13)**
- **BEGINNER CAJUN COOKING (AGES 9 – 16)**
- **SWEET TREATS! BAKING, DESSERTS & PASTRY MAKING (AGES 9-16)**
- **LEARNING TO LEARN (GRADES 4TH – 8TH)**
- **CYBER CAMPS:**
 - CREATURE CREATION CAMP – ZBRUSH FOR BEGINNERS (AGES 12 – 18)
 - GAME PROGRAMMING 1: DESIGN (AGES 12 – 18)



University of Louisiana at Lafayette
PO Box 40400 • Lafayette, LA 70504

Continuing Education

Non-Profit Organization
U.S. POSTAGE
PAID
Lafayette, LA 70504
Permit 218

Postal Customer

SUMMER 2020 SPOTLIGHT *New Courses!*

ADULT:

- **THEMES BY BOB ROSS –**
 - GOLDEN MIST
 - MARSHLANDS
- **PHOTOGRAPHY INTERMEDIATE II –**
 - PHOTO SAFARI
- **A PATH TO STRESS FREE LIVING: QUICK TIPS TO AN INSANELY PRODUCTIVE LIFE**

RESTART

- **EXERCISE BALL WORKOUT**
- **HOW TO SUCCESSFULLY TRANSITION TO A MANAGEMENT POSITION**

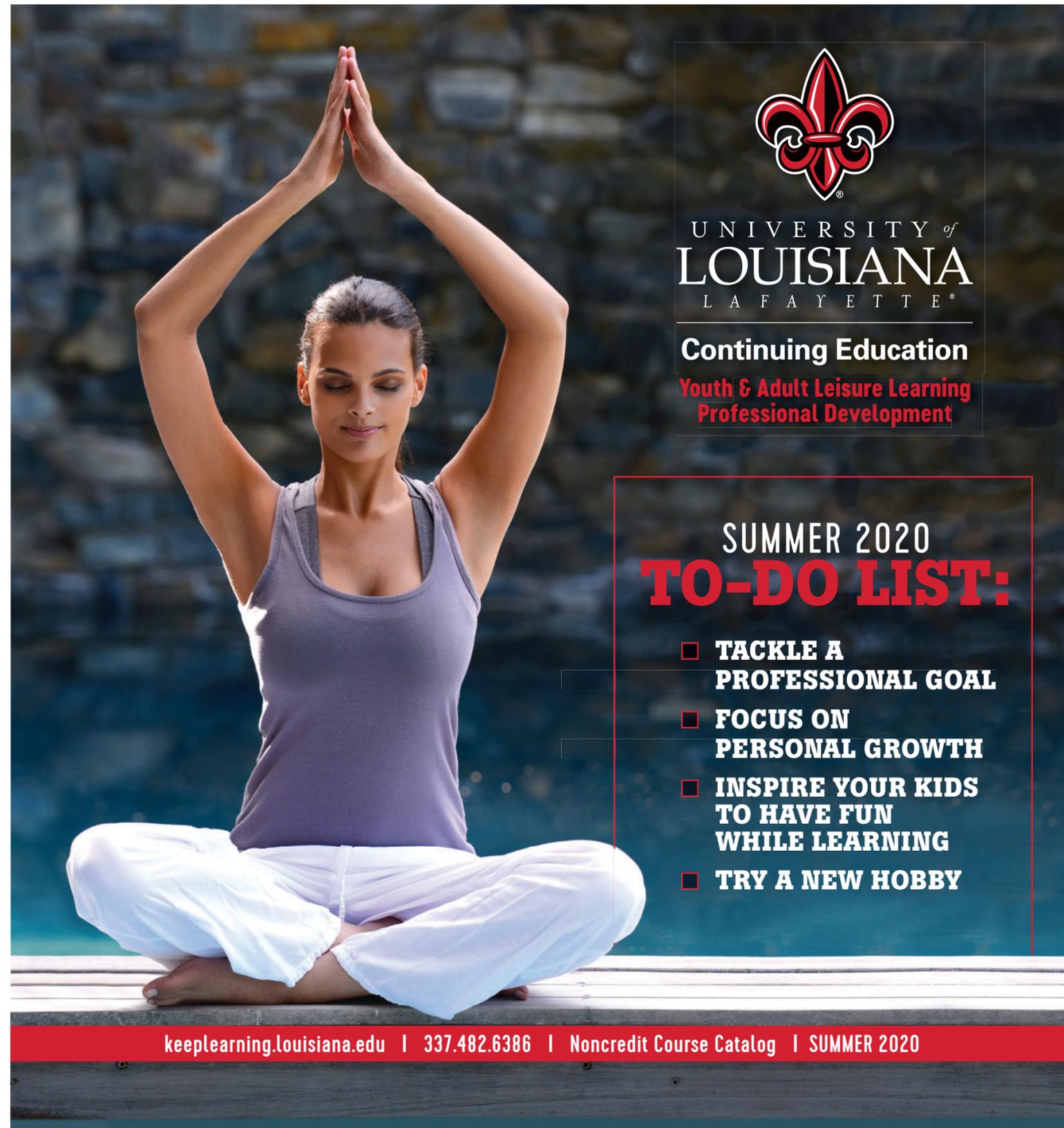
YOUTH:

- **PLAYING MATH**
- **HIGH SCHOOL VISUAL ART CAMP**



A PATH TO STRESS FREE LIVING

HAVE EXPERTISE? INTERESTED IN TEACHING? | SUBMIT A COURSE PROPOSAL ONLINE AT KEEPLEARNING.LOUISIANA.EDU



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

Continuing Education

Youth & Adult Leisure Learning
Professional Development

SUMMER 2020 **TO-DO LIST:**

- ❑ **TACKLE A PROFESSIONAL GOAL**
- ❑ **FOCUS ON PERSONAL GROWTH**
- ❑ **INSPIRE YOUR KIDS TO HAVE FUN WHILE LEARNING**
- ❑ **TRY A NEW HOBBY**

keeplearning.louisiana.edu | 337.482.6386 | Noncredit Course Catalog | SUMMER 2020

Personal Enrichment

Art & Design	3
Crafts & Hobbies	3
Culinary	4
Education Enrichment	4
Fitness & Well-Being	4-5
Money & Personal Finance	5
Music & Dance	5
Special Interests	6
Sports & Games	6
Writing & Language	6

Youth

Academic	7
Art	7
Culinary Camps	7
Science	8
Cyber Camps	8
Sports & Games	8
Dance & Tumbling	8

Professional Development

Accounting	9
Human Resources & Management	10
AutoCAD	10
Business & Management	11
PC & Microsoft Office	12
Medical & Health	12
Career Training (Exam & Certification Prep)	13-14
OSHA	14

Registration

Registration Form	15
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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 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. In addition to utilizing the center, we hold some classes in other specialized classrooms throughout campus. These classrooms allow for more in-depth, 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 a letter, email or a telephone call. This bulletin represents a bonafide 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 with parking instructions will be sent to participants with their confirmation letter.

REGISTRATION FORM | SUMMER 2020

LAST NAME _____ FIRST NAME _____
 PARENT'S NAME (IF UNDER 18) _____
 CONFIRMATION ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 DATE OF BIRTH _____
 PHONE/HOME _____
 E-MAIL _____

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 AMERICAN EXPRESS

ACCOUNT # _____ EXPIRATION DATE _____ (MM/YY)
 CARD HOLDER NAME _____
 SECURITY CODE _____
 AUTHORIZING SIGNATURE _____ AMOUNT _____

MAIL TO: UL LAFAYETTE CONTINUING EDUCATION
 P.O. Box 43601 • Lafayette, LA 70504 • Phone (337) 482-6386 • Fax: (337) 482-6392
keeplearning.louisiana.edu

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 will be sent 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: To be eligible for a refund, you must cancel your registration at least 24 hours prior to the start time of the class. For your convenience, you may submit a Withdraw Request by signing in to your CE account at keeplearning.louisiana.edu. You may also cancel by calling our registration line at (337) 482-6386, please leave a voicemail if calling after hours. Your tuition and class fees will be refunded minus a 5% cancellation fee. A 'no-show' is responsible for the full tuition fee. Payments made by credit card will be refunded back to the same card. Cash or check payments will be refunded in the form of a check and can take up to 30 days. All cash and check refunds require a W-9 and social security number. If UL Lafayette Continuing Education cancels a class, students will receive a full refund. The University reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors or class locations in unforeseen circumstances. All classes require minimum enrollment. Classes with insufficient enrollment may be canceled; students will be notified approximately 36 hours before the class is scheduled to begin and tuition refunds will be processed.

5 *easy* Ways to Register

ONLINE

Register online 24 hours a day, 7 days a week
 If paying with a credit card, go to:
keeplearning.louisiana.edu

PHONE-IN

Register by telephone if paying with VISA, Mastercard, Discover or Amex card by calling:
(337) 482-6386

WALK-IN

Register in person by coming to the Continuing Education Center:
**1606 Johnston Street
 Lafayette, LA**

Pay by cash, check, money order, VISA, Mastercard, Discover or Amex card.

**HOURS: Monday-Thursday 7:30am - 5pm
 Friday 7:30am - 12:30pm**

FAX-IN

Register online 24 hours a day, 7 days a week
(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

Send your payment to:
**UL Lafayette Continuing
 Education Programs
 PO Box 43601
 Lafayette, LA 70504**

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

PROFESSIONAL DEVELOPMENT

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 course is designed to enable you to earn the required ServSafe Certification. The course material provides accurate, detailed information for all levels of food service employees including those who handle, receive, clean, store, prepare, and serve food. Food safety challenges will be addressed as well as practical ways to resolve these challenges. Also, the Hazard Analysis and Critical Control Points (HACCP) method to avert problems caused by food-borne illnesses will be covered. 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. ServSafe textbook included. \$200

Instructor: Rebecca Dubois, MS, RD, CHE

Sat • 8 AM – 5 PM • July 11

WATER SUPPLY PROTECTION SPECIALIST (BACKFLOW)

This course is designed for individuals interested in obtaining the Water Supply Protection Specialist endorsement through the Louisiana State Plumbing Board. The endorsement allows the student to perform field tests and make necessary repairs of backflow prevention assemblies within the scope of the plumbing system in the State of Louisiana. Certification Exam will be held immediately after the workshop. (Materials and exam included) \$824

Instructor: Randy Harper

Mon – Fri • 8 AM – 5 PM • June 15 – 19

WATER SUPPLY PROTECTION SPECIALIST (BACKFLOW) RECERTIFICATION

This course is designed for individuals who are certified in the Water Supply Protection Specialist endorsement through the Louisiana State Plumbing Board and who need to obtain hours in continuing education to maintain the endorsement. Refresher training is required every 3 years. (Materials included) \$249

Instructor: Randy Harper

Tues • 8 AM – 5 PM • June 16

OSHA

>> UL Lafayette Continuing Education is not an OTI Education Center but, serves as a Host Training Organization for Mid-South OTI Education Center. Both the OSHA OTI Education Center and OSHA logos are

federal trademarks of the US Department of Labor and cannot be used without permission. These courses are provided in partnership with Mid-South OTI Education Center.

OSHA 500 TRAINER COURSE IN OSHA STANDARDS FOR CONSTRUCTION (26 CONTACT HOURS)

This trainer course is designed for personnel interested in teaching the OSHA 10- or 30-Hour Construction Outreach courses. Special emphasis is placed on required topics in the OSHA Outreach Program. Various instructional approaches and the effective use of visual aids and handouts will also be covered. Course participants will work in groups or independently to practice their presentation of selected topics. A written examination is given at the conclusion of the course. Successful completion of the course and the final examination allows the participant to be recognized as an Authorized OSHA Outreach Trainer for the Construction Industry.

Prerequisites: Students must successfully complete the OSHA #510 Occupational Safety and Health Standards for the Construction Industry and have five years of safety and health work experience in the construction industry. Construction industry outreach trainers must take OSHA #502 every four years to maintain their status as an outreach trainer. \$699

Mon – Wed • 8 AM – 4:30 PM & Thurs • 8 AM – 1 PM • July 27 – 30

OSHA 510 OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR THE CONSTRUCTION INDUSTRY (26 CONTACT HOURS)

This course covers the OSHA standards for the construction industry found in the Code of Federal Regulations (CFR) 1926 along with other relevant policies, procedures, and safety and health principles for the construction industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA. Learn to:

- Select the appropriate OSHA standards that apply to a hazard
- Identify the more frequently cited OSHA standards
- Identify elements of a successful construction safety program
- Implement an effective recordkeeping procedure.

\$599
Mon – Wed • 8 AM – 4:30 PM & Thurs • 8 AM – 1 PM • July 13 – 16

BACKFLOW PREVENTION ASSEMBLY REPAIR

This is a 16-hour course designed to provide the student with the fundamentals necessary to properly install, maintain, troubleshoot, and repair backflow prevention assemblies and devices. The course consists of lecture and 8-12 hours of hand-on exercises. Providing students with a conducive learning environment and teaching skills necessary in a controlled laboratory setting will achieve this. Prerequisite: To attend this course, students must meet one of the criteria below:

1. Water Supply Protection Specialist endorsement
 - a. WSPS endorsement to a current Plumbing License
 - b. WSPS endorsement to a current Horticulture License
- OR
2. Public Water System personnel who hold a Louisiana Department of Health General Tester Certification and who are in control of testing backflow prevention assemblies on city property.

\$475

Instructor: Kevin Sandy

Tues & Wed • 8 AM – 5 PM • Aug 25 & 26

ON-SITE WASTEWATER INSTALLER'S WORKSHOP

Contractors who wish to install or inspect individual wastewater (sewage) units must be certified in order to do so. This workshop has been designed to meet those certification requirements and will review the LA State Sanitation Code Chapter 13 regulations. Installer's Certification Examination will be held immediately after the workshop. \$104 (copy of Sanitation Code included) Instructor: David Booth

Option 1 - Lafayette

Fri • 8 AM – 12 Noon • June 5

Option 2 - Baton Rouge

Fri • 8 AM – 12 Noon • Aug 7

Option 3 - Kenner

Fri • 8 AM – 12 Noon • Oct 23

SEWAGE SYSTEM MAINTENANCE PROGRAM FOR HOMEOWNERS

This workshop is specifically designed to clarify waste-water regulations, cover present topics of interest, and practical applications for homeowners who will be maintaining their own unit. Topics to be covered are State Regulations, Flushing Facts, Warning Signs, Noise, Electrical Components, Access Ports, Failure of Equipment, Replacement Parts, and Required Documentation. \$74

Instructor: David Booth

Fri • 1 – 3 PM • Aug 7 • Baton Rouge

OSHA 511 OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR GENERAL INDUSTRY (26 CONTACT HOURS)

This course covers the OSHA standards for general industry found in the Code of Federal Regulations (CFR) 1910 along with other relevant policies, procedures, and safety and health principles for general industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA. Learn to:

- Select the appropriate OSHA standards that apply to a hazard
- Identify the more frequently cited OSHA standards
- Identify elements of a successful safety and health program
- Implement an effective recordkeeping procedure

\$599

Mon – Wed • 8 AM – 4:30 PM & Thurs • 8 AM – 1 PM • July 6 – 9

OSHA 7115 LOCKOUT/TAGOUT (7.5 CONTACT HOURS)

This course covers the role and responsibility of the employer to develop and implement an energy control program or lockout/tag out (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment. \$199

Fri • 8 AM – 4:30 PM • July 17

OSHA 7405 FALL HAZARD AWARENESS FOR THE CONSTRUCTION INDUSTRY (5 CONTACT HOURS)

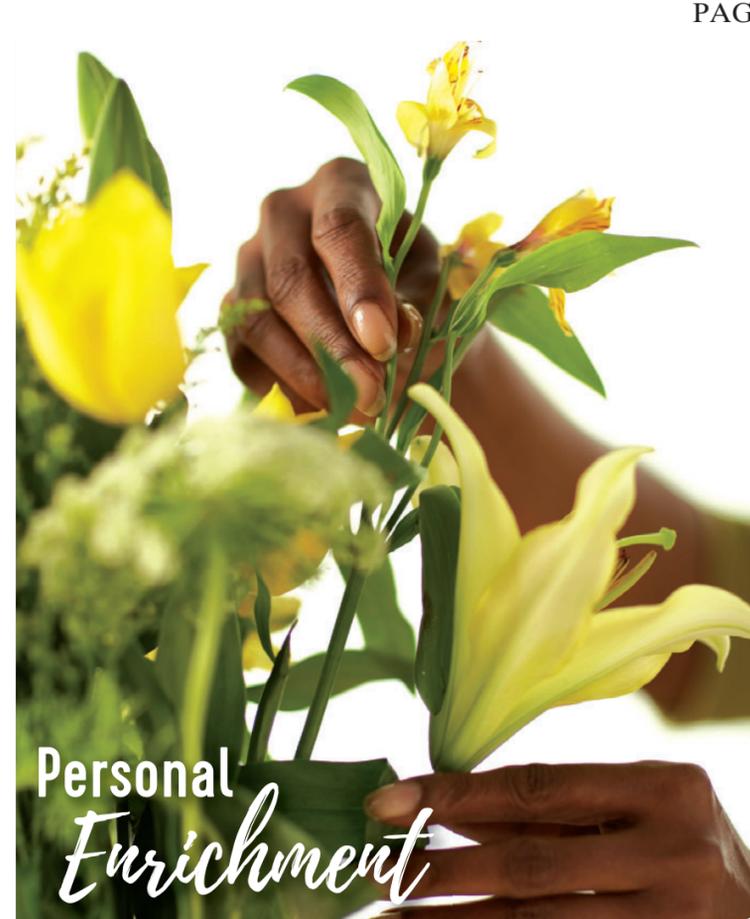
This course covers the identification, evaluation, prevention and control of fall hazards in the construction industry. The course focuses on falls to a lower level rather than falls to the same level resulting from slips and falls. Course topics include identifying, analyzing and preventing fall hazards utilizing OSHA Fall Protection Standards. Upon course completion, students will have an awareness level of identifying fall hazards, and methods to control and abate the hazards. \$199

Fri • 8 AM – 1 PM • July 10

OSHA 7845 RECORDKEEPING RULE SEMINAR (4 CONTACT HOURS)

This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA upon course completion, students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and complete OSHA Form 300 Log of Work-Related injuries and illnesses, OSHA form 300A Summary of Work-Related Injuries and illnesses, and OSHA Form 301 Injury and Illness Incident Report. \$129

Mon • 8 AM – 12 Noon • July 20

**CRAFTS & HOBBIES****PHOTOGRAPHY BASICS**

If you want to learn how to get the most out of your camera equipment, these sessions will include instruction in the basic principles of picture taking. Learn how to take better pictures of family, vacations, candid photos, portraits, landscapes and action. Special emphasis will be given to learning how your equipment works and how to access and use its features and capabilities. Important topics such as composition, digital media types, capacities and resolution, exposure control and flash will be covered. Student's individual camera issues will be addressed, and film users are welcome. Students may use any type digital or film camera (not including camera phones). This course is a prerequisite for Intermediate Photography. \$114

Instructor: Richard Wallis

Option 1

Mon • 9 – 11 AM • June 22 – July 27

Option 2

Wed • 6:30 – 8:30 PM • June 24 – July 29

PHOTOGRAPHY INTERMEDIATE

So, you have your camera, you know a little about the aperture and shutter speed and even the ISO, but you're shooting everything in the green box and wondering why they don't all come out great. You will learn HOW those auto modes work, WHY they sometimes don't, and WHAT TO DO to make them work for you. You'll also learn about lenses and which one to choose for each purpose. You'll learn a little about integrating flash into your pictures. Emphasis will be placed on using the techniques to help you do a better job creatively. We will discuss composition, lighting, use of color and contrast, etc. Having a DSLR is great for this class, but not necessary. If you just want to learn more about how to make your point-and-shoot work better for you, then this class is also for you. Some digital applications will be discussed but will not be the focus of this class. This class will focus on making your creative mind and camera work better for you. \$114

Instructor: Danny Izzo

Tues • 6:30 – 9 PM • June 2 – July 7

New! PHOTOGRAPHY INTERMEDIATE II – PHOTO SAFARI

This class will focus on putting some of the aspects of the Intermediate class to practical use. We will meet and pick two locations and types of

ART & DESIGN**BASIC DRAWING**

In this class students will learn about basic drawing and shading from life. No drawing skills required. Learn how to measure, shade, and compose a beautiful piece of artwork. \$120, plus approx. \$20 - \$30 for supplies, ages 16 & up

Instructor: Michael Stracener

Tues • 6 – 8 PM • June 23 – July 21

PAINTING LOUISIANA IN ACRYLICS

We will explore the scenes of Louisiana, using acrylics. Each week we will paint a different scene using acrylics on a 16" x 20" canvas. Swamps, marshes, cypress trees and more will be painted during these classes. We will finish a painting a week during these 4 weeks. It is suggested that you have Basic Acrylic Painting skills for this class. \$120, plus approx. \$20 - \$30 for supplies, ages 15 & up

Instructor: Michael Stracener

Thurs • 6 – 9 PM • July 23 – Aug 13

New! THEMES BY BOB ROSS

These special 4-hour Bob Ross classes will give you time to complete a painting in one session. These will be done in the Bob Ross style on a 16" x 20" canvas. All class supplies will be furnished by the instructor. \$50, plus \$15 for supplies, ages 16 & up

Instructor: Michael Stracener

Option 1 – Golden Mist

Sat • 1 – 5 PM • June 13

Option 2 – Marshlands

Sat • 1 – 5 PM • Aug 22



sessions based on class response. The location sessions will focus on creating images under various circumstances. We will use many of the techniques discussed in the intermediate class and the instructor will be on hand to discuss additional techniques and help as challenges arise. There will be an evening class after each location session where we will critique each student's work in a positive, creative manner. Students MUST have taken Intermediate Photography. The class will meet on three Thursdays and two days to be chosen by the class. (Safari Days) \$135

Instructor: Danny Izzo

Tues • 6:30 – 9 PM • July 14 – Aug 11

ADVANCED PORTRAIT PHOTOGRAPHY

This class will cover the techniques of studio and outdoor portrait photography. Classes take place in an operating photography studio. Lighting, from a single light source to multiple light set-ups, is discussed and practiced in great detail. In addition, metering, balancing multiple lights, light modifica-

tion, proper exposure, white balance and posing and lighting for portraits are demonstrated and practiced, in the studio & outdoors. This is a very hands-on class. Students must provide a camera that is capable of being operated on full manual exposure, a good working knowledge of its use and a willingness to work in a group. Highly recommended, optional book purchase of \$21 – details to be sent closer to class start date. \$379

Instructor: Danny Izzo

Wed • 6 – 9 PM • July 15 – Sept 2

FLORISTRY BASICS FOR THE BEGINNER

Participants will learn the principles of art and design as they apply to fresh flower arranging. Floral designs for weddings, special occasions, and corsages will be created by each student. All flowers are furnished. Taught by Diana Dore, Licensed Master Florist, VTIE Certified, and State Licensed Judge. \$185

Instructor: Diana Dore

Option 1

Wed • 9 AM – 12 Noon • July 8 – Aug 12

Option 2

Wed • 5:30 – 8:30 PM • July 8 – Aug 12

PERSONAL ENRICHMENT



CULINARY

COOKIE BOUQUET (AGES 10 & UP)

You will learn to make and decorate delicious edible cookies. You will arrange the cookies in an edible bouquet that can be made for birthdays, anniversaries, and any special occasion. This class is 2 sessions. \$37, plus approx. \$5 for supplies

Instructor: Louise Landry

Sat • 10 – 11 AM • July 25 G
Sat • 10 AM – 12 Noon • Aug 1

EDUCATION ENRICHMENT

THE CIRCLE OF LEARNING FUNDAMENTALS COURSE 1000

Fundamentals 1000 is open to all eligible participants. Welcome to The Circle of Learning, a program for individuals with special needs. This course is highly individualized, according to each student's abilities, and designed to be taken repeatedly. In this course, students focus on learning essential Money & Life skills. In each session, different skills are explored, and old skills are capitalized on. In this class each student will be taught at their individual level, starting with what they know and what they can do, and then building upon their skills while learning new skills. Other topics which may be briefly covered are introduction to job applications, interviews, employee etiquette, communication skills, and independent living skills. Furthering the participant's education and fostering a love of learning is the heart and soul of this program. \$150

NOTE: Assistants/aides attendance required. Offered in association with D.R.E.A.M.S. Foundation of Acadiana.

Instructor: Erin McClure

Option 1
Mon – Fri • 9:30 – 11:30 AM • June 8 – 12

Option 2
Mon – Fri • 9:30 – 11:30 AM • June 22 – 26

FITNESS & WELL-BEING

New! A PATH TO STRESS FREE LIVING: QUICK TIPS FOR AN INSANELY PRODUCTIVE LIFE

Stress is problematic for many people – a stressful job, the worry of what goes along with paying bills, a frenzied home life, the responsibilities of being a parent and/or caregiver, as well as the impact of poor life habits such as eating, unpredictable sleeping patterns, drinking, and smoking which can all lead to an enormous amount of stress. If that sounds like your life, there are some simple things you can do to improve the strain and pressure. At a reasonable level, stress can challenge you and help you grow, however, when stress is overwhelming, it causes one to be unhappy and unhealthy. Come join the instructor and let her share some strategies that she has learned along the road-of-hard-knocks to help you better embrace your challenges so you can spend more time with the people you love and do the things you really love to do. Learn how to lead an insanely productive life and find your "joie de vivre" (joy of living). \$75

Instructor: Babs Dees

Wed • 8 AM – 12 Noon • June 10

INTRODUCTION TO TAI CHI

This is an introductory class to the postures, movements and principles of Yang style Tai Chi. Tai Chi originated as a martial art in ancient

BAKING WITH BETSI - BEAUTIFUL BRAIDS

Join us for a fun night out, create gorgeous braided bread, and go home with a loaf your family will devour and a new skill that will bless them for years to come. Wholesome homemade bread, warm from your oven to your table in five minutes a day. Yes, you can do it and wow everyone. From now on, they will ask you to bring the bread to gatherings. Learn how to braid a gorgeous multi-strand loaf, transform one dough into four different recipes, and receive secret time saving tips and tricks. \$56, ages 13 & up

Instructor: Betsi Doherty

Option 1
Fri • 6:30 – 9 PM • June 12

Option 2
Fri • 6:30 – 9 PM • July 10

BAKING WITH BETSI – KETO BREADS

There are many reasons to choose a beneficial low carb diet. Whatever your reason, say good-bye to cheating – you can have your bread and be well too! Learn about the ingredients you need to bake delicious grain free, low-carb loaf breads, flat breads, rolls, and breakfast breads. So, come hungry, try these

Instructor: Betsi Doherty

Option 1
Fri • 6:30 – 9 PM • June 12

Option 2
Fri • 6:30 – 9 PM • July 10

Instructor: Manny Fuentes

Tues • 6 – 7:15 PM • June 2 – July 21



New! RESTART (ONLINE CLASS)

If you struggle with will power when it comes to eating healthy, this class is for you! This 5-week class combines nutrition education, a guided 3-week whole-food challenge, and plenty of support in a small group setting. This EMPOWERING combination is an excellent way to kickstart a new, healthy lifestyle – in a way that is realistic and doable for you! \$249

Instructor: Angela Smith CHNC

Option 1:
Wed • 6:30 – 8 PM • June 3 – July 1

Option 2:
Sat • 10 – 11:30 AM • July 11 – Aug 8

MINDFULNESS MEDITATION (INTRODUCTORY)

Meditation begins with focusing the attention on the breath that will improve your awareness and mindfulness. As you awaken, you will be able to live more fully present in each moment. This leads to clarity

delicious breads, and learn how to bake them. Your waistline and your family will thank you. \$70, plus approx. \$40 for supplies

Instructor: Betsi Doherty

Option 1
Sat • 2 – 4:30 PM • June 13

Option 2
Sat • 2 – 4:30 PM • July 11

BAKING WITH BETSI – CRUSTY BREAD & PIZZA

Pizza, Focaccia, Ciabatta, and Boule, "That's Amore!" Discover how easy it is to bake mouthwatering artisan pizzas and crusty loaves that will leave family and friends begging for more. Learn time saving tricks and come hungry. Each participant will bake several crispy loaves, and of course we'll enjoy a pizza party! \$70, plus approx. \$40 for supplies

Instructor: Betsi Doherty

Option 1
Sat • 6:30 – 9 PM • June 13

Option 2
Sat • 6:30 – 9 PM • July 11

of seeing, which allows grasping and judgment to ease. You will cultivate compassion, balance, wisdom, joy and moral integrity. In addition to learning basic meditation technique, you will also learn walking and eating meditation. Compassion and loving-kindness practices (metta) also are presented. Each session includes a period of sitting and walking meditation and metta practice. One session includes a period of mindful eating. \$69, held off campus

Instructor: Chuck St. Romain

Thurs • 6:30 – 8:15 PM • June 4 – July 2

BASIC YOGA FOR AGE 50+

Do traditional exercise classes leave you frustrated, physically drained, and unhappy? Yoga can have numerous benefits for adults over 50 and is a perfect alternative, with gentle and relaxing movements that build strength and release stress while you increase confidence in your body. \$69, held off campus

Option 1
Tues & Thurs • 6:15 – 7 PM • July 7 – 30

Option 2
Wed & Fri • 10 – 10:45 AM • July 8 – 31

New! EXERCISE BALL WORKOUT

This class will strengthen and stretch your body, improve core stability and balance. Never boring with this class. It will bring your strength training to a new level. A traditional bicep curl or a squat become a whole-body exercise. The exercise ball

CAREER TRAINING (EXAM & CERTIFICATION PREP)

NOTARY PREPARATION COURSE

This online course is designed to help you pass the Louisiana notary public examination and attain your statewide jurisdiction notarial commission. Classes are administered online every week on Tuesday evenings from 6 PM to 9 PM via webinars and include live instructor-student interaction, assignments, forms, valuable resources, and incredibly powerful notary preparatory exercises and tools. Sample juridical acts such as the will, testament, trust, tutorship, mortgage, promissory note, cash sale, credit sale, affidavit, powers of attorney, donation, and more will be at your fingertips. Further, juridical act legal effect considerations will be addressed throughout the course. Classes are recorded and posted in the classroom e-portal in both video (MP4) and audio (MP3) formats. Practice tests, reviews, and quizzes are also delivered throughout the course designed to give you a clear sense of your progress and prepare you for the statewide examination in a comprehensive manner. The course is instructed by Dr. Shane J. Milazzo who earned his Louisiana statewide jurisdiction notarial commission in June of 2008. Having taught notary preparatory classes for years in both ground and online venues, he continues to have incredible student feedback and testimonials every semester. Further, he has been hired by many to produce and notarize various legal instruments since earning his commission and he has remained aware of both current notary examination requirements and potential upcoming changes. Students must have a computer with Internet access, email, an Internet browser such as Microsoft Internet Explorer, Google Chrome, Mozilla Firefox or Safari, MS Word, and be able to download and install two free plug-ins (Adobe Reader and Java). \$550 plus approximately \$120 for required book (ordering instructions will be emailed about two-weeks before the start date) (Online)

Instructor: Dr. Shane Milazzo

Tues • 6 – 9 PM • Aug 18 - Dec 1
(No class Sept 29 & Nov 24)

PARALEGAL CERTIFICATE COURSE

The U.S. Department of Labor predicts that work in the paralegal field will continue to be one of the fastest growing occupations in the 21st century. Our intensive program can enhance your career options by training you to interview clients and witnesses, investigate complex fact patterns, research the law and assist trial attorneys in preparing cases for litigation. Our nationally acclaimed curriculum is designed for beginning as well as advanced legal workers who, through this formal study, will earn a certificate of completion from the University of Louisiana at Lafayette. Instruction is practice-oriented and focuses on areas of law in which paralegals are in demand. This course has been designed to boost your marketable job skills and office efficiency, productivity, and billable hours. The online format is perfect for working adults who want to advance their careers or begin new careers as a fulltime, part-time, or freelance paralegal. The following will be covered in this course:

1. Legal Terminology, Documents, Ethics, Civil Law, and the Litigation Process
2. Introduction to the Evidentiary Predicate
3. Identifying Relevant Authority
4. Introduction to Legal Research
5. Legal Research Practice
6. Legal Writing and Appellate Procedure

This course of study will be centered on the Louisiana Civil Code. There are no prerequisites other than a high school diploma (or GED), but students will be expected to complete a significant amount of homework each session. This course does not certify you as a Licensed Paralegal. Students will earn 9.0 CEUs for a total of 90 hours & will earn a Certificate of Completion. \$1,595 (Online) Students are encouraged to purchase their books immediately after registering by calling The Center for Legal Studies at 1-800-522-7737. Books cost approximately \$450 depending on shipping. Students must complete 2 consecutive 7-week sessions for a total of 14 weeks.

Option 1
Session 1 is held June 29 – Aug 14
Session 2 is held Aug 24 – Oct 9

Option 2
Session 1 is held Aug 24 – Oct 9
Session 2 is held Oct 19 – Dec 4

ADVANCED PARALEGAL

These advanced topics build upon the Paralegal Certificate Course® and are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Students are required to complete six Advanced Paralegal Course topics to receive a certificate. Each topic is offered in a seven-week online session. Students must successfully complete the Paralegal Certificate Course before they take the Advanced Paralegal Course. Up to three Advanced Paralegal Course topics may be taken during a seven-week online session and Advanced Paralegal Course topics do not have to be taken in any particular order.

Law topics include: bankruptcy, business, constitutional, criminal, education, family, immigration, real property, and water. Other topics include: advanced legal research, alternative dispute resolution (mediation), criminal procedure, estate planning, intellectual property, and victim advocacy.

ONLINE CLASS

PROFESSIONAL DEVELOPMENT

Participants should expect to spend at least 8-12 hours per week reading and preparing assignments and tests for each course. Participants who successfully complete six of the topics required of the Advanced Paralegal Course earn up to 27 CEUs and receive a certificate of completion from the University of Louisiana at Lafayette. (Online) \$2400 or \$400 per topic. Required book purchases will vary by topic. Total book fees (for six topics) can range from \$220 - \$630. Please call 337-482-6386 for more information on ordering books.

Option 1
June 29 – Aug 14

Option 2
Aug 24 – Oct 9

Option 3
Oct 19 – Dec 4

ADVANCED LEGAL RESEARCH & WRITING

This course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as time-saving devices in legal research and legal writing. Course objectives include how to:

- Conduct manual legal research
- Conduct electronic legal research
- Find, interpret and use various types of legal authorities
- Shepardize legal authorities;
- Write a legal analysis
- Draft a Memorandum of Law;
- Brief case opinions
- Engage in various types of legal writing

Participants will be expected to complete reading and homework assignments and will be assigned an advanced legal research project and legal writing assignment. Final research and writing projects will be presented for grading to the instructor or The Center for Legal Studies as a prerequisite for course completion. (Online) \$995

Prerequisite: Students must have completed the core Paralegal Certificate Course or have one-year paralegal experience prior to enrolling in this course. Students are encouraged to purchase their books immediately after registering by calling The Center for Legal Studies at 1-800-522-7737. Books cost approx. \$363 plus shipping.

Option 1
June 29 – Aug 14

Option 2
Aug 24 – Oct 9

Option 3
Oct 19 – Dec 4

eDISCOVERY FOR PARALEGALS

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 7-week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers most relevant eDiscovery topics. (Online) \$995

This is an accelerated course. You will be expected to spend an average of at least 8 hours per week reading, taking online modules, and completing assignments.

Option 1
June 29 – Aug 14

Option 2
Aug 24 – Oct 9

Option 3
Oct 19 – Dec 4

COMPUTER TECHNICIAN PROGRAM

Developed by a Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program is specifically designed to prepare students for the CompTIA A+ certification exams. Students learn about hardware, operating systems, networking, security, and troubleshooting, as well as more specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course and access to personalized support after course completion, students receive e-books, exam study guides, a computer repair toolkit, a power supply tester, a USB drive, and CompTIA A+ certification exam vouchers. \$1,999 (Online)

REGISTRATION IS ONGOING. Call the Continuing Education office at 337-482-6344 or email cerequest@louisiana.edu for more details.

PRIVATE INVESTIGATOR BASIC

LSBP/IE requires completion of an approved 40-hour course prior to an applicant taking the state licensing exam. Over two consecutive weekends, you will cover rules, regulations, surveillance techniques, locating witnesses or missing persons, interviews and statements, court records research, courtroom testimony, standard practices and much more! The certification exam is held immediately following class on the last day of the 40-hour course. Successful completion of the course and exam is one of the first steps in pursuing a private investigator career. Participants must have a valid (not expired) government issued photo identification to take the examination. \$350 plus \$50 exam fee (payable to LSBPIE)

Instructor: Henry Bennett, Jr. Fri • 6 – 10 PM & Sat & Sun • 8 AM – 5 PM • July 10 - 19

13

SUMMER 2020 | PROFESSIONAL DEVELOPMENT | REGISTER ONLINE @ KEEPLEARNING.LOUISIANA.EDU

SUMMER 2020 | PERSONAL ENRICHMENT | REGISTER ONLINE @ KEEPLEARNING.LOUISIANA.EDU

4

ONLINE CLASS

PROFESSIONAL DEVELOPMENT

PC & MICROSOFT OFFICE

WINDOWS

This course is designed for any worker, business professional or private individual who needs knowledge in operating systems and file management skills. Upon successful completion of this course, you will be able to:

- Log on to Windows, explore its interface, and identify the different components present in the interface
- Customize the Windows desktop
- Manage files and folders
- Use the common tools and programs available in Windows
- Become more comfortable using a personal computer (PC) and maneuvering in the Windows environment.

\$245

Instructor: Katherine Delahoussaye

Wed • 8 AM – 5 PM • June 3

WORD BASICS

Whether you are an administrative assistant or a website designer, you'll need to know the ins and outs of electronic word-processing. Word is designed to help you move smoothly through the task of creating professional-looking documents. In this hands-on instructor led course you will:

- Identify components of the word interface
- Edit a document
- Format text and paragraphs
- Add tables
- Manage lists
- Insert graphic objects
- Control page appearance
- Proof a document

Upon successful completion you will know basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content. \$245

Instructor: Katherine Delahoussaye

Wed • 8 AM – 5 PM • June 10

EXCEL BASICS

This course aims to provide you with the foundational Excel knowledge and skills necessary to work with and analyze the data that is critical to the success of your organization. Upon successful completion of this hands-on, instructor led course you will:

- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Learn to organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. \$245

Instructor: Katherine Delahoussaye

Option 1

Wed & Thurs • 5 – 9 PM • June 17 & 18

Option 2

Wed • 8 AM – 5 PM • June 24

EXCEL: BEYOND THE BASICS

This course builds upon the foundational knowledge presented in Excel Fundamentals and will help start you down the road to creating advanced workbooks and worksheets. In this hands-on, instructor led course you will:

- Work with functions
- Analyze data by using functions and conditional formatting
- Organize and analyze datasets and tables
- Visualize data by using basic charts
- Analyze data by using Pivot Tables, Slicers, and Pivot Charts

Reap the benefits of knowing how to analyze massive amounts of data, extract actionable information from it and present that information. \$245

Instructor: Katherine Delahoussaye

Wed • 8 AM – 5 PM • July 8

EXCEL EXPERT

This course builds off the Fundamentals and Intermediate courses to help you get the most out of Excel. You will learn to perform advanced data analysis, collaborate on workbooks with other users and automate workbook functionality. In this hands-on, instructor led course you will:

- Share and protect workbooks
- Automate workbook functionality
- Use Lookup Functions
- Audit worksheets
- Use automated analysis tools
- Present your data visually

With your advanced skills you will collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply formulas and functions to help you perform complex datasets. \$245

Instructor: Katherine Delahoussaye

Wed • 8 AM – 3 PM • July 15

INTERESTED IN BRINGING YOUR MICROSOFT OFFICE SKILLS UP TO DATE? Custom training for individuals or organizations can be scheduled for various courses including Microsoft Access, Excel, Word, and PowerPoint. Call 337-482-6386 or email ce@louisiana.edu to find out more!

eZEMRx EHR software. In addition to one-on-one support from experienced instructors throughout the course and access to personalized support after course completion, students receive e-books and vouchers for the CMAA and CEHRS exams. \$3,199

PROFESSIONAL MEDICAL CODING & BILLING (Online)

The Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include healthcare information management, reimbursement methodologies, biomedical sciences, and current code sets, including an in-depth look at ICD-10-PCS. Students practice their coding skills in an extensive practical section to gain valuable hands-on experience before course completion. In addition to one-on-one support from experienced instructors during training and access to personalized support, students receive e-books, industry codebooks, access to online references, an AHIMA student membership, and a voucher for one of the national certification exams. \$3,499

REGISTRATION IS ONGOING. Call the Continuing Education Office at (337) 482-6386 or email ce@louisiana.edu for more details.

stimulates the smaller muscles and laughter and fun! \$59, held off campus

Wed • 6 – 6:45 PM • July 8 – Aug 12

STRENGTH/WEIGHTS EXERCISE

A complete workout with hand weights (we provide) to tone those muscles to produce a lean and healthy body. No bulk buildup in this class, but you will see a difference in arms, abs, and thighs. We take the best from all current exercises on strengthening and weight bearing and combine it into a super effective program. Exercise clothing, cross training shoes, and your own water bottle are a must. \$69, held off campus

Tues & Thurs • 5:30 – 6:15 PM • July 7 – 30

MONEY & PERSONAL FINANCE

>> UL Lafayette Continuing Education does not endorse any information provided in these courses. The instructors are not permitted to offer legal, tax or investment advice during classroom instruction or to use the classroom for personal gain or to solicit clients or customers. UL Lafayette shall not be responsible for any tax or investment advice offered by instructors. U.S. Treasury Secretary highlights the importance of financial education at all ages and life stages.

MUSIC & DANCE

PIANO FOR ADULT BEGINNERS

This course teaches basic skills and theory in piano, which will offer a person the opportunity to explore his or her potential in this art. It provides the background which will allow an individual to enjoy playing basic simple pieces and set the stage for development of this art at a more advanced level. \$89, plus \$39 for books & lab fee, ages 16 & up

Instructor: Elise Sabatier

Tues • 7 – 8 PM • June 30 – Aug 18

CAJUN DANCE FOR BEGINNERS

Gain the confidence you need to go out onto the dance floor! Basic moves for the three popular Cajun dances: the waltz, the two-step, & the jig will be taught. Discover the importance of listening to the beat of the music and understanding the count. During this course you will learn (1) the footwork for the 6-count waltz along with dancing in place, the couple turn & the underarm turn (single & double); (2) the footwork for the 8-count two-step along with dancing in place, the couple turn and the underarm turn (single and double); (3) the steps for the 4-count basic jig foot shuffle and arm push-pull along with single and double underarm turns, hip-to-hip spin, 3 variations of up-over-the-head spins, 4 variations of the sweetheart & the windmill. \$69 per person

Instructor: Cynthia Trahan

Option 1

Sun • 4 – 5:30 PM • June 7 – 28

Option 2

Sat • 9 – 10:30 AM • July 11 – Aug 1

Option 3

Tues & Thurs • 6 – 7:30 PM • Aug 11 – 20

ZYDECO DANCE FOR BEGINNERS

Want to learn moves to dance traditional Zydeco? Begin with understanding the importance of how to "feel" the music. Become skilled in shifting your weight and

"holding" the step while dancing the 8-count shuffle. Gain confidence to be able to transition from dancing in the closed position, to a two-handed open hold, as well as dancing without holding hands. To add variety to the shuffle, learn how to execute the all-important rock step in the three dance positions. Additional moves include the vertical give & take; underarm full turn; hand toss/lean in; couple apart turn; side-knee-lifts; cross-over and the couple together turn. Speed will be emphasized during the last class. \$69 per person

Instructor: Cynthia Trahan

Option 1

Sat • 9 – 10:30 AM • June 6 – 27

Option 2

Tues & Thurs • 6 – 7:30 PM • July 21 – 30

Option 3

Sun • 4 – 5:30 PM • Aug 9 – 30

JITTERBUG FOR BEGINNERS

Join this class for an introduction to this energetic style of dance. Whether you call it Jitterbug or East Coast Swing, you will gain a solid foundation of applying the basic step with its traditional rock step. You will also gain confidence to dance in closed and open body positions, and dance using all three hand positions. Moves featured in this course include: the send out, bring back, crossed-arm turn, he goes, she goes, cuddle, overhead arm slide, around the horn, belt loop, barrel roll, hammerlock, kick steps, open up, couple rotate and the dip. Emphasis will be on single-step timing, however, a variety of speeds of music will be used to allow students to expand their skills to dance the double and triple-step swing styles. \$69 per person

Instructor: Cynthia Trahan

Option 1

Tues & Thurs • 6 – 7:30 PM • June 16 – 25

Option 2

Sun • 4 – 5:30 PM • July 12 – Aug 2

Option 3

Sat • 9 – 10:30 AM • Aug 8 – 29

LAST WILL & TESTAMENT – WRITE YOUR OWN WILL

There are two types of Wills that are legal in Louisiana, Olographic Testament and Notarial Testament. You will be given information to prepare your own Last Will & Testament. I will teach the elements of the two different types of Wills, showing their commonalities and differences. Some of the topics covered:

- Different Legacies
- Order of Heritance
- Forced Heirship
- Disinheriton
- Accretion
- Usufruct and others

You will learn what you CAN do in a Will and what you

PERSONAL ENRICHMENT

CANNOT do in a Will. Questions will be answered:

- Who should have a Will?
- Why should you have a Will?
- Can you include your pet(s) in a Will?
- What will happen if you don't have a Will?
- What if you leave property to someone in your Will "...and they die before you..." what will happen to that property?

Please bring your questions. \$85, ages 18 & up

Instructor: Carolyn Estlette

Option 1

Thurs • 5:30 – 8 PM • June 4

Option 2

Thurs • 5:30 – 8 PM • Aug 6

COUNTRY & WESTERN DANCE FOR BEGINNERS

Dust off your boots and grab a partner for a new class of Country and Western Dance. This introductory class emphasizes smoothness on the dance floor and keeping time with the music. It consists of gliding steps that are consistent with wearing cowboy boots. In this class we will learn: 2-step, Texas swing (polka), Country Waltz, Jitterbug, East coast and West Coast Swing. \$59 per person, held off campus

Instructor: Lou D Britt

Wed • 6 – 7 PM • July 15 – Aug 5

BALLROOM DANCE FOR BEGINNERS

Relive the exciting times with this sensuous and stimulating dance. If gliding across the floor is more your style, you will enjoy learning the ballroom dances such as the Cha-Cha and the Waltz. \$59 per person, held off campus

Instructor: Lou D Britt

Thurs • 7 – 8 PM • July 16 – Aug 6

BELLY DANCING

The origins of Belly Dance date back thousands of years to ancient fertility rituals in the Middle East and North Africa, and more recently can be traced to Egyptian folk dances. Today this ancient art is performed for entertainment and celebration. The intricate hip articulations, flowing arms and sensual undulations are a great way to tone your core muscles while expressing your creativity and femininity. Belly Dance is a dance for women of all shapes and sizes who all share an innate feminine beauty. We invite you to join us in celebrating every woman's femininity, spirituality and creativity through the ancient art of belly dance. \$59 per person, held off campus

Instructor: Carol Petitjean

Mon • 6 – 7 PM • July 6 – Aug 10

PERSONAL ENRICHMENT

SPECIAL INTERESTS

VOICE OVER...
NOW IS YOUR TIME

In what could be the most enlightening 2 hours you've ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-over can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for. \$35

Instructor: Nicole Porche

Mon • 6:30 – 8:30 PM • June 22

SPORTS & GAMES

BRIDGE – BIDDING IN THE 21ST
CENTURY (AGES 12 & UP)

This class is for beginners or those who played years ago and would like to update their bidding. You will learn the basics on bidding, whether suit contracts or no trump. Responses to partner's opening bid for major and minor bids, rebids by opener, rebids by responder, overcalls, and take out doubles. We will discuss strategy for playing the hand to make your contract. You will be equipped to play bridge with friends or play at the local duplicate club. You will be able to play hands the first night! This is a wonderful way to make new friends and keep your mind active. Bridge is a game for all ages. \$119 plus \$13 for book

Instructor: Karen Jennings

Thurs • 9:30 – 11:30 AM • June 11 – Aug 6
(No class July 2)

SELF DEFENSE FOR WOMEN

In an era when crime rates seem to be rising, learning self-defense techniques could be the difference between life and death. This class is designed just for women and will be taught by a woman. Personal safety is not dependent on your size or strength. In this class you will learn several ways to reduce the likelihood of attack. You will learn to change the way you view your surroundings to expedite escape. In addition, you will learn effective ways to avoid confrontation and quick easy-to-remember techniques that may help save your life. \$48, ages 15 & up

Instructor: Julianna Porche

Thurs • 5:30 – 6:30 PM • Aug 20 – 27

TAE KWON DO

Tae Kwon Do is a martial art that emphasizes (but is not limited to) a variety of blocking and striking techniques as a means of self-defense, physical fitness, and self-discipline. This course will creatively introduce the students to the exciting and challenging art of Tae Kwon Do. No uniform is required. \$54, ages 13 & up

Instructor: Denova Brown

Tues • 6:45 – 7:45 PM • June 23 – Aug 4

WRITING & LANGUAGE

AMERICAN SIGN LANGUAGE
FOR BEGINNERS

ASL is the third most used language in America! This course introduces the native language of the deaf and a foundation of knowledge of American Deaf culture. Students will learn to finger spell the manual alphabet and will be exposed to the basic grammar and structure rules that are unique to ASL. By the end of this course, students will be able to carry out simple conversations in ASL. No previous signing experience is necessary. No book required. \$99, ages 10 & up (10-12 must be accompanied by an adult student)

Instructor: Rachel Brown

Mon • 5:30 – 6:30 PM • June 15 – Aug 3

AMERICAN SIGN LANGUAGE
INTERMEDIATE

This course is designed to build upon basic ASL skills and knowledge. More vocabulary and grammar will be learned and practiced, and classmates will delve into deeper discussion about cultural and educational topics in the deaf community. Learners are recommended to be comfortable with the manual alphabet and have some basic ASL vocabulary. By the end of this course, students will be able to sign more complex sentences and conversations, as well as have sharper receptive skills. No book required. \$99, age 10 & up (10-12 must be accompanied by an adult student)

Instructor: Rachel Brown

Mon • 6:30 – 7:30 PM • June 15 – Aug 3

CAJUN FRENCH FOR BEGINNERS

Learn the unique language of Acadiana! This is a beginner's course in the French language of Louisiana's Cajun population. Emphasis will be concentrated on effective everyday conversation. The course includes greetings, basic communication, popular expressions, and difference from other forms of French, and topics particular to students' needs. No prior knowledge is required. \$99, ages 18 & up

Instructor: Kirby Jambon

Wed • 5:30 – 6:30 PM • June 10 – July 29

CAJUN FRENCH INTERMEDIATE

This course is a continuing study of the unique French Language of Louisiana. Students with a beginner's knowledge of basic Cajun French vocabulary and grammar will get the opportunity to further use and develop their language skills. Emphasis will be placed upon oral communication. The course includes different verb tenses, important regional terms and variations, and topics particular to students' needs. \$99, ages 18 & up

Instructor: Kirby Jambon

Wed • 6:45 – 7:45 PM • June 10 – July 29

SURVIVAL SPANISH

Have you been considering the study of Spanish - for your business, travel or just for fun? If so, this class is for you. We learn key words and phrases at a very relaxed pace - no stress, no tests. Come join us! \$114

Instructor: Maria Victoria Smith

Tues • 5:45 – 7:15 PM • Aug 18 – Oct 6

UL LAFAYETTE CONTINUING
EDUCATION DEPARTMENT

is always looking for new and exciting ideas to help cultivate the desire for lifelong learning. Whether through the instruction of personal enrichment, business or personal development, if you are interested in sharing your expertise and experience, let us know! Go to our website to submit your course proposal today! Not interested in teaching, but have a great class idea? Our website also includes the option to submit your suggestions for future classes through Continuing Education.

keeplearning.louisiana.edu



PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE®:
SIGNATURE EDITION 4.0

Renowned as the world's premier personal leadership development solution, the new *7 Habits of Highly Effective People® Signature Edition 4.0* aligns timeless principles of effectiveness with modern technology and practices. This two-day Franklin Covey training will help your organization achieve sustained superior results by focusing on making individuals and leaders more effective. Participants will gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence and laser-like focus on critical priorities. It will help your organization build leaders at every level.

Participants will learn to:

- Focus and act on what can be controlled and influenced instead of what can't
- Define clear measures of success and create a plan to achieve them for both life and work
- Prioritize and achieve the most important goals instead of constantly reacting to urgencies
- Develop innovative solutions that leverage diversity and satisfy all key stakeholders
- Collaborate more effectively with others by building high trust relationships of mutual benefit

\$500 plus \$162 for book

Instructor: Babs Dees

Wed & Thurs • 9 AM – 5 PM • June 17 & 18

TRAIN-THE-TRAINER TOOLKIT & TIPS

Gain a practical, how-to overview of the entire training purpose. New trainers will gain critical skills for delivering powerful, engaging and captivating workshops. There is an ancient Chinese proverb: "Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime." Training the trainer is like teaching a man to fish. Train one trainer and they have the ability to impart knowledge on many. As a trainer, it is important to understand the adult learner as well as it is to engage both the intellectual and the emotional side of learning when presenting. Training is very rewarding but can be extremely stressful. These tools and tips will help you reduce the stress, help you build confidence and give you a blueprint to tailor training to meet the needs of your audience. \$89

Instructor: Babs Dees

Wed • 9 AM – 4 PM • July 22

New! HOW TO SUCCESSFULLY TRANSITION
TO A MANAGEMENT POSITION

Every new manager wants to avoid the mistakes and unexpected challenges that can come with being a new leader. This course will cover an overview of the supervisory skillset an effective manager would need to be successful. You will be introduced to the hidden aspects of being an authentic, heart-driven leader because research supports employees leave an organization most often because of management. . . don't be the manager to add to that statistic. The target audience is for new people in any supervisory/team leader position however, inspiring managers can also benefit from this session. Here are just a few of the topics that will be covered:

- The difference between leadership and management
- The 5 practices of exemplary leadership
- Building trust with, and within your new team
- Creating a culture that attracts and retains the best
- To be the manager no one wants to leave
- Communicating with a vision
- Hiring right the first time – personality vs character; attitude vs skill
- Understanding the value of emotional intelligence and why that matters
- The Great Manager Checklist

\$245

Instructor: Babs Dees

Wed • 8:30 AM – 4:30 PM • July 29

CUSTOMER SERVICE IN THE 21ST CENTURY

This course traces the changes of "Customer Service" as we currently know it and redefines its current evolution into the "Customer Experience." Management and employees must now understand and visualize the entire customer experience, regardless of your organization's product, brand or service. Customer Experience includes all departments and channels within the organization, identifies every customer interaction, "touchpoint," and allows us to improve our responses in order to effectively advance the overall Customer Experience and the organization's bottom line. During this course you will:

- Specifically define your organization's "customers"
- Explore the components of the Customer Experience
- Develop Customer Experience goals
- Create a Customer Journey Map
- Examine Customer Experience metrics

\$275

Instructor: Beth Adams

Tues • 8 AM – 5 PM • June 9

PROBLEM SOLVING & DECISION MAKING

There is a simple method for systematically solving problems. By solving problems in an orderly way, you can significantly increase the power of your belief that the situation does have a solution. Solving tough problems requires the ability to define the true problem, analyze the possible causes, create options, select the most feasible choice and then implement it. This workshop will help you to find sustainable solutions and learn new, creative ways to approach problem solving. Unless you live in total isolation, you are, by necessity, involved with problem solving and decision making. By embracing diversity of thought and by understanding your problem-solving style, you can expect better results in finding effective solutions once you have completed this workshop. \$275

Instructor: Susan Aysenne

Wed • 8 AM – 5 PM • Aug 12

COMMUNICATION STRATEGIES

Effective communication skills are fundamental to success in many aspects of life. Statistics point to the fact that approximately 85% of our success in life is directly connected to our communication skills. That means no matter how determined, how dedicated, or how highly educated someone is, they still have a low probability of success without the right communication skills. This one-day workshop is designed to help you improve your interactions with people in the workplace and at home. If you struggle to find that middle ground between being too aggressive or too passive, or perhaps need to enhance your ability to handle difficult situations without being manipulated, then this workshop is for you! You will:

- Understand what conflict is and how it can escalate
- Recognize the five most common conflict resolution styles and when to use them
- Learn ways to increase positive information flow through non-verbal and verbal communication skills
- Learn how to strengthen staff trust and morale
- Develop effective techniques for intervention strategies
- Become more confident in your ability to manage conflicts to enhance productivity and performance
- Learn seven steps to ironing things out

While learning about the five approaches to relationships, you will also master how to create a professional image for yourself, learn how to firmly stand your ground when saying "no" and discover the 10 commandments of positive relationships. \$275

Instructor: Beth Adams

Thurs • 8 AM – 5 PM • Aug 13

CONFLICT MANAGEMENT

There is not a team in the world that doesn't experience conflict. Whether in a sporting or business arena, on a personal level or professional level, conflict comes in all shapes and sizes. Sometimes you see it coming and sometimes it just blows up out of nowhere. Conflict is normal. We all experience it. It is how we handle or manage the conflict that makes a difference. Critical to resolving any conflict is the ability to develop an understanding of, and a trust in, shared goals. It requires openness, discipline, and creativity. Showing respect for others enables people to work towards a mutual goal. Over the course of this class you will: \$275

Instructor: Susan Aysenne

Wed • 8 AM – 5 PM • July 22

PUBLIC SPEAKING: PRESENTATION SURVIVAL SKILLS

A great presenter has two unique qualities – dynamic skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills and style. In this workshop, you will master the skills that will make you a better speaker and presenter. You will study the benefit 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 deliver a short presentation. Acquire these principles, mix them up with your own unique style and your presentations are sure to be dynamic! \$275

Instructor: Beth Adams

Tues • 8 AM – 5 PM • July 14

TEAM BUILDING: DEVELOPING HIGH PERFORMANCE TEAMS

Do your employees need to learn how to work together? High performance teams are regarded as tight-knit groups, focused on the goals of an organization that have supportive processes in place which enable any team member to overcome barriers to achieve the ultimate goal. With that in mind, this class is designed to give support to participants by using tools, exercises, assessments, and real-world examples. Learn to conquer the dynamics hindering your group from becoming a high-performance team. Get optimal results from this course when your whole team attends!

The process for building high performing teams can be challenging but the benefits of a truly aligned team who understands their purpose in the organization is well worth the effort and investment. \$275

Instructor: Susan Aysenne

Thurs • 8 AM – 5 PM • June 25

PROFESSIONAL DEVELOPMENT

HUMAN RESOURCES & MANAGEMENT

EMPLOYMENT LAW

This class will explain key pieces of legislation with which an organization must comply. Being aware and staying on top of compliance throughout the company is a significant responsibility. As managers and key HR professionals, we must realize the role that we play in ensuring the rights and interests of both employees and the organization. This session will supply you, or your staff in those roles, with the tools necessary to: recognize potential legal hazards; navigate lawfully through employee relations when such situations arise; and make quick, responsible decisions that shield your business from legal action. \$199 plus \$16 for materials. This class will cover five main topics:

- Federal EEO Legislation
- The EEOC and Affirmative Action
- Compensation and Benefits Legislation
- Other Federal Employment Laws
- Employee Handbooks

Instructor: Heather Bourque, PHR, SHRM-CP

Wed • 8:30 AM – 3:30 PM • June 24

SHRM ESSENTIALS OF HUMAN RESOURCES

SHRM Essentials of Human Resources 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 are included. \$375 plus \$230 for required book

Instructor: Heather Bourque, PHR, SHRM-CP

Tues & Thurs • 8:30 AM – 3:30 PM • July 28 & 30

SHRM-LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP CERTIFICATION PREPARATION COURSE

This preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication. This intensive program combines expert instruction with the 2020 SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam. For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. As an added advantage, we use the SHRM Learning System, which has a long and established track record of helping HR certification candidates beat average pass rates. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. \$1,125, plus \$525 book fee

Course will be scheduled in our Fall term.

Email ce@louisiana.edu or call (337) 482-6386 to be notified when this class is scheduled.

FOUNDATIONS OF MANAGEMENT

Anyone can be a boss. But it takes a special person — someone dedicated, inspired and willing to put in the time it takes to master all the necessary skills required to be effective in management. Simply stated, managers are responsible for getting the work done, as well as for inspiring and leading their teams. Dealing with the daily obstacles, managers encounter isn't easy, but it doesn't have to lead to discouragement. In this workshop you will:

- Develop a practical framework for understanding management and human resource issues, including best practices
- Apply motivational models to problems regarding employee motivation and job design
- Increase the quantity and quality of work output
- Improve communication by identifying others' assumptions and behaviors
- Learn to choose the most effective behavior for both short and long-term results
- Consider the effects of management decisions on the organization, employees, friends, peers, as well as families
- Learn how motivated employees in a conducive work environment can create an astounding team

\$275

Instructor: Susan Aysenne

Tues • 8 AM – 5 PM • June 23

AUTOCAD

>> Anyone interested in learning AutoCAD is invited. No prior drafting experience

is necessary, but one must have basic Windows and mouse skills. Each class teaches commands and techniques used in any version of AutoCAD. Every class involves hands on drafting exercises designed to enable the participant to become confident while learning basic drafting skills and creating accurate CAD drawings. As the levels increase, earlier commands and techniques also progress.

AUTOCAD 2D - LEVEL I: CREATING A BASIC DRAWING

As you are introduced to the AutoCAD interface, you get right to work creating and saving your first drawing. Topics: line, circle, erase/delete, zoom, ortho, snap, distance, list, the command line, status bar, model space, toolbars, pull downs and workspaces. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • July 13 & 16

AUTOCAD 2D - LEVEL II: REVISING THE BASIC DRAWING

Continuing with hands-on practice, this class further develops techniques for accurate drawing & revision. Topics: selecting and editing entities, grips, object properties, drawing units, move, copy, rotate, offset, trim & mirror. Prerequisite – AutoCAD Level I. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • July 20 & 23

AUTOCAD 2D - LEVEL III: GENERAL ANNOTATION & TEXT

This class provides exercises that enable the drafter to annotate the drawing. Topics: single-line text, text justification, text styles, multi-line text, editing, bulleted & numbered lists, symbols, spell checking, array & polylines. Prerequisite – AutoCAD Level II. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • July 27 & 30

AUTOCAD 2D - LEVEL IV: DIMENSIONING THE DRAWING

These drafting exercises focus on dimensioning your drawings accurately and productively. Topics: creating dimensions, dimension styles, tweaking dimensions, leaders, stretch and fillet. Prerequisite – AutoCAD Level III. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • Aug 3 & 6

AUTOCAD 2D - LEVEL V: LAYERS & DRAWING MANAGEMENT

Apply layers to the drawing for clarity and organization. Topics: layer property manager, layer control, layer states, and the bylayer property. Prerequisite – AutoCAD Level IV. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • Aug 10 & 13

AUTOCAD 2D - LEVEL VI: BLOCKS & GROUPS

This exercise focuses on reusing your content which will increase speed and accuracy and streamline the drawing database. Topics: the design center, block, wblock, block editor, group, purge, and rename. Prerequisite – AutoCAD Level V. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • Aug 17 & 20

AUTOCAD 2D - LEVEL VII: ATTRIBUTES & CROSS REFERENCES

Learn advanced applications of the block by combining editable attributes within the block. Discover the use of cross-references to stop duplicating your efforts and losing man-hours. Topics: defining and applying attributes and cross references. Also, how to import the Excel spreadsheet. Prerequisite – AutoCAD Level VI. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • Aug 24 & 27

AUTOCAD 2D - LEVEL VIII: MODEL SPACE & PAPER SPACE

This class of applied procedures and techniques focuses on the layout, design and scale of the printed plotted drawing sheet. Learn to create a drawing with multiple views and multiple scales. Topics: differences between paper space and model space, view port scales, page layout and tabs. Prerequisite – AutoCAD Level VII. \$97

Instructor: Fred Shea

Mon & Thurs • 6 – 8 PM • Aug 31 & Sept 3

AUTOCAD FAST TRACK LEVELS 1 – 6 AND LEVELS 7 & 8

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

Instructor: Jude Lalonde

Levels 1 – 6 \$582

Fri, Sat & Sun • 8 AM – 5 PM • June 12 – 14

Levels 7 & 8 \$194

Prerequisite AutoCAD Fast Track Levels 1 – 6
Fri • 8 AM – 5 PM • June 19



ACADEMIC

INTENSIVE ACT PREPARATION

This course presents an in-depth review of the ACT. The course helps students increase test comfort and acquaintance level and reduces test anxiety. We'll cover the four main sections of the ACT - English, Math, Reading and Science Reasoning by practicing with three full length ACT tests. Feedback will be given from the scored and analyzed tests to increase the student's ability and testing confidence. Types of problems will be emphasized to encourage students to recognize and answer questions quickly and accurately. Strategy will be stressed to allow each student to reach his/her maximum score. Some memorization will be required. To get maximum benefit, students should attend all classes. Class size is limited. \$225

Instructors: Derek Wheeler & Catherine Cook

Mon – Fri • 9 AM – 12 Noon • June 8 – 12

LEARNING TO LEARN (GRADES 4 – 8)

Looking forward to acquiring strong study skills? Interested in becoming a master student? Learn to make your study time more efficient and effective. This course will lead to your academic success! These sessions will assist students with focusing on time management schedules, effective study methods, test-taking strategies, notetaking skills, organizational skills, and reading strategies or skills. \$79

Instructor: Maria & Mary Ellen Stegall

Option 1 (Grades 4 & 5)

Mon – Wed • 9 – 10:30 AM • July 27 – 29

Option 2 (Grades 6, 7, & 8)

Mon – Wed • 10:30 AM – 12 Noon • July 27 – 29

STUDY SKILLS FOR HIGH SCHOOL/COLLEGE

This single session will discuss effective study strategies for students in high school or college. These skills/topics include organization, time management, learning styles, memory, reading, notetaking, and test taking. \$35

Instructor: Maria & Mary Ellen Stegall

Mon • 1 – 3 PM • July 27

New! PLAYING MATH (AGES 10 – 14)

Math can be very intimidating, especially for kids. Teaching them basics concepts in new and fun ways is the key to their positive attitude, especially as the difficulty of the material increases. The goal of this class is to do just that, which will aid in your child's success for the upcoming school year. \$100

Instructor: Julianna Porche

Mon – Thurs • 10 – 11 AM • June 15 – 18

ART

New! HIGH SCHOOL VISUAL ART CAMP (9TH-12TH GRADE)

The Department of Visual Arts is offering students the opportunity to be part of an intensive arts program created just for them! Camp instruction and supervision will be provided by Dr. Claire Amy Schultz, Assistant Professor of Art Education, along with other Visual Arts Faculty and students. In addition to exploring the University and the Hilliard Art Museum, campers will work with faculty in a variety of studio workshops. The two-week experience will be comprised of multiple, mini workshops that allow students to explore a variety of media and techniques across all

disciplines of visual arts. The camp is unique because campers will work with professional equipment, in professional studios, and with people that make and teach art for a living.

Email claire.schultz@louisiana.edu with any questions. All supplies are included in the fee. \$275

Instructors: UL Lafayette Visual Arts Faculty

Mon – Fri • 8:45 AM – 12 Noon • July 6 – 17
(2 weeks)

CULINARY CAMPS

CREATIVE CUPCAKES (AGES 8 - 12)

Kids will get hands on instruction in the art of cupcake decorating. We will learn the proper way to ice cupcakes and create stars, lines, leaves and rosettes. \$48, plus approx. \$8 for supplies

Instructor: Louise Landry

Sat • 10 AM – 12 Noon • July 18

BEGINNER CAJUN COOKING (AGES 9 - 16)

Let's keep the tradition of Cajun cooking alive through our children. Children will get hands on experience in preparing simple Cajun dishes with "a side of Cajun Culture." They will learn the vocabulary of cooking, safety and sanitation in the kitchen, and sample the food they prepared. (Includes all food, supplies and copies of recipes.) \$125

Instructor: Rebecca N Dubois

Option 1

Mon – Thurs • 9 AM – 12 Noon • June 22 – 25

Option 2

Mon – Thurs • 1 – 4 PM • July 20 – 23

SWEET TREATS! BAKING, DESSERTS AND PASTRY MAKING (AGES 9 - 16)

Students will have hands on instruction in the fundamentals of bakeshop. Students will learn about the basic ingredients: flour, sugar, eggs, milk, butter and flavorings. Recipes cover a variety of biscuits, muffins, pancakes, rolls, and loaves. Get hands on instruction in the art of dessert and pastry making. From after school snack ideas to holiday desserts, students will learn how to prepare homemade cookies, pies, cakes and specialty pastries. Cooks of all levels welcomed. (Includes all food, supplies and copies of recipes.) \$125

Instructor: Rebecca N Dubois

Option 1

Mon – Thurs • 1 – 4 PM • June 22 – 25

Option 2

Mon – Thurs • 9 AM – 12 Noon • July 20 – 23

BAKING WITH BETSI – ADORABLE ANIMALS (1ST-6TH GRADE)

Nothing smells better than homemade bread! Your kids will discover it only takes five minutes a day! They will be so proud of what they can do and acquire a life skill everyone will admire as they make new friends. \$56

They will:

- Decorate their own apron
- Learn about bread's origins around the world
- Grind wheat
- Bake super cute animal shaped rolls
- Conduct a science experiment

Instructor: Betsi Doherty

Option 1

Thurs • 2 – 4:30 PM • June 11

Option 2

Thurs • 2 – 4:30 PM • July 9

PERSONAL ENRICHMENT

SCIENCE

**DISSECTING - FROG AND SHARK
(AGES 6 - 13)**

Science lovers will have "hands-on" experience in a surgery setting. Students will dissect a frog and a shark. Come join us and be a part of a real surgery team. Students must be able to comfortably handle a pair of scissors. \$85

Instructor: Kevin Bonhomme

Option 1

Mon & Tues • 9 – 11 AM • July 13 & 14

Option 2

Mon & Tues • 1 – 3 PM • July 13 & 14

Option 3

Fri • 8 AM – 12 Noon • July 17

**DISSECTING – PIGLET AND
SPARROW (AGES 6 - 13)**

Join a real surgery team while enjoying a hands-on approach to science. We will dissect a piglet and a sparrow. Students must be able to comfortably handle a pair of scissors. \$85

Instructor: Kevin Bonhomme

Option 1

Wed & Thurs • 9 – 11 AM • July 15 & 16

Option 2

Wed & Thurs • 1 – 3 PM • July 15 & 16

Option 3

Fri • 1 – 5 PM • July 17

CYBER CAMPS

>> Join the game with summer cyber camps for students ages 12 - 18. Make your own video game! Program with Unity! Animate your own story! Noobs welcome! Upon completion of the course, students will receive a certificate of achievement and a pizza party! Held in conjunction with AIE Lafayette.

**BACK TO THE DRAWING BOARD –
ANIMATION FOR BEGINNERS**

From your sketchbook to the silver screen! If you want to learn the basics of 2D and 3D animation, this is the camp for you. Join this course and you will learn how to use several software packages, such as Flash and Maya, to bring objects and characters to life. \$415

Mon – Thurs • 9 AM – 5 PM • June 8 – 11

GAME PROGRAMMING I (DESIGN)

If you would like to learn some basics behind video game programming, this camp is for you! Using the Unity 3D game engine, students will write scripts to solve a variety of problems like collision resolution, input handling, and managing the state of a running application. This camp will help expose how the game development process works and show you what

a career in the video game industry is like. When the course is complete, you will take home your creations to show off to family and friends! \$415

Option 1

Mon – Thurs • 9 AM – 5 PM • June 15 – 18

Option 2

Mon – Thurs • 9 AM – 5 PM • July 13 – 16

**CREATURE CREATION CAMP –
ZBRUSH FOR BEGINNERS**

Channel your inner Frankenstein and bring your own monster to life! Join this course and learn the basics of ZBrush. Sculpt your very own monsters and paint them in 3D! A week of artistic fun awaits you in this summer camp. \$415

Mon – Thurs • 9 AM – 5 PM • June 22 – 25

GAME PROGRAMMING LEVEL II

Picking up where Game Programming Level I left off, this class will introduce students to C++. They will learn syntax, building blocks, and core fundamentals of the C++ programming language. This versatile programming language is used throughout different fields of software development. \$415

Mon – Thurs • 9 AM – 5 pm • July 20 – 23

Prerequisite: Game Programming I

SPORTS & GAMES

TAE KWON DO YOUTH (AGES 7 – 13)

Tae Kwon Do is a martial art which emphasizes a variety of blocking and striking techniques as a means of self-defense, physical fitness, and self-discipline. The Tae Kwon Do student will be introduced to fun, exciting and challenging activities, and topics that stress physical fitness, and coordination. This course is for beginner to intermediate students. No uniform is required. \$54

Instructor: Denova Brown

Tues • 5:45 – 6:45 PM • June 23 – Aug 4

**SELF DEFENSE FOR FEMALE TEENS
(AGES 13 - 18)**

As teenage girls get older, they earn more independence, but with this new-found freedom come risks. Teenage girls are the most vulnerable to an attack by a perpetrator. This class will give them knowledge and power to defend themselves against any attack. \$48

Instructor: Julianna Porche

Thurs • 5:30 – 6:30 PM • July 9 & 16



DANCE & TUMBLING

**PRE-SCHOOL TAP/BALLET/
TUMBLING (AGES 3 – 5 & POTTY TRAINED)**

This course will introduce your little one to Pre-School Tap, Ballet, and Tumbling. They will learn basic skills in these subjects and leave with a happy smile. \$69, held off campus

Sat • 11:30 AM – 1 PM • July 11 • Aug 15

CHILDREN'S TUMBLING (AGES 7-12)

An introductory acrobat/tumbling course with safe and correct skills taught for boys and girls. The students will gain strength, balance, and ability. \$59, held off campus

Mon • 5:45 – 6:45 PM • July 6 – Aug 10



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DEVELOPMENT?**

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Call (337) 482-6386 or email ce@louisiana.edu for more information on how to UnLeash your organization's highest potential.

ACCOUNTING

Successful completion of Bookkeeper Essentials I & II will satisfy requirements for enrollment in the Certified Bookkeeper Program.

BOOKKEEPER ESSENTIALS I

This course covers all the basics of bookkeeping (debits and credits) from recording transactions to producing year-end financial statements. Successful completion of this course enables you to assess your competence and understanding in carrying out a range of day-to-day bookkeeping routines and activities using a manual bookkeeping system. Bookkeeper Essentials I is a prerequisite to the Certified Bookkeeper Program. \$250 plus \$17 for book

Instructor: Herbert Bertrand
Tues • 5:30 – 8:30 PM • June 2 – 30 (No Class June 9)

BOOKKEEPER ESSENTIALS II

Basic payroll and benefits, as well as preparing books for years' end, are just a few of the things covered in this course. You will also learn about the key adjustments needed to record depreciation on fixed assets, bank reconciliations, and calculation of interest payments and income. Activities will also include testing for accuracy and prepping the books for a new accounting cycle. This course is a prerequisite to Certified Bookkeeper Program. Bookkeeper Essentials I must be taken prior to registering for this class (textbook is the same as the Essentials I class). \$250

Instructor: Herbert Bertrand
Tues • 5:30 – 8:30 PM • July 7 – 28

CERTIFIED BOOKKEEPER PROGRAM

Would you like to increase your earning potential and give yourself a competitive edge in today's challenging job market? Certified Bookkeepers are to bookkeeping what CPAs are to accounting: the elite of the profession. With that reflection, one quickly realizes becoming a Certified Bookkeeper can enhance your professional status and build your credibility as it verifies one's ability to execute in-demand skills while meeting high, national standards. This course will focus on preparing you for the national Certified Bookkeeper examination. It will help you master the skills and knowledge required for certification by the American Institute of Professional Bookkeepers (<http://www.aipb.org/>). Some of the skills you will learn are:

- Adjusting entries (accruals and deferrals)
- Recording and costing out merchandise inventory
- Book and tax depreciation
- Internal controls and fraud prevention
- Basic payroll

Examination fees are not included. Please note: Prerequisites for this program include Levels I and II of Bookkeeper Essentials and a solid working knowledge of bookkeeping principles and practices. \$995 plus \$212 for books

Instructor: Herbert Bertrand

Tues • 5:30 – 8:30 PM • Aug 4, 2020 – Feb 23, 2021
(No class Dec 22 & 29, and Feb 16)

ACCOUNTING ESSENTIALS – SMALL BUSINESS OWNERS

This course provides a foundation to small business owners interested in understanding the basics of financial statements and gaining general accounting knowledge necessary to make informed day-to-day business decisions. The instructor encourages participants to briefly discuss their industry knowledge along with their current bookkeeping practices so class discussions and the Q&A session can be tailored to your specific needs and challenges. Students are invited to bring copies of financials for review by the instructor. Additionally, you will develop a basic accounting vocabulary essential in dealing with CPAs, general knowledge of computerized bookkeeping and income tax reporting. \$124

Instructor: Herbert Bertrand

Option 1

Mon • 8 AM – 12 Noon • June 15

Option 2

Mon • 5 – 9 PM • July 13

PAYROLL IN LOUISIANA

This interactive class introduces processes related to payroll bookkeeping in the State of Louisiana. Specific focus is given to topics such as:

- Documents required for hiring employees
- Quarterly/annual reporting and returns
- Withholding/remittance of payroll taxes
- Required bookkeeping accounts for chart of accounts
- Payroll journal entries

Bookkeeping knowledge is not required but strongly recommended for this advanced class. \$159

Instructor: Herbert Bertrand

Mon • 8 AM – 12 Noon • July 20

QUICKBOOKS FUNDAMENTALS

We will examine each of the main centers in QuickBooks, including the Customer Center, Vendor Center & Employee Center. Emphasis will be placed on creation of invoices, statements, receipt of payments and deposits as well as recording bills in the Vendor Center and issuing payments. Additionally, we will address how to create a new company in the QuickBooks environment and have a brief look at lists including the Chart of Accounts, Items & Services and the Other Names List. Must have a working knowledge of the bookkeeping cycle and process. \$209 plus \$20 for book

Instructor: Stefan Hawkins

Option 1

Wed • 8 AM – 5 PM • June 10

Option 2

Mon & Wed • 6 – 8 PM • July 13 – 22

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