



Jackson State University
College of Lifelong Learning



BULLETIN

Fall 2005

"Creating a World of Successful People"

E. E. Thrash Universities Center
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TABLE of CONTENTS

ACADEMIC CREDIT ACTIVITIES

SCHEDULED COURSE LISTINGS

Express Courses	
January 10 - January 21, 2005.....	1
Spring 2005 Course Listing	
January 24 - May 12, 2005.....	1
Distance Learning Courses	
January 17 - May 6, 2005.....	2
May 16 - May 27, 2005.....	4
Summer 2005 Course Listings	
July 4 - July 29, 2005.....	3
May 16 - May 27, 2005.....	4
EXPRESS COURSES	
May 30 - June 10, 2005.....	4
June 13 - June 24, 2005.....	5
June 27 - July 8, 2005.....	5
July 11 - July 22, 2005.....	5

NON-ACADEMIC CREDIT ACTIVITIES

FREE WORKSHOPS

Bible as Literature	7
Writing and Grammar for Dummies.....	7
Journal Writing.....	7

EDUCATION

Reading

Current Problems and Issues in Reading	8
Techniques for Teaching Reading.....	8
Early Childhood Education.....	8
Classroom Strategies to Help Struggling Readers in Grades 6 - 12.....	8
Reading in the Content Areas.....	8
Heads up! Reading for Infants and Toddlers.....	8
The Assessment Process in the Pre-K and Kindergarten Programs.....	9
Effective Strategies for Reaching Every Reader	9
Learning Centers to Teach Reading and Math.....	9
Applying Blooms Taxonomy to Any Reading and Writing Program.....	9
Reading Strategies that Really Work in the Classroom.....	9
Celebrating Reading.....	9
Reading Right From the Start.....	10
Increasing Reading and Writing Skills in the Classroom.....	10
Help! How Can I Reach Struggling Middle School Readers/Writers?.....	10

Classroom Management

Classroom Management Skills that Really Works.....	10
What Every Classroom Teacher Should Know About Discipline.....	10
Classroom Management for New Teachers.....	11
Conflict Resolution.....	11
Strategies to Keep Students Busy, While Others are Working.....	11
P.B.L. Problem Base-Learning for Critical Thinkers.....	11
Discipline and Management in the Classroom.....	11
Wanted: Classroom Under Control.....	11

Classroom Management (continued)

Effective Classroom Management.....	12
Using Character Education in the Classroom.....	12
Using the "Tough-Love" Process in the Classroom.....	12

MATHEMATICS

Teaching Mathematics Application.....	12
Making Mathematics Meaningful in K-2nd Grade Classrooms.....	12
Making Mathematics Meaningful in 3rd-5th Grade Classrooms.....	12
Making Mathematics Meaningful in 6th-8th Grade Classrooms.....	13
Making Mathematics Meaningful in 9th-12th Grade Classrooms.....	13
Making Mathematics Meaningful in 9th-12th Grade Classrooms.....	13
Miraculously Fun Math (K-6).....	13
Number/Algebra Institute.....	13

TECHNOLOGY

Using PowerPoint in the Classroom.....	13
Creating Your Grade Book in Excel.....	13
E-mail for Beginners.....	14
Internet in the Classroom.....	14
Websites for Reading Teachers.....	14
Websites for Math Teachers.....	14
Websites for Science Teachers	14
Networking for Beginners.....	14
Word Processing for the Office Assistant.....	15
Introduction to Computers.....	15
Introduction to Using the Internet.....	15
Microsoft Excel Level One.....	15
Microsoft Excel Level Two.....	15
Microsoft Excel Level Three.....	15
Microsoft Access Level One.....	16
Microsoft Access Level Two.....	16
Microsoft Access Level Three.....	16
Microsoft PowerPoint Level One.....	16
Microsoft PowerPoint Level Two.....	16
Microsoft PowerPoint Level Three.....	16
Introduction to Photoshop (*see ad page 24).....	17
Advanced Photoshop.....	17
Microsoft Publisher.....	17

PERSONAL ENRICHMENT

* Learn to Play the Piano.....	17
Spanish for Travelers.....	17
Mississippi Writers 101.....	17
Minority Writers.....	18
Photography (*see ad page 27).....	18
Spanish for Teachers and Administrators.....	18
Fundamentals of Drawing.....	18
* Super Customer Service.....	18

TEST PREPARATION

GRE Preparation.....	18
GMAT Preparation.....	18
Praxis I Preparation.....	19

TABLE of CONTENTS CONTINUED...

FAITH-BASED

Faith-Based Leadership.....	19
Faith-Based Communication.....	19
Faith-Based Financing.....	19
Youth Leadership Faith-Based Organizations.....	19
Getting Family Life Centers and Programs Started.....	19
Public Relation Skills for Faith-Based Organizations.....	20
Managing Faith Based Personnel and Volunteers.....	20

LEADERSHIP TRAINING

Principled Centered Leadership (*see ad page 21).....	20
Leadership Skills.....	20
Customer Service.....	20
Violence Prevention.....	20

BASIC HEALTH CARE

CPR Training.....	21
Prenatal Care.....	21
Neonatal Care.....	21
Lamaze Class.....	21

CONTINUING EDUCATION LEARNING CENTER (CELC)

Grant Writing and Management for Faith-Based Organizations.....	22
Search for Proposals on the Internet.....	22
How to Prepare for Entering College.....	22
Intermediate Skills Training.....	22
Strategies to Find and Lock in the Job of Your Dreams.....	22
Parenting Skills Training.....	23
Basic Skills Training.....	23
Intermediate Skills Training.....	23
GED Preparation Skills Training.....	23
Strategies to Find and Lock in the Job of Your Dreams (*see ad page 26).....	24
Parenting Skills Training.....	24
Driver's License Instruction for Teens 14 to 18.....	24
After School Tutoring.....	24
Successful Standardized Test-Taking.....	25
Summer Youth Program.....	25

SOUTHWEST MISSISSIPPI WORLD CLASS TEACHING INITIATIVE (SMWCTI)

Pre-Candidacy Kickoff.....	25
The Writing Process.....	25
Videotaping/Cooperative Learning.....	25
Families and Community.....	25
Professional Development.....	25
Standards Workshop for National Board for Professional Teaching Standards.....	26

BUSINESS

How to Increase Sales at your Business.....	26
Marketing on a Shoestring Budget.....	26
How to Recover from Sales Rejections.....	26
How to Prepare Budget Reports.....	26
Tax Advice for Small Businesses.....	26

BUSINESS (Continued)

INSURANCE CONTINUING EDUCATION (*see ad page 7)	
Introduction To Property and Casualty.....	27
Life Insurance Concepts.....	27
Insurance Principles for Life and Health.....	27
Insurance Ethics.....	27

CERTIFICATION PROGRAMS

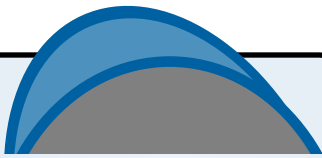
MICROSOFT WORD XP	
Microsoft Word XP.....	29
Microsoft Word XP (Intermediate).....	29
Microsoft Word XP (Expert).....	29
Microsoft Excel XP (Foundation).....	30
Microsoft Excel XP (Intermediate).....	30
Microsoft Excel XP (Expert).....	30
Microsoft PowerPoint XP (Foundation).....	30
Microsoft PowerPoint XP (Intermediate).....	30
Microsoft PowerPoint XP (Expert).....	30
Microsoft Access XP (Foundation).....	30
Microsoft Access XP (Intermediate).....	30
Microsoft Access XP (Expert).....	31
Microsoft Outlook.....	31
ORACLE	
Introduction to Oracle9i.....	31
Oracle9i Database Administration Fundamentals I.....	31
Oracle9i Database Administration Fundamentals II.....	31
Oracle9i Database Performance Tuning.....	32
CISCO SYSTEMS NETWORKING ACADEMY	
Semester 1: Networking Basics.....	32
Semester 2: Routers and Routing Basics.....	32
Semester 3: Switching Basics and Intermediate Routing.....	32
Semester 4: WAN Technologies.....	32
CompTIA: A+ CERTIFICATION	
A+ Operating System.....	33
A+ Core Hardware.....	33
A+ Certification Program.....	33
REAL ESTATE CONTINUING EDUCATION	
Agency Law.....	33
Contract Law.....	33
License Law.....	33
Real Estate Management, Apartment Management, & Commercial Property Management.....	33
INDUSTRIAL TECHNOLOGY CERTIFICATES.....	34
Industrial Management Certificate.....	34
Industrial Manufacturing Technology Certificate.....	33
Construction Management Certificate.....	33
Hazardous Management Certificate.....	33
Industrial Design Certificate.....	33

APPLICATION FORMS

REGISTRATION AND ADMISSIONS POLICY	
Academic Credit.....	35
Non-Academic Credit.....	36
To Register.....	36
Application Form Non-Credit Program(*see ad page 28).....	37
Pre-Admissions Application - Undergraduate.....	38
Pre-Admissions Application - Graduate.....	39
Undergraduate Application for Admissions.....	40
Course Request Form(*see ad page 6).....	41

NOW OFFERING!

- ✓ FREE Workshops
in English (page 7)
- ✓ Special Education
Endorsement (page 5)
- ✓ Real Estate Continuing
Education (page 33)
- ✓ Leadership Training (page 20)
- ✓ Faith-Based (page 19)
- ✓ Insurance Certification (TBA)



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- ✓ **License Law** (June 17, 2005)
Learn about realtors' licensure law
- ✓ **Real Estate Management, Apartment Management & Commercial Property Management** (July 15, 2005)
Learn how to manage property

All courses will be held at the E. E. Thrash Universities Center, located at 3825 Ridgewood Road, Jackson, MS.
See page 33.

WORKSHOP LISTINGS BY DATE

January

19	Grant Writing and Management.....	22
19	Classroom Discipline and Management.....	11
20	Early Childhood Education.....	8
21	Reading for Infants and Toddlers.....	8
22	Reaching Struggling Readers/Writers.....	10
22	Current Problems and Issues in Reading.....	8
24	Classroom Strategies to Help Readers.....	8
26	Making Mathematics Meaningful (K-2).....	12
26	Making Mathematics Meaningful (6-8).....	13
26-27	Introduction to Photoshop.....	17
26	Searching Internet for Proposals.....	22
27	Applying Blooms Taxonomy to Reading.....	9
28	Classroom Management that Works.....	10
31	Principal-Centered Leadership.....	20, 21

February

2	Techniques for Teaching Reading.....	8
3	GMAT Preparation.....	18
3	Techniques for Teaching Reading.....	8
3	Microsoft PowerPoint I.....	16
5	Faith-Based Leadership.....	19
9	Using the "Tough-Love" Process.....	12
10	Bible as Literature.....	7
10	Reading in Content Areas.....	8
11	Effective Strategies for Reading.....	9
12	E-mail for Beginners.....	14
12	Classroom Controlled/Every Child a Learner.....	11
12	Learn to Play the Piano.....	17
15	Celebrating Reading.....	9
17-19	Microsoft Publisher.....	17
18	Making Math Meaningful (9-12).....	13
19	Increasing Reading Skills.....	10
19	Faith-Based Communication.....	19
19	Tax Advice for Small Businesses.....	26
23	Searching for Proposals.....	22
27	Reading From the Start.....	10

March

2	Websites for Science Teachers.....	14
2	Praxis I Preparation.....	19
3	Strategies to Keep Students Busy.....	11
3	Assessment Process in Pre-K.....	9
8	Miraculously Fun Math (K-6).....	13
9	Teaching Mathematics as Application.....	12
9	Basic Skills Training.....	24
10	How to Increase Sales at Your Business.....	26
10	Introduction To Property and Casualty.....	26
15	Reading Strategies that Work.....	9
17	Marketing on a Shoestring Budget.....	27
23	Grant Writing for Faith-Based Organization.....	19
24	What Classroom Teachers Should Know.....	10
24	How to Recover From Sales Rejection.....	26
25	Customer Service.....	18
30	How to Prepare for Entering College.....	22

April

2	Photography.....	18
3	Strategies to Keep Students Busy.....	11
7	Effective Classroom Management.....	12
7	Learning Centers to Teach Reading.....	9
8	Current Problems and Issues in Reading.....	8
9	Journal Writing.....	7
9	Getting Family Life Centers Started.....	19

APRIL CONTINUED..

12	Early Childhood Education.....	8
13	Intermediate Skills Training.....	23
13	Number/Algebra Institute.....	13
13	Networking for Beginners.....	14
14	Agency Law.....	33
14	Life Insurance Concepts.....	27

19	Conflict Resolution.....	11
19	Microsoft PowerPoint II.....	16
20	Reading from the Start.....	10
21	Principal-Centered Leadership.....	20, 21
21	GMAT Preparation.....	18
21	Writing and Grammar for Dummies.....	7
21	How to Prepare Budget Reports.....	27
23	Public Relations Skills for Faith-Based.....	20
27	Problem-Based Learning.....	11
29	Minority Writers.....	18
30	Reading Strategies that Work.....	9

May

3	Strategies to Keep Students Busy.....	11
4	Techniques for Teaching Reading.....	8
6	E-mail for Beginners.....	14
7	Microsoft Access I.....	16
12	Insurance Principles for Life and Health.....	27
17	Microsoft Word XP Certification.....	29
18	Violence Prevention.....	20
18	Word Processing for Office Assistants.....	15
20	Contract Law.....	33
22	Reading for Infants and Toddlers.....	8
25	Microsoft Access II.....	16
26	National Board Professional Development.....	25
31	Praxis I Preparation.....	19

June

1	Applying Blooms Taxonomy to Reading.....	9
1	Microsoft Excel III.....	15
2	Making Mathematics Meaningful (3-5).....	12
2	Websites for Mathematics Teachers.....	14
8	Creating your Grade Book in Excel.....	13
8	Reading in the Content Areas.....	8
8	Assessment in Pre-K.....	9
9	Teaching Mathematics as an Application.....	12
9	Insurance Ethics.....	27
10	Using PowerPoint.....	13
12	Effective Strategies for Reading.....	9
13-17	Standards for National Board for Professional Teaching Standards.....	26
15	Reaching Struggling Readers.....	10
17	Making Mathematics Meaningful (K-2).....	12
17	Mississippi Writers.....	17
17	Networking for Beginners.....	14
17	License Law.....	33
18	Spanish for Travelers.....	17
18-22	Standards for National Board for Professional Teaching Standards.....	26
21	Increasing Reading Skills.....	10
22	Parenting Skills Training.....	24
23	Microsoft Access III.....	16
25	Miraculously Fun Math (K-6).....	13
26	Classroom Management for New Teachers.....	11
27	National Board Pre-Candidacy Kick-Off.....	25
29	Parenting Skills Training.....	24

July

6	Introduction to the Internet.....	15
6	Introduction to Computers.....	15
8	Internet in the Classroom.....	14
8	Microsoft Excel III.....	15
12	Microsoft PowerPoint III.....	16
13	Websites for Reading Teachers.....	14
14	CPR Training.....	21
15	Prenatal Care.....	21
15	Real Estate Management, Apartment Management, and Commerical Property Management.....	33
18	Neonatal Care.....	21

ACADEMIC CREDIT

Fully accredited courses towards degree programs!

SPRING 2005 PROPOSED COURSE OFFERINGS

****ALL COURSES ARE OFFERED UPON REQUEST AND ARE NOT LIMITED TO LISTED LOCATIONS****

Course Code	Title	Credit Hours	Meeting Day	Time	Proposed Faculty
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January 10, 2005 - January 21, 2005

Express Courses

Requested Sites: Greene Cty H. S., Kemper County H. S., McComb H. S., South Jones, H.S., Stone H. S., Wayne H.S., Louisville H.S., Thomastown H. S., and Mendenhall H.S.

MUS 203-73	Music for Children	3.0	MTWRF	5:00 p.m. - 9:10 p.m.	TBA
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Requested Sites: Canton H. S., Amite H. S., and Hattiesburg H. S.

EDCI 505-73	Seminar in Education	3.0	MTWRF	5:00 p.m. - 9:10 p.m.	TBA
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January 24, 2005 - May 12, 2005

Amite County High School - Liberty, MS

MATH 111-74	College Algebra*	3.0	F	5:15 p.m. - 8:50 p.m.	TBA
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MATH 226-74	Concepts & Structures of Math*	3.0	R	5:15 p.m. - 8:50 p.m.	TBA
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Canton High School - Canton, MS

EDCI 401-73	Research and Classroom Mgmt.	3.0	T	3:30 p.m. - 6:30 p.m.	TBA
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ENG 218-73	Advanced Composition	3.0	W	3:30 p.m. - 6:30 p.m.	TBA
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CSC 115-73	Digital Computers	3.0	R	3:30 p.m. - 6:30 p.m.	TBA
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Rankin County - Mississippi

SPED - 304	Organizational Procedures in Spec. Ed.	3.0	MW	5:15 p.m. - 8:50 p.m.	TBA
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SPED - 409	Diagnostics --- Prescriptive Teaching	3.0	TR	5:15 p.m. - 8:50 p.m.	TBA
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Classes are subject to change without prior notice.

Additional classes may be added upon request and appropriate approval.

All courses are approved by the appropriate department chair and college dean.

Course Code	Title	Credit Hours	Meeting Day	Time	Proposed Faculty
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Hinds/Rankin County - Mississippi (continued)

SPED - 422	Ed. Psy. of Mild/Mod. Handicapped	3.0	TR	5:15 p.m. - 8:50 p.m.	TBA
SPED - 480	Ed. Psychology of the Physically Handicapped	3.0	MWF	5:15 p.m. - 8:50 p.m.	TBA
SPED - 481	Methods and Materials for the Physically Handicapped	3.0	TR	5:15 p.m. - 8:50 p.m.	TBA
SPED - 543	Introduction to Braille and Other Tec.	3.0	MWF	5:15 p.m. - 8:50 p.m.	Hubbard
SPED - 540	Introduction to the Visually Impaired	3.0	R	5:15 p.m. - 8:50 p.m.	Johnson

Jackson State University, Universities Center - Jackson, MS

HE 102-73	Concepts of Health for Teachers	3.0	F	5:30 p.m. - 8:50 p.m.	TBA
EDCI 121-73	Innov. Problems Issues	3.0	S	1:00 p.m. - 2:50 p.m.	TBA
EDCI 208-73	Math Early Childhood Education	3.0	S	9:00 a.m. - 11:50 a.m.	TBA
EDCI 220-73	Teaching & Learning Styles	3.0	S	3:00 p.m. - 5:50 p.m.	TBA
EDCI 401-73	Research & Classroom Mngt.	3.0	S	1:00 p.m. - 2:50 p.m.	TBA
SP 102-73	Elementary Spanish II	3.0	S	9:00 a.m. - 11:50 a.m.	TBA
BIO 101-73	Biology I	3.0	S	1:00 p.m. - 2:50 p.m.	TBA
BIOL 101-73	Biology Lab I	3.0	S	2:00 p.m. - 3:50 p.m.	TBA

Mendenhall High School

EDCI 221-73	Admin. Childcare Services	3.0	S	9:00 a.m. - 11:50 a.m.	TBA
EDCI 400-73	Theories & Prin. Early Childhood	3.0	S	1:00 p.m. - 2:50 p.m.	TBA
SCI 403-73	Seminar in Science	3.0	F	5:30 p.m. - 8:50 p.m.	TBA

Mississippi Job Corps Center - Crystal Springs, Mississippi

UNDERGRADUATE:

ENG 104-73*	Comp. I (1/2 term course ends March 4)	3.0	MT	5:30 p.m. - 8:50 p.m.	TBA
ENG 105-73*	Comp. II (1/2 term course begins March 7th)	3.0	MT	5:30 p.m. - 8:50 p.m.	TBA
EDCI 120-73	Practical Childcare	3.0	S	9:00 a.m. - 11:50 a.m.	TBA

GRADUATE:

EDCI 502-74	Literacy Dev. and the Young Child	3.0	W	5:15 p.m. - 8:50 p.m.	TBA
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Mt. Carmel Life Center - Hattiesburg, Mississippi

EDCI 122-73	Family Dynamics	3.0	S	9:00 a.m. - 11:50 a.m.	TBA
HIST 102-74	History of Civilization	3.0	M	5:30 p.m. - 8:50 p.m.	TBA
GUID 100-73	Concepts for Success	3.0	M	3:30 p.m. - 6:30 p.m.	TBA

Distance Learning Courses and Sites

UNDERGRADUATE Requested Sites: Greene Cty H. S., Kemper County H. S., McComb H. S., Heidelberg H. S., So. Jones H.S., Stone H. S., Wayne H.S., Louisville H.S., Thomastown H. S., Canton H. S., Pearl River H. S., *Amite H. S., *Hattiesburg H. S. , and Mendenhall H.S.

SPED 311-73	Exceptional Children & Youth	3.0	M	5:15 p.m. - 8:50 p.m.	TBA
PSY 201-73	General Psychology	3.0	W	5:15 p.m. - 8:50 p.m.	TBA
SS 211-73	Survey of Ind. & Spa. Speaking Am.	3.0	R	5:15 p.m. - 8:50 p.m.	TBA

**Undergraduate classes transmitted to sites that are denoted with an asterisk only on Wednesday and Thursday (*) in the box above.*

**Classes are subject to change without prior notice.
Additional classes may be added upon request and appropriate approval.
All courses are approved by the appropriate department chair and college dean.**

Course Code	Title	Credit Hours	Meeting Day	Time	Proposed Faculty
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GRADUATE Requested Sites: Canton H.S., Amite H. S., and Hattiesburg H. S.

EDCI 561-73	Current Trends in Mathematics	3.0	M	5:15 p.m. - 8:50 p.m.	TBA
EDCI 502-73	Literacy Dev. and the Young Child	3.0	T	5:15 p.m. - 8:50 p.m.	TBA

SUMMER 2005 COURSE OFFERINGS

****ALL COURSES ARE OFFERED UPON REQUEST AND ARE NOT LIMITED TO LISTED LOCATIONS****

June 1, 2005 - June 30, 2005

Canton High School - Canton, MS

MATH 111-74	Plane Trigonometry	3.0	MTWR	3:30 p.m. - 6:30 p.m.	TBA
EDCI 401-74	Research & Classroom Mngt.	3.0	MTWR	6:00 p.m. - 8:30 p.m.	TBA

Rankin County - Mississippi

SPED 470	Education and Psychology of Gifted	3.0	TBA	TBA	TBA
SPED 471	Meth and Matls in Gifted and Talented	3.0	TBA	TBA	TBA
SPED 368	Family and Community Resources	3.0	TBA	TBA	TBA
SPED 482	Curricular and Mobility Adaptations for Handicapped	3.0	TBA	TBA	TBA
SPED 497	Seminar: Physically Handicapped	3.0	TBA	TBA	TBA
SPED 508	Ed. Mngt. of Vis. Impaired Students	3.0	TBA	TBA	TBA
SPED 541	Meth and Matls For Visually Impaired	3.0	TBA	TBA	TBA

Mississippi Job Corps Center - Crystal Springs, Mississippi

MATH 111-74	College Algebra	3.0	MTWR	4:30 p.m. - 6:00 p.m.	TBA
MATH 226-74	Currents Trends in Mathematics	3.0	MTWR	6:00 p.m. - 8:30 p.m.	TBA

Mt. Carmel Life Center - Hattiesburg, Mississippi

UNIV 100-74	Concepts for Success in College	3.0	MTWR	9:00 a.m. - 11:30 a.m.	TBA
ENG 105-74	Eng. Composition II	3.0	TBA	1:00 p.m. - 3:30 p.m.	TBA

July 5, 2005 - July 29, 2005

Canton High School - Canton, MS

SPCH 201-74	Oral Communication	3.0	MTWR	12:30 p.m. - 3:00 p.m.	TBA
MATH 306-74	Elem. Geometry	3.0	MTWR	3:00 p.m. - 5:30 p.m.	TBA

*Classes are subject to change without prior notice.
Additional classes may be added upon request and appropriate approval.
All courses are approved by the appropriate department chair and college dean.*

Course Code	Title	Credit Hours	Meeting Day	Time	Proposed Faculty
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Mendenhall High School

ENG 401-74	Language Arts for Children	3.0	MTWR	3:30 p.m. - 6:00 p.m.	TBA
ENG 218-74	Advanced Composition	3.0	MTWR	6:00 p.m. - 8:30 p.m.	TBA

May 16, 2005 - July 22, 2005

Distance Learning Courses and Sites

UNDERGRADUATE Requested Sites: Greene Cty H. S., Kemper County H. S., McComb H. S., Heidelberg H. S., So. Jones H.S., Stone H. S., Wayne H.S., Thomastown H. S., Stone H. S., *Canton H. S., Pearl River H. S., *Amite H. S., *Hattiesburg H. S., and Mendenhall H.S.

SPED 311-73	Exceptional Children & Youth	3.0	M	5:15 p.m. - 8:50 p.m.	TBA
EDCI 100-73	Intro. to Education	3.0	T	5:15 p.m. - 8:50 p.m.	TBA
PSY 201-73	General Psychology	3.0	W	5:15 p.m. - 8:50 p.m.	TBA
SS 211-73	Survey of Ind. & Spa. Speaking Am.	3.0	R	5:15 p.m. - 8:50 p.m.	TBA

May 16, 2005 - May 27, 2005

UNDERGRADUATE:

EDCI 122-73	Family Dynamics	3.0	MTWRF	5:15 p.m. - 8:50 p.m.	TBA
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GRADUATE:

EDCI 508-73	Children's Literature	3.0	MTWRF	1:00 p.m. - 4:00 p.m.	TBA
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**Graduate classes that must be transmitted to sites are denoted with an asterisk (*) in the box above. Undergraduate classes will not be available at these sites during the 4:30 - 8:30 time slot.*

May 30, 2005 - June 10, 2005

Express Courses

UNDERGRADUATE:

SS 201-73	Intro. to Social Institutions	3.0	MTWRF	8:00 a.m. - 12:00 p.m.	TBA
EDCI 305-73	Studies in Child Guidance	3.0	MTWRF	1:00 p.m. - 4:00 p.m.	TBA
EDCI 400-73	Theories & Prin. of Early Childhood	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA

GRADUATE:

EDCI 501-73	Family in Cross Cultural Perspectives	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA
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**Graduate classes that must be transmitted to sites are denoted with an asterisk (*) in the box above. Undergraduate classes will not be available at these sites during the 4:30 - 8:30 time slot.*

**Classes are subject to change without prior notice.
Additional classes may be added upon request and appropriate approval.
All courses are approved by the appropriate department chair and college dean.**

Course Code	Title	Credit Hours	Meeting Day	Time	Proposed Faculty
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June 13, 2005 - June 24, 2005

Express Courses

UNDERGRADUATE:

EDCI 208-73	Mathematics Early Childhood Ed.	3.0	MTWRF	8:00 a.m. - 12:00 p.m.	TBA
SCI 205-73	Earth & Space Science	3.0	MTWRF	1:00 p.m. - 4:00 p.m.	TBA
EDFL 367-73	Assessment, Measurement and Evaluation	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA

GRADUATE:

EDCI 507-73	Organization & Administration of Early Childhood	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA
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June 27, 2005 - July 8, 2005

UNDERGRADUATE:

EDCI 122-73	Family Dynamics	3.0	MTWRF	5:15 p.m. - 8:50 p.m.	TBA
EDCI 220-73	Teaching and Learning Styles	3.0	MTWRF	8:00 a.m. - 12:00 p.m.	TBA
EDCI 221-73	Admin. of Childcare Services	3.0	MTWRF	1:00 p.m. - 4:00 p.m.	TBA
SCI 403-73	Seminar in Science	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA

GRADUATE:

EDCI 563-73	Problems & Issues in Science	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA
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July 11, 2005 - July 22, 2005

UNDERGRADUATE:

LS 301-73	Literature for Children	3.0	MTWRF	8:00 a.m. - 12:00 p.m.	TBA
EDCI 120-73	Practical Childcare	3.0	MTWRF	1:00 p.m. - 4:00 p.m.	TBA
ENG 401-73	Language Arts for Children	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA

GRADUATE:

EDCI 506-73	Art and Music in Early Childhood Education	3.0	MTWRF	4:30 p.m. - 8:30 p.m.	TBA
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Classes are subject to change without prior notice.

Additional classes may be added upon request and appropriate approval.

All courses are approved by the appropriate department chair and college dean.



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Address: _____

Semester: ☐ Spring ☐ Summer ☐ Fall

Interested Area(s) of Study:

- | | |
|---|--|
| <input type="checkbox"/> Allied Health Sciences | <input type="checkbox"/> Teacher Certification |
| <input type="checkbox"/> Education | <input type="checkbox"/> Criminal Justice |
| <input type="checkbox"/> Industrial Technology | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Other _____ |

Location:

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Hinds | <input type="checkbox"/> Marion |
| <input type="checkbox"/> Amite | <input type="checkbox"/> Holmes | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Choctaw | <input type="checkbox"/> Humphrey | <input type="checkbox"/> Pike |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Issaquena | <input type="checkbox"/> Rankin |
| <input type="checkbox"/> Copiah | <input type="checkbox"/> Jones | <input type="checkbox"/> Simpson |
| <input type="checkbox"/> Covington | <input type="checkbox"/> Jasper | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Forrest | <input type="checkbox"/> Kemper | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Greene | <input type="checkbox"/> Leake | <input type="checkbox"/> Winston |
| <input type="checkbox"/> Grenada | <input type="checkbox"/> Lee | <input type="checkbox"/> Yazoo |
| | <input type="checkbox"/> Madison | <input type="checkbox"/> Other _____ |

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See page 27.

EARLY CHILDHOOD

Child Development Associate (CDA) Certification

This certification program provides early childhood professionals and those interested in entering profession the training and skills they need to become successful teachers, administrators, and home-visitors. This certification ensures that professionals who care for children from birth through five years of age are qualified to work in childcare centers, including Head Starts and any other licensed day-care center or home. **(Cost: \$429; 120 Contact Hours (self-paced))**

Date:

Session1: September 30, 2005

Time:

TBA

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

New Strategies for Teaching Pre-K Children Alphabets and Letter Sounds

1 Day

CEU Credits: .4

Participants will learn that one of the best foundations for early reading success is familiarity with the letters of the alphabet. Strategies will be shared on how children can learn alphabet songs, match pictures or objects with initial letters, and play games with letters and sounds. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session1: November 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Storybook Reading for Young Children

1 Day CEU Credits: .4

Participants will learn that children need a great deal of experience with literature, as active listeners and as active participants. This workshop will show that storybook reading in pre-kindergarten and kindergarten can be fun and enriching experience. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session1: November 9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Learning Centers to Teach Reading and Math

1 Day CEU Credits: .4

This one-day workshop will cover techniques used by experienced teachers who have learned how to use learning Centers to Teach Reading and Math. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session1: October 5, 2005
Session2: November 5, 2005

Time:

8:30 a.m. - 12:30 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Learning Centers to Teach Reading and Math

1 Day CEU Credits: .4

Learn how to encourage children to explore mathematics concepts in a fun way. In this workshop teachers are presented strategies to incorporate math into the day in both small groups and circle time activities. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session2: November 29, 2005

Time:

8:30 a.m. - 12:30 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Reading Right from the Start

This one-day workshop will show teachers ways of promoting reading to students ages 0-3. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session1: November 19, 2005
Session2: November 16, 2005

Time:

8:30 a.m. - 12:30 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Math Concepts in the Block Center for Pre-K

1 Day CEU Credits: .4

This one-day workshop will show pre-k teachers and teacher's assistants how to incorporate math concepts at the block center through innovative techniques and utilizing teachable moments. **(Cost: \$20; CEU are an additional \$20)**

Date:

Session1: October 21, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

READING

Using Phonics in Reading

1 Day CEU Credits: .6

This one-day workshop covers all phonics rules and spelling generalizations needed for reading and writing. Grammar, syntax, and sentence construction are entertainingly presented for the older student. The material covered in this workshop produces immediate and continuous success in the student, breaking the despair that usually accompanies the dyslexic reader's attempts to learn to read. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 18, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Promoting Reading in Elementary Schools

1 Day CEU Credits: .6

In this one-day workshop, the reading process and methodologies for teaching reading will be discussed and demonstrated. Participants explore ways of enabling children to use successful decoding and comprehension strategies to reach their potential achievement in reading. The workshop will address: finding the instructional level, ascertaining strengths/weaknesses in word recognition, comprehension and automaticity, planning for strategy teaching and program organization in the classroom. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Reading Intervention for Grades 3-9

1 Day CEU Credits: .6

This one-day workshop presents a unique framework for word study. Numerous open-ended, creative activities that allow students of all ability levels to have fun as they work together to build strong vocabulary and spelling skills will be offered. The model is open-ended to accommodate all teaching styles and methods. It eliminates the need for multiple copies, so it requires no extra costs. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 18, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Catch Them Before They Fall: Preventing Reading Failure in Your Classroom and/or School

1 Day CEU Credits: .6

This workshop focuses on the essential components of a reading program that needs to be in place to catch the many students who are falling through the cracks in reading. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 14, 2005
Session2: November 9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Websites for Reading Teachers

1 Day CEU Credits: .6

This one-day workshop will guild participants on a World Wide Web tour of resources for the reading classroom. In the process, each participant will learn to use the Internet to search for lesson plans, activities, tools and other resources to integrate into the K-12 curriculum. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 21, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

MATHEMATICS

Mathematical Drills that Thrill

1 Day CEU Credits: .6

In this one-day workshop teachers learn strategies for the transition from manipulative understanding to fluency of addition, subtraction, multiplication and division facts. Teachers learn dynamic drills that build mathematical confidence and independence, how to improve the "visual" aspect of your classroom will also be covered. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 31, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Teaching New Math

1 Day CEU Credits: .6

This one-day workshop focuses on teachers helping children to develop and understanding of and insight into the patterns of mathematics. This workshop will help teachers understand how children can build relationships and interconnection in mathematics. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 8, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Miraculously Fun Math in Grades 3-5

1 Day CEU Credits: .6

In this one-day session participants will be engaged in activities that will support the NCTM standards and MDE framework. Participants will be provided with information on how to assess students' work in a meaningful mathematics classroom. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 18, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Making Math Meaningful in Grades 6-8

1 Day CEU Credits: .6

This workshop will involve participants in activities that support the MDE mathematic framework. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: December 14, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

SPECIAL EDUCATION

Mainstreaming, Inclusion and Other Issues of Special Needs Learners

1 Day CEU Credits: .6

The workshop is designed to orient "regular education" teachers to the rules and regulations of mainstreaming and inclusion. The workshop covers local, state, and federal law as it relates to the integration of exceptional education students with "regular" students. Tips and ideas are given to ease the process. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 18, 2005
Session2: October 21, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Teaching Life Skills

1 Day CEU Credits: .6

This one-day workshop will give special education teachers practical ideas about how to pass on life skills to exceptional education students. Social skills, employability, money management, family responsibility, and basic health will be discussed as they relate to exceptional education students. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 11, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

TEST PREPARATION

PRAXIS I Preparation

1 Day CEU Credits: .6

The Praxis I reading, writing and math course is exclusively designed to help both professionals and non-professionals to develop and understanding of the test taking strategies and skills needed to pass each exam. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 16, 2005
Session2: November 3, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

GRE Preparation

1 Day CEU Credits: .6

Get coaching and practice with sample tests that stimulate the most recent version of the Graduate Record Exam. Prepare now to improve your score and increase your chance of getting into the graduate program of your choice. This is a refresher course only and assumes a basic knowledge of algebra and geometry. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 29, 2005
Session2: December 7, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

LSAT Preparation

1 Day CEU Credits: .6

This one-day workshop will teach participants the skills needed to pass the Law School Admissions Test required for law School admission. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: December 13, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

CLASSROOM MANAGEMENT

Student-Centered Programs That Address Serious Problem Behaviour

1 Day CEU Credits: .6

This one-day workshop highlights how to design individualized behaviour intervention and support plans for students who present problem behaviour. Participants will design programs that are based on functional behaviour assessment and can lead to durable, socially valid outcomes. Factors that may contribute to challenging behaviours from students. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 15, 2005
Session2: October 7, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Classroom Management Building Relationships for Better Learning

1 Day CEU Credits: .6

This one-day workshop presents a broad conception of classroom management. Participants will explore how interpersonal relationships can provide the key to successful classroom management. In this course, participants will reflect on their relationships with students and develop a plan for enhancing these relationships. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 4, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Conflict Resolution

1 Day CEU Credits: .6

This one-day workshop helps educators understand how they can teach conflict resolution skills and empower students to resolve conflicts. This workshop helps teachers understand how they can --- and why they should - address conflict resolution in the classroom. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 27, 2005
Session2: December 9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Anger Management in the Classroom

1 Day CEU Credits: .6

This one-day workshop will demonstrate several methods to teach anger management and positive social skills in the classroom. It focuses on using popular and easily available social skills training programs such as Anger Replacement Treatment, and Skills Streaming Lessons to develop positive behavioural support plans and social skill lessons to reduce aggressive behaviour. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 13, 2005
Session2: December 14, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Classroom Management for Beginning and Returning Teachers

1 Day CEU Credits: .6

This one-day workshop equips teachers with essential insights into childhood and adolescent behaviour. The understanding gained forms the basis for techniques and strategies with which to manage student behaviour. Practical classroom skills are introduced as practiced. Teachers gain an understanding of behaviour that enables effective classroom management. Teachers learn the impact of their response and then to change student behaviour. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 1, 2005
Session2: October 28, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Classroom Discipline, Teaching, Styles and Techniques

1 Day CEU Credits: .6

This one-day workshop focuses on how teaching styles causes and influence situations in the classroom. Individual teaching styles are compared. The instructor will discuss and cover the advantages and disadvantages of different styles, the importance of being 'skilled' in addition to personal styles, and using new interpersonal responses to replace unhelpful ones. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session1: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Time Management for Assistant Teachers

1 Day CEU Credits: .6

This workshop will provide effective and proven strategies for regaining control over time in the classroom and in your life so that you can have the "time of your life". **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 19, 2005
Session1: November 10, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Effective Lesson Planning

1 Day CEU Credits: .6

This workshop will learn participants how to create objectives and the steps to being about the best results for learning outcomes through lesson planning. Participants will also learn the components each lesson offers the format of the course introduction, assuring consistency in your instructional design approach. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session1: October 5, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

EDUCATIONAL TECHNOLOGY

Using Powerpoint in the Classroom

1 Day CEU Credits: .6

This one-day session will allow participants to create wonderful slide shows with step by step instruction. Participants will see how simple it is to add graphics, sound, and other special effects. Participants will be able to create interactive presentations and games that can be used in their classroom. Participants will complete a project that can be adopted to use in any K-12 classroom. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 6, 2005
Session1: December 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Grade Book

1 Day CEU Credits: .6

This one day training session will teach participants how to enter formulas, cut, copy, past, add rows and columns, delete rows and columns, save, print, and basic cell formatting. Teachers will learn how to calculate test grades, daily averages, and weekly quizzes using Excel. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 19, 2005
Session1: December 19, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

E-mail

1 Day CEU Credits: .6

This one day session will show the novice how to use e-mail. Lessons will include sending and receiving messages, using the address book, creating a personal address book or contact list, deleting mail, and more. Information on proper e-mail etiquette and list serves will be included. Participants will learn how to send attachments, open attachments, and how to get school e-mail from home. Each participant will need to bring their e-mail addresses and passwords. For students who don't have an existing e-mail address and password the instructor will show each student how to set one up. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 15, 2005
Session1: November 17, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Internet in the Classroom

1 Day CEU Credits: .6

This one day workshop will guide participants on a world wide web tour of resources for the classroom. In the process, each participant will learn to use the Internet to search for lesson plans, activities, tools, and other resources to integrate into the K-12 curriculum. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 5, 2005
Session2: November 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Websites for Teachers

1 Day CEU Credits: .6

This one day workshop will guide participants on a world wide web tour of resources for the classroom. In the process, each participant will learn to use the Internet to search for lesson plans, activities, tools and other resources to integrate into the K-12 curriculum. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 24, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Networking for Beginners

1 Day CEU Credits: .6

This one-day workshop will explain how to get your network up and running and how to make all PCs Internet accessible. Participants will learn the operating system, how to use LANs, and troubleshooting hardware and software problems. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Managing Computers in Your Classroom

1 Day CEU Credits: .6

Participants will use software to enhance instructional design for interactive video and online learning. Animation, graphics, databases, spreadsheets, and presentation software programs will also be covered in this one-day workshop. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 7, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Excel Level One

1 Day CEU Credits: .6

This workshop is an introduction to spreadsheets. Participants will learn the basic functions of setting up a spreadsheet and using formulas. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 4, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Excel Level Two

1 Day CEU Credits: .6

This workshop includes working with databases and data forms, importing and exporting data, using templates, creating/revising pivot tables, multiple worksheets, and sharing workbooks. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 11, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Excel Level Three

1 Day CEU Credits: .6

This workshop includes working with data series, advanced functions, using scenarios and goal seeking, consolidating worksheets, Macros modifying charts, and using the Report Manager. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 19, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Word Level Two

1 Day CEU Credits: .6

This workshop will include topics such as sorting table data, using formulas in tables, importing Excel worksheets, creating a table of contents, tracking revisions, and formatting long documents. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 28, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Access Level Two

1 Day CEU Credits: .6

This workshop will include setting field properties, using operators, designing advanced queries, and creating action queries. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Word Level One

1 Day CEU Credits: .6

This workshop is an introduction to word processing. Learn basic skills that include text editing, printing, and formatting. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: October 21, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Access Level One

1 Day CEU Credits: .6

This workshop is an introduction to the database program. Learn how to create and work with tables, data, and simple queries. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 2, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Access Level Three

1 Day CEU Credits: .6

This workshop will include manipulating controls, using design view, sub-forms/ sub-reports and other form techniques. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: November 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Powerpoint Level One

1 Day CEU Credits: .6

This workshop is an introduction to a presentation program. You will learn how to use basic presentation skills, formatting and editing text, graphic images, and tables. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 7, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Microsoft Powerpoint Level Two

1 Day CEU Credits: .6

This workshop includes using the slide master, working with drawing objects, using slide show view, editing multiple presentations, and customizing and adding special effects. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: September 14, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Introduction to Photoshop

2 Day CEU Credits: 1.2

In this course, participants will learn how to use a host of tools to modify images. Participants will select appropriate resolutions for different image and output types, resize and crop image areas, and select image areas using the Lasso, Marquee, and Magic Wand tools. Participants will use alpha channels to save and load selections, create and manipulate multiple layers to composite images easily, and apply blending and shading effects to create realistic composites. **(Cost: \$95; CEU are an additional \$20)**

Date:

Session1: September 8-9, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Advanced Photoshop

2 Day CEU Credits: 1.2

In this course, participants will learn how to isolate image areas with layer masks. Participants will create clipping groups to use one layer's contents to make another's. Participants will create vector paths as tools for selecting images and for creating transparent areas in images to be used in other applications like PageMaker or Publisher. You will also create color swatches, gradients, and patterns. Lastly, you will use the background eraser and the extract command to create complex masks quickly and accurately to help move an image from one setting to another. **(Cost: \$95; CEU are an additional \$20)**

Date:

Session1: August 25-26, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Introduction to Microsoft Publisher

1 Day CEU Credits: .6

This workshop will teach the novice the ins and outs of working the Microsoft Publisher program. The program allows anyone to create colorful flyers, calendars, newsletters and much more. **(Cost: \$95; CEU are an additional \$20)**

Date:

Session1: August 20, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Introduction to HTML

1 Day CEU Credits: .6

HTML is the programming language originally used to create web pages. While there are now software applications that make web page design easier, knowledge of HTML can help you decipher and fix coding issues in your web pages. In this class, you will learn more about what HTML is, how it is used, and how it came to be. HTML structure and syntax will be explained. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 25, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Publishing on the Web with PDFs

1 Day CEU Credits: .6

Adobe Acrobat allows you to publish your work on the web in an easy-to-read, easy-to-print format. The format is especially useful if your work contains formula or foreign language characters. PDF files can be read by anyone who downloads the free reader, giving you access to web surfers. Participants bring a document in Microsoft Word (or WordPerfect) on a PC-formatted disk to convert, such as a journal article, your CV, or a syllabus.

(Cost: \$95; CEU are an additional \$20)

Date:

Session1: August 30, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

How to Start and Grow a Business

1 Day CEU Credits: .6

This seminar is for anyone who is thinking about starting a business, or who has a business that is not growing or is in financial trouble. This course will also help students with a small business who are planning to grow in the near future. The objectives of this course are simple: Avoid the mistakes that cost years of hard labor and thousands of dollars. Create an objective to obtain financing for a solid venture. Learn to compete against larger, wealthy businesses. Learn to make wise business decisions. And, most important, learn why some businesses succeed while others fail. **(Cost:**

\$50; CEU are an additional \$20)

Date:

Session1: August 23, 2005

Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

BUSINESS

Taxation - Learn to Prepare Tax Returns

1 Day CEU Credits: .6

Learn the process of tax preparation and calculating tax returns. Starting at the very beginning, this course takes you through all the steps for understanding the basics of tax terms and tax laws. You will learn the different filing status for taxpayers and how to put the taxpayer information onto the tax return forms. With these lessons, you can learn to do your own taxes, do your friends and family taxes and become a paid tax preparer during tax season. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005

Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Leadership, Management, and Supervision

1 Day CEU Credits: .6

This seminar will help supervisors gain skills and tools to become a great leader. The session will evaluate leadership skills, identify leadership traits, learn goal setting techniques and build coaching skills. Learn how to conduct performance feedback sessions, win over difficult employees and complete team building exercises. Most importantly, we will have some fun while learning! **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Conflict Resolution for the Business World

1 Day CEU Credits: .6

This workshop will expose participants to cutting-edge techniques for resolving workplace conflicts. They will be given "real world" scenarios and solutions taken from actual cases that happened in corporate America. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Effective Communication Skills

1 Day CEU Credits: .6

This workshop is designed to emphasize the effective communication skills needed for the business world. You will learn how movement and posture affect communication, how to develop listening habits that improve communication, and how to express ideas clearly both orally and in writing. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Customer Service: "Attitude that Sells"

1 Day CEU Credits: .6

This workshop will train business associates to receive and resolve customer complaints in a friendly, positive and non-threatening manner. It will also teach participants about the importance of giving each customer a rewarding experience. Good customer service generates satisfied customers. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Business Grammar Skills

1 Day CEU Credits: .6

This workshop focuses on speaking and writing correctly. It provides essential facts, tips, and techniques about using correct grammar to ensure error free writing and speaking. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

A Crash Course in Public Speaking

1 Day CEU Credits: .6

This workshop focuses on tip and techniques that can be applied to assist with speaking skills in any setting. Learn what it takes to be effective and comfortable speaking with any size group. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Telephone Techniques

1 Day CEU Credits: .6

This workshop will help participants to create a positive business image with each incoming call. Topics includes: answering techniques, transferring calls, handling complaint, and saying no to requests courteously. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Team Building

1 Day CEU Credits: .6

This workshop will help participants to build loyalty and results for building a strong teams. Participants will learn strategies for keeping lines of communication open; and keeping the team up and energized under pressure, crisis and change. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

GRANT WRITING

Grant Proposal Basics

1 Day CEU Credits: .6

The purpose of this course is to teach participants grant writing, so that each person will become knowledgeable and learn basic skills about seeking financial assistance in the form of non-refundable grants for projects. Each participants will learn how to locate agencies and organizations that have funding available, how to contact them, how to read the requirements for preparing a grant proposal, and general guidelines for preparing a grant proposal. After taking this course, the student should feel like he or she can begin to prepare grant proposals for an individual project, or to be a useful resource to a non-profit organization or business as part of a grant writing proposal team. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Grant Writing for Educators

1 Day CEU Credits: .6

This workshop will cover the entire grant writing process, including: the development of a concept into a program/project that the educators want to fund, researching and identifying potential funding sources. Participants will learn tips for submitting the grant and ways to increase your chances of success. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

How to Develop and Justify Budgets for Grants

1 Day CEU Credits: .6

This workshop on budget development and justification will focus on how the budget links to the rest of the grant proposal. Participants will learn what should and should not be included in developing a budget. Budgets are not difficult to develop once one sees the connection the main components of a well-thought-out-project. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Money, Money, Money

1 Day CEU Credits: .6

This workshop will assist participants on how to get money through grants for much needed classroom equipment. Come up with an innovative project, and we'll show you how to write a grant to finance it. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

TECHNOLOGY

Mail Merging with Microsoft Word

1 Day CEU Credits: .6

Mail Merge with Word Mail merge is a feature of Word that will allow you to create original letters and other documents, including mailing labels and directories for a specific group of people, places or things. The concept of mail merge is the merging of a database file containing names, addresses, phone numbers, birth dates, and other constant data into a document or form (letter for example) to produce a third document. You will see how it will save time because you can use your database over and over again with different documents. **(Cost: \$50; CEU are an additional \$20)**

Date:

Session1: August 23, 2005
Session2: November 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

CONTINUING EDUCATION LEARNING CENTER

Grant Writing and Management for Faith- Based Organizations

1 Day

Improve your chances of getting every grant by learning the entire grant writing process. Each participant can expect to learn how to identify funding sources and how to develop the proposal from the abstract to the evaluation component. **(Cost: \$50)**

Date:

Session1: August 18, 2005
Session2: September 15, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Search for Proposals on the Internet

1 Day

The purpose of this workshop is to teach participants how to use the internet as an effective tool to locate sources of funding for organizational activities. The search for funding will include how to access funding from state/federal agencies as well as private foundations. **(Cost: \$50)**

Date:

Session1: August 17, 2005
Session2: September 21, 2005

Time:

1:30 a.m. - 4:30 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

How to Prepare to Enter College

1 Day

This workshop will prepare participants to learn about admission requirements, applying for scholarships, financial aid, and completing the college application. This workshop is for all adults who desire to return or begin taking college studies. **(Cost: \$40)**

Date:

Session1: September 14, 2005
Session2: October 13, 2005

Time:

1:30 a.m. - 4:30 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Basic Skills Training

1 Day

This workshop offers beginning level instruction in the areas of reading, math and pronunciation skills. Participants refresh their skills in these areas for the purposes of improving job performance and handling day-to-day responsibilities. **(Cost: \$50)**

Date:

Session1: August 25, 2005
Session2: April 16, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Intermediate Skills Training

1 Day

This workshop will help readers improve their reading level by one or more grade levels in 100 hours of instruction. Participants will differentiate between fact and opinion and master whole number multiplication and division, fractions, decimals and bar graphs. Participants must begin the course reading on the fifth grade level or above. Participants may choose to come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed.

(Cost: \$50)

Date:

Session1: August 31, 2005

Session2: September 28, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

JSU/CELC

Jackson Enterprise Center

931 Highway 80 West

Jackson, MS 39204

Strategies to Find and Lock in the Jobs of Your Dreams

1 Day

In this class participants learn to get and keep the job of their dreams. Participants in this program will learn how to become self-motivated, improve their interpersonal skills (getting along with co-workers), work ethics, interviewing techniques, resume and job application preparation, and job search resources.

(Cost: \$50)

Date:

Session1: September 14, 2005

Session2: September 30, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

JSU/CELC

Jackson Enterprise Center

931 Highway 80 West

Jackson, MS 39204

Parenting Skills Training

1 Day

The Parenting Skills workshop enhances the literacy development of the parent and the child with emphasis on the critical role played by the parent in the child's educational, social and cultural development. In this workshop parents learn to handle their children's specific behavioral problems or situations. They are also taught strategies for managing disciplinary problems, child development issues such as bed wetting, potty training and more.

(Cost: \$50)

Date:

Session1: October 13, 2005

Session2: October 20, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

JSU/CELC

Jackson Enterprise Center

931 Highway 80 West

Jackson, MS 39204

Basic Skills Training*

1 Day

This class offers beginning level instruction in the areas of reading, math and pronunciation skills. Participants may also refresh their skills in these areas for the purposes of improving job performance and handling day-to-day responsibilities. Daily registration is available. Qualified participants must come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed.
(\$150 for 100 hours of instruction)

Date:

Session1: August - December

Time:

8:00 a.m. - 7:00 p.m.

Location:

JSU/CELC

Jackson Enterprise Center

931 Highway 80 West

Jackson, MS 39204

** Please note that instruction is individualized for this course. The time that it takes to complete this program solely depends on the participant.*

Intermediate Skills Training*

1 Day

This workshop will help readers improve their reading level by one or more grade level in 100 hours of instruction. Participants will also differentiate between fact and opinion, master whole number multiplication and division, fractions, decimals and bar graphs. Qualified participants must begin the course reading on the fifth grade level or above. Participants must come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed. **(\$150 for 100 hours of instruction.)**

Date:

Session1: August - December

Time:

8:00 a.m. - 7:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

** Please note that instruction is individualized for this course. The time that it takes to complete this program solely depends on the participant.*

GED Preparation Skills Training*

1 Day

If you did not complete high school, now is your opportunity to prepare for the five-part official GED Test: Reading, Social Studies, Science, Writing and Mathematics. Work assigned for participants is prescribed and individualized so that the student may progress at his or her own pace. Daily registration is available. Qualified participants must come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed. **(\$150 for 100 hours of instruction.)**

Date:

Session1: August - December

Time:

8:00 a.m. - 7:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

** Please note that instruction is individualized for this course. The time that it takes to complete this program solely depends on the participant.*

Strategies to Find and Lock in the Job of Your Dreams*

1 Day

In this class participants learn to get and keep the job of their dreams. Participants in this program will learn how to become self-motivated, improve their interpersonal skills (getting along with co-workers), work ethics, interviewing techniques, resume and job application preparation, and job search resources. Daily registration is available. Participants must come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed. **(\$150 for 100 hours of instruction)**

Date:

Session1: August - December

Time:

8:00 a.m. - 7:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

** Please note that instruction is individualized for this course. The time that it takes to complete this program solely depends on the participant.*

Parenting Skills Training

1 Day

The Parenting Skills class enhances the literacy development of the parent and the child with emphasis on the critical role played by the parent in the child's educational, social and cultural development. In this workshop parents learn to handle their children's specific behavioral problems or situations. They are also taught strategies for managing disciplinary problems, child development issues such as bed wetting, potty training and more. Participants may choose to come a minimum of two hours daily, Monday - Thursday, until 50 hours of training is completed. **(\$50 for 50 hours of instruction)**

Date:

Session1: August - December

Time:

8:00 a.m. - 7:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Parenting Skills Training*

1 Day

The Driver's License Instruction class for Teens 14 to 18 will offer a theoretical approach to obtaining a Mississippi driver's license. At the conclusion of the course, students will receive a Certificate of Completion, which will certify that the student has successfully completed the course. Daily registration is available. Participants may choose to come a minimum of two hours daily, Monday - Thursday, until 50 hours of training is completed. **(\$50 for 50 hours of instruction)**

Date:

Session1: August - December

Time:

8:00 a.m. - 6:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

**Please note that physical driving will not take place.*

After School Tutoring

1 Day

After school tutoring for students ages 12 - 15 years of age in reading comprehension, math and writing. Daily registration is available. Homework assignments are welcomed. **(\$40 for 6 hours of instruction)**

Date:

Session1: August - December

Time:

8:00 a.m. - 6:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

** Please note that instruction is individualized for this course.*

Ace That Test! - Successful Standardized Test - Taking Suggestions*

1 Day

This class is for participants 15-18 years of age who desire to improve their test-taking skills in the areas of reading, mathematics, written communication, and comprehension in order to become successful standardized test-takers. Daily registration is available. **(Cost: \$50)**

Date:

Session1: August 30, 2005

Time:

8:00 a.m. - 6:00 p.m., M-Th

Location:

JSU/CELC
Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

**Please note that physical driving will not take place.*

PERSONAL ENRICHMENT

Basic Watercolors*

1 Day

This on-day beginner's class will start participants with simple brush techniques and proceed through mixing colors, brush effects, ink combinations and special effects. **(Cost: \$50)**

Date:

Session1: August 21, 2005
Session2: October 30, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Fundamentals for Drawing

1 Day

This one-day session will help participants learn to draw realistically through the study of still life, understand how to see and draw objects in perspective, and explore shade and shadow while working in pencil, charcoal and pen. Experiment with different drawing techniques to develop personal style.
(Cost: \$50)

Date:

Session1: October 2, 2005
Session2: November 20, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Floral Design

1 Day

This one-day session will help participants demonstrate a skill or desire to learn the art of floral arrangements. Whether participants choose fresh or silk floral arrangements, the instructor will present uncomplicated methods on do-it-yourself projects, such as : flower arrangements, wreaths, cascade wedding bouquets, bridesmaids' bouquets, corsages and boutonnieres. **(Cost: \$50)**

Date:

Session1: November 13, 2005
Session2: December 4, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Antiques and Collectibles

1 Day

This one-day session will help participants learn how to determine the origins of personal heir looms and treasures. Participants find out how the shop yard sales, shows, and antique malls and auctions while learning proper care and display of collections.
(Cost: \$50)

Date:

Session1: August 6, 2005
Session2: November 6, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211

Basic Hand Quilting

1 Day

This one-day session will help participants develop the elements of hand quilting, including the selection of patterns and suitable materials, marking and cutting, assembly and finishing.
(Cost: \$50)

Date:

Session1: September 4, 2005
Session2: November 5, 2005

Time:

9:00 a.m. - 4:00 p.m.

Location:

Universities Center
Room 1-4
3825 Ridgewood Rd.
Jackson, MS 39211
September 4
November 5

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Telephone: _____ Hours Available: _____
Workshop Request(s): _____

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<input type="checkbox"/> Amite	<input type="checkbox"/> Forrest	<input type="checkbox"/> Jones	<input type="checkbox"/> Marion	<input type="checkbox"/> Wayne
<input type="checkbox"/> Choctaw	<input type="checkbox"/> Greene	<input type="checkbox"/> Jasper	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Winston
<input type="checkbox"/> Clay	<input type="checkbox"/> Grenada	<input type="checkbox"/> Kemper	<input type="checkbox"/> Pike	<input type="checkbox"/> Yazoo
<input type="checkbox"/> Copiah	<input type="checkbox"/> Hinds	<input type="checkbox"/> Leake	<input type="checkbox"/> Rankin	
	<input type="checkbox"/> Holmes	<input type="checkbox"/> Lee	<input type="checkbox"/> Simpson	

Fax registration forms to 601-432-6124 or mail to: Jackson State University, College of Lifelong Learning, 3825 Ridgewood Road, Box 23, Jackson MS 39211.



CERTIFICATION PROGRAMS

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WHAT IS A CERTIFICATION?

Certifications are the Information Technology (IT) industry's credentials identifying professionals in their corresponding areas. Individuals holding certifications, whether entry level or experienced, have been trained in their various fields and have the ability to perform their duties at the highest levels. Because certifications drive salary and employment, with certification, you can increase your salary and marketability by 20% or more.

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Our faculty and staff supports a wide range of activities including electronic-based teaching and learning (e-Education), electronic-based research (e-Research), and electronic-based community outreach and service (e-Service).

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Oracle Training unit in Mississippi, the e-Center, in collaboration with the College of Lifelong Learning, provides high quality training with official curricula and classroom setup.

Microsoft Word XP

A powerful word processor with advance features for creating, editing, formatting, and printing documents. It provides interactive assistance in document creation for novice users and new features such as smart tags for advanced users. This application offers the ability to create newsletters, flyers, programs, etc. with little or no errors.

Microsoft Word XP

Microsoft Word XP (Foundation):
Learn basics in creating, editing, and formatting documents and printing.
(Cost: \$ 150.00)

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft Word XP (Intermediate)

1 Day

Learn to create newsletters using columns and tables. This includes inserting clipart, drawings, and information from other applications.
(Cost: \$ 150.00)

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft Word XP (Expert)

1 Day

Learn how to effectively use the mail merge feature, forms, split screen and macros. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Overview: Microsoft Excel XP

Microsoft XP is the premiere spreadsheet used for data management and data processing. This application allows data to be entered, edited, and calculated. It brings text and statistical data together using cells, columns, and worksheets.

Microsoft Excel XP (Foundation)

1 Day

Microsoft Excel XP (Foundation): Learn basics in creating, editing, and formatting spreadsheets. This course will ground the participant in the use of cells, columns, and ranges. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft Excel XP (Intermediate)

1 Day

Learn to work with multiple worksheets, columns, and cells. You will also become familiar with formatting, inserting charts and pictures, and functions. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft Excel XP (Expert)

1 Day

Learn to sort and filter data, share worksheets, use PivotTables and PivotChart, and screen display. Using these advanced features effectively will prepare you for almost any data processing need. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Overview: Microsoft PowerPoint XP

This application is used to create professional electronic presentations to communicate ideas using sound, video, picture, and information. These accents aid in the development of presentations that capture the attention of large audiences.

Microsoft PowerPoint XP (Foundation)

1 Day

Learn the use of toolbars and slides. Also, become prepared to design a basic presentation. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft PowerPoint XP (Expert)

1 Day

Develop advance presentations using custom timing, sound, animation, and pointers. Learn the printing options for slides. **(Cost: \$ 150.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Overview: Microsoft Access XP

Managing information requires time, organization, and easy access. With Microsoft Access, you can accomplish all of these things in one place. It is a database that collects and manages information with a point and click structure in mind. Whether you are a novice or an experienced database user, this is an application that takes the pain away from data collection and processing.

Microsoft Access XP (Foundation)

2 Day

Learn the concept of database and its uses. Here, you can develop a basic database with field editing. You will also gain an understanding of tables, queries, and forms. **(Cost: \$ 175.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Microsoft Access XP (Expert)

2 Day

Learn to use relationships to join tables. Also, learn to develop advanced reports using form controls, multi-table forms, and macros.

(Cost: \$ 175.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Overview: Microsoft Outlook XP

Microsoft Outlook is an application designed to be a personal information management communication system integrating email and common tasks. Users can streamline group planning and personal scheduling using calendars, journals, and personal tasks with all of these things in one application.

Microsoft Outlook XP

2 Day

Learn to use email, journals, and set personal tasks. You will also learn to filter, organize, and review specific email messages. Participants will schedule meeting and invite attendees using features of this course.

(Cost: \$ 150.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Oracle

Oracle9i database is a state of the art database management system. It uses an object relational database, which focuses on the implementation of large multimedia such as video, sound, etc. It has been voted Editors Choice by PC Magazine and the #1 database for Linux by Linux Journal. Oracle9i Database is the most scalable, secure, and full-featured database available. Whether driving your website, packaged applications, or data warehouses, Oracle9i Database is a foundation technology for any professional computing environment.

Introduction to Oracle9i: SQL

3 Weeks

This course offers students an extensive introduction to data server technology. The instruction covers the concepts of both relational and object relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data.

(Cost: \$ 1,750.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

*I was able to
increase my
knowledge and
earn CEU
credits. Thanks!*

- Anonymous

Oracle9i Database Administration Fundamentals I

3 Weeks

This class will cover Oracle9i and Oracle9i Release 2 features. Oracle DBAs manage the industries most advanced information systems and command some of the highest salaries. This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database tasks. In this class you'll learn how to design, create, and maintain an Oracle database. **(Cost: \$ 1,750.00)**

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Oracle9i Database Administration Fundamentals II

3 Weeks

This class will cover Oracle9i and Oracle9i Release 2 features. Develop your ability to manage the industry's most advanced information system. Learn several methods to backup and to recover your Oracle database. Hands-on workshops give you experience in a realistic technical environment. Develop skills for basic network administration. Participants simplify duties with Oracle Recovery Manager. **(Cost: \$ 1,850.00)**

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Oracle9i Database Performance Tuning

3 Weeks

Database performance tuning is critical to any effective information system. Reducing wait times, increasing users' productivity and maximizing the performance of your Oracle database are critical to success. Learn from the experts the value of intelligent database design and methods for tuning an Oracle database for maximum performance. This course will introduce participants to the importance of good initial database design, and the method used to tune a production Oracle9i database.

(Cost: \$ 1,850.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Semester 1: Networking Basics

6 Weeks

This course covers basic networking terminology and concepts as well as introduces the dominant installed LAN networking technologies. Topics include the OSI model; physical media; cabling; media addressing and access; Ethernet repeaters and bridges; IP addressing; and Ethernet and IP encapsulation.

- Computer Hardware and software, electricity, and networking terminology
- LAN, WAN, OSI, and Ethernet
- Design and documentation of basic network

(Cost: \$ 1,300.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Semester 2: Routers and Routing Basics

6 Weeks

Explore the network and transport level of the TCP/IP protocol suite. Topics include ARP; RARP; introduction to routing protocols (distance-vector and link-state); RIP; IP subnets; TCP virtual circuits; and basic setup and configuration of CISCO routers.

- Router user interface, components, and configurations
- Basics of IOS versions, naming and software backup
- TCP/IP protocol suite and IP addressing and subnetting
- Interior routing protocols - RIP, IGRP

(Cost: \$ 1,300.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Semester 3: Switching Basics and Intermediate Routing

6 Weeks

Look more closely at switched networks and their interfaces to routed networks. Topics include LAN design principles; Ethernet switching; Virtual LAN's; IGRP; DISCO IOS access control; and Novel IPX basics.

- Switching and VLANs
- Spanning - Tree protocol
- Routing and Routing protocols
- Access Control Lists (ACL)
- Network documentation, security, and troubleshooting

(Cost: \$ 1,200.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Semester 4: WAN Technologies

6 Weeks

Learn the technologies necessary for large-scale networking. Topics include WAN concepts; CSU/DSU serial interfaces autonomous system; SLIP; PPP; ISDN; and Frame Relay.

- WAN devices, encapsulation formats, and communication
- PPP components, session establishment, and authentication
- ISDN uses, services, and configuration
- Frame relay technology and configuration

(Cost: \$ 1,200.00)

Date:

TBA

Location:

e-Center
1230 Raymond Road
Jackson, MS 39204

Time:

TBA

Cisco Systems Networking Academy

The Cisco Networking Academy Program is a comprehensive e-learning program that provides students with the networking technology skills essential in our global economy. Students will learn how to install and configure Cisco switches and routers in multiprotocol networks using local and wide area networks, provide troubleshooting service, and improve network performance and security.

CompTIA: - A+ Certification

A+ Operating System

5 Days

In this course, you will learn installation procedures for Windows 98 and Windows 2000, dealing with legacy systems (DOS, Windows NT), creating and using emergency boot diskettes and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. **(Cost: \$ 1,250.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

A+ Core Hardware

5 Days

Students will learn about PC hardware and system maintenance procedures. Topics include a detailed look at hardware components, power supply, upgrades, networking, maintenance and troubleshooting. **(Cost: \$ 1,250.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

A+ Certificate Program

4 Weeks

The A+ Technician Certificate Program provides a foundation in PC troubleshooting and repair. Participants learn about operating systems, hardware, and PC building. At the completion of the program, participants build a personal computer which they are able to take with them. This is their contribution to the Digital Divide. **(Cost: \$ 3,500.00)**

Date:
TBA

Location:
e-Center
1230 Raymond Road
Jackson, MS 39204

Time:
TBA

Real Estate Continuing Education

Agency Law

This seminar will cover the relationship of parties involved in real estate transactions and definitions.

Date:
Session1: April 14, 2005

Location:
Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:
TBA

Contract Law

This seminar will cover the history of contract law, definitions and terminology used in association with contracts.

Date:
Session1: May 20, 2005

Location:
Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:
TBA

License Law

This seminar will focus on license law as applied to realtors responsible for executing acts of real estate .

Date:
Session1: June 17, 2005

Location:
Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:
TBA

Real Estate Management, Apartment Management & Commercial Property Management

This seminar will focus on property management including forms of ownership, types of property, management agreements, and tenant selection.

Date:
Session1: July 15, 2005

Location:
Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:
TBA

About the Industrial Certificate Programs

The programs in industrial technology (IT) allow participants to earn certifications in five different areas. Because of the quick advancements in technology it is necessary for employees to have a variety of skills and knowledge. The certificate programs prepare students for the constantly evolving world of industrial technology by providing hands-on experience and a rich knowledge base in each student's area of interest. The programs offer a variety of specializations to choose from and cover many interests and career goals.

The curriculum of each program is designed to enhance the industrial technology skills of those already in the field and introduce IT to beginners. All certificate programs require between 18 and 27 academic hours. Only courses that will be offered this semester are identified below. The remaining courses will be identified in subsequent bulletins; or a student may request a copy of the complete certificate program from the College of Lifelong Learning.

INDUSTRIAL MANAGEMENT CERTIFICATE

This certificate program is designed to meet the challenges of management in an industrial environment. This is a comprehensive program designed to provide industry supervisors with the critical management, technology, safety and business skills they need to succeed. (18 academic credit hour program.)

ITMA 105 Industrial Safety and Management
January 24 - March 7, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

ITMF 207 Manufacturing Processes
March 14 - April 18, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

INDUSTRIAL MANUFACTURING TECHNOLOGY CERTIFICATE

The Industrial Manufacturing Technology Certificate program prepares students for industrial employment as entry-level tool makers, tool designers, mechanical drafters, or production engineering aids. The areas of study includes: computer-aided designed concepts; modern computer software, and tools as they relate to lathes and milling machines. (18 academic credit hour program.)

ITMF 206: Introduction to Manufacturing Processes
January 24 - March 7, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

ITMF 207 Manufacturing Processes and Materials
March 14 - April 18, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

CONSTRUCTION MANAGEMENT CERTIFICATE

This certificate program intergrates current management techniques with technical information to provide students with a solid foundation in the basics of construction management and supervision. (18 academic credit hour program.)

ITC 205 Materials, Construction, Procedures and Practices
January 24 - March 7, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

ITMF 207 Manufacturing Processes and Materials
March 14 - April 18, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

HAZARDOUS MANAGEMENT CERTIFICATE

The purpose of the program is to provide individuals with training in the management of hazardous materials. The certificate program will provide an information base that individuals can use to develop, implement, manage, and assess hazardous materials. (21 academic credit hour program.)

ITHM 300: Principles of Hazardous Materials Management

January 24 - March 7, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

ITHM 301 Regulatory Framework for Toxic (Prereq. ITHM 300)
March 14 - April 18, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.

INDUSTRIAL DESIGN CERTIFICATE

The industrial design certificate program is a streamlined professional program that focuses on creating and developing concepts and specifications that optimize the function, value, and appearance of products and systems for the mutual benefit of both user and manufacturer. (27 academic credit hour program.)

ITD 114: Technical Drawing
January 24 - March 7, 2005
(3 Semester Hours)
MTW 5: 30 p.m. – 8:50 p.m.

ITD 203: Advanced Computer Aided Drafting (Preq. ITD 114)
March 14 - April 18, 2005
(3 Semester Hours)
MTW -- 5: 30 p.m. – 8:50 p.m.



APPLICATION FORMS

College of Lifelong Learning services are only a "form" away!

**Earn your
degree
at your
convenience,
in less time than
traditionally
required!**

*Seasoned professionals
like you often find themselves
wondering how different their
lives and careers might be if they
had received their
Bachelors, Masters or
Doctorate degree.*

**Trainings,
Workshops,
& Seminars**
are all available.

*Gain state-of-art training
through the College of
Lifelong Learning today!*

*All courses are open to adults of any race,
color, gender, national or ethnic origin. These
courses are designed to instruct and inform but
not to advise. Grades are not received for non
credit courses. Classroom experiences are
informal and focused on learning. Since class-
es often fill quickly, we urge you to register early
to ensure a space.*

REGISTRATION AND ADMISSIONS POLICY

ACADEMIC CREDIT

Undergraduate:

Students seeking undergraduate admission should:

STEP 1: Complete the Pre-Admissions Undergraduate Application and submit it to the College of Lifelong Learning, at 3825 Ridgewood Road, Box 23, Jackson, MS 39211.

STEP 2: Have an official high school or college transcript(s) sent to the College of Lifelong Learning, 3825 Ridgewood Road, Box 23, Jackson, MS 39211. Copies of transcripts will not be accepted.

STEP 3: Complete the Undergraduate Admissions Application for the College of Lifelong Learning. You may visit our campus from Monday-Friday, 8:00 a.m.-5:00 p.m. or mail the application to 3825 Ridgewood Road, Box 23, Jackson, MS 39211.

STEP 4: Apply for Financial Aid.

April 15 of each year is the priority deadline for the submission of financial aid. Apply early via the web at www.fafsa.ed.gov!

STEP 5: See a counselor/advisor for the selection of your courses.

Complete and mail the Undergraduate Course Request Form and a copy of your admittance letter to The College of Lifelong Learning or Fax the Form to (601) 432-6124.

STEP 6: Complete Registration by paying your fees. Tuition and all other fees must be paid before you attend any classes, unless other arrangements are made.

Graduate:

Students seeking graduate admissions should call the College of Lifelong Learning for further instructions at (601) 432-6234.

Readmission:

Readmission is required for former students not enrolled during the previous semester.

For More Information, call 1-800-264-6234 or (601) 432-6234 or log onto our website at www.jsums.edu/CLL.

Do you need to apply for financial aid?

Apply electronically.

It's fast, FREE, and easy

1. Go to www.fafsa.ed.gov
2. Read the instructions
3. Click on fill out a FAFSA
4. Follow the instructions

IMPORTANT NOTES

- *Make sure to print the signature page and mail it. (If you submitted the application and you did not print the signature page, you will have to fill out the form again.) Once the form is filled out the second time, print the signature page. Do not submit the form this time, just mail the signature page.*
- *Print the congratulations page and keep it.*
- *To check the status of your application call 1-800-433-3243.*
- *To select Jackson State University's code you must do the following:*
 1. *Fill in the school name (Jackson State University) and school code (002410)*
 2. *Click on the search button*
 3. *Click on next when you are done with the page*

REGISTRATION POLICY

NON -ACADEMIC CREDIT

Payment of workshop fees and the completion of an application entitles the enrollee to participate in the identified workshop. Confirmations will be mailed to persons upon the completion of registration. In the event of late enrollment, registration confirmation may not arrive before the class starts. Each registered participant will receive notification if a class is cancelled and will be entitled to a full refund. In the absence of notification, registered participants should plan to attend the first session at the time and place indicated. If a verbal confirmation is desired, please call 432-6234. Participants may cancel a workshop up to one week prior to the scheduled workshop date.

Registration fees will be refunded minus a processing fee of \$15.00. No refund will be given after the one week deadline.

Should unavoidable circumstances prevent your attendance for a registered class, a friend or colleague may attend in your absence. No refund will be given if a registrant does not attend the course and does not notify the office prior to the one week deadline for cancellation.

TO REGISTER

You may register at anytime. Registration can be completed through the following:

- (1) Mail the registration form or requests with a check or money order to:

**Jackson State University,
College of Lifelong Learning,
3825 Ridgewood Road, Box 23,
Jackson, MS 39211.**

Registration may also be completed on-site at the Universities Center.

For Online Courses Only

Registration for online courses may be initiated via the Internet at www.ed2go.com or www.webed.com.

Computer Requirements

For online courses: A valid E-mail account and Internet access, using Internet Explorer, Netscape 4.0, or other compatible browsers will be necessary. Persons may wish to take these courses in the comfort of the Computer Lab at the Universities Center. Simply call to reserve your space at 432-6649. A user fee of \$25 is required.

CEU Credits:

To receive CEU credit, there is an additional cost of \$20 per credit.

Jackson State University
COLLEGE OF
Lifelong Learning
"Creating a World of Successful People"

Pre-Admission Application - Undergraduate

Instructions: Please print clearly. The following information will become part of your permanent record. All information **MUST** be accurate and complete. **This form does NOT guarantee you admission to the University.** Students are allowed to take a total of 12 hours within 2 semesters.

1. Have you ever attended school at JSU? ☐ Yes ☐ No
2. _____ / _____ / _____
Social Security Number
3. _____
Last Name First Name M.I.
4. _____
Street Address Apt. # City State Zip Code
5. (_____) _____ - _____
Contact Number
6. _____ @ _____
E-Mail Address
7. Sex: _____
8. Race: _____
☐ African American ☐ Spanish American
☐ American Indian ☐ Caucasian
☐ Asian/Oriental ☐ Other (specify)
9. U. S. Citizen ☐ Yes ☐ No
10. Date of Birth _____ / _____ / _____
MM / DD / YY
11. Do you have any physical disabilities? ☐ Yes ☐ No
If yes, please explain. _____
12. Semester of Enrollment: _____
13. Transfer Student ☐ Yes ☐ No
14. Highest Level of Education Completed
☐ GED ☐ BS/BA
☐ High School ☐ MS/MA
☐ Some College ☐ PhD
☐ Other _____
15. Enrollment Intent (Check all that apply)
☐ To take a workshop
☐ To take one course
☐ To enter a degree program
☐ To complete a certification program
16. Area of Study/Interest
☐ Business ☐ Liberal Arts
☐ Education ☐ Public Service
☐ Science, Engineering, & Technology ☐ Lifelong Learning
17. Supporting Pre-Admission Documentation

Applicants seeking pre-admission must submit one form of documentation from each column listed below.

Column A
☐ Picture ID
☐ Current driver's license
☐ Current passport
☐ Pictured employment ID

Column B
☐ High school diploma
☐ GED diploma
☐ High school transcript
☐ College transcript

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information will be cause for dismissal and loss of credit. Furthermore, I give permission for a copy of my academic transcript(s) to be released according to the policies of the Institution. By signing this form, I acknowledge that I have read, understand, and agree with all the information that has been presented to me by the College of Lifelong Learning advisor.

Signature

Date

Advisor's Signature

Date

1 - CLL Admissions

2 - JSU Admissions

3 - Student

CL

Pre-Admission Application - Graduate

Instructions: Please print clearly. The following information will become part of your permanent record. All information **MUST** be accurate and complete. **This form does NOT guarantee you admission to the University.** Students are allowed to take a total of 12 hours within 2 semesters.

1.	Have you ever attended school at JSU? _____ Yes _____ No	
2.	_____/_____/_____ Social Security Number	3. _____ Last Name First Name M.I.
4.	_____ Street Address Apt. # City State Zip Code	
5.	(_____) _____ Contact Number	6. _____ E-Mail Address
7.	Sex: _____	8. Race: _____ - African American - Spanish American - American Indian - Caucasian - Asian/Oriental - Other (specify)
9.	U. S. Citizen _____ Yes _____ No	10. Date of Birth _____ / _____ / _____ MM / DD / YY
11.	Do you have any physical disabilities? _____ Yes _____ No If yes, please explain. _____	
12.	Semester of Enrollment: _____	13. Transfer Student _____ Yes _____ No
14.	Highest Level of Education Completed ____ GED _____ BS/BA ____ High School _____ MS/MA ____ Some College _____ PhD ____ Other _____	15. Enrollment Intent (Check all that apply) ____ To take a workshop ____ To take one course ____ To enter a degree program ____ To complete a certification program
16.	Area of Study/Interest ____ Business _____ Liberal Arts ____ Education _____ Public Service ____ Science, Engineering, & Technology _____ Lifelong Learning	
17.	Supporting Pre-Admission Documentation	

Applicants seeking pre-admission must submit one form of documentation from each column listed below.

Column A
____ Picture ID
____ Current driver's license
____ Current passport
____ Pictured employment ID

Column B
____ High school diploma
____ GED diploma
____ High school transcript
____ College transcript

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information will be cause for dismissal and loss of credit. Furthermore, I give permission for a copy of my academic transcript(s) to be released according to the policies of the Institution. By signing this form, I acknowledge that I have read, understand, and agree with all the information that has been presented to me by the College of Lifelong Learning advisor.

Signature

Date

Advisor's Signature

Date



UNDERGRADUATE APPLICATION FOR ADMISSIONS

INSTRUCTIONS: Please Print Clearly. The following information will become part of your permanent record. All blanks **MUST** be filled in. The admission record is not complete until all required credentials are received.

Email Address: _____
 (Please Print Clearly)

Social Security Number: _____ - _____ - _____ Name: _____
 Last First Middle/Maiden

Address (Mailing): _____ City: _____ State: _____ Zip Code: _____

County: _____ Phone: () _____ Male: _____ Female: _____ Date of Birth: ____/____/____

U. S. Citizen? ☐ Yes ☐ No Race: _____ Religion (Optional): _____ Do you have any disabilities? (physical) ☐ Yes ☐ No

ACT/ SAT Score: _____ High School Code: _____ High School Attended: _____

An official transcript from each institution *MUST* be submitted to the Office of Admissions before action can be taken on your application.

College (s) Attended (Most Recent First)	Address: City and State	Dates of Attendance	Degree Awarded

Please list a contact person in case of emergency

Name	Address	Telephone	Relationship
Entrance Date: FALL SPRING SUMMER YEAR	Expected Enrollment:	Full-Time	Part-Time
Expected Enrollment Classification: Freshman Transfer Special (21 years or older) Readmit	Expected Enrollment Intent: <input type="checkbox"/> To earn Bachelor's Degree <input type="checkbox"/> To upgrade skills <input type="checkbox"/> To earn second undergraduate degree <input type="checkbox"/> To earn certificate/diploma		

Please check the major area of study:

Accounting	Criminal Justice	Hazardous Materials Management	Physics
Art	Corrections	Industrial Management Technology	Applied Physics
Biology	Juvenile Justice	Manufacturing Technology	Atmospheric Physics
Biological Education	Law Enforcement	Management	Chemical Physics
Environmental Science	Economics	Marketing	Computational Physics
Marine Science	Education Technology	Mass Communications	General Physics
Pre-Dental	Elementary Education	Advertising	Theoretical Physics
Pre-Dental Hygiene	English	Broadcast Journalism	Political Science
Pre-Health Services Adm.	Finance	Broadcast Production	American Studies
Pre-Nursing	Modern Languages	News Editorial	International Studies
Pre-Optometry	Health Care Administration	News Editorial/ Public Relations	Pre Law
Pre-Pharmacy	Health, Physical Ed. & Recreation	Mathematics	Psychology
Pre-Physical Therapy	Health	Pre-Engineering	Serial Science Education
Pre-Physician Assistant	Physical Education	Mathematics Education	Ethnic Studies
Pre-Veterinary Medicine	Recreation Administration	Meteorology	Social Work
Business Administration	History	Music Education	Sociology
Chemistry	African American History	Instrumental	Special Education
American Chemical Society Cert.	American History	Jazz	Speech
Chemical Education	European History	Keyboard	Communicative Disorders
Pre-Chemical Engineering	Industrial Technology	Vocal	Dramatic Art
Child Care Family Education	Nursing Science	Music Performance	Speech Comm. Studies
Civil Engineering	Computer Technology	Church Music	Speech Education
Computer Engineering	Construction Mgmt. Technology	Piano Performance	Technology Education
Computer Science	Drafting and Design Technology	Vocal Performance	Telecommunications Engineering
Information Systems	Electronic Engineering Technology	Instrumental Performance	Urban Studies
Mathematics-Oriented	Electronic Technology	Music Technology	Undecided

I certify that the information in this application is true and correct. I understand that misrepresentation or omission of information will be cause for denial and loss of credit. Furthermore, I give permission for a copy of my academic transcript(s) to be released according to the policies of the Institution.

Signature of Applicant

Date

Term: 9 - Fall 1 - Spring 6 - Summer

Name _____

1. PRINT all information except signatures.
2. Fill in all requested information: Courses I.D., days and time, building and room.
3. If you make a mistake, cross out line with error and use the next line.

BEAS 200 01 (3.0)	MWF	0100-0150 PM	CFM100
Course I.D. & Credit Hrs.	Days	Time	Bldg/Rm

[illegible]

TOTAL HOURS: _____

Alternate Requests

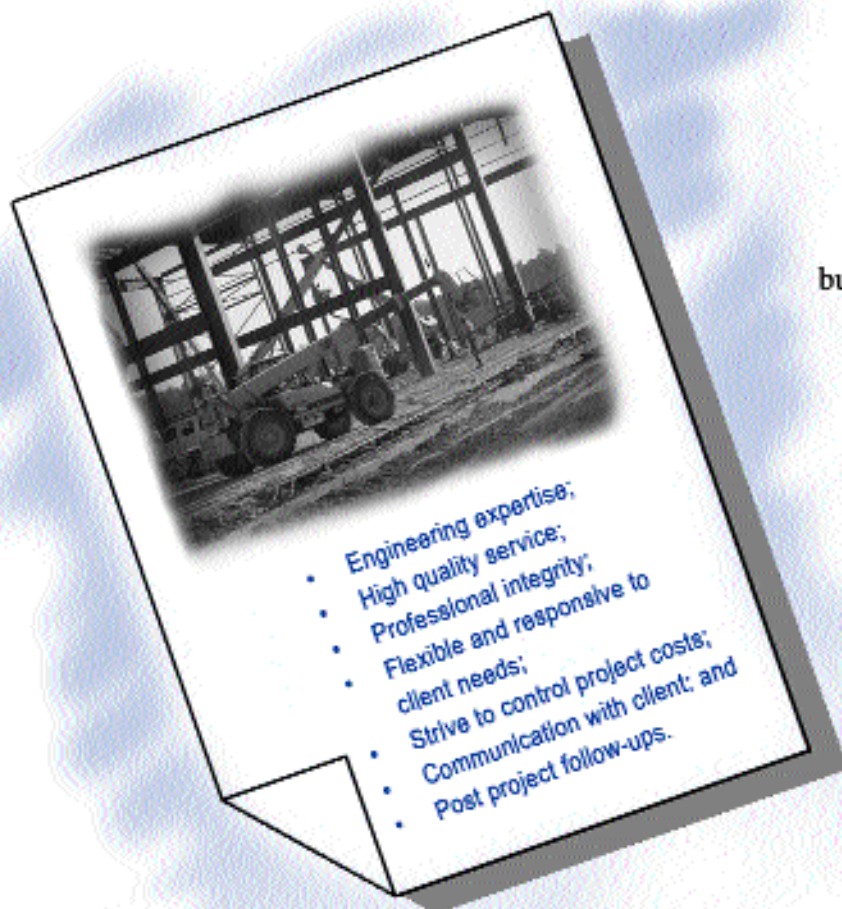
I understand that by participating in any registration process, including Early Registration, I am incurring a financial obligation. I understand that these are the courses that my advisor and I have agreed upon.

 Advisor's Signature Student Signature Date



ENGINEERING TECHNOLOGIES, INC.
LAD

***The professional engineering company
to manage your construction project.***



LAD Engineering is a complete, turnkey technology company. Our services include three phases: planning, design and execution. Also, we provide budgeting, bidding, scheduling and supervision of each project!

LAD's clients are assured *quality service every time.*



Albert Leason

ALBERT LEASON, P.E., Owner

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Jackson, MS 39213

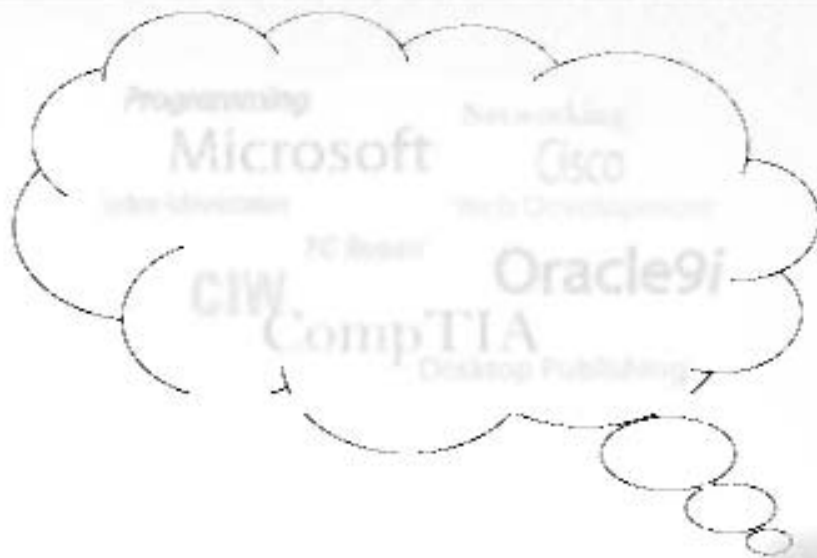
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