

2005
SPRING/SUMMER

COLLEGE OF LIFELONG LEARNING



BULLETIN

"Creating a World of Successful People"



E. E. Thrash Universities Center

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Jackson, MS 39211

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Jackson State University

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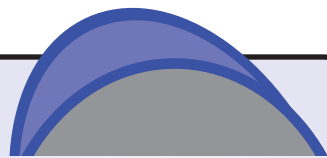
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- ✓ Leadership Training (page 20)
- ✓ Faith-Based (page 19)
- ✓ Insurance Certification (TBA)



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Learn contract laws and lingo
- ✓ **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
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26	Making Mathematics Meaningful (K-2).....	12
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3	Techniques for Teaching Reading.....	8
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10	Bible as Literature.....	7
10	Reading in Content Areas.....	8
11	Effective Strategies for Reading.....	9
12	E-mail for Beginners.....	14
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12	Learn to Play the Piano.....	17
15	Celebrating Reading.....	9
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19	Faith-Based Communication.....	19
19	Tax Advice for Small Businesses.....	26
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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

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19	Conflict Resolution.....	11
19	Microsoft PowerPoint II.....	16
20	Reading from the Start.....	10
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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
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18	Spanish for Travelers.....	17
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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

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6	Introduction to the Internet.....	15
6	Introduction to Computers.....	15
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8	Microsoft Excel III.....	15
12	Microsoft PowerPoint III.....	16
13	Websites for Reading Teachers.....	14
14	CPR Training.....	21
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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
<u><i>Hinds/Rankin County - Mississippi (continued)</i></u>					
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
<u><i>Jackson State University, Universities Center - Jackson, MS</i></u>					
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
<u><i>Mendenhall High School</i></u>					
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
<u><i>Mississippi Job Corps Center - Crystal Springs, Mississippi</i></u>					
<i>UNDERGRADUATE:</i>					
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
<i>GRADUATE:</i>					
EDCI 502-74	Literacy Dev. and the Young Child	3.0	W	5:15 p.m. - 8:50 p.m.	TBA
<u><i>Mt. Carmel Life Center - Hattiesburg, Mississippi</i></u>					
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
<u><i>Distance Learning Courses and Sites</i></u>					
<i>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.</i>					
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
<i>GRADUATE Requested Sites: Canton H.S., Amite H. S., and Hattiesburg H. S.</i>					
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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- | | |
|---|--|
| <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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College of Lifelong Learning, 3825 Ridgewood Road, Box 23, Jackson MS 39211.*

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See page 27.

FREE WORKSHOPS

Bible as Literature

This one-day session will focus on the aesthetic, and literary value placed on books of the Old Testament of the Bible. Text from the Old Testament will also be examined to extract the historical context of the Bible. This session will show how to incorporate the Bible into any literature class while improving your knowledge of Bible stories. **(FREE)**

Date:

Session1: February 25, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

*Our trainer
was a TRUE
Educator.*

- C. Molinas

Writing and Grammar for Dummies

This one-day workshop will help participants add clarity to all business documents. Participants receive dozens of proven tips, techniques, and shortcuts for getting thoughts organized fast and work flowing freely. **(FREE)**

Date:

Session1: April 21, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Journal Writing

This one-day session will provide lessons that will bring out the writer in you. The instructor will guide participants on a variety of techniques and settings that prompt creative and exploratory writing. By the end of this workshop you will be able to express yourself with written words effortlessly. **(FREE)**

Date:

Session1: April 9, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

READING

Current Problems and Issues in Reading

1 Day CEU Credits: .6

This one-day session for teachers, administrators, and other leaders who have special interests in selected areas of reading will explore content development around the needs of specific groups. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 22, 2005
Session 2: April 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Techniques for Teaching Reading

1 Day CEU Credits: .6

This one-day session will explore unique techniques for the teaching of reading and literacy development. The seven principals of the literacy development will be the primary focus. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 3, 2005
Session 2: May 4, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Early Childhood Education

1 Day CEU Credits: .6

This one-day session will orient teachers and teacher's assistants to understanding and utilizing music, playtime, and class-time in pre-k through primary grades, so that children become independent, self aware, and altruistic individuals. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 20, 2005
Session 2: April 12, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Classroom Strategies to Help Struggling Readers in Grades 6 - 12

1 Day CEU Credits: .6

This one-day session for teachers will provide different problem-solving strategies that help students comprehend new content information. Educators will discuss central problems in the teaching of reading, how to overcome these obstacles, ways to vary reading instruction, methods for improving reading across the curriculum, and the importance of connecting reading instructions to writing instructions. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 24, 2005
Session 2: June 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Reading in the Content Areas

1 Day CEU Credits: .6

This one-day workshop will help teachers in developing and improving reading at any school level. Participants will learn how to simultaneously build students' reading skills while content area subject matter is being covered. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 10, 2005
Session 2: June 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Heads up! Reading for Infants and Toddlers

1 Day CEU Credits: .6

This one-day workshop for early childhood teachers and caregivers will enhance early literacy outcomes and increase teaching skills. Participants will learn how to prepare children from birth through age five with a strong foundation in early reading and writing. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 21, 2005
Session 2: May 22, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

The Assessment Process in the Pre-K and Kindergarten Programs

1 Day CEU Credits: .6

This one-day session will help teachers and assistant teachers to assess students progress in the classroom at an early stage. Teachers will have the opportunity to assess a child's recognition of letters, sounds of words in books of print, and phonemic awareness achievement in the classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 3, 2005
Session 2: June 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Effective Strategies for Reaching Every Reader

1 Day CEU Credits: .6

This one-day training session for teachers will offer a number of strategies for engaging all students in the reading process. You will discuss central problems in the teaching of reading, how to overcome these obstacles, ways to vary reading instructions, methods for improving reading across the curriculum, and the importance of connecting reading instructions to writing instructions. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 12, 2005
Session 2: June 12, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Learning Centers to Teach Reading and Math

1 Day CEU Credits: .6

This is a one-day session for teachers and assistant teachers to explore strategies for incorporating specific reading and mathematics instruction into the curriculum while utilizing the learning center approach. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Applying Blooms Taxonomy to Any Reading and Writing Program

1 Day CEU Credits: .6

This one-day session will allow teachers to take any novel/textbook story and use Bloom's Taxonomy to enhance the level of cognitive thinking ability of all individual students. It will also increase comprehension, questioning, strategies, and approaches to reading and writing. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 27, 2005
Session 2: June 1, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Reading Strategies That Really Work in the Classroom

1 Day CEU Credits: .6

This one-day session will explore the reading strategies that keep faster working students and/or accelerated students busy while others are working. This workshop is a must for all teachers. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 15, 2005
Session 2: April 30, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Celebrating Reading

1 Day CEU Credits: .6

This one-day workshop will focus on learning innovative ways to enhance your reading program! The techniques you will learn in this workshop may be used across the curriculum to increase students' knowledge base in all content areas. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 15, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

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

Reading Right From the Start

1 Day CEU Credits: .6

In this one-day session early childhood teachers and caregivers will learn how to help children (birth - 5) gain the language and literacy knowledge necessary to become readers. Participants will learn techniques on how to build vocabulary, learn about conversations, and discover meaning from the written word. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 27, 2005

Session 2: April 20, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Increasing Reading and Writing Skills in the Classroom

1 Day CEU Credits: .6

This one-day session will help teachers learn new and innovative teaching strategies to enhance students' abilities in reading and writing by using any textbook or basal readers. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 19, 2005

Session 2: June 21, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

Help! How Can I Reach Struggling Middle School Readers/Writers?

1 Day CEU Credits: .6

This one-day session will provide research-based practices and strategies for teachers in the middle school that will be used to improve struggling middle school readers/writers. By looking at the reasons why students are sometimes 2-3 grade levels behind their classmates, strategies will be provided for teachers to assimilate reading/writing into any lesson. Examples of strategies based on trade books and writing activities of various forms are just some of the activities that will be provided in the handouts. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 22, 2005

Session 2: June 15, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

*Classes were
never boring. He
[Dr. Fish] always
came up with
something new
and interesting in
our field.*

- E. Sanders

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

CLASSROOM MANAGEMENT

Classroom Management Skills That Really Work

1 Day CEU Credits: .6

This one-day session will be geared towards teachers using ideas, classroom situations, intervention strategies and conflict resolutions to help solve many of the behavioral problems in the classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 28, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

What Every Classroom Teacher Should Know About Discipline

1 Day CEU Credits: .6

This one-day session will provide incentive information that every teacher should know in order to correct and prevent discipline problems. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 24, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Classroom Management for New Teachers

1 Day CEU Credits: .6

This one-day session is designed to provide new or veteran teachers with strategies to effectively manage their classrooms. Teachers will learn how to focus on effective classroom environments and enhance student involvement and achievement.

(Cost: \$ 50; CEU's \$70)

Date:

Session 1: June 26, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Conflict Resolution

1 Day CEU Credits: .6

This one-day workshop will help teachers and administrators deal with conflicts they encounter in school settings. It will help them design strategies and programs for educating children to deal with their own interpersonal conflicts. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 19, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Strategies to Keep Students Busy While Others are Working

1 Day CEU Credits: .6

This one-day session will show you many professional strategies to keep students who finish their work earlier than others quite busy. It will also give you the skills needed to challenge those students who are not so easily challenged on grade level material. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 3, 2005
Session 2: May 3, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

(P.B.L.) Problem Based-Learning for Critical Thinkers

1 Day CEU Credits: .6

This one-day session will focus on getting students to use critical thinking skills by using prior knowledge based experience to work independently (without the assistance of the teacher) to establish a learning environment that is more relaxed and conducive to students being actively involved in the thinking process. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 27, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Discipline and Management in the Classroom

1 Day CEU Credits: .6

This one-day training session will provide incentives and helpful information that every teacher should know in order to correct and prevent discipline problems whenever and wherever they may occur, both in and out of the classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 19, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Wanted: Classroom Under Control

1 Day CEU Credits: .6

This one-day training will offer an insight into getting your school year off to a great start and keeping your classroom under control. Learn techniques to avoid student conflicts and allow more time for the teaching and learning process. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 12, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Effective Classroom Management

1 Day CEU Credits: .6

This one-day session for teachers K-8 is designed to provide strategies and effective communication expectations and procedures in the classroom. Teachers will learn how to focus on effective classroom environments and enhance student involvement and achievement. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 7, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Using Character Education in the Classroom

1 Day CEU Credits: .6

This one-day session will show teachers how to utilize the essential aspects of character education and allow teachers to work on cultivating a classroom environment that promotes appropriate classroom behavior as well as life-skills. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 28, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Using the "Tough-Love" Process in the Classroom

1 Day CEU Credits: .6

This one-day workshop will show teachers how to use the "tough love" process to motivate and train students behaviors with consequences and incentives in the classroom without using tough measures of behavior control. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 9, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

MATHEMATICS

Teaching Mathematics Applications

1 Day CEU Credits: .6

This one-day training will provide participants with engaging hands-on activities and methods of assessment that support the Mathematics Framework and Mathematics Instructional Intervention Supplement. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 9, 2005
Session 2: June 9, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Making Mathematics Meaningful in K-2nd Grade Classrooms

1 Day CEU Credits: .6

In this one-day session participants will be engaged in activities that will support the NCTM Standards and the MDE Mathematics Framework. Participants will also be provided with information on how to assess students' work in a meaningful mathematics classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 26, 2005
Session 2: June 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Making Mathematics Meaningful in 3rd-5th Grade Classrooms

1 Day CEU Credits: .6

In this one-day session participants will be engaged in activities that will support the NCTM Standards and the MDE Mathematics Framework. Participants will also be provided with information on how to assess students' work in a meaningful mathematics classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: June 2, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Making Mathematics Meaningful in a 6th-8th Grade Classroom

1 Day CEU Credits: .6

In this one-day session participants will be engaged in activities that will support the NCTM Standards and the MDE Mathematics Framework. Participants will also be provided with information on how to assess students' work in a meaningful mathematics classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: January 26, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Making Mathematics Meaningful in 9th-12th Grade Classrooms

1 Day CEU Credits: .6

In this one-day session participants will be engaged in activities that will support the NCTM Standards and the MDE Mathematics Framework. Participants will also be provided with information on how to assess students' work in a meaningful mathematics classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: February 18, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Miraculously Fun Math (K-6)

1 Day CEU Credits: .6

This one-day workshop will focus on learning innovative ways to teach math concepts that will keep your students excited about problem solving. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 8, 2005
Session 2: June 25, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Number/Algebra Institute

1 Day CEU Credits: .6

A one day set of modules for K-8 teachers, which focuses on one area of Mathematics including Number/Algebra, Geometry/Measurements, and Statistics/Probability. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 13, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

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 create interactive presentations and games that can be used in their classroom or adopted to use in any K-12 classroom. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 2, 2005
Session 2: June 10, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Creating Your Grade Book in Excel

1 Day CEU Credits: .6

This one-day training session will teach participants how to enter formulas, cut, copy, paste, add rows and columns, delete rows and columns, save, print, and format basic cells. Teachers will learn how to calculate test grades, daily averages, and weekly quizzes using Excel. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: March 3, 2005
Session 2: June 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

*Good suggestions
were given...*

- S. Agstinelli

Time:

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

E-mail For Beginners

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 address and password. 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's \$70)**

Date:

Session 1: February 12, 2005

Session 2: May 6, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

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's \$70)**

Date:

Session 1: March 2, 2005

Session 2: July 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Websites For Reading Teachers

1 Day CEU Credits: .6

This one-day workshop will guide 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 Reading resources to integrate into the K-12 curriculum. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: July 13, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Websites For Mathematics Teachers

1 Day CEU Credits: .6

This one-day workshop will guide participants on a world-wide-web tour of resources for the math 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's \$70)**

Date:

Session 1: June 2, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Websites For Science Teachers

1 Day CEU Credits: .6

This one-day workshop will guide participants on a world wide web tour of resources for the science 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's \$70)**

Date:

Session 1: March 2, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

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 troubleshoot hardware and software problems. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: April 13, 2005

Session 2: June 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*Word Processing For
the Office Assistant*

1 Day CEU Credits: .6

This workshop offers training in Microsoft Word that will teach participants how to create impressive documents. Participants will learn more about formatting letters, memos, and using valuable tools like mail merge and tables. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: May 18, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*Introduction To
Computers*

1 Day CEU Credits: .6

This workshop will teach participants the basics of computer applications and commonly used software packages. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: July 6, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*Introduction To Using
the Internet*

1 Day CEU Credits: .6

This workshop teaches participants how to "surf the net" with confidence. Participants learn about web sites, Internet services, and techniques. Specialized search engines, library and book services, web-mail, and the location and installation of software packages from internet download sites are some of the topics covered. **(Cost: \$ 50; CEU's \$70)**

Date:

Session 1: July 6, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: May 20, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: June 1, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: July 8, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

www.jsu.ms.edu/CLL

Time:

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

*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's \$70)**

Date:

Session 1: May 7, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: May 25, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: June 28, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: February 3, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*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's \$70)**

Date:

Session 1: April 19, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*Microsoft PowerPoint
Level Three*

1 Day CEU Credits: .6

This workshop will include editing and importing charts, creating custom and organization charts, using tables, exporting outlines, and presentation slides. **(Cost: \$50; CEU's \$70)**

Date:

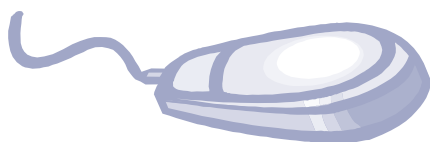
Session 1: July 12, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

*Excel in Excel!**Microsoft EXCEL**Level 1, 2, & 3**See page 15 for details.*

Introduction to Photoshop

1 Day CEU Credits: .6

In this course, participants will learn how to use a host of tools to modify images. The instructor will show how to select appropriate resolutions for different images 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: \$50; CEU's \$70)**

Date:

Session 1: January 27-28, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Advanced Photoshop

1 Day CEU Credits: .6

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: \$50; CEU's \$70)**

Date:

Session 1: February 17-18, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Microsoft Publisher

1 Day CEU Credits: .6

This workshop will teach the novice the ins and outs of working in the Microsoft Publisher program. The program allows anyone to create colorful flyers, calendars, newsletters, and much more. The instructor will show how easy it is to create documents that are professional and appealing to the eye. **(Cost: \$50; CEU's \$70)**

Date:

Session 1: February 17-18, 2005

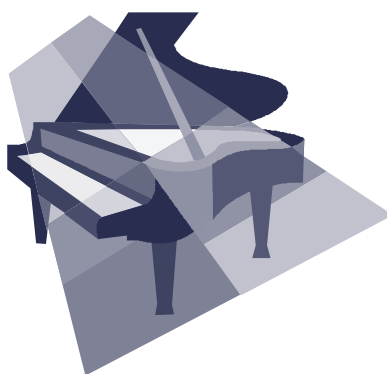
Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

Learn to Play the Piano...

with
Berton Cowan



beginning

Saturday, February 12, 2005
Universities Center
3825 Ridgewood Road
Jackson, MS

*Adults can now learn to play the piano,
on Saturdays, in only four months!*

For more information, call:
College of Lifelong Learning
(601) 432-6234

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

PERSONAL ENRICHMENT

Spanish for Travelers

This class is especially designed for beginners aiming to learn Spanish life, language, and culture. During this class, participants will be able to learn common phrases needed to shop and inquire basic information from Spanish speaking individuals, as well as formulate simple conversation pieces in order to participate in communication on an essential level. This course is designed to acquaint non-native speakers of Spanish with basic vocabulary. **(Cost: \$50)**

Date:

Session 1: June 18, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

**Class will meet every Saturday for 8 weeks*

Mississippi Writers 101

This workshop will explore the works of well known writers whose origins are from the state of Mississippi. This class will examine the different theories as to why the state has produced so many great writers and take a closer look at some of the shorter works of writers from the state. **(Cost: \$50)**

Date:

Session 1: June 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Minority Writers

This workshop will examine the fiction produced by important writers of Native-American, African-American, Hispanic-American, and Asian-American descent. The workshop will explore some social and economic conditions, as well as other variables that influenced the works of these writers from the Industrial to Post Industrial Periods. **(Cost: \$50)**

Date:

Session 1: April 29, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Photography

This workshop will focus on improving the quality of the pictures you take. It will include technical information on how to see potential shots from a creative point of view. Topics to be discussed will include: types of cameras and films, accessories, the basic elements of a good picture, and how to display a picture. Students must bring a camera and film.

(Cost: \$50)

Date:

Session 1: April 2, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Spanish for Teachers and Administrators

The purpose of this course is to help participants communicate with Spanish speakers at a basic level. Some of the topics covered are: asking for and giving directions, advising/explaining rules and regulations to parents, asking for basic information from parents and students. The course will enable the participant to more effectively communicating with parents regarding common issues and concerns. **(Cost: \$50)**

Date:

Session 1: June 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Fundamentals of Drawing

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 ink. **(Cost: \$50)**

Date:

Session 1: April 19, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

TEST PREPARATION

GRE Preparation

Get coaching and practice with sample tests that simulate 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)**

Date:

Session 1: March 10, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

GMAT Preparation

Gain a critical advantage of becoming familiar with the Graduate Management Admissions Test (GMAT) format and content. Learn how to make quick, knowledgeable decisions, grasp the correct approach to complex questions, and decide when to work out a problem on paper.

(Cost: \$50)

Date:

Session 1: February 3, 2005
Session 2: April 21, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:



Super Customer Service

This workshop will highlight seven keys to delivering super customer service. Participants learn techniques for handling unhappy customers and how to provide innovative telephone customer service.

Fri., March 25, 2005
8:30 a.m. - 3:30 p.m.

Only \$99.00

See page 20 for details.

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

Praxis I Preparation

The Praxis I Reading, Writing, and Math course is exclusively designed to help both professionals and non professionals to develop an understanding of Bloom's Taxonomy with the test taking strategies and skills needed to pass each exam. Professionals and paraprofessional, teachers, or other people in the education field are required to take the PRAXIS for their professional certification. The course includes several guided hands-on writing assignments, reading assessments, and mathematics practice problems similar to the ones on the PRAXIS exams. **(Cost: \$50)**

Date:

Session 1: March 2, 2005
Session 2: May 31, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

FAITH-BASED WORKSHOPS

Faith-Based Leadership

This one-day workshop will cover four tools of faith-based management: planning, organization, supervision, and evaluation. **(Cost: \$50)**

Date:

Session 1: February 5, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Faith-Based Communication

This one-day workshop focuses on interpersonal communication skills (oral and written), with special emphasis on conflict management. The instructor will explain how to communicate by utilizing different communication styles. Participants learn how to improve the communication skills of themselves, their peers, and their subordinates. **(Cost: \$50)**

Date:

Session 1: February 19, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Faith-Based Financing

This one-day workshop shows faith-based organizations how to prepare and plan for all aspects of income and expenditures. Participants will learn how to manage financial resources, how to complete financial reports and budgets, how to collect accounts receivable, and how to assess risk management for a faith-based organization. **(Cost: \$50)**

Date:

Session 1: March 12, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Youth Leadership in Faith-Based Organizations

In this one-day workshop participants are shown appropriate and effective ways in which mentoring produces results in youths lives. Participants will learn the mentoring process to train others to become mentors, thus encouraging youth to influence and inspire others. **(Cost: \$50)**

Date:

Session 1: March 26, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Getting Family Life Centers and Programs Started

This one-day workshop provides information on how to start family life centers and programs. Participants learn about educational programs, assessment tools, community resources, how to prepare a budget, and how to establish policies, and procedures for centers. **(Cost: \$50)**

Date:

Session 1: April 9, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

*If it wasn't for the College of Lifelong
Learning offering classes near my job,
I would not have gone to school.*

- Y. Cooper

Public Relations (PR) Skills for Faith-Based Organizations

This one-day workshop will enhance the PR skills needed to get the word out about your organization. Participants will learn how to manage media relations and other outlets to enhance the communities that are being served by their faith-based organizations. **(Cost: \$50)**

Date:

Session 1: April 23, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Managing Faith Based Personnel and Volunteers

This one-day workshop shows leaders in faith-based organizations how to better manage personnel and volunteers. The workshop will explain the distinctions between paid personnel and volunteers and how to motivate both. **(Cost: \$50)**

Date:

Session 1: May 14, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

LEADERSHIP TRAINING

Principal-Centered Leadership

The workshop will utilize Covey's "Seven Habits of Highly Effective People" to implement change. Principal-Centered Leadership can be designed specifically for faculty, staff, administrators, school systems, business, industry, and the community. **(Cost: \$198)**

Date:

Session 1: January 31, 2005
Session 2: April 21, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

Session 1: 6:30 p.m. - 9:30 p.m.
Session 2: 9:00 a.m. - 4:00 p.m.

Leadership Skills

This workshop will focus on the theories and models of leadership and their practical application in different organizations and settings. Participants will learn practical skills that are needed in order to become a successful leader. **(Cost: \$50)**

Date:

Session 1: April 21, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

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

Super Customer Service

This workshop will highlight seven keys to delivering super customer service. Participants will learn techniques for handling unhappy and dissatisfied customers. Innovative telephone customer service techniques will also be covered. **(Cost: \$99)**

Date:

Session 1: March 25, 2005

Location:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:

TBA

Violence Prevention

This workshop is designed for professionals who deal with adults and children with a history of violence. The workshop is created to offer assistance in preventing and curbing aggression and antisocial behavior in child and adult clients by showing alternative behavior. The workshop will also offer additional resources that can be used for reference when dealing with violent behavior. **(Cost: \$98)**

Date:

Session 1: TBA

Date:

Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:
TBA

BASIC HEALTH CARE

Cardiopulmonary Resuscitation (CPR) Training

This one-day training will show participants how to perform basic CPR.
(Cost: \$15)

Date:
Session 1: TBA

Location:
Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:
TBA

Prenatal Care

This two-week training will show parents what steps need to be taken in order to prepare for the birth of a new child. The workshop will discuss nutrition, vitamin supplements and other issues pertinent to the healthy delivery of a child. **(Cost: \$150)**

Date:
Session 1: TBA

Location:
Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:
9:00 a.m. - 4:00 p.m.
Neonatal Care

This two-week training will show parents how to take care of their new born child and dispel all of the myths associated with the care of a new born child. Parents learn what signs to look for, and how and when the new born should progress.
(Cost: \$150)

Date:
Session 1: TBA

Location:
Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:
TBA


Lamaze Class

This four-week training is for parents in their third trimester of pregnancy. Lamaze class informs parents of pain management through breathing and relaxation techniques. **(Cost: \$50)**

Date:
Session 1: TBA

Date:
Universities Center
3825 Ridgewood Rd.
Jackson, MS 39211

Time:
TBA



PRINCIPLE-CENTERED
LEADERSHIP
PROGRAM

Based on Franklin Covey's concepts.

This leadership training is for every supervisor, team leader, member of management, and leader want-to-be. We specialize in the "Seven Habits of Highly Effective People" seminars workshops, institutes, and mini-conferences. Our Covey certified instructors are first-rate!

All materials, supplies, and lunch is included in the registration fee.

Unlock the Power of Leadership Today!

Register now for our first session to begin:
Monday, January 31, 2005
6:30 P.M. - 9:30 P.M.

For more information, call:
601-432-6234
Toll-free: 1-800-264-6234

See page 20 for alternate date.

only \$198

CONTINUING EDUCATION LEARNING CENTER

Grant Writing and Management for Faith- Based Organizations

1 Day CEU Credits: .6

Improve your chances of getting grants 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: \$40)**

Date:

Session 1: January 19, 2005
Session 2: March 23, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Search for Proposals on the Internet

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: \$40)**

Date:

Session 1: January 26, 2005
Session 2: February 23, 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

How to Prepare for Entering College

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:

Session 1: March 30, 2005
Session 2: April 20, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Basic Skills Training

This workshop 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. **(Cost: \$50)**

Date:

Session 1: March 9, 2005
Session 2: April 27, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Informative!

- A. Delaski

Great information!

- E. Cascio

Intermediate Skills Training

This workshop will help readers to improve their reading level by one or more grade level in 100 hours of instruction. Participants will also differentiate between facts and opinions 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:

Session 1: March 2, 2005
Session 2: April 13, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Strategies to Find and Lock in the Job of Your Dreams

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, interviewing techniques, resume and job application preparation, and job search. **(Cost: \$50)**

Date:

Session 1: January - June 2005
Session 1: April 28, 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

1:00 p.m. - 5:00 p.m.

Parenting Skills Training

The Parenting Skills training 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:

Session 1: June 22, 2005

Session 2: June 29, 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

1:00 p.m. - 5:00 p.m.

Basic Skills Training

This class offers beginning level instruction in the areas of reading, mathematics 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. **(Cost: \$150 for 100 hours of instruction.)**

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

** 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

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 facts and opinions, 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. **(Cost: \$150 for 100 hours of instruction.)**

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

** 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

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. **(Cost: \$150 for 100 hours of instruction.)**

Date:

Session 1: January - June 2005

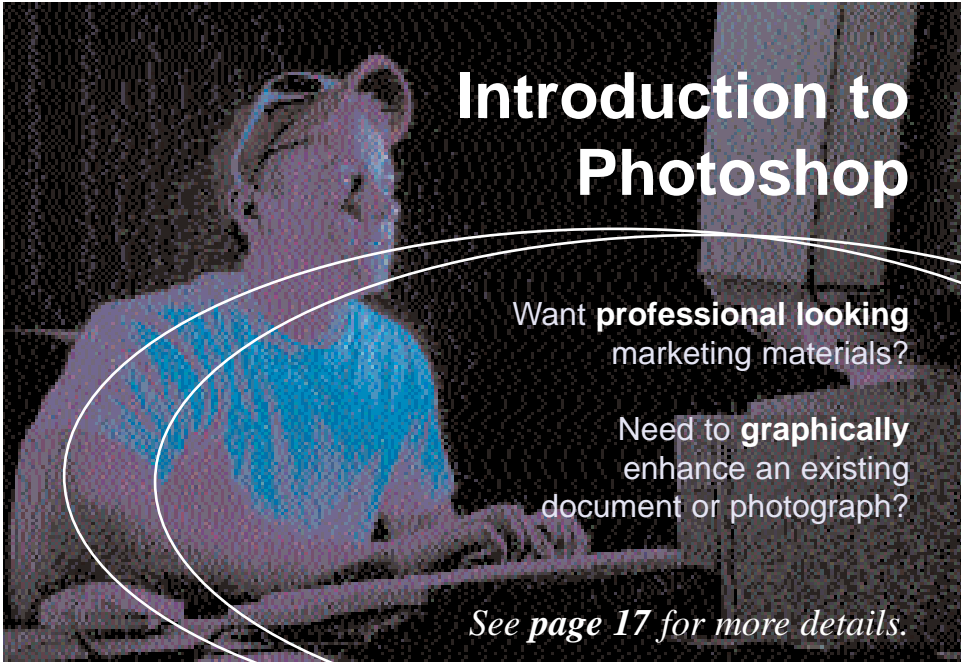
Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

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



Introduction to Photoshop

Want **professional looking** marketing materials?

Need to **graphically** enhance an existing document or photograph?

See page 17 for more details.

Parenting Skills Training

The Parenting Skills training 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. **(Cost: \$50 for 50 hours of instruction.)**

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

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

Driver's License Instruction for Teens 14 to 18

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.**

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

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

After School Tutoring

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

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

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

CALL TODAY and register for training that helps you find and lock in the Job of your dreams!

- ✓ Want to know what employers are looking for?
- ✓ Need help getting prepared for your interview?



January - June 2005
8:00 a.m.-7:00 p.m. M-Th

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Only \$150

(Participants must come a minimum of two hours daily, Monday - Thursday, until 100 hours of training is completed.)

This advertisement is for an extended session, see page 23 for more options.

Successful Standardized Test-Taking

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: \$40 for 6 hours of instruction.)**

Date:

Session 1: January - June 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

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

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

Summer Youth Program

This three-week program is designed to academically prepare students between the ages of 6-15 while promoting and teaching them important values such as how to be responsible citizens, how to develop positive self esteem, and how to learn about the importance of honesty, ethics and goal setting. The curriculum includes lessons in motivation, self-evaluation of inter-personal skills (getting along with people), and ethical behavior. Speakers with expertise in a number of areas will also come in on a weekly basis to share information in their respective fields. **(Cost: \$35 per Participant)**

Date:

Session 1: June 6 - 17, 2005

Location:

Jackson Enterprise Center
931 Highway 80 West
Jackson, MS 39204

Time:

TBA

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

SOUTHWEST MISSISSIPPI WORLD CLASS TEACHING INITIATIVE

Pre-Candidacy Kickoff

This workshop is an introduction to the National Board Standards Workshop. This workshop, the first of five, guides pre-candidates through the steps for beginning the national board process.

Date:

Session 1: June 27, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

The Writing Process

This workshop addresses three kinds of writings necessary for completion of the National Board process. An instructor will guide participants through the necessary components of writing.

Date:

Session 1: February 24, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

Videotaping/ Cooperative Learning

This workshop provides helpful strategies and techniques for grouping and videotaping your students while qualifying for the National Boards Standards process.

Date:

Session 1: March 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

Families and Community

A national board certified teacher will guide the pre-candidates through the standards addressed in entry four of the National Board Process which is "families and community."

Date:

Session 1: April 22, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

Professional Development

This is a continuation of entry four of the National Board process. A National Board certified teacher addresses the National Board standards for developing professional growth.

Date:

May 26, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

Standards Workshop for National Board for Professional Teaching Standards

This five-day workshop provides an introduction to the process and hands-on-activities provided by National Board Certified Teachers.

Date:

June 13 - 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

TBA

Marketing on a Shoestring Budget

This one-day workshop will show participants how to get the word out about their business with little to no funds. The instructor will identify marketing sources that are accessible and affordable. Participants will create a marketing plan for their company that requires very few dollars.

(Cost: \$70)

Date:

Session1: March 17, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

How to Prepare Budget Reports

This one-day workshop will show participants how to create readable and reliable budget reports for any private or public organization. Participants will use the latest technology and software to make the process of reporting budgets easy and concise.

(Cost: \$70)

Date:

Session 1: April 21, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

BUSINESS

How to Increase Sales at Your Business

This one-day workshop will focus on proven techniques that will help you boost sales. The instructor will cover the importance of customer service, marketing, business plans, and much more. **(Cost: \$70)**

Date:

Session1: March 10, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

How to Recover from Sales Rejections

This one-day workshop will offer methods of regaining confidence to make that sale after receiving so many sales rejections, whether it be from cold calls, store-front sales, or telemarketing. This workshop will help you learn how to motivate yourself and your salespersons to send sales through the roof. **(Cost: \$70)**

Date:

Session1: March 24, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Tax Advice for Small Businesses

This one-day workshop will cover the basics of tax preparation and record keeping for small businesses' employers and employees. The instructor will cover what can and cannot be deducted on tax statements as well as other helpful hints for preparing taxes for a small business. **(Cost: \$70)**

Date:

Session1: February 19, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

CHECK OUT OFFERINGS IN...

TECHNOLOGY

FOR TRAININGS ON THE INTERNET AND SOFTWARES, IN MULTI-MEDIA AND MORE!!!

SEE BUSINESS SECTION ON PAGES 13 - 17

INSURANCE CONTINUING EDUCATION

Introduction To Property and Casualty

2 Day

This two-day course covers the principles of insuring property against casualty and discusses which insurance contracts best suit a particular risk. It examines all provisions of a property and casualty insurance contract and explains how to define the scope of the policy. **(Cost: \$90)**

Date:

Session1: March 10, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Life Insurance Concepts

2 Day

This two-day course explains the features, benefits, provisions, fundamental purposes, and economic aspects of life insurance. It describes the life insurance contract in detail and the responsibility of the insurance agent to explain the contract to the potential policy owner. **(Cost: \$90)**

Date:

Session1: April 14, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Insurance Principles for Life and Health

2 Day

This two-day course covers individual life insurance policies. It discusses health insurance types and options, including allowances for temporary and long-term hospitalization, certain disabilities, pre-existing illnesses, and the high-risk insured. **(Cost: \$90)**

Date:

Session1: May 12, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Insurance Ethics

This two-day course studies personal and business ethics and how to apply them to everyday events. It addresses the responsibility of each agent to be ethical and discusses how to consistently use appropriate judgement in a variety of circumstances. **(Cost: \$90)**

Date:

Session1: June 9, 2005

Location:

Universities Center
3825 Ridgewood Road
Jackson, MS 39211

Time:

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

Are you ready to improve your skills in

PHOTOGRAPHY?

Creative points on picture-taking!



Learn about different
cameras and films.

Learn how to
display your pictures.

See page 18 for details.

Build your skills through...

Non-Academic Credit Activities

Awards CEUs, Certificates of Completion, and Certificates of Attendance

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- ✓ Institutes ✓ Mini-workshops ✓ Seminars

Find out how to bring our expert training to you.

Jackson State University
- COLLEGE OF -
Lifelong Learning
3825 Ridgewood Road, Box 23
Jackson, MS 39211

For more information, please call

601-432-6234

Toll-free: 1-800-264-6234

TRAINING REQUEST FORM

Name _____ Organization: _____

Address _____ City: _____ State: _____ Zip: _____

Telephone: _____ Hours Available: _____

Workshop Request(s): _____

Location:

<input type="checkbox"/> Adams	<input type="checkbox"/> Covington	<input type="checkbox"/> Humphrey	<input type="checkbox"/> Madison	<input type="checkbox"/> Stone
<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

Get that next job or promotion and make more money! Become certified.

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.

QUALIFIED INSTRUCTIONAL PERSONEL

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).

DIVERSIFIED TRAINING

We offer educational programs and services that will enhance and improve your computer and communication skills. We provide on-site individual training programs for academic credit and professional development, as well as employee training for businesses. With certified and experienced instructors and state-of-the-art facilities, we are able to provide customized teaching and learning environments to meet your needs.

As a authorized Cisco Networking Academy, ESRI training center, Certified Internet Webmaster (CIW) Academic Partner, and the only authorized

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

ACADEMIC CREDIT COURSES FOR INDUSTRIAL TECHNOLOGY CERTIFICATES

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 integrates 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.

Reserve your AD space today!

The College of Lifelong Learning Bulletin was designed to raise the public's consciousness about various academic and non-academic course offerings of the college. Today, we seek to simultaneously offer our current course bulletin and give you an opportunity to raise awareness of your particular services among our clientele.

To find out how you can take advantage of this unique opportunity, call:

601.432.6234.

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.

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*

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

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.

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

	Column A	Column B
_____	High school diploma	High school diploma
_____	GED diploma	GED diploma
_____	High school transcript	High school transcript
_____	College transcript	College transcript

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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/Work <input type="checkbox"/> To transfer to another institution		

Please check the major area of study:

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

6 - Summer

6 - Summer

Social Security	-	-
------------------------	---	---

M.I.

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)
Course I.D. & Credit Hrs.

MWF
Days

0100-0150 PM
Time

CFM100
Bldg/Rm**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.

Date _____



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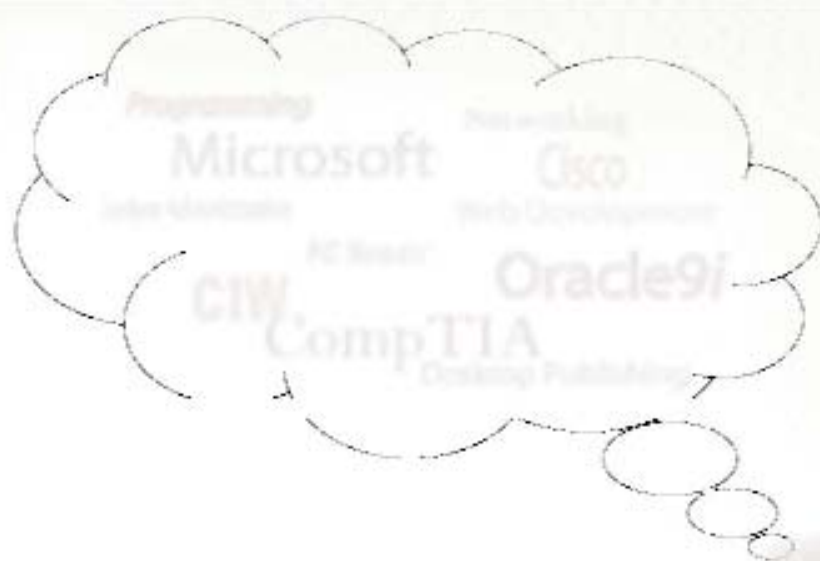
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