Pathways
Northwestern State University
Office of Electronic and Continuing Education

Spring 2009
follow the path to Northwestern
You Never Know Where It Might Lead
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FOLLOW THE PATH....

NSU Comes To You
Electronic and Continuing Education offers academic opportunities for young students and busy adults who may face challenges in pursuing a post-secondary education due to time and/or residential limitations. ECE facilitates the delivery of off-campus credit courses, online degrees, and non-credit short courses.

The Office of Electronic and Continuing Education supports eight off-campus branches that provide educational opportunities for students residing in Northwestern State University’s extended service area. These off-campus sites are located in Catahoula, DeSoto, Grant, LaSalle, Red River, Sabine, Winn and Concordia parishes. Each site offers academically accredited courses at local high schools, businesses, and community owned buildings mostly during evening hours.

Students may register for classes at each of these sites for every Spring, Summer, and Fall semester they wish to attend. Registration times, dates, and locations can be found in the printed semester schedule of classes or online at www.nsula.edu/ece/credit.asp.

NSU staff will travel to each off-campus site during registration to assist students in advising, scheduling, and registration.

For more Information, please visit us at:
www.nsula.edu/ece
Toll-Free: 1-800-376-2422
Office of Electronic and Continuing Education: 318-357-6355 / ece@nsula.edu

NSU Satellite Campuses and Continuing Education Sites

Main Campus
Natchitoches

Continuing Education Sites:
Jena (LaSalle Parish)
Coushatta (Red River)
Winnfield (Winn Parish)
Many (Sabine Parish)
Mansfield (DeSoto Parish)
Colfax (Grant Parish)
Ferriday (Concordia)

Satellite Campuses:
Shreveport
Alexandria
Leesville

Online Programs
Online learning offers convenience for busy adults who could not otherwise attend class due to geographic or time constraints.

At Northwestern, our online classes are offered on the regular semester schedule. Though instructors do set deadlines for assignments, work can be completed at the time of day that suits you.

Our programs and courses are all fully accredited.

Are you ready for online learning?

Are you comfortable using computer applications?
Do you have access to the Internet?
Are you familiar with using email?
Are you a self-motivated learner?
Can you work independently?
Can you follow written instructions?

If you can answer “yes” to all of the above questions, then online learning may be right for you!

Northwestern State University offers the following programs completely online:

- Associate of Arts: Criminal Justice
- Associate of General Studies
- Associate Degree: Business Administration
- Associate Degree: Office Administration
- Bachelor Degree: Radiologic Technologist to BS in Radiologic Sciences
- Bachelor Degree: Registered Nurse to B.S. in Nursing
- Bachelor of Arts Degree in Criminal Justice
- Bachelor of Science in Unified Public Safety Administration
- Bachelor of General Studies
- Bachelor of Science Degree in Business Administration
- Bachelor of Science Degree in Psychology
- Concentration in Substance Abuse
- Concentration in Prevention
- Master of Education in Educational Technology Leadership
- Master of Art in Art
- Master of Art in Adult Education
- Master of Arts Degree in English
- Master of Science in Health & Human Performance with concentration in Health Promotion
- Specialist Degree: Educational Specialist in Educational Leadership and Instruction with concentration in Educational Technology
- Add-On certification: School Library Service
- Add-On certification: Mild/Moderate Special Education

For a complete list of courses being offered online - www.nsula.edu/ece/Courses.asp.

Northwestern State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master’s, and specialist’s degrees.

It is a member in good standing of the Association of American Colleges and also of the American Association of Colleges for Teacher Education.

Steps to Admission to Credit Programs
2. File “Proof of Immunization” form.
3. Send transcripts (high school or other college) or GED.
4. Apply for financial aid (if applicable).
5. Speak with an advisor associated with the program in which you will enroll.
6. Register for classes.
7. Order your textbooks.
8. Activate your myNSU account. This account will give you access to NSU email, student records, and Blackboard.

For more information regarding each of these steps, see www.nsula.edu/ece/AdmissionSteps.asp.
**Water Aerobics**

This workout consists of simple low impact exercises executed in the water. The program is designed to promote and maintain cardio-respiratory fitness, strengthen muscles, and improve flexibility. This program is especially recommended for arthritic and/or pregnant women.

*Date: Jan. 21-May 8, Mon, Wed, & Fri
Time: 10 - 11 a.m.
Fee: $85
Location: Nesom Natatorium
Instructor: Lori Eilts*

**Let’s Dance Ballroom!**

Ever wonder where those beautiful ballroom dancers on television learned to dance? If you yearn to experience the joy of ballroom dancing, this course is for you. You will experience the elegance of true Ballroom Dance and be on the floor at weddings, parties, and get-togethers. No partner necessary, but more effective with a partner. Instructor is Sandy Tamplin, owner of Sandy’s Dance Center, Shreveport, LA.

*Date: Mar. 3 - 31, Tues
Time: 6 - 7:30 p.m.
Fee: $65
Location: Prather Coliseum, East Concourse
Instructor: Sandy Tamplin*

**Creating Christmas Memories—Beginning Scrapbook Class**

Where are your Christmas memories? Are they stored in a shoebox, on your computer, in a photo album or maybe you aren’t sure where they are located? If this sounds familiar then it is time for you to share and preserve your memories for future generations by creating a scrapbook. If you have heard about scrapbooking and/or you wish to make a scrapbook for the first time and have no clue where to begin then this class is for you. You will create an 8 by 8 album using present or past Christmas photos.

**Supplies you will need:**
- sharp scissors
- 12 inch paper trimmer
- Adhesive – acid free
- Pencil
- Black pen or colored markers
- Your Christmas Photos

*Date: Feb. 16, Mon (5:30 - 6:30 p.m.)
Mar. 5, 12, 19, & Apr. 2, Thurs (5:30 - 8:30 p.m.)
Fee: $49 + $45 mat. fee (mat. fee to be paid directly to instructor first class meeting and includes 8x8 album, Christmas paper, stickers, & embellishments)
Location: Dodd Hall
Instructor: Terrie McCallister*

**Basic Floral Design I**

Do you have an interest in floral design? Learn basic floral design including how to make a bow, various wiring techniques for flowers, how to design a center-piece, and much more! This class is for beginning floral designers who want to learn “how the pros do it”! If you have a love for flowers and would like to know how to arrange them, this class is for you! Whether you would like to enter the floral industry as a designer assistant, or just want to arrange flowers at home, this class will teach you the basics you need to know! BFD I is suggested before enrollment in this class but not required.

*Date: Feb. 21, 28, & Mar. 7, Sat
Time: 1 - 4 p.m.
Fee: $200 tuition plus $100 supply fee
Location: The Master’s Bouquet, 108 South Dr., Natchitoches
Instructor: Dawn Martin (LA State Licensed Florist, member of SAF & LSEA) Over 20 years floral experience*

**Basic Floral Design II**

This class is designed for the floral designer who wants to expand his or her basic knowledge. If you have basic knowledge of floral design and the mechanics involved and are interested in learning more about corsage work and asymmetrical and symmetrical floral design pieces, this class is for you. Whether you would like to enter the floral industry as a designer assistant, would like to expand your knowledge of floral design, or just want to arrange flowers at home, this class will teach you more basics you need to know! BFD I and BFD II are suggested before enrollment in this class but not required.

*Date: Mar. 21, 28, & Apr. 4, Sat
Time: 1 - 4 p.m.
Fee: $200 tuition plus $100 supply fee
Location: The Master’s Bouquet, 108 South Dr., Natchitoches
Instructor: Dawn Martin (LA State Licensed Florist, member of SAF & LSEA) Over 20 years floral experience*

**Kenpo Karate**

Kenpo teaches how to maneuver so that the opponent is unwittingly placed in a vulnerable position. It employs kicks, punches, blocks, judo, throws, locks, takedowns, and more. Can be certified for belt levels. It can help develop coordination, discipline and self-confidence. Each age group will be divided into advanced and beginners.

*Date: Jan. 20 - May 7, Tues & Thurs
Time: 6 - 8 p.m.
Fee: $65 - Children  $75 - Adults
Location: Health & Human Performance Bldg., Rm. 127
Instructor: Shihan-Sama Roy Adams (Sixth Degree Black Belt, Rokudan, Red & White Belt)*
MS Excel
Our Microsoft Excel class has so many applications that are relevant in today's personal and business scenarios. You will create formulas to process information such as investments and budgeting. You will enter data, edit cells, work with columns and rows, create graphs, and much more.

Date: Jan. 22, 26, 27, Thur, Mon, Tues
Time: 5:30 - 8:30 p.m.
Fee: $99
Location: Dodd Hall, Rm. 113
Instructor: Dana Stanfil

MS Word
Our Microsoft Word classes offer a variety of learning experiences in word processing. During this course, you will design a flyer using desktop publishing in Word; format an attractive resume using the resume wizard; compile a cover letter; create and insert tables into a letter, and much more.

Date: Mar. 12, 16, & 17, Thurs, Mon, & Tues
Time: 5:30 - 8:30 p.m.
Fee: $99
Location: Dodd Hall, Rm. 113
Instructor: Dana Stanfil

Publishing with Pizazz!
You will learn how to create fancy flyers, cool calendars, lovely labels, and brilliant business cards. Also, add great graphics to greeting cards, invitations, certificates, letterhead and much more. Learn how to add cute clipart and work with templates to create any type of publication you could ever want. Have fun publishing with pizazz!!!

Date: Jan. 24, Sat
Time: 9 a.m. - 12 p.m.
Fee: $45
Location: Dodd Hall, Rm. 113
Instructor: Gena Hatcher

MS PowerPoint
You will learn how to create slide shows that include not only the standard title and bullet slides, but also incorporate charts, tables, your own photos, clip art, “Word Art,” and “AutoShapes” into your slides. You will also control the formatting and background of your presentation. Learn how to use the “Slide Sorter” to rearrange the order of your slides, and how best to create and use “Speaker Notes” for your presentation. You will also master adding “transition effects” for moving dramatically from one slide to another and custom animation (and how and why not to overdo it!), print customized presentation handouts, and explore the options open to you while actually running your slide show.

Date: Jan. 24, Sat
Time: 1 - 4 p.m.
Fee: $45
Location: Dodd Hall, Rm. 113 Instructor: Gena Hatcher

Notary Exam Prep Course
This course is being offered in cooperation with Louisiana State University Shreveport via compressed video (live and interactive) and is the course that equipped 14 participants with the necessary tools to pass the spring 2008 notary exam to include the two highest scores in the state! In this course you will be given a specific review of the subjects tested on the Notary Exam using the 2009 Edition of “Louisiana Civil Code (LCC)”. This book will be needed for the open-book portion of the Notary Exam.

The Notary Public Official Study Guide IS NOW AVAILABLE from the Secretary of State’s Office, which is the publisher of the book. Please visit http://www.sec.state.la.us/notary-pub/notary-exam.htm#study to place your order. PLEASE ORDER THIS BOOK BEFORE the class begins and bring to class the first day!

Date: May 2, 16, 23, 30 & June 6, Sat
Time: 8:30 a.m. - 1:30 p.m.
Fee: $229 register by 4-13-09
$249 after 4-13-09
(Textbook not included)
Location: Russell Hall, Rm. 203 (the Natchitoches Room)
Instructor: Emma Jean Bush

Beginning Digital Photography
This class is for those people who are interested in learning more about their cameras and how to use their cameras to take better pictures. Subjects covered in the class will include: composition, lighting, use of flash, photographing friends and family, photographing pets, sunsets, wildlife, and nature. Other subjects will include: camera tricks, filters, photo contests, where a person can buy good cameras and camera equipment, locations to take good pictures, needed camera accessories such as tripods, camera jackets, bags, and sunscreens. Many other subjects will also be covered. It’s a fun packed, action oriented session that you will love, learn, and leave full of enthusiasm for your picture taking future.

Date: Apr. 7, Tues
Time: 6 - 8 p.m.
Fee: $49
Location: Russell Hall, Rm. 203 (the Natchitoches Room)
Instructor: Gale Trussell

Beginning Guitar
The focus is on humming and strumming familiar tunes; music appreciation and enjoyment. On Tuesdays at 5:30, students will learn basic major and minor chords. Weekly practice sessions will include familiar songs. Students will compile a collection of at least 25 familiar songs that they will learn to play in 8 easy lessons. Home practice will be required in order to achieve successful results. Students should be at least 11 years old. (Self-motivation to practice and learn is a must.) Singing is encouraged, but not required.

Enrollment is only recommended for students who intend to be present for at least 7 of the 8 class sessions. This course is recommended for beginners only. (Anyone who already knows basic guitar chords and theory will not benefit greatly.)

Date: Jan. 13 - Mar. 3, Tues
Time: 5:30 - 6:30 p.m.
Fee: $49 + $10 mat. fee (mat. fee to be paid directly to instructor first night of class)
Location: NSU Middle Lab School, Rm. 161
Instructor: Philip McClung

Driver Education
This course will consist of 30 hours of classroom instruction and a minimum of 6 hours of practice driving (behind-the-wheel instruction). You will receive a certificate verifying successful completion of the course. Please provide proof of age. Must be 15 years old, or on before the first day of class!

Date: Contact the Office of Electronic and Continuing Education for dates. (Driving Schedules will be set once class begins.)
Time: TBA
Fee: $265
Location: TBA

Professional Development

Emergency Medical Technician Basic Certification Class
This course consists of a total of 152 hours of classroom training, 48 hours of clinical training in a hospital emergency room, and 48 hours of field training on an ambulance.

Date: Feb. 2 - June 30
(Days may vary due to instructor’s work schedule)
Time: 6 - 10 p.m.
Fee: $550 + books (approx. $100)
Location: Russell Hall, Rm. 213
Instructor: James Harvey

Grant Writing Clinic: Writing a Proposal that Gets Funded

Grant Writing Series I
There are at least 5 ways to increase your chance of winning funding for your program or service. This course will teach beginning and advanced grant writers the basics of successful proposal writing, designing a project to meet the specification of the funding organization, provide writing samples, provide a review of a winning grant, and provide a step-by-step grant writing workbook for personal use.

Topics include:
- Understand the basics of grant funding and proposal writing
- Assessment: does your program have a winning design
- How funding organizations evaluate and rank your proposal
- Reasons proposals are not funded
- How to read and understand an RFP
- Grant writing terms you need to know
- Government funding benefits and challenges
- Laboratory Work: students write proposals in this course

Date: Mar. 12, 13, & 14, Thurs, Fri, & Sat
Time: Thurs & Fri - 5:30 - 7:30 p.m. / Sat - 9:30 a.m. - 2 p.m.
Fee: $120 + $40 book & mat. fee
Location: Russell Hall, Rm. 213
Instructor: Emma Jean Bush
Grant Writing Clinic: Beyond the Basics Writing Laboratory

Grant Writing Series II
You have all the basic information about grant writing, now it is time to WRITE! This interactive workshop walks you through addressing the key components and questions necessary to produce your proposal. At the end of this session you will have a working draft to use as a guide to take back to your home or office and finalize for submission. Remember, this is a “working session” not a lecture session.
Topics include:
• Laboratory Work: students write proposals in this course
• Understand the specifications of a Request for Proposals
• Refining your vision and your program design
• How to write components of your proposal
• Building a realistic budget
• What does a winning proposal look like: review a proposal that has been funded
• “Insider” tips on how to win government and private grants

Date: May 26, 27, 28, Thurs, Fri, & Sat
Time: Thurs - Fri - 5:30 - 7:30 p.m. / Sat - 9:30 a.m. - 2 p.m.
Fee: $120 + $40 book & mat. fee/purchase book prior to class (Students who attended Series I will use same book)
Location: Russell Hall, Rm. 213
Instructor: Emma Jean Bush

School Administrator Certification Examination Prep Course
This course will prepare students for all sections of the new School Leaders Licensure Assessment (SLLA) for Level 1 certification exam (SLLA) for entry level school administrators in Louisiana. The SLLA is a six-hour written test published by the Educational Testing Service. Practice test materials will be used to give students the opportunity to respond to sample questions using the format of previous tests. The class will review the format and content of each section of the exam and suggested test taking strategies. Students will discuss and compare their responses and the strategies they use to address specific exam questions. Students should bring writing materials and an ample supply of writing paper. A break of one hour will be provided for participants to get lunch.

Registration for this course does not include registration for the exam. You may register for the SLLA Exam online at ETS.org or call ETS at 1-800-772-9476. Usual exam dates are in the months of September, January and June. Check the Educational Testing Service registration site for the specific schedule.

Special arrangements can be made by contacting the instructor for those who are interested in taking the new School Superintendent Assessment for Level 3 certification in Louisiana. This exam is usually offered in November and April of each year.
Date: May 16, Sat
Time: 9 a.m. - 4 p.m.
Fee: $75
Location: Russell Hall, Rm. 213
Instructor: Kenneth Booth, Ph.D.
Assistant Professor Educational Leadership

Grant Writing Clinic: LOUISIANA RETAIL FLORIST EXAM PREP COURSE (87 HOURS/2 WEEKS)
The State of Louisiana Department of Agriculture and Forestry requires the licensing of retail florists. In order to obtain a LA Retail Florist License one must first pass the LA Retail Floral Exam. This 87 hour course is designed to aid the individual in their preparation of the LA Retail Florist Exam. The basic knowledge of floral design has been carefully simplified for the purpose of training students for a career in the floral industry.
7 hours/classroom
These hours will serve to acquaint students with the instructor and other students and to review the latest textbook and study material recommended by the LA Dept. of Agriculture and Forestry for the LA Retail Floral Exam. Reading material and individual textbooks will be provided to every student enrolled in this course.
80 hours/worktable
Students will be provided with hands on training in a reputable flower shop under the instruction and supervision of Dawn Martin, a LA Licensed Florist who has over 20 years experience as a retail florist, shop owner, manager, designer, and instructor in the retail floral industry. Students will be trained in the art of floral design as well as the latest techniques in the processing and care of fresh cut flowers and other knowledge necessary to help them prepare for the LA State Retail Florist Exam.
NOTE: Although all requirements for the LA State Retail Florist Exam will be taught to every student enrolled, it is the student’s responsibility to prepare for and pass the exam.
Date: Mar 7 & 14, Sat (classroom)
Mar. 9 - 20, Mon - Fri (worktable)
Time: Sat - 5 - 8:30 p.m. (classroom)
Mon - Fri - 8 a.m. - 5 p.m. (worktable)
Fee: $889 mat. fee pd. directly to instructor prior to start of class
(Natchitoches Rm. Kitchen)
Worktable instruction-The Master’s Bouquet, 108 South Dr,
Natchitoches
Instructor: Dawn Martin (LA State Licensed Florist, member of SAF, & LSFA)

COURSE TO BE TAUGHT IN ALEXANDRIA

Grant Writing Clinic: Writing a Proposal that Gets Funded
Grant Writing Series I & II
There are at least 5 ways to increase your chance of winning funding for your program or service. Part I of this course will teach beginning and advanced grant writers the basics of successful proposal writing, designing a project to meet the specification of the funding organization, provide writing samples, provide a review of a winning grant, and provide a step-by-step grant writing workbook for personal use. Once you have all the basic information about grant writing, it is time to WRITE! Part 2 is an interactive session that walks you through addressing the key components and questions necessary to produce your proposal. At the end of this session you will have a working draft to use as a guide to take back to your home or office and finalize for submission.
Topics include:
• Understand the basics of grant funding and proposal writing
• Assessment: does your program have a winning design

Date: Mar. 7 & 14, Sat (classroom)
Mar. 9 - 20, Mon - Fri (worktable)
Time: Sat - 5 - 8:30 p.m. (classroom)
Mon - Fri - 8 a.m. - 5 p.m. (worktable)
Fee: $889 mat. fee pd. directly to instructor prior to start of class
Location: Classroom instruction-Russell Hall, Rm. 203
(Natchitoches Rm. Kitchen)
(worktable instruction-The Master’s Bouquet, 108 South Dr,
Natchitoches
Instructor: Dawn Martin (LA State Licensed Florist, member of SAF, & LSFA)

ICD-9 CM Medical Coding
TRAINING FOR CERTIFICATION (42 HOURS)
Doctors are you satisfied with the reimbursement that you are receiving for the services that you render? New graduates, ambitious career seekers – would you like to be part of one of the fastest growing, exciting careers in the medical records field? Are you considering or looking for a career in the field of medical records? Do you a physician/provider or medical records administrator desire better training for yourself or employees to insure optimum reimbursement possibilities for the services rendered by you or your employer? Then you should consider the ICD-9-CM and CPT classes currently being offered at Northwestern State University. The ICD-9-CM class will offer a complete overview of the ICD classification system and the steps required for correct coding of diagnosis, inpatient and outpatient as well as inpatient procedural coding.
NEW WILL BE INTRODUCTION TO ICD-10.
Date: Feb. 28 - May 9
(Alternating Sat./schedule is subject to change)
Time: 9 a.m. - 4:30 p.m.
Fee: $600 (plus a $26 terminology book if no experience)
Location: Dodd Hall, Rm. 113
Instructor: Evelyn Prewitt

COURSE TO BE TAUGHT IN ALEXANDRIA

SOCIETY FOR HUMAN RESOURCE MANAGEMENT CERTIFICATE PREP COURSE
If you’ve been planning to enhance your HR skills and knowledge and prepare for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our course. We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum covers the newly updated 2009 HR Certification Institute body of knowledge which develops HR competencies and decision-making skills.
Date: Feb. 5 - Apr. 23, Thurs
Time: 5:30 - 8:30 p.m.
Fee: $825 (includes SHRM Information binder)
Location: The Learning Center for Rapides Parish, Rm. 226
Instructor: Ed Taylor

FOLLOW THE PATH....
Courses Available in These Popular Categories

ACCOUNTING
Learn basic skills in bookkeeping, financial reporting & more

BUSINESS ADMINISTRATION & MANAGEMENT
A wide array of courses for your development

MULTIMEDIA
Design web sites, make movies, discover digital photography, and more

WRITING & PUBLISHING
Effective techniques to accomplish correct procedures for every type of communication

Computer Applications
A variety of MS Windows programs + Outlook

Career Certificate Programs
Developed & delivered, a comprehensive and affordable paths to a new and successful career

Each Six-Week Class is Composed of 12 Lessons, Followed by a Final Exam and Include Lessons, Quizzes, Hand-on Assignments, Discussion Areas, Supplementary Links and More.

Courses Start at $95

For more information call 1-800-376-2422

For complete listing of online classes, course outline, requirements, and registration, Visit our website at: www.ed2go.com/nsu

Follow the Path....
Pre-Registration and early payment of fees is highly recommended!

* Some classes have a maximum number of participants allowed, and early notice of intent will reserve a place for you on the activity roster.

* Your registration is complete upon receipt of payment. If class fails to meet the minimum requirement, all fees will be refunded.

Cancellation/Refund Policy:
Electronic and Continuing Education will contact students via telephone as soon as a determination is made. No refunds are granted on the day the class begins or after the class begins.

FOUR EASY WAYS TO REGISTER WITHOUT LEAVING HOME OR WORK!

• **Mail** completed registration form with payment to:
  * Northwestern State University, Office of Electronic and Continuing Education.
  * Dodd Hall, Room 100,
  * Natchitoches, LA 71497

• **Telephone:**
  * (1-800-376-2422 or 318-357-6355).
  * Use MasterCard, Visa or American Express
  * Call between 8:00 AM and 4:30 PM Monday through Friday.

• **Fax:** (318-357-5573).
  * Fax completed form including credit card information.

• **Drop by** the Office of Electronic and Continuing Education,
  * Dodd Hall, Room 100.
Recognizing the value of special programs for individuals with unusual backgrounds or abilities, the university has established the General Studies Program leading to a Bachelor of General Studies degree. The program provides flexibility to allow the student’s degree program to adapt to particular interests, background, time limitations, and ultimate career goals. It is especially appropriate for someone who has, as a result of various educational and work experiences, a clear focus and strong commitment to a particular course of study.

While the Bachelor of General Studies degree can be completed entirely online in a regular semester format, the CALL program is a “fast track” method by which adult learners can complete a degree in a shorter period of time. Courses are offered in 4 and 8-week sessions which allows the student to concentrate on one or two courses at a time. The online format provides flexibility and convenience for the adult student. Accelerated learning can be accomplished by using previously earned credit; transfer credit; challenge tests, CLEP tests; military credit; credit for college-level learning from life and work experiences; credit from other training or educational pursuits; and other related activities.

For more information call 1-800-376-2422 or 318-357-6355 or visit our website at www.nsula.edu/ece/call.