



PROFESSIONAL DEVELOPMENT

Certificates, MicroCerts, Bootcamps, and Courses

SPRING 2022



LSU Online
& CONTINUING EDUCATION

Spring 2022 Program and Course Offerings

BUSINESS & PROFESSIONAL

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- **Live-Online Programs** Administered fully online with a specific time and date to log in to engage with an instructor.
- **On-Demand Programs** Administered fully online and self-paced.
- **Online Programs** Administered fully online, self-paced, and with an instructor available to answer questions or discuss topics.
- **On-Campus Programs** Experience a traditional classroom setting with our expert instructors at our training building on campus at LSU A&M.

On-Campus & Live-Online Courses

Take control of your workplace effectiveness by enrolling in an LSU professional development live-online or on-campus course. These courses were developed with industry leaders identifying what high-value skills are needed to improve businesses across a wide range of industries.

BUSINESS AND PROFESSIONAL

Contract Writing & Implementation

Session: Apr. 25; Mon.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$395 **Hours/CEUs:** 6 hours / .6 CEUs

Cost and Price Management

Session: May 9; Mon.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$395 **Hours/CEUs:** 6 hours / .6 CEUs

Developing Your Managerial Effectiveness

Session: Apr. 20-21; Wed.-Thu.; 8:00a.m.–4:30p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 14 hours / 1.4 CEUs

Session: Jun. 22-23; Wed.-Thu.; 8:00a.m.–4:30p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 14 hours / 1.4 CEUs

Effective Business Communication and Writing

Session: May 23; Mon.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$375 **Hours/CEUs:** 6 hours / .6 CEUs

Essentials of Business Analysis

Session: May 16-17; Mon. - Tues.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$695 **Hours/CEUs:** 12 hours / 1.2 CEUs

Essentials of Project Management

Session: Feb. 2-3; Wed.-Thu.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 12 hours / 1.2 CEUs

Estimation and Cost Benefit Analysis

Session: Apr. 27-28; Wed.-Thu.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 12 hours / 1.2 CEUs

Finance for Non-Financial Managers

Session: Feb. 22-23; Tue.-Wed.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 12 hours / 1.2 CEUs

Fundamentals of Supervision

Session: Mar. 7-9;

Mon.-Wed.; 8:30a.m.–4:30 p.m.; **(3 mtgs) On-Campus**

Session: Mar. 22-24;

Tues.-Thu.; 8:30a.m.–4:30 p.m.; **(3 mtgs) On-Campus**

Session: Apr. 4-6;

Mon.-Wed.; 8:30a.m.–4:30 p.m.; **(3 mtgs) On-Campus**

Session: May 2-4;

Mon.-Wed.; 8:30a.m.–4:30 p.m.; **(3 mtgs) On-Campus**

Session: June 6-8;

Mon.-Wed.; 8:30a.m.–4:30 p.m.; **(3 mtgs) On-Campus**

Cost: \$1,295 **Hours/CEUs:** 18 hours / 1.8 CEUs

Interpersonal Success in the Workplace

Session: June 1-2; Wed.-Thu.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 12 hours / 1.2 CEUs

Negotiation Strategies

Session: Mar. 21; Mon.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$395 **Hours/CEUs:** 6 hours / .6 CEUs

Public Speaking: Personal & Professional

Session: Mar. 24; Thu.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$375 **Hours/CEUs:** 6 hours / .6 CEUs

Strategic Communication

Session: Apr. 11; Mon.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$375 **Hours/CEUs:** 6 hours / .6 CEUs

Supply Management Essentials

Session: Mar. 29; Tues.; 8:30a.m.–4p.m.;

(1 mtg) On-Campus

Cost: \$395 **Hours/CEUs:** 6 hours / .6 CEUs

Techniques for Project Development

Session: Mar. 16-17; Wed.-Thu.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$795 **Hours/CEUs:** 12 hours / 1.2 CEUs

Workplace Investigation Essentials

Session: May 9-10; Mon.-Tues.; 8:30a.m.–4p.m.;

(2 mtgs) On-Campus

Cost: \$695 **Hours/CEUs:** 12 hours / 1.2 CEUs

On-Campus & Live-Online Courses

SAFETY

Certificate for Occupational Safety Managers

Session: Mar. 14-15, 21-22, 28; Mon.-Tue., 8a.m.–5p.m.

(5 mtgs) **Live-Online**

Session: May. 2-6, Mon.-Fri., 8a.m.–5p.m. (5 mtgs) **On Campus**

Session: June 6-7, 13-14, 27; Mon.-Fri., 8a.m.–5p.m.

(5 mtgs) **Live-Online**

Cost: \$1,999 **Hours/CEUs:** 40 hours /4 CEUs

Certified Occupational Safety Specialist

Session: Jan. 17-21; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

Session: Feb. 7-11; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **On Campus**

Session: Mar. 7-11; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

Session: Apr. 4-8; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

Session: May 16-20; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

Session: June 6-10; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **On Campus**

Session: June 20-24; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

Session: July 25-29; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) **Live-Online**

OnlineCost: \$1,799 **Hours/CEUs:** 40 hours /4 CEUs

SAF Frontline Safety Training

Session: Mar. 23-25; Wed.–Thu., 8a.m.–5p.m.; Fri., 8a.m.–12p.m.

(5 mtgs) **Live-Online**

Session: Apr. 4-6; Mon.–Tue., 8a.m.–5p.m.; Wed., 8a.m.–12p.m.

(3 mtgs) **On Campus**

Session: Jul. 18-20; Mon.–Tue., 8a.m.–5p.m.; Wed., 8a.m.–12p.m.

(5 mtgs) **Live-Online**

Cost: \$525 **Hours/CEUs:** 20 hours /2 CEUs

TECHNOLOGY & DATA ANALYTICS

Introduction to Excel

Session: Mar. 7; Mon., 8:30a.m.–3:30p.m.;

(1 mtg) **On-Campus**

Session: May 19; Thur., 8:30a.m.–3:30p.m.;

(1 mtg) **On-Campus**

Cost: \$175 **Hours/CEUs:** 6 hours /6 CEUs

Power BI: Data Analysis

Session: Apr. 20-21 Wed.-Thu., 8:30a.m.–3:30p.m.;

(2 mtgs) **On-Campus**

Cost: \$595 **Hours/CEUs:** 12 hours /1.2 CEUs

Mastering Excel

Session: Apr. 25-26; Mon.-Tue., 8:30a.m.–3:30p.m.;

(2 mtgs) **On-Campus**

Cost: \$295 **Hours/CEUs:** 12 hours /1.2 CEUs

TEST PREP

Notary Public Preparatory Course

Session: Feb. 22 - June 7; Tues., 6p.m.–9p.m.;

(14 mtgs) **Live-Online**

Cost: \$550 **Hours/CEUs:** 42 hours /4.2 CEUs

Six Sigma Yellow Belt Prep Course and Exam

Estimated Time: 21 hours (2.0 CEUs) **Cost:** \$499

Six Sigma Green Belt Prep Course and Exam

Estimated Time: 34 hours (3.2 CEUs) **Cost:** \$699

Six Sigma Black Belt Prep Course

Estimated Time: 34 hours (3.4 CEUs) **Cost:** \$499

Lean Six Sigma Yellow Belt Course and Exam

Estimated Time: 28 hours (2.6 CEUs) **Cost:** \$599

Lean Six Sigma Green Belt Course and Exam

Estimated Time: 40 hours (3.8 CEUs) **Cost:** \$799



High Impact Courses

FUNDAMENTALS OF SUPERVISION

Fundamentals of Supervision (FOS) is the flagship program offered by LSU Online & Continuing Education's Management & Leadership Institute. FOS delivers practical training for supervisors, managers, business professionals, and team leaders in a three-day seminar format. The goal is to enhance individual management skills and personal effectiveness in the work environment. FOS gives supervisors and other business professionals the opportunity to master the leadership skills that are essential for high productivity and continuing quality improvement. The program is specifically designed for new or aspiring supervisors or those desiring a refresher.

FOS emphasizes a comprehensive survey of core management and leadership concepts, and the development of personal competencies to help supervisors implement practical solutions to real world challenges. From an understanding of management functions and principles to the refinement of leadership skills, the instructors prepare managers to face trends in the business world, including better planning, quality management, improved employee relations, team building, and engaging employees in contemporary organizational dynamics.

FOS was created in 1964 by an executive from private industry and has been in continuous operation and evolution ever since. Thousands of supervisors and managers from hundreds of organizations have attended this comprehensive course. An outstanding faculty of recognized management and supervisory training experts with both academic credentials and years of business experience deliver this highly effective training course year after year.

Major topics to be presented include:

Management and Leadership for Today and Tomorrow

Develop insight into how management and leadership have evolved and continue to evolve in our current business environment. Understand the basic management functions and principles for success in today's organizations and hone your skills to support the success of your employer as well as your own career.

Organizational Behavior—How to Build Effective Teams

Experience and understand the foundational dynamics of group behavior and the critical skills involved in building effective teams.

Motivating, Developing & Empowering Your Staff

Develop insight into human needs and discover useful ways to engage employees and overcome resistance to change as you identify ways to enhance productivity.

Supervisory Practices—Counseling & Disciplining Employees and Learning to Delegate

Learn how to be more effective in listening and counseling employees who are experiencing emotional duress and in disciplining employees who have difficulty conforming to organizational expectations. Develop a plan of action to leverage the value of effective delegation as a means of developing and motivating your staff while learning how to feel comfortable with the delegation process.

Giving Effective Feedback

Learn the importance and impact of negative and positive feedback as well as helpful ways to give positive and effective feedback to staff.

Positive Conflict Resolution

Understand individual behavioral styles for coping with conflict and learn new skills to maximize the positive resolution of conflicts with others.

This course is ideal for:

Recently promoted Supervisors or individuals who may be promoted into supervisory positions
Supervisors, managers, directors, who would like a refresher course to improve their current effectiveness and/or develop their management & leadership skills.

Key benefits of participation:

- Understand the role of the supervisor in contributing to employee and business success
- Learn how management strategies and practices have evolved
- Develop the interpersonal skills needed to be a successful supervisor
- Through a series of lectures, discussions and in-class exercises, the supervisor will learn how to manage his/her most valuable resource: PEOPLE

Session: Mar. 7-9; Mon.-Wed.; 8:30a.m.–4:30 p.m.;

(3 mtgs) On-Campus

Session: Apr. 4-6; Mon.-Wed.; 8:30a.m.–4:30 p.m.;

(3 mtgs) On-Campus

Session: May 2-4; Mon.-Wed.; 8:30a.m.–4:30 p.m.;

(3 mtgs) On-Campus

Session: June 6-8; Mon.-Wed.; 8:30a.m.–4:30 p.m.;

(3 mtgs) On-Campus

Cost: \$1,295 **Hours/CEUs:** 18 hours /1.8 CEUs

High Impact Courses

ESSENTIALS OF PROJECT MANAGEMENT

Regardless of your field, successful planning involves a carefully crafted set of steps leading to planned and measurable goals. In today's fast-paced business environment, the challenge of planning ahead becomes increasingly complex. As deadlines get tighter, budgets get smaller, and resources become scarcer, organizations turn to their managers, supervisors and employees to do more with less. This course is designed for practical application in the workplace and is intended as a basic overview describing the fundamental principles, processes, knowledge areas, tools and techniques of project management. It takes attendees through the project life cycle in the same sequence they would face when managing a real project in the workplace.

Major topics to be presented include:

- Improve productivity.
- Effectively organize projects.
- Understand the project life cycle.
- Master basic project management skills.
- Link realistic objectives to stakeholder needs.
- Establish dependable monitoring techniques.
- Estimate project costs.
- Agree on realistic time schedules.

This course is ideal for:

Project and program managers, project analysts, consultants, trainers, human resource professionals, and others who want to enhance their project management skills.

Key benefits of participation:

Individuals successfully completing this course can be expected to demonstrate a basic understanding of the requirements for leading and participating in successful projects and have the ability to apply their learning in a practical way in the workplace.

Session: Feb. 2-3; Wed.-Thu; 8:30a.m.–4p.m.; (2 mtgs) **On-Campus**

Cost: \$795 **Hours/CEUs:** 12 hours /1.2 CEUs

Custom & On-Site Training Programs



We work with organizations to customize a program to meet your workforce development needs and can teach the course on-site at your company, at LSU or live-online. A custom-designed program is beneficial because you can choose the topic, the format (face-to-face, online, live-online, or a hybrid), the duration, and best of all, there are significant savings when conducting the class with a group instead of individually.

Popular topics include:

- Strategic Communications
- Fundamentals of Supervision
- Essentials of Project Management
- Customer Service
- Sales

Visit online.lsu.edu/onsite for more information.



High Impact Courses

PUBLIC SPEAKING: PERSONAL & PROFESSIONAL

Regardless of your job or position, you are a representative of your company. As a result, how you communicate and engage with others at meetings, social gatherings, news briefings, and other speaking engagements is critical. This course will cover various strategies to make you a successful presenter in whatever situation is required.

Major topics to be presented include:

- Effective vocal and visual delivery.
- Selling yourself and your ideas, choosing the right words.
- Staying focused, directed, and organized in different situations.
- Communication styles for various situations: crisis, company or community.
- Crisis communication fundamentals—planning, planning, planning!

Session: Mar. 24; Thu.; 8:30a.m.–4p.m.; (1 mtg) **On-Campus**

Cost: \$375 **Hours/CEUs:** 6 hours /6 CEUs

DEVELOPING YOUR MANAGERIAL EFFECTIVENESS

Developing Your Managerial Effectiveness, offered by LSU Online & Continuing Education's Management & Leadership Institute, is a follow-up program to LSU's Fundamentals of Supervision program. This interactive, two-day seminar is designed to deliver practical management training for first-line supervisors as well as mid-managers. The program gives supervisors and other business professionals the opportunity to build their leadership and interpersonal skills, as well as, add to their management expertise.

An outstanding faculty of recognized management and supervisory training experts offers participants the best possible opportunity to enhance their professional skills and prepare for new management responsibilities. Interaction with colleagues in different business areas and disciplines provides a chance to discover how other organizations act, react and interact in the working world. Participants are exposed to problems and solutions in industries other than their own.

Major topics to be presented include:

- Understanding and Managing Workplace Motivation
- Review motivation models and learn how to diagnose and deal with motivation-related performance problems.
- Managing Up and Down the Organizational Hierarchy
- Review the dynamics and recommended strategies for influencing change within the organization.
- Managing Conflict and Coping with Difficult People
- Understand human conflict and learn how to mediate conflict between others.
- Understanding Your Personality Type and Managing Workplace Behavior
- Gain insight about your own personality and learn how to manage different personalities in the workplace.

Key benefits of participation:

- Review motivational models and learn to diagnose motivation-related performance problems.
- Identify organizational policies and practices inhibiting motivation.
- Learn how to influence others.
- Understand the causes of interpersonal conflict on the job.
- Develop interpersonal skills and confidence in managing interpersonal conflicts.
- Learn how to provide feedback to others.
- Learn more about your own personality and behavior tendencies.
- Develop an awareness of successful and effective leadership styles and behaviors.

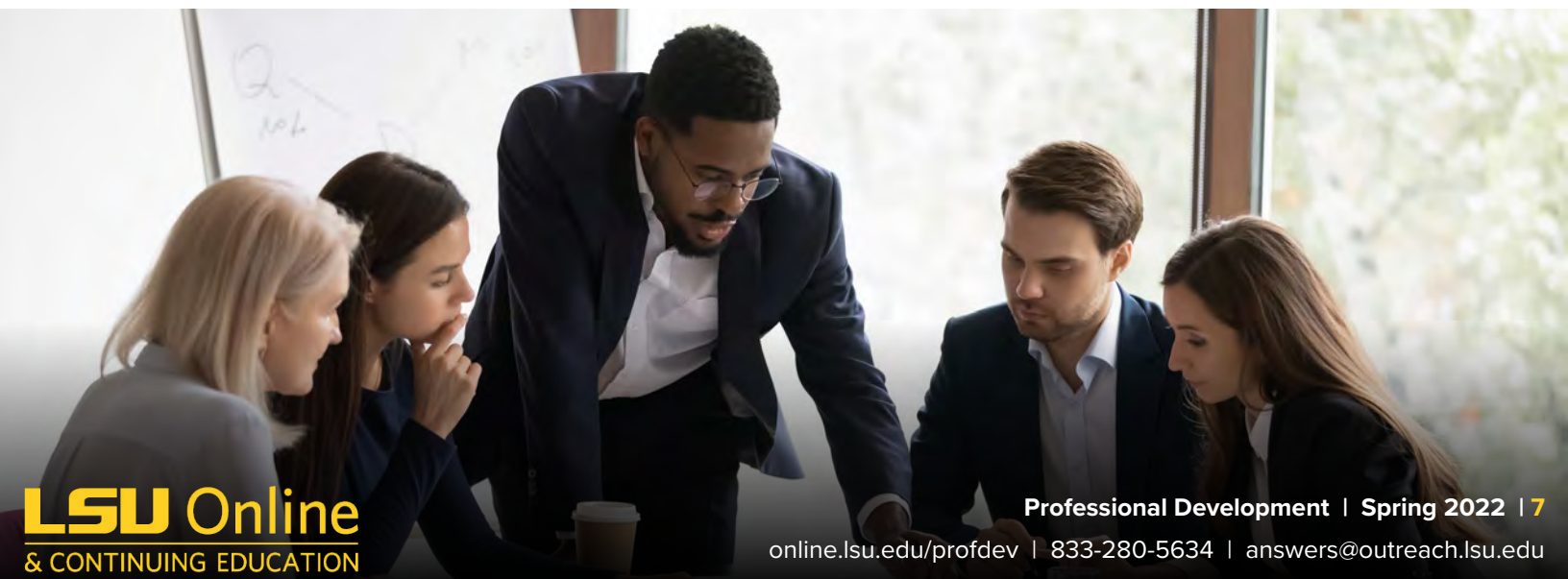
This course is ideal for:

- Supervisors and managers, in general, as well as those who have participated in LSU's Fundamentals of Supervision program.
- Supervisors and managers interested in developing their managerial potential and improving their effectiveness.

Session: Apr. 20-21; Wed.-Thu.; 8:00a.m.–4:30p.m.; (2 mtgs) **On-Campus**

Session: June 22-23; Wed.-Thu.; 8:00a.m.–4:30p.m.; (2 mtgs) **On-Campus**

Cost: \$795 **Hours/CEUs:** 14 hours /1.4 CEUs



High Impact Courses

CERTIFIED OCCUPATIONAL SAFETY SPECIALIST

LSU Professional Development is proud of our partnership with the Alliance Safety Council and to extend you the opportunity to attend the Certified Occupational Safety Specialist (COSS®) program. COSS is a nationally recognized five day training program designed by safety professionals for the entry level person, or for the experienced safety person who needs a refresher on safety. Its main objective is to equip employees who have safety and health responsibilities with the core competencies they must master to be successful in occupational safety and health.

The COSS Program provides students with focused and relevant content that is enforced with concentrated learning activities. Unlike other safety designations, where there is no training involved, the curriculum-based format of the COSS Program involves hands-on, in-class, instructor-led training. Students testify to the value of the training they receive; instead of simply “testing into the designation”, they feel like they worked hard to earn it. Student presentations, daily quizzes, practical reviews and a comprehensive final exam allow students to demonstrate their competency in the class. By learning how to promote safety on a job site, COSS graduates have the knowledge to help lower fatalities, near misses and OSHA citations.

Benefits of achieving the COSS designation:

- Greater recognition.
- Greater earning potential.
- Networking across multiple industries.
- Increased job security.
- Advanced learning and application of occupational safety.
- Achieve certification 60 percent faster than similar programs.

Major topics to be presented include:

Safety Specialist Knowledge

The heart of the COSS program is the solid foundation built on learning to read and apply the OSHA safety and training requirements in 29 CFR 1910 and 1926. Other areas of knowledge covered are:

- Occupational Safety and Health Act
- Amendments to the OSHA Act
- 29 CFR 1910 (General Industry) and 1926 (Construction) Standards
- OSHA training requirements
- Specialized training
- OSHA inspections
- How to determine applicability
- Coordinating multiple worksites
- Citations and penalties
- OSHA record keeping requirements
- OSHA 300 requirements
- Multi-employer rule

Safety Specialist Skills

- Skills the COSS can expect to learn or enhance:
- Identification & mitigation of hazards
- Hazard analysis
- Competent person requirements
- Job safety analysis
- Pre-job planning
- Safety meetings and briefings
- Leadership

Safety Specialist Essentials

- The COSS must have a good working understanding of safety essentials to be effective. COSS graduates will gain total understanding of safety programs that are common to most businesses and industries. Topics include: fall protection, personal protective equipment, hearing conversation and most common injuries and hazards.

Safety Specialist Roles

The role of the COSS will vary from setting to setting, but the COSS program will help to prepare safety coordinators for all types of application. You will gain experience in:

- How to develop a written safety plan
- Management commitment and responsibilities
- Effective safety committees
- Safety rules and regulations
- Accident investigations and worker compensation claims
- Delivering safety training and evaluating effectiveness

Session: Jan. 17-21; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Session: Feb. 7-11; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) On-Campus

Session: Mar. 7-11; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Session: Apr. 4-8; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Session: May 16-20; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Session: June 6-10; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) On-Campus

Session: June 20-24; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Session: July 25-29; Mon.–Fri., 8a.m.–5p.m. (5 mtgs) Live-Online

Online Cost: \$1,799 **Hours/CEUs:** 40 hours /4 CEUs



On-Campus Certificate Programs

Business Communication Certificate Program

This program is designed to provide all professionals with the skills needed to become effective communicators in their companies or organizations. Learners will develop and enhance their written, verbal, and cross-cultural communication skills and presentation techniques, to ensure success in any environment.

- Public Speaking: Personal & Professional – **Start Date:** 3/24
- Strategic Communication – **Start Date:** 4/11
- Interpersonal Success in the Workplace – **Start Date:** 2/16
- Effective Business Communication and Writing – **Start Date:** 5/23
- One Elective:
 - Essentials of Project Management – **Start Date:** 2/2
 - Negotiation Strategies – **Start Date:** 3/21
 - Positive Conflict Resolution (online)
 - or other approved elective

Cost: \$1,920 (additional \$250-795 with elective)

Business Project Management Certificate Program

This program is designed for practical application in the workplace and is intended as a basic overview describing the fundamental principles, processes, and knowledge areas in project management. These courses offer hands-on project management tools and techniques and insights and skills to deliver projects on time and within budget for those who are relatively new to project management.

- Essentials of Project Management – **Start Date:** 2/2
- Techniques for Project Development – **Start Date:** 3/16
- Estimation and Cost Benefit Analysis – **Start Date:** 4/27
- Two Electives:
 - Contract Writing & Implementation – **Start Date:** 4/25
 - Effective Business Communication and Writing – **Start Date:** 5/23
 - Essentials of Business Analysis – **Start Date:** 5/16
 - Fundamentals of Supervision – **Start Dates:** 3/7, 4/4, 5/2, 6/6
 - Mastering Excel – **Start Date:** 4/25
 - Project Change Control and Cost Management (online)
 - Quality Assurance (online)
 - Strategic Communication – **Start Date:** 4/11
 - or other approved elective

Cost: \$2,385 (additional \$750 -2,090 with elective)

Management & Leadership Certificate Program

Recognizing that today's leaders must be able to manage individual employees as well as the overall business, this certificate program is a comprehensive personal and professional development experience covering a range of management competencies, including public speaking and finance.

- Fundamentals of Supervision – **Start Dates:** 3/7, 4/4, 5/2, 6/6
- Finance for Non-Financial Managers – **Start Date:** 2/22
- Public Speaking: Personal & Professional – **Start Date:** 3/24
- Developing Your Managerial Effectiveness – **Start Date:** 4/20, 6/22
- One Elective:
 - Effective Business Communication and Writing – **Start Date:** 5/23
 - Essentials of Business Analysis – **Start Date:** 5/16
 - Essentials of Project Management – **Start Date:** 2/2
 - Interpersonal Success in the Workplace – **Start Date:** 2/16
 - Strategic Communication – **Start Date:** 4/11
 - or other approved elective

Cost: \$3,260 (additional \$375 -795 with elective)

Purchasing & Supply Management Certificate Program

This program is designed to provide you with the practical insights and skills you need to function as a procurement professional. The courses offer practical hands-on exercises and the fundamental principles for sound procurement techniques.

- Supply Management Essentials – **Start Date:** 2/21
- Negotiation Strategies – **Start Date:** 3/21
- Contract Writing & Implementation – **Start Date:** 4/25
- Two electives:
 - Cost and Price Management – **Start date:** 5/9
 - Effective Business Communication and Writing – **Start Date:** 5/23
 - Essentials of Project Management – **Start Date:** 2/2
 - Mastering Excel – **Start Date:** 4/25
 - Public Speaking: Personal & Professional – **Start Date:** 3/24
 - Strategic Communication – **Start Date:** 4/11
 - or other approved elective

Cost: \$1,185 (additional \$670-1,190 with electives)



MicroCred® Digital Badges

WHAT IS A MICROCREC?

These short-form programs are made up of a series of high-quality LSU courses that are specifically developed to close the skills gap in today's workforce. When you successfully complete an online program, you will earn a micro-credential, or MicroCred®, digital badge to show off your skillsets online.



CONVENIENCE

Because our programs are 100% online, we provide a convenient option for working professionals to document the qualifications they earn.

FLEXIBILITY

Our programs are either self-paced or term-based and can be completed much quicker than a traditional certificate or degree program.

CHOICES

You are in control of your specialization. You can earn a MicroCred® in your own field of study or you may want to explore a new skill.

FREQUENTLY ASKED QUESTIONS

How do I enroll?

Our certificate programs are open enrollment, which means you can start your coursework the same day you enroll.

Do these programs count toward a larger program?

Yes, some of our professional certificate programs are approved for Prior Learning Assessment (PLA). This is determined on a case-by-case basis. Reach out to an enrollment specialist to discuss your learning experience. Visit online.lsu.edu/pla to learn more.

What do I earn when I complete this program?

At the completion of every professional development course, you will receive a digital certificate of completion for that course. Some programs will earn you a physical certificate upon completion. All online certificate programs will earn you a digital badge. The badge is unique to the topic and is distributed through an official badging software with metadata encrypted to show its legitimacy and your qualifications.

Learn more at online.lsu.edu/microcred

HOW IT WORKS



STEP 1

Choose your program

Explore our wide range of topics designed to sharpen your skills or to explore new ones.



STEP 2

Complete the approved courses

Each Certificate Program is self-paced or term-based and ranges from only two to six courses, so you can gain a new set of skills to immediately apply to the workplace quicker. You must successfully complete all the courses within the program within the timeframe. Extensions are available.



STEP 3

Claim your digital badge

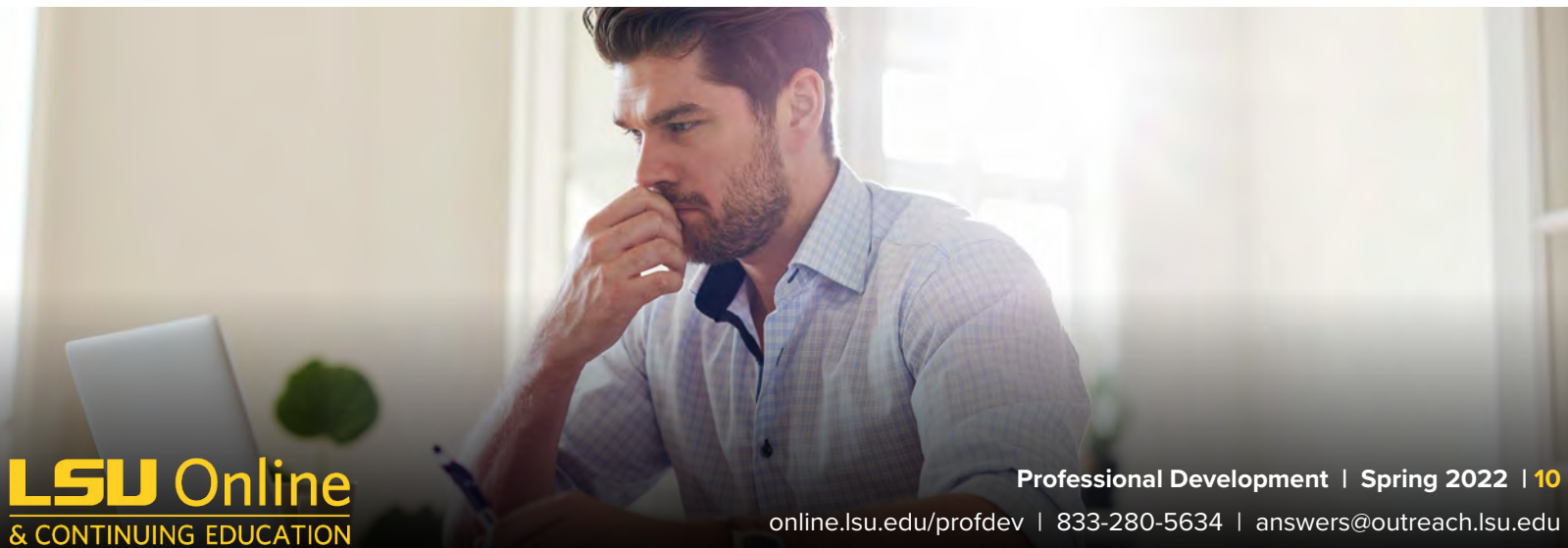
Each digital badge is unique to the program.



STEP 4

Share your badge

This badge can be used to bulk up your online resume and showcase your expertise in the topic.



Online Certificates & MicroCert® Programs

BUSINESS AND PROFESSIONAL



Project Management Certificate

Provides practical insights and skills to deliver projects on time and within budget. You will learn how to develop the scope of a project, including estimating and cost benefit analysis, managing risk, quality assurance, change control and cost management.

- Essentials of Project Management
- Techniques for Project Development
- Estimation & Cost: Benefit Analysis
- Project Change Control & Cost: Management
- Quality Assurance Essentials

Estimated Time: 54 hours (5.4 CEUs) **Cost:** \$2,500



Project Management with Agile Certificate

This program covers the essential and advanced skills relating to project management. It highlights ways to help you align agile practices to your organization using the Scrum values, roles, and events.

- Essentials of Project Management
- Techniques for Project Development
- Estimation & Cost: Benefit Analysis
- Developing the Agile Mindset with Scrum
- Quality Assurance Essentials

Estimated Time: 54 hours (5.4 CEUs) **Cost:** \$2,500



Certified Fintech Professional Certificate

The world of finance is rapidly evolving, and with advancements in financial technology, or fintech, banks are now trying to find new ways to meet their customers' needs. Fintech is really about the application of technology to products and services. Technology is not only impacting what a bank product does but how it is developed. These courses broadly cover the evolution underway in the industry, what is driving this innovation, and how fintech products can be built.

- Executive in a Fintech World
- Leading Fintech Transformation
- Emerging Fintech Technologies

Estimated Time: 36 hours (3.6 CEUs) **Cost:** \$2,090



Homeland Security Specialist MicroCert

Knowing and preparing for the threats that our country faces on a daily basis is essential to protect communities from criminal activity and terrorist attacks. With the online Homeland Security Specialist program from LSU, students will gain a greater understanding of how law enforcement operates within a homeland security enterprise. Participants will learn the importance of conducting risk assessments to protect from criminal activity and terrorist attacks and will learn the predominant modern modes of operations that extremists use to plan for and execute an attack.

- Homeland Security and Law Enforcement in a Post 9/11 Environment
- Tradecraft of Modern Terrorism
- Intelligence and Multi-Agency Partnerships
- Critical Infrastructure and Private/Public Partnerships
- Capstone: Operationalizing Homeland Security Concepts

Estimated Time: 20 hours (2.0 CEUs) **Cost:** \$500



Learning Experience Design Certificate

This program focuses on instructional design theories, frameworks, tools, and practical applications to develop effective and high quality learning experiences on digital platforms. This program is designed for new and experienced instructional designers, faculty, multimedia specialists, and those who support online course design and development in their organizations.

- Foundations of Learning Experience Design
- Tools for Learning Design and Development
- Learning Resources and Technology
- Designing and Teaching Accessible Courses
- Translating Theory into Practice

Estimated Time: 60 hours (6.0 CEUs) **Cost:** \$1,730

Online Certificates & MicroCert® Programs

BUSINESS AND PROFESSIONAL (CONTINUED)



Management & Leadership Series MicroCert

This program provides foundational courses for supervisors, managers, business professionals, and team leaders looking to enhance their knowledge and skills in their management roles. It covers how to manage teams that are highly productive by learning skills such as collaboration, conflict resolution, self-awareness, and building strategic relationships and networks.

- Thinking & Acting Like a Manager
- Motivating Your Team
- How to Build Effective Teams
- Personality & Leadership
- Positive Conflict Resolution
- Enhancing Employee Performance

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,050

TECHNOLOGY AND DATA ANALYTICS



AWS Cloud Computing Specialist Certificate

This program covers the characteristics, types, services, architectures, and applications of cloud computing, and will teach you how to contextualize and apply cloud principles in a wide range of industry settings. You will leave this program with the skills necessary to understand cloud computing problems, architect solutions to those problems, and communicate those solutions effectively to clients, vendors, and others.

- Principles of Cloud Computing I
- Applied Cloud Computing I
- Principles of Cloud Computing II
- Applied Cloud Computing II
- Applied Cloud Computing III

Estimated Time: 100 hours (10 CEUs) **Cost:** \$3,480



AWS Cloud Practitioner Certificate

This program will provide foundational knowledge of the cloud by discussing the characteristics of the cloud, cloud types, cloud services, and architectures, and cloud applications.

LSU is Amazon-certified to develop and teach programs from Amazon Web Services Academy that are intended to prepare learners for industry-recognized certifications, like the AWS Certified Cloud Practitioner, and in-demand careers in cloud computing.

- Principles of Cloud Computing I
- Applied Cloud Computing I

Estimated Time: 40 hours (4 CEUs) **Cost:** \$1,390



AWS Solutions Architect Certificate

Solutions architects are the experts that bridge business objectives with technical solutions in the cloud. Learners will gain the skills needed to find and create solutions to various cloud computing problems and be able to communicate cloud-related information from the perspective of both the client and the vendor.

- Principles of Cloud Computing II
- Applied Cloud Computing II
- Applied Cloud Computing III

Estimated Time: 60 hours (6 CEUs) **Cost:** \$2,090



Salesforce Administrator Career Specialist Certificate

This certificate program—developed in partnership with Salesforce—is designed to train professionals on the most current Customer Relationship Management (CRM) tools used in the industry today. Students can use the information they've learned to help prepare them for the Salesforce Administrator credential exam.

- Customer Relationship Management for Business
- Introduction to Salesforce Administration
- Advanced Topics in Salesforce Administration

Estimated Time: 180 hours (18 CEUs) **Cost:** \$2,499

Online Certificates & MicroCert® Programs

TECHNOLOGY AND DATA ANALYTICS (CONTINUED)



DevOps Engineer Specialist Certificate

DevOps Engineers are IT professionals who collaborate with software developers, system operators and other IT staff members to create and develop systems that support the users of the infrastructure. They break down the wall between development and operations to produce effective, efficient, and reliable products. This program will introduce you to the major principles of DevOps, such as continuous delivery, continuous feedback, and continuous improvement. The course includes high-level overviews of various concepts and tools, such as Cloud, Analytics, and Containers.

- Introduction to DevOps*
- Fundamentals of Cloud Platform
- Applications of Cloud Platform
- Fundamentals of Collaboration and Chat Ops
- Applications of Collaboration and Chat Ops
- Fundamentals of Container Integration
- Applications of Container Integration
- Fundamentals of Continuous and Automated Testing
- Applications of Continuous and Automated Testing
- Fundamentals of Continuous Deployment
- Applications of Continuous Deployment
- Fundamentals of Object Oriented Programming
- Applications of Object Oriented Programming
- Fundamentals of Release Orchestration
- Applications of Release Orchestration

Estimated Time: 90 hours (9 CEUs) **Cost:** \$4,140

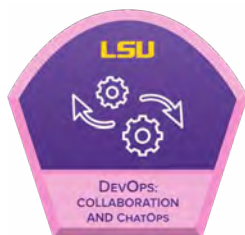


DevOps: Cloud Platform MicroCert®

Cloud Platforms are crucial to organizational performance, and a clear understanding of cloud computing is important. This program will introduce you to the basics of cloud computing and how it relates to the larger DevOps process and culture.

- Introduction to DevOps*
- Fundamentals of Cloud Platform
- Applications of Cloud Platform

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185



DevOps: Collaboration and ChatOps MicroCert®

Cross-functional collaboration is critical and vital in today's businesses. Learners will understand why we use Collaboration and ChatOps, how it helps the organizations in implementing collaborative tools and techniques, and its advantages.

- Introduction to DevOps*
- Fundamentals of Collaboration and ChatOps
- Applications of Collaboration and ChatOps

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185



DevOps: Container Integration MicroCert®

Containers streamline the process to build, test and deploy applications from a developer's laptop to an onsite data center or even the cloud. Learners will be competent in the process of integrating container and container orchestration tools and processes.

- Introduction to DevOps*
- Fundamentals of Container Integration
- Applications of Container Integration

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185

** Students will only need to take the Introduction to DevOps course once.*

DevOps MicroCert® Programs continue on next page

Online Certificates & MicroCert® Programs

TECHNOLOGY AND DATA ANALYTICS (CONTINUED)

DevOps MicroCert® Programs continued from previous page



DevOps: Continuous & Automated Testing MicroCert®

Continuous and automated testing is a crucial component to the DevOps process and culture. This program will explore best practices in migrating and various test automation tools.

- Introduction to DevOps*
- Fundamentals of Continuous and Automated Testing
- Applications of Continuous and Automated Testing

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185



DevOps: Continuous Deployment MicroCert®

Continuous deployment is a vital part of the DevOps culture to ensure efficient progression within a company. This program will explore the effects of continuous deployment in relationship to DevOps and the processes.

- Introduction to DevOps*
- Fundamentals of Continuous Deployment
- Applications of Continuous Deployment

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185



DevOps: Object-Oriented Programming MicroCert®

This program will explore the concepts and principles that bind object-oriented programming, commonly referred to as OOPS concepts.

- Fundamentals of Object-Oriented Programming
- Introduction to DevOps*
- Applications of Object-Oriented Programming

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185



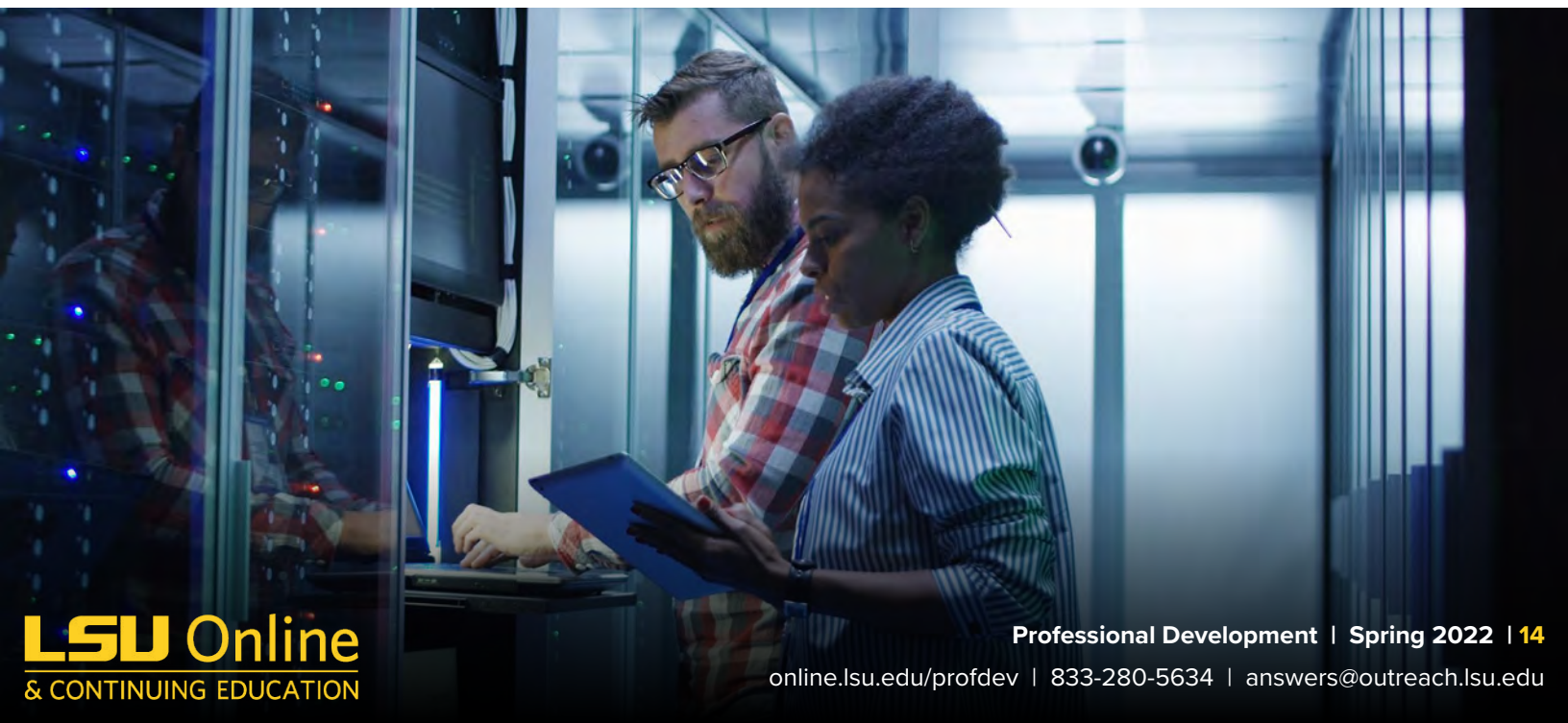
DevOps: Release Orchestration MicroCert®

Release orchestration is a series of processes that ensures products have a smooth launch, efficient maintenance, and successful updates. It allows organizations to experience less pain when software is released, and to make the release process a business decision instead of a technical decision.

- Introduction to DevOps*
- Fundamentals of Release Orchestration
- Applications of Release Orchestration

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$1,185

** Students will only need to take the Introduction to DevOps course once.*



Online Certificates & MicroCert® Programs

TECHNOLOGY AND DATA ANALYTICS (CONTINUED)



Facebook Digital Marketing Specialist Certificate

Marketing is an ever-changing industry, and with the advancements in technology made in the past 20 years, marketers have adapted their strategies to the changing digital landscape. Students will gain the skills necessary to develop comprehensive digital marketing plans, analyze performance using Google Analytics, and develop advertising campaigns using Facebook Ads and other tools.

- Foundations and Strategy of Marketing
- Social Media Marketing
- Marketing Analytics and Performance Optimization

Estimated Time: 180 hours (18 CEUs) **Cost:** \$2,499



Advanced Facebook Digital Marketing Specialist Certificate

Online marketing is so much more than banner ads. With advancements in digital marketing technology, brands and organizations now have countless avenues by which they can reach their target audiences. Students will learn to deploy digital advertising using Search and Display Ads, gain the skills to launch email marketing campaigns using tools like MailChimp, and master strategies for SEO optimization.

- Marketing Content Strategy and Branding
- Email Marketing
- Search and Display Advertising

Estimated Time: 180 hours (18 CEUs) **Cost:** \$2,499



Online Certificates & MicroCert® Programs

TECHNOLOGY AND DATA ANALYTICS (CONTINUED)



Tableau Business and Data Analytics Specialist Certificate

Data analytics skills are highly valued in nearly every industry and increasingly utilized in a range of job functions. This program will cover the latest technological trends and will teach you how data is created, sourced, and accessed as well as how to analyze, interpret, and report it. Learn relevant core concepts and technical skills with hands-on software training, including: Google Slides, Google Sheets, Tableau, MySQL and Python.

- Introduction to Data Analytics
- Statistics I: Introduction to Statistics
- SQL I: Foundations of SQL
- SQL II: Applied SQL
- SQL III: Database Design
- Tableau I: Foundations of Tableau
- Tableau II: Data Visualization with Tableau
- Statistics II: Probability and Statistical Testing
- Statistics III: Regression

Estimated Time: 320 hours (32 CEUs) **Cost:** \$4,885



Business and Data Analytics Foundations Certificate

This program introduces students to the fundamentals of Business and Data Analytics. It aims to develop their understanding of analytics in the context of a business and to provide a framework for students to apply topics such as framing a business problem, stakeholder analysis, data wrangling using Google Sheets, data visualizations, descriptive statistics, exploratory data analysis, and data storytelling in business.

- Introduction to Data Analytics
- Statistics I: Introduction to Statistics

Estimated Time: 90 (9 CEUs) **Cost:** \$1,240



SQL for Analytics Certificate

SQL, or Structured Query Language, is easy to use, has the ability to manipulate multiple databases at once, and can be used to create advanced dashboards for data analysis. Students will learn to identify the role and structure of relational databases as they apply to data analytics, apply the SQL in MySQL for data manipulation language and data definition language, and apply normal forms for database normalization.

- SQL I: Foundations of SQL
- SQL II: Applied SQL
- SQL III: Database Design

Estimated Time: 90 hours (9 CEUs) **Cost:** \$1,860



Tableau Certificate

Tableau is an interactive data visualization software that makes it easy to simplify raw data into understandable visuals. This program will teach you how to create and design both static and dynamic tables, data visualizations, dashboards, and stories while incorporating visual design best practices to better communicate insights to the intended audience, such as business stakeholders.

- Tableau I: Foundations of Tableau
- Tableau II: Data Visualization with Tableau

Estimated Time: 80 hours (8 CEUs) **Cost:** \$1,240



Statistics Certificate

This program focuses on project-based learning using Google Sheets and Python to apply basic statistical techniques to data. Learn to use basic and intermediate probability concepts to determine the likelihood of events, draw conclusions regarding statistical significance based on the results of hypothesis tests, and design and implement A/B testing scenarios. You will identify linear and non-linear correlations, build and assess simple and multiple linear models, and make predictions about unseen data.

- Statistics II: Probability and Statistical Testing
- Statistics III: Regression

Estimated Time: 60 hours (6 CEUs) **Cost:** \$1,240

Online Certificates & MicroCert® Programs

DAVINCI PROFESSIONAL CERTIFICATES

Today, professionals are expected to be well-rounded and skilled in multiple disciplines, while also having a specialization to stand out. LSU Online & Continuing Education is proud to offer DaVinci Certificate programs that fuse technical or business-related knowledge with skills sets gained from the humanities and social sciences—inspired by Leonardo da Vinci. These programs train you in modern professional topics with courses focused on developing broad essential business skills like management, leadership, and customer experience while sharpening your technology skills with specialized topics like data analytics and applied marketing.



Applied Marketing Management Certificate

Data analytics skills are highly valued in nearly every industry and increasingly utilized in a range of projects, strategy, and management skills. It is increasingly vital for an organization to communicate and promote products and services through a variety of tools. Participants will learn how to develop an effective marketing strategy, the role their personality can play in shaping strategy, and the importance of using essential project management principles for timely implementation.

- Essentials of Project Management
- Foundations and Strategy of Marketing
- Personality & Leadership

Estimated Time: 75 hours (7.5 CEUs) **Cost:** \$1,500



Customer Experience Management Certificate

This certificate is a unique series of courses that are designed to enhance the management of the customer experience. An organization's goal is to provide high quality customer service through relationship management, customer dedication, and satisfaction. Participants will be able to demonstrate their understanding of how to manage customer data and interactions, provide quality improvement processes, and respond to conflicts with positive resolutions.

- Customer Relationship Management for Business
- Positive Conflict Resolution
- Quality Assurance Essentials

Estimated Time: 69 (6.9 CEUs) **Cost:** \$1,500



Data Analytics Management Certificate

This certificate is a practical series of courses combining professional and technical training to enhance your career. Data is used to make critical decisions to understand and improve processes. These data-driven decisions reduce wasted time, effort, and money. Participants will learn fundamentals of data analytics, the essential principles of effective project management, and strategies that will help manage a team achieve their organization's goals.

- Essentials of Project Management
- Introduction to Data Analytics
- Thinking and Acting Like a Manager

Estimated Time: 75 hours (7.5 CEUs) **Cost:** \$1,500



Financial Leadership Certificate

This certificate is a unique series of courses combining professional and technology training to enhance your financial management skills. Understanding how finance, technology, and data intersect helps individuals to better manage operations and processes. After completing this series of courses, participants will be able to engage in finance-focused teams with their personal leadership style, apply principles of good data analytics and utilize appropriate financial technology (fintech) terminology and approaches.

- Execution in a Fintech World
- Introduction to Data Analytics
- Personality & Leadership

Estimated Time: 75 hours (7.5 CEUs) **Cost:** \$1,500



Information Technology Management Certificate

This certificate is a unique series of courses designed to help individuals generate organizational value through the use of technology. Technology management enables an organization to optimize and organize resources, staffing, time, processes, and communication. Participants will learn project management best practices, how to develop an Agile mindset, and the fundamentals of cloud computing.

- Developing an Agile Mindset with Scrum
- Essentials of Project Management
- Principles of Cloud Computing I

Estimated Time: 44 hours (4.4 CEUs) **Cost:** \$1,500

Hybrid Certificate Program

PARALEGAL STUDIES CERTIFICATE PROGRAM

JUMP-START YOUR LEGAL CAREER WITH LSU

The LSU Paralegal Studies Certificate Program provides a faster pathway for you to pursue a rewarding legal career. Study with experienced instructors in eight paralegal courses (two of which are legal-specialty electives), a 150-hour internship, and an online legal ethics seminar. With night courses delivered in various formats and convenient scheduling options, this program works in conjunction with your busy schedule. This noncredit certificate is the only one in the state of Louisiana to be approved by the American Bar Association.

Benefits of Taking this Program

- The only non-credit paralegal program in Louisiana approved by the American Bar Association
- Offers the resources of a large university with the personal attention of a small, student-friendly program
- Taught by experienced lawyers, judges, and paralegals
- Access to the student health center, LSU Law Library, and LSU Middleton Library
- Guided by an advisory committee of working paralegals and lawyers
- Application process takes less than five minutes to complete

Courses

The required courses, each of which is offered during every fall and spring semester, are as follows:

- Principles of Paralegal Studies
- Legal Research
- Legal Case Analysis
- Civil Litigation I
- The Practicing Paralegal
- Internship
- Legal Ethics Online
- Law Office Technology

Students choose two electives. The electives are offered on a rotating basis at the discretion of the program unless otherwise indicated. One elective is offered in the summer semester; and at least 3 electives are offered in spring and fall semesters.

Cost: The total curriculum costs range from \$5,075 to \$5,200 plus books. The program is semester based so you pay as you register for courses.

Visit online.lsu.edu/paralegal to learn more.

PROGRAM START DATES

SPRING	January 24, 2022
FALL	August 22, 2022

Program-Length Options

Students have two flexible tracks to choose from: they can become full-time students and take four or five classes for two regular semesters, or they can become part-time students and take two classes a semester for five regular semesters.

FULL TIME

One Year

Semester One	■ ■ ■ ■ ■
Semester Two	■ ■ ■ ■ ■

PART TIME

Up to 2.5 Years

Semester One	■ ■
Semester Two	■ ■
Semester Three	■ ■
Semester Four	■ ■
Semester Five	■ ■

Live-Online Bootcamps

LSU Coding Bootcamp

Study coding at the LSU Coding Bootcamp powered by Fullstack Academy.

- Add in-demand software developer skills to your resume
- Graduate with a portfolio of projects to show employers
- Get job search support to help you get hired

Explore the curriculum and see what you could learn with us in 6 months of nights-and-weekends study.

Part Time Cohort Start Dates: Feb. 15, Apr. 12, or June 7

Full Time Cohort Start Dates: Feb. 14 or May 23

Cost: \$11,995 **Hours/CEUs:** 260 hours / 26 CEU's



LSU Cyber Bootcamp

Study cybersecurity part-time with the LSU Cyber Bootcamp, powered by Fullstack Academy.

- Add in-demand cyber skills to your resume
- Kickstart a lucrative career in cybersecurity
- Get career support to help you land your first cybersecurity job

Part Time Cohort Start Dates: Jan 25, Mar. 15, or May 10

Full Time Cohort Start Dates: Jan. 24 or May 2

Cost: \$11,995 **Hours/CEUs:** 260 hours / 26 CEU's



LSU DevOps Bootcamp

Study DevOps with the LSU DevOps Bootcamp powered by Fullstack Academy.

Designed in partnership with AWS Academy, the LSU DevOps Bootcamp equips you with the skills employers are looking for in automation, infrastructure, Linux and Python. The curriculum is designed to help students develop technical expertise in cloud computing and help them prepare for AWS Certification including the AWS Cloud Architecture, AWS Cloud Development, AWS Cloud Operations certificates.

Part Time Cohort Start Dates: Apr. 12

Cost: \$11,995 **Hours/CEUs:** 260 hours / 26 CEU's



LSU UI/UX Bootcamp

Study UI/UX Design 100% online with the LSU Bootcamp powered by Springboard.

- Add in-demand UX/UI skills to your resume in 9 months
- 1:1 mentor support from a UX/UI professional
- Work on hands-on projects, including an industry design project with a real client
- Comprehensive career support to help you start your new career path

Part Time Cohort Start Dates: New cohorts start monthly

Cost: \$13,950 **Hours/CEUs:** 360 hours / 36 CEU's



On-Demand Certificate Programs

Certificate in Computer Skills for the Office

Bring your Office skills to a whole new level by diving into a suite set of powerful instructional courses. Learn new tips and tricks to unlock new dimensions in your data, documents and presentations using Excel, Word and PowerPoint.

- Excel Basics
- Excel Advanced Skills
- Excel Tips & Tricks
- Microsoft Word Basics
- PowerPoint for Business
- Visual PowerPoint

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$299

Certificate in Creativity and Innovation

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This certificate program will give you a set of tools that allow you to leverage your own creativity and innovation to identify and solve organizational problems.

- Creativity in Teams and Organizations
- Innovation in Teams and Organizations
- Introduction to Critical Thinking
- Personal Creativity

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$249

Certificate in Emerging Technologies for Managers

This program addresses blockchain, artificial intelligence, and robotics. Learn how each technology affects business processes and how each contributes to a discussion about the future of labor. Examine cryptocurrencies and how blockchain is restoring trust and security in Internet transactions, how artificial intelligence is leading to gains in efficiency and performance, along with concepts and metrics for management to consider when evaluating an investment in robotics.

- A Manager's Guide to Artificial Intelligence
- A Manager's Guide to Blockchain
- A Manager's Guide to Robotics

Estimated Time: 9 hours (.9 CEUs) **Cost:** \$199

Certificate in Entrepreneurship

This program introduces key issues in entrepreneurship for those looking to start a business on their own. Learn what it takes to build and grow a business from scratch and what types of resources are available to new entrepreneurs

- Accounting and Finance for Entrepreneurs
- Business Law for Entrepreneurs
- Introduction to Entrepreneurship
- Leadership and Management for Entrepreneurs
- Strategic Marketing for Entrepreneurs

Estimated Time: 25 hours (2.5 CEUs) **Cost:** \$599

Certificate in Finance Essentials

The program will teach you critical financial terminology and how to calculate key financial management indicators. You will learn how to assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support informed decision making within organizations.

- Financial Planning and Control
- How to Read a Financial Statement
- Introduction to Business Statistics
- Introduction to Finance
- Time Value of Money and Risk
- Understanding and Managing Budgets

Estimated Time: 19 hours (1.9 CEUs) **Cost:** \$399

Certificate in Human Resource Management

An effective human resource management strategy is a valuable asset to any company. Learn how to manage employee relations, compensation, policy-making, performance management, and employee appraisals. This program will teach you the basics of managing the benefits and policies that support an effective staff.

- Compensation & Benefits
- Data and Human Resource Management
- Employee Selection
- Equal Employment Opportunity
- Introduction to Human Resource Management
- Performance Management
- Talent Management and Career Development

Estimated Time: 21 hours (2.1 CEUs) **Cost:** \$399



On-Demand Certificate Programs

Certificate in Leadership for Women in Business

This certificate explores both the social and psychological mechanisms that create challenges that professional women often face. Alongside commentary from women leaders, the material also provides concrete and data-driven recommendations for advancing in your career. The courses in the certificate introduce key concepts and practices that all successful business people should be familiar with, thereby serving as a general introduction to topics like leadership, management, communication, work-life balance, networking, negotiation, and body language.

- Body Language for Women in Business
- Current Issues Facing Women in Business
- Leadership and Management for Women in Business
- Communication for Women in Business
- Work-Life Balance for Women in Business
- Networking and Mentorship for Women in Business
- Negotiation for Women in Business

Estimated Time: 23 hours (2.3 CEUs) **Cost:** \$499

Certificate in Nonprofit Management

This program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed.

- Budgeting in a Nonprofit Organization
- Capital Campaigns
- Fundraising for Nonprofit Organizations
- How to Read a Nonprofit Financial Statement
- Introduction to Grant Writing
- Introduction to Nonprofit Management
- Leadership in a Nonprofit Organization
- Nonprofit Board and Volunteer Development
- Principles of Marketing for Nonprofit Organizations
- Social Media for Nonprofits
- Strategy for Nonprofit Organizations

Estimated Time: 44 hours (4.4 CEUs) **Cost:** \$699

Certificate in Small Business Management

Small business management brings with it some unique challenges. Owners of small businesses often play many roles and must have a wide body of knowledge. In a single day, a small business owner may be required to do any number of varied tasks, like approve a project plan budget, train a new employee, and develop a marketing campaign. This certificate will provide students with

a fundamental understanding of the most critical areas in small business management.

- Accounting Fundamentals for Small Businesses
- Introduction to Small Business Management
- Small Business Marketing
- Budgeting and Financial Analysis for Small Businesses
- Law for Small Businesses
- Project Management for Small Businesses
- HR Fundamentals for Small Businesses
- Leading and Managing Small Businesses

Estimated Time: 30 hours (3 CEUs) **Cost:** \$499

Certificate in Sustainable Management

Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment, and improves the lives of the people with whom it interacts.

- An Overview of Sustainable Management
- Corporate Social Responsibility
- Measuring Sustainable Management Performance
- Sustainable Management: Leadership Ethics
- Triple Bottom Line Accounting

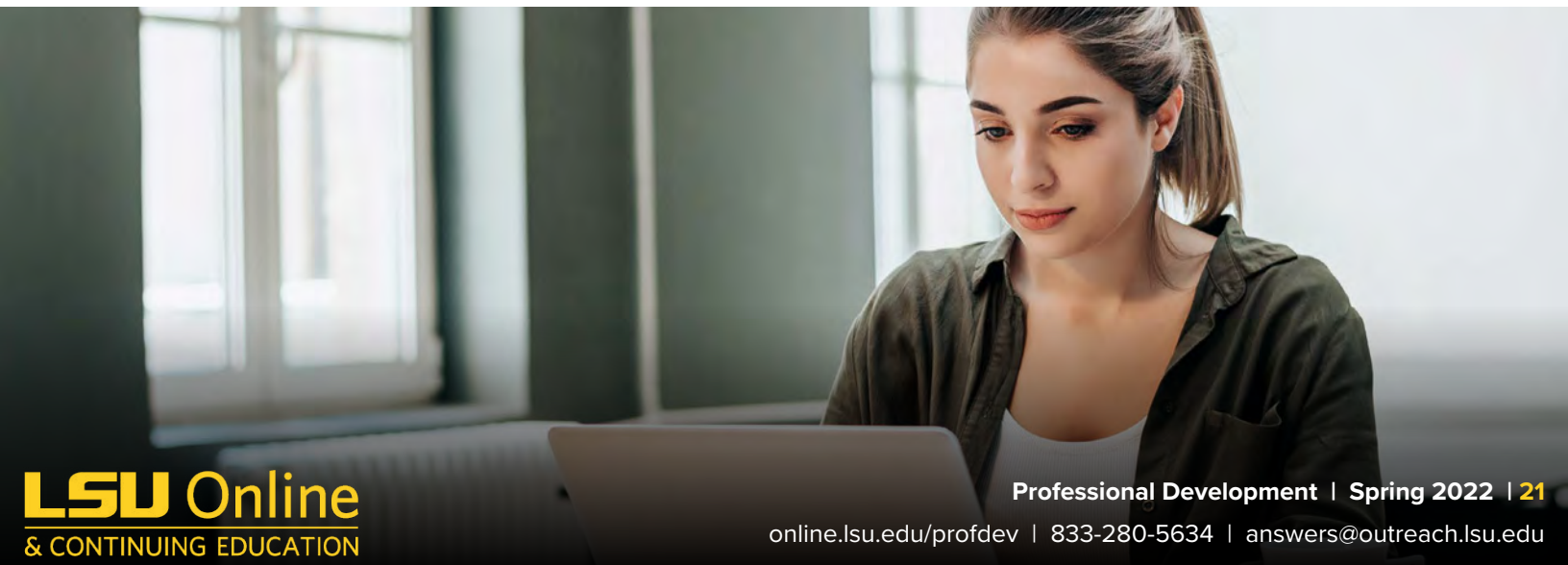
Estimated Time: 15 hours (1.5 CEUs) **Cost:** \$299

Certificate in Web Design

A well-designed website is essential for any organization today. This program of courses will teach you the skills you'll need to build a website of your own including the basics of designing a functional and attractive site, the HTML and CSS languages you'll need to execute your design, and best practices for designing and building a website that responds intelligently to the needs of users.

- Introduction to Web Design
- HTML for Web Design
- CSS for Web Design
- JavaScript for Web Design
- Responsive Web Design

Estimated Time: 18 hours (1.8 CEUs) **Cost:** \$399



Registration Information

WAYS TO REGISTER



ONLINE

Register online from any course description at online.lsu.edu/profdev



BY PHONE

Register by calling
833-280-5634
8a.m.–4:30p.m. Monday-Friday

PAYMENT POLICIES & OPTIONS

CREDIT CARDS

We accept Visa, MasterCard, Discover or American Express. Full payment, or an authorized purchase order for billing, is due at the time of registration.

HOLIDAYS

LSU Continuing Education observes the same official holidays as the LSU campus. Office closures include New Year's Day, Martin Luther King Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and approximately one week around Christmas.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

In some cases, university buildings may not be fully accessible for persons with disabilities. If you need special accommodations because of a disability, please let us know by calling **833-280-5634** at least two weeks before your class begins.

REFUNDS & CANCELLATIONS

LIVE-ONLINE/ON-CAMPUS/INSTRUCTOR-LED REFUND POLICY

If your plans change, you must cancel 5 business days prior to the first day of class in order to receive a full refund or transfer to another course. If you cancel less than 5 business days, no refunds will be granted however you may be eligible for a one-time transfer of funds to another course. There are no penalties for substitutions prior to the first day of class. LSU reserves the right to cancel or make changes in courses. If a course is cancelled, the entire fee is refunded.

ONLINE COURSES REFUND POLICY

A refund will be issued if the request is received in our office within seven calendar days of enrollment and the course has not been accessed. Learners must submit a written request for a refund to answers@outreach.lsu.edu

LSU reserves the right to cancel or make changes in courses. If a course is canceled, the entire fee is refunded.

