Welcome to the Department of Continuing Education.

Welcome to the wonderful world of lifelong learning at Northeastern State University! The Continuing Education department is dedicated to promoting our mission of empowering individuals to become socially responsible global citizens by creating and sustaining a culture of learning and discovery. We feel this is accomplished by offering a variety of customized, high quality, non-credit courses in an engaging learning environment. Our programs are designed to meet the needs of all students, professionals and community members.

Whether we are working with our education partners to provide community education or customized professional training, our goal remains the same: to provide consistent and quality education opportunities to meet the needs of our region. Continuing Education meets this goal by sharing valuable university educational resources, while simultaneously gaining knowledge and experiences from the community. This collaborative approach promotes and sustains a foundation of learning and scholarship. The Continuing Education team of knowledgeable and friendly professionals is dedicated to providing quality assistance to students, faculty and the community.

We invite you to come and explore with us today!

Rylee Ketcher, M.B.A.
Director of Continuing Education
5 ACT Preparation

Community and Personal Enrichment

6 Fitness
7 Youth Programs

8-9 Art, Music and Creativity

Community Music Academy

10 Private Lessons
11 Group Lessons

Professional and Workforce Development

12-14 Business and Career Skills
15 Computer Skills
16-18 Business Communication
19 Courses for K-12 Teachers
20-22 Health
23 Human Resources
24-26 Leadership
27 LEED Green Workplace
28-30 Management
30-31 New Media Marketing
32 Professional Development
33-34 Social Media for Business
34-35 Courses for Parents
35-37 Training and Education

38 Certificates and Exam Preparation
39 Outdoor Adventure Programs
ACT Preparation

TAHLEQUAH AND MUSKOGEE ACT PREP CAMP DATES

» Saturday, Aug. 29, 2015
» Saturday, Oct. 10, 2015 (Tahlequah)
  Saturday, Oct. 3, 2015 (Muskogee)
» Saturday, Dec. 5, 2015
» Saturday, Jan. 30, 2016
» Saturday, April 2, 2016
» Saturday, May 28, 2016
» Saturday, Aug. 27, 2016

All camps will be held at the following locations:

Northeastern State University
Tahlequah Campus in UC, Room 223
Muskogee Campus in the Administration Building, Room 203

Saturday Camp Details
Saturday Prep Camps are from 9 a.m.-1 p.m. and cover Testing Strategies, English/Reading, Math/Science.
Fee: $85, includes a workbook

BROKEN ARROW ACT PREP CAMP DATES

» Sept. 1, 2, 3, 2015
» Oct. 6, 7, 8, 2015
» Dec. 1, 2, 3, 2015
» Jan. 26, 27, 28, 2016
» March 29, 30, 31, 2016
» May 24, 25, 26, 2016

All camps will be held at the following locations:

Northeastern State University
Broken Arrow Campus in the Education Building, Room 119

Evening Camp Details
Tuesday Testing Strategies Prep, 5:30 p.m. - 7:30 p.m., $35
Wednesday English/Reading Prep, 5:30 p.m. - 7:30 p.m., $35
Thursday Math/Science Prep, 5:30 p.m. - 7:30 p.m., $35
Take all three nights for a discount - $85
All camp fees include a workbook.
Community and Personal Enrichment

**Fitness**

**COUCH TO 5K**
This course is designed to motivate sedentary couch potatoes to get moving, and gently transition into adopting a more active lifestyle. Participants will alternate between walking and jogging short distances, and gradually add time and distance for eight weeks. The end result is to prepare you to jog five kilometers without stopping. **Suggested to take Couch to 5K with Body Weight Boot Camp**

**DATE:** Tuesdays, Aug. 25 – Oct. 13, 2015 (eight weeks)
**TIME:** 5:30 p.m. – 6:30 p.m.
**LOCATION:** NSU-Tahlequah campus: First class will meet at the Continuing Education building (512 N. Muskogee Ave.), after first class location determined by instructor.
**INSTRUCTOR:** Steve Ford
**FEE:** $30

**BODY WEIGHT BOOT CAMP**
“Forget fancy fitness fads. Your body is the only equipment you need for one of the most effective workouts”
Learn ways to improve your fitness with no equipment other than your own body. This workout class covers strength training, cardio, stretching/flexibility, using body weight exercises. Injury prevention using resistance bands, foam rollers, stability balls and household items will also be covered. **Suggested to take Body Weight Boot Camp with the Couch to 5K**

**DATE:** Tuesdays, Aug. 25 – Oct. 13, 2015 (eight weeks)
**TIME:** 6:30 p.m. – 7:30 p.m.
**LOCATION:** NSU-Tahlequah campus - Continuing Education building
**INSTRUCTOR:** Steve Ford
**FEE:** $30

**“WE’RE ON A ROLL” FOAM ROLLER WORKSHOP**
Learn how to properly use a foam roller and Self Myofascial Release (SMR) techniques to reduce muscle tightness and increase flexibility, while giving you great core strengthening exercises you can use at home. You will leave this workshop with the proper techniques to incorporate regular foam roller use into your wellness routine.

**Session 1**
**DATE:** Saturday, Sept. 26, 2015
**TIME:** 9 a.m. - 12 p.m.
**LOCATION:** NSU-Tahlequah campus - Continuing Education building (512 N. Muskogee Ave.)
**INSTRUCTOR:** Steve Ford
**FEE:** $10

**Session 2**
**DATE:** Saturday, Oct. 10, 2015
**TIME:** 9 a.m. - 12 p.m.
**LOCATION:** NSU-Tahlequah campus - Continuing Education building (512 N. Muskogee Ave.)
**INSTRUCTOR:** Steve Ford
**FEE:** $10

**Session 3**
**DATE:** Friday, Nov. 13, 2015
**TIME:** 5:30 p.m. – 6:30 p.m.
**LOCATION:** NSU-Tahlequah campus - Continuing Education building (512 N. Muskogee Ave.)
**INSTRUCTOR:** Steve Ford
**FEE:** $10
NORTHEASTERN LITTLEHAWKS (CHEERLEADING AND TUMBLING SQUAD)

Would you like to be a star at Northeastern State University? This group will learn basic cheer and tumbling form and techniques while learning a series of routines. Our LittleHawks will have a meet and greet with NSU Sprite Squad at half-time then LittleHawks will get to perform sideline cheers with the NSU Spirit Squad during the third quarter of selected home football games. NO competitions. NO expensive uniforms. LittleHawks will perform at NSU’s last home football game on Saturday, Nov. 7.

DATE: Thursdays, Sept. 10- Nov. 5
TIME: 5:30 p.m. - 6:30 p.m.
LOCATION: NSU-Tahlequah campus
- Jack Dobbins Field House - North Gym
AGES: 5 years and older
(class size is limited so enroll early)
INSTRUCTOR: Jennifer Brown
FEE: $85 (enrollment is limited to 15)

Call to register 918.444.4610.
ANGEL BAND: THE OKLAHOMA HERITAGE MUSIC AND DANCE ASSOCIATION

Angel Band: The Oklahoma Heritage Music and Dance Association - folk songs, dance, and their stories (a service learning project).

Much about the values and character of our culture is revealed through our songs, dances, and stories. Combining the Oklahoma Heritage Orchestra and the Oklahoma Heritage Dance Association, Dr. Carl Farinelli and his son, Matthew “Austin Cobb” Farinelli, provide an opportunity for aspiring singers, dancers, musicians, storytellers and writers of all levels—beginning, intermediate and advanced—to come together in a service learning environment in order to perform songs and dances from many cultures and generations, and to tell about and write about these songs.

If there’s a singer or dancer inside of you that wants to break free, this course is for you. Learn to play the guitar, fiddle, etc. Take out your dancing shoes to learn different styles of dance. Or maybe you prefer to listen and write about the history of some songs and dances. There’s something for everyone’s taste. Every song has a story, perhaps one you heard your grandmother tell. All songs and dances will be divided into difficulty levels for instrumentalists, with open string versions, simple open chords and/or harmonies, advance picking and advanced chords/harmonies.

The Farinellis have always used a multiple level and multiple modality approach based on years of educational research in brain-based learning, learning styles, multiple intelligences and thinking styles approaches, therefore you can learn by reading music, tablature, by ear, and/or by watching others play simple, slow versions of songs, then more complex versions gradually coming up to speed.

Dance is approached in a similar way starting with a simple walk step, then learning to divide dances into long and short metered steps, then finally putting it all together into the patterns of these historical dances and regional dances.

For those who want to give back to the community, the end product of this class is service learning, taking the historical-cultural performance to our senior citizens, schools, festivals and other performance opportunities.

Session 1
DATE: Mondays, Sept. 21, 28 and Oct. 5, 12, 2015
(4 weeks, 1 hour per week)
TIME: 7 p.m. - 8 p.m.
LOCATION: NSU-Broken Arrow campus
INSTRUCTORS: Dr. Carl Farinelli and Matt Farinelli
FEE: $25

Session 2
DATE: Mondays, Oct. 19, 26 and Nov. 2, 9, 2015
(4 weeks, 1 hour per week)
TIME: 7 p.m. - 8 p.m.
LOCATION: NSU-Muskogee campus
INSTRUCTORS: Dr. Carl Farinelli and Matt Farinelli
FEE: $25

Session 3
DATE: Mondays, Nov. 16, 23, 30 and Dec. 7
(4 weeks, 1 hour per week)
TIME: 7 p.m. - 8 p.m.
LOCATION: NSU-Tahlequah campus
INSTRUCTORS: Dr. Carl Farinelli and Matt Farinelli
FEE: $25
AIKI-JITSU CLASS
The Farinelli family has been developing its American martial arts system since 1971. In the 70s, patriarch Carl Farinelli began investigating different martial arts and exercise approaches, studying a Texas eclectic version of hard style martial arts taught at Sam Houston State University by various instructors with Shotokan (Okinawan), Tae Kwon Do (Korean); the Japanese arts of Aikido, Judo, and Jujitsu; and beginning in 1973 in Aldine, Texas, he added the Chinese soft styles of Tai Chi and Chi Gung.

Over the years, he has researched yoga, various military martial arts, stick fighting, Kendo (sword), Jeet Kune Do (Bruce Lee’s art) and internal energy studies (prayer, stretching, exercise and meditation) in order to develop his present American Individualize Ki Instruction (AIKI) system. The Japanese term “Ki” is similar to the Chinese term “Chi” which has many meanings in English including “energy” or “spirit.”

Farinelli focuses his Aiki on the concepts of Harmony and Balance (Ai) of one’s Spirit and Energy (Ki). He interprets these into parallel western concepts so that, in this system, the ultimate martial art is the art of peace and harmony. Therefore, by seeking peace and harmony within one’s own spirit through one’s own spiritual background and then learning the energy tools needed to keep oneself protected inside from anger and other negative energies, and externally from unbalanced people in the world, the AIKI scholar is able to travel life’s road protecting herself or himself and the innocent from these unbalanced people.

In this class, each student will work under the guidance of Farinelli (founder) and his son, Matthew (fourth degree Black Belt in Aikijitsu) to develop her or his own Individualize Martial Arts Plan (IMAP), based on the student’s own individual gifts and limitations such as previous training, age, physical ability, mental abilities including thinking and learning style, personality, etc.

INSTRUCTORS: Dr. Carl Farinelli and Matt Farinelli
FEE: $25

Session 1
DATE: Mondays, Sept. 21, 28 and Oct. 5, 12, 2015
(4 weeks, 1 hour per week)
TIME: 8 p.m. - 9 p.m.
LOCATION: NSU-Broken Arrow campus
INSTRUCTORS: Dr. Carl Farinelli and Matt Farinelli
FEE: $25

Session 2
DATE: Mondays, Oct. 19, 26 and Nov. 2, 9, 2015
(4 weeks, 1 hour per week)
TIME: 8 p.m. - 9 p.m.
LOCATION: NSU-Muskogee campus

INTRODUCTION TO WATERCOLOR PAINTING
This team-taught course will have one lead instructor, George Fulk, and an alternating apprentice to assist at each session, with a maximum of 12 students, to ensure sufficient individualized instruction. The course is designed for those who have had very little or no previous experience painting with watercolors, although those with intermediate level of skills would also benefit. We will go through techniques in the assigned textbook, give demonstrations and guide exercises that demonstrate those techniques.

DATE: Tuesdays, Oct. 13 - Dec. 1, 2015 (8 class meetings, 3 hours per session, 24 total hours of instruction)
TIME: 6 p.m. - 9 p.m.
LOCATION: NSU-Tahlequah campus, Fine Arts building, Room 105
INSTRUCTOR: George Fulk (Lead Instructor)
Apprentices: Paula Hefley, Cathy McCarty and Barbara Orth
FEE: $50 (Does not include supplies. Continuing Education (CE) will provide you with a materials list once you register for the class. The materials cost is approx. $92.60 or $112.24 if you purchase the large tubes of paint.)
NSU COMMUNITY MUSIC ACADEMY
The NSU Community Music Academy (CMA) offers high quality music programs to our community members. We do this by offering a comprehensive music outreach program, providing educational and enriching musical experiences for all ages.

By supporting lifelong learning in the arts, the NSU Department of Music in partnership with Continuing Education helps to stimulate the community’s musical legacy, fostering an appreciation for the arts and sets the stage for the future generation.

With a quality foundation for students of all ages and abilities to reach their greatest musical potential, our programs support the need for personal growth and artistic satisfaction. We offer a broad spectrum of educational and enriching opportunities, enabling individuals and families to learn more ways of exploring the world together through music. We provide intergenerational relationships through musical participation and opportunities to share the joy of music with friends, and peers in groups large and small.

Private Lessons
Individual instruction is one of the best ways to make progress in your musical studies. Private lessons are available for most instruments and voice. Weekly lessons may be scheduled for 30, 45, or 60 minutes. You will need to provide your own instrument, except in the case of piano. Percussionists will need to provide their own sticks and mallets.

AGE: All ages are welcome
TERM: Lessons start Aug. 17
(Semester Holiday Concert-Dec. 13, 2015)
LOCATION: NSU Department of Music
DAY/TIME: Monday through Saturday as arranged by office staff, with instructors. Dependent upon instructor and space availability.

Tuition and Faculty
Tuition is determined by teacher type. There are three types of instructors in the CMA: undergraduate instructors, instructors and NSU faculty. An undergraduate instructor is a current NSU music major who has had training in music pedagogy and works under the direct supervision of a mentor teacher and the director of the Community Music Academy, an instructor is a community member or faculty member without a terminal degree, and an NSU Faculty instructor is a current faculty member with a terminal degree. We will do our best to place you with the level of teacher that you request (based on availability, with preference going to returning students and early registrants).

Undergraduate Instructor Lesson Rate
30-Minute Lesson $15
45-Minute Lesson $22
60-Minute Lesson $28

Instructor Lesson Rate
30-Minute Lesson $20
45-Minute Lesson $28
60-Minute Lesson $36

NSU Faculty Lesson Rate
30-Minute Lesson $25
45-Minute Lesson $35
60-Minute Lesson $45

Tuition does not include printed music.
For more information, please contact:
Dr. Ronald Chioldi
Director of the Community Music Academy
918.444.2707
Fine Arts building, second floor, Room 222
chioldi@nsuok.edu

Cancellations by the student must be made 48 hours in advance. If a cancellation is made without the required 48 hours of notice or in the case of a no-show, you may forfeit the opportunity to reschedule the lesson.
Group Lessons

BEGINNING PIANO AND ELEMENTS OF MUSIC
Beginning Piano and Elements of Music is for children age 3 to 6. This innovative approach to beginning piano study takes place in NSU’s digital keyboard lab and acts as a springboard to private lessons. The group class provides children with the opportunity to learn music concepts in a social environment through ear training, singing, rhythm work, games, ensembles, performance, technique, theory, and improvisation. This 16-week class will meet once per week for one hour.

DATE: Tuesdays, Aug. 18 – Dec. 1, 2015 (16 weeks)
TIME: 5 p.m. – 6 p.m.
LOCATION: NSU-Tahlequah campus, Fine Arts building, second floor, Room 201
INSTRUCTOR: Ginger Allen
FEE: $160

For more information, please contact: Dr. Ronald Chioldi, director of the Community Music Academy at 918.444.2707 or chioldi@nsuok.edu

MUSIC AND ME
This class is for young children and parents. Let your child explore their world through music in our Music and Me hands-on, interactive course. You and your baby can share special time together discovering rhythm, sounds and movement, developing their own spatial reasoning and thinking skills. Classes will meet once per week for 45 minutes and each semester will have an 8 week session. We will use different types of music and small instruments to grasp foundational concepts of melody, rhythm and steady beat. Classes will be available for infants 0-12 months and 13-24 months*, separately, and will meet on Saturdays at 9:30 a.m. (13-24 months) and 10:30 a.m. (0-12 months).

*Rhythm Sticks will be required for purchase for this class.

Session I
DATES: Saturdays
TIME: 10 a.m. – 10:30 a.m. (13-24 months) and 11 a.m. – 11:30 a.m. (0-12 months)
LOCATION: NSU-Tahlequah campus, Fine Arts building, Room 211
INSTRUCTOR: Ginger Allen
FEE: $80

Session II
DATES: Saturdays
TIME: 10 a.m.-10:30 a.m. (13-24 months) and 11 a.m. -11:30 a.m. (0-12 months)
LOCATION: NSU-Tahlequah campus, Fine Arts building, Room 211
INSTRUCTOR: Ginger Allen
FEE: $80

For more information, please contact: Dr. Ronald Chioldi, director of the Community Music Academy at 918.444.2707 or chioldi@nsuok.edu
Business and Career Skills

**CERTIFICATE IN CUSTOMER RESEARCH**
Your customers hold the key to the future success of your organization, find out what they know by engaging with them. Find out how to get feedback, information and even answers from your customers. With our low and no cost methods of customer research, you will discover new techniques for collecting information that will improve your organization’s products or services, promotion and marketing, and even bottom-line finances. Whether you work in a for-profit or nonprofit environment, our 8 Stage Needs Assessment model will give you a step-by-step proven approach to researching and selecting new services, products or activities.

**DATE:** Sept. 8 – Oct. 30  
**TIME:** Average of 32 online hours  
**LOCATION:** Online  
**FEE:** $395

**CYBER SECURITY FOR MANAGERS**
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up-to-date on cyber security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, this course will help you find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing, and safeguard your business and work information.

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $245

**ENTREPRENEURSHIP CERTIFICATE**
Boost your chances of success for your new or small business and reduce your risks with the latest on planning your business, brainstorming business ideas and a checklist for going into business. Learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan and take home techniques to successfully manage and market your new business.

**DATE:** Sept. 8 – Nov. 27  
**TIME:** Average of 48 online hours  
**LOCATION:** Online  
**FEE:** $495

**Entrepreneur Boot Camp**
Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss, yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. Upon completion of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**The Business Plan**
Whether writing a business plan to secure capital, as mandated by most funding sources, or to lessen the risks of business ownership, the planning process you undertake to do so enables you to evaluate the many aspects and potential hurdles of your businesses. In the online Business Plan course, you will discover the basics of the entrepreneurial planning process culminating in the development of an early stage business plan. By preparing your business concept, building your plan, and evaluating your business for feasibility, you gain knowledge critical for business start-up and development. A practical, hands-on approach encourages you to immerse yourself in the vision, research and planning aspects of your new venture.

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**Entrepreneurial Marketing**
To succeed in today’s marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step-by-step approach to attract and keep customers, all within a realistic budget. With an
Business and Career Skills

emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.

DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

CERTIFIED FINANCIAL PLANNERS
Expand your qualifications for your current position in the financial services industry or plan for a career change to one of the fastest growing industries in the United States. With a CFP® certification, you’ll build your financial knowledge as well as your job potential.

This program is registered with the Certified Financial Planner Board of Standards as an approved education program in preparation for the CFP® Certification Examination.

The CFP® Certification Program provides the skills, training and knowledge to succeed in the financial services industry, as well as the education requirement needed to sit for the CFP® Certification Examination. Whether you are new to the financial services industry or a seasoned professional, this program is designed to be equally beneficial. The program is a sequential six-course certificate program. Our program’s schedule allows you to complete your studies in approximately 14 months, while maintaining a full-time job.

DATE: Open enrollment
TIME: At your own pace
LOCATION: Online
FEE: Cost of program (all six parts) is $1,500 ($250 per part) with books/materials sold separately

Insurance
A study of the basic ideas, problems and principles found in all types of modern day insurance, including fundamentals of insurance contracts, the nature of the insurance institution, and government regulation of insurance.

Retirement and Employee Benefit Planning
In this course students apply retirement planning and employee benefits in personal financial planning. This course is designed to provide students with an understanding of the concepts of the ethical considerations, Social Security, and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits and analysis of retirement factors.

Introduction to Financial Accounting
(Accounting (Income Tax Planning))
This is an introductory course in financial accounting that utilizes a decision approach for both management and external users. Topics include income measurement, asset and liability determination, financial statement preparation, accounting systems, internal controls, ethics, corporate accounting and analysis of financial statements.

Investments
A first course in investments designed to develop a successful investment program. Topics include a discussion of economic and industry specific issues, a survey of securities, security analysis and valuation, securities markets, and securities laws.

Estate Planning
In this course, students apply estate planning in personal financial planning. The course is designed to provide students with an understanding of the concepts of the fundamentals of estate planning, estate planning considerations and constraints, tools and techniques for general estate planning and the tools and techniques for special estate planning situations.

Professional Financial Planning (Capstone)
The study of the principles, concepts, ethics and applications of financial planning for the professional planner working with individuals, families, or businesses. Analytical procedures will be taught and cases used to illustrate the determination of financial goals, appropriate product selection and planning process implementation necessary to accomplish goals.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™, CFP® (with plaque design) and CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board’s initial and ongoing certification requirements.
ENROLLED AGENT EXAM PREP
This program prepares tax professionals for the Enrolled Agent exam. These face-to-face courses are enhanced with GLEIM instructional materials in an online learning environment. This comprehensive overview will provide students with the fundamental knowledge necessary to prepare for all parts of the examination.

FEE: The program costs $1,100, including the cost of textbooks. Each part can be taken and paid for separately if needed. See below.

Part I
DATE: Saturdays, Aug. 15 – Sept. 19
(No class Sept. 5 for Labor Day)
TIME: 9 a.m. - 1 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $385, includes materials and textbook
CPE HOURS: 20 hours approved by the State Board of Certified Public Accountants

Part II
DATE: Saturdays, Oct. 3 – Nov. 14
(No class Oct. 17 for Fall Break)
TIME: 9 a.m. - 1 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $500, includes materials and textbook
CPE HOURS: 28 hours approved by the State Board of Certified Public Accountants

Part III
DATE: Saturdays, Dec. 5 and 12
TIME: 9 a.m. - 1 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $220, includes materials and textbook
CPE HOURS: Eight hours approved by the State Board of Certified Public Accountants

CPA CERTIFICATE EXAM REVIEW
The CPA Review course is a four-course program designed to prepare candidates for the CPA examination. This classroom based instructional series will be facilitated by highly qualified and engaging instructors who are passionate about their students and learning outcomes. In addition, the course features GLEIM instructional materials. This comprehensive overview will provide students with the fundamental knowledge necessary to prepare for all parts of the examination.

Financial Accounting and Reporting
DATE: Saturdays, Sept. 19 - Nov. 14
(No class Oct. 17 for Fall Break)
TIME: 1 p.m. - 4 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $700

Auditing and Attestation
DATE: Spring 2016

Business Environment and Concepts
DATE: Spring 2016

Regulations
DATE: Spring 2016

Check out our other Business and Career Skills programs online at www.nsuok.edu/continuingeducation
» Executive and Personal Assistants Workshop
» Business Research Certificate
» Certificate in Data Analysis
» Entrepreneurial Finance Certificate
» Building a Consulting Business
» Practical Math for the Workplace
» Getting Started in Voice Over
Computer Skills

**HOW TO SETUP, PROTECT, AND MAINTAIN YOUR WINDOWS 8 PC**

Ever wonder how some people never seem to have any issues with their Windows PC? Learn the magic formula from an IT professional. You will be guided through installing and setting up your PC with the latest Windows 8 Operating System and desired software. Learn the minimum hardware requirements for today’s software and operating systems and how to choose the right hardware configuration if you need to make a new purchase. Install the Windows Operating System from “bare metal,” protect and secure your PC, and keep it all running smoothly for the life of the equipment.

*One-month course*

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $175

**MASTERING COMPUTER SKILLS FOR THE WORKPLACE**

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in Microsoft (MS) PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today’s fast paced ever-changing environment and will enable your future career success.

*One-month course*

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**MASTERING MICROSOFT EXCEL**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

*One-month course*

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 15
CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all-the-more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

Courses can be taken separately, or as a certificate.

DATE: Sept. 8 – Oct. 30
TIME: Average of 32 online hours
LOCATION: Online
FEE: $245

Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement, and become skilled at being an exceptional service provider. You can also help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

Extraordinary Customer Service

Transform your customer service into something extraordinary, and separate yourself from the competition. As a result, more repeat business will greatly improve your bottom line. Discover how by focusing on a few essential elements, you can tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on key elements that will get you started on your pathway to success.

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

EFFECTIVE COPYWRITING

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. This course will provide you with tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

One-month course

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195
Presentation media are keys to communication, sales, speeches and any other effective presentations today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful. Learn how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Discover the design elements to creating visual presentations for success using any media. Take away critical skills that you can share with others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

**Courses may be taken separately, or as a certificate.**

**DATE:** Sept. 8 – Nov. 27  
**TIME:** Average of 48 online hours  
**LOCATION:** Online  
**FEE:** $495

**Prezi**
Take a journey into the world of creative presentations and bring your vision to life with Prezi and leave PowerPoint behind. Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting, as well as how you are presenting.

**DATE:** Sept. 8 – Oct. 2
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**Photoshop for Presentations**
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**Graphic Design for Visual Presentations**
Make your visual presentations look professional, and communicate effectively. Get the latest, most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

**DATE:** Nov. 2 – 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

Good communication in the workplace is more important than ever. It is also critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will learn from some of our more popular instructors, and take away new how-to skills that work.

**Courses may be taken separately, or as a certificate.**

**DATE:** Sept. 8 – Nov. 27  
**TIME:** Average of 56 online hours  
**LOCATION:** Online  
**FEE:** $595
* Certificate in Workplace Communication continued

Conflict Management
A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of 25 management skills, conflict management was the only one positively correlated to higher earnings and promotion.

Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

DATE: Sept. 8 – Oct. 2
TIME: Average of 24 online hours
LOCATION: Online
FEE: $245

Negotiation: Get What You Want
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what is essential, and having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers.

Invest in these skills now and reap a lifetime of rewards.

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

Using Personality Profiles for Better Work Performance
Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Take this course to learn how to improve your communication with others, convey your ideas effectively and improve your ability to understand what is important to those who don’t share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

Check out our other Business Communication programs online at www.nsuok.edu/continuingeducation
» Female Bullying in the Workplace
» Overcoming Sales Objections Workshop
» Neuro-Linguistic Programming (NLP) Fundamentals
» Advanced Neuro-Linguistic Programming (NLP)
» Certificate in Self-Publishing & eBooks
» Conquering Your Fear of Speaking in Public
Courses for K-12 Teachers

**SOCIAL MEDIA AND ONLINE TOOLS FOR K-12 TEACHERS**

Facebook, Twitter, YouTube—it seems everyone, including your students, talks about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time-effective ways to communicate with their parents? Google Docs, Adobe ConnectNow, iGoogle, Flickr, Animoto, earth album, TeacherTube, blogs, virtual labs and even Facebook and Twitter can help you add dimension and interest to your class.

**DATE:** Nov. 2 - 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $145

**GENERATIONAL LEARNING STYLES FOR K-12 TEACHERS**

Your students learn differently than you do. Find out how to help your students learn more, then discover something new about yourself. Come away with our top 20 generational techniques for helping your students learn.

**DATE:** Nov. 2 - 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $145

**SUBSTITUTE TEACHER PREPARATION**

To be a substitute today takes student respect, skills and a portfolio of ideas and workable presentations. You might get the first call, but the successful substitute gets the second and third calls to report. Understand what is expected of a substitute and how to maximize your value to a school. Find out about how to develop a sub-notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. With information applicable to any U.S. state, this course will provide you with the information you need to know to be successful at any level in any school. It will start you on the teaching path with a working knowledge and a portfolio of ideas to use the day you walk into a new teaching environment. It will also assist you in finding important information to make you a valuable asset to any school system.

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours

**USING CELL PHONES IN THE CLASSROOM**

“Class, turn your cell phones—on!” Most of your students have cell phones and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step, how-to plan on enhancing your students’ learning, and your teaching.

**DATE:** Nov. 2 - 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $145

Check out our other K-12 Teacher Education programs online at www.nsuok.edu/continuingeducation

» Students with Asperger’s  
» Gender in the Classroom  
» Online Teaching and Learning

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 19
Health

GERONTOLOGY CERTIFICATE
The program is designed to give students an overview of the issues with aging, cultural implications of aging, the impact of legislative mandates, living environments and wellness, estate planning, healthy aging, economics of aging and elderly abuse as it relates to the aging population and the effects on family structures.

Curriculum
There is a limit of 20 students per session.
Courses are online. A degree is not required, and there are no pre-requisites. This is the sequence in which the following courses will be offered, for a total of 24 weeks of study. Students who successfully complete all courses will receive a certificate from Northeastern State University.

Introduction to Gerontology (2 weeks)
This course is an interdisciplinary overview of the implications of aging in the United States. This course is designed to familiarize the student who is seeking a career in the study of gerontology. The student will have an understanding of gerontology through the exploration of topics in: diversity, economics, cultural groups, governmental programs and the living environments of our aging population.

Concepts of Aging (2 weeks)
This course will investigate the physical, cognitive, social and emotional development of adults.

Healthy Aging (3 weeks)
This course will investigate the social determinates of health, the importance of staying active through physical and mental activity, sexual health and elderly health care system options. Special emphasis will be placed on medical issues of the elderly such as cancer and Alzheimer’s.

Policies of Aging (3 weeks)
This course is designed to give students an overview of the impact of legislative mandates as they relate to the aging population and the effects on family structures.

Living Environments (2 weeks)
This course will examine the impact and quality of living environments for the aging population. Special emphasis will be placed on safety, environmental hazards, ADA adaptations, independent living and residential facilities for the aging.

Transgenerational Families (3 weeks)
This course will examine family relationships such as grandparenthood, the later stages of marriage and its challenges, the theories of adult development and social support systems.

Estate Planning (2 weeks)
This course will review the aging population’s financial needs, legal issues, Social Security benefits and the transition from work to retirement.

Elderly Abuse (2 weeks)
This course is designed to provide a framework and perspective for understanding abuse afflicted upon the elderly population. Special focus will be placed on spousal abuse and income abuse and the issues associated with the possible causes and the effects.

Economics and Aging (3 weeks)
This course will explore income inequality, gender inequality, race inequality and poverty within the aging population.

Issues in Death and Dying (2 weeks)
This course will explore the cross cultural faces of death, widowhood and bereavement, suicide and the business side of death.

Who should enroll?
The program is available to those with a high school diploma or equivalent and/or a higher education degree. It is designed for those who are currently employed in or new to the field of gerontology. The program will equip scholars with rewarding careers within the field of gerontology with the opportunity for advancement.

» Professionals interested in providing services to older adults
» Individuals interested in starting or transitioning their career
» Health and Human Services professionals
» Individuals wanting a basic knowledge of aging experience

Cost
The program costs $325 per session. Cost to complete all sessions is $3,250.
Each student will also be required to purchase one textbook, with supplements provided by the instructor (at no additional cost).
Health

HEALTHCARE ADMINISTRATION CERTIFICATE

“Retooling for the 21st Century Health Delivery Systems”

Health systems globally are experiencing dramatic changes and constant restructuring due to demand and regulatory forces. NSU’s Continuing Education department has developed a specialized Healthcare Contemporary Issues Certificate Program specifically for you: physicians’ executives, healthcare leaders, insurers, employers and consumers. This program offers flexible solutions that not only help participants survive the present healthcare changes, but enables leaders to thrive in these challenging times.

This certificate program is designed to equip healthcare administrators with the tools needed to tackle the issues of today. The climate of healthcare is changing and this online program provides the flexibility of at-your-pace learning.

This program is comprised of three courses. Each part can be taken separately or together as a certificate:

Essential Leadership Skills for the 21st Century
CEOs turnover is at an all-time high (20 percent) — leadership and management skills that were effective in the past are no longer sufficient to serve health executives in the future. This trend is causing leaders to rethink the elements of “competitive advantage” in the marketplace. What leadership traits/skills are necessary for healthcare executives operating in a value-based, collaborative care environment of the Patient Protection and Affordable Care Act of 2010 (PPACA)? A shift in payment philosophy from fee-for-service to value-based payment (pay-for-performance) throughout the healthcare continuum is demanding a very different set of essential leadership traits at all levels of management. This program explores in detail the critical leadership attributes that are necessary to create organizational collaboration and integrated care initiatives that promote value-based care and cost effective quality.

DATE: Aug. 17 – Oct. 5
TIME: Average of 30 online hours
LOCATION: Online
FEE: $400 per course or $1,100 for the entire certificate program
CEUS: 3 CEUs (CMEs)

Population Health Improvement Strategies
Cost containment and value-based care solutions demand that providers focus on improving the overall health of the populations they serve. This course explores the tangible implications of the value-based paradigm shift including the (re)definition of personal-public responsibility for health improvement. This new imperative involves a multidisciplinary approach to health throughout the continuum of services in communities as never before in the U.S. healthcare system.

DATE: Oct. 12 – Nov. 30
TIME: Average of 30 online hours
LOCATION: Online
FEE: $400 per course or $1,100 for the entire certificate program
CEUS: 3 CEUs (CMEs)

Accountable Care Organization
The enactment of the Patient Protection and Affordable Care Act of 2010 (PPACA) marks another crucial milestone in the history of healthcare evolution in the United States and aims to transform the health delivery system into a more integrated, collaborative, and accountable environment. Leaders must retool their management skills and strategic initiatives in order to foster a smooth continuum of care that emphasizes value (cost-effectiveness) and improved patient care (enhanced quality) while incentivizing individual well-being.

DATE: Jan. 11 – March 4
TIME: Average of 30 online hours
LOCATION: Online
FEE: $400 per course or $1,100 for the entire certificate program
CEUS: 3 CEUs (CMEs)
MENTAL HEALTH FIRST AID CERTIFICATION

Youth Mental Health First Aid
Youth Mental Health First Aid is an eight-hour training course designed to give members of the public key skills to help an adolescent who is developing a mental health problem or experiencing a mental health crisis. The eight-hour course covers a range of common disorders and potential crises such as helping a young person who is having a panic attack, contemplating suicide or struggling with substance abuse.

Youth Mental Health First Aid certification teaches participants to recognize the potential risk factors and warning signs of a variety of mental health challenges common among adolescents, including: depression, anxiety, psychosis, eating disorders, ADHD, disruptive behavioral disorders and substance use disorders.

» Learning Objectives:
• Use a five-step action plan to help a young person in crisis connect with appropriate professional help
• Interpret the prevalence of various mental health disorders in youth within the U.S. and the need for reduced negative attitudes in their communities
• Apply knowledge of the appropriate professional, peer, social and self-help resources available to help a young person with a mental health problem treat and manage the problem and achieve recovery
• Assess their own views and feelings about youth mental health problems and disorders

DATE: Sept. 19
TIME: 8 a.m. - 6 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $125 (Includes manual, certificate and CEUs*)
CEUs: 8.0 LPC/LMFT/case manager credits have been applied for. 8.0 LADC credits have been pre-approved.

Adult Mental Health First Aid
Mental Health First Aid is an eight-hour training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual following a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.

» Learning Objectives:
• Recognize the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis and psychotic disorders substance use disorders, and self-injury
• Use a five step action plan to help an individual in crisis connect with appropriate professional help
• Interpret the prevalence of various mental health disorders in the U.S. and the need for reduced negative attitudes in their communities
• Apply knowledge of the appropriate professional, peer, social and self-help resources available to help someone with a mental health problem treat and manage the problem and achieve recovery

DATE: Oct. 10
TIME: 8 a.m. - 6 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $125 (Includes manual, certificate and CEUs*)
CEUs: 8.0 LPC/LMFT/case manager credits have been applied for. 8.0 LADC credits have been pre-approved. Adult Mental Health First Aid has also been pre-approved for 8.0 HRCI re-certification credits (General). Adult Mental Health First Aid is also pre-approved for CLEET credit (8.0 hours with 2.0 of mental health).

CLEET: This class has been accredited by the Council on Law Enforcement Education and Training for eight hours of mandatory continuing education credit and two hours of Mental Health. Regarding any law enforcement concepts, practices, methods, techniques, products, or devices as might be taught, promoted, or otherwise espoused in outside schools or seminars, there is no intent, expressed or implied, that ‘accreditation’ indicates or in any way conveys ‘CLEET approval’ of such concepts, practices, methods, techniques, products, or devices, unless such approval is explicitly stated by CLEET.

Check out our other Health programs online at www.nsuok.edu/continuingeducation
• Spanish for Medical Professionals
• Spanish for Medical Professionals II
• Dementia Care
• Dementia for Family Care Givers
**APPLYING LEAN SIGMA PRACTICES TO HR FUNCTIONS**

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools and methods with which you can benchmark and assess problems and lead continuous improvement efforts to resolve them. After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization.

*One-month course*

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $245

**BUSINESS COACHING CERTIFICATE**

Mentoring and coaching are used more frequently in organizations to improve leadership competencies and provide employee support, with benefits for both the employer and employee. Acquire skills in the development, implementation and support of coaching and mentoring programs in your workplace. Take home the much-awaited tool kit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.

*Two month course consisting of Mentoring and Coaching in the Workplace Level 1 and Level 2 (only available as a certificate)*

**DATE:** Sept. 8 – Oct. 30  
**TIME:** Average of 32 online hours  
**LOCATION:** Online  
**FEE:** $395

**Workplace Mentoring and Coaching—Level 1**

Mentoring and coaching are being used more frequently in organizations to improve leadership competencies. It has benefits for the employer and employee. The knowledge you gather will change the way you see yourself in the workplace. Through this knowledge, you can find helpful strategies to navigate through work and life.

**DATE:** Sept. 8 – Oct. 2

**Workplace Mentoring and Coaching—Level 2**

Building on Coaching and Mentoring in the Workplace Course I, this course takes a further in-depth look at variables involved in employee support. Additionally, in this course you will develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. This course offers the much-awaited tool kit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.

**DATE:** Oct. 5 – 30

**ONBOARDING NEW EMPLOYEES**

Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class, you will have constructed an onboarding program for use in your own organization.

*One-month course*

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 23
Leadership

CERTIFICATE IN LEADERSHIP DEVELOPMENT
Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Learn what it takes to become an effective leader, your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the dos and don’ts; what to say, what not to say; what to do, what not to do.

At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

Courses may be taken separately or as a certificate.

DATE: Sept. 8 – Nov. 27
TIME: Average of 48 online hours
LOCATION: Online
FEE: $395

Leadership Principles
Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader, and discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner and addressing challenging goals.

Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

Developing Your Leadership Skills
Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others one on one and employing successful techniques to convince and influence others. You can become a leader if you know the dos and don’ts; what to say, what not to say; what to do, what not to do.

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

Developing Your Professional Career
Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or an organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

EXECUTIVE LEADERSHIP CERTIFICATE
Leadership today demands increasingly more sophisticated skills and executives need to know traditional leadership principles and standard practices. At the same time, our economy is moving swiftly out of the industrial age into the new economy of the Internet, knowledge and innovation. So executive leaders today require a new perspective on the external environment, as well as new tools to lead one’s internal organizational structure and way of doing business.

This unique certificate addresses both these sets of skills. Begin with information not available anywhere else about how the marketplace and business is changing. Find out what you as an executive need to know about the external environment and how the workplace is changing rapidly. Take away a new perspective about how to position your organization for success, and what new leadership skills executives need in the 21st century.

Then review cases of real leaders in business, education and government who experienced initial success, but ultimately failed because of their own actions. Find out the most detrimental leadership errors, and acquire practical recommendations to help you minimize these errors and
Leadership

help you perform your leadership role to an optimal level of efficiency.

Finally, you will get information about leadership styles, traits and values. Find out how leaders behave and speak differently from others in the organization in order to be effective and supportive and discover why empowering leaders are more successful than others.

After successfully completing the Executive Leadership Certificate, you will have new information about leadership today, a new perspective on the external environment and workplace and an understanding of the leadership skills needed to position your organization and your career as a leader for success.

Three one-month courses

Executive Leadership in the 21st Century
Discover information not available anywhere else about how the marketplace and business are changing. Then, find out what executive leaders need to know about the new economy to position your organization for success moving forward. The nationally acclaimed book, “Nine Shift: Work, life and education in the 21st Century,” by William A. Draves and Julie Coates, is included in your course fee.

One-month course
DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $395

Fatal Leadership Errors
This course shows you where poor leadership mistakes begin. Review cases of real leaders in business, education and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, inappropriate dispositions and attitudes and lack of knowledge and skills. You will take away several practical recommendations to help you minimize these errors and help you perform your leadership role to an optimal level of efficiency.

One-month course
DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $295

Leadership Principles
Find out what it takes to become an effective leader and discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

One-month course
DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $145

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 25
BUSINESS LEADERSHIP: BECOMING A MANAGEMENT EXPERT
This two day workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best and to help you lead others to get extraordinary things done.

What Will Students Learn?
Define your role as a manager and identify how that role differs from other roles you have had.

» Understand the management challenge and the new functions of management
» Discover how you can prepare for and embrace the forces of change
» Identify ways to get you and your workspaces organized and get a jump on the next crisis
» Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager
» Enhance your ability to communicate with others in meetings and through presentations
» Create an action plan for managing your career success

What Topics are Covered?
» Learning organizations
» Peter Senge’s learning disciplines
» What leadership is and is not (including servant leadership)
» Kouzes and Posner’s five leadership practices
» Core skills like communication, body language, delegation, meetings, and time management
» Understanding the trust cycle and building trust
» Managing change
» SWOT analysis and problem solving
» Giving effective, constructive feedback
» Building good relationships

DATE: Friday, Nov. 13 and Saturday, Nov. 14
TIME: 9 a.m. - 4 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $149
LEED Green Workplace

**LEED AP + BDC**
Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that will allow you to operate as a successful LEED practitioner on and off job sites. The LEED Rating System is the industry leader in Green Building Design and Construction and has driven market transformation in both the public and private sectors over the past decade. This innovative system is continually evolving to providing guidelines for specifying, designing, building and tracking sustainable best practices for site, water, energy, material and indoor air quality. As a result, numerous building codes such as the International Green Construction Code follow many of the LEED principles and Federal Agencies along with many corporate policies mandate LEED certification to provide the environmental, economic and social benefits that these buildings have proven to possess. You will acquire the tools, knowledge and materials necessary to pursue new opportunities in the growing green field as a LEED AP+BD&C accredited professional ready to work on the next billion square feet of LEED Certified commercial space!

**DATE:** Sept. 8 – Oct. 30

**TIME:** Average of 32 online hours

**LOCATION:** Online

**FEE:** $795

**LEED FOR EXISTING BUILDINGS:**
**OPERATIONS + MAINTENANCE EXAM PREPARATION STUDY GROUP**
This study group covers the concepts and strategies of the LEED for Existing Buildings Operations & Maintenance Rating System and is intended for design, construction and real estate professionals, building owners and anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. The exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

**DATE:** Sept. 8 – Oct. 30

**TIME:** Average of 32 online hours

**LOCATION:** Online

**FEE:** $795

**LEED GREEN ASSOCIATE EXAM PREPARATION**
Acquire the fundamental concepts of green building, then prepare yourself to take the Green Associate exam and earn the LEED Green Associate credential from the Green Building Certification Institute. The course is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. You will examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

**DATE:** Sept. 8 – Oct. 30

**TIME:** Average of 32 online hours

**LOCATION:** Online

**FEE:** $695

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 27
Management

WHAT IF? A DISASTER PLANNING PRIMER FOR BUSINESS

Did you know?
» An estimated 25 percent of businesses do not reopen following a major disaster
» The number of declared major disasters more than doubled in the past 10 years
Technological disasters affected over one third of the adults in the United States this past year.

Join us for a three hour seminar and learn tools and methods you can use to reduce the impact of natural, man-made and technological disasters in your business. There are three separate dates that this seminar will be held; choose the one that is on the NSU campus closest to you.

NSU-Tahlequah Campus
DATE: Tuesday, Sept. 8, 2015
TIME: 9 a.m. - 12 p.m.
LOCATION: NSU-Tahlequah campus – Continuing Education building
INSTRUCTOR: Steve Ford
FEE: $20

NSU-Muskogee Campus
DATE: Friday, Sept. 11, 2015
TIME: 8:30 a.m. - 11:30 a.m.
LOCATION: NSU-Muskogee campus
INSTRUCTOR: Steve Ford
FEE: $20

NSU-Broken Arrow campus
DATE: Friday, Sept. 11, 2015
TIME: 1:30 p.m. - 4:30 p.m.
LOCATION: NSU-Broken Arrow campus
INSTRUCTOR: Steve Ford
FEE: $20

INTERVIEW SKILLS
Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices.

A recent study by The Society of Human Resource Management (SHRM) found that up to 75 percent of employee performance issues can be directly identified during the interview process. This class will help you identify the “red flags” during the interview process so that you can avoid all the expense and problems associated with a bad hire.

DATE: Sept. 8 – Oct. 2
TIME: Average of 24 online hours
LOCATION: Online
FEE: $295

INTRODUCTION TO PROJECT MANAGEMENT

In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule and budget can be communicated to stakeholder for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Prerequisites: Basic knowledge of MS Office Professional (Outlook, Excel, PowerPoint and Project).

One-month course
DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195
**LEAN SIX SIGMA**
In today’s world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No prerequisites required.

*One-month course*
**DATE:** Nov. 2 – 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $245

**MANAGEMENT CERTIFICATE**
Enhance your management skills through this program for supervisors, managers and emerging leaders. You’ll have the foundation for success with tools to create clear expectations, engage and motivate employees and increase your effectiveness.

Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

*Courses can be taken separately, or as a certificate.*  
**DATE:** Sept. 8 – Nov. 27  
**TIME:** Average of 48 online hours  
**LOCATION:** Online  
**FEE:** $595

**Management Boot Camp**
Enhance your management skills through this course for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees.

Find out how to create clear expectations, engage and motivate employees and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course, we will have you managing like a pro—quickly and with confidence.

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours

**NEW 21ST CENTURY STRATEGIES FOR PRODUCTIVITY AND TIME MANAGEMENT**
Time is even more valuable in this century than in the last. How effectively you manage your time and productivity can affect your business and personal life in so many ways. You’ll get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Whether you are managing your own time or others’ time, come away with proven tips to put into practice on Monday morning.

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**MANAGING GENERATIONS IN THE WORKPLACE**
Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. As you explore the characteristics and various expectations and styles of the different generations in the workplace, you’ll discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then identify practical, how-to tips and techniques for managing Boomers, Gen Xers and Gen Yers in the workplace.

**DATE:** Nov. 2 – 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $175

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MANAGING YOUR SMALL BUSINESS MANAGEMENT
Owning a business requires a vision balanced with attention to detail. You need to be a generalist who understands the multiple aspects of running a business, as well as the ability to step back and see the big picture and to reach into the future. The business environment is a complex place to be. Whether you wish to work as a consultant or freelancer, establish a corporation or set up an operation that meets a need for very particular type of customer, there is a tremendous amount of information that you need to know and to apply. This two-day course provides essential learning for new business owners, whether the business is just in the idea stage or you have already begun and need to fill in the gaps.

DATE: Friday, Dec. 11 and Saturday, Dec. 12
TIME: 9 a.m. - 4 p.m.
LOCATION: NSU-Broken Arrow campus
FEE: $149

Check out our other Management programs online at www.nsuok.edu/continuingeducation
» Performance Management Workshop
» Lean Process & Six Sigma Workshop
» Stress Management
» Certificate in Non-Profit Administration
» Supervisory and Leadership Certificate
» The ABC’s of Supervising Others (Workshop)

GOOGLE ANALYTICS
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

MOBILE MARKETING CERTIFICATE
The way consumers are interacting with brands and connecting to the world is changing because of mobile devices.

Find out about location-based marketing, mobile payments, QR codes, applications and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

Courses may be taken separately, or as a certificate.

DATE: Sept. 8 – Nov. 27
TIME: Average of 48 online hours
LOCATION: Online
FEE: $595

Introduction to Mobile Marketing
More than half of U.S. consumers who’ve made purchases on their smartphones have done so in response to a mobile marketing message. Smartphone sales exceeded 420 million in 2011. Analysts forecast these sales will surpass one billion dollars by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

DATE: Sept. 8 – Oct. 2
Creating Cell Phone Apps for Your Business (non-technical course)

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days and smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy smartphone applications.

DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $245

Advanced Mobile Marketing

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics and developing a mobile marketing campaign. Learn how to promote your app on the web, build a landing page for your app and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $245

VIDEO MARKETING CERTIFICATE

Video marketing is the latest marketing trend. Shoppers who viewed product videos were 144 percent more likely to add the product to their cart. Video with good SEO has a 53 percent higher chance of showing up on page one of Google searches. When done correctly, video can tell a story and stories connect people. Video also leads to an emotional ‘trigger’ that plain text cannot do.

Courses can be taken separately, or as a certificate.
CREATIVE PROBLEM SOLVING
In today’s business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Using the problem solving model in this course will enable you to be more successful. Interpersonal and businesses relationships fail because of poor problem solving. Find out how to recognize problems and deal with them more appropriately. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level.

One-month course
DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

POWERFUL PRESENTATIONS AND EFFECTIVE SPEAKING TECHNIQUES
Nearly every job or business has an element of speaking, presentations or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the boardroom, to the classroom, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from stage for a large audience and host tele-seminars or webinars online.

DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

HOME INSPECTION CERTIFICATE
In order to meet the growing need for professionals in the Home Inspection industry, Carson Dunlop has developed a comprehensive ten-course Home Inspection Certificate program that will help build your career in Home Inspection. The Home Inspection training program is designed to teach in a logical, progressive way.

The program incorporates the Industry of Practice of the American Society of Home Inspectors (ASHITM). The Standards of Practice define a minimum and uniform

Standard for private Home Inspectors. Home Inspections performed to these standards provide the client with information regarding the condition of the systems and components of the home. The Carson Dunlop Home Inspection program has also been adopted by the American Society of Home Inspectors (ASHITM).

This American Society of Home Inspector (ASHI) endorsed online program is a collaborative effort brought to you by NSU and Carson Dunlop. Here is some additional information about the program:

» 10 Course - Certificate Program
» Ongoing support from Carson Dunlop
» Developed by educators and inspectors
» Comprehensive student resource materials
» Multiple employment opportunities in this area
» Ideal for those who enjoy construction and working with people

DATE: Ongoing/Open Enrollment
TIME: At student’s own pace
LOCATION: Online
FEE: $250 per course not including books, course material, facilitator and shipping cost

Check out our other New Professional Development programs online at www.nsuok.edu/continuingeducation

» Researching Public Records
» Workplace Ethics and Etiquette
» Intercultural Communication
GOOGLE +
Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile and connect with current and potential new contacts. You’ll learn the advantages of using Google+, how it can help your organization to engage existing users and grow your base, and techniques for using the platform to create relationships and expand your reach and knowledge in particular subject matter areas.

One-month course
DATE: Nov. 2 – 27
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

INSTAGRAM FOR BUSINESS
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you as you build your community. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore Dos and Don’ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

One-month course
DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195

MANAGING SOCIAL MEDIA PLATFORMS CERTIFICATE
Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write and train others on social networks.

Three one-month courses
DATE: Sept. 8 – Nov. 27
TIME: Average of 48 online hours
LOCATION: Online
FEE: $495

Facebook for Business
Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

One-month course
Technical Requirements: Access to Flash needed for audio and slide presentations
DATE: Oct. 5 – 30
TIME: Average of 16 online hours
LOCATION: Online
FEE: $245

Twitter
Twitter is a hot social media platform these days and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers and discover the best ways to create relationships and network with your key constituents. You will find out the best and easiest techniques for successful interactions in the Twitterverse.

One-month course
DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $195
Social Media for Business

*Managing Social Media Platforms Certificate continued*

**LinkedIn for Business**
LinkedIn is the most popular business social network and the website for professionals to network, build business relationships and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize and optimize your presence on LinkedIn.

**One-month course**

**DATE:** Nov. 2 – 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

Check out our other Social Media for Small Business programs online at www.nsuok.edu/continuingeducation

» Evernote  
» Social Media for Business Certificate

The Courses for Parents

**SUCCESS WITH AGING PARENTS**
Know more about taking care of your loved one. Geared towards family and friends of an elderly person, including spouses/significant others, parent-child, elder-other relative, friends, even long-distance caregivers. You will get essential information that caregivers or care partners need to know as you care for an older adult. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with a developed confidence in techniques in assisting others with variety of needs. This course will also be useful for health program students and emerging professionals.

**One-month course**

**DATE:** Sept. 8 – Oct. 2  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $149

**STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER)**
For parents of children who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. Find out how to work effectively with your child, to create the most positive learning environment in and outside of school for your child. Then take away strategies for working effectively with your child’s teachers. The course is geared for parents and teachers, but it is also relevant for anyone else interested in understanding this important issue.

**One-month course**

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $145
The Courses for Parents

DEMENTIA FOR FAMILY CAREGIVERS
Designed for family caregivers dealing with Alzheimer’s disease, vascular dementia, Lewy-Body Dementia or other conditions which cause significant memory problems. In addition to basic information about dementia, this four-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-centered care. Use of materials and Internet will facilitate learning and maximize competence in care-giving beyond the end of the course. Your instructor is an authority on dementia.

One-month course
DATE: Sept. 8 – Oct. 2
TIME: Average of 16 online hours
LOCATION: Online
FEE: $149

Check out our other Courses for Parents online at www.nsuok.edu/continuingeducation
» Parenting Gifted Children
» A Parent’s Guide to the IEP
» Gender in the Classroom

Training and Education

CERTIFICATE IN DESIGNING WEBINARS
Finally, you can acquire the best professional development in webinar design, presentations, planning and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization if you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Then acquire the webinar planning skills involved in budgeting, pricing and marketing webinar meetings. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars.

Two One-month courses
DATE: Oct. 5 – Nov. 27
TIME: Average of 32 online hours
LOCATION: Online
FEE: $345
Training and Education

* Training and Education continued

**Designing Successful Webinars**
Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

*One-month course*

**DATE:** Oct. 5 – 30  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**Managing and Marketing Webinars**
Boost your success with webinars by getting the most advanced and latest information on managing and marketing webinars. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails and how to generate more leads and inquiries. Discover our unique needs assessment model and take back our five secrets to creating high response surveys. Market research can be simple, no-cost and effective, lowering your risks. Then take home our webinar planning timeline with the ideal timeframe for planning and marketing webinars for maximum success.

*One-month course*

**DATE:** Nov. 2 – 27  
**TIME:** Average of 16 online hours  
**LOCATION:** Online  
**FEE:** $195

**THE GEORGE WASHINGTON UNIVERSITY EVENT MANAGEMENT CERTIFICATE PROGRAM**
The George Washington University Event Management Certificate Program is designed for students interested in the theoretical and practical aspects of event and meeting management, including research, design, planning, coordination and evaluation of events. Emphasis is on the training required for a successful career as an event and meeting professional.

The Event Management Certificate Program is the founding member of the International Consortium of Event Management Programs. This standardized curriculum is offered throughout the world and is the first comprehensive program in higher education providing classroom and distance learning courses leading to industry certification in special events. The program is designed to train you in the skills you’ll need to be a successful event professional, whether you enroll for one course or earn your Professional Certificate in Event Management.

**Best Practices in Event Management**
This course addresses major trends and successful business practices in Event Management to provide the knowledge and tools to improve your effectiveness and profitability as an event manager.

» Structure and manage an event planning schedule to improve profitability

» Conduct comprehensive needs assessments and feasibility studies

» Identify and prioritize event goals and objectives

» Identify potential challenges to a successful event

» Choose appropriate solutions by using efficient planning scenarios

» Conduct mid- and post-event evaluation

» Create and present proposals and agreements that are advantageous to all parties of an event

» Appreciate the rewards of being in the Event Management profession

*NOTE: This Core Course should be taken first in order. Event Coordination will be the next Core Course to take.*

**DATE:** Sept. 8 – Oct. 2  
**FEE:** $445  
**LOCATION:** Online

**CALL CENTER TRAINING WORKSHOP**
Phone skills are a highly valuable tool to have in an employee’s skill-set, and Call Center Training will help provide those skills. This course will help your participants improve their phone skills which will make them more confident, improve sales and help gain new customers while retaining your current cliental. A more confident employee is also one that is happier, and happier employees will produce happier customers.

Call Center Training will lower costs as it can reduce turnover. Participants will learn the skills to improve productivity and performance. This will produce a positive
environment throughout your company and help influence the organization as a whole. Evaluating metrics and coaching are also used to make sure the participants are reaching their potential and to keep their skill-set at a high level.

**DATE:** Saturday, Oct. 3  
**TIME:** 9 a.m. - 4 p.m.  
**LOCATION:** NSU-Broken Arrow campus  
**FEE:** $89

### PERSONAL TRAINER CERTIFICATION

According to the latest fitness industry salary guide, Personal Trainers are earning on average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the thousands of club employers that seek out our graduates each semester. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

This challenging course is taught over an eight-week period for better retention and hands on skill competency. The national exams are held on the ninth week. This course is formatted as a 62 hour program and is comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship that walks many graduates right into a job! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30-hour internship is required to receive the certificate.

W.I.T.S. (World Instructor Training Schools) is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as “the expert” in your field.

#### Learning objectives:

- Define basic principles of anatomy, kinesiology and exercise physiology
- Assess an individual’s level of fitness using recommended guidelines of the American College of Sports Medicine (ACSM)
- Design and customize exercise programs
- Identify and demonstrate proper execution of weightlifting, stretching, isometric and cardio-respiratory exercises
- Identify and effectively demonstrate at least one strength exercise for every major muscle group
- Explain and apply ACSM and American Heart Association (AHA) recommendations for cardiovascular exercise
- Identify special concerns and safety guidelines and create safe and effective exercise programs for special populations including: pregnant women, individuals with diabetes, obesity, youth and older adults

**DATE:** Saturday, Oct. 3 - Dec. 5  
**TIME:** (No class Nov. 28 for Thanksgiving Break) 9 - 2 p.m.  
**LOCATION:** NSU-Broken Arrow campus  
**FEE:** $749

*Textbook is required and not included in course fees. Call us to order and start reading immediately.*

Join in for a free information session on this certification to find out more.

**Free Information Session**

**DATE:** Sept. 19  
**TIME:** 10 - 11 a.m.

Check out our other Training & Education programs online at [www.nsuok.edu/continuingeducation](http://www.nsuok.edu/continuingeducation)

- Developing Hybrid Courses
- Certificate in Online Teaching
- Certificate in Teaching Adults
- Using Gallup’s StrengthsQuest in Higher Education

Visit NSUOK.edu/ContinuingEducation for up-to-date information | 37
### Certificates and Exam Preparation

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Research Certificate</td>
<td>Business and Career Skills</td>
<td>14</td>
</tr>
<tr>
<td>Business Coaching Certificate</td>
<td>Human Resources</td>
<td>23</td>
</tr>
<tr>
<td>Certified Financial Planner™</td>
<td>Business and Career Skills</td>
<td>13</td>
</tr>
<tr>
<td>CPA Review Exam Prep</td>
<td>Business and Career Skills</td>
<td>14</td>
</tr>
<tr>
<td>Certificate in Customer Research</td>
<td>Business and Career Skills</td>
<td>12</td>
</tr>
<tr>
<td>Certificate in Customer Service</td>
<td>Business Communication</td>
<td>16</td>
</tr>
<tr>
<td>Certificate in Data Analysis</td>
<td>Business and Career Skills</td>
<td>14</td>
</tr>
<tr>
<td>Certificate in Designing Webinars</td>
<td>Training and Education</td>
<td>35</td>
</tr>
<tr>
<td>EMarketing Essentials Certificate</td>
<td>New Media Marketing</td>
<td>31</td>
</tr>
<tr>
<td>Enrolled Agent Exam Prep</td>
<td>Business and Career Skills</td>
<td>14</td>
</tr>
<tr>
<td>Entrepreneurship Certificate</td>
<td>Business and Career Skills</td>
<td>12</td>
</tr>
<tr>
<td>Entrepreneurial Finance Certificate</td>
<td>Business and Career Skills</td>
<td>14</td>
</tr>
<tr>
<td>Executive Leadership Certificate</td>
<td>Leadership</td>
<td>24</td>
</tr>
<tr>
<td>The George Washington University Event Management Certificate Program</td>
<td>Training and Education</td>
<td>36</td>
</tr>
<tr>
<td>Gerontology Certificate</td>
<td>Health</td>
<td>20</td>
</tr>
<tr>
<td>Healthcare Administration Certificate</td>
<td>Health</td>
<td>21</td>
</tr>
<tr>
<td>Home Inspection Certificate</td>
<td>Professional Development</td>
<td>32</td>
</tr>
<tr>
<td>Inbound Marketing Certificate</td>
<td>New Media Marketing</td>
<td>31</td>
</tr>
<tr>
<td>Leadership Development</td>
<td>Leadership</td>
<td>24</td>
</tr>
<tr>
<td>LEED Exam Prep</td>
<td>LEED Green Workspace</td>
<td>27</td>
</tr>
<tr>
<td>Management Certificate</td>
<td>Management</td>
<td>29</td>
</tr>
<tr>
<td>Managing Social Media Platforms Certificate</td>
<td>Social Media for Business</td>
<td>33</td>
</tr>
<tr>
<td>Mental Health First Aid (MHFA - Youth &amp; Adult) Certification</td>
<td>Health</td>
<td>22</td>
</tr>
<tr>
<td>Mobile Marketing Certificate</td>
<td>New Media Marketing</td>
<td>30</td>
</tr>
<tr>
<td>Certificate in Non-Profit Administration</td>
<td>Management</td>
<td>30</td>
</tr>
<tr>
<td>Certificate in Online Teaching</td>
<td>Training and Education</td>
<td>37</td>
</tr>
<tr>
<td>Personal Trainer Certification</td>
<td>Training and Education</td>
<td>37</td>
</tr>
<tr>
<td>Certificate in Presentation Media</td>
<td>Business Communication</td>
<td>17</td>
</tr>
<tr>
<td>Certificate in Self-Publishing and Ebooks</td>
<td>Business Communication</td>
<td>18</td>
</tr>
<tr>
<td>Social Media for Business Certificate</td>
<td>Social Media for Business</td>
<td>34</td>
</tr>
<tr>
<td>Supervisory and Leadership Certificate</td>
<td>Management</td>
<td>30</td>
</tr>
<tr>
<td>Certificate in Teaching Adults</td>
<td>Training and Education</td>
<td>37</td>
</tr>
<tr>
<td>Video Marketing Certificate</td>
<td>New Media Marketing</td>
<td>31</td>
</tr>
<tr>
<td>Certificate in Workplace Communication</td>
<td>Business Communication</td>
<td>17</td>
</tr>
</tbody>
</table>
“CAMP RIVERHAWK”

RENTAL OF MEETING AREAS ONLY - $50 A DAY
Includes access to conference room, recreation hall, meeting areas, and kitchen space.

RESERVATIONS
Contact ce@nsuok.edu or 918.444.4610 to schedule your next team building event at Camp RiverHawk!

High and Low ropes course coming soon!
Inquiries contact 918.444.4610
Check our website in April for Summer Camp information. We add classes frequently, so check our website often for up-to-date information.