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CONTINUING EDUCATION

Professional & Workforce Development
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NORTHEASTERN
STATE UNIVERSITY

CONTINUING EDUCATION

GREETINGS FROM THE DEAN!

Welcome to Northeastern State University's Continuing Education – your resource for new and innovative programming to enhance your skills and knowledge in workforce and professional development.

The speed of change in the business world has increased vastly over the past decade. We want to help you keep up with these changes and improve your marketability. By constantly looking at current workforce trends to provide you with new and existing courses to help you improve or refresh your skill set to ramp up your professional self.

Whatever your learning style, we can accommodate you – from courses on campus and online, nights and weekends, accelerated career training certificates, test preparation and private courses!

NSU's Continuing Education Programs Offers:

- Valuable career-training accelerated certificates to help you enter or change career fields
- Practical hands-on knowledge
- Reasonable prices
- Payment options
- Scholarships available for career-training certificates for those that qualify
- New or expanded skills for career advancement
- Expert instructors with business and field experience

But wait... our Continuing Education programs offers much much more. Our award winning Community Music Academy and Healthcare Administration programs offer top of the line instruction to our youth on the main campus and students in different parts of the world. Our new programs include Senior Trips, Cyber Security and Work Ready Skills.

Explore our schedule! Visit our web page. Please call our office and speak to our friendly staff. We are here for a better YOU!

Eloy Chavez
Dean – College of Extended Learning and Continuing Education

TABLE OF CONTENTS

PROFESSIONAL DEVELOPMENT

BUSINESS

Accounting and Finance for Non-Financial Managers (01-PRO-BUS-ON)

Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Data Analysis (01-PRO-BUS-ON)

After taking this advanced course in data analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Excel (01-PRO-BUS-ON)

Learning Advanced Excel helps you learn how to prepare your worksheets accurately, examine your data for authentication and find those answers to your most difficult questions. This course will help you learn required business functions along with the tools to analyze data efficiently within the workplace.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Cash is King (01-PRO-BUS-ON)

It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Certificate in Accounting and Finance for Non-Financial Managers (01-PRO-BUS-ON)

Every successful person in the workplace utilizes financial information to aid effective decision making. This course explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Basic Game Design (01-PRO-TE-ON)

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment.

Fee: $395   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certificate in Customer Service (01-PRO-BUS-ON)

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.

Fee: $245   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certificate in Data Analysis (01-PRO-BUS-ON)

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Fee: $495   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Entrepreneurial Finance Certificate (01-PRO-BUS-ON)

Finance is a key to entrepreneurial success. The lack of financial knowledge about business and business start-ups is one of the leading causes of failure for entrepreneurial ventures.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Entrepreneurship Certificate (01-PRO-BUS-ON)

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.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Entrepreneur Boot Camp (01-PRO-BUS-ON)

Upon completion of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, create goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Entrepreneurial Marketing (01-PRO-BUS-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Extraordinary Customer Service (01-PRO-BUS-ON)

Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Facebook for Business (01-PRO-MARK-ON)

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.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Financial Analysis and Planning for Non-Financial Managers (01-PRO-BUS-ON)

Designed for non-financial managers, business owners, entrepreneurs and other decision-makers, this advanced course will take the mystery out of money matters.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Funding Your Business (01-PRO-BUS-ON)

Come explore your business's financial feasibility in three areas–start-up or expansion, profits and cash. Then, you will explore potential debt and equity sources of funds to help support these areas and create a financially successful venture.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Identity Theft (01-PRO-BUS-ON)

Learn to address both private and workplace concerns. You will receive information about the basic, common sense steps necessary to protect your identity and assets. Then develop comprehensive expertise in how to deter data theft, detect fraud, and minimize the impact of any damage inflicted.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Instagram for Business (01-PRO-MARK-ON)

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. 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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Data Analysis (01-PRO-BUS-ON)

This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Excel (01-PRO-BUS-ON)

This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Data Analysis (01-PRO-BUS-ON)

This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Keys to Customer Service (01-PRO-BUS-ON)

Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can 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.

Fee: $145   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Law for Non-Lawyers (01-PRO-BUS-ON)

After completing this course, you will better understand legal issues in the workplace, know when your organization needs to consult a lawyer, and have the knowledge to better serve your organization and work with lawyers.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Legal Office Administration (01-PRO-BUS-ON)

At the conclusion of the course, you will be able to improve communication methods, improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. You will also get a better understanding of the importance of competency, confidentiality and the administration of ethics in a legal office environment.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

LinkedIn for Business (01-PRO-MARK-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Managing Productivity (01-PRO-BUS-ON)

After completing this course, you will have a new set of management skills to manage both your own productivity and that of others in the new work environment of this century.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Mastering Microsoft Excel (01-PRO-BUS-ON)

The ability to create, edit and manage spreadsheets is a must-have skill to succeed in business, whether an entrepreneur or a valued employee. 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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

New 21st Century Strategies for Productivity and Time Management (01-PRO-BUS-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Presentation Skills Certificate (01-PRO-BUS-ON)

Come away with ideas on how to maintain eye contact, what to do when your equipment fails, and the Top 10 things you must do before you present. Finally, learn how your audience processes your information. You'll find simple, key ideas that will maximize your presentation for all learning styles.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Productivity eTools: Be Organized and Get Stuff Done (01-PRO-BUS-ON)

Find out the top 40 favorite applications and eTools of productive workers. Get the latest tools, sites, iPhone and iPad applications to turbo-charge your work and simplify your life.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Product Prototyping on a Budget Certificate (01-PRO-BUS-ON)

Creating a prototype of a product used to be a very expensive proposition. Now, with the availability of consumer-level 3D printers and relatively easy-to-program custom electronics controlled by processors like the Arduino, it is possible to prototype many types of products yourself. This certificate consists of two classes; either one can be taken first.

Fee: $395   **Date:** Sept. 4 - 28, 2018 and Nov. 5 - 30, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Productivity & Time Management Certificate (01-PRO-BUS-ON)

Maximizing productivity and the use of time is the primary way to increase profitability and organizational success for a growing number of people and their organizations. Successful businesses and work organizations are moving from counting hours sitting in a chair to outcomes and results.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Retire Rich: Smart Retirement Steps for 20 and 30 Somethings (01-PRO-BUS-ON)

Did you know 56 percent of Americans retire with less than $10,000 and that many people, even rich people, live paycheck to paycheck? It does take planning, but it is attainable and the sooner you begin, the better off you will be! I know investing can be intimidating–especially if you have never done it before or know what to do.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

The Basics of Bookkeeping (01-PRO-BUS-ON)

The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that meet your needs. All of the money you spend, and all of the money you earn, have a place to go.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

The Business Plan (01-PRO-BUS-ON)

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the business plan, one step at a time.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Your Workplace, Your Employees, and The Law (01-PRO-BUS-ON)

This four-unit course will provide business owners, managers, supervisors and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today's legal-prone work environment

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

COURSES FOR EDUCATORS

3D Printed Science and Math: Visualizations and Experiments (01-PRO-EDU-ON)

A 3D printer can be used to teach science and math in two ways: when a teacher creates an accurate 3D model of a concept for students to handle, or to design a "starter set" model that students can then alter and use as the basis for explorations. The instructors will impart ideas for developing appropriate content of concepts ranging from kindergarten to grad school and will teach participants to use the free and open source 3D modeling program OpenSCAD.

Fee: $195   **Date:** Oct. 2 - 27, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Classroom Management: Children as Change Agents (02-PRO-EDU-ON)

Geared primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologists, counselors) serving children and youths presenting behavior problems in the school or community, this course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months.
Location: Online

Advanced Teaching Online (01-PRO-EDU-ON)

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop, and teach an online course.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Attention-Deficit/Hyperactivity Disorder: Information & Interventions for Effective Teaching (02-PRO-EDU-ON)

This course will help the learner achieve a better understanding of ADD and intervention strategies to facilitate positive student change. Taught by Mick R. Jackson MS/ED, this course covers the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications and strategies that are currently used to treat it.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Autism & Asperger's Disorder: Information and Effective Intervention Strategies (02-PRO-EDU-ON)

This course describes Autism and Asperger's Disorder, including characteristics of these disorders, associated learning styles, communication weaknesses and various intervention strategies. The course helps the learner understand why individuals with Autism spectrum disorders behave the way they do, and what you can do to enhance more appropriate behavior.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Behavior is Language: Strategies for Managing Disruptive Behavior (02-PRO-EDU-ON)

Topics covered include behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, reduce educator workload and help prevent burnout.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Certificate in 3D Printing for Educators (01-PRO-EDU-ON)

There has been a lot of excitement about the use of 3D printers in education, but educators can have trouble both getting started with technology and figuring out what to do with it. This two-class certificate covers both aspects, starting with how the technology works and then moving on to how to use it effectively.

Fee: $345   **Date:** Sept. 4 - Oct. 27, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certified Online Instructor (COI) (01-PRO-EDU-ON)

From building and improving an online course, fostering online discussion and encouraging student interaction to traditional assessment and online tests, this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

Fee: $795   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Learning Styles (01-PRO-EDU-ON)

In this Certificate in Learning Styles, you get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender and the autism spectrum.

Fee: $395   **Date:** Oct. 1 - Nov. 20, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Child Abuse: Working with Abused and Neglected Children (02-PRO-EDU-ON)

A major emphasis in this course is on helping the participant understand the special learning needs of abused or neglected children and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Classroom Diversity and Inclusive Teaching Practices (00-PRO-EDU-ON)

This four-week workshop taught by Dr. Anita Ede is designed to provide Pre-K and Elementary School teachers and administrators with the skills and knowledge to build safe, respectful learning environments for diverse students.

Fee: $150   **Date:** Sept. 4 - Oct. 2, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Designing Online Instruction (01-PRO-EDU-ON)

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Drugs & Alcohol in Schools: Understanding Substance Use and Abuse (02-PRO-EDU-ON)

This course provides a contextual framework for understanding what students may be experiencing either through their own substance use or as a result of the substance use of persons close to them. It provides a basic historical perspective of substance use along with the biological, psychological and social factors that comprise the disease of addiction.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Early Childhood: Family Centered Services (02-PRO-EDU-ON)

In this course you will learn what is meant by family-centered services as it applies to diverse systems of care, gain an understanding of family diversity, and explore the major stress factors facing families today. We will discuss the theoretical basis for family-centered services, as well as reflect on current research and best practice.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Early Childhood: Observation and Assessment (02-PRO-EDU-ON)

This course explores observation and assessment instruments, as well as recommended practices and available resources for infants, toddlers and preschoolers. Content includes an emphasis on observing young children and assessing their early childhood learning environments.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Early Childhood: Program Planning (02-PRO-EDU-ON)

This course is designed to give you a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age 8.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Early Childhood: Typical and Atypical Development (02-PRO-EDU-ON)

Content includes patterns and sequences of typical development for children from birth to 6-years-old. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability during infancy, toddler-hood and the preschool years.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Educational Assessment: Assessing Student Learning in the Classroom (02-PRO-EDU-ON)

The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering, and interpreting a variety of informal assessment measures typically used in schools.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Fostering Online Discussion (01-PRO-EDU-ON)

Being engaged with your online learners throughout the course is one of the three biggest challenges of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Gender in the Classroom (01-PRO-EDU-ON)

Discover why girls waste 30 percent of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the five learning habits girls get in school that hurts them in the workplace.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Generational Learning Styles (01-PRO-EDU-ON)

This course will focus on the influence of generational characteristics on learning styles. Your students learn differently than you do. Come find out how to help your students learn more and discover something new about yourself too!

Fee: $145   **Date:** Nov. 5 - 20, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Harassment, Bullying, and Cyber-Intimidation in Schools (02-PRO-EDU-ON)

The course will address what we know about these troubling areas. We will then explore preventative strategies, as well as how school staff can address these issues when they occur.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Inclusion: Working with Students with Special Needs in General Education (02-PRO-EDU-ON)

This course is designed to help special and general educators gain a better understanding of inclusion, one of the current educational reform movements that advocates educating students with disabilities in the general education classrooms.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Infant and Toddler Mental Health: Issues and Information for Educators (02-PRO-EDU-ON)

This course is designed to help educators achieve a better understanding of infant and toddler mental health, child development and strategies that can be used to promote positive relationships with children and their families.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Introduction to 3D Printing (01-PRO-TE-ON)

3D Printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice)? In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.3 CEUs/ILUs
Location: Online

Learning Disabilities: Practical Information for the Classroom Teacher (02-PRO-EDU-ON)

This course describes diverse theoretical approaches to handling learning disabilities in the classroom. Taught by Dr. Bob Pillay, it lays the foundation for sensitive, appropriate assessment and evaluation of students.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Online Learning and Teaching for K-12 Teachers (01-PRO-EDU-ON)

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Reading and Writing in Content Area (02-PRO-EDU-ON)

The material stresses the skills of vocabulary building, comprehension and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Reading Fundamentals #1: An Introduction to Scientifically - based Research (02-PRO-EDU-ON)

The purpose of this course is to improve your knowledge of science and the scientific process. This is the first course in a three-course series.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction (02-PRO-EDU-ON)

Designed to lay the foundation for effective reading instruction, this course will teach you about the elements of effective instruction and the importance of reading instruction.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Reading Fundamentals #3: The Elements of Effective Reading Instruction and Assessment (02-PRO-EDU-ON)

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction and future directions.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Registered Behavior Technician (00-PRO-EDU-ONBA)

Individuals who complete our training will gain the knowledge and skills necessary to accurately implement applied behavior analysis techniques and strategies with a high degree of treatment fidelity. Our objective is to create practitioners who can effectively carry out the duties and responsibility of an ABA practitioner.

Fee: $98   **Date:** Oct. 11, 12, 15 & 16, 2018
Time: 8 a.m. - 4 p.m.
Time to Complete Course: Two days with additional coursework online
Location: Broken Arrow Campus, 3100 E. New Orleans St., Broken Arrow, OK 74014

Response to Intervention (02-PRO-EDU-ON)

As educators, you have probably heard the term RTI, or Response to Intervention. RTI is a process schools can and should use to help students who are struggling with academics or behavior.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Six Traits of Writing Model: Teaching & Assessing (02-PRO-EDU-ON)

This course focuses on why teaching writing is an essential skill for life, and gives theory and practical steps to implement the six traits of writing in any classroom.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Social Media and Online Tools for K-12 Teachers (01-PRO-EDU-ON)

Google Docs, Adobe ConnectNow, iGoogle, Flickr, Animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class.

Fee: $145   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours;1.6 CEUs/ILUs
Location: Online

Students with ASD (Autism Spectrum Disorder) (01-PRO-EDU-ON)

In this course, you take away strategies for working effectively with Asperger's students. You will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger's Syndrome.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours;1.6 CEUs/ILUs
Location: Online

Substitute Teacher Preparation (01-PRO-EDU-ON)

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.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours;1.6 CEUs/ILUs
Location: Online

Talented & Gifted: Working with High Achiever (02-PRO-EDU-ON)

The course gives the learner an understanding of ways to meet the effective needs of the gifted and talented student in the regular classroom and lists resources for teachers and parents who would like more information about the talented and gifted.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Teaching Diversity: Influences & Issues in the Classroom (02-PRO-EDU-ON)

Designed to give the learner the knowledge, tools and dispositions to effectively facilitate a diverse classroom, this course teaches how to understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Teaching Elementary Math Conceptually: A New Paradigm (02-PRO-EDU-ON)

This course is designed to expand your methodology for teaching Mathematics. This course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Teaching Secondary Math Conceptually: Meeting Mathematics Standards (02-PRO-EDU-ON)

Teaching Secondary Math Conceptually: Meeting Mathematics Standards is an interactive computer-based instruction course designed to expand your methodology for teaching Mathematics.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

The Flipped Classroom (01-PRO-EDU-ON)

In this course we will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Traumatized Child: The Effects of Stress, Trauma, and Violence on Student Learning (02-PRO-EDU-ON)

Participants will learn the signs and symptoms of stress and trauma and explore how stress, violence and trauma affect a student's learning, cognitive brain development and social-emotional development.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Try DI!: Planning and Preparing a Differentiated Instruction Program (02-PRO-EDU-ON)

The course reflects an approach that aligns the principles of DI with the practices of DI. The concept of a "theory of action" will also be provided within a DI context. The course has also been designed to introduce students to a range of strategies associated with a DI approach. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Understanding Aggression: Coping with Aggressive Behavior in the Classroom (02-PRO-EDU-ON)

This course is designed to help school personnel become more aware of the causes of aggression, the ways to evaluate, and intervene before it turns to violence in the schools.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Understanding & Implementing Common Core Standards (02-PRO-EDU-ON)

The organization of the course covers the rationale for and design of the Common Core State Standards, the "Common Core Mindset" practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Using Cell Phones in the Classroom (01-PRO-EDU-ON)

Discover how to implement cell phones in your classroom from a teacher who has done it successfully.

Fee: $145   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ ILUs
Location: Online

Violence in Schools: Identification, Prevention & Intervention Strategies (02-PRO-EDU-ON)

Upon successful completion of this course, participants will have a better understanding of violence and the motivations behind its use, as well as specific strategies to minimize the occurrence of violence in the school and community.

Fee: $209   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Why DI?: An Introduction to Differentiated Instruction (02-PRO-EDU-ON)

Why DI?: An Introduction to Differentiated Instruction will also provide connections to a variety of concepts, variables and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom.

Fee: $259   **Date:** Open Enrollment
Time to Complete Course: Must complete within six months; 3 CEUs
Location: Online

Accountable and Clinically Integrated Care Health Systems (04-PRO-HEA-ON)

This course is about transforming the health delivery system into a more integrated, collaborative, quality outcomes and accountable environment. Leaders must retool their management skills and strategic initiatives in order to foster an efficient continuum of care that emphasizes value (quality and cost-effectiveness) and improved patient satisfaction (better outcome) while encouraging professional and individual well-being.

Fee: $400 **Date:** Coming soon. Check the website.
Time to Complete Course: Average 32 hours; 3.2 CEUs
Location: Online

Clinical Medical Assistant Program - 140 Classroom Hours with Clinical Externship (05-PRO-HEA-BA)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Fee: $2,599 **Date:** Sept. 13 - Dec. 20, 2018
Time: Tuesday & Thursday 6 p.m.–9:30 p.m. Saturdays 9 a.m.–4:30 p.m. (March 17; April 7 & 21; May 5 & 19; June 2, 2018)
Location: Broken Arrow Campus, 3100 E. New Orleans St., Broken Arrow, OK 74014

Concepts of Aging (00-PRO-HEA-ON)

This course will investigate the physical, cognitive, social and emotional development of adults.

Fee: $225 **Date:** Open Enrollment
Location: Online

Dementia Care (01-PRO-HEA-ON)

This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia.

Fee: $495 **Date:** Coming soon. Check the website.
Time to Complete Course: Average 32 hours, 3.2 CEUs/ILUs
Location: Online

Dental Assisting Program (05-PRO-HEA-BA)

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions--Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.

Fee: $1,199 **Date:** Oct. 1 - Nov. 28, 2018
Time: Monday & Wednesday 6 p.m. - 9:30 p.m.
Location: Broken Arrow Campus, 3100 E. New Orleans St., Broken Arrow, OK 74014

Economics and Aging (00-PRO-HEA-ON)

This course will explore income inequality, gender inequality, race inequality and poverty within the aging population.

Fee: $225 **Date:** Open Enrollment
Location: Online

Elderly Abuse (00-PRO-HEA-ON)

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, as well as the issues associated with the possible causes and the effects.

Fee: $225 **Date:** Open Enrollment
Location: Online

Estate Planning - Gerontology (00-PRO-HEA-ON)

This course will review the aging population's financial needs, legal issues, Social Security benefits and the transition from work to retirement.

Fee: $225 **Date:** Open Enrollment
Location: Online

Gerontology Certificate (00-PRO-HEA-ON)

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.

Fee: $2,025 **Date:** Open Enrollment
Location: Online

Healthcare Administration Certification (04-PRO-HEA-ONCODE)

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.

Fee: $1,100 **Date:** Check the website for details.
Time to Complete Course: Average 30 hours; 3.0 CEUs per course
Location: Online

Healthcare Governance & Effective Trustees
(04-PRO-HEA-ONCODE)

This course explores the purposes, roles, responsibilities and duties of the Board of Directors/Trustees as they relate to organizational excellence and community benefit. Boards are a critical aspect of successful governmental, nonprofit and investor-owned organizations. The Board provides important checks and balances for leadership of the health system it governs. Participants will learn how to enhance the Board's effectiveness for the good of the community and organizations they serve.

Fee: $250 **Date:** Check the website for details.
Time to Complete Course: Average 30 hours; 3.0 CEUs per course
Location: Online

Healthy Aging (00-PRO-HEA-ON)

This course will investigate the social determinants 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.

Fee: $225 **Date:** Open Enrollment
Location: Online

Home Health Aide Certification - Lawton
(06-PRO-HEA-OS

The Northeastern State University (NSU) and Oklahoma Healthy Aging Initiative (OHAI) Home Health Aide (HHA) certification course allows those currently certified as a nurse aide to learn about assisting patients with completing important personal care needs within the home.

Fee: $100 **Date:** Course 4: Sept. 24 & 25, 2018;
Course 5: Nov 15 & 16, 2018
Location: Southwest OHAI Center of Healthy Aging,
3811 W. Gore Blvd., Suite 8, Lawton, OK 73505

Home Health Aide Certification - Oklahoma City, Ok. (06-PRO-HEA-OS)

The Northeastern State University (NSU) and Oklahoma Healthy Aging Initiative (OHAI) Home Health Aide (HHA) certification course allows those currently certified as a nurse aide to learn about assisting patients with completing important personal care needs within the home.

Fee: $100 **Date:** Coming soon. Check the website.
Location: O'Donoghue Research Building, #187, 1122 NE 13th St., Oklahoma City, OK 73117

Home Health Aide Certification - Tulsa, Okla. (06-PRO-HEA-OS)

The Northeastern State University (NSU) and Oklahoma Healthy Aging Initiative (OHAI) Home Health Aide (HHA) certification course allows those currently certified as a nurse aide to learn about assisting patients with completing important personal care needs within the home.

Fee: $100 **Date:** Course 5: Aug. 22 & 23, 2018;
Course 6: Sept. 19 & 20, 2018
Location: OHAI Caregiver Training Center, 2417 E. 53rd St., Suite B, Tulsa, OK 74105

Introduction to Gerontology (00-PRO-HEA-ON)

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.

Fee: $225 **Date:** Open Enrollment
Location: Online

Issues in Death and Dying (00-PRO-HEA-ON)

This course will explore the cross cultural faces of death, widowhood and bereavement, suicide and the business side of death.

Fee: $225 **Date:** Open Enrollment
Location: Online

Leadership for the 21st Century Healthcare Executives (04-PRO-HEA-ON)

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.

Fee: $400 **Date:** Coming soon. Check the website.
Time to Complete Course: Average 30 hours; 3 CEUs per course
Location: Online

Lewy Body Dementia (01-PRO-HEA-ON)

This course will provide information about Lewy Body Dementia (LBD). Sometimes referred to as the "crossroads of Alzheimer's and Parkinson's disease," LBD is now the second most common cause of dementia.

Fee: $145 **Date:** Coming soon. Check the website.
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Living Environments (00-PRO-HEA-ON)

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 adaptions, independent living and residential facilities for the aging.

Fee: $225   **Date:** Open Enrollment
Location: Online

Medical Administrative Assistant Program with Clinical Externship (00-PRO-HEA-ON)

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures.

Fee: $1,899   **Date:** Sept. 24 - Dec. 12, 2018
Time: Mon & Wed., 6 - 9:30 p.m.
Location: NSU, Liberal Arts Building, Room 126,
3100 E. New Orleans St., Broken Arrow, OK 74014

Medical Billing and Coding Program (00-PRO-HEA-ON)

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures.

Fee: $1,899   **Date:** Sept. 24 - Dec. 12, 2018
Time: Mon & Wed; 6 - 9:30 p.m.
Location: NSU, Liberal Arts Building, Room 220,
3100 E. New Orleans St., Broken Arrow, OK 74014

Pharmacy Technician Program (00-PRO-HEA-ON)

This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam.

Fee: $1,299   **Date:** Oct. 2 - Nov. 20, 2018
Time: Tues. & Thurs., 6 p.m. - 9:30 p.m.
Location: NSU, Liberal Arts Building, Room 224,
3100 New Orleans St., Broken Arrow, OK 74014

Phlebotomy Technician Certification Program with Clinical Externship (00-PRO-HEA-ON)

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

Fee: $1,899   **Date:** Sept. 17-Dec. 17, 2018
Time: Tues. & Thurs.; 6 p.m. - 9:30 p.m.
Location: NSU, Liberal Arts Building, Room 124,
3100 E. New Orleans St., Broken Arrow, OK 74014

Policies of Aging (00-PRO-HEA-ON)

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.

Fee: $225   **Date:** Open Enrollment
Location: Online

Population/Public Health Management (04-PRO-HEA-ON)

This 10-week course introduces students to a generalized understanding of health service providers' initiatives to enhance the community's health status in order to minimize avoidable healthcare resource utilization and manage chronic diseases like diabetes, pulmonary and cardiovascular complications, and contain the growth in healthcare expenditures.

Fee: $250   **Date:** Aug. 6 - Oct. 19, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Quality Health Care Processes/Programs (04-PRO-HEA-ON)

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. This course offers management skills and strategic initiatives to foster a smooth continuum of care.

Fee: $250   **Date:** Coming soon. Check the website.
Time to Complete Course: Average 32 hours; 3.2 CEUs
Location: Online

Retooling for the 21st Century Health Delivery Systems (04-PRO-HEA-ON)

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.

Fee: $400   **Date:** Coming soon. Check the website.
Time to Complete Course: Average 32 hours; 3.2 CEUs
Location: Online

Spanish for Medical Professionals (01-PRO-HEA-ON)

You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

Fee: $290   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUS
Location: Online

Transgenerational Families (00-PRO-HEA-ON)

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.

Fee: $225 **Date:** Open Enrollment
Location: Online

HOME INSPECTION

Home Inspection Certificate (03-PRO-BUS-ON)

This American Society of Home Inspector (ASHI) endorsed online program is a collaborative effort brought to you by Northeastern State University and Carson Dunlop.

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

Fee: $4,000 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Roofing (03-PRO-BUS-ON)

This course discusses both sloped and flat roof construction. Included are sections on how to inspect roofs and what to watch for with various roofing materials.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Structure (03-PRO-BUS-ON)

All the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Electrical (03-PRO-BUS-ON)

The course is designed to provide people who do not have an electrical background with the skills necessary to perform the electrical part of a professional home inspection.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Heating I (03-PRO-BUS-ON)

This course provides an introduction to residential heating systems, starting with a description of fuels and then focusing on furnaces and boilers.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Heating II (03-PRO-BUS-ON)

The heating discussion is continued with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Air Conditioning and Heat Pumps (03-PRO-BUS-ON)

These complex mechanical systems are broken down into simple components. The course starts with basic principles of operation and builds an understanding. Considerable detail is provided on how these systems fail.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Plumbing (03-PRO-BUS-ON)

Instruction on how systems work and common failure modes are provided. Again, the illustrations add significantly to the learning experience.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Exterior (03-PRO-BUS-ON)

This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Insulation & Interior (03-PRO-BUS-ON)

Focus is on the inspection of thermal insulation, vapor barrier and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed counter tops and cabinets and garage doors/door operators.

Fee: $400 **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

Communication and Professional Practice
(03-PRO-BUS-ON)

Students develop their oral and written communication skills, and learn the reporting requirements and proper conduct for a professional Home Inspector.

Fee: $400   **Date:** Open Enrollment
Time to Complete Course: At your own pace.
Location: Online

HUMAN RESOURCES

Applying Lean Sigma Practices to Human Resource Functions (01-PRO-HR-ON)

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.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts (01-PRO-HR-ON)

This course is designed to support staff of nonprofit organizations in using planning and evaluation tools to increase the effectiveness of social change advocacy campaigns.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Business Coaching Certificate (01-PRO-HR-ON)

Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Fee: $395   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Key Essentials for Conducting Workplace Investigations (01-PRO-HR-ON)

This course covers key elements for effectively conducting workplace investigations related to harassment, sexual harassment, discrimination, employee retaliation and management misconduct.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Onboarding New Employees (01-PRO-HR-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Strategic Project Management Skills for Human Resource Professionals (01-PRO-HR-ON)

This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects, as well as develop an understanding of potential risks that often prevent successful project implementation.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

MANAGEMENT & LEADERSHIP

Advanced Six Sigma Black Belt
(01-PRO-MALA-ON)

In this final course in the Six Sigma Black Belt program candidates will focus on the improve and control stages of DMAIC. Topics included in this course include hypothesis testing, regression analysis, design of experiments, hypothesis testing, non-parametric analysis and statistical process control.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Six Sigma Green Belt
(01-PRO-MALA-ON)

The final course in the Six Sigma Green Belt program is the Advanced Six Sigma Greenbelt course which teaches participants to improve and control processes. Topics included in this course include hypothesis testing, design of experiments and statistical process control.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Certificate in Office Operations
(01-PRO-MALA-ON)

Efficient office operations can mean the difference between success and not-so-much, between being in the black and being in the red. From you and your employees working harder to working smarter, the strategies and benchmarks of office operations increases the productivity of every person in your organization.

Fee: $495   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Workplace Communication
(01-PRO-MALA-ON)

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.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 56 hours; 5.6 CEUs/ILUs
Location: Online

Certificate in Leadership Development
(01-PRO-MALA-ON)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate will provide how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society.

Fee: $395   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Leadership in the 21st Century (01-PRO-MALA-ON)

Leadership today demands more sophisticated skills. Executives need to know traditional leadership principles and standard practices as we move from industrial age to the new economy of the Internet, knowledge and innovation. This unique certificate addresses the skills needed to navigate business today.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Certificate in Nonprofit Administration
(01-PRO-MALA-ON)

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in Nonprofit Administration.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certificate in Project Management
(01-PRO-MALA-ON)

Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Change in the Workplace (01-PRO-MALA-ON)

This course helps you learn how to implement change in the workplace, where a recent Gallup study found that nearly 70 percent of the American workforce is disengaged from their jobs. They perceive changes in careers to be too difficult to accomplish or they are too old, not skilled enough and may lack the funds to change their skill set. Take home strategies on how to deal with changes in your work environment and even how to introduce changes to your work place culture.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Change Management Skills (01-PRO-MALA-ON)

In this class participants will learn how to successfully plan, implement, communicate, create employee involvement and commitment and add value during change. This class is beneficial to human resources professionals within organizations or those seeking to enter the field of Human Resource Strategy Consulting.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ ILUs
Location: Online

Collaborative Management (01-PRO-MALA-ON)

This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs
Location: Online

Conflict Management (01-PRO-MALA-ON)

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.

Fee: $245   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 24 hours; 2.4 CEUs/ILUs
Location: Online

Creating Community & Social Change
(01-PRO-MALA-ON)

Discover how social change happens, and doesn't, and how you can influence change. Then, explore working within an established organization versus creating your own group for change.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Creating High Performance Virtual Teams
(01-PRO-MALA-ON)

Building on the foundation learned in Introduction to Leading Virtual Teams, this course covers the skills and processes needed to move an ordinary virtual team to a high performance virtual team.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Creative Problem Solving (01-PRO-MALA-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Customer Service Leadership (01-PRO-MALA-ON)

From selecting customer service oriented employees to developing the best processes, you'll find simple ways to increase your bottom line with outstanding customer service.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Cyber Security for Managers (01-PRO-MALA-ON)

Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics and cyber terrorism.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Dealing with Difficult People in the Workplace (01-PRO-MALA-ON)

Dealing with difficult personalities and broaching challenging subjects is a workplace necessity and takes skill, tact and confidence. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease.

Fee: $245   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Developing Your Leadership Skills
(01-PRO-MALA-ON)

Learn the unspoken secrets that leaders know and the strategies they exhibit to influence others. Leadership skills are acquired and learned.

Fee: $145   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Developing Your Professional Career
(01-PRO-MALA-ON)

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.

Fee: $145   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Embracing Sustainability in the Workplace
(01-PRO-MALA-ON)

Your instructors will detail and deliver practical approaches and applications toward implementing sustainability with guidance in planning procedures. Take back practical tips on operating your indoor environments to consider air, water, lighting, fitness, nutrition, mind and comfort.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Female Bullying in the Workplace
(01-PRO-MALA-ON)

This course is designed to not only help you understand this growing issue but to also help you to not become a victim of workplace bullying.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Foundations of Supply Chain Management
(01-PRO-MALA-ON)

Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. This course will provide tools to make sure you have a strategy for your supply chain, that it is aligned and that you know and understand the decisions and tradeoffs you have to make as you move forward.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

How to Avoid Fatal Leadership Errors
(01-PRO-MALA-ON)

Discover how fatal leadership errors begin. Review cases of real leaders in business, education and government who experienced initial success, but ultimately failed because of their own actions.

Fee: $295   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Six Sigma Black Belt
(01-PRO-MALA-ON)

In this course, Black Belt Candidates will identify their projects. The course will focus on the Define, Measure and Analyze part of the DMAIC process. In the Define stage, Black Belts identify customer needs and expectations.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Six Sigma Green Belt
(01-PRO-MALA-ON)

This Intermediate Six Sigma Green Belt course builds on the ideas and skills learned in the Introduction to Six Sigma Green Belt course that organizations use, specifically their Six Sigma teams, to improve.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Leading Virtual Teams
(01-PRO-MALA-ON)

This course is the foundation course of the three-course certificate and defines the differences between a traditional team and one that is at least partially virtual. The role of the team leader is explored and you will learn the key knowledge and skills needed to excel at virtual team leadership, whether this is a full-time or part time role.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Project Management
(01-PRO-MALA-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Six Sigma Black Belt
(01-PRO-MALA-ON)

Topics covered include integration of Lean and Six Sigma into organizations, linking projects to organizational goals, process management overview, metrics, types of teams, motivation, team stages and other soft skills Black Belts use.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Six Sigma Green Belt
(01-PRO-MALA-ON)

This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team-building tools and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Leading and Managing Virtual Teams Certificate (01-PRO-MALA-ON)

If you are the formal leader of a virtual team, an informal leader or want to become one, you will learn how to lead a virtual team, leverage virtual meeting tools, and help lead that team to a higher level of performance. At the end of this three-course certificate, you will come away with an in-depth knowledge of what you can do to make a difference on the teams that you are part of.

Fee: $495   **Date:** Sept. 4 - Nov 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Leadership in the 21st Century (01-PRO-MALA-ON)

Discover information not available anywhere else about how the marketplace and business is changing. Then find out what executive leaders need to know about the new economy to position your organization for success.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Leadership Principles (01-PRO-MALA-ON)

Especially for Gen Y (born 1980-1999), this 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.

Fee: $145   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Leading and Mastering Virtual Meetings
(01-PRO-MALA-ON)

This course covers how to lead and manage difficult virtual meetings or difficult attendees and how to resolve conflict if it occurs. Come away with skills to enhance your participation and leadership in virtual meetings.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Lean Six Sigma (01-PRO-MALA-ON)

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.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Management Certificate (01-PRO-MALA-ON)

Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees and increase your effectiveness.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Management Boot Camp (01-PRO-MALA-ON)

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.

Fee: $295   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Managing Generations in the Workplace
(01-PRO-MALA-ON)

Discover what motivates each generation at work, what incentives they respond to and what messages they value. Generations X and Y are significantly different from the Boomer generation. Each generation has different expectations and styles of work in the workplace.

Fee: $175   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Managing Social Change Certificate
(01-PRO-MALA-ON)

Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or community. First, learn to strategically apply various disciplines to cause organizational change, as well as develop the personal skills and attitudes organizations need for implementing change.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Negotiation: Get What You Want
(01-PRO-MALA-ON)

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.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Office Operations (01-PRO-MALA-ON)

Discover strategies for focusing on specific office outcomes and operating a high-functioning office. Office operations refer to the administration and management of office business practices to support the highest level of efficiency and productivity within an organization.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Program Evaluation for Nonprofits
(01-PRO-MALA-ON)

Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Project Management Knowledge Areas
(01-PRO-MALA-ON)

This course introduces the student to the Ten Project Management Knowledge Areas and their support role and relationships to the Five Project Management Processes.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Project Management Processes
(01-PRO-MALA-ON)

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field or in any line of work.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Revenue Generation for Nonprofits
(01-PRO-MALA-ON)

Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees.

Fee: $495   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Six Sigma Black Belt Certificate
(01-PRO-MALA-ON)

Lean and Six Sigma is changing the way organizations operate. Leading the change are Six Sigma Black Belts. LERN's Black Belt training builds on the Green Belt certification and teaches candidates advanced problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Six Sigma Green Belt Certificate
(01-PRO-MALA-ON)

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Stress Management (01-PRO-MALA-ON)

Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

Fee: $145   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Supervisory and Leadership Certificate
(01-PRO-MALA-ON)

Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Fee: $395   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Workplace Conflict Solutions Certificate
(01-PRO-MALA-ON)

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.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Using Personality Profiles for Better Work Performance (01-PRO-MALA-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

MARKETING

Advanced Inbound Marketing (01-PRO-MARK-ON)

Get under the hood of inbound marketing and learn how to monitor, measure, and manage the integrated results of your inbound marketing activities at a more advanced level. We'll focus on the data that actually matters and how it is influenced by visitor/user engagement.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Mobile Marketing (01-PRO-MARK-ON)

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.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Web Design (01-PRO-MARK-ON)

Responsive Web design enables Web designers and developers to build and maintain a single website to serve all kinds of devices sizes: smartphones, tablets, laptops and more.

Fee: $245 **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Boosting Your Website Traffic (01-PRO-MARK-ON)

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results.

Fee: $195 **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Certificate in Google Tools (01-PRO-MARK-ON)

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big takeaways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others.

Fee: $495 **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Sales (01-PRO-MARK-ON)

Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

Fee: $495 **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Content Marketing (01-PRO-MARK-ON)

Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful.

Fee: $195 **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Creating Cell Phone Apps for Your Business (01-PRO-MARK-ON)

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 and iPhone platforms.

Fee: $245 **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Digital Marketing Certificate (01-PRO-MARK-ON)

Come get a fundamental, yet advanced, introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits and government agencies.

Fee: $495 **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Effective Electronic Presentations (01-PRO-MARK-ON)

You'll find simple, key ideas that will maximize your presentation for all learning styles. These ideas you'll not find anywhere else.

Fee: $195 **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Facebook for Business (01-PRO-MARK-ON)

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.

Fee: $245 **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Getting Started in Sales (01-PRO-MARK-ON)

Finding new clients or customers can be challenging, reaching out to them and actually making a sale is a whole other thing. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success.

Fee: $195 **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Google+ (01-PRO-MARK-ON)

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, grow your base and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas.

Fee: $195 **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Google Analytics (01-PRO-MARK-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Google Apps for Business (01-PRO-MARK-ON)

Google has variety of web based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Improving Email Promotions (01-PRO-MARK-ON)

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then, find out how to analyze your email response rates, including getting the benchmarks for open rates and click-through rates. Learn how to improve your email promotion and responses with tracking and testing.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Inbound Marketing Certificate (01-PRO-MARK-ON)

Inbound marketing is a way to help potential customers find you through organic search, which is a process of using your website in a way that it attracts visitors naturally through search engines, the blogosphere and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Instagram for Business (01-PRO-MARK-ON)

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. 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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Integrating Social Media in Your Organization (01-PRO-MARK-ON)

Take away practical strategies and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Web Design (01-PRO-MARK-ON)

You will acquire the fundamentals of the most popular Web 2.0 technologies and take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Inbound Marketing (01-PRO-MARK-ON)

In this course, you will discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead- nurturing campaigns that result in sales.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Mobile Marketing (01-PRO-MARK-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Social Media (01-PRO-MARK-ON)

Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Web Design (01-PRO-MARK-ON)

Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Throughout the course you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. Discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics and images.

Fee: $245   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

LinkedIn for Business (01-PRO-MARK-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Managing Social Media Platforms Certificate (01-PRO-MARK-ON)

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.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Marketing Using Social Media (01-PRO-MARK-ON)

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Mastering Video Marketing Certificate (01-PRO-MARK-ON)

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, videos can tell a story and stories can connect people. Video also leads to an emotional 'trigger' that plain text cannot do.

Fee: $395   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Mobile Marketing Certificate (01-PRO-MARK-ON)

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.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Online Advertising (01-PRO-MARK-ON)

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low-budget AdWords campaigns. Learn how you can target local audiences. Then, discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Podcasting (01-PRO-MARK-ON)

Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

Fee: $245   **Date:** Sept. 4 - Oct. 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Power Selling (01-PRO-MARK-ON)

No matter what product or service you represent, there are powerful strategies that will help you become a top-producing sales person. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management and delivering a compelling sales presentation.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Powerful Presentations & Effective Speaking Techniques (01-PRO-MARK-ON)

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.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Presentation Skills (01-PRO-MARK-ON)

In this class, participants will focus on two main topics: You and Them. With "You," we will look at how to identify and improve your presentation style--how do you use your body, your face and your hands. We will talk about charisma and if you have it--and if you don't, how you get it.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Self Publishing eBooks (01-PRO-MARK-ON)

Come discover what makes a great eBook and how you go about creating, formatting, and publishing your eBook.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Social Media for Business Certificate (01-PRO-MARK-ON)

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. 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.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Strategic Selling with Social Media (01-PRO-MARK-ON)

This course enables both successful sales people and those new to the sales profession, to leverage powerful social media sales solutions designed to help you save time, save money, and make money throughout the sales cycle from prospecting to referrals to closing sales.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Twitter (01-PRO-MARK-ON)

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

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Video Marketing (01-PRO-MARK-ON)

Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 --even while you sleep.

Fee: $245   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

YouTube for Business (01-PRO-MARK-ON)

Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

TECHNOLOGY SKILLS

Certificate in Mastering Excel (01-PRO-TECH-ON)

The the ability to create, edit and manage spreadsheets is a must-have skill to succeed in business, whether an entrepreneur or a valued employee. Microsoft Excel is the most used spreadsheet tool in the world.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Web Design (01-PRO-TECH-ON)

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Coding Certificate (01-PRO-TECH-ON)

Begin by getting introduced to the basics of computer programming and various programming languages. Then, go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry standard web page coding languages and the step-by-step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

Fee: $595   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Graphic Design Software Essentials Certificate (01-PRO-TECH-ON)

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work

Fee: $545　　　　**Date:** Sept. 4 - Dec. 1, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Mastering Computer Skills for the Workplace (01-PRO-TECH-ON)

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in 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.

Fee: $195　　　　**Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

WordPress Certificate (01-PRO-TECH-ON)

After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress.

Fee: $495　　　　**Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

TRAINING & EDUCATION

Adobe Illustrator Essentials (01-PRO-TE-ON)

In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type, and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required.

Fee: $245　　　　**Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Adobe InDesign Essentials (01-PRO-TE-ON)

This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance, and finalize multi-page documents. Access to Adobe InDesign software required.

Fee: $225　　　　**Date:** Nov. 5 - Dec. 1, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Adobe Photoshop Essentials (01-PRO-TE-ON)

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers and masks to edit, retouch, and enhance existing images or create your own composite digital art work.

Fee: $225　　　　**Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced CSS (01-PRO-TE-ON)

Go advanced. This course covers the advanced features of CSS. Learn how to use this very powerful language to precisely layout web pages, position page elements and style them to your taste. Topics include advanced web typography, working with grids, creating responsive web pages, and working with CSS3 styles. No question is too advanced for your instructor.

Fee: $245　　　　**Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Advanced Teaching Online (01-PRO-TE-ON)

Discover how to plan, develop, and teach an online course. Take home a 10-step model for developing your online course.

Fee: $195　　　　**Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Basic Programming Concepts (01-PRO-TE-ON)

If you wish to communicate technically with programming teams or wish to code a bit yourself, this course is for you. A lot of programming languages are very similar, and knowing what's common between all programming languages will help non-programmers communicate more efficiently with programmers, help aspiring programmers get started or transition into any programming language.

Fee: $195　　　　**Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Business Writing (01-PRO-TE-ON)

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Certificate in Basic Game Design (01-PRO-TE-ON)

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment.

Fee: $395   **Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certificate in Business Writing (01-PRO-TE-ON)

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter, or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Designing Webinars (01-PRO-TE-ON)

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.

Fee: $345   **Date:** Oct. 1 - Nov. 30, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Certificate in Online Teaching (01-PRO-TE-ON)

From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Presentation Media (01-PRO-TE-ON)

Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then, discover the design elements to creating visual presentations for success using any media. Take away critical skills for both training yourself and others in your organization.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 48 hours; 4.8 CEUs/ILUs
Location: Online

Certificate in Teaching Adults (01-PRO-TE-ON)

This is your invitation to teach others in person and join one of the more important functions in life -passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you.

Fee: $295   **Date:** Sept. 4–Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Communicating with Internationals (01-PRO-TE-ON)

Manage your intercultural interactions more effectively by developing enhanced skills in communicating with internationals and low-level English speakers. Gain techniques to provide better service to global clients, and keep stress levels calm in emergencies that involve diverse cultures.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Communicating with Programmers (01-PRO-TE-ON)

Every occupation has some unique characteristics, terms, approaches, ways of thinking and professional motivations. Come away with strategies for communicating with your techie, consultant or tech team for a win-win working relationship.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Designing Online Instruction (01-PRO-EDU-ON)

Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources, and designing guidelines.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Designing Successful Webinars (01-PRO-TE-ON)

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.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Effective Copywriting (01-PRO-TE-ON)

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. Come away with the tools and techniques you need to improve your copywriting skills, and learn how to avoid the common writing mistakes that can hold you back

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

For Parents of Boys (01-PRO-TE-ON)

Boys learn differently from girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30 percent less school work than females, fidget more, like new and hard challenges, and more.

Fee: $95   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Fostering Online Discussion (01-PRO-TE-ON)

Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Gender in the Classroom for Parents (01-PRO-TE-ON)

Help your son or daughter learn more, and succeed more, in school. Discover why girls waste 30 percent of their study time, why boys get worse grades than girls, why boys do less homework than girls and the five learning habits girls get in school that hurts them in the workplace.

Fee: $145   **Date:** Coming soon.
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Graphic Design for Visual Presentations (01-PRO-TE-ON)

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.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

How Programming Works (01-PRO-TE-ON)

This course will give you a basic understanding as a non-programmer on how programming works, the programming process, project timelines and ways you can help your techie or tech team in project success.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

HTML and CSS Fundamentals (01-PRO-TE-ON)

Acquire all the basics of HTML and CSS. You will learn the relationship between these two industry standard web page coding languages and the step-by-step process of hand-coding and building webpages. Topics include creating webpage content, styling text, creating page layouts, and formatting webpage content.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Infographics (01-PRO-TE-ON)

Students will be exposed to Pinterest and other web-based sources of infographics. The course proceeds to an exposure to various user-friendly infographic creation websites. Students will learn the basics of designing infographics and be able to make their own simple infographic.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Intermediate Video Game Design (01-PRO-TE-ON)

In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

Fee: $245   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to 3D Printing (01-PRO-TE-ON)

In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Coding (01-PRO-TE-ON)

You will learn the basics of HTML, CSS, and JavaScript in this course, as well as the practical uses for each.

Fee: $195   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Introduction to Game Design (01-PRO-TE-ON)

This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field.

Fee: $245   **Date:** Sept. 4 - 28, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Managing & Marketing Webinars (01-PRO-TE-ON)

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 time frame for planning and marketing webinars for maximum success.

Fee: $195   **Date:** Nov. 5 - 30, 218
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Photoshop for Presentations (01-PRO-TE-ON)

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.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Programming for Non-Programmers Certificate (01-PRO-TE-ON)

Begin by learning about how programming works, including processes, timelines and how projects are planned. Then learn the basic concepts of programming, so you can communicate more effectively with programmers and techies. Finally, pick up the communication strategies to make your projects more successful, creating a win-win situation for both you and your programmers.

Fee: $495   **Date:** Sept. 4 - Nov. 30, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

Prototyping with Maker Electronics (01-PRO-TE-ON)

This class will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online.

Fee: $245   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Students with ASD for Parents (01-PRO-TE-ON)

This course is 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.

Fee: $145   **Date:** Coming soon.
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

Writing News and Press Releases (01-PRO-TE-ON)

Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn to craft a news story, press release or publicity notice that will get attention.

Fee: $195   **Date:** Nov. 5 - 30, 2018
Time to Complete Course: Average 16 hours; 1.6 CEUs/ILUs
Location: Online

COMMUNITY & PERSONAL ENRICHMENT

Aiki Jitsu

In this class, each student will work under the guidance of Dr. Farinelli (founder) to develop their 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.

Fee: $25 per month.   **Date:** Check the website for latest details.
Time: Mondays 8 - 9 p.m.
Location: NSU, Jack Dobbins Field House, North Gym, Tahlequah, OK 74464

Angel Band

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.

Fee: $25 per month.   **Date:** Check the website for latest details.
Time: Mondays 7 - 8 p.m.
Location: NSU, Continuing Education Building, 512 N. Muskogee Ave., Tahlequah, OK 74464

Fiction Writing (01-LEIS-NO-ON)

You will learn the basic building blocks of story: character, plot and setting, as well as the different forms of fiction writing and some of the genres you might like to explore. Find out about researching avenues for marketing your work: online versus print magazines, self-publishing versus publishing with a traditional press.

Fee: $195   **Date:** Oct. 1 - 26, 2018
Location: Online

Senior Day Trips (00-LEIS-NO-TQ)

Enjoy treks to Sequoyah's Cabin in September, Talimena National Scenic Byway in October and A Guthrie Christmas in December 2018.

Date: One day trip per month. Check the website for details.
Time: 8:30 a.m. - 3:30 p.m.
Location: Online

COMMUNITY MUSIC ACADEMY

Community Music Academy

The Community Music Academy at Northeastern State University 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.

Date: Year round. See our website.
Location: Tahlequah Campus

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.   Lesson prices vary according to amount of time and level of instructor. See website for details.

Date: Year round. See our website.
Location: Tahlequah Campus

Music & Me

Let your child explore their world through music in our Music & 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.

Fee: $80   **Date:** Check the website for dates and times.
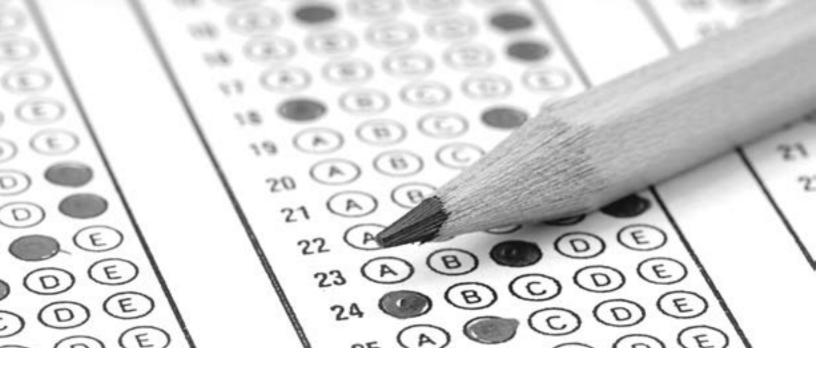**Location:** Tahlequah Campus

Beginning Piano & Elements of Music

Beginning Piano & Elements of Music is for children age 3- to 6-years old. This innovative approach to beginning piano study takes place in NSU's digital keyboard lab and acts as a springboard to private lessons.

Fee: $160   **Date:** Check the website for dates and times.
Location: Tahlequah Campus

TEST PREP CENTER

ACT Prep Camp (OO-TEST-ACT-ALL)

College Admission officers agree that your score is considered the second most important factor in the college application process. The ACT Prep Camp will help students identify their strengths and weaknesses, and will better prepare them for what to expect on test day.

Fee: $85   **Date:** Oct. 13, 2018; Nov. 17, 2018.
Time: 9 a.m. - 2 p.m.
Locations: NSU, University Center, Room 223, 612 N. Grand Ave., Tahlequah, OK 74464.
NSU, Mike Synar Center, 2400 W. Shawnee St., Muskogee, OK 74401.
NSU, Education Building, Room 119, 3100 E. New Orleans St., Broken Arrow, OK 74014.

Certified Financial Planner Prep
(OO-TEST-CFP-ON)

Build your financial knowledge and expand your job potential through CFP® certification. 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.

Fee: $1,500, plus the cost of books.   **Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Insurance CFP (OO-TEST-CFP-ON)

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.

Fee: $250, plus the cost of books.   **Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Retirement and Employee Benefit Planning CFP (OO-TEST-CFP-ON)

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.

Fee: $250 Plus the cost of books.   **Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Introduction to Financial Accounting (Income Tax Planning) CFP (00-TEST-CFP-ON)

This is an introduction to federal and state income tax laws and regulations including taxable and nontaxable income, deductions, credits, types of entities, ethics, tax research and tax planning.

Fee: $250 plus the cost of books.　　**Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Investments CFP (00-TEST-CFP-ON)

This is 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.

Fee: $250 plus the cost of books.　　**Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Estate Planning CFP (00-TEST-CFP-ON)

In this course, students apply estate planning in personal financial planning. This 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.

Fee: $250 plus the cost of books.　　**Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

Professional Financial Planning Capstone CFP (00-TEST-CFP-ON)

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.

Fee: $250 plus the cost of books.　　**Date:** Open Enrollment
Time to Complete Course: Each course should be completed in no more than 12 weeks.
Location: Online

LEED v4 Green Associate ExamPrep (01-TEST-LEED-ON)

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.

Fee: $695　　**Date:** Sept. 4 - Oct. 26, 2018
Time to Complete Course: Average 32 hours; 3.2 CEUs/ILUs
Location: Online

RIVERHAWKS SCHOLAR PROGRAM

The RiverHawks Scholar Program at Northeastern State University is a four-year, fully inclusive certificate program for students with mild/mild moderate intellectual and/or developmental disabilities.

Fee: $19,000 per year　　**Date:** NSU Academic School Year
Location: NSU Tahlequah Campus

ENROLLMENT FORM
NSU CONTINUING EDUCATION CLASSES

NORTHEASTERN
STATE UNIVERSITY

CARDHOLDER'S NAME (FIRST & LAST)

EMAIL

BILLING ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

STUDENT'S NAME	DATE(S)	FEES
COURSE NAME(S)		
CAMPUS LOCATION: (if not online) TAH BA MUSK		
	TOTAL FEE: $	

PAYMENT METHOD

CHECK #

CASH

CHARGE TO MY: VISA   MASTERCARD   DISCOVER   AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

AUTHORIZED SIGNATURE

SECURITY CODE

Credit Card payments may be taken by phone or fax

TODAY'S DATE

OFFICE USE ONLY (INITIAL NEXT TO THE COMPLETED TASK OR SLASH IF UNNEEDED)

PROCESSED PAYMENT	POSTED TO ROSTER	EMAILED MATERIALS	EMAILED RECEIPT	RECORDED IN CC LOG

Once you have found a course you like, here is how to register:

✉ Complete the form on the previous page and mail, with payment, to:
NSU Continuing Education
512 N. Muskogee Ave., Tahlequah, OK 74464

☎ Call our office at 918.444.4610 and we can take your registration
and payment information over the phone.

@ Email your registration form to ce@nsuok.edu

🖷 Fax your registration form and payment information to 918.458.2361

💻 Pay directly online at www.NSUOK.edu/CE

Pre-registration and payment is required. Continuing Education courses are non-credit and open to everyone. Class details are subject to change.

Refund Policy

Regular Course Refund Policy:
100% refund will be given if the request is made before the first scheduled class meeting. 50% refund will be given to requests made the first day of class if the class meets more than once. No refunds will be given after the first day of class and cannot be issued for non-attendance. All fees will be refunded if the class is canceled due to insufficient enrollment.

Some conditions and exceptions may apply.

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CONTINUING EDUCATION

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